



**ALLAN
HANCOCK
COLLEGE**



Law Enforcement Academy Basic Recruit Manual

Revised October 2020

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LAW ENFORCEMENT CERTIFICATION PROGRAM

REGULATIONS

and

POLICIES

FOREWORD

Revised July 1, 2017

You are now participating in one of the finest law enforcement basic training programs in the State of California.

You will receive 850 hours of training in all phases of law enforcement. Upon completion of your training you will have a foundation upon which to build your competency as a law enforcement officer.

The standards of the Allan Hancock College Basic Law Enforcement Academy are high and very demanding. The weeks ahead will be challenging. Those who are willing and capable of meeting our standards in academics, leadership ability, tactical skills, general performance, and physical ability will be certified to join the ranks of professional law enforcement.

You will find that Allan Hancock College Law Enforcement Academy and law enforcement agencies alike are quasi-military organizations. Consequently, the policies and procedures for efficient operation of the Academy are patterned along those lines.

This manual was developed to assist you during your course of training, become familiar with its contents, and commit the rules of conduct to memory.

LE320 Student Learning Outcome O1

Successfully complete the 21 week POST academy course meeting all of the POST academic requirements, all the POST physical fitness requirements, military discipline/drill requirements and the POST skills requirements. Thereby graduating from the LE 320 Basic Academy and receiving a certificate.

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1.00

REGULATION

NAME: ACADEMY MISSION STATEMENT

PURPOSE: TO ESTABLISH A FUNDAMENTAL PHILOSOPHY UPON WHICH THE ACADEMY IS BASED

EFFECTIVE: AUGUST 2, 1998 (Revised July 1, 2009)

1.01 MISSION STATEMENT:

- A. The Basic Academy training mission is to prepare students mentally, morally, emotionally and physically to enter and successfully complete the FTO program.
- B. Each student prior to graduation from the Academy must demonstrate acceptable proficiency in the following competencies:
 - 1. Professional Reasoning
 - 2. Human Relations/Communication Skills
 - 3. Problem Solving
 - 4. Job Knowledge
 - 5. Physical Skills
- C. The Academy will:
 - 1. Provide training that fulfills the requirements of the California Commission on Peace Officer Standards and Training for the basic course.
 - 2. Provide the highest quality training possible.
 - 3. Provide a learning environment with consideration for safety.
 - 4. Maintain a well-disciplined academic environment, resulting in highly disciplined graduate.
 - 5. Provide a learning environment that is free from discrimination based on religion, race, sex, national origin, or sexual orientation.

1.02 ACADEMY MOTTO:

“PROFESSIONALISM THROUGH TRAINING”

1.03 ACADEMY CLASS MOTTO:

“AHC”, “Action, Honor Commitment” will be used as the class motto until the Academy class develops their own class motto. The class motto must be pre-approved by an Academy Coordinator or Academy Director.

1.04 ACADEMY SIX CORE VALUES:

- HONOR
- DUTY
- INTEGRITY
- COURAGE
- DISCIPLINE
- COMPASSION

2.00

REGULATION

NAME: SCOPE OF ACADEMY POLICIES

PURPOSE: TO PREPARE THE RECRUIT FOR THE STANDARDS OF CONDUCT FOR LAW ENFORCEMENT OFFICERS.

EFFECTIVE: AUGUST 2, 1998 (Revised July 1, 2009)

REGULATION: Unless otherwise specified, all Academy regulations shall apply to the conduct of Recruits while enrolled in the Law Enforcement Academy; this includes conduct during training and off-training time away from the Academy.

2.01 IMPACT OF MISCONDUCT:

It is essential that Recruit conduct be regulated for the following reasons:

- A. Misconduct has the potential for creating civil liability to Allan Hancock College.
- B. Misconduct creates doubt about a Recruit's personal integrity, honesty, worthiness of public trust and their inability to adhere to the Law Enforcement Code of Ethics and the Commission on Peace Officers Standards and Training Code of Conduct.
- C. Misconduct reflects negatively on the Academy program and its relationship with local law enforcement agencies, the community, and the media.
- D. Misconduct by an individual Recruit can affect their hiring viability and that of other Recruits.

2.02 PENALTIES:

Any conduct in violation of Academy regulations which occurs during training or off-training time, must be reported to the RTO as soon as possible or at the start of the next training day. In the absence of the RTO, the Academy Coordinator or Academy Director must be notified. Misconduct violations as specified in this regulation are subject to CLASS 1, 2, 3, or 4 disciplinary actions in addition to that determined by the regulation governing the violation.

3.00

REGULATION

NAME: **DEFINITIONS**

PURPOSE: **TO CREATE UNIFORMITY IN TERMS FOR INDIVIDUALS
READING THE ACADEMY REGULATIONS.**

EFFECTIVE: **AUGUST 2, 1998 (Revised July 1, 2009)**

REGULATION: **The below listed definitions shall apply to the law enforcement
certifications program regulations:**

AHC: Allan Hancock College.

ACADEMY: Allan Hancock College Law Enforcement Training program.

DISRESPECT: Any written, verbal, or nonverbal communication which shows a lack of regard for any Academy or faculty staff member, Recruit(s), agency, institution or individual.

FACULTY: Individuals who instruct or assist with instruction within the Law Enforcement Academy program.

HARASSMENT: All forms of inappropriate, disrespectful conduct, exploitation, or intimidation, including sexual harassment. (Does not include training scenarios designated by the Academy staff).

INSUBORDINATION: Refusing to follow an order or direction given by an Academy staff member, superior, or instructor.

OFF-TRAINING: Time away from the Academy setting.

POST: Peace Officer Standards and Training.

POLICE CERTIFICATION PROGRAM: See ACADEMY.

RECRUIT: A student enrolled in the Law Enforcement Academy program.

RECRUIT TRAINING OFFICER (RTO): Academy Staff member assigned to monitor the progress of Recruits. He/she is responsible for the discipline and actions of the Recruits.

STAFF MEMBER: Any person who assists with the instruction or operation of the Academy.

TAC-OFFICER: See Recruit Training Officer.

VIOLATION: Any breaking of laws, rules, or regulations or any acts resulting in an arrest, citation, or citizen complaint sustained by the Academy Director.

4.00

REGULATION

NAME: ACADEMY ADMISSION REQUIREMENTS

PURPOSE: TO ADMIT INDIVIDUALS WHO MEET THE COLLEGE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING REQUIREMENTS FOR LAW ENFORCEMENT TRAINING

EFFECTIVE: AUGUST 2, 1998 (Revised December 11, 2019)

4.01 REGULATION:

The following criteria must be met by all applicants applying to the Allan Hancock College Law Enforcement Academy and maintained by all Recruits while enrolled in the certification program:

- A. All Applicants must be at least 21 years of age by the start of firearms training in the Law Enforcement Academy except under the following conditions:
 1. The applicant must be at least 18 years of age, if the applicant is sponsored by a law enforcement agency, has successfully completed the agency background investigation and issued an agency firearm that has been approved by the Law Enforcement Academy staff.
 2. Independent applicant may seek an exemption through the Director.
- B. Must possess a High School Diploma or G.E.D. certificate.
- C. Must possess a valid California Driver's License.
- D. "Any person convicted of a felony (or of a crime in another jurisdiction that would be a felony in California) is prohibited from employment as a California peace officer. This prohibition holds even if the conviction was sealed, expunged, or set aside. It may also apply to any convictions that were subsequently reduced to a misdemeanor occurring on or after January 1, 2004." [Government Code Section 1029(a)] POST Background Investigation Manual
The following are the most common disqualifiers for admittance into or continuance in the Law Enforcement Academy program which includes, but are not limited to:
 1. Convicted of a crime classified as a felony.

2. Convicted of Domestic Violence or any other crime classified as a misdemeanor enumerated in section 29800 of the California Penal Code or any other state or political subdivision of the United States of America that would prohibit possession of a firearm.
 3. Arrested for a crime classified as a felony, which was filed with the Court by the District Attorney as a felony, but was reduced to a misdemeanor as part of a plea bargain.
 4. Arrested for a crime classified as a felony, which was filed with the Court by the District Attorney as a felony that was reduced to a misdemeanor after successfully completing the terms of probation.
 5. A member of a criminal street gang or entered into a law enforcement file as a member or associate of a criminal street gang within the last three years.
 6. A member of a terrorist organization, domestic or foreign, that advocated the violent overthrow of the United States Government.
 7. Addicted to any illegal narcotic or substance.
 8. Voluntarily or involuntarily committed to a mental institution by a court, the military, a medical doctor, or self.
 9. Currently on parole or probation.
 10. Any pending or current arrest or bench warrants issued for Failure to Pay (FTP) or Failure to Appear (FTA).
 11. Convicted of a life threatening traffic violation, i.e., reckless driving, speed contest, suspect of a pursuit or traffic collision resulting in serious injury or death, within the three years prior to the start date of the Law Enforcement Academy.
 12. An arrest or conviction of Driving Under the Influence (DUI) of alcohol and/or drugs within the three years prior to the start date of the Academy. Two or more arrests or convictions of Driving Under the Influence (DUI) of alcohol and/or drugs.
- E. The review of an applicant's driving history is intended to provide Academy staff with information regarding the applicant's impulse control, attention to safety and conscientiousness. The following are the most common disqualifiers for admittance into or continuance in the Law Enforcement Academy program which includes, but are not limited to:

1. Convicted of three or more moving violations (or any single violation of a life threatening violation, i.e., reckless driving, speed contest, hit and run accident, suspect of a pursuit, etc.) within three years prior to the start date of the Law Enforcement Academy.
 2. Involved as a driver in two or more chargeable (at fault) collisions within three years prior to the start date of the Academy.
 3. An arrest or conviction of Driving Under the Influence (DUI) of alcohol and/or drugs within the three years prior to the start date of the Academy. Two or more arrests or convictions of Driving Under the Influence (DUI) of alcohol and/or drugs.
 4. Any driver's license suspensions/revocations/denials or adjudication as a habitual traffic offender within three years prior to the start date of the Academy.
- F. All applicants shall be subject to background checks including but not limited to police and FBI criminal files, warrant files, submit a Live Scan fingerprint check and a current driver's license history printout. Participation in the required ride-along practicum assignments and Law Enforcement agency required warrants/criminal history clearance.
- G. All applicants must sign a waiver to release background information to inquiring law enforcement agencies.
- H. All applicants must meet the physical/medical requirements.
- I. All applicants must submit a completed Allan Hancock College Law Enforcement Academy application packet.
- J. All non-sponsored applicants must complete the POST PELLETB test and achieve a minimum T score of 42. Sponsored recruits are required to complete the POST PHS in the course of their employment. Non-sponsored applicants will complete the POST PHS as part of their academy application.
- K. All applicants should take and pass the Allan Hancock College START test and obtain a minimum combined score of 221 and be eligible to enroll in English 301. Recruits must meet Academy Reading, Language, and Spelling requirements.

4.02 PENALTIES:

- A. Any applicant who does not meet requirements listed in section 4.01 will not be admitted into the Law Enforcement Academy program.

- B. Any applicant who falsifies information on any the Law Enforcement Academy application materials will be subject to disciplinary action including but not limited to dismissal with prejudice from the Academy.
- C. Any Recruit who does not adhere to the requirements listed in section 4.01 while in the Law Enforcement Academy program will be subject to disciplinary action including but not limited to dismissal with prejudice from the Academy.

5.00

REGULATION

NAME: ORGANIZATIONAL STRUCTURE

PURPOSE: TO FACILITATE EFFECTIVE COMMUNICATION BETWEEN THE RECRUIT AND STAFF AND TO ESTABLISH A CHAIN OF COMMAND FOR THE PURPOSE OF DISCIPLINE AND GRIEVANCE PROCEDURES

EFFECTIVE: AUGUST 2, 1998 (Revised April 28, 2017)

REGULATION: This regulation shall control the conduct of Recruits who need to acquire information regarding Academy policies, schedules, and activities, discipline, grievances, and club activities, academic and personal problems while participating in the Law Enforcement Academy program.

5.01 CHAIN OF COMMAND:

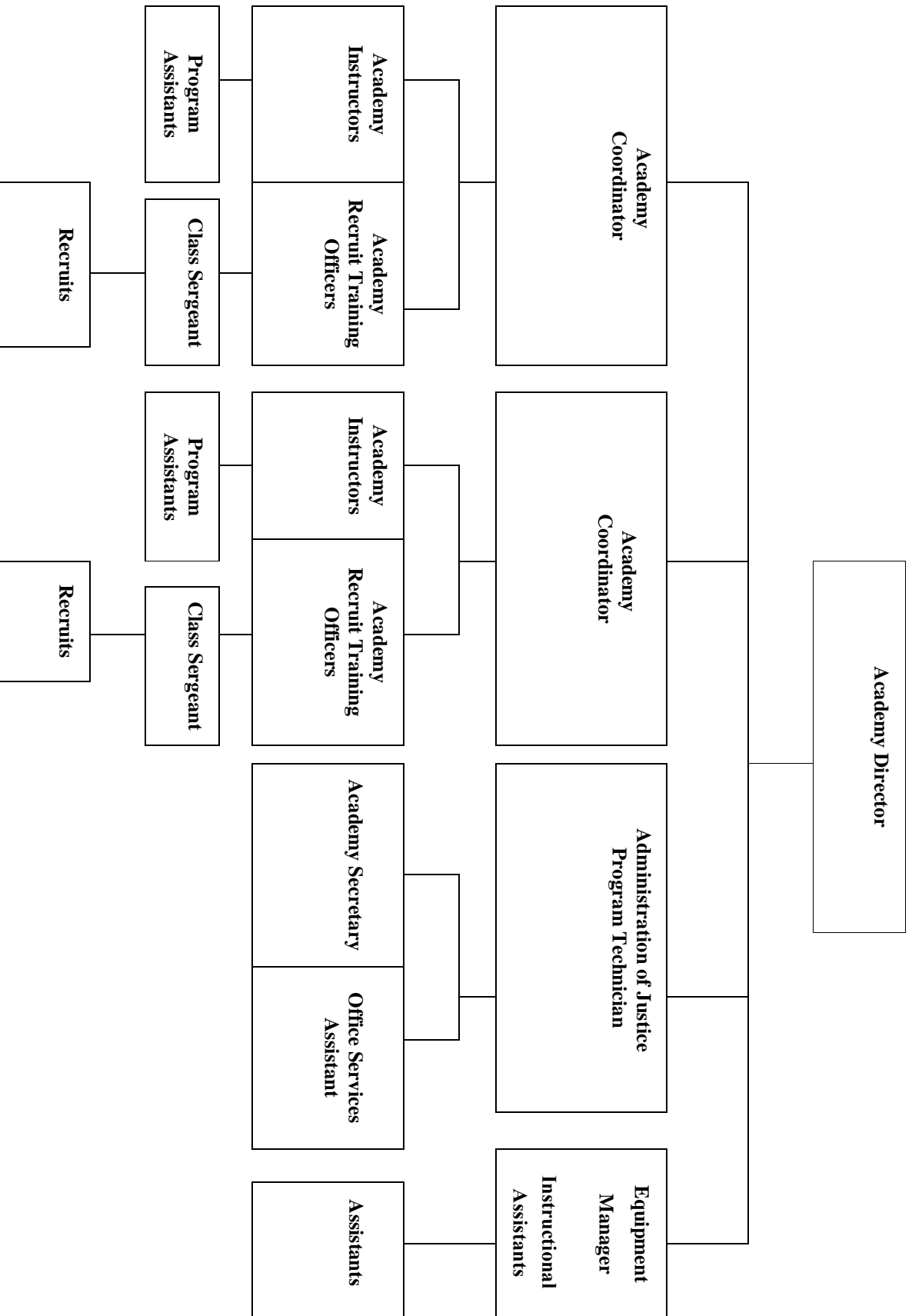
- A. Recruits will strictly adhere to the Academy chain of command as diagramed in Appendix 5a.
- B. Recruits will not “shop” among Academy staff or for decisions. Examples would include: when refused a request by one staff member and taking the same request to another staff member without notifying the second staff member of the previous contact; or, asking an instructor or staff member a question about a subject that is covered by another instructor.

5.02 PENALTIES:

Failure to follow the chain of command is a Class 3 violation.

Appendix 5a

Academy Organizational Chart



6.00

REGULATION

NAME: **DEMEANOR**

PURPOSE: **TO ESTABLISH A HIGH LEVEL OF PERSONAL AND PROFESSIONAL CONDUCT**

EFFECTIVE: **AUGUST 2, 1998 (Revised December 11, 2019)**

REGULATION: **This regulation shall control the conduct of Recruits participating in the Law Enforcement Academy program. Recruits shall adhere to the conduct guidelines in this regulation.**

6.01 GENERAL DEMEANOR:

Recruits are expected to conduct themselves in a professional manner at all times. Their conduct should emulate the Law Enforcement Code of Ethics and the Commission on Peace Officers Standards and Training Code of Conduct. Unprofessional conduct or conduct not in the spirit of the Code of Ethics or Code of Conduct shall be subject to disciplinary action including but not limited to dismissal from the Academy.

Regulated conduct includes but is not limited to comments, actions, behavior, attitude, and appearance of a Recruit.

- A. Recruits shall obey all laws, rules, regulations, and ordinances of the United States and its political subdivisions to include State, County and Municipal ordinances.
- B. Recruits shall obey all rules and regulations of Allan Hancock College Student Handbook and the rules and regulation contained in the Allan Hancock College Basic Recruit manual.
- C. Recruits shall show respect at all times to the Academy staff members, fellow Recruits, students, college employees, and visitors. Disrespectful actions will be subject to disciplinary actions. Recruits shall also respect each other's personal property.
- D. Recruits who fail to follow a direct order issued by an Academy staff member is considered insubordination.
- E. The spoken and written language of the Academy is English. Other languages shall not be spoken or written while in uniform or participating in Academy activities without prior authorization by an Academy staff member.

- F. Recruits shall act in a manner consistent with the Law Enforcement Code of Ethics (Appendix 6a) and the POST Law Enforcement Code of Conduct (Appendix 6b). Lying, dishonesty, test security violations are prohibited.
- G. Recruits shall address Academy staff members by their appropriate titles (Doctor, Mister, Chief, Lieutenant, Sergeant, etc).
- H. Recruits will use the appropriate term, “Sir” or “Ma’am,” when asking questions, making comments or replying to Academy staff questions. Whenever Recruits verbally respond to Academy staff, they will always respond with “Sir-Yes-Sir or “Sir-No-Sir” and/or “Ma’am-Yes-Ma’am or “Ma’am-No-Ma’am.
- I. When reporting to any Academy staff office, the Recruit will knock three times and wait until they have been acknowledged by an Academy staff member. When acknowledged, the Recruit will identify themselves by stating “Recruit (last name)” and then state the purpose of their visit to the staff office e.g. “reporting to the TAC office as ordered “Sir” or “Ma’am.”
- J. Recruits will run at double time pace when moving to and from the classroom or to a called formation. Recruits will walk professionally and with purpose at all other times.
- K. After completing a POST academic examination, all Recruits will report to the designated break area and quietly study their POST Learning Domain workbooks. While in the designated break areas, all Recruits will conduct themselves in a professional manner and will not disturb other students or classes.
- L. Anytime Recruits are walking in a College building, they will walk along the right side of the hallway, professionally, with a purpose and shall remain silent. Recruits shall stop and stand aside for passerbys, stating, "Stand clear" and remain at attention until walkway is clear or told to carry on.
- M. When outside the classroom, Recruits shall stand at attention when speaking to Academy staff or guests.
- N. Recruits shall yield, come to attention and greet Academy staff and visitors with “Sir, by your leave Sir" (or Ma’am) when approached in hallways, doorways, walkways, isles or within striking distance of others..
- O. Recruits shall not fraternize or socialize with Academy instructors or staff members, nor will Recruits accept invitations to socialize with Academy instructors or staff members.
- P. No smoking or use of any tobacco products is allowed on the Allan Hancock College campus.

- Q. Recruits shall not use obscene, profane, or offensive language (the exception may be during supervised scenario training).
- R. Recruits shall report to the RTO or Academy Coordinators any violations of the Basic Recruit manual, the Law Enforcement Code of Ethics, the Commission on Peace Officers Standards and Training Code of Conduct or the College Student handbook committed by self or other Recruits without delay and in no case later than the next training day.

6.02 CLASSROOM DEMEANOR AND DEMEANOR DURING INSTRUCTION:

- A. Upon entering the classroom, Recruits shall remove their headgear (cover), and walk directly to their seat and remain standing behind their chair at the position of attention. When all Recruits are in position, the class sergeant will give the commands to "Ready, seats.": the class will sit in unison at attention, "At ease and adjust": class adjust, and then prepare for instruction. Final command, "Time in".
- B. With the exception of water, no eating, or drinking is allowed in the Academy classroom, offices, or locker room unless otherwise directed. Energy type drinks are not to be consumed or possessed during Academy training.
- C. No chewing gum or eating candy is allowed in classroom or during instruction, unless otherwise directed.
- D. No audio recording devices are allowed at any Academy training.
- E. During instruction, Recruits shall respect the rights of others and not be disruptive by making distracting noises, movements, or gestures, or talking without permission.
- F. During instruction, Recruits shall remain alert and attentive. Recruits who fall asleep during instruction are subject to formal disciplinary action.
- G. During instruction, Recruits shall remain seated in a good posture (no slouching, reclining, putting feet up on desks or chairs, or placing their head on the desk).
- H. The only items permitted on the Recruit's desk during instruction are the notebook, writing instruments, water and material required by the specific instructor. All other items such as bags, carrying cases, etc., shall be stowed under the desk.
- I. Recruits who must be excused during instruction shall leave the room quietly and report to the RTO prior to returning to class.
- J. Unless otherwise directed, Recruits shall not work on non-course specific assignments during class time. This includes writing memorandums, reading, or studying material unrelated to the class in session.

- K. Recruits shall not bring cellular phones, radios, pagers or any other electronic devices to any class without prior authorization of the Academy Coordinator. Requests to have a cell phone, smart watch or other electronic device must be submitted in memo form to the Academy Coordinator. When authorized, no access to the Internet or other sources without permission.

6.03 CONDUCT DURING BREAKS:

- A. Designated breaks will be determined by the RTO or the Academy instructor. During break times Recruits will be allowed to use the restroom, or use the designated break area.
- B. Recruits shall not go to any other areas (including parking lots) without prior approval from the RTO.
- C. Recruits shall be mindful of other classes' in-session and conduct themselves in a quiet and professional manner so as not to disturb other students or classes.
- D. Lunch breaks: Recruits will bring a healthy lunch and eat their lunch in the designated area. Recruits may be allowed to eat their lunch in the classroom or break room area due to Academy training or inclement weather. All other areas are not permitted without prior approval from the RTO.
- E. Restrooms: Recruits shall use the restroom facilities located in the student locker rooms. Exceptions to this rule may apply during range and scenario days.

6.04 LAW ENFORCEMENT AGENCY CONTACTS:

Recruits shall report via written memorandum any contacts with a law enforcement officer or agency (good or bad) to the RTO no later than the beginning of the next day of training. The memorandum will include the reason for the contact, the peace officer's name, Department, and the final disposition of the law enforcement contact.

6.05 MEDIA CONTACTS:

Recruits shall not give statements or represent the Academy to any media source (print or otherwise) without prior authorization from the Academy Coordinator or Academy Director.

6.06 PUBLIC CONTACTS:

Recruits shall not make presentations or represent the Academy to any public or civic group without prior authorization from the Academy Coordinator or Academy Director.

6.07 CONDUCT UNBECOMING A RECRUIT:

- A. Recruits shall maintain a high level of Esprit de Corps and reflect this in their actions and statements regarding all aspects of the Academy program. Recruits shall emulate the Law Enforcement Code of Ethics and the Commission on Peace Officers Standards and Training Code of Conduct. Any Recruit's misconduct that brings discredit to the Academy program, any staff member, or any instructor will be subject to disciplinary action.
- B. Recruits will accept all directions or feedback from any Academy staff member as constructive and will not argue with or challenge the staff member. Any disagreements in direction or feedback will be addressed through the formal chain of command. (Refer to Appendix 5a)
- C. Failure to follow or comply with a directive of an Academy staff member may be considered insubordination and subject to disciplinary action.

6.08 DUTY TO REPORT MISCONDUCT:

- A. Any conduct in violation of the Law Enforcement Code of Ethics, the Commission on Peace Officers Standards and Training Code of Conduct or Academy regulations which occurs during training time, must be reported to the RTO as soon as possible. Misconduct that occurs during non-training time must be reported to the RTO at the start of the next training day. In the absence of the RTO, the Academy Coordinator or Academy Director must be notified.
- B. Recruits who fail to report misconduct as specified in this regulation are subject to disciplinary action in addition to that determined by the regulation governing the violation.

6.09 PARTICIPATION:

Nothing in this regulation is intended to prevent a Recruit from active participation in class, Academy scenarios, or group activities. Recruits are encouraged to ask questions and engage in a professional discussion or debate as part of the academic learning process.

6.10 PENALTIES:

Violations of this chapter and any other misconduct will be subject to disciplinary action.

APPENDIX 6A

Law Enforcement Code of Ethics

As A Law Enforcement Officer, my fundamental duty is to serve; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all 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 God¹ to my chosen profession...Law Enforcement.

¹ Reference to religious affirmation may be omitted where objected to by the officer.

APPENDIX 6B

CODE OF PROFESSIONAL CONDUCT AND RESPONSIBILITY FOR PEACE OFFICERS

I. PREAMBLE

WHEREAS, peace officers are vested with a public trust which requires that they consistently demonstrate the highest degree of integrity and good moral character, and

WHEREAS, the need to maintain high standards of moral character, integrity, knowledge, and trust requires the establishment of a Code of Professional Conduct and Responsibility for Peace Officers as a matter of the highest significance to the health, welfare, and safety of the citizens of this state; and

WHEREAS, the establishment of a Code of Professional Conduct and Responsibility for Peace Officers, which includes Canons of Ethics and minimum standards, requires the granting of authority to enforce these standards of professional conduct through disciplinary action as necessary for the protection of the health, welfare, and safety of the public;

BE IT RESOLVED that the need to maintain high standards of moral character, integrity, knowledge, and trust require that peace officers establish and conform to a Code of Professional Conduct and Responsibility for Peace Officers.

II. GENERAL STATEMENT

Peace officers are granted a public trust which requires that they consistently demonstrate the highest degree of integrity. To be worthy of this public trust, and to ensure that their professional conduct is above reproach, members of the peace officer profession must not only conform to a Code of Ethics but must also abide by these Canons of Ethics and Ethical Standards which constitute this Code of Professional Conduct and Responsibility as a means of internal regulation.

The essence of a profession requires that, in addition to prescribing a desired level of performance, it must establish minimum standards of ethical conduct with prescribed rules for internal discipline to ensure compliance. Accordingly, this Code of Professional Conduct and Responsibility is established for the peace officer profession.

Nothing in the Code of Professional Conduct and Responsibility for Peace Officers is intended to limit or supersede any provision of law relating to the duties and obligations of peace officers or the consequences of a violation thereof. Whereas these rules specify certain conduct as unprofessional, this is not to be interpreted as approval of conduct not specifically mentioned.

Nothing in this Code is intended to limit the authority of an agency to adopt and enforce rules and regulations that are more stringent or comprehensive than those that are contained in this Code of Professional Conduct and Responsibility for Peace Officers.

III. DEFINITIONS

This Code of Professional Conduct and Responsibility for Peace Officers is comprised of nine Canons of Ethics, with explanatory statements in the form of Ethical Standards. Examples of Disciplinary Rules and Enforcement Procedures are included as an addendum for individual agency consideration. Following are definitions of these terms, as used in the context of the code.

A. "PEACE OFFICER" means a regular employed and full-time sheriff, undersheriff, or deputy sheriff of a county; a chief of police, or any police officer of a city or any chief of police or police officer of a district authorized by law to maintain a police department, or any other person within the state who is defined as a peace officer.

B. “CANONS” are statements that express in general terms standards of professional conduct expected of peace officers in their relationship with the public, the criminal justice system, and the peace officer profession. They embody the general concepts from which the Ethical Standards and the Disciplinary Rules are derived.

C. “ETHICAL STANDARDS” are statements that represent the objectives toward which every peace officer shall strive. They constitute principles that can be relied upon by the peace officer for guidance in specific situations.

D. “DISCIPLINARY RULES” specify an unacceptable level of conduct for all peace officers, regardless of their rank or the nature of their assignment. Any peace officer who violates any agency rule that applies to these canons and standards is guilty of unprofessional conduct, and is subject to disciplinary action. Violation of disciplinary rules requires appropriate adjudication and disciplinary action ranging from oral reprimand to termination and/or criminal prosecution or other administrative action sanctioned by law, as dictated by the individual case.

E. “ENFORCEMENT PROCEDURES” are the fundamental rights of an accused officer which are applicable to a disciplinary investigation or proceeding against the officer.

F. “ADMINISTRATIVE INVESTIGATION” is an investigation conducted to determine whether an officer has violated any provision of this code, or an agency rule or regulation; or whether an officer is impaired or unfit to perform the duties and responsibilities of a peace officer.

G. “FORMAL DISCIPLINE” refers to the final adjudication of administrative or disciplinary charges. Formal discipline shall be deemed final only after an officer has exhausted or waived all legal remedies available and actual discipline has been invoked.

IV. CANONS OF ETHICS

CANON ONE

PEACE OFFICERS SHALL UPHOLD THE CONSTITUTION OF THE UNITED STATES, THE STATE CONSTITUTION, AND ALL LAWS ENACTED OR ESTABLISHED PURSUANT TO LEGALLY CONSTITUED AUTHORITY.

ETHICAL STANDARDS

STANDARD 1.1 Peace officers shall recognize that the primary responsibility of their profession and of the individual officer is the protection of the people within the jurisdiction of the United States through upholding of their laws, the most important of which are the Constitution of the United States and State Constitutions and laws derived there from.

STANDARD 1.2 Peace Officers shall be aware of the extent and the limitations of their authority in the enforcement of the law.

STANDARD 1.3 Peace Officers shall diligently study principles and new enactments of the laws they enforce.

STANDARD 1.4 Peace officers shall be responsible for keeping abreast of current case law as applied to their duties.

STANDARD 1.5 Peace officers shall endeavor to uphold the spirit of the law, as opposed to enforcing merely the letter of the law.

STANDARD 1.6 Peace officers shall respect and uphold the dignity, human rights, and Constitutional rights of all persons.

CANON TWO

PEACE OFFICERS SHALL BE AWARE OF AND SHALL USE PROPER AND EHTICAL PROCEDURES IN DISCHARGING THEIR OFFICIAL DUTIES AND RESPONSIBILITIES.

ETHICAL STANDARDS

STANDARD 2.1 Peace officers shall be aware of their lawful authority to use that force reasonably necessary in securing compliance with their lawful enforcement duties.

STANDARD 2.2 Peace officers shall truthfully, completely, and impartially report, testify, and present evidence in all matters of an official nature.

STANDARD 2.3 Peace officers shall follow legal practices in such areas as interrogation, arrest or detention, searches, seizures, use of informants, and collection and preservation of evidence.

STANDARD 2.4 Peace officers shall follow the principles of integrity, fairness, and impartiality in connection with their duties.

CANON THREE

PEACE OFFICERS SHALL REGARD THE DISCHARGE OF THEIR DUTIES AS A PUBLIC TRUST AND SHALL RECOGNIZE THEIR RESPONSIBILITIES TO THE PEOPLE WHOM THEY ARE SWORN TO PROTECT AND SERVE.

ETHICAL STANDARDS

STANDARD 3.1 Peace officers, as professionals, shall maintain an awareness of those factors affecting their responsibilities.

STANDARD 3.2 Peace officers, during their tour of duty, shall diligently devote their time and attention to the effective and professional performance of their responsibilities.

STANDARD 3.3 Peace officers shall ensure that they are prepared for the effective and efficient undertaking of their assignment.

STANDARD 3.4 Peace officers shall safely and efficiently use equipment and material available to them.

STANDARD 3.5 Peace officers shall be prepared to and shall respond effectively to the demands of their office.

STANDARD 3.6 Peace officers, with due regard for compassion, shall maintain an objective and impartial attitude in official contacts.

STANDARD 3.7 Peace officers shall not allow their personal convictions, beliefs, prejudices, or biases to interfere unreasonably with their official acts or decisions.

STANDARD 3.8 Peace officers shall recognize that their allegiance is first to the people, and then to their profession and the governmental entity or agency that employs them.

CANON FOUR

PEACE OFFICERS WILL SO CONDUCT THEIR PUBLIC AND PRIVATE LIFE THAT THEY EXEMPLIFY THE HIGH STANDARDS OF INTEGRITY, TRUST, AND MORALITY DEMANDED OF A MEMBER OF THE PEACE OFFICER PROFESSION.

ETHICAL STANDARDS

STANDARD 4.1 Peace officers shall refrain from consuming intoxicating beverages to the extent that it results in impairment which brings discredit upon the profession or their employing agency, or renders them unfit for their next tour of duty.

STANDARD 4.2 Peace officers shall not consume intoxicating beverages while on duty, except to the degree permitted in the performance of official duties, and under no circumstances while in uniform.

STANDARD 4.3 Peace officers shall not use any narcotics, hallucinogens, or any other controlled substance except when legally prescribed. When such controlled substances are prescribed, officers shall notify their superior officer prior to reporting for duty.

STANDARD 4.4 Peace officers shall maintain a level of conduct in their personal and business affairs in keeping with the high standards of the peace officer profession. Officers shall not participate in any incident involving moral turpitude.

STANDARD 4.5 Peace officers shall not undertake financial obligations which they know or reasonably should know they will be unable to meet and shall pay all just debts when due.

STANDARD 4.6 Peace officers shall not engage in illegal political activities.

STANDARD 4.7 Peace officers shall not permit or authorize for personal gain the use of their name or photograph and official title identifying them as peace officers in connection with testimonials or advertisements for any commodity, commercial enterprise, or commercial service, which is not the product of the officer involved.

STANDARD 4.8 Peace officers shall not engage in any activity that would create a conflict of interest or would be in violation of any law.

STANDARD 4.9 Peace officers shall at all time conduct themselves in a manner which does not discredit the peace officer profession or their employing agency.

STANDARD 4.10 Peace officers shall not be disrespectful in their official dealings with the public, fellow officers, superiors, and subordinates.

STANDARD 4.11 Peace officers shall be courteous and respectful in their dealings with the public, fellow officers, superiors, and subordinates.

STANDARD 4.12 Peace officers shall not engage in any strike, work obstruction or abstention, in whole or in part, from the full, faithful and proper performance of their assigned duties and responsibilities, except as authorized by law.

STANDARD 4.13 Peace officers shall maintain a neutral position with regard to the merits of any labor dispute, political protest, or other public demonstration, while acting in an official capacity.

CANON FIVE

PEACE OFFICERS SHALL RECOGNIZE THAT OUR SOCIETY HOLDS THE FREEDOM OF THE INDIVIDUAL AS A PARAMOUNT PRECEPT WHICH SHALL NOT BE INFRINGED UPON WITHOUT JUST, LEGAL, AND NECESSARY CAUSE.

ETHICAL STANDARDS

STANDARD 5.1 Peace officers shall not restrict the freedom of individuals, whether by detention or arrest, except to the extent necessary to legally and reasonably apply the law.

STANDARD 5.2 Peace officers shall recognize the rights of individuals to be free from capricious or arbitrary acts which deny or abridge their fundamental rights as guaranteed by law.

STANDARD 5.3 Peace officers shall not use their official position to detain any individual, or to restrict the freedom of any individual, except in the manner and means permitted or prescribed by law.

CANON SIX

PEACE OFFICERS SHALL ASSIST IN MAINTAINING THE INTEGRITY AND COMPETENCE OF THE PEACE OFFICER PROFESSION.

ETHICAL STANDARDS

STANDARD 6.1 Peace officers shall recognize that every person in our society is entitled to professional, effective, and efficient law enforcement services.

STANDARD 6.2 Peace officers shall perform their duties in such a manner as to discourage double standards.

STANDARD 6.3 Peace officers shall conduct themselves so as to set exemplary standards of performance for all law enforcement personnel.

STANDARD 6.4 Peace officers shall maintain the integrity of their profession through complete disclosure of those who violate any of these rules of conduct, violate any law, or who conduct themselves in a manner which tends to discredit the profession.

STANDARD 6.5 Peace officers shall have responsibility for reporting to proper authorities any known information, which would serve to disqualify candidates from transferring within or entering the profession.

STANDARD 6.6 Peace officers shall be responsible for maintaining a level of education and training that will keep them abreast of current techniques, concepts, laws, and requirements of the profession.

STANDARD 6.7 Chief executive peace officers shall accept the responsibility of utilizing all available resources and the authority of their office to maintain the integrity of their agency and the competency of their officers. These Canons and Ethical Standards shall apply to all legally defined peace officers regardless of rank.

STANDARD 6.8 Peace officers shall assume a leadership role in furthering their profession by encouraging and assisting in the education and training of other members of the profession.

CANON SEVEN

PEACE OFFICERS SHALL COOPERATE WITH OTHER OFFICIALS AND ORGANIZATIONS WHO ARE USING LEGAL AND ETHICAL MEANS TO ACHIEVE THE GOALS AND OBJECTIVES OF THE PEACE OFFICERS PROFESSION.

ETHICAL STANDARDS

STANDARD 7.1 Peace officers, within legal and agency guidelines, shall share with personnel both within and outside their agency, appropriate information that will facilitate the achievement of criminal justice goals or objectives.

STANDARD 7.2 Peace officers, whether requested through appropriate channels or called upon individually, shall render needed assistance to any other officer in the proper performance of their duty.

STANDARD 7.3 Peace officers shall, within legal and agency guidelines, endeavor to communicate to the people of their community the goals and objectives of the profession, and keep them apprised of conditions which threaten the maintenance of an ordered society.

CANON EIGHT

PEACE OFFICERS SHALL NOT COMPROMISE THEIR INTEGRITY, OR THAT OF THEIR AGENCY OR PROFESSION, BY ACCEPTING, GIVING, OR SOLICITING ANY GRATUITY.

ETHICAL STANDARDS

STANDARD 8.1 Peace officers shall refuse to offer, give, or receive gifts, favors, or gratuities, either large or small, which can be reasonably interpreted as capable of influencing official acts or judgments. This standard is not intended to isolate peace officers from normal social practices, or relatives, where appropriate.

STANDARD 8.2 Peace officers shall not consider their badge of office as a license designed to provide them with special favor or consideration.

CANON NINE

PEACE OFFICERS SHALL OBSERVE THE CONFIDENTIALITY OF INFORMATION AVAILABLE TO THEM THROUGH ANY SOURCE, AS IT RELATES TO THE PEACE OFFICER PROFESSION.

ETHICAL STANDARDS

STANDARD 9.1 Peace officers shall be aware of and shall meticulously observe all legal restrictions on the release and dissemination of information.

STANDARD 9.2 Peace officers shall treat as confidential the official business of their employing agency, and shall release or disseminate such information solely in an authorized manner.

STANDARD 9.3 Peace officers shall treat as confidential the information confined to them personally. They shall disclose such information as required in the proper performance of their duties.

STANDARD 9.4 Peace officers shall neither disclose nor use for their personal interest any confidential information acquired by them in the course of their official duties.

STANDARD 9.5 Peace officers shall treat as confidential all matters relating to investigations, internal affairs, and personnel.

7.00

REGULATION

NAME: DISCIPLINE

PURPOSE: TO ESTABLISH A FAIR AND CONSISTENT DISCIPLINE PRACTICE.

EFFECTIVE: AUGUST 2, 1998 (Revised December 10, 2019)

7.01 GENERAL:

All violations of Academy regulations, the Law Enforcement Code of Ethics, the Commission on Peace Officers Standards and Training Code of Conduct are be subject to the following disciplinary procedure and will be defined in the following categories:

CLASS 1: DISMISSAL WITH PREJUDICE -- Serious violations of laws, rules, Academy regulations, or conduct that would prohibit a Recruit from attending the Allan Hancock College Law Enforcement Academy. The Recruit will not be allowed to return to the Academy program without written authorization from the Academy Director.

CLASS 2: DISMISSAL WITHOUT PREJUDICE -- Violation of Academy regulations which would prohibit a Recruit from continuing in the Law Enforcement Academy certification program. Examples include but are not limited to academic examination failures, firearms qualification failures, scenario examination failures, attendance failures, and physical fitness failures. The Recruit may reapply for admission to the next Academy class.

CLASS 3: CONDITIONAL RESTRICTION -- A formal written reprimand that an undesirable behavioral pattern by a Recruit has developed and any further violations may be grounds for dismissal from the Academy. Recruits may be subject to additional assignments, and/or restrictions from participating in selected aspects of training as a part of the conditional restriction.

CLASS 4: FORMAL REPRIMAND -- Any violation or misconduct by a Recruit that has been addressed by an Academy staff member and documented as a Class 4 violation. A Formal Reprimand includes but is not limited to formal written and verbal reprimands, verbal class presentations, and written memorandums.

7.02 CLASS 4 TO CLASS 3:

All Class 4 violations will become Class 3 violations on the second or subsequent violation of the same Academy regulation.

7.03 CLASS 4 PENALTIES: MEMORANDUMS, AND PRESENTATIONS:

- A. Memorandums and presentations assigned to a Recruits who violate Academy regulations are designated as Class 4 violations.
- B. **VERBAL PRESENTATIONS:** Recruits who are assigned to give formal presentations may include but are not limited to: assignments to give a presentation on a specific topic, reading a short story to the class, explaining a criminal justice related issue to the class, etc.
1. Presentations will be conducted at a time designated by the RTO or Academy Coordinator usually before class begins or prior or after a break, and should be limited to 3-5 minutes.
 2. Recruits should organize their presentation into three components;
 - a. **OPENING STATEMENT** (Tell them what you are going to tell them). Approximately 20-30 seconds.
 - b. **BODY** (Tell them). Approximately 2 ½ - 4 minutes.
 - c. **CLOSING STATEMENT** (Tell them what you just told them) Reaffirm the importance of the subject. About 20-30 seconds.
 3. When giving a presentation, Recruits will be evaluated on content, posture, eye contact, voice projection, confidence, and organization.
 4. Recruits who are not organized or do not present their topic well (lacked good verbal skills, proper body language, good eye contact) will be instructed to repeat the presentation.
- D. **MEMORANDUMS (MEMOS):** Recruits may be assigned to write memorandums to address Academy violations, incidents, or recitation defincies. All memorandums must be submitted using the Academy Memorandum format as directed in Regulation 14.00 Written Work. A sample of the memorandums is provided in the Report Writing Manual.
1. Memorandums will be submitted to the RTO before the start of the next class day.
 2. RTOs will check memorandums for content, grammar, spelling, proper format, and neatness. Sloppy memorandums will be returned to the Recruit to be rewritten.

- E. Preparing memorandums and verbal presentations will be done during non-training time. Recruits shall not work on a memorandum(s) or verbal presentation(s) during the training day, unless authorized to do so.

7.04 DISCIPLINARY ACTION:

- A. Class 4 disciplinary action may be issued by any Academy staff member or instructor.
- B. Class 3 disciplinary action will be issued by the RTO and reviewed by Academy Coordinator.
- C. Class 1 and 2 disciplinary action will be issued by the Academy Coordinator and reviewed by the Academy Director and the Associate Dean.

8.00

REGULATION

NAME: GRIEVANCE AND APPEALS PROCEDURE

PURPOSE: TO PROVIDE RECRUITS WITH AN OPPORTUNITY TO APPEAL DISCIPLINARY ACTION TO FILE COMPLAINTS

EFFECTIVE

DATE: AUGUST 2, 1998 (Revised July 1, 2009)

8.01 DISCIPLINARY ACTION APPEALS:

Any Recruit who feels that a disciplinary action has been unfair should follow the chain of command beginning by contacting the Academy staff person issuing the action, then if not satisfied, contacting the Academy Coordinator, if not satisfied, contacting the Academy Director. After the Recruit has exhausted the Academy's formal chain of command, they may utilize the Allan Hancock College student grievance procedures as provided through the Student Services office. The Recruit will prepare a written memorandum to the Academy Coordinator as to why they think the disciplinary action was unfair.

8.02 ACADEMIC APPEALS:

The exams given in the Law Enforcement Academy are standardized and provided by POST. Academy Coordinator will provide a review after each POST Learning Domain examination. Recruits will have the opportunity to discuss any academic problems.

Any Recruit who feels that a grade or instructor has been unfair should contact the Academy Coordinator through the formal chain of command. If the Recruit is not satisfied after this level, the Recruit shall contact the Academy Director. After the Recruit has exhausted the internal chain of command and if the Recruit is not satisfied with the outcome, they may utilize the grievance procedures outlined in the AHC Student Handbook by contacting the Student Services office.

8.03 FAILURE TO FOLLOW PROPER APPEALS PROCEDURES:

Failure to follow the grievance appeals procedures provided will be considered insubordination. Refer to section 6.07 Conduct Unbecoming a Recruit.

9.00

REGULATION

NAME:

APPEARANCE/GROOMING

PURPOSE:

TO ESTABLISH PROPER GROOMING AND APPEARANCE STANDARDS FOR RECRUITS ENTERING LAW ENFORCEMENT

EFFECTIVE

DATE:

AUGUST 2, 1998 (Revised June 25, 2009)

REGULATION:

The following standards will apply to all Recruits while participating in Academy programs or while on the AHC campus:

9.01 GENERAL APPEARANCE:

- A. Recruits shall maintain a professional appearance at all times.
- B. Male Recruits shall be clean-shaven at all times, no beards or mustaches.
- C. Male Recruits shall maintain a conservative haircut (no fashion statements). Hair length must not exceed 1/16" in total length. 1/16" hair length is the equivalent setting of 1.5-2.0 on an electric haircut clipper. Hair will not touch the eyebrows, ears, back, shoulders, or the uniform collar. Sideburns shall not extend below the middle of the ear.
- D. Female Recruits shall have their hair pulled back neatly, so it does not cover or touch the eyebrows, back, shoulders, or the uniform collar. Some of the permissive female hair styles include a bun or a French braid. All female hair styles must be maintained in a manner that allows the Academy hat (ball cap) to fit properly. Loose hair(s) or unkempt hair styles are not allowed. Female hair styles shall reflect a conservative and professional image at all times.
- E. Female Recruits may wear cosmetic make-up but it shall be limited to a natural or neutral (skin tone) in conservative colors. Excessive make-up and fake eye lashes shall not be worn.
- F. All recruits shall wear appropriate undergarments.
- G. All recruits shall practice proper daily hygiene.
- H. All recruits shall keep hands and finger nails clean, trimmed short (no white showing), and shall be of natural color.

- I. With exception to items listed below, no jewelry or personal ornaments shall be visibly worn while in uniform or training.
- Wedding rings are allowed, other rings shall not be worn. Rings must be band type and not have sharp edges.
 - Wrist watch, conservative style (required equipment).
 - Medical identification bracelet.
 - “Love marks” (hickies) shall not be visible at anytime when the appropriate Academy uniform is worn.
- J. **Tattoos shall not be visible at anytime** while wearing an Academy uniform or while participating in any Academy training or sponsored event.

9.02 SPECIFIC:

Course instructors or Academy staff may establish rules regarding attire and grooming specific to the subject area. Recruits are expected to adhere to instructor established rules.

9.03 PENALTIES:

Recruits shall maintain a professional image. Any violations of this chapter are considered Class 4 offenses. Repeated violations of this chapter may be considered Class 3 or Class 2 violation.

10.00

REGULATION

NAME:

UNIFORMS

PURPOSE:

TO TEACH THE RECRUITS THE APPROPRIATE METHOD OF WEARING A POLICE UNIFORM

EFFECTIVE

DATE:

AUGUST 2, 1998 (Revised December 11, 2019)

REGULATION:

Only the uniforms described in this chapter are authorized and must be worn in the manner described. Any variances must be approved by the Academy Coordinator or Academy Director.

10.01 CLASS A:

- A. Recruits shall wear the Academy designated uniform long sleeve shirt, pants, and tie with bar, black basket weave belt, black boots, ballistic vest, wrist watch, nameplate, black ink pen, notepad, driver's license, academy cap. (See appendix 10a) (white gloves, and parade cord, any authorized ribbons and/or medals = Class A Dress)

10.02 CLASS B:

The Class B uniform is typically the same as Class A, but a short sleeve shirt.

10.03 CLASS C UTILITY:

Recruits shall wear the Academy issued blue polo shirt, ball cap, leather gear, notepad, and when needed, blue sweatshirt. Class C Utility uniform also includes the Academy approved black utility pants, shined black boots, ballistic vest, wrist watch, black ink pen, driver's license / note pad. Range boots are allowed when directed/authorized.

Modified Class C is often used for ARCON training. This will include the blue tshirt and/or blue sweatshirt, black utility pants and athletic shoes. (may include duty gear)

10.04 CLASS D – PHYSICAL TRAINING (PT):

- A. Authorized gym shorts, stretch undershorts, t-shirt, sweatshirt, ball cap and running shoes.
- B. Male Recruits must wear an athletic supporter.
- C. Female Recruits must wear an athletic support bra.

10.05 OPTIONAL ITEMS:

Optional uniform items are limited to:

- A. Academy designated uniform jacket
- B. Black leather duty gloves

10.06 WEARING UNIFORMS:

- A. Appropriate Class A, B, or C uniforms shall be worn in the manner described. Mixing of uniform items is prohibited.
- B. Uniforms shall only be worn when participating in Academy activities. Uniforms shall not be worn or displayed in public during non-training time.
- C. Uniforms shall be maintained in a neat, tailored, and clean manner. Pant length shall be so that the lower hem will reach to the center of the lacing area of the uniform boot while standing.
- D. A clean white or black crew neck t-shirt shall be worn under the Class A and Class B shirt per agency policy. Sel-sponsored shall only wear white.
- E. Sunglasses are not to be worn during normal Academy training.

10.07 UNIFORM INSPECTION:

Formal uniform inspections may be conducted at any time by the RTO.

10.08 CIVILIAN CLOTHING:

When a Recruit appears on campus during non-training time or times when a uniform is not called for, they will:

- A. Wear clothing that is conservative, neat, clean, and free from holes or stains.
- B. Remove any hats while indoors.

- C. Not wear sunglasses while indoors.

10.09 DISPLAY OF UNIFORM

- A. PATCHES: Two (2) Academy shoulder patches. The uniform shoulder patches shall be professionally sewn onto the shirtsleeves so that the patch is centered and the top of the patch is ½” from the shoulder seam. Patch should be secure with no loose or frayed edges.
- B. NAMEPLATE: The Recruit’s gold colored nameplate shall be worn over the right shirt pocket. The nameplate is centered above the pocket and the bottom edge flush with the top pocket seam. It is polished with no smudges or fingerprints on it.
- C. BADGE: Uniform badges may only be worn with Class A or Class B uniform. Sponsored Recruits may wear their department issued badge or academy issued badge. Badges will be maintained highly polished. Cloth badges will be secured with no loose or frayed edges.
- D. SHIRT: The shirt shall be worn so that all buttons (including sleeves) are fastened and the collar button fastens comfortably around the neck. Sleeves should hang to the bend of the wrist while standing at attention. The edge of the overlap (along the front of the shirt where the buttons are located) should align with the edge of the overlap of the pants fly forming a straight line or “gig-line.”
- E. TIE: Academy regulation clip-on tie. Proper length for Recruit’s height. The tie should hang nearly to a point approximately one-inch above the top of the belt.
- F. TIE BAR: Gold colored tie bar worn horizontally with the top edge aligned with the top edge of the shirt pockets. It shall be polished with no fingerprints or smudges.
- G. BELT: If the belt has a buckle, the buckle shall be in alignment with the “gig-line.” Any buckle or snaps shall be polished to a high shine with no smudges.
- H. BOOTS: Black leather style plain toe boot with lace up front to top of boot with laces tucked into top of boot. Boots with side zippers are optional. The boots will be polished to a high gloss shine. Black Chukka style boots are not acceptable.
- I. CAP: Baseball style cap worn so that the brim is aligned with top of eyes. The bill of the cap shall not be bent or folded.
- J. CORDS: Worn through right side shoulder epaulet and under armpit.

10.10 AWARD RIBBONS AND MEDALS:

Recruits may be authorized to wear medals for special achievements. Recruits will be notified by letter when they have achieved a medal or ribbon. Only authorized medals or ribbons may be worn on the Academy uniforms and in the manner described in the authorization letter.

10.11 UNIFORM OF THE DAY:

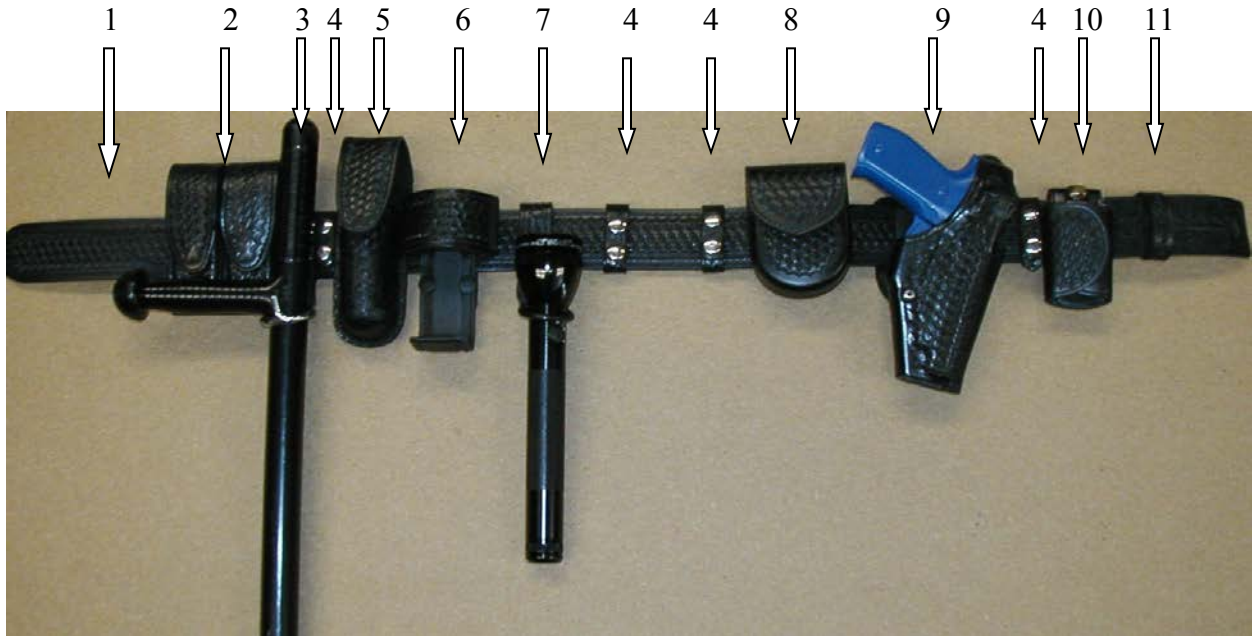
The Class B uniform shall be the uniform of the day when no other uniform is specified.

10.12 PENALTIES:

Violations of the uniform regulations are class 4 violations.

DUTY GEAR DIAGRAM

Right-Handed Set-Up



Left-Handed Set-Up



1 =Duty Belt
2 =Magazine Case
3 =Not used
4 =Belt Keeper

5 = OC Case
6 = Radio Holder
7 = Flashlight Holder
8 = Handcuff Case (2 or
double stack)

9 = Holster
10 = Key Holder
11 = Belt Loop
** may be modified for 2nd
handcuff case **

11.00

REGULATION

NAME:

ATTENDANCE

PURPOSE:

ATTENDANCE OF ALL REQUIRED COURSES IS VITAL TO ENSURE THE RECRUIT HAS RECEIVED THE INFORMATION WHICH IS MANDATED BY THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

EFFECTIVE

DATE:

AUGUST 2, 1998 (Revised October 13, 2020)

11.01 GENERAL:

- A. Attendance in Academy classes is mandatory. POST requires that Recruits cannot miss more than five (5) percent (41 hours) of the basic training course. A Recruit whose absences exceed five percent of the total hours of training may not receive a certificate of completion for the Law Enforcement Academy.
- B. Classes will begin promptly at the scheduled times. The Academy classroom clock is the official time.
- C. Recruits not at the assigned area or who fail to sign-in on daily Recruit sign-in sheet at the start of the training will be considered absent.
- D. Recruits who arrive late must report to the RTO prior to going to class. If the RTO is not available, the Recruit should report to class and write a memo to the RTO indicating the time they reported to class and why they were late to class.
- E. Recruits who arrive late will be marked as tardy. Tardies are not acceptable and subject to disciplinary action.
- F. Recruits who are more than 30 minutes late to class on examination days will not be allowed to take the examination. A score of zero (0) will be entered for the examination grade and the Recruit will be given a POST re-take examination.
- G. Recruits must make arrangements to conduct personal business at times that do not conflict with training.

11.02 LEAVE REQUESTS AND NOTIFICATION:

- A. If the Recruit is unable to attend Academy training due to illness, emergencies, or court subpoenas; the Recruit shall notify the RTO and the Academy Coordinator prior to the absence by calling 922-6966 extension 3388, 3861 or 5800.
- B. All other leave requests must be approved in advance by the Academy Coordinator. Leave for employment interviews with a law enforcement agency is not recommended but may be granted. The absence will be counted towards the 5% attendance rule. The Recruit is responsible for obtaining materials, notes, etc. for the subject matter they missed.

11.03 MANDATORY ATTENDANCE DAYS:

All Recruits **ARE REQUIRED** to be present at the training sessions listed below:

- LD 7 Elder/Dependent Adult Abuse
 - LD 7 Sudden Infant Death Syndrome
 - LD 9 Child Abuse Investigation
 - LD 10 Sexual Assault Investigations
 - LD 12 Controlled Substances
 - LD 17 Hearsay Testimony
 - LD 19 High Speed Vehicle Pursuits
 - LD 30 Sexual Assault Investigations
 - LD 24 Civil Disobedience
 - LD 25 Domestic Violence
 - LD 25 Stalking
 - LD 27 Missing Person
 - LD 29 Traffic Accident Investigation
 - LD 33 Arrest and Control Training - Baton
 - LD 34 First Aid/CPR/Bloodborne Pathogens
 - LD 35 Firearms Training – Handgun
 - LD 35 Firearms Training - Shotgun
 - LD 35 Chemical Agent Training
 - LD 37 Persons with Dev. Disabilities or Mental Illness
 - LD 38 Gang Awareness
 - LD 42 Sexual Harassment
 - LD 42 Cultural Diversity
 - LD 42 Hate Crimes
 - LD 42 Racial Profiling
 - LD 43 Terrorism
-
- All Scenario Field Problems/Examinations, Firearms, ARCON, PT testing

- POST LD34 Examination and Comprehensive Examinations
- Mock Court

11.04 RECRUIT RESPONSIBILITY FOR ABSENCES:

The Recruit is personally responsible for initiating the following procedures when absent:

- A. Absence notification as described in 11.02
- B. Recruits are responsible for obtaining notes, course information, and handouts from fellow Recruits (not the Academy instructors) for any courses missed.
- C. Complete the Missed Time Report and turn in to the RTO prior to the start of the next class meeting. The report should indicate:
 - 1. The times missed
 - 2. Subjects missed
 - 3. The reason(s) for the absence
 - 4. What the Recruit has done to obtain course material

11.05 ABSENT WITHOUT LEAVE (AWOL):

Failure to follow the procedures as indicated in this regulation will be considered an absence without leave (Class 3 violation).

11.06 PENALTIES:

- A. Unless otherwise specified it is a Class 2 violation Dismissal Without Prejudice from the Academy for Recruits who are absent on a mandatory attendance day or exceed the five percent attendance rule.
- B. It is a Class 3 violation for violating the absence notification procedure. A second violation of the notification procedure is a Class 2 violation.
- C. Tardies will be treated as Class 4 violations.

12.00

REGULATION

NAME: ACADEMICS and TESTING STANDARDS

PURPOSE: TO ESTABLISH A HIGH LEVEL OF ACADEMIC DISCIPLINE AND TO MEET ESTABLISHED POST STANDARDS

EFFECTIVE

DATE: AUGUST 2, 1998 (Revised December 11, 2019)

REGULATION: This regulation shall control the academic performance of Recruits in the Law Enforcement Academy Program.

12.01 REQUIREMENTS FOR CERTIFICATION:

In order to receive certification of graduation from the Allan Hancock College Law Enforcement Academy, the following minimum standards must be met in the following areas of training:

12.02 WRITTEN EXAMINATIONS

- A. Recruits must pass the POST constructed Learning Domain 34 examination and all three POST Comprehensive Examinations with no less than a minimum cut-score as specified by POST.
- B. Recruits who fail a POST written examination will be given remedial training by the Academy Coordinator or instructor. Recruits can review their failed POST objectives. Recruits are permitted one (1) attempt to pass the POST remediation written examination on the same subject matter. Recruits who fail to pass their POST remediation written examination will be academically dismissed from the Academy (Class 2 violation).

12.03 REPORT WRITING:

- A. Recruits must achieve a minimum average accumulative score of 80% on the designated crime reports.
- B. Recruits who fail the final report writing examination will be given remedial training by the Academy Coordinator or instructor. Recruits can review their failed written report. Recruits are permitted one (1) attempt to pass a remediation report writing examination. Recruits who fail to pass their report writing

remediation examination will be academically dismissed from the Academy (Class 2 violation).

12.04 PERFORMANCE EVALUATIONS:

- A. RTO may evaluate the Recruit's appearance, organization, communication skills, military bearing, demeanor, and teamwork performance.
- B. Failure to meet the requirements of this section is a Class 4 violation.

12.05 ARREST AND CONTROL; WEAPON PROFICIENCY; AND EMERGENCY VEHICLE OPERATIONS:

- A. The Recruit must attain a passing score on each practical test/qualification for firearms training, arrest and control training and Emergency Vehicle Operation Course.
- B. Recruits who fail a POST LD practical examination will be given remedial training by the Academy Coordinator or instructor. Recruits can review their failed POST LD practical examination. Recruits are permitted one (1) re-test attempt to pass the POST remediation LD practical examination on the same subject matter. Recruits who fail to pass their POST LD remediation practical examination will be academically dismissed from the Academy (Class 2 violation).

12.06 FIELD SCENARIOS:

- A. Recruits must achieve a minimum score of 80% on all POST required practical scenario examinations.
- B. Recruits who fail a POST LD practical scenario examination will be given remedial training by the Academy Coordinator or instructor. Recruits can review their failed POST LD practical scenario evaluation test form. Recruits are permitted one (1) re-test attempt to pass the POST remediation LD practical scenario examination on the same subject matter. Recruits who fail to pass their POST LD remediation practical scenario examination will be academically dismissed from the Academy (Class 2 violation).

12.07 PHYSICAL CONDITIONING:

- A. POST requires that prior to graduation Academy Recruits must:
 - 1. Participate in a minimum of 30 structured physical training sessions.
 - 2. Obtain a minimum score of 384 to pass the POST Work Sample Test Battery physical fitness practical examination.

- B. Recruits who are unable to participate in physical fitness training due to injury or illness may be required to obtain a medical statement from the AHC nurse or agency medical provider. Based on the statement, the Recruit will be placed either on limited duty or non-duty status.
- C. Recruits on limited duty will be assigned special tasks during physical fitness training time. Recruits placed on non-duty status will not be allowed to participate in any Academy training. Recruits must be full duty to participate in firearms, ARCON, EVOC and Scenarios.
- D. Recruits who cannot participate in physical fitness training due to illness or injury will be required to make-up all physical fitness sessions missed up to the 30 minimum prior to completion of the Academy. Missed physical fitness sessions will be made up at the Academy's Compound Circuit during the Recruit's lunch time.
- E. Recruits who do not complete the prescribed exercise repetitions or distance runs in the prescribed 60 minute conditioning period, will not get credit for that PT session at the discretion of the Coordinator.

12.08 CHEATING:

- A. Recruits are expected to do their own work at all times. Copying the work of others and taking credit for it is considered plagiarism. Copying the work of others during exams is considered cheating. Violating the testing policy is considered cheating.
- B. Recruits will report any Recruit observed cheating. Failure to report another Recruit's cheating is considered aiding-in-cheating.
- C. Recruits caught cheating, plagiarizing, or aiding-in-cheating will be academically dismissed with prejudice from the Academy (Class 1 violation).

12.09 REMEDICATION AND MAKE-UPS:

- A. A remediation takes place when a Recruit fails to meet the established cut-score for an examination. A make-up is taking an original exam at a time other than the scheduled date.
- B. Remediation examinations cover the same subject matter but are not the same questions as the original exam.
- C. Recruits who miss an examination will be allowed to make-up the exam ONLY if prior arrangements were made with the Academy Coordinator or in cases of a verified emergency at the discretion of the Academy Director. All others will be considered an incomplete and a "zero" score will be entered for that examination. The Recruit will be allowed to complete a make-up exam by following the procedures of this chapter.

- D. All examination remediations will take place as designated by the Academy Coordinator. Unless otherwise permitted by the Academy Director, all remediation tests must be taken no later than 10 days from the original exam date. It is the Recruit's responsibility to notify the Academy Coordinator of the need for remediation and to comply with this section.

12.10 NOTEBOOKS AND NOTE TAKING:

- A. Recruits are expected to take accurate and complete notes during Academy instruction. Each Recruit will maintain an Academy notebook in a manner described below:
- The current date, day and time will be written at the top of each new page.
 - Military time will be used for all entries in the notebook.
 - All Recruits will document their daily Academy activities and/or training in their notebooks.
 - Documentation of activities will begin when the Recruit begins getting ready for the Academy and will end when they stop Academy related work in the evening.
 - Non Academy activities will not be documented.
- B. All notebooks will be subject to random inspection by the RTO. Notebooks will be inspected for completeness, grammar, spelling, and neatness.
- C. Failure to properly maintain the notebook is a class 4 violation.
- D. If rough notes are taken in class, the Recruit must recopy them later in black ink according to the prescribed format.
- E. All notes will be organized by subject heading along with all handout materials.
- F. Each page of lecture notes will carry the following heading:
- Learning Domain number... upper right corner
 - Instructor's name and date... upper right corner.

12.11 GRADING:

- A. Recruits who successfully pass all Academy requirements as indicated will receive a letter grade of "A" for LE 320 college course.
- B. Recruits who fail to complete any of the Academy requirements as indicated will receive a letter grade of "F" for LE 320 college course.

C. Recruits who withdraw from the basic Academy, regardless of the reasons, shall contact the Academy Director. Failure to contact the Academy Director may result in:

- A grade of “F” for the course
- Incomplete employment records
- Loss of registration fees and expenses
- Loss of Recruit health services and insurance
- Loss of grant programs
- Loss of job placement services
- A negative impact on college GPA and benefits

13.00

REGULATION

NAME: FITNESS STANDARDS

PURPOSE: TO ESTABLISH A HIGH LEVEL OF PHYSICAL FITNESS AMONG ACADEMY RECRUITS AND TO COMPLY WITH STATE CERTIFICATION STANDARDS

EFFECTIVE

DATE: AUGUST 2, 1998 (Revised July 1, 2009)

13.01 ACADEMY FITNESS STANDARDS:

The Academy training is not designed to develop someone who is in poor physical condition. Recruits are expected to already possess a good fitness level.

- A. All applicants to the Law Enforcement Academy must complete a physician's medical release form prior to beginning physical training.
- B. Recruits are required to meet each of the requirements listed in the Basic Recruit Physical Fitness Conditioning Manual.
- C. The fitness training program is designed to teach Recruits about lifetime fitness and to understand and appreciate the importance of fitness in law enforcement. It is the Recruit's responsibility to develop a workout routine around the Academy training to supplement the training.

13.02 LIMITED DUTY:

A Recruit who has an injury will not be permitted to participate in physical conditioning. Refer to section 12.07 Physical Conditioning.

14.00

REGULATION

NAME:

WRITTEN WORK

PURPOSE:

**TO REGULATE WRITTEN WORK TURNED INTO THE
ACADEMY STAFF OR TO LOCAL LAW ENFORCEMENT**

EFFECTIVE

DATE:

AUGUST 2, 1998 (Revised December 11, 2019)

14.01 GENERAL:

This regulation applies to all Academy written work turned into Academy staff or to local law enforcement agencies.

14.02 WRITTEN WORK:

- A. All written work submitted by Recruits will be in the Academy report format and PRINTED IN BLACK (NON-ERASABLE) INK. All reports, memorandums and written messages to Academy staff shall be in the proper memorandum format.
- B. All notebook work and memorandums submitted to instructors or Academy staff shall be on approved academy forms.
- C. Multiple page memorandums will be stapled in the top left hand corner and numbered at the upper right center.
- D. All written work will be written in UPPER CASE BLOCK PRINT. Typed or cursive written work will not be accepted unless otherwise directed.
- E. Pencil may be used only for drawing diagrams such as crime scenes or accident scenes.
- F. All written work will be neat, clean with no spelling or grammatical errors. The use of correction fluid e.g. "White Out," cross-outs, write-over and generally sloppy work will not be accepted.
- G. Recruits will write in the box provided on each form their last name e.g. "Recruit (1st Initial) Jones", followed by their Recruit identification number. The Recruit identification number will consist of the Academy Class number and their individual identification number e.g. 121-10 (121 = class number, 10 = individual Recruit identification number).
- H. Each report shall have a unique case number in the upper right corner. The report case number shall consist of the Class number – Recruit ID number – Year –

Sequential number. For example 121-18-21-24 would indicate Class 121, written by Recruit #18, year 2021, and it was 24th report written by Recruit 18

- I. All written work submitted by Academy Recruits that does not meet the requirements listed in sections A through G will be returned to the Recruit for rewrite. All rewrites are due the next Academy day, if the rewrite memorandum is returned on a last day of the workweek, the new memorandum is due on the following Monday. The rewritten memorandum is to be placed on top of the memorandum that was originally returned for rewrite and stapled in the top left hand corner.
- J. See attached written memorandum exemplar and block lettering style for the proper Allan Hancock College Law Enforcement Academy memorandum format. (Appendix 14a)
- K. When a Recruit is assigned a memorandum by a RTO or Academy Staff member the Recruit will:
 - 1. Turn in the assigned memorandum next day to their respective squad leader for review and approval.
 - 2. After reviewing and approving the Recruit's memorandum, the Squad Leader will write their Recruit identification number and their Squad number in the box "reviewed by" of the memorandum: e.g. "121-11"
 - 3. If the Squad Leader discovers an error such as a missing or misspelled word while reviewing a Recruit's memorandum, the Squad Leader will circle the error in black ink and turn the memorandum in with the morning paperwork to the RTO. The RTO will review the memorandum and return the memorandum to the original Recruit for a rewrite.
 - 4. When a memorandum is returned to a Recruit for rewrite, the Recruit will rewrite the memorandum incorporating the corrections and then staple the corrected memorandum on top of the original memorandum that was returned for rewrite. The corrected memorandum will be turned in the next day.
 - a. If a Squad Leader or Guide are assigned a memorandum they will turn in their memorandum the next day to the Class Sergeant for review and approval. The Class Sergeant will follow the same procedure for reviewing or returning memorandums for rewrite.
 - b. If the Class Sergeant is assigned a memorandum, the Class Sergeant will turn their memorandum directly to the Guide for review and approval.
- L. Recruits shall refer to the Recruit Report Writing Manual for examples and sample report forms.
- M. Recruits shall note in the bottom right box of the memo form, the day/date/time the memo was completed and the total time used to complete the memo.

15.00

REGULATION

NAME: SAFETY

PURPOSE: TO CREATE AND MAINTAIN A SAFE LEARNING AND WORKING ENVIRONMENT

EFFECTIVE

DATE: AUGUST 2, 1998 (Revised December 11, 2019)

15.01 GENERAL:

The following regulations shall apply to all Recruits while participating in any Academy program or function:

- A. Recruits shall exercise good judgment and safety at all times.
- B. Recruits shall report **ALL SAFETY VIOLATIONS OR CONDITIONS** immediately to the nearest or most accessible Academy staff member.
- C. All injuries shall be reported to Academy staff immediately (when the injury is first noticed). Recruits will complete the AHC Recruit Injury Preliminary Report form and submit the form to the Academy Coordinator.
 - i. Academy staff will report any injury to POST meeting notification mandates.
- D. Recruits shall report via memorandum any medication or intoxicants they are taking (whether prescribed or not) to the RTO prior to Academy training.
- E. Consumption or influence of alcohol/drugs or other intoxicants prior to or during training time is prohibited. Any positive level of alcohol or drug use shall be considered a Class 1 violation Dismissal from the Academy With Prejudice.
- F. Recruits may be required to submit to an alcohol/drug test as a condition to remain in the Law Enforcement Academy. Recruits shall not have an affirmative alcohol or drug test.
- G. No Recruit shall bring onto the AHC campus, or to the site of any training (includes practicum assignments), any firearm without prior authorization from the Academy Coordinator.
- H. Recruits shall report to the RTO any equipment that becomes damaged or is unsafe.

15.02 INJURIES AND ILLNESS:

- A. Recruits shall report any injuries or illnesses immediately to the RTO or instructor.
- B. When requested by staff, Recruits shall obtain a medical release from the AHC nurse (or physician) for injuries or illness that occurs during Academy training time.
- C. Recruits who are placed on limited duty due to injury or illness shall comply with all limitations.
- D. Agency sponsored Recruits shall **immediately** notify their agency of any injury or illness.
- E. Self-sponsored Recruits may request to see the college nurse for illnesses and/or injuries. Agency sponsored Recruits should follow their department procedures for treating illnesses and injuries.

15.03 PENALTIES:

Violations of this policy may be considered a Class 1, 2, or 3 violations depending on the individual circumstances and the severity.

16.00

REGULATION

NAME: USE OF AHC VEHICLES

PURPOSE: TO CREATE AND MAINTAIN THE SAFE USE OF AHC VEHICLES

EFFECTIVE

DATE: AUGUST 2, 1998 (Revised March 30, 2004)

16.01 GENERAL:

- A. This regulation applies to the use of AHC vehicles by Recruits.
- B. The use of AHC and Academy vehicles must be approved by the Academy Coordinator.
- C. Only Recruits with a valid driver's license may operate AHC vehicles.
- D. Vehicles shall be driven in a safe and lawful manner at all times.
- E. Vehicles will be inspected prior to use. Any major problems shall be reported to RTO immediately. Minor problems shall be reported to the RTO in MEMO form.
- F. In the event a Recruit is involved in a traffic collision (regardless of damage amount), the Recruit shall not leave the scene and shall immediately notify the law enforcement agency having jurisdiction. The Recruit will notify the RTO as soon as possible.

16.02 PENALTIES:

Misuse or unauthorized use of an AHC vehicle may be a Class 1, 2, or 3 violations depending on the individual circumstances.

17.00

REGULATION

NAME:

USE OF FACILITIES AND EQUIPMENT

PURPOSE:

TO CREATE AND MAINTAIN AN ENVIRONMENT WHICH IS CONDUCTIVE FOR WORKING AND LEARNING

EFFECTIVE

DATE:

AUGUST 2, 1998 (Revised December 11, 2019)

17.01 GENERAL USE:

- A. No smoking or tobacco products are allowed in any building on campus.
- B. No eating or drinking is allowed in the locker room, unless authorized.
- C. Recruits will insure that all foreign substance is removed from footwear before entering a building or vehicle.
- D. Recruits are not allowed to have guests present at ANY training without Academy Coordinator approval.
- E. The bulletin board and dry erasable are educational tools and shall be respected as such. Placing information on the bulletin board must be approved by the RTO.
- F. Recruits shall handle all training equipment in the manner intended and ensure the equipment is returned in good condition.
- G. Academy laptop computers are to be used for Academy related training only. Accessing the internet for personal use is prohibited.

17.02 USE OF OFFICES AND SUPPLY ROOMS:

- A. Academy staff member's offices are off limits to Recruits unless accompanied by staff member.
- B. No Recruit is permitted to enter an office or supply room unless accompanied by a staff member or directed by a staff member.

- C. Unless otherwise directed, Recruits are not permitted in the main portion of the academy building, and will not enter the main building from the classroom.

17.03 USE OF ACADEMY CLASSROOM:

- A. Recruits shall keep the Academy classroom and training sites clean and neat. Prior to leaving after each training day, the Recruits will ensure that:
 - 1. The classroom desks and chairs are properly arranged
 - 2. The floor is free of trash
 - 3. The dry erasable boards are erased (any instructor's writing should not be erased unless directed by staff).
 - 4. The Recruit work station and storage cabinet shall be kept neat and clean.
- B. Recruits desiring to study may use the classroom or the conference room with prior authorization to insure room availability.

17.04 USE OF ACADEMY LOCKER ROOMS:

- A. Locker space is limited. Recruits may use a locker to store clothing, lunches, and materials.
- B. Recruits are required to bring their own lock to secure their locker. Combination locks are recommended. Unsecured lockers are not permitted.
- C. Recruits are expected to keep the locker room clean and neat at all times.
- D. Dirty/wet items may not be stored overnight in a locker room.
- E. The locker room is for Academy Recruits. No guests or visitors are permitted in the locker room.
- F. Only Academy-related items may be stored in the lockers. Recruits shall not store any valuables, firearms, or large sums of cash in the lockers.
- G. Academy training simulated Glocks shall be locked in the hallway gun lockers outside of Room 5-120 at the end of watch. Recruits shall secure the gun locker key at all times while locker is being used..

17.05 USE OF TELEPHONES:

- A. Telephone calls will not be relayed to Recruits unless they are of an official or emergency nature.
- B. Recruits desiring to make phone calls shall do so during authorized breaks.
- C. When using the phone, Recruits shall conduct their business in an expedient and businesslike manner.

17.06 PARKING AREAS:

- A. Recruits may park in one of two areas:
 - 1. LVC, Lot B, north end. This requires an AHC parking permit which may be purchased during the first week of the Academy.
 - 2. Next to range facility, on range days only (with prior staff approval).
- B. Recruits shall secure their vehicle and not leave valuables or Academy items visible at any time.
- C. Recruits shall not have visible in their vehicle any uniform or law enforcement Academy related item or equipment while traveling to or from training, or while the vehicle is parked. Uniforms should be covered and equipment stored in a bag.
- D. Recruits shall not loiter in the parking areas.

17.07 USE OF OTHER FACILITIES:

When training is conducted at a location or site other than AHC, Recruits are expected to follow any rules specific to that site and to ensure that the area is left in a condition as good as when received.

17.08 VALUABLES:

Recruits should not bring jewelry, large amounts of cash, or other items of value.

17.09 PENALTIES:

Violations of this policy are considered Class 4 for first offense and Class 3 for second offense. Further violations may be considered Class 2.

18.00

REGULATION

NAME:

PRACTICUM POLICY AND STANDARDS

PURPOSE:

TO REGULATE THE ACTIONS AND ACTIVITIES OF THE RECRUITS DURING THE AGENCY RIDE-ALONG AND DISPATCH OBSERVATIONS

EFFECTIVE

DATE:

AUGUST 2, 1998 (Revised December 11, 2019)

18.01 PATROL RIDE-ALONG AND DISPATCH OBSERVATIONS:

Recruits are encouraged to ride-along with law enforcement agencies and observe a law enforcement communication center to gain insight into the operations and functions of the agency. Recruits should minimally ride with two different law enforcement agencies and observe one dispatch operation. Recruits shall comply with the following procedures for ride-along and dispatch observations:

- A. **APPLICATION:** Recruits will check the training schedule to select a time that will not conflict with any training activities. The Recruit will then request a ride-along or dispatch observation using the ride-along request form and submit it to the RTO.
- B. **AUTHORIZED AGENCIES:** Not all agencies will permit ride-along. Recruits shall contact the agency to determine availability and conditions. Recruits shall comply with all agency-specific ride-along requirements.
- C. **ATTIRE:** Recruits will wear civilian clothing with body armor during the ride-along. The clothing shall be professional, business-like attire. (Note: body armor is not needed during dispatch observation).
- D. **RECRUIT ROLE:** The role of the Recruit is to learn through observation. The following rules are to control the conduct of the Recruit during the ride-along:
 1. The relationship between the Recruit and assigned officer/dispatcher should be a professional one. Recruits will not initiate nor accept any social arrangements with officers. **REMEMBER THIS IS A TRAINING EXPERIENCE, NOT A SOCIALIZING ADVENTURE.**
 2. Recruits will not handle or operate police department equipment (vehicles, telephones, radios, radar units, spotlights, emergency equipment, etc.) unless directed by the assigned officer/dispatcher.

3. Recruits will NOT handle or possess any firearm or weapon at any time during a ride-along observation.
4. Recruits will NOT handle or process any evidence except to assist the assigned officer to carry evidence at the officer's direction.
5. Recruits will remain in the patrol car until directed by the assigned officer to exit.
6. Recruits will assist the assigned officer/dispatcher only to the extent of observation and relaying the information to the officer/dispatcher. The Recruit will NOT take a physical role in handling calls except when requested by department's shift supervisor or in an emergency where the officer needs help.
7. Recruits will have a notepad, pen, driver's license, watch, and enough cash to buy a meal.
8. Recruits are encouraged to ask job-related questions, but should be mindful of the officer/dispatcher duties and responsibilities and talk only as operations permit.
9. Recruits shall not fraternize with police employees nor loiter about the police agency building once the ride-along has been completed.

18.02 LIMITATIONS:

- A. Recruits MAY NOT ride with any law enforcement agency during the Academy training except when authorized by Academy staff..
- B. It is recommended that all recruits complete 2 ride-a-longs with law enforcement agencies while attending the academy.
- C. Sponsored Recruits must follow their agency's guidelines with regards to ride-along observations.

18.03 PENALTIES:

Violations of this policy can result in disciplinary action to include dismissal from the Academy program.

19.00

REGULATION

NAME:

RTO GUIDELINES, DRILL AND CEREMONY

PURPOSE:

TO DEVELOP TEAMWORK AND LEADERSHIP

EFFECTIVE

DATE:

AUGUST 2, 1998 (Revised December 11, 2019)

19.00 RECRUIT TRAINING OFFICER (RTO) GUIDELINES

- A. The Peace Officer Standards and Training (POST) mandated Academy mission is to prepare Recruits physically, mentally, emotionally and ethically to complete the Field Training Program.

The mission of the Academy Recruit Training Officer (RTO) is to promote teamwork and provide Recruits with a well disciplined, realistic, and stressful learning environment, training them to control their emotions (fear, intimidation, anger, etc.), remain calm, think clearly, and be able to function mentally and physically under all conditions.

1. Recruits will be able to perform pushups, leg lunges, air squats, pull ups and close order drill movements while reciting information from the POST Learning Domains, Vehicle Code, Penal Code, etc.
 2. An RTO may address at anytime a Recruit's poor appearance, lack of physical fitness, poor body language, failure to follow verbal instructions or close order drill directions, demeanor, and inappropriate facial expressions.
 3. An RTO's job is not to get Recruits to quit the Academy. Rather, they should be trying to get Recruits to develop emotional control, self discipline and the ability to remain calm and clear headed under stress. Recruits will decide if they are prepared to remain in the current Academy class or wait for the next Academy class based on the Recruits' ability to function under a military style of discipline, combined with their physical training, academic exam scores, memorandum writing, etc.
- B. RTO's will maintain a professional demeanor at all times, yet be intimidating, stressful, and traditional military. RTO's are to be confrontational, harsh, and demand a high level of functioning during interaction with Recruits.

1. The RTO'S interaction with a Recruit is not considered hazing or harassment but an opportunity to provide Recruits with a "Stress Inoculation" so that they can learn how to control their emotions (i.e., fear, intimidation, anger, etc.) when confronted with a high stress situation.
 2. The following rules shall be strictly followed by the RTO:
 - a. No profanity
 - b. No verbal insults based on sexual orientation, gender, race, ethnicity, religion, or age
 - c. No inappropriate touching of Recruits.
 - d. If a recruit feels any of these rules have been violated, the recruit shall immediately report it to Academy staff.
- C. Disciplinary Measures may include but not limited to: pushups, leg lunges, air squats, sprints, pull ups, written memorandum(s), and/or oral presentation(s).
1. Disciplinary memorandums should not be more than one page except for administrative memos such as law enforcement contacts, ride-a-longs, injuries, autobiography, etc.
 2. Those Recruits who have been assigned to make oral presentations to their fellow recruits, the oral presentation will be a minimum of 3 to a maximum of 5 minutes in length.
- CI. Once the class has become self disciplined, RTO's will shift from being a "drill instructor" to being a "field training officer" (FTO). The RTO'S role will be to set up learning scenarios related to or compliments current classroom instructional topics.

19.01 COLORS CEREMONY:

Most training days, the Recruits will be responsible for raising and retiring the flags at the Public Safety Training Complex when directed.

19.02 RAISING THE COLORS:

- A. RTO staff shall assign one squad of the Recruit class to serve as Color Detail for the day.
- B. On orders from the RTO, the Color Detail Leader will give the State and National Colors to the recruit centered on that squad.
- C. The Colors Detail Leader positions himself on line with the last Recruit in the squad and marches the detail to the flagpole. He halts the detail in

column on the walkway facing and centered upon the flagpole and positions himself within the squad directly opposite the flagpole.

- D. When the Colors Squad Leader commands POST the two Recruits on each end of the squad immediately move to either side of the flagpole and free the halyards. At the same time, the two Recruits next to the Squad Leader step out and face to the center.
- E. The Squad Leader then directs, "THE UNFOLDING OF THE COLORS." On this order, the two Recruits next to the Squad Leader carefully unfold the National Colors lengthwise, passing the freed end to the other handlers. The flag handlers move away from the flagpole as necessary until the flag is fully extended. The flag handlers unfold the flag waist high with their forearms horizontal to the ground.
- F. At the appropriate time, the Squad Leader directs, "ATTACH THE COLORS." At this time, the two handlers nearest the flagpole attach the top of the flag to the halyard. The halyard pullers raise the halyards until the bottom of the flag can be attached.
- G. After repeating the above procedures with the State flag, the flag handlers remain in position.
- H. When the Colors Squad Leader commands, "PREPARE FOR COLORS," the Class Sergeant commands, "PRESENT ARMS!" All Recruits except handlers then salute as the halyard pullers rapidly raise the Colors, as the Colors leave the handlers arms; they face the flagpole and salute.
- I. After the Colors are raised, the Class Sergeant commands, "ORDER ARMS!" for all Recruits. The halyard pullers secure the halyards. The halyard pullers and flag handlers then realign with their squad.
- J. The Colors Squad Leader then marches the squad to rejoin the Class.
- K. The Class Sergeant then marches the class back to the main formation area.

19.03 RETIRING THE COLORS:

- A. The Colors Squad moves to the flagpole and positions itself in the same manner as when raising the Colors.
- B. On the command "POST" the flag handlers step out, but do not face the center. The halyard pullers free the halyards; untangle them and stand-by for the Colors Squad Leader's command, "PREPARE FOR COLORS."

- C. On the Squad Leader's signal, and on the Class Sergeant's command of "PRESENT ARMS," all Recruits except the halyard pullers render a hand salute.
- D. The halyard pullers slowly lower the Colors. As the flag approaches reaching distance, the flag handlers end their salutes and secure the Colors.
- E. Once the Colors and halyards are secured. The Class Sergeant commands, "ORDER ARMS!"
- F. The flag handlers fold each flag as shown in this manual.
- G. After both flags are folded, the Colors Squad rejoins the class.
- H. The Class Sergeant then marches the class back to the main formation area.

19.04 RECITATION:

- A. Recruits will be given a list of Penal, Vehicle code sections, and radio codes at the beginning of the Academy training. Each list is divided by Learning Domain to correspond with Academy instruction. Recruits will be required to recite the specific code, elements of the code and crime classification. Recruits will also be required to recite pertinent codes and data of material covered during classroom lecture.
- B. The purpose of requiring Recruits to recite course-related material in ranks is to:
 - Reinforce material taught in the classroom
 - Promote poise and confidence
 - Promote command voice and presence
 - Develop the ability to think under pressure
- C. Recruits who are deficient in recitation may be assigned a memorandum(S) to address the area of weakness.

19.05 MANUAL OF ARMS:

- A. PISTOL
 - 1. General:
 - a. This appendix contains the procedures for executing the manual of arms with the pistol.

- b. All individual drill movements are executed as prescribed with the weapon secured in the holster.
2. Manual movements:
- a. On the command of preparation, “INSPECTION,” unsnap your thumb snap of the holster with your primary hand and grasp the pistol grip. On the command of, "ARMS", withdraw the pistol from the holster, raising your forearm to the front until your hand is approximately 6 inches in front of your right shoulder, and the right elbow is against your side. Hold the pistol grip in a “U” formed by the thumb and last three fingers. Extend your forefinger outside and alongside the trigger guard. Point the muzzle outward and up at approximately a 30-degree angle.
 - b. On the command of execution, “ARMS” return the weapon in the most convenient manner, fasten the thumb snap, and resume the position of attention.
 - c. Inspection arms:
 - i. The command for this movement is “INSPECTION ARMS.” On the command of preparation, “ARMS,” execute raised pistol and then without lowering the weapon, reach across the body and grasp the slide with your support hand palm and fingers so that your palm is on your body side of the slide. Push the slide fully to the rear and engage the stop in its notch with your weapon hand thumb. Return your support hand back to your side and remain at raised pistol.
 - ii. "ORDER, ARMS," is the only command that may be given from inspection arms. On the command , "ORDER", place your weapon hand thumb on the slide stop. On the command “ARMS”, press the slide stop, allowing the slide to go forward, and return the weapon to the holster, fasten the flap, and resume the position of attention.
 - iii. To execute inspection arms with the magazine in the weapon, execute raised pistol and then remove the magazine and place it between the belt and

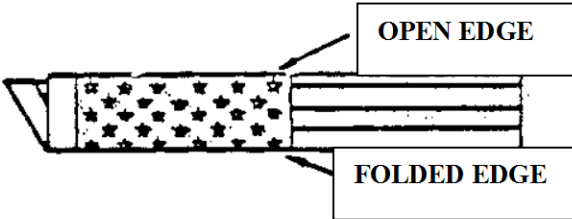
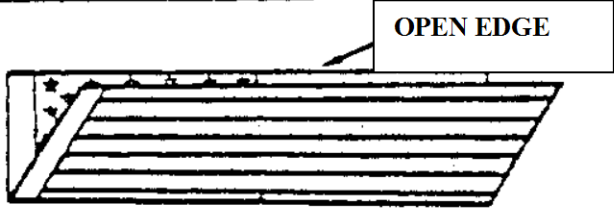
clothing before locking the slide to the rear. After pulling the trigger and before returning the pistol to the holster, return the magazine to the weapon.

- iv. If the pistol is inspected in ranks and the inspecting officer takes the weapon, lower the weapon hand smartly to the side. When the inspecting officer is ready to return the pistol, raise your weapon hand back to the raised position and accept the weapon. After the pistol is returned, allow the slide to go forward, pull the trigger, return the pistol to the holster, and resume the position of attention.

APPENDIX 19A

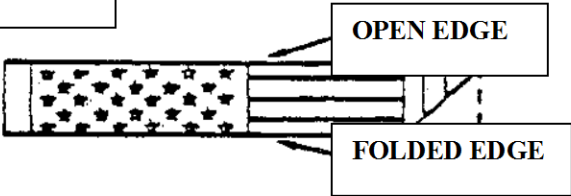


Fold the lower striped section of the flag over the blue field.



Fold the folded edge over to meet the open edge.

Start a triangular fold by bringing the striped corner of the folded edge to the open edge.



Fold the outer point inward parallel with the open edge to form a second triangle.



Continue folding until the entire length of the flag is folded into a triangle with only the blue field and margin showing.



Tuck the remaining margin into the pocket formed by the folds at the blue field edge of the flag.



The properly folded flag should resemble a cocked hat.



20.00

REGULATION

NAME: CLASS STRUCTURE AND DUTIES

PURPOSE: TO PROVIDE A STRUCTURE TO FACILITATE
TEAMWORK AND LEADERSHIP

EFFECTIVE

DATE: AUGUST 2, 1998 (Revised December 11, 2019)

20.00 CLASS STRUCTURE:

Each Recruit class will have the following designated positions assigned by the Recruit Training Officers.

- A. Class Sergeant
- B. Squad Leaders
- C. Guide
- D. Colors Squad

20.01 DUTIES OF THE CLASS SERGEANT, SQUAD LEADERS, AND GUIDE:

The Class Sergeant, Squad Leader, and Guide positions exist to provide assistance to the Academy staff in the day-to-day operations of the Academy. Recruits holding these assignments are of equal rank to all other Recruits. However, while carrying out the tasks of their positions, they are delegated the limited authority which is spelled-out in this chapter. Individual Recruits who are given these temporary assignments must be willing to take on a leadership role, additional work, and responsibilities of their respective positions. The Class Sergeant, Squad Leader, and Guide positions is an opportunity for individual Recruits to display their personal Honor, Duty, Integrity, Courage, Discipline, Compassion and leadership skills to their fellow Recruits.

20.02 DUTIES OF CLASS SERGEANT DURING MORNING FORMATION:

The Class Sergeant will bring the formation to “Attention” and will assist the RTO during inspections. The Class Sergeant will act as a scribe by noting any deficiencies, penalties, or commendations in the Daily Activity Report.

- A. Insure individual Recruits document in their notebooks when they have been assigned memorandum(s), uniform deficiencies, or penalties.

- B. Insure the daily Recruit roster has been signed by each Recruit and turned in with the morning paperwork.

20.03 AFTER THE FIRST FORMATION OF THE DAY, THE CLASS SERGEANT SHALL:

- A. On orders from the RTO, march the class to the classroom, order Recruits to stand-by to be seated, seat the class in unison, and then allow Recruits to adjust their chairs.
- B. Assist the Academy instructor as needed.

20.04 DURING THE TRAINING DAY, THE SERGEANT WILL:

- A. Call the Recruit class to attention when Academy staff or an RTO enters the classroom.
- B. On orders from the RTO, move the class outdoors to the formation site.
- C. Assist the RTO or Academy staff as needed to accomplish Academy training needs.
- D. Portray a positive role model in building and maintaining the morale of the Academy class.
- E. Assume personal responsibility for the actions and behavior of the entire Academy class.

20.05 AT THE END OF THE CLASS DAY, THE CLASS SERGEANT WILL:

- A. If the Colors are still flying, conduct ceremonies per written procedures to retire the Colors.
- B. While in formation announce to the Academy class the Learning Domain to be covered and the uniform of the day for the next class meeting.
- C. Ensure that all Recruits attendance hours are correct. Compile a list of all Recruits who have been assigned memorandums for the next class day.
- D. Dismiss the class on orders from the RTO, instruct the Academy class to verbally announce the class motto and then dismiss the class.
- E. Ensure that all equipment has been put away properly and the classroom is left in a neat and orderly manner. Lock and secure the classroom.

20.06 DUTIES OF THE SQUAD LEADERS:

- A. Squad Leaders shall render all possible assistance to the Class Sergeant in carrying out the various tasks of that position.
- B. Squad Leaders shall pass-on messages, instructions, and special requests between the Class Sergeant and the members of their squads.
- C. Squad Leaders shall assume personal responsibility for their squad members and render all reasonable help to the members of their squads who, despite honest effort, are having difficulty with meeting the Academy standards.
- D. Squad Leaders are responsible for reviewing the spelling, content, and format of all written documents/memorandums turned in by the members of their squad. After reviewing a written document, the Squad Leader will print in the top right hand corner of the memorandum their ID # in the "Reviewed by" box. The Squad Leader shall use black ink for any corrections and turn in all corrected memorandums the same day they were submitted. The corrected memorandums shall be turned into the RTO in the brown Squad folders.

20.07 PRIOR TO THE FIRST FORMATION OF THE DAY, THE SQUAD LEADERS SHALL:

- A. Prepare their squad for inspection.
- B. Report all absences and tardies from their squad to the Class Sergeant.
- C. Review and collect all written assignments due from the members of their squads and submit them in their brown Squad folders.
- D. Report to the Class Sergeant members of their squad who failed to submit their assigned written work.
- E. Portray a positive role model in building and maintaining the morale of their squad.

20.08 PRIOR TO THE FIRST FORMATION OF THE DAY, THE GUIDE SHALL WRITE OR DELIGATE:

- A. Write in the upper left corner of the front dry erasable board the title of the Learning Domain(s) and number(s), instructor's name(s) and RTO's name(s). Write the quote of the day on the upper left corner of the front dry erasable board.

- B. Submit the Daily Activity Report the next day to RTO for his/her review with the morning paperwork.
- C. Report to the TAC office at 0755 sharp, knock three times and state “Sir (or Ma’am) Recruit Smith reporting with the morning paperwork and requesting the Guidon Sir (or Ma’am)” Turn in the brown Squad folders with the morning paperwork and obtain the Guidon Pennant from the RTO.
- D. At 0800 sharp instruct all Recruits to double time to the formation site and fall-in by squads.

20.09 BEFORE, AFTER AND AT EACH CLASS BREAK FORMATION, THE GUIDE SHALL:

- A. Obtain the Guidon Pennant prior to leaving the classroom.
- B. Announce “Guidon coming through” and be the first Recruit marching out of the classroom. Double time to the formation site with the Guidon pennant and take-up the Guide position in the first squad at normal interval to the first squad leader’s right shoulder, holding the Guidon staff upright.
- C. Be the first Recruit marching into the classroom and announce “Guidon coming through.”
- D. Immediately after entering the classroom, post the Guidon.
- E. Assist the Academy instructor with the distribution of class handouts.
- F. In the absence of the Class Sergeant, the Guide will assume responsibility of the Academy Class and appoint a temporary Guide.

20.10 AT THE END OF THE CLASS DAY, THE GUIDE WILL:

- A. Return the Guidon Pennant to the TAC office.
- B. Request from the RTO the brown Squad folders. If needed, the Guide may ask the RTO or Academy Coordinators questions or clarification regarding the Academy schedule, training, uniform of the day, equipment needs, etc.
- C. Return all written documents/memorandums to the respective Recruits for rewrites, corrections, signatures, etc.

21.00

REGULATION

NAME: CLASS AWARDS

PURPOSE: TO RECOGNIZE SPECIAL ACHIEVEMENTS OF INDIVIDUAL PERFORMANCE IN THE ACADEMY TRAINING

EFFECTIVE

DATE: AUGUST 2, 1998 (Revised December 11, 2019)

REGULATION: THE FOLLOWING AWARDS WILL BE RECOGNIZED AT GRADUATION FOR INDIVIDUALS WHO MEET THE CRITERIA LISTED

21.00 TITLE

21.01 CLASS VALEDICTORIAN:

The Valedictorian is that Recruit in each class with the highest overall class performance in five key training areas (academic exams, firearms, physical fitness, scenarios and report writing).

21.02 LEADERSHIP AWARD:

The Leadership Award recipient is selected by their peers on the basis of:

- Leadership skills demonstrated as class sergeant
- Level of efforts devoted toward the benefit of the Recruit class

21.03 LEIGH HORN MEMORIAL AWARD:

The Most Improved Recruit is selected by a vote of Academy staff based on the following criteria:

- During the course, the Recruits overall range of development and improvement is the greatest of any Recruit in the class, i.e., development from below standards to standard or better or from standard to above standard or outstanding work performance.
- By the end of the course, the Recruit's work performance is standard or better in all areas.

21.04 SANTA BARBARA COUNTY SHERIFF'S ASSOCIATION LEO ORTEGA MOST INSPIRATIONAL RECRUIT AWARD:

The class determines this award. A Recruit is selected by a majority vote of the Recruits on the basis of who was most motivating and inspirational during the Academy training.

21.05 REPORT WRITING AWARD:

This award is for the Recruit who achieves the highest accumulated grade point average of the crime reports.

21.06 SCENARIO AWARD:

This award is for the Recruit who achieves the highest total score for the scenario exams.

21.07 FIREARMS AWARD:

This award is for the Recruit who demonstrates the highest total handgun only range points.

21.08 PHYSICAL FITNESS AWARD:

This award is for the Recruit who achieves the highest total physical training points (POST Work Sample Test Battery test and 4 PT Assessment tests)

21.09 CALIFORNIA ASSOCIATION OF POLICE TRAINING OFFICERS (CAPTO) ACADEMIC AWARD:

This award is for the Recruit with the highest overall POST examinations points (90%) and academy LD quiz scores (10%).

21.10 INTERNATIONAL FOOTPRINT ASSOCIATION SCHOLARSHIP

This award is provided by application. A representative of the IFA will make a presentation during the Academy to outline the specific requirements.

21.11 EVOC and ARCON AWARDS

These awards are for the Recruits displaying the best skills in driving and arrest and control. These awards are selected by the course instructors.

21.12 STAFF RECOGNITION BY ACADEMY CLASS

Recruits are not permitted to provide gifts directly to any Academy staff member for recognition or appreciation without being approved by the Academy Director.

22.00

REGULATION

NAME: COLLEGE CREDITS

**PURPOSE: TO EXPLAIN THE AWARDING OF COLLEGE CREDITS
FOR ACADEMY RECRUITS**

EFFECTIVE

DATE: MARCH 30, 2004 (Revised October 13, 2020)

**REGULATION: COLLEGE CREDITS MAY BE AWARDED FOR ALL
COURSE WORK WITHIN THE ACADEMY**

22.00 TITLE

22.01 BASIC LAW ENFORCEMENT ACADEMY

- A. Full-time Academy Recruits who successfully complete the Academy receive 20.0 units of elective credits for LE 321 (10) and LE322 (10).

**Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution**

BP 3430 PROHIBITION OF HARASSMENT

The Allan Hancock Joint Community College District (“District”) is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics, or because he or she associates with persons with those characteristics.

The District seeks to foster an environment in which all employees feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct.

Any individual who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in Administration Regulation 3430. Supervisors, Managers and Administrators are required to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all terms and conditions of employment, including but not limited to, hiring, assignment, promotion, disciplinary action, layoff, recall, transfer, leaves of absence, training opportunities and compensation.

To this end the Superintendent/President or designee shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President or designee shall establish procedures that define harassment on campus. The Superintendent/President or designee shall further establish procedures for employees and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, and agents.

References: Education Code Sections 212.5; 66252; 66281.5;
Government Code 12950.1;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e. 5 CCR 59320
et seq.

Adopted: 9/8/15

*(This is a new policy recommended by the
Policy and Procedure Service)*

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3430 PROHIBITION OF HARASSMENT

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

Definitions

General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting,

lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

Environmental: A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or

- 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 community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Examples: Harassment includes, but is not limited to the following misconduct:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.
- **Visual or Written:** The display or circulation of offensive sexually oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
- **Environmental:** An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can

arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his/her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Academic Freedom

To the extent the harassment policies and procedures are in conflict with the District's policy on academic freedom (see BP 4030 titled Academic Freedom), the harassment policies and procedures shall prevail. If the faculty member wishes to use sexually explicit materials in the classroom as a teaching technique, the faculty member must review that use with an administrator to determine whether or not this violates the sexual harassment policy.

Also see BP/AP 3410 titled Nondiscrimination as well as AP 3435 titled Discrimination and Harassment Investigations

References: Education Code Sections 212.5, 44100, and 66281.5;
Title 5, Sections 59320 et seq.;
Title IX, Education Amendments of 1972;
Title VII of the Civil Rights Act of 1964 (42 U.S. Code Section 2000e)

Approved: 4/10/18

**Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution**

BP 3550 DRUG-FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

The District is committed to providing its employees and students with a drug-free workplace and campus environment. The District shall be free from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The Allan Hancock College substance abuse program emphasizes prevention and intervention through education. The dissemination of current and accurate information enables the students, officers, and employees to be better informed. Educational programs shall provide relevant courses, seminars, and lectures, and student services shall focus on providing guidance and referral for those affected by alcohol or substance abuse. Coordination shall be effected with educational agencies and with appropriate community organizations.

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on Allan Hancock College property, during any college-sponsored field trip, activity or workshop, and in any facility or vehicle operated by the college.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

As a condition of employment, employees must notify the District within five (5) days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies which require this drug-free policy within 10 days after receiving notice of a workplace drug conviction.

References: Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g;
34 Code of Federal Regulations Sections 86.1 et seq.;
Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

Adopted: 6/16/87 (8992)
Revised: 6/16/89 (3140)
Revised: 11/21/89
Revised: 8/21/90
Revised: 9/10/96
Revised: 6/13/17

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3550 DRUG FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

The District is committed to providing its employees and students with a drug free workplace and campus environment. It emphasizes prevention and intervention through education.

Prohibition of Drugs

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten days after receiving notice of a workplace drug conviction.

References: Drug Free Schools and Communities Act Amendment of 1989;
20 U.S. Code Section 1145g;
34 Code of Federal Regulations 86.1 et seq.;
Federal Drug-Free Workplace Act of 1988;
41 U.S. Code Section 702

Approved: 5/9/17

**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4250 PROBATION, DISMISSAL, AND READMISSION**Probation**

A student shall be placed on academic probation if he or she has attempted a minimum of 8 semester units of work and has a grade point average of less than a "C" (2.00 GPA).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 8 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and "NP" were recorded exceeds 50 percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.00 GPA or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and "NP" drops below 51 percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.00 GPA in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and "NP" are recorded in at least three consecutive semesters exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student shows significant improvement (2.00 GPA or higher) in academic achievement.

Readmission

A student who has been dismissed may request reinstatement after sitting out one primary semester (fall or spring).

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

References: Education Code Section 70902(b)(3);
Title 5 Sections 55030-55034

Adopted: 6/14/16

(This is a new policy)

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4250 PROBATION

Students enrolled at Allan Hancock College are required to maintain a specific level of academic and progress performance to be in good scholastic standing. This performance is based on the provision of Title 5 of the California Code of Regulations and the Governing Board of Allan Hancock College. If a student cannot meet minimum academic standards after attempting at least 8 semester units, he/she will be placed on a probationary status. Allan Hancock College identifies two types of probation: academic and progress probation. Students on academic and/or progress probation will be assisted by faculty in the counseling department to regain good standing and ensure academic goal completion.

Academic Standing Definitions

Good Standing

Allan Hancock College requires students to meet the minimum standards to be in good standing. Good standing is achieved when a student meets or exceeds a 2.0 cumulative grade point average (GPA) and completes more than 50% of his/her cumulative units with a letter grade (A, B, C, D, or F) or P (pass).

Academic Probation

Academic probation occurs when a student has attempted at least 8 semester units at Allan Hancock College and has earned below a 2.0 cumulative GPA. He/she will be placed on academic probation after semester grades are final.

First Academic Probation

A student is placed on first academic probation when his/her cumulative GPA is below a 2.0. If the student enrolls for another semester, as a first academic probation student, the following may occur at the end of the semester:

- **Possible Outcome 1:** The student's cumulative GPA meets or exceeds a 2.0.
Result: The student regains good standing.

- **Possible Outcome 2:** The student's cumulative GPA is below a 2.0.
Result: The student is placed on second academic probation. A student on second academic probation will lose priority registration privileges, and Board of Governors (BOG) fee waiver eligibility.

Second Academic Probation

A student is placed on second academic probation when his/her cumulative GPA is below a 2.0 for two consecutive semesters. At this level, the student is restricted to 9 units. If

the student enrolls for another semester, as a second academic probation student, the following may occur at the end of the semester:

- **Possible Outcome 1:** The student's cumulative GPA meets or exceeds a 2.0.
Result: The student regains good standing.
- **Possible Outcome 2:** The student's cumulative GPA is below a 2.0 for two consecutive semesters.
Result: Being unable to meet the college's minimum academic standards is a serious matter; as a result, the student is dismissed from the college and required to sit out for the subsequent primary semester, including summer if dismissed after spring. If the student wishes to return, he/she is required to proceed with the reinstatement process.

Progress Probation

Progress probation occurs when a student has attempted at least 8 semester units at Allan Hancock College and has not completed more than 50% of his/her cumulative units with a letter grade (A, B, C, D or F) and P (pass), he/she will be placed on progress probation after semester grades are final.

First Progress Probation

A student is placed on first progress probation when he/she has not completed more than 50% of his/her cumulative units with a letter grade (A, B, C, D or F) and P (pass). If the student enrolls for another semester, as a first progress probation student, the following may occur at the end of the semester:

- **Possible Outcome 1:** The student completes more than 50% of his/her cumulative units.
Result: The student has regained good standing.
- **Possible Outcome 2:** The student does not complete more than 50% of his/her cumulative units.
Result: The student is placed on second progress probation. A student on second progress probation will lose priority registration privileges.

Second Progress Probation

A student is placed on second progress probation when he/she has not completed more than 50% of his/her cumulative units. At this level, the student is restricted to 9 units. If the student enrolls for another semester, as a second progress probation student, the following may occur at the end of the semester:

- **Possible Outcome 1:** The student completes more than 50% of his/her cumulative units.
Result: The student has regained good standing.
- **Possible Outcome 2:** The student does not complete more than 50% of his/her cumulative units for two consecutive semesters.
Result: Being unable to meet the college's minimum academic standards is a serious matter; as a result, the student is dismissed from the college and required to sit out for the subsequent primary semester, including summer if dismissed after spring. If the student wishes to return, he/she is required to proceed with the reinstatement process.

Notification of Probation

Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. An email notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic and/or progress probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

At the end of the third semester on which the student is on academic and/or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

Probationary Letter

The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

Notification of Academic Standing

Once grades are finalized at the end of each semester, all students are notified via myHancock email of his/her academic standing.

References: Title 5 Sections 55030, 55031, 55032, 55033, and 55034

Approved: 5/10/16

Revised: 12/13/16

**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Students Programs and Services (DSPS) Program, referred to as the Learning Assistance Program (LAP) shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

LAP services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, necessary accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the LAP Program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that the LAP Program conforms to all requirements established by the relevant law and regulations.

The District cannot grant a course substitution or waiver that is inconsistent with Title 5 regulations nor can it ensure that a course substitution or waiver granted by the District will be accepted by another institution.

A student with a verified disability shall follow the necessary accommodations procedures set forth in the administrative procedures. If necessary accommodations are not met to the satisfaction of the student, he/she may seek to resolve the complaint by following the formal discrimination complaint procedure, Board Policy and Administrative Procedure 5530 Student Rights and Grievances.

References: Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq. and 56027;
Rehabilitation Act of 1973, Section 504
Americans with Disabilities Act of 1990, Title II, and the ADA Amendments
Act of 2008 (ADAAA)

Adopted: 10/15/96
Revised: 7/14/15
Revised: 7/11/17

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

**AP 5140 DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)
known locally as the LEARNING ASSISTANCE PROGRAM (LAP)**

The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes, programs and services.

Access

The Chief Business Officer or designee maintains a plan and procedures to assure equal access to facilities and equipment at all campus locations. The Chief Information Officer or designee maintains a plan and procedures to assure equal access to electronic and information technology, instructional programs, and information at all campus locations. The Chief Student Services Officer or designee maintains a plan and procedures to assure equal access to instructional programs, student activities, and educational support services at all campus locations.

Due Process

The District policy statement covering nondiscrimination on the basis of a disability will be disseminated to students through the catalog, the District web site, and publications. The Chief Student Services Officer or designee will maintain a Student Rights and Grievance procedure for students enrolled in a District program who wish to file a grievance to resolve allegations of discrimination based on a disability. This procedure will be disseminated to students through the schedule of classes, catalog, publications, and the District web site. The ADA/504/508 Compliance Coordinator maintains a plan for impartially responding to the student grievance procedure that outlines the District's obligation to provide necessary accommodations for students with disabilities.

Standards

The LAP Director or designee maintains a plan and procedures that address standards for delivery of programs and services for students with disabilities.

Service Provision

The LAP Director or designee maintains a plan and procedures which include, but are not limited to:

- Mission, philosophy, and purpose
- Long-range goals, short-term objectives

- Action plan, program, evaluation
- Definition of disability, limitation, and eligibility
- Verification of disability
- Availability of support services and instruction
- Suspension of services
- Academic Accommodation Plan (AAP)
- Requests for academic accommodations
- Requests for auxiliary aides
- Requests for personal service attendants
- Requests for course substitutions and waivers
- Staffing
- Procedure for timely response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee
- Student rights and responsibilities
- Academic Accommodation Plan (AAP) that is developed by an LAP Counselor or Specialist in consultation with the student
- Advisory committee

Student Rights

The LAP Director or designee maintains a plan and procedures for informing students of their rights as a student with a disability. The LAP Director or designee maintains a plan and procedures for maintaining disability-related student records.

Procedure to Request Necessary Accommodations

A student with a verifiable disability may request academic adjustments/necessary accommodations including, but not limited to, extension of time for tests, alternative environments for testing, and alternative methods of course delivery. Allan Hancock College cannot grant a course substitution or waiver that is inconsistent with Title 5 regulations nor can it ensure that a substitution granted by the college will be accepted by another institution.

Students requesting accommodations are required to complete an LAP application for services and schedule an appointment with the appropriate specialist or LAP counselor. The specialist or LAP counselor will meet with the student to review disability documentation and current functional limitations. If deemed appropriate by the specialist, and based on available resources, students who do not have prior documentation may be referred for an internal assessment to determine the presence of a learning or psychological disability. All students with documented disabilities will meet with the specialist or LAP counselor to develop an Academic Accommodation Plan (AAP). The specialist will determine and document whether or not request(s) for specific academic accommodations are reasonable and assure delivery of necessary accommodations in a timely manner.

Course Substitution or Waiver

The District recognizes that a disability may preclude a student from completing AA or AS degree or program certificate course requirements in the same manner expected of non-disabled students. The District also recognizes the need to accommodate students without compromising a disabled student's course of study or degree, and without compromising the integrity of the college's programs.

The District intends for all of its graduates to master the competencies required by Title 5 and to complete the courses required for an AA or AS degree or a program certificate. The District recognizes that most disabilities which preclude a student from completing a course can be overcome by altering the method of course delivery and providing a combination of appropriate accommodations, such as tutorial assistance, auxiliary aids, test accommodations, or other reasonable accommodations.

For some disabled students, such accommodations will not be sufficient to enable them to complete a specific course of study. For these students, a course substitution or waiver will be considered. If a student with a verified disability has attempted to complete the course and has demonstrated that receiving extra help with a required course or altering the means of delivery of that course is insufficient to enable him/her to complete the course, or if the student can show that his/her disability is of such magnitude that any attempt at completing the course would be futile, the student may request a course substitution or waiver using the following procedure:

- Step 1** The student will submit a completed Course Substitution or/Waiver form to the chairperson of the appropriate department.

- Step 2** The chairperson of the department will review the petition and determine if a course substitution or waiver of program requirement(s) is appropriate and approve or disapprove the petition.

- Step 3** If the student is not satisfied with the decision of the department chairperson and wishes to pursue the matter further, the student will submit the petition to the Course Substitution or/Waiver Committee (CSWC). This committee is composed of the Chief Student Services Officer (who will chair the committee), two faculty members appointed by the Academic Senate, and one student appointed by the ASBG. The CSWC will hold a hearing to review the petition within 15 regular session days of receiving the student's petition. If additional days are needed, the Superintendent/President may authorize an extension beyond the time limit of 15 days. If additional time is needed by the CSWC or the student, the Superintendent/President may grant an extension of time beyond the 15 day limit. The student and appropriate department representative(s) shall attend the hearing. The committee may request the attendance of resource persons, if needed.

- Step 4** This committee will review the student's petition and make recommendation to substitute a course for a required course only if the committee determines that the content of the required course can be reasonably met with another

course (substitution) and that the student has no chance of successfully completing the required course even with all the accommodations the college can offer. A waiver will only be considered when the student has no chance of successfully completing the required courses and there are no viable alternatives as determined by the CSWC.

Step 5 Within five regular session days, or as soon as practical after the hearing, the chairperson of the CSWC will submit the CSWC's recommendations based on its findings to the superintendent/president. A copy of the recommendations will be forwarded to the student and the department chairperson.

Step 6 Within ten regular session days, or as soon as practical after receiving the written recommendation(s) of the CSWC, the Superintendent/President will issue a decision.

Student's Grievance Rights

If the issue is not resolved to the satisfaction of the student, the student has a right to file a formal complaint concerning any allegation of failure to comply with the laws, regulations, and procedures as set forth in Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 1974), Title 5, and the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008 (ADAAA). Complaints shall be processed through the existing college formal discrimination complaint procedures in AP 5530 titled Student Rights and Grievances.

LAP Advisory Committee

The purpose of the advisory committee is to assist the college in developing and maintaining effective extended opportunity programs and services. The LAP Advisory Committee shall meet at least once during each semester.

References: Title 5 Sections 56000 et seq. and 56027;
Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008 (ADAAA); Rehabilitation Act of 1973, Section 504

Approved: 10/15/96

Revised: 6/16/15

Revised: 6/13/17

**Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services**

BP 5500 STANDARDS OF STUDENT CONDUCT

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The Standards of Student Conduct and disciplinary procedures shall be made widely available to students through the college catalog and other means.

References: Education Code Sections 66300, 66301, and 72122;
WASC/ACCJC Accreditation Standards I.C.8 and 10

Adopted: 3/17/15
Revised: 7/10/18

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5500 STANDARDS OF STUDENT CONDUCT

Definitions: The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Encouraging, attempting, assisting, and soliciting another to do any act, which would subject a student to expulsion, suspension or other discipline pursuant to this procedure and related policy.
6. Causing or attempting to cause damage to District property or to private property on campus.
7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law, on or off College premises, of the person or property of any member of the College community or members of his/her family or the threat of any such physical abuse at any College authorized or governed activity.

11. Engaging in intimidating conduct, bullying, or hazing against another student, staff or faculty through words or actions, including direct physical or verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
12. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
13. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel, or failure to identify oneself or furnishing false identification for just cause when requested to do so by College officials acting in the performance of their duties.
14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of District facilities.
16. Computer related crimes or unauthorized, abusive, or violation of the District's acceptable use policy or procedure including violations of software licensing agreements.
17. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
18. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the college, including, but not limited to, any of the following: (1) Intentional touching of another person's intimate parts without that person's affirmative consent or other intentional sexual contact with another person without that person's affirmative consent; (2) Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's affirmative consent; and (3) Rape, which includes penetration, no matter how slight, without the person's affirmative consent of either of the following: (A) the vagina or anus of a person by any body part of another person or by an object; (B) the mouth of a person by a sex organ of another person.
19. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the college, including, but not limited to, any of the following: (1) Prostituting another person; (2) Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without the person's affirmative consent; (3) Distributing images, including video or photograph or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not affirmatively consent to the disclosure and objected to the disclosure; and (4) Viewing, another person's sexual activity, intimate body parts, or nakedness in a place where that person would have reasonable expectation of privacy, without that person's affirmative consent, and for the purpose of arousing or satisfying sexual desire.
20. Committing sexual harassment as defined by law or by District policies and procedures, which may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, that

is sufficiently severe, persistent or pervasive to limit the ability of a member of the college community (student, faculty, staff) to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

21. Stalking or repeatedly following or harassing another person through conduct composed of a series of acts that seriously alarm, annoy, torment, or terrorize in a manner that threatens to place that person in reasonable fear for their safety or the safety of their immediate family
22. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises,
23. Violations of Board policies, administrative procedures, or campus regulations including, but not limited to, campus regulations concerning student organizations, use of District facilities, gambling and hazing.
24. The use of any electronic listening or recording device in a classroom or learning environment without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids or academic adjustments to disabled students.
25. Presentation of academic work through fraudulent or deceptive means in order to obtain credit for this work. Academic dishonesty includes but is not limited to:

Cheating - failure to observe the expressed procedures of an academic exercise, including but not limited to:

- Unauthorized use of commercial "research" services which are not the student's own work.
- Providing information to others without instructor's permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.
- Unauthorized communication with fellow students during a quiz or exam.
- Copying material from another student's quiz or exam.
- Permitting another student to copy from a quiz or exam.
- Permitting a person to take a quiz, exam, or similar evaluation in lieu of the enrolled student.
- Using unauthorized materials, information, or study aids (e.g., textbook, notes, data, images, formula list, dictionary, calculator, etc.) in any academic exercise or exam.
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise or exam.
- Unauthorized use of another person's data in completing a computer or lab exercise.
- Using computer and word processing to gain access to alter and/or use unauthorized information.
- Altering a graded exam or assignment and requesting that it be re-graded - submission of altered work after grading, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain credit.

Fabrication - falsification or invention of any information in an academic exercise, including but not limited to:

- Fabricating or altering data to support research.
- Presenting results from research that was not performed--submitting material for lab assignments, class projects or other assignments, which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student.
- Crediting source material that was not directly used for research.
- Falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.

Fraud, Misrepresentation, Lying - intentionally making an untrue statement or deceiving including but not limited to:

- Checking into a District class, lab, center or other District resource with the intent to deceive the instructor, staff, or the college.
- Checking in or checking out of a District class, lab, center or other District resource for another student.
- Using another student's District identification card for use in a class, lab, center or other District resource.

Plagiarism - the presentation of another's words, images or ideas as if they were the student's own, including but not limited to:

- Stealing the written, oral, artistic, or original works or efforts of others and presenting them as one's own.
- The submission of material, whether in part or whole, authored by another person or source (e.g., the internet, book, journal, etc.), whether that material is paraphrased, translated or copied in verbatim or near-verbatim form without properly acknowledging the source (it is the student's responsibility to cite all sources).
- The submission of material rewritten, in part or whole, by another person that results in the loss of the student's original voice or ideas (i.e. while an editor or tutor may advise a student, the final submitted materials must be the work of the student, not that of the editor or tutor).
- Translating all or any part of material from another language and presenting it as if it were the student's own original work.
- Unauthorized transfer and use of another person's computer file as the student's own.
- Unauthorized use of another person's data in completing a computer exercise.

Facilitating Academic Dishonesty - assisting another to commit an act of academic dishonesty, including but not limited to:

- Taking a quiz, exam, or similar evaluation in place of another person.
- Allowing one student to copy from another.
- Attending a course posing as another student who is officially registered for that course.
- Providing material or other information (e.g., a solution to homework, a project or other assignments, a copy of an exam, exam key or any test information) to another student with knowledge that such assistance could be used to violate any other sections of this procedure.
- Distribution or use of notes or recordings based on college classes without the express written permission of the instructor for purposes other than individual or group study; this includes, but is not limited to, providing materials for distribution by services publishing class notes (This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media).

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

References: Education Code Sections 66300, 66301, 72122, 76030, and 78907
WASC/ACCJC Accreditation Standards I.C. 8 and 10

Approved: 2/17/15

Revised: 6/12/18

**Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs**

BP 6541 REPORTING INJURIES

All student injuries will be immediately reported on District Accident Report Forms by the instructor, or if the student is sent to the Health Office, by the Nurse. The report will be turned in to the Administrative Services Office or the Health Office immediately.

All injuries to District employees while in a duty status will be reported immediately to the Administrative Services Office.

Adopted: No date

Revised:

(Replaces Board Policy 8980)

NOTES:



LAW ENFORCEMENT ACADEMY

CORE VALUES

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CORE VALUES

As an Allan Hancock College Academy Recruit, you have been required to look up and write the dictionary definitions of these Six Core Values. This is not assigned to you as harassment, punishment or as a mere exercise. Over the next several months, you will be repeatedly asked to recite one or all of these Core Values and state their definitions. You will be asked to apply them to real and hypothetical situations. Failure will result in immediate and somewhat unpleasant consequences for you. This will be done not only because it is critical to your survival as an American Law Enforcement Professional, but more importantly, because it is vital to our survival as a society!

Therefore, you are cautioned not to begin this assignment as a mere memorization and recitation exercise; rather you are urged to internalize these values as your own and reflect on them throughout your career.

I. Honor: 1. One deserving of esteem or respect. 2. Reputation. 3. Personal integrity. 4. To confer distinction upon one deserving. Who you ARE at your core; what you stand for; essentially your moral or ethical reputation or standing in the eyes of others.

**less than 100 years ago people would die rather than tolerate a challenge to their "honor" –dueling*

II. Duty: 1. Something that a person ought to, or must do. 2. Moral obligation. 3. A service, action or task assigned, such as military service or law enforcement. 4. Something one has given an oath to do (sworn officers) or perform.

**instinct to protect the weak from predators, the innocent from deception, the peaceful from violence, to protect lives and property and protecting everyone's Constitutional rights to liberty, justice and equality.*

III. Integrity: 1. Strict adherence to a high moral standard, value or code of conduct. 2. Personal honesty and independence from peer pressure; desire to be liked or popular, a reverence for the law.

**Trustworthy, Honesty: testimony in court under oath, custody of evidence entrusted to you. (Stealing, cheating, or lying as an officer would destroy your integrity; your word is your value. Once your credibility is compromised, you are washed up as a cop.)*

IV. Courage: 1. The ability to face danger in spite of fear.

**However, there is a difference between physical courage and moral courage; not always the absence of fear, BUT, proper/courageous action in spite of fear.*

**there is no place for cowardice in law enforcement, it is still a termination offense in most agencies. It doesn't mean you are never afraid, rather, it means you perform your duty in the face of danger, in spite of your fears.*

V. Discipline: 1. Training intended to elicit a specific pattern of behavior **OR** character; 2. Behavior that results from such training.

**External vs. internal discipline. Self-Discipline is the key to a good officer. The academy begins with external discipline, but, overtime; you should INTERNALIZE it to become self-disciplined. This is the goal of Academy discipline.*

VI.

Compassion: 1. Active sympathetic concern for the suffering of another, (i.e. mercy.) 2. Respect for differences; cultural, gender, religious, ethnic, sexual orientation, etc.

**Compassion differs from sympathy, in that it compels one to take action to relieve the suffering of another.*

**Ignorance is the major obstacle to developing compassion for others who are different from you! It is NOT their responsibility to educate you or to change their behavior. Rather, as a law enforcement professional, it is YOUR responsibility to educate yourself, to eradicate your own ignorance and respect those you have sworn to serve and protect.*



LAW ENFORCEMENT TRAINING PROGRAM

**ALLAN HANCOCK COLLEGE
PUBLIC SAFETY TRAINING CENTER
LOMPOC, CALIFORNIA**

**INSTRUCTOR AND STUDENT
SAFETY POLICY
FOR SKILLS COURSES
BASIC COURSE**

3010-00100-00-000

October 1, 2020

CHAPTER 1

ALLAN HANCOCK COLLEGE BASIC COURSE

GENERAL SAFETY GUIDELINES

1 - Application of Guidelines

These guidelines are intended to apply to the training environment as opposed to actual law enforcement operations in the field. Their purpose is to maximize the safety of all participants engaged in or observing manipulative skills training. Training participants may be students, instructors, training staff, role players, observers or other personnel authorized to be present at the training site.

These guidelines represent the collective input of subject matter experts in establishing best practices for reducing or preventing reasonably foreseeable injuries in manipulative skills training. It is expected that staff and students will follow the requirements and recommendations contained within these guidelines or demonstrate an alternative method, practice, means, device, or process that will provide equal or superior safety.

2 - Safety Policies and Procedures

California Code of Regulations §1052 *Requirements for Course Certification* requires that each training presenter of POST-certified courses involving manipulative skills training shall implement a formal written safety policy. Safety policies and procedures must minimally address:

Rules of safety and conduct.

- General rules applicable to all AHC's courses and training sites.
- Course specific rules applicable to the training topic.
- Site specific rules applicable to the training site.
- Reporting and handling injuries.
 - Minor injuries.
 - Major injuries.
- Ratios of instructional staff to students.
- Name, location, and phone number of nearest emergency medical facility for each training site.

Safety policies shall list the physical address of each training site associated with the course.

Safety policies and procedures shall be clearly communicated prior to each training session.

- Instructors shall be fully knowledgeable of the specific safety guidelines that pertain to their course prior to the commencement of training.
- Students shall be made aware of all applicable safety rules and conditions for the course they are participating in. Rules should be clearly posted.

- Students who are using unfamiliar facilities should be made aware of local rules, conditions, and facility requirements.

Allan Hancock College Law Enforcement Training will supply, in written form, the facility rules to each student.

- AHC will have each student sign an acknowledgment of receipt prior to the commencement of training.

3 - Training Site Characteristics

Risk of student injury increases when training occurs in inappropriate or inadequately equipped locations. Allan Hancock College has designed a training facility that minimizes student injury and increase student safety.

The various training sites are large enough to provide students and staff with the space needed to safely perform the training activity or task involved and easily exit in the event of an emergency.

- Details of each training site will be listed in site specific policies.

Staging areas are designated to accommodate persons who are not actively involved in a specific training exercise.

- Staging areas are clearly designated and have drinking water, rest rooms, a fully equipped first aid/trauma kit and AED (Automated External Defibrillator) readily accessible.
- Staging areas are situated as to provide protection from hazards associated with the specific training taking place (e.g., firearms, chemical agents).

Adequate emergency lighting shall be provided at the site of any nighttime training.

- Nighttime training mandates a heightened safety awareness. It is important to provide for either permanent or portable lighting equipment capable of illuminating staging areas and any point where an emergency could occur.

Lighting and ventilation are key factors in the selection of indoor facilities suitable for strenuous physical activity.

The layout of each site enables instructors to immediately stop action when a safety breach is observed, or other problem occurs.

Restrooms and drinking water are readily available during training sessions.

Appropriate safety procedures are established for offsite training activities.

Outdoor training activities shall always consider environments that could harbor hazardous wildlife and/or poisonous vegetation.

4 - Facility and Site Inspections

Staff and instructors shall routinely inspect training facility and site conditions so that potential safety hazards can be detected and corrected before instruction.

- Special attention should be given to ensure that site-specific factors have not unexpectedly changed to the point that it might present a safety issue.

- Many manipulative skills training activities warrant the daily inspection of the facility or site. These inspections shall be completed before students are permitted to commence exercises. For example:
 - All obstacle courses (driving, motors, fitness, tactical, etc.) shall be inspected for hazards prior to each use.
 - Scenario or event simulation training sites shall be inspected for hazards prior to each use.

5 - Controlling Access

Manipulative skills training are held in facilities and sites with controlled access to ensure that uninvolved individuals and vehicles do not present a safety hazard.

- Classrooms, gyms and other indoor training facilities have restricted access to prevent unauthorized entry.
- Outdoor training sites have a reasonably contained perimeter to prevent unauthorized entry. (warning signs, fencing, assignment of stationary observers, natural barriers, or a combination of any of these).
- It is important that all persons near certain training facilities (firearm ranges, etc.) be aware of the activities that occur there. Signs or other indicia are posted conspicuously and far enough away to provide a wide margin of safety.
- Training sites are accessible to EMS and other emergency vehicles.

6 - Instructor Qualifications

As used in this guideline, the term “instructor” refers to the person or persons who are responsible for the delivery of instruction or presentation of course curricula.

- California Code of Regulations §1070 *Minimum Training Standards for Instructors of POST-Certified Specialized Training* requires that all instructors of POST-certified specialized training shall meet specified minimum training standards prior to instructing in the specialized subject. Instructors for the following subjects, whether a stand-alone course or as a specialized subject taught within a larger course, shall meet the instructor training course requirements delineated in section 1070(b).
 - Arrest and Control Techniques
 - Baton/Impact Weapons
 - Chemical Agents
 - Defensive Tactics
 - Driver Training
 - Driver Training – Simulator
 - Electronic Weapons
 - Firearms
 - First Aid / CPR
 - Force Options Simulator
 - Less Lethal Weapons
 - Physical Training

- The instructor training requirements specified in subsection 1070(b) may be satisfied through an equivalency evaluation performed by the employing presenter. This equivalency process is described in subsection 1070(c).
- Instructors of non-1070 specified training subjects shall be appropriately qualified, based upon their specific topic related training, experience, education, certification, and instructional ability.
 - The determination of an instructor's eligibility to teach will be made jointly by the presenter and POST.
- Instructors should keep current on recent advances within the field, emerging safety issues and instructional practices applicable to their discipline.
 - This could include networking with other instructors.
 - Instructors are encouraged to participate in periodic instructor update courses, skills refresher training and other forms of continuing professional education.

7 - Instructor-To-Student Ratios

AHC shall establish an appropriate instructor-to-student ratio for each course involving manipulative skills training to ensure adequate supervision of the students.

- An instructor-to-student ratio that provides adequate supervision of students in training is essential to ensure student safety.
 - The ratio shall be objectively reasonable under the given training circumstance.
 - Ratios may vary depending on the specifics of the training activity, the relative danger to the student, and the student's experience level.
 - The ratios shall allow the instructor to adequately observe student participation while being alert for activities that present potential for student injury.
 - The ratio shall be sufficient to enable the instructor to immediately stop action when a safety breach is observed, or other problem occurs.
 - The degree of supervision necessary for students standing by is different from the level of supervision required for students actively engaged in a training exercise.
 - Instructor-to-student ratios are not intended to be absolute and may differ depending on the particular training experience.
 - Instructional staff are those persons who exercise functional supervision over students while engaged in training. This may include the lead or principal instructor, assistant instructors, course coordinators, range masters or other personnel titles.
- An increased instructor-to-student ratio may be appropriate for introductory training, as opposed to refresher, advanced or instructor-level training.
- Certain training activities suggest the need for a higher level of student supervision and control. The instructor-to-student ratio shall reflect this.
 - Some training activities entail an inherently greater element of risk and ratios shall be adjusted accordingly.
 - The instructor-to-student ratio shall be increased when students are required to demonstrate manipulative skills that involve a greater potential for injury.

Factors to consider when evaluating appropriate instructor-to-student ratios include:

- The inherent risks of the training activity involved.
 - Level of intensity, pace, hazards, and potential for injury.

- Focus of course, experience level of the students and their familiarity with the material.
 - Introductory, refresher, advanced, instructor-level.
- Experience level of the instructors.
- Facility or site-specific factors.
 - The layout or design of some training facilities may influence reasonable instructor-to-student ratios (Line of sight impediments, etc.).

The following high-risk training activities suggests the need for intense student supervision and may require instructor-to-student ratios as low as one to one.

- Tactical or moving courses of fire.
- Pursuit driving, Code 3 response and PIT maneuvers.
- Defensive Tactics requiring complex movements with an increased degree of risk; e.g., takedowns, ground fighting techniques, etc.
- Application of electronic weapons.
- Deploying a diversionary device.

8 - Presentation Guidelines

AHC staff and instructors retain primary responsibility for the safe conduct of training.

- Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
- Instructors shall maintain an appropriate level of supervision over students at all times.
 - Instructors shall consistently maintain a professional atmosphere during training and ensure that students abide by all established safety rules.
 - Certain high-risk activities suggest the need for instructors to closely monitor student conduct.
 - Professional behavior and self-control by students are fundamental to overall student safety.
 - All students shall be reminded of the importance of not altering or improvising scenarios.
- Instructors shall adhere to the approved lesson plan.
 - Unplanned changes, substitution or improvisation of curricula may invite unwarranted risk to students.
 - Additions or changes in course content shall be carefully evaluated and appropriately reviewed by the presenter before a course begins.
 - Significant changes in course content which impact the expanded course outline must be submitted to POST for approval prior to instruction.
- Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.
- Instructional staff engaged in manipulative skills training shall be easily identifiable.
 - The use of distinctive clothing, vests, headgear, armbands, etc., by all instructors is suggested for this purpose.

9 - Review and Reemphasize Safety Rules

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

- The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
 - Frequent and repetitive reminders of task-specific safety instruction is essential to avoid injuries.
- Where possible, safety rules should be posted in a conspicuous location so students can quickly and regularly review the correct procedures.
- Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
 - A review of the overall expectations of an exercise, a scenario walk-through, or other type of briefing will enhance safety and positively impact the training experience.
 - This practice becomes critical for exercises where coordinated activity among students is required.
 - The intent of this guideline is to ensure safety by providing the student with a general understanding of what may occur, not to inhibit the value of training experiences that expose a student to an “unknown” situation.
- Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
 - Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.

10 - Means of Communication

- The training staff shall ensure that emergency communications (phone, radio, or other means) are readily available at all training sites.
- Each training facility or site shall have a communications process or system capable of clearly transmitting instructions to all participants.
 - The communications process or system shall be enough to stop action and ensure that verbal commands are clearly understood. Means of communication may include the use of loudspeakers/bullhorns, lights, flags, whistles, horns, or hand signals.

11 - Physical Performance Requirements

Students in poor physical condition at the time of training have an increased potential for injury.

- Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards.
 - This information shall be included in the course announcement and description.
 - Course-specific examples of the types of physical tasks required shall be provided.

- The intent of this guideline is to promote student self-assessment as to whether they are sufficiently fit to participate in rigorous, strenuous physical exercise and meet the program's physical demands.
- A physical fitness assessment or test of students, prior to training, may be appropriate for certain courses to determine if a student will be able to safely participate.

Students shall be asked to indicate if they have any injuries or pre-existing medical restrictions that may affect their ability to safely participate in training, and if they need reasonable accommodations.

- Students shall report medical conditions, injuries, or physical limitations that can potentially affect their ability to perform safely. Although an instructor cannot make a medical judgment as to student fitness, it is appropriate to ask students if they are injured or otherwise limited before training begins.
- The intent is to promote student self-assessment as to whether their ability to participate in rigorous, strenuous physical exercise and meet the program's physical demands is questionable.

Instructors shall be alert to students who demonstrate inadequate physical conditioning. A student shall be required to provide evidence of medical fitness for training if the instructor has doubts as to the student's ability to perform safely.

- Responsibility for student safety and the decision as to whether a student should participate in training rests with the presenter.
- When doubt exists as to the student's ability to perform safely, presenters shall exclude the student from training. Evidence of an adequate fitness level shall include a medical clearance from a physician, or an attestation by the student's employing agency that such a medical clearance has been obtained.

AHC may be asked to provide reasonable accommodations for injuries or pre-existing medical restrictions that could affect a student's ability to participate in training.

- A reasonable accommodation is an interactive process to determine what, if any, modifications are possible that would allow the individual to safely participate in training.
- No accommodation need be made if the accommodation would:
 - Eliminate an essential component of training or testing.
 - Fundamentally alter the training curriculum.
 - Create an undue hardship.
 - Not allow the student to perform the activity safely, even with the accommodation.
- See the *Job Accommodation Network*, *California Department of Fair Employment and Housing*, or *U.S. Equal Employment Opportunity Commission* for more information on providing reasonable accommodation.

Instructors shall be aware of physical fatigue factors that affect the ability of the student to perform safely.

- Certain training activities are inherently tiring. Instructors shall be aware that long periods of training, environmental conditions, or other factors may fatigue students and increase injury potential.
- The physical condition or fatigue of the student, the climatic conditions (i.e., extremes in heat and cold), the type of terrain, and other environmental factors such as air quality, can affect the capabilities and safe performance of participants.
 - All these factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.

12 - Equipment

Minimum standards for clothing, footwear, and personal equipment shall be established for students participating in manipulative skills training.

- Instructors shall conduct a pre-training inspection of student clothing and personal equipment prior to their participation in the training program to eliminate potential safety hazards.
 - This affords the opportunity for the instructor to check for inadequate, unauthorized, unserviceable, or defective equipment.
 - The wearing of loose or excessive jewelry during exercises should be prohibited since it may create a hazard to the student.
 - Long hair should be adequately secured as to not create a hazard to the student.

Instructors shall conduct a pre-training inspection of all presenter supplied training equipment to ensure that it meets minimum standards.

- Periodic inspection of training equipment is fundamental to student safety. Equipment that is deemed unsafe or unserviceable shall not be utilized in training.
- It is essential that all equipment receive any required maintenance and service prior to the beginning of training.
- Shared training equipment such as mats, weights, etc. shall be cleaned on a regular basis to minimize exposure to biohazards or airborne particulate matter.

13 - First Aid, Trauma Care and Other Emergency Supplies

A fully equipped first aid/trauma kit shall be readily accessible at each individual training site.

- First aid/trauma kits shall include supplies for the emergency treatment of injuries associated with the training activity or site. For example:
 - First aid/trauma kits at firearms ranges should include pressure bandages, hemostatic dressing and other related trauma care supplies for the emergency treatment of gunshot wounds.
 - Items such as insect repellent, sunscreen, or splint materials may be appropriate for certain types of search and rescue courses.
 - First aid kits shall be inspected on a regular basis to ensure items removed have been replenished, and outdated items replaced.

An AED (Automated External Defibrillator) shall be readily accessible at each individual training site.

A fire extinguisher should be readily accessible during any training course or exercise where a fire hazard may exist.

- The fire extinguisher type and size should be appropriate for the kind of fire hazard anticipated.
- Regular inspection of any fire extinguisher shall occur to ensure proper functionality (fully charged), and expiration status.

14 - Injury Prevention

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

- This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
- Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
- Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Instructors of defensive tactics, arrest control techniques, lifetime fitness, physical agility training, and similar physically demanding programs are encouraged to pursue advanced First Aid, CPR and AED training, as well as specialized training in exercise science and related subjects.

- Close attention shall be given to recognizing symptoms of:
 - Heat and cold related illnesses.
 - Respiratory and cardiac emergencies.
 - Muscle strains, tears, fractures, and dislocations.
 - Other illnesses related to intense physical activity such as “Rhabdo” (Rhabdomyolysis).
- Training in exercise physiology, cardiovascular endurance development, kinesiology, and related subjects will provide instructors with the background necessary to reduce injuries to students.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

- These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
 - Frequent rest and water breaks may be necessary.

Presenters shall consider the weather conditions and the type of training to be conducted.

- Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
- Excessive heat or high humidity could suggest a reduction in instructional intensity.
 - Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
 - The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
- Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
- Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

- Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

Instructors shall follow recognized training principles in the delivery of manipulative skill training to minimize the potential for accidents and injuries.

- Tactical training, physical conditioning and other manipulative skills are generally best taught by first describing the skill, then demonstrating it, and finally having the student perform it at a reduced speed until some proficiency is achieved. These same instructional principles apply to obstacle courses and related test events.

15 - Response to Injuries

Students shall be required to immediately report any injury to the instructional staff.

Certain injuries may necessitate an immediate stop action to any training activities. In case of an injury requiring emergency medical assistance, 9-1-1 shall be called immediately.

At least one member of the instructional staff, or other person, either directly involved in the training event or immediately available at the training site, shall be trained in first aid, CPR and AED.

Specific procedures in the event of an injury or medical emergency shall be identified and communicated.

- Specify the name, location, and phone number of the nearest emergency medical facility for each training site and post this information in a conspicuous place.
- Establish notification procedures.
 - Appropriate notifications may include the training center director, academy director, training coordinator, etc.

- Other notifications may include student emergency notification information, agency notification requirements, school/college required procedures, etc.
- Establish reporting protocols.
 - Investigate and complete an accident/injury report using the appropriate reporting format specific to the presenter's jurisdiction or agency.
 - Determine if the accident/injury necessitates a report to the local risk management entity, Cal/OSHA or similar regulatory agency.
 - The appropriate POST Regional Consultant shall be notified in writing within 5 business days when an injury requiring more than basic first aid occurs during training.
 - Basic Course presenters shall make their notification directly to the POST Basic Training Bureau.
- Protocols shall specify procedures for return-to-training medical releases following a student injury.
 - Students who sustain an injury which requires treatment by a physician shall obtain a medical release before they are authorized to resume training.
 - In 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.
- Instructional staff shall conduct an after-action review of the incident to ensure that any hazardous conditions or other causal factors are identified and repeat accidents are avoided.
 - Presenters should consider conducting an annual audit of any training related injuries. Audits can serve a number of purposes, including; promoting accountability, identifying risk, evaluating controls, and ensuring the efficient and effective delivery of training.

16 - Notification to Outside Law Enforcement Agencies

The realism inherent to many training scenarios can create the erroneous impression that a real crime or emergency is occurring or that the students are on-duty officers conducting actual operations and need assistance.

- Consideration should be given to notifying allied law enforcement agencies that may operate in areas adjacent to the training site.
- In the event there are residents or other uninvolved persons in the affected vicinity who could possibly see or hear the events, the posting of perimeter personnel, appropriate signage, or passing out flyers could reduce complaints and reduce risk of mishaps.

CHAPTER 2

LD35 - FIREARMS TRAINING

SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of the firearms testing safety rules and guidelines will be provided to each instructor and student. The instructor will discuss and review the firearms safety rules and guidelines with the Academy students.

Prior to the start of class, the firearms instructors will conduct a pre-training safety inspection of all firearms and safety equipment to be used during training or testing. Prior to active live fire training or testing, the primary firearms instructor will discuss the four firearms safety rules and safety guidelines at the beginning of each class session. All students are responsible for adhering to all safety rules and guidelines during firearms training. The first violation of any firearms safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for firearms training.

All students shall receive orientation training on the principles of firearms safety, cleaning procedures, disassembly, reassembly, safety inspections, and fundamental marksmanship skills prior to live fire training sessions.

Academy staff and students shall adhere to all rules and guidelines governing the safe operation of firearms training pursuant to Allan Hancock College's Policies and Procedures and the California Commission on Peace Officers Standards and Training "Guidelines for Student Safety in Certified Courses."

Any safety concerns identified by a student shall be immediately brought to the attention of any Academy staff member or firearms instructor.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: Each training session involving the use of firearms will develop specific safety rules specific to that range location. The guidelines will consider the safety needs related to the specific firearms training goal and live-fire exercises. The firearms instructor will post the Academy's Four Firearms Safety Rules at the range training site. The firearms instructor(s) will review the safety rules and guidelines prior to each training session and will continually watch all students and staff to insure they are following all safety rules and guidelines.

3. TRAINING SITE CHARACTERISTICS

The principal Academy range is located at

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 9
Lompoc, CA 93436

The lecture portion of the class will occur in an air conditioned AHC Academy classroom #5-120. All live fire training and testing sessions will be held at the Shooting Range, Building 9. Prior to use by the Academy students, the Academy Coordinator or their designee will inspect the range facility for any safety hazards.

The shooting range is a fully baffled 20 (5-foot) lanes x 100-yard range offering state of the art features such as; wireless target controls, multiple lighting effects, full-trap containment and lead recovery, air circulation and filtration, interactive pneumatic targets, vehicle access to range, integrated, sound system, armory room, weapons vault, cleaning counter and multiple storage rooms.

1. The first 25 yards of the range is a concrete pad and the remaining 75 yards of the range is decomposed granite.
2. The range is equipped with Total Containment Trap, designed by Action Target. Range facility managers are aware of and abide by EPA and Cal/OSHA standards for lead removal and range maintenance.
3. The range facility ventilation system conforms to all EPA and Cal/OSHA standards.
4. The range has 2 designated safe zones with bleachers for students. One is located well behind the 100-yard line to receive instruction, eat lunch and clean firearms. The second is located at the 50-yard line during general training for ammo storage and magazine reloading.
5. The range has drinking water, eye/hand wash basin for decontamination, and two non-gender designated restrooms which are located in the safe zone. Additional restrooms are located outside, next to classroom entrance.
6. The range has a landline telephone and firearms instructors also bring their cell phones to all range days.
7. The range is equipped with lighting for night time shooting, target assessment and to confirm all personnel are off the firing line.
8. An electronic public address system is used to give verbal commands between the firearms instructor and the students who are on the firing line.
9. A portable first aid/gun trauma kit and AED are maintained in the range facility.
10. The range has a flag pole and red flag posted during, plus an IN USE lighted sign to indicate the range is "hot" and that a live fire training session is taking place.
11. When conducting firearms training in the Academy classroom 5-120, the following rules shall be adhered to:
 - a. Prior to being issued a firearm, the students shall have received the POST LD-35 Firearms lecture on firearms safety. This training shall include proper firearms inspection procedures to determine whether or not a firearm is in a "safe" condition and the procedures to render a firearm "safe" if it is loaded.

- b. Prior to any firearm being issued to a student, the Academy staff member or firearms instructor will verify the status of each firearm. The Academy staff member or firearms instructor shall visually and physically check each firearm by locking the slide of the firearm in the “open” position, check the chamber, and magazine well to verify there is no ammunition in the firearm.
- c. If the firearms training requires the use of magazines, each magazine shall be inspected by an Academy staff member or their designee to ensure the magazine followers are visible and there is no ammunition in the magazines. The magazine inspection will be performed prior to the magazines being issued to a student and taken into the classroom.
- d. Immediately upon receipt of a firearm from an Academy staff member or firearms instructor, each student shall visually and physically verify the status of the firearm by insuring the action is open, the magazine well is empty, and the chamber is clear to ensure there is no ammunition in the firearm.
- e. Whenever dry fire firearms practice is conducted outside the range facility, dry fire targets shall be attached to the brick wall on the training compound.

4. FACILITY AND SITE INSPECTIONS

- 1. The range shall be inspected for hazards prior to and during training. Any hazards found shall be immediately reported to academy staff and remedied before live fire training can continue.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

- 1. The range is contained Building 9 located in a secure and isolated area.
- 2. The range facility free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions.
- 3. The facility can be locked while in use to prevent accidental entry.

6. INSTRUCTOR QUALIFICATIONS

- 1. All Firearms instructors will have successfully completed a POST approved Firearms Instructor course as outlined in California Code of Regulations 1070.
- 2. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training.
- 3. Range instructors should have a broad, general knowledge of firearms.
- 4. Range instructors shall repeatedly test students on the basic firearms safety rules.
- 5. All instructions and demonstrations shall be at the basic recruit level and not at the advance officer level.
- 6. Range instructors shall be hypervigilant regarding range safety and report any violation to the lead range instructor or academy staff.
- 7. Range instructors shall conform to all applicable EPA and Cal/OSHA standards for range maintenance and cleanup to avoid potential health hazards.

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with firearms training, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

1. Classroom session: 1/40
2. Static, "on line" training: 1/5
3. Tactical, "move and shoot" training: 2/1

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
2. Instructors shall maintain an appropriate level of supervision over students at all times.
3. Instructors shall adhere to the approved lesson plan.
4. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.
5. Demonstrations at the range will be designed for the basic shooter and not for advanced officer training.
6. During live fire exercises, a specific safe area shall be designated by the firearms instructor for non-shooting students. The safe area shall be sufficient distance away from the live fire shooting area to provide a wide margin of safety. Academy staff and students shall wear eye and ear protection while engaged in shooting or while in the immediate vicinity of the firing line.
7. Students shall be given an orientation on the prescribed courses of fire and given the opportunity to practice each course of fire prior to testing. Students shall be notified, in advance, when they will be testing for firearms qualification. Students must demonstrate a pattern of overall proficiency and competency as required by each testing criteria in the eight test areas on the POST Required Evaluation Test form.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. All students are required to recite (from memory) the four basic range safety rules at the beginning of each range session.
 - **Treat every firearm as if it were loaded.**
 - **Always point your firearm in a safe direction.**
 - **Keep your finger off the trigger and outside the trigger guard, until you are on target and ready to fire.**
 - **Be sure of your target, background, and anything downrange.**
2. All students are required to read and sign a comprehensive Academy range procedures and firearms safety rules contract.

3. If students leave the facility for a lunch break, a weapons inspection shall occur before training resumes.
4. Before any Academy firearm is issued to a student, each firearm is inspected by a POST certified firearms instructor to insure there is no ammunition in the firearm.
5. Firearms shall be inspected by range staff prior to the training day.
6. Students are aware that violation of the range safety policy can result in the immediate removal from the range and dismissal from the basic course.
7. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
8. Safety rules are posted in a conspicuous location so students can quickly and regularly review the correct procedures.
9. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
10. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
 - a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
11. Always wash hands thoroughly after shooting any firearm to remove any lead residue.
12. Any behavior deemed unsafe by a firearms instructor or Academy staff member will be grounds for removal from the range and no credit given for that training day.
13. Never load any firearm on the firing line unless commanded to do so by a firearms instructor. Loading magazines is permissible behind the firing line.
14. Never dry practice behind the firing line unless you are training with a firearms instructor.
15. Never talk to anyone on the firing line, unless you are instructing, being instructed, or working as a range staff member.
16. In case of a firearm malfunction, keep the firearm pointed down-range, clear the malfunction and continue the course of fire.
17. Always keep the muzzle pointed down-range and never load a firearm unless the muzzle is pointed down range.
18. Never lay a firearm down without unloading it and locking the slide in the “open” position.
19. Looking through the chamber, visually check the barrel of a firearm for any obstruction before firing. Heavy grease is considered an obstruction.
20. While on the firing line all handguns shall remain in the holster and snapped until instructed by a firearms instructor to remove the firearm.
21. Never fire a succeeding shot following a malfunction of a cartridge, wait until a firearms instructor has examined the firearm. In the case of defective “squib” cartridge, the report will not be normal. The gun will be pointed towards the target area for a period of ten seconds to allow for the possibility of a delayed fire.
 - a. At such time, the gun should be unloaded and the muzzle checked for obstructions.
22. Never approach the target area until receiving a voice command from a firearms instructor.

23. Never permit the muzzle of a firearm to touch the ground. If the muzzle touches the ground, do not fire the firearm until the barrel has been checked for dirt or debris obstructions. Only a firearms instructor is authorized to check the end of the barrel.
24. Never handle, point, or look over the sights of any firearms handed to you without first opening the action of the firearm and checking the chamber to be sure it is not loaded. Always check the firearm twice; the first time to see if it is unloaded and the second time to verify you were right the first time.
25. Students will never carry any handgun while cocked.
26. All firearms safety rules and guidelines must be strictly adhered to and will be enforced at all times. To help prevent accidents and/or injuries the strictest discipline will be maintained by all students at all times while on the firing ranges. Carelessness behavior and/or failure to follow directions of any type will not be tolerated during firearms training. Any Academy staff member, firearms instructor, or range staff member can remove a student from the firing line or the range itself for any unsafe practices or violations of firearms safety rules and guidelines. The student will not receive any credit given for that training day.
27. Any "horse play," practical jokes, or other immature/inappropriate behavior deemed so by an Academy staff member, firearms instructor or range staff will be grounds for removal from the range and no credit given for that training day.
28. Students not participating in training shall be separated from those students involved in the training. Students shall remain under supervision of staff.

10. MEANS OF COMMUNICATION

Training sites are equipped with a landline telephone and direct radio communication with academy staff.

1. The telephone is equipped the ability to receive emergency notifications via campus police.
2. Each class using the facility maintains a two-way radio for communication with academy staff.

Instructors shall ensure that all students understand rules and procedures prior to commencement of training.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Instructors shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards
3. Instructors will determine if any student has an injury or illness prior to the start of training.
4. Instructors will consider weather conditions if training is to be conducted outside.

12. EQUIPMENT

1. Students are required to wear their ballistic vests, eye and ear protection at each range training session. This includes while off line and in the mandatory safety zone.
2. Students are told to bring sun block, insect repellent, their uniform ball cap, over the ankle boots, jackets, adequate drinking water, and a lunch.

3. Students shall wear appropriate clothing (uniform or tactical gear). Students shall not wear red.
4. All firearms instructors are required to wear red polo style shirts or red jackets so that they are visible to the students.
5. Sponsored students shall bring their agency issued firearm unloaded and in a locked box to the range.
6. All students shall only use presenter approved holsters.
7. All firearms will either be loaded and unloaded on the firing line or at the designated loading and unloading containment box(s) at the range.
8. Academy staff will issue all independent students their Academy semiautomatic handgun at each range training session and retrieve it at the end of training.
9. Academy staff is responsible for issuing all Academy handguns and ammunition to each of the range training session.
10. If steel targets are used at a range, they must be at a minimum of 15 yards away from the firing line and angled away from the shooter to reduce risk of splash back.
11. Reactive targets used in shotgun training are wrapped in ballistic panels to reduce the danger of ricochets.
12. Eye and hand protection are required while disassembling and cleaning firearms.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

1. The first aid trauma kit and portable AED is located at the range.
2. On range days, an emergency vehicle is staged for transportation if necessary.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

1. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
2. Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
3. Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
 - a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
 - a. Excessive heat or high humidity could suggest a reduction in instructional intensity.

- b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
- c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
- d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
- e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

- 1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

Instructors shall follow recognized training principles in the delivery of manipulative skill training to minimize the potential for accidents and injuries.

- 1. Tactical training, physical conditioning and other manipulative skills are generally best taught by first describing the skill, then demonstrating it, and finally having the student perform it at a reduced speed until some proficiency is achieved. These same instructional principles apply to obstacle courses and related test events.

15. RESPONSE TO INJURIES

In the event of an injury during firearms training, the following procedures shall be followed:

- 1. Students are told to report all injuries to the instructor immediately.
- 2. Students are told to report all safety hazards to the instructor immediately.
- 3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
- 4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**
- 5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
- 6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300.**
- 7. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.
- 8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.

9. All independent students transported via ambulance will have their emergency contact (as listed on their "AHC Emergency Notification" form) notified by Academy staff, as soon as possible.
10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. **NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES**

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the "Safety Rules and Guidelines" for firearms training. I agree to abide by these safety rules and guidelines during all Academy firearms training.

Print Name

Signed

Student ID #

Date

CHAPTER 3

LD35 - LESS LETHAL MUNITIONS TRAINING SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of the less lethal munitions safety rules and guidelines will be provided to each instructor and student. The instructor will discuss and review the less lethal munitions safety rules and guidelines with the Academy students.

Prior to the start of class, the firearms instructors will conduct a pre-training safety inspection of all firearms and safety equipment to be used during training or testing. Prior to active live fire training or testing, the primary firearms instructor will discuss the four firearms safety rules and safety guidelines at the beginning of each class session. All students are responsible for adhering to all safety rules and guidelines during firearms training. The first violation of any firearms safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for firearms training.

All students shall receive orientation training on the principles of firearms safety, cleaning procedures, disassembly, reassembly, safety inspections, and fundamental marksmanship skills prior to live fire training sessions.

Academy staff and students shall adhere to all rules and guidelines governing the safe operation of firearms training pursuant to Allan Hancock College's Policies and Procedures and the California Commission on Peace Officers Standards and Training "Guidelines for Student Safety in Certified Courses."

Any safety concerns identified by a student shall be immediately brought to the attention of any Academy staff member or firearms instructor.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: Each training session involving the use of firearms will develop specific safety rules specific to that range location. The guidelines will consider the safety needs related to the specific firearms training goal and live-fire exercises. The firearms instructor will post the Academy's Four Firearms Safety Rules at the range training site. The firearms instructor(s) will review the safety rules and guidelines prior to each training session and will continually watch all students and staff to insure they are following all safety rules and guidelines.

3. TRAINING SITE CHARACTERISTICS

The principal Academy range is located:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 9
Lompoc, CA 93436

The lecture portion of the class will occur in an air conditioned AHC Academy classroom #5-120. All live fire training and testing sessions will be held at the Shooting Range, Building 9. Prior to use by the Academy students, the Academy Coordinator or their designee will inspect the range facility for any safety hazards.

The shooting range is a fully baffled 20 (5-foot) lanes x 100-yard range offering state of the art features such as; wireless target controls, multiple lighting effects, full-trap containment and lead recovery, air circulation and filtration, interactive pneumatic targets, vehicle access to range, integrated, sound system, Armory Room, cleaning counter and multiple storage rooms.

1. The first 25 yards of the range is a concrete pad and the remaining 75 yards of the range is decomposed granite.
2. The range facility ventilation system conforms to all EPA and Cal/OSHA standards.
3. The range has a designated safe zone with bleachers for students located well behind the 100-yard line to receive instruction, eat lunch and clean firearms.
4. The range has drinking water, eye/hand wash basin for decontamination, and two gender designated restrooms which are located in the safe zone.
5. The range has a landline telephone and firearms instructors also bring their cell phones to all range days.
6. The range is equipped with lighting for night time shooting, target assessment and to confirm all personnel are off the firing line.
7. A portable electronic public address system is used to give verbal commands between the firearms instructor and the students who are on the firing line.
8. A portable first aid/gun trauma kit and AED are maintained in the range facility.
9. The range has a flag pole and red flag posted during, plus an IN USE lighted sign to indicate the range is "hot" and that a live fire training session is taking place.
10. The range is contained Building 9 located in a secure and isolated area, free from pedestrians, onlookers and outside distractions.
11. The range shall be inspected for hazards prior to and during training. Any hazards found shall be immediately reported to academy staff and remedied before live fire training can continue.
12. The impact area will be down range towards the containment trap area.
13. Props used shall be constructed to minimize danger.
 - a. Staff shall ensure that firing and deflection angles do not compromise the safety of students or other personnel.
 - b. Students/staff shall be encouraged to report ricochet hazards to the instructor.

4. FACILITY AND SITE INSPECTIONS

1. The range shall be inspected for hazards prior to and during training. Any hazards found shall be immediately reported to academy staff and remedied before live fire training can continue.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The range is contained Building 9 located in a secure and isolated area.
2. The range facility free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions.
3. The facility can be locked while in use to prevent accidental entry.

6. INSTRUCTOR QUALIFICATIONS

1. All Firearms instructors will have successfully completed a POST approved Firearms Instructor course as outlined in California Code of Regulations 1070.
2. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training.
3. Range instructors should have a broad, general knowledge of various less lethal munitions and deployment devices.
4. Range instructors shall repeatedly test students on the basic firearms safety rules.
5. All instructions and demonstrations shall be at the basic recruit level and not at the advance officer level.
6. Range instructors shall be hypervigilant regarding range safety and report any violation to the lead range instructor or academy staff.
7. Range instructors shall conform to all applicable EPA and Cal/OSHA standards for range maintenance and cleanup to avoid potential health hazards.

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with firearms training, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

1. Classroom session: 1/40
2. Static, "on line" training: 1/1

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
2. Instructors shall maintain an appropriate level of supervision over students at all times.
3. Instructors shall adhere to the approved lesson plan.
4. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.
5. During live fire exercises, a specific safe area shall be designated by the firearms instructor for non-shooting students. The safe area shall be sufficient distance away from

the live fire shooting area to provide a wide margin of safety. Academy staff and students shall wear eye and ear protection while engaged in shooting or while in the immediate vicinity of the firing line.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. All students are required to recite (from memory) the four basic range safety rules at the beginning of each range session.
 - **Treat every firearm as if it were loaded.**
 - **Always point your firearm in a safe direction.**
 - **Keep your finger off the trigger and outside the trigger guard, until you are on target and ready to fire.**
 - **Be sure of your target, background, and anything downrange.**
2. All students are required to read and sign a comprehensive Academy range procedures and firearms safety rules contract.
3. Before any Academy firearm is issued to a student, each firearm is inspected by a POST certified firearms instructor to insure there is no ammunition in the firearm.
4. Firearms shall be inspected by range staff prior to the training day.
5. Students are aware that violation of the range safety policy can result in the immediate removal from the range and dismissal from the basic course.
6. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
7. Safety rules are posted in a conspicuous location so students can quickly and regularly review the correct procedures.
8. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
9. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
 - a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
10. Always wash hands thoroughly after shooting any firearm to remove any lead residue.
11. Any behavior deemed unsafe by a firearms instructor or Academy staff member will be grounds for removal from the range and no credit given for that training day.
12. Never load any firearm on the firing line unless commanded to do so by a firearms instructor.
13. Never dry practice behind the firing line unless you are training with a firearms instructor.
14. Never talk to anyone on the firing line, unless you are instructing, being instructed, or working as a range staff member.
15. In case of a firearm malfunction, keep the firearm pointed down-range, clear the malfunction and continue the course of fire.

16. Always keep the muzzle pointed down-range and never load a firearm unless the muzzle is pointed down range.
17. Never lay a firearm down without unloading it and locking the slide in the “open” position.
18. Looking through the chamber, visually check the barrel of a firearm for any obstruction before firing. Heavy grease is considered an obstruction.
19. Never fire a succeeding shot following a malfunction of a cartridge, wait until a firearms instructor has examined the firearm. In the case of defective “squib” cartridge, the report will not be normal. The gun will be pointed towards the target area for a period of ten seconds to allow for the possibility of a delayed fire.
 - a. At such time, the gun should be unloaded and the muzzle checked for obstructions.
20. Never approach the target area until receiving a voice command from a firearms instructor.
21. Never permit the muzzle of a firearm to touch the ground. If the muzzle touches the ground, do not fire the firearm until the barrel has been checked for dirt or debris obstructions. Only a firearms instructor is authorized to check the end of the barrel.
22. Never handle, point, or look over the sights of any firearms handed to you without first opening the action of the firearm and checking the chamber to be sure it is not loaded. Always check the firearm twice; the first time to see if it is unloaded and the second time to verify you were right the first time.
23. All firearms safety rules and guidelines must be strictly adhered to and will be enforced at all times. To help prevent accidents and/or injuries the strictest discipline will be maintained by all students at all times while on the firing ranges. Carelessness behavior and/or failure to follow directions of any type will not be tolerated during firearms training. Any Academy staff member, firearms instructor, or range staff member can remove a student from the firing line or the range itself for any unsafe practices or violations of firearms safety rules and guidelines. The student will not receive any credit given for that training day.
24. Any “horse play,” practical jokes, or other immature/inappropriate behavior deemed so by an Academy staff member, firearms instructor or range staff will be grounds for removal from the range and no credit given for that training day.
25. Students not participating in training shall be separated from those students involved in the training. Students shall remain under supervision of staff.

10. MEANS OF COMMUNICATION

Training sites are equipped with a landline telephone and direct radio communication with academy staff.

1. The telephone is equipped the ability to receive emergency notifications via campus police.
2. Each class using the facility maintains a two-way radio for communication with academy staff.

Instructors shall ensure that all students understand rules and procedures prior to commencement of training.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Instructors shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards
3. Instructors will determine if any student has an injury or illness prior to the start of training.
4. Instructors will consider weather conditions if training is to be conducted outside.

12. EQUIPMENT

1. Students are required to wear their ballistic vests, eye and ear protection at each range training session. This includes while off line and in the mandatory safety zone.
2. Less lethal weapons shall be clearly marked as such.
3. Students are told to bring sun block, insect repellent, their uniform ball cap, over the ankle boots, jackets, adequate drinking water, and a lunch.
4. All firearms instructors are required to wear red polo style shirts or red jackets so that they are visible to the students.
5. All students shall only use presenter approved holsters.
6. All firearms will either be loaded and unloaded on the firing line or at the designated loading and unloading containment box(s) at the range.
7. Eye and hand protection are required while disassembling and cleaning firearms.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

3. The first aid trauma kit and portable AED is located at the range.
4. On range days, an emergency vehicle is staged.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

4. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
5. Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
6. Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

2. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
 - a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

2. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.

- a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
- b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
- c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
- d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
- e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

2. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

Instructors shall follow recognized training principles in the delivery of manipulative skill training to minimize the potential for accidents and injuries.

4. Tactical training, physical conditioning and other manipulative skills are generally best taught by first describing the skill, then demonstrating it, and finally having the student perform it at a reduced speed until some proficiency is achieved. These same instructional principles apply to obstacle courses and related test events.

15. RESPONSE TO INJURIES

In the event of an injury during firearms training, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**
5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300.**
7. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.

8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
9. All independent students transported via ambulance will have their emergency contact (as listed on their “AHC Emergency Notification” form) notified by Academy staff, as soon as possible.
10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the “Safety Rules and Guidelines” for firearms training. I agree to abide by these safety rules and guidelines during all Academy firearms training.

Print Name

Signed

Student ID #

Date

CHAPTER 4

LD33 - DEFENSIVE TACTICS & ARREST CONTROL TECHNIQUES SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of these safety rules and guidelines will be provided to each instructor and student and a discussion of the rules will be conducted on the first session of class. The safety rules and guidelines will be reviewed at the beginning of each class session. The first violation of any arrest and control safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for arrest and control training.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: Each training session involving the presentation of arrest and control techniques will develop specific safety rules pertinent to that location. The guidelines will consider the needs related to the specific psychomotor skills to be presented in each training session. The arrest and control instructor(s) will review the safety guidelines prior to each training session and will continually watch all students and staff to insure they are following all safety rules and guidelines.

3. TRAINING SITE CHARACTERISTICS

The Academy mat room #5-130 and the outdoor Academy training compound are located at:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 5
Lompoc, CA 93436

All class sessions (with the exception of impact weapons training and foot pursuit/altercation simulations which are conducted outdoors) will occur in a well-ventilated and air-conditioned classroom with interlocking Swain Judo Tatami mats. Men's and Women's restrooms are adjacent as are drinking fountains.

Both are suitable locations for Arrest and Control Tactics and impact weapon training. The location is secured and not open to the general public. Access is controlled and restricted to staff, students and invited guests.

1. The mat room has approximately 2,368 SF of indoor floor space with interlocking Swain Judo Tatami mats covering the floor space. The mats are installed to prevent "mat gap."
2. The mat surface is installed over a plywood floor, which is resting on 4-inch foam blocks positioned every two feet. This creates a "soft floor" that absorbs impact and reduces injuries.

3. The mat area allows 20 pairs of students to practice stationary techniques such as pat-down searches, handcuffing, etc. at the same time. However, more dynamic techniques, such as takedowns, grappling, etc. require that the class be divided in half, and only 7 or 8 pairs practice at one time while the other half watches.
4. The mat room has adequate lighting, is air conditioned, and is well-ventilated.
5. The Academy training compound will be utilized for baton training which has more than adequate space allowing for the full, unobstructed swing or strike radius of the impact weapon.
6. The student locker/restrooms are located adjacent to the mat room.
7. Drinking fountains are available in the corridor adjacent to the mat room and students are required to bring water bottles to class.

4. FACILITY AND SITE INSPECTIONS

1. The facility shall be inspected by staff prior to commencement of training.
2. The mats are sanitized with a specially formulated mat disinfectant and conditioner purchased for this purpose before each use by students.
3. Facility janitorial staff will disinfect mats at the end of each training day.
4. Instructors will conduct a pre-training inspection of the students, their equipment, and classroom before each class session. All physical contact sessions will utilize proper protective equipment including mouth guards, mats, FIST suit, boxing head gear, gloves, groin and chest protection, and striking pads.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The mat room and Academy training compound are generally free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions

6. INSTRUCTOR QUALIFICATIONS

1. All Arrest and Control / Defensive Tactics instructors will have successfully completed a POST approved Arrest and Control Instructor course as outlined in California Code of Regulations 1070.
2. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training.
3. All instructors shall wear red or black shirt so they can be easily identified during training.

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with arrest and control training and testing, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

- | | |
|-------------------------------------------|------|
| 1. Classroom instruction: | 1/40 |
| 2. Warm-up/Cool-down exercises: | 1/40 |
| 3. High risk exercises (takedowns, etc.): | 1/2 |
| 4. Normal speed/real time exercises: | 1/8 |

5. Slow/reduced speed practical exercises: 1/20
6. Testing: 1/1

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
2. Instructors shall maintain an appropriate level of supervision over students at all times.
3. Instructors shall adhere to the approved lesson plan.
4. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
2. Safety rules are posted in a conspicuous location so students can quickly and regularly review the correct procedures.
3. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
4. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
 - a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
5. All students will be responsible for adhering to the following safety rules and guidelines at all times during arrest and control class sessions.
 - a. Partner selection: Oftentimes a stranger is a better pick than someone from your agency or someone you know. Don't pick a partner because they're the person you came with. Pick one who is approximately the same size, weight, gender, physical fitness level, age, skill level (martial arts background), enthusiasm vs. trepidation level.
 - b. Discuss preexisting injuries with your partner, be candid, and make adjustments for them, example: if they have a bad left shoulder, use their right arm for practicing a technique that puts a lot of stress on the shoulders. NOTE: If you ask the instructor a question, and they're about to demonstrate on your partner so you can see the technique being done properly, tell that instructor about your partner's injury BEFORE they apply the technique to them!
 - c. No horseplay! Joking around will not be tolerated! Absolutely no self-initiated wrestling matches or "slap fights." No free-for-all mat sessions, all students are to be off the mats during breaks and are not to practice any technique without supervision and specific permission from an instructor. Experience has taught

that many of the most serious injuries suffered during Arrest and Control training sessions have occurred during the breaks while students were “playing around” rather than while performing an authorized technique or practice drill.

CAUTION: You’ll only be warned once and you will receive an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student’s recruit personnel file. A third violation will result in the student’s dismissal from the class and no credit given for arrest and control training.

- d. Every technique will be done at ½ speed. No high speed or ballistic execution of techniques will be allowed. Stay with the instructor’s pace of execution, don’t assume what comes next, and get ahead of the “by the numbers” walk through. CAUTION: repeat violations of this rule will result in the student being removed from the mat and required to sit through that class session.
- e. Maintain balance and footing while applying a technique to your partner. If you feel yourself losing balance, let go of the technique and your partner immediately.
- f. Use only light pressure or torque when applying a new technique. When your partner slaps his thigh or chest (or, depending on the position you’re in, slaps your shoulder) this is the “Submission” signal and you should reduce the tension, pressure or torque immediately! Do not release the technique however; it may have taken the instructor several minutes to walk/talk you into this position. Use common sense. NOTE: basic rule of thumb is to **apply** torque **slowly** and **release** it **quickly** during training.
- g. Be balanced when having the technique applied to you; i.e., tolerate a little pressure or discomfort so that your partner can learn the technique properly, but...
 1. Don’t be such a “wimp” that you tap before there is any pressure of discomfort...don’t anticipate.
 2. Don’t be so “macho” that you make your partner use too much pressure or speed to apply the technique.
 3. Don’t test the technique or resist, let your partner learn the mechanics of the technique first; without the added stress of having to overcome your struggling or resisting. NOTE: many times light resistance between partners has a way of escalating through the training session until someone gets injured. You will be warned once, the second time you’ll sit out the training session, and the third time you’re out of the class!
- h. Control your emotions: anger, fear, impatience, and ego are the most common obstacles to optimal learning. Remember, you are working with a brother/sister peace officer or student; this is not a real life and death struggle! Maintain your professional perspective. We are here to learn how to teach officers to survive on the street. Overly aggressive students or those who fail to control their temper will not be allowed to participate.
- i. If you are injured or, your training partner persists in being overly aggressive, applies too much resistance -force-torque, or is a safety hazard in any way, inform the instructor and corrective measures will be taken discretely and immediately.
- j. If you have any contagious infections, open wounds, rashes, fever, respiratory or intestinal flu, cold or sore throat, etc. Please warn your partner BEFORE you expose them to infection, and inform the instructor before you participate in that

class session. Most often you can sit on the sidelines that session, still learn most of the material, and resume training the next session without spreading misery to your entire class.

- k. Dress appropriately. Bare feet or wrestling shoes only on the mats. No shoes that have been worn outdoors are allowed on the mats. No wrestling shoes outdoors or in the rest rooms. If you accidentally forget, spray shoes with disinfectant BEFORE getting back on the mats with them on. Wear adequate athletic support under garments as needed (men = jocks/cups; women = jog bras). Layer your clothes, you may be cold when you arrive, but you will become very warm quickly. Bring a towel and a change of dry clothes and sweat shirt/pants to wear going home. Wear clothes that do not restrict movement or that will not tear the mats (no blue jeans, slacks, button shirts or belt buckles, etc.). Long fingernails, jewelry, hairpins, hinged orthopedic braces, etc. will not be allowed on the mats.
- l. Students will be required to bring a heat formed mouth guard to each class session
- m. Students will be required to practice proper hygiene in regard to personal cleanliness and laundering of their clothing for all class sessions.

10. MEANS OF COMMUNICATION

Training sites are equipped with a landline telephone and direct radio communication with academy staff.

- 1. The telephone is equipped the ability to receive emergency notifications via campus police.
- 2. Each class using the facility maintains a two-way radio for communication with academy staff.
- 3. Instructors shall ensure that all students understand rules and procedures prior to commencement of training.

11. PHYSICAL PERFORMANCE REQUIREMENTS

The specific safety rules for arrest and control training are listed in the beginning of this document headed, "*Arrest and Control Safety Guidelines.*"

- 1. Instructors shall familiarize themselves with these rules and review them with their student classes.
- 2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards
- 3. Instructors will determine if any student has an injury or illness prior to the start of training.
- 4. Instructors will consider weather conditions if training is to be conducted outside.
- 5. All arrest and control training sessions shall begin with appropriate warm-up and stretching activity.
- 6. All arrest and control training sessions shall end with appropriate cool-down activity.
- 7. All techniques will be demonstrated and explained to students prior to having them perform the technique.

12. EQUIPMENT

The equipment used by the students during arrest and control training includes:

1. Students have been instructed to wear Academy BDU pants, T-shirts, athletic shoes (outdoors), wrestling shoes or socks (on the mats).
2. Students are issued individual mouthpieces which they take home and boil/fit to their upper teeth. Students are required to have these mouthpieces available for arrest and control training if needed.
3. Instructors will inspect students prior to training to ensure that they are not wearing any clothing or jewelry, and have properly trimmed their fingernails, so as not to present an injury risk to themselves or others.
4. Students are issued duty belts and training weapons; **NO FUNCTIONING FIREARMS OR AMMUNITION ARE PERMITTED IN THE AREA DURING ARREST AND CONTROL TRAINING.**
5. Students are issued handcuffs and keys which they use during training. However, the Academy has also purchased *training handcuffs*, which do not require a key and these are sometimes used, after students have drilled adequately in the locking, double locking, and unlocking of their handcuffs.
6. Instructors will have whistles in their possession during wrestling and boxing sessions, students are instructed to “freeze” as soon as they hear a whistle blown during these activities.
7. The Academy has purchased adjustable leather boxing headgear, with face guard bars, 16 oz. training gloves, chest, and groin protectors which the students are required to wear during boxing. These are sprayed with disinfectant prior to each student putting them on.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

1. The first aid trauma kit and portable AED is located in the RTO office which is approximately 50 feet from the mat room and is readily accessible from the mat room or to be taken to the training compound when that site is used.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

1. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
2. Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
3. Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Instructors of defensive tactics and arrest control techniques are encouraged to pursue advanced First Aid, CPR and AED training, as well as specialized training in exercise science and related subjects.

1. Close attention shall be given to recognizing symptoms of:
 - a. Heat and cold related illnesses.
 - b. Respiratory and cardiac emergencies.
 - c. Muscle strains, tears, fractures, and dislocations.

- d. Other illnesses related to intense physical activity such as “Rhabdo” (Rhabdomyolysis).

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
 - a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
 - a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
 - b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
 - c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
 - d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
 - e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

Instructors shall follow recognized training principles in the delivery of manipulative skill training to minimize the potential for accidents and injuries.

1. Tactical training, physical conditioning and other manipulative skills are generally best taught by first describing the skill, then demonstrating it, and finally having the student perform it at a reduced speed until some proficiency is achieved. These same instructional principles apply to obstacle courses and related test events.

15. RESPONSE TO INJURIES

In the event of an injury during arrest and control training, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor

injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300.**
7. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.
8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
9. All independent students transported via ambulance will have their emergency contact (as listed on their “AHC Emergency Notification” form) notified by Academy staff, as soon as possible.
10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W, Central Ave., Lompoc, CA (805) 735-4292.**

16. **NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES**

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the “Safety Rules and Guidelines” for Arrest and Control training. I agree to abide by these safety rules and guidelines during all Academy Arrest and Control training.

Print Name

Signed

Student ID #

Date

CHAPTER 5

LD19 – DRIVER TRAINING (EVOC)

SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of the Emergency Vehicle Operation Course (EVOC) safety rules and guidelines will be provided to each instructor for review with the students. The instructor will discuss and review the EVOC safety rules and guidelines with the students.

The primary EVOC instructor will discuss the safety rules and guidelines at the beginning of each class session. All students are responsible for adhering to all safety rules and guidelines during EVOC training. The first violation of any EVOC safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for EVOC training.

Prior to the commencement of any EVOC training, the instructor staff shall advise the students of their responsibility to operate all vehicles in a safe and controlled manner at all times. Intentional misconduct which jeopardizes the safety of student(s) or instructor(s) can result in the immediate failure of EVOC training course.

Training staff, EVOC instructors, and students shall follow the Policies and Procedures of Allan Hancock College and POST Guidelines for Student Safety in Certified Courses.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: Each training session involving the use of AHC emergency vehicles will develop specific safety rules that pertain to that driving location. The safety rules and guidelines will consider the needs related to the specific emergency vehicle operations exercises. The instructors will review EVOC safety rules and guidelines prior to each training session to insure compliance by staff and students.

3. TRAINING SITE CHARACTERISTICS

All EVOC training is held on the EVOC compound located at:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 5
Lompoc, CA 93436

The lecture portion of the class will occur in an air conditioned AHC training classroom. The practical training and testing will occur at the EVOC Compound. Prior to use by the students, the Coordinator or their designee will inspect the EVOC training site for any safety hazards

The EVOC site includes the 1.3-mile high-speed track, the collision avoidance site, the skid pan and precision driving area at the AHC Public Safety Training Complex.

1. All driving surfaces are in compliance with the City of Lompoc municipal code.
2. The 1.3 mile track is striped, has rumble strips and proper signage for varying driving conditions or restrictions.
3. The entrance to the EVOC area is controlled by a coded gate access point. Allan Hancock College Emergency Vehicle Operations Course Training signs are posted on the fence line surrounding the EVOC compound.
4. The driving track has status lights, warning of possible hazards.
5. The area has been engineered and sloped to provide proper drainage.
6. The male and female restrooms and drinking fountain are located in Building 9, which is adjacent to the EVOC compound
7. The area has running water, electrical power and adequate lighting.

4. FACILITY AND SITE INSPECTIONS

1. The facility shall be inspected by staff prior to commencement of training.
2. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
 - n. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The Academy training compound is generally free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions.
2. The high-speed track has a gate access point which is closed during high speed driving.
3. EVOC staff monitors and controls access to the high-speed track.

6. INSTRUCTOR QUALIFICATIONS

1. All EVOC instructors will have successfully completed a POST approved driver training instructor course and will periodically take update courses as needed.
2. All driver training instructors must have attended a POST-certified driver training instructor course and driver awareness instructor course or their equivalent.
3. New instructors must shadow tenured driver training instructors and begin instruction only after demonstrating expertise in all phases of training.
4. Instructors shall adhere to the approved lesson plan and expanded course outline as filed with POST to ensure consistency and continuity. Instructors shall demonstrate an attitude of safety and exhibit a professional demeanor at all times.
 - a. Proposed additions or changes in course content shall be reviewed by the presenter BEFORE a course begins. The presenter shall carefully evaluate the additions or changes before any approved changes are made.
 - b. Changes in course content which impact the Expanded Course Outline will be submitted to P.O.S.T. for approval before implementation.

5. Instructors shall appropriately adjust instructional pace and intensity during adverse climatic conditions.
6. All staff and students shall follow the Policies and Procedures of Allan Hancock College and POST Guidelines for Student Safety in Certified Courses.
7. All instructors shall wear red shirt so they can be easily identified during training.

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with driver training, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

- | | |
|--------------------------------------|------|
| 1. Classroom Instruction: | 1/40 |
| 2. Performance driving / high speed: | 1/1 |
| 3. Pursuit Intervention Technique: | 1/1 |
| 4. Skid pan (Skid car): | 1/2 |
| 5. Vehicle Dynamics: | 1/2 |
| 6. Emergency Response / Code 3: | 1/2 |
| 7. Vehicle Placement: | 1/4 |
| 8. Defensive Driving: | 1/4 |
| 9. Collision Avoidance and braking: | 1/4 |

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
2. Instructors shall maintain an appropriate level of supervision over students at all times.
3. Instructors shall adhere to the approved lesson plan.
4. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
2. Safety rules are posted in a conspicuous location so students can quickly and regularly review the correct procedures.
3. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
4. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
 - a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
5. Prior to active EVOC training and testing, the EVOC instructor will discuss the use of seatbelts, five-point safety harnesses and other vehicle safety equipment. The instructor

or training staff shall inspect all AHC vehicles for safety hazards or obvious mechanical defects prior to EVOC training and periodically throughout the training day. Students will also conduct vehicle safety inspections during the training and the students are graded on their ability to perform those inspections. Any mechanical problems identified will be addressed immediately by either fixing the problem or pulling the vehicle from the EVOC training exercise until the mechanical problem is corrected.

6. Vehicles will not be operated with excessively worn tires or any other mechanical defects which could impede its safe operation. A sufficient fleet of safety inspected vehicles is available if a vehicle needs to be pulled from EVOC training for an immediate repair.
7. All students enrolled in EVOC courses will be peace officers or students who are currently enrolled in the Allan Hancock Basic Law Enforcement Academy.
8. Students cannot operate any Allan Hancock College (AHC) Law Enforcement Academy motor vehicle unless they possess a valid driver's license. All students are required to submit proof of a valid driver's license along with a current DMV printout as part of the enrollment process into the Law Enforcement Academy.

10. MEANS OF COMMUNICATION

Training sites are equipped with a landline telephone, instructor cell phone and have direct radio communication with academy staff.

1. The telephone is equipped the ability to receive emergency notifications via campus police.
2. Each class using the facility maintains a two-way radio for communication with academy staff.

Instructors shall ensure that all students understand rules and procedures prior to commencement of training.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Instructors shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards
3. Instructors will determine if any student has an injury or illness prior to the start of training.
4. Instructors will consider weather conditions if training is to be conducted outside.

12. EQUIPMENT

1. Students and instructors may wear helmets during all high-speed driving EVOC exercise training and testing.
2. The vehicles utilized for driver training are "police package" vehicles equipped with heavy duty components suitable for the rigors of law enforcement use. The training vehicles are equipped as follows:
 - a. Vehicles are equipped with emergency lights and internal/external sirens.
 - b. Defensive driving vehicles are equipped with three-point safety belts. These vehicles are used for low speed training including all vehicle placement, defensive driving exercise, accident avoidance and braking exercises.

- c. Skid pan vehicles are equipped with three-point safety belts and special skid pan tires. A patrol unit mounted onto a “SKIDCAR” platform is used for skid car training; however, there are water hydrants located around the skid pan to provide water if the skid car is not used.
 - i. Car used on the skid pan will be equipped with tires that have no tread. The tire sidewalls will be painted white to indicated for skid pan use only and not to be used on any other training site.
 - ii. Only certified instructors are allowed to operate the “SKIDCAR” controls while students are driving that vehicle.
 - d. High speed/pursuit vehicles are equipped with full roll cages and full safety harnesses.
 - e. Pursuit Immobilization Technique (PIT) vehicles are equipped with full roll cages, a protective bar system on the outer front and outer rear, and full safety harnesses.
 - f. All vehicles have a law enforcement radio. Programmed with appropriate training and emergency channels.
 - i. The mobile radio allows the EVOC instructor to be in contact at all times with students. During an emergency an EVOC instructor can stop all driving activity immediately via radio.
3. All vehicles used in EVOC exercises or testing have annual safety inspections performed by a local automotive repair facility.
 4. Tires are routinely changed as needed during EVOC training to insure that they are not becoming tread bare and dangerous.
 5. A fire extinguisher, first aid/trauma kit, portable AED, and emergency extrication bar are on site at all EVOC training sessions.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

1. The first aid trauma kit and portable AED is located in the RTO office which and is readily accessible and taken to the training compound when that site is used.
2. A fire extinguisher, first aid/trauma kit, portable AED, and emergency extrication bar are on site at all EVOC training sessions.
3. EVOC vehicles are equipped with a mobile radio, internal siren, and light bars. The mobile radio allows the EVOC instructor to be in contact at all times with students. During an emergency an EVOC instructor can stop all driving activity immediately via radio.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

1. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
 - a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
 - a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
 - b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
 - c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
 - d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
 - e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

Instructors shall follow recognized training principles in the delivery of manipulative skill training to minimize the potential for accidents and injuries.

1. Tactical training, physical conditioning and other manipulative skills are generally best taught by first describing the skill, then demonstrating it, and finally having the student perform it at a reduced speed until some proficiency is achieved. These same instructional principles apply to obstacle courses and related test events.

15. RESPONSE TO INJURIES

In the event of an injury during EVOC training, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**
5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by

dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.

6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300.**
7. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.
8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
9. All independent students transported via ambulance will have their emergency contact (as listed on their “AHC Emergency Notification” form) notified by Academy staff, as soon as possible.
10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the “Safety Rules and Guidelines” for Emergency Vehicle Operation Course (EVOC) training. I agree to abide by these safety rules and guidelines during all Academy EVOC training.

Print Name

Signed

Student ID #

Date

CHAPTER 6

LD35 - CHEMICAL AGENT TRAINING SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of the chemical agent testing safety rules and guidelines will be provided to each instructor and student. The instructor will discuss and review the chemical agent safety rules and guidelines with the Academy students.

The primary chemical agent instructor will discuss the safety rules and guidelines at the beginning of each class session. All students are responsible for adhering to all safety rules and guidelines during chemical agent training. The first violation of any chemical agent safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for chemical agent training.

All Academy staff and students shall follow the Policies and Procedures of Allan Hancock College and POST Guidelines for Student Safety in Certified Courses.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: Each training session involving the use of chemical agents, safety rules and guidelines will be developed for that specific training site location. The chemical agent instructor(s) will review the safety guidelines prior to each training session and will continually watch all students and staff to insure they are following all safety rules and guidelines.

3. TRAINING SITE CHARACTERISTICS

The AHC Academy classroom #5-120, outdoor Academy training compound and the on-site gas house are located at:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 9
Lompoc, CA 93436

1. The lecture portion of the chemical agent class will be held in the AHC Academy classroom #5-120. The Academy classroom is air conditioned, approximately 1042 SF and is furnished with classroom type folding tables and chairs.
2. The classroom is located in Building 5 which is equipped with a fire alarm warning system and wall mounted fire extinguishers.
3. The outdoor portion of the chemical agent class will be held at the on-site gas house and the Academy's outdoor training compound.
4. Both training sites will be inspected for any possible fire hazards to students, structures, or vegetation prior to chemical agent training.

5. The outdoor Academy training compound is approximately 4 acres in size, partially decomposed granite, partially grass and partially natural scape.
6. The outdoor training compound area is used only for OC aerosol exposure.
7. The on-site gas house is approximately 1,280 SF and constructed out of metal with windows, doors, ventilation and fans.
8. The gas house site is used for training students on how to doff and don their gas masks during active gas deployment. Students also learn how to throw hand gas agents and how to shoot 37mm gas projectiles.
9. Restroom facilities are located in Building 9, which is approximately 50 yards from the gas house.
10. Fire prevention measures for the gas house site include having a minimum of two 10 lb. chemical fire extinguishers and two shovels on site.
11. All outdoor chemical agent training is staffed by a certified EMT along with EMT students to provide first aid to the students.
12. A portable first aid trauma kit, AED, and oxygen unit is located inside the RTO office.
13. The portable first aid trauma kit, AED, and oxygen unit are taken to all outdoor chemical agent training sites.
14. The male and female restrooms are located approximately 100 feet from the Academy classroom #5-120 and in Building 9, 50 yards from the outdoor training compound.
15. A drinking fountain is located in Building 9. The students are required to bring water bottles every day to class.

4. FACILITY AND SITE INSPECTIONS

The facility and training sites shall be inspected by staff prior to commencement of training.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The Academy classroom, the outdoor training compound, and the gas house site are located within a secured fenced compound, away from pedestrians, onlookers and outside distractions.

6. INSTRUCTOR QUALIFICATIONS

1. All chemical agent instructors will have successfully completed a POST approved 40-hour chemical agent Instructor course.
2. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training.
3. All instructors shall wear red polo style shirts so they can be easily identified during training.

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with chemical agents training, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

1. Classroom Instruction: 1/40
2. Chemical agent exposure : 1/5
3. Deployment of chemical agents: 1/1

8. PRESENTATION GUIDELINES

1. The safety rules and guidelines concerning chemical agent training shall be emphasized to the students prior to training.
2. Classroom instruction shall be done with inert devices, videos, DVDs, or other appropriate visual aids.
3. Instructors shall be aware of the particular hazards associated with each type of chemical agent device used in the training program and use them accordingly.
4. Projectiles and launch type chemical agent munitions used in training should not be fired in the direction of students or into an occupied room or enclosure.
5. Students shall be instructed not to handle any chemical agent device that fails to detonate. Disposal of malfunctioning chemical agent devices, “duds,” is the responsibility of the instructors.
6. Students shall be instructed not to move the retaining pin from a blast dispersion or pyrotechnic chemical agent munitions until just prior to the device being ignited.
7. Students preparing to ignite a blast dispersion or pyrotechnic chemical agent device shall be instructed to hold the device with the “spoon” positioned in the web of the primary hand. The retaining pin shall be accessible to the student’s support hand.
8. Students shall be instructed to always throw, launch or otherwise deploy chemical agent munitions so that they can clearly observe the area where the device lands.
9. The general safety policy shall be reviewed prior to the application phase of the chemical agent training.
10. Current weather conditions shall be taken into consideration prior to conducting training.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. Chemical agent instructors shall familiarize themselves with the safety rules and guidelines for chemical agent training.
2. Each chemical agent training day shall begin with a review of the safety rules and guidelines for chemical agents.
3. Instructors shall supervise the decontamination of the students exposed to chemical agents. Chemical agents contain particular substances that can be dispersed by a variety of methods. These substances are designed to provoke certain physiological and psychological reactions in the person exposed. Disorientation, for example, is common and creates the particular need for close supervision of all students.
4. OC decontamination procedure includes five 5-gallon buckets filled with cool and clean water that are available for use by the students to rinse OC residual from their eyes, skin, and other affected body areas.
5. All students are told to bring a clean uniform and a resealable plastic bag. The students are told to change into their clean uniform at the conclusion of chemical agent training and to put their contaminated uniform in a sealed plastic bag and washed separately.
6. A chemical agent will be deployed inside the gas house site. Students shall enter the gas house in pairs. One instructor will remain inside the gas house and one instructor and one RTO shall remain outside of the gas house. The instructor inside the bunker

- will escort the students once they are inside the bunker and then escort the students to the exit of the bunker at the conclusion of the chemical agent exercise.
7. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
 - a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
 8. Prior to the start of class, the chemical agent instructors will conduct a pre-training safety inspection of all the gas masks and equipment to be used during training or testing. Prior to active chemical agent training and testing, the instructor will discuss the typical physical responses when exposed to different types of chemical agents and their respective first aid treatments.
 9. All students enrolled in the chemical agent course will consist of students who are currently enrolled in the Allan Hancock Basic Law Enforcement Academy.

10. MEANS OF COMMUNICATION

Training sites are equipped with a landline telephone and direct radio communication with academy staff.

1. The telephone is equipped the ability to receive emergency notifications via campus police.
2. Each class using the facility maintains a two-way radio for communication with academy staff.
3. In case of a medical or fire emergency at the gas house, all instructors and Academy staff are equipped with cell phones and are able to contact 911.
4. Instructors shall ensure that all students understand rules and procedures prior to commencement of training.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Instructors shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards
3. Instructors will determine if any student has an injury or illness prior to the start of training.
4. Instructors will consider weather conditions if training is to be conducted outside.

12. EQUIPMENT

1. As part of chemical agent training, each student is issued a Military M-17 (or similar) series rubber gas mask with the appropriate filter(s).
2. Each gas mask is cleaned and treated with a disinfectant agent after each chemical agent class.
3. Whenever a student is required to deploy a chemical agent device they are provided with the appropriate safety equipment when needed such as gloves, eye and ear protection.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

The first aid trauma kit and portable AED is located in the RTO office which is adjacent to the outdoor training compound. is readily accessible. When training is conducted at the gas house, the first aid kit and AED are taken to the training site.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
 - a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
 - a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
 - b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
 - c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
 - d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
 - e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

Instructors shall follow recognized training principles in the delivery of manipulative skill training to minimize the potential for accidents and injuries.

8. Tactical training, physical conditioning and other manipulative skills are generally best taught by first describing the skill, then demonstrating it, and finally having the student perform it at a reduced speed until some proficiency is achieved. These same instructional principles apply to obstacle courses and related test events.

15. RESPONSE TO INJURIES

In the event of an injury during chemical agent training, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**
5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300.**
7. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.
8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
9. All independent students transported via ambulance will have their emergency contact (as listed on their "AHC Emergency Notification" form) notified by Academy staff, as soon as possible.
10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the "Safety Rules and Guidelines" for chemical agent training. I agree to abide by these safety rules and guidelines during all Academy chemical agent training.

Print Name

Signed

Student ID #

Date

CHAPTER 9

LD32 - PHYSICAL CONDITIONING TRAINING SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of these rules and guidelines will be provided to each instructor and a discussion of the rules will be conducted at the beginning of each Academy class. All class sessions will occur in the outdoor Academy Physical Fitness Compound, weight room #5-128, mat room #5-130, running trails/roadways surrounding the college or other locations which are inspected for safety and approved by the Academy Coordinator prior to use.

Academy staff shall adhere to the “*POST Basic Academy Physical Conditioning Manual*” and the scheduled physical conditioning activity for that day. Exceptions can be made, with the Coordinator’s approval, for inclement weather or in consideration of the elevated fatigue/injury levels of a particular student class.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: Each training session involving the presentation of physical conditioning activities will develop specific safety rules pertinent to that location. The guidelines will consider the needs related to the specific physical conditioning activities to be engaged in and the location(s). The physical fitness instructor will review the safety guidelines prior to each training session and will continually watch all students and staff to insure they are in compliance with all safety rules and guidelines.

3. TRAINING SITE CHARACTERISTICS

The Academy fitness training sites are located at:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 5
Lompoc, CA 93436

The primary training site is 4 acres and houses a regulation 440-yard running track, six foot high solid wall, chain link fence, dummy drag area, circuit exercise apparatus (dip bars, pull up bars, sit up benches, pull up bars, etc.), and POST 99-yard obstacle course. The academy EVOC is where the majority of the long-distance runs (ranging from 2 miles to 3 miles) are performed. The mat room is used for core training and the weight room is used for strength training.

1. The Academy fitness training compound is partially sports field turf and partially decomposed granite.
2. A regulation 440-yard running track with a surface area of decomposed granite surrounds the compound.
3. The 99-yard POST regulation obstacle course, 6-foot solid wood wall, 6-foot chain link fence, and dummy drag area are contained inside the running track on decomposed granite outside the sports field turf area.

4. Several exercise apparatuses including a pull up bar station, a dip bar station, a push up bar station, and a sit up slant board station are located within the perimeter of the 440 yard running track with a surface area of decomposed granite.
5. The Academy training compound is essentially level and free of pedestrian/vehicular traffic, obstacles, and debris.
6. The weight room #5-128 and the mat room #5-130 are well lit, ventilated and the equipment is well maintained. Equipment includes ProMaxima Performance Plus weight lifting machinery, treadmill, elliptical and bicycle equipment.
7. All equipment in the weight room shall be wiped down with disinfectant after every use. The mats shall be cleaned daily. Before use, the mat shall be inspected to ensure they are connected properly to prevent “map gap.”
8. Injured students may be sent to the weight room, depending on their physical restrictions, while their classmates engage in other activities (e.g., while the class goes on a distance run, or while the class does the calisthenics circuit on the football field and track).
9. The student locker rooms with showers, lockers and restrooms are located in Building 5.
10. Students are required to bring bottled water or a “camel back” type pack when participating in physical conditioning.
11. Distance runs are conducted mainly within the training facility.
12. Academy staff shall pre-run courses on a regular basis, without the student class, to inspect them for an excessive number of smaller hazards such as cracks in the pavement, pot holes, broken glass, etc. Larger hazards, construction sites, sheer drop offs, narrow traffic vs. pedestrian separations, large and deep holes, etc. would be cause to select a different running course until these hazards were removed or repaired.
13. On all distance runs which are conducted on public roadways, students are required to wear reflective mesh vests and bring drinking water.
14. A black and white police vehicle equipped with a first aid kit trauma kit, portable AED and cell phone will be driven as a chase car when the students run on public roadways.
15. An Academy staff member who is a POST Certified Physical Training Instructor shall run with the students when they run on public roadways. The instructor(s) shall be wearing an Academy red T-shirt or polo type shirt.

4. FACILITY AND SITE INSPECTIONS

1. The facility (inside and outside) shall be inspected by staff prior to commencement of training.
2. The mats and equipment are sanitized with a specially formulated mat disinfectant and conditioner purchased for this purpose before each use by students.
3. Facility janitorial staff will disinfect mats at the end of each training day.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The mat room, weight room, PT field and driving track free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions

6. INSTRUCTOR QUALIFICATIONS

1. Physical Fitness instructors shall have completed the POST 40-hour Physical Fitness Instructors Course.
2. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training.
3. All instructors shall wear red or black shirt so they can be easily identified during training.

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with physical fitness training, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

1. Classroom lecture: 1/40
2. Physical fitness training sessions: 1/15
3. WSTB testing (minus 500-yard run): 1/1

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
2. Instructors shall maintain an appropriate level of supervision over students at all times.
3. Instructors shall adhere to the approved lesson plan.
4. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
2. All physical conditioning sessions shall begin with a proper warm-up, followed by stretching and the conditioning activity, and then the proper cool-down.
3. The POST Basic Academy Physical Conditioning Manual shall be the primary source document governing the student class activities.
4. Unless mitigating circumstances such as loss of access to facilities, excessively high fatigue levels, and injuries among the student class (as determined by a POST certified physical training instructor) or inclement weather becomes an issue, the scheduled activity shall be performed without substitutions.
5. Calisthenic exercises should typically be performed on shock absorbing, nonabrasive surfaces.
6. Students shall appropriate clothing and footwear for conditioning training.
7. Students shall be prescreened to determine general health and physical condition.
8. Students shall be screened by a physician prior to starting the academy physical fitness program.

9. Prior to any training session, students shall be screened for injuries.
 - a. Staff shall make reasonable accommodations if possible.
10. Staff shall determine if weather conditions require modifications to the training session.
11. Safety rules are posted in a conspicuous location so students can quickly and regularly review the correct procedures.
12. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
13. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
 - o. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
14. All equipment to be used in a session of physical conditioning shall be inspected for safety by the instructor prior to the students using it.
15. Training on the principles of conditioning, injury prevention and self-treatment, procedures for reporting injuries and obtaining medical attention, nutrition, body composition and lifelong fitness shall be provided to the students prior to physical conditioning activities.
16. Training on the safe and proper use of resistance exercise equipment shall be provided to students prior to their use of the college strength lab.
17. Prior to class runs, the Academy staff shall check courses on a regular basis to ensure that the running surfaces are reasonably free from hazards.
18. All students are required to bring water to every physical conditioning class (“camel-back” type hydration back packs are recommended but not required on distance runs).

10. MEANS OF COMMUNICATION

Training sites are equipped with a landline telephone and direct radio communication with academy staff.

1. The telephone is equipped the ability to receive emergency notifications via campus police.
2. Each class using the facility maintains a two-way radio for communication with academy staff.
3. Instructors shall ensure that all students understand rules and procedures prior to commencement of training.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Instructors shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards
3. Instructors will determine if any student has an injury or illness prior to the start of training.
4. Instructors will consider weather conditions if training is to be conducted outside.
5. All physical fitness training sessions shall begin with appropriate warm-up and stretching activity.
6. All physical fitness training sessions shall end with appropriate cool-down activity.

7. All techniques will be demonstrated and explained to students prior to having them perform the technique.

12. EQUIPMENT

The equipment used by the students during physical fitness training includes:

1. The Academy training compound is approximately a 4-acre site, partially sports field turf and partially decomposed granite.
2. A regulation 440-yard running track with a surface area of decomposed granite surrounds the compound.
3. The 99-yard POST regulation obstacle course, 6-foot solid wood wall, 6-foot chain link fence, and dummy drag area are contained inside the running track on decomposed granite outside the sports field turf area.
4. Several exercise apparatuses including a pull up bar station, a dip bar station, a push up bar station, and a sit up slant board station are located within the perimeter of the 440 yard running track with a surface area of decomposed granite.
5. The Academy training compound is essentially level and free of pedestrian/vehicular traffic, obstacles, and debris.
6. The weight room #5-128 and the mat room #5-130 are well lit, ventilated and the equipment is well maintained. Equipment includes ProMaxima Performance Plus weight lifting machinery, treadmill, elliptical and bicycle equipment.
7. All equipment in the weight room shall be wiped down with disinfectant after every use. The mats shall be cleaned daily. Before use, the mat shall be inspected to ensure they are connected properly to prevent "map gap."

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

The first aid trauma kit and portable AED is located in the RTO office which is approximately 50 feet from the mat/weight room and is readily accessible. First aid kits are taken to the training compound when that site is used.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

1. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
2. Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
3. Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Instructors of defensive tactics and arrest control techniques are encouraged to pursue advanced First Aid, CPR and AED training, as well as specialized training in exercise science and related subjects.

1. Close attention shall be given to recognizing symptoms of:
 - a. Heat and cold related illnesses.
 - b. Respiratory and cardiac emergencies.
 - c. Muscle strains, tears, fractures, and dislocations.

- d. Other illnesses related to intense physical activity such as “Rhabdo” (Rhabdomyolysis).

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
 - a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
 - a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
 - b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
 - c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
 - d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
 - e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

Instructors shall follow recognized training principles in the delivery of manipulative skill training to minimize the potential for accidents and injuries.

1. Tactical training, physical conditioning and other manipulative skills are generally best taught by first describing the skill, then demonstrating it, and finally having the student perform it at a reduced speed until some proficiency is achieved. These same instructional principles apply to obstacle courses and related test events.

15. RESPONSE TO INJURIES

In the event of an injury during physical conditioning activities, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor

injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300.**
7. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.
8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
9. All independent students transported via ambulance will have their emergency contact (as listed on their “AHC Emergency Notification” form) notified by Academy staff, as soon as possible.
10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the “Safety Rules and Guidelines” for Academy Physical Conditioning training. I agree to abide by these safety rules and guidelines during all Academy Physical Conditional training.

Print Name

Signed

Student ID #

Date

CHAPTER 16

SCENARIO TESTING / FORCE OPTIONS SIMULATOR SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of the scenario testing safety rules and guidelines will be provided to each scenario evaluator prior to testing. The primary scenario instructor will discuss the safety rules and guidelines at the beginning of each scenario demonstration or test session. The first violation of any scenario safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for scenario training or testing.

This same policy applies to Force Options Simulator (FOS) training in room 5-115. All staff and students shall follow the Policies and Procedures of Allan Hancock College and POST Guidelines for Student Safety in Certified Courses.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: *Each training session involving scenario demonstration or evaluation, safety rules and guidelines will be developed for that specific training site location. The scenario instructor will review the safety guidelines prior to each scenario demonstration, training or testing session and will continually watch all students to insure they are following all safety rules and guidelines.*

3. TRAINING SITE CHARACTERISTICS

Scenario training and testing can occur in any academy classroom, room 5-115 (FOS), mat room, weight room, Training Compound, Scenario Village, Inner-City grid, EVOC track and range facility located at:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 5 & 9
Lompoc, CA 93436

1. In case of a medical or fire emergency, all instructors and Academy staff are equipped with cell phones and are able to call 911.
2. The coordinator or the scenario "safety officer" will inspect the training site for any possible hazards prior to scenario testing.
3. Drinking fountains and restroom facilities are in Building 9, adjacent to the Training Compound and Scenario Village.
4. The training and testing sites are located inside a secured fenced compound, away from pedestrians, onlookers and outside distractions.
5. A portable first aid/trauma kit and AED is located inside the RTO office.
6. The classroom is located in Building 5 which is equipped with a fire alarm warning system and fire extinguishers.

4. FACILITY AND SITE INSPECTIONS

1. The test sites shall be inspected by staff prior to commencement of training.
2. The coordinator or the scenario “safety officer” will inspect the training site for any possible hazards prior to scenario testing.
3. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
 - a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
4. No live weapons are permitted inside the FOS room.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The Academy training facility is generally free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions

6. INSTRUCTOR QUALIFICATIONS

1. All scenario evaluators will have successfully completed the POST approved 4-hour evaluator training course.
2. Force Options Simulator instructors shall be POST certified.
3. New evaluators must shadow tenured evaluators and begin instruction only after demonstrating expertise in all phases of evaluating.
4. All Academy instructors and scenario evaluators shall wear red polo style shirts so they can be easily identified during training

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with scenario training and testing, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

- | | |
|-----------------------------------------|------|
| 1. Scenario demonstrations or training: | 1/20 |
| 2. Scenario testing: | 1/1 |
| 3. Scenario re-testing: | 3/1 |
| 4. FOS training: | 1/2 |

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
2. Evaluators shall maintain an appropriate level of supervision over students at all times.
3. Evaluators shall adhere to the approved script.
4. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.

5. Role Players:
 - a. All scenario role players shall read and signed the Test Use & Security agreement.
 - b. Scenario role players shall participate in the pre-training inspection to ensure they have the proper equipment and clothing to perform their task effectively.
 - c. Scenario role players shall be included in the daily briefing prior to the testing day.
 - d. Scenario role players involved in impact weapons scenarios shall be equipped with properly safety equipment to prevent injuries.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
2. Safety rules are posted in a conspicuous location so students can quickly and regularly review the correct procedures.
3. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
4. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
 - e. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
6. Prior to live scenario testing, the coordinator or their designee will inspect recruits' equipment to ensure they only possess authorized training equipment. This shall include the approved training baton, Glock training weapon, inert gas, etc. All equipment and props used at each individual scenario testing site shall be inspected by the scenario evaluator prior to use.
7. The coordinator will discuss the scenario testing safety rules and guidelines with the scenario actors during orientation.
8. One staff member will be the designated as the safety officer during scenario testing. The safety officer is responsible for insuring that all students and scenario actors are conducting scenario testing in a safe manner. The safety officer is also responsible for insuring the scenario test site is free of safety hazards and that all scenario props are being used in a safe manner. The safety officer is not required to be certified a POST scenario evaluator.
9. Academy staff will inspect all students to ensure no live weapons are in the FOS training room.

10. MEANS OF COMMUNICATION

Training sites are equipped direct radio communication with academy staff.

1. Evaluators are supplied with a two-way radio for communication with academy staff.
 2. Evaluators normally have a cell phone for communications.
- Evaluators shall ensure that all students understand rules and procedures prior to commencement of testing.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Evaluators shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards.
 - a. Student must be on full-duty status before scenario testing.
3. Academy staff will determine if any student has an injury or illness prior to the start of training.
4. Academy staff and evaluators will consider weather conditions if training is to be conducted outside.

12. EQUIPMENT

1. Students are told to bring sun block, their uniform ball cap, over the ankle boots, jackets, adequate drinking water, and a lunch.
2. Instructors and scenario evaluators are required to wear red polo style shirts or red jackets so that they are visible to the students.
3. Staff will issue all students and designated actors Glock training weapon.
4. All weapons used in scenario training shall be easily identifiable as a training weapon. All weapons capable of discharging a live round are prohibited within the training facility during scenario testing.
5. Instructors and scenario evaluators are prohibited from carrying weapons capable of discharging a live ammunition.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

The first aid trauma kit and portable AED is located in the RTO office which is taken to the training site when needed.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

1. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
2. Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
3. Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
 - a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.

- a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
- b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
- c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
- d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
- e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

15. RESPONSE TO INJURIES

In the event of an injury during scenario demonstration or testing, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**
5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300.**
7. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.
8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
9. All independent students transported via ambulance will have their emergency contact (as listed on their "AHC Emergency Notification" form) notified by Academy staff, as soon as possible.

10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the “Safety Rules and Guidelines” for Scenario Testing. I agree to abide by these safety rules and guidelines during all Academy Scenario Testing.

Print Name

Signed

Student ID #

Date

CHAPTER 20

LD-35 ELECTRONIC WEAPONS SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of the electronic weapons (EW) safety rules and guidelines will be provided to each EW instructor prior to testing. The primary EW instructor will discuss the safety rules and guidelines at the beginning of each session. The first violation of any scenario safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for scenario training or testing.

One staff member will be the designated as the safety officer during EW testing. The safety officer is responsible for insuring that all students are tested in a safe manner. The safety officer is also responsible for insuring the test site is free of safety hazards and that all props are being used in a safe manner. The safety officer is not required to be certified an EW instructor.

All staff and students shall follow the Policies and Procedures of Allan Hancock College and POST Guidelines for Student Safety in Certified Courses.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: Each training session involving electronic weapons demonstration or evaluation, safety rules and guidelines will be developed for that specific training site location. The electronic weapons instructor will review the safety guidelines prior to each electronic weapons demonstration, training or testing session and will continually watch all students to insure they are in compliance with all safety rules and guidelines.

3. TRAINING SITE CHARACTERISTICS

For the Academy classroom #5-120 and Training Compound are located at:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Buildings 5
Lompoc, CA 93436

1. In case of a medical or fire emergency, all instructors and Academy staff are equipped with cell phones and are able to call 911.
2. The coordinator or the scenario "safety officer" will inspect the training site for any possible hazards prior to EW testing.
3. Drinking fountains and restroom facilities are in Building 5, adjacent to the Training Compound.
4. The Academy classroom and the training compound are located inside a secured fenced compound, away from pedestrians, onlookers and outside distractions.

5. A portable first aid/trauma kit and AED will be onsite at all times during training with electronic weapons. EMS personal shall be on site during practical exercises.
6. The classroom is located in Building 5 which is equipped with a fire alarm warning system and fire extinguishers.
7. Classroom instruction regarding electronic weapons is relatively low-risk undertaking and involves little physical risk, however when the devices are deployed and activated, the risk of accidental contact and injury increases.
8. Instructors shall take the time to ensure that students do not accidentally, inadvertently or intentionally activate the weapons prior to supervised instruction.

4. FACILITY AND SITE INSPECTIONS

1. The facility shall be inspected by staff prior to commencement of training.
2. The mats are sanitized with a specially formulated mat disinfectant and conditioner purchased for this purpose before each use by students.
3. Facility janitorial staff will disinfect mats at the end of each training day.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The weight room and Academy training compound are generally free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions

6. INSTRUCTOR QUALIFICATIONS

1. All instructors will have successfully completed the POST certified Electronic Weapons Instructor's Course.
2. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training
3. All instructors shall wear red polo style shirts so they can be easily identified during training.

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with electronic weapons training and testing, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

- | | |
|-------------------------------------|------|
| 1. EW classroom and demonstrations: | 1/20 |
| 2. Deployment of EW: | 1/5 |
| 3. Exposure to EW: | 2/1 |

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. All classroom instruction shall utilize inert training devices, slides and other aids when possible.
 - a. Introduction of a live device shall only occur following a thorough orientation.
 - b. Introduction of a live device shall only be completed when reasonable and after taking the potential consequences fully into account.

2. The instructor shall ensure that students do not accidentally, inadvertently, or intentionally activate the weapons prior to supervised instruction.
3. Students shall be instructed to handle all electronic weapons with the same precautions as they would a firearm.
 - a. Students shall be reminded that electronic weapons have the potential to cause injury.
 - b. Projectile devices and other launching cartridges shall always be directed into a safe area or at the intended target.
4. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
5. Instructors shall maintain an appropriate level of supervision over students at all times.
6. Instructors shall adhere to the approved lesson plan.
7. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
2. Safety rules are posted in a conspicuous location so students can quickly and regularly review the correct procedures.
3. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
4. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
 - a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.

10. MEANS OF COMMUNICATION

Training sites are equipped with a landline telephone and direct radio communication with academy staff.

1. The telephone is equipped the ability to receive emergency notifications via campus police.
2. Each class using the facility maintains a two-way radio for communication with academy staff.

Instructors shall ensure that all students understand rules and procedures prior to commencement of training.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Instructors shall familiarize themselves with these rules and review them with their student classes.

2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards
3. Instructors will determine if any student has an injury or illness prior to the start of training.
4. Instructors will consider weather conditions if training is to be conducted outside.

12. EQUIPMENT

1. Students are told to bring sun block, their uniform ball cap, over the ankle boots, jackets, adequate drinking water, and a lunch.
2. Instructors are required to wear red polo style shirts or red jackets so that they are visible to the students.
3. Students will only handle inert electronic weapons, unless under the direct supervision of an instructor.
4. Instructors are prohibited from carrying weapons capable of discharging a live ammunition.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

The first aid trauma kit and portable AED is located in the RTO office which is approximately 50 feet from the weight room and is readily accessible from the weight room or to be taken to the training compound when that site is used.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

1. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
2. Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
3. Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
 - a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
 - a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
 - b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.

- c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
- d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
- e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

- 1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

15. RESPONSE TO INJURIES

In the event of an injury during EW testing, the following procedures shall be followed:

- 1. Due to the neuromuscular disruption caused by electronic weapons, it is recommended that personnel skilled in first aid/ CPR be on site at all times, and that an appropriate medical response procedure is in place in the event of an unusual adverse reaction of a student or other person in response to exposure to the device.
- 2. Students are told to report all injuries to the instructor immediately.
- 3. Students are told to report all safety hazards to the instructor immediately.
- 4. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
- 5. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**
- 6. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
- 7. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300.**
- 8. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.
- 9. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
- 10. All independent students transported via ambulance will have their emergency contact (as listed on their "AHC Emergency Notification" form) notified by Academy staff, as soon as possible.
- 11. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus,

Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the “Safety Rules and Guidelines” for Scenario Testing. I agree to abide by these safety rules and guidelines during all Academy Scenario Testing.

Print Name

Signed

Student ID #

Date

CHAPTER 21

LD24 CROWD MANAGEMENT

SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of the crowd control safety rules and guidelines will be provided to each student. The primary instructor will discuss the safety rules and guidelines at the beginning of each demonstration or session. The first violation of any scenario safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for crowd control training.

All staff and students shall follow the Policies and Procedures of Allan Hancock College and POST Guidelines for Student Safety in Certified Courses.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: Each training session involving crowd control demonstration or training, safety rules and guidelines will be developed for that specific training site location. The instructor will review the safety guidelines prior to each demonstration or training session and will continually watch all students to insure they are following all safety rules and guidelines.

3. TRAINING SITE CHARACTERISTICS

Academy classroom #5-120, Training Compound and Scenario Village are located at:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 5
Lompoc, CA 93436

Crowd control training will occur at the Training Compound and Scenario Village. Prior to use by the students, the coordinator or their designee will inspect training site for any safety hazards.

1. In case of a medical or fire emergency, all instructors and Academy staff are equipped with cell phones and are able to call 911.
2. The coordinator or the "safety officer" will inspect the training site for any possible hazards prior to training.
3. Drinking fountains and restroom facilities are in Building 5, adjacent to the Training Compound and Scenario Village.
4. The Academy classroom, the training compound and Scenario Village are located inside a secured fenced compound, away from pedestrians, onlookers and outside distractions.
5. A portable first aid/trauma kit and AED is located inside the RTO office.
6. The classroom is located in Building 5 which is equipped with a fire alarm warning system and fire extinguishers.

4. FACILITY AND SITE INSPECTIONS

1. The test sites shall be inspected by staff prior to commencement of training.
2. The coordinator or the “safety officer” will inspect the training site for any possible hazards prior to training.
4. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
 - b. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The Academy training facility is generally free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions

6. INSTRUCTOR QUALIFICATIONS

1. All crowd control will be familiar with crowd control techniques and significant field experience.
2. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training.
3. All Academy instructors and scenario evaluators shall wear red polo style shirts so they can be easily identified during training

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with crowd control training, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

1. During demonstrations or classroom training: 1/40.
2. During field training: 1/10

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
2. Instructors shall maintain an appropriate level of supervision over students at all times.
3. Instructors shall adhere to the approved course outline.
4. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
2. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
3. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
 - a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
5. Prior to live training, the coordinator or their designee will inspect recruits' equipment to ensure they only possess authorized training equipment. This shall include the approved training baton, Glock training weapon, inert gas, etc. All equipment and props used at each training site shall be inspected by the instructor prior to use.
6. One staff member will be designated as the safety officer during training. The safety officer is responsible for insuring that all students and actors are conducting training in a safe manner. The safety officer is also responsible for insuring the training site is free of safety hazards and that all props are being used in a safe manner. The safety officer is not required to be certified a POST crowd control instructor.

10. MEANS OF COMMUNICATION

Training sites are equipped direct radio communication with academy staff.

1. Instructors are supplied with a two-way radio for communication with academy staff.
2. Instructors normally have a cell phone for communications.
3. Instructors shall ensure that all students understand rules and procedures prior to commencement of testing.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Instructors shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards.
 - a. Student must be on full-duty status before crowd control training.
3. Academy staff will determine if any student has an injury or illness prior to the start of training.
4. Academy staff and evaluators will consider weather conditions if training is to be conducted outside.

12. EQUIPMENT

1. Students are told to bring sun block, their uniform ball cap, over the ankle boots, jackets, adequate drinking water, and a lunch.
2. Instructors are required to wear red polo style shirts or red jackets so that they are visible to the students.
3. Staff will issue all students riot control equipment and demonstrate proper use of each item.

4. All weapons used in crowd control training shall be easily identifiable as a training weapon. All weapons capable of discharging a live round are prohibited within the training facility during scenario testing.
5. Instructors are prohibited from carrying weapons capable of discharging a live ammunition.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

The first aid trauma kit and portable AED is located in the RTO office which is taken to the training site when needed.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

1. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
2. Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
3. Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
 - a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
 - a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
 - b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
 - c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
 - d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
 - e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

15. RESPONSE TO INJURIES

In the event of an injury during scenario demonstration or testing, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**
5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300.**
7. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.
8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
9. All independent students transported via ambulance will have their emergency contact (as listed on their “AHC Emergency Notification” form) notified by Academy staff, as soon as possible.
10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the “Safety Rules and Guidelines” for Scenario Testing. I agree to abide by these safety rules and guidelines during all Academy Scenario Testing.

Print Name

Signed

Student ID #

Date



LAW ENFORCEMENT ACADEMY

RADIO CODES

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Radio Codes

Radio Code	Class.	Title	Elements
SET 1			
10-35		Assist Officer at...	
10-36		Confidential Information	
10-37		Record Time & Mileage	
10-40		Back-up Requested	
10-45		Pickup...at...	
10-46		Pickup Meals	
10-86		Any Message	
10-97		Arrived at Scene	
10-98		Assignment Completed	
SET 2			
11-4		Potential Emergency	
11-5		Public Relations	
11-6		Discharging firearm	
11-7		Prowler there now	
11-8		Person down	
11-10		Take report	
11-12		Loose Stock	
11-13		Injured Animal	
11-14		Animal Bite	
11-17		Wires Down	
11-24		Abandoned vehicle	
SET 3			
11-25		Traffic Hazard	
11-26		Request wants/warrants	
11-27		DL Info.	
11-28		Request Registration Form	
11-29		Subject or vehicle clear	
11-30		Missing person	
11-40		Advice if Ambulance needed	
11-41		Ambulance needed	
11-42		Ambulance not needed	
11-43		Ambulance follow-up	
11-44		Coroner required	
11-83		Suicide attempt	
11-46		Death	
11-47		Injury	
SET 4			
11-48		Transportation Request	
11-50		Field interview at...	
11-79		Traffic Accident/ambulance	
11-80		Major Injury T/C	
11-81		Minor Injury T/C	
11-82		No injury T/C	
11-83		Accident - no information	
11-84		Direct Traffic	
11-85		Tow truck needed	
11-86		Special Assignment	
11-96		Vehicle Stop	
11-98		Meet officer at	
11-99		Officer needs help	

Radio Codes
(continued)

Radio Code	Class.	Title	Elements
SET 5			
997		Officer needs help - Code 3	
998		Officer needs help - shooting	
999		Officer needs help - all units respond	
Code 1		Routine	
Code 2		Urgent	
Code 3		Emergency	
Code 4		No assistance needed	
Code 5		Stake out	
Code 6		Out for investigation	
Code 7		Dinner at...	
Code 8		Fire alarm	
Code 9		Vehicle stop at..., License...	
Code 10		Warrant service at...	
Code 20		Notify media	
SET 6			
Code 33		Emergency traffic only	
Code 50		Major media	
Code 60		Parking violations	
Code 70		Service vehicle	
Code 80		Found property	
Code 100		Bomb threat	
Code 1000		Begin operation now	

SLO County Radio Codes

10 Codes

- 10-1 Signal unreadable
- 10-2 Signal readable
- 10-4 O.K.
- 10-5 Relay message
- 10-6 Busy
- 10-7 Out of service
- 10-8 In service
- 10-9 Repeat
- 10-10 Off-duty or In-quarters
- 10-11 ID CHP mobile license # (KA4993)
- 10-13 Weather or road conditions
- 10-14 Provide escort
- 10-15 Prisoner in custody
- 10-17 Relay papers, supplies, etc.
- 10-19 Return to station
- 10-20 Location
- 10-21 Telephone
- 10-22 Cancel or Disregard
- 10-23 Stand by
- 10-27 Driver's license check
- 10-28 Vehicle registration check
- 10-29 Check for warrants/stolen
- 10-30 Unnecessary use of radio
- 10-33 Officer needs help
- 10-36 Confidential information
- 10-39 Message or item delivered
- 10-40 Back-up
- 10-71 Advise status of call
- 10-97 Arrived at scene
- 10-98 Finished with last assignment

11 Codes

- 11-7 Prowler
- 11-10 Take a report
- 11-24 Abandoned vehicle
- 11-25 Traffic hazard
- 11-26 Disabled vehicle
- 11-27 Driver's license check, Rush
- 11-28 Vehicle registration check, Rush
- 11-29 Clear, no warrants

- 11-30 Missing person
- 11-41 Ambulance
- 11-44 Fatality
- 11-45 Suicide
- 11-48 Transport
- 11-50 Field interrogation
- 11-51 Security check
- 11-79 Traffic Collision-ambulance responding
- 11-80 Traffic Collision-major injury
- 11-81 Traffic Collision-minor injury
- 11-82 Traffic Collision-non-injury
- 11-83 Traffic Collision-no details
- 11-84 Direct Traffic
- 11-85 Tow truck
- 11-86 Special assignment
- 11-98 Meet with...
- 11-99 Officer needs help

Other Codes

- Code 1 At your convenience
- Code 2 No lights or siren
- Code 3 Use lights and siren
- Code 4 Situation under control, no back-up needed
- Code 5 Stake-out
- Code 6 Out on investigation
- Code 7 Eat lunch or dinner
- Code 9 Vehicle Stop
- Code 10 Arrest warrant
- Code 11 Move central, only unit available
- Code 20 Notify news media
- Code 33 Restrict radio traffic until further notice
- Code 40 Intoxicated subject
- Code 60 Illegal Parking
- Code 70 Refuel vehicle
- Code 80 Found property
- Code 100 Bomb threat

Penal Code

- 148 Resisting arrest
- 148.3 False emergency report
- 187 Homicide

191.5	Gross vehicular manslaughter
192	Manslaughter
203	Mayhem
207	Kidnapping
211	Robbery
236	False Imprisonment
240	Assault
242	Battery
245	Assault with deadly weapon
246	Shooting at inhabited dwelling
261	Rape
273.5	Spousal abuse
286	Sodomy
288	Lascivious acts with child under 14
314	Indecent exposure
374	Littering
415	Disturbing the peace or fight
417	Brandishing a weapon
451	Arson
459	Burglary
470	Forgery
484	Theft by fraud
487	Grand theft
488	Petty theft
496	Receiving stolen property
537	Defrauding an innkeeper
594	Vandalism
602	Trespassing
647b	Disorderly Conduct-Prostitution
647e	-Loitering
647f	-Drunk
647g	-Prowling
647h	-Peeping
653m	Threatening phone calls
664	Attempt to commit crime
836	Arrest without warrant
25850(a)	Carrying loaded firearm

Vehicle Code

2800.1	Attempting to evade peace officer
4000a	Unregistered vehicle
10851	Vehicle theft
10852	Tempering with a vehicle
12500a	Driving without a license

14601a	Driving with license suspended or revoked
20001	Hit and run-felony (injury-or death)
20002	Hit and run-misdemeanor
22348a	Speeding
22348b	Driving <100 MPH
22349	Driving <65 MPH
22350	Speed unsafe for conditions
22651	Authority to impound vehicle
23103	Reckless driving
23109	Speed contest (exhibition of speed)
23110	Throwing objects at vehicle
23152a	Driving under the influence of alcohol
40508a	Failure to appear

Health and Safety Code

11350	Possession of controlled substance
11351	Possession of controlled substance for sale
11357	Possession of marijuana
11359	Possession of marijuana for sale
11550	Under the influence of controlled substance

Business and Professions Code

25662	Minor possessing alcohol
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Welfare and Institutions Code

5150	Mentally disordered person
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Abbreviations

A	Residence
ADW	Assault with a deadly weapon
AKA	Also Known As
ALS	Advanced Life Support
B&P	Business and Professions Code
BLS	Basic Life Support
BO	Bad Order (out of order)
BOL	Be on the lookout

BP	Blood Pressure
CDL	California Driver's License
C	Coffee
CJ	County Jail
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLETS	California Law Enforcement Telecommunications System
CP	Command Post
CVC	California Vehicle Code
DB	Dead Body
DL	Driver's License
DOA	Dead on Arrival
DMV	Department of Motor Vehicles
DOB	Date of Birth
DOJ	Department of Justice
DR	Daily Report number
EOC	Emergency Operations Center
ETA	Estimated Time of Arrival
ETOH	Alcohol
F	Felony or Short for 647f PC (drunk)
FI	Field Interrogation
FTA	Failure to Appear
GOA	Gone on Arrival
H & S	Health and Safety Code
HazMat	Hazardous Materials
HBD	Has Been Drinking
HIF	Handled in the Field
HT	Handie-Talkie (hand-held radio)
IC	Incident command or Incident Commander
IV	Intravenous
L	Lunch
M	Misdemeanor
NCIC	National Crime Information Center
NOR	No Report
OES	Office of Emergency Services
OIC	Officer in Charge
PC	Penal Code or Probable Cause
PD	Police Department
PERL	Pupils Equal and Responsive to Light
POV	Privately Owned Vehicle
R	Residence
RD	Reporting District
RO	Registered Owner
RP	Reporting Party or Responsible Person
RTF	Report to Follow
S	Station
SO	Sheriff's Office

TA	Traffic Accident
TC	Traffic Collision
TKO	To Keep Open
UTL	Unable to Locate
VC	Vehicle Code
VIN	Vehicle Identification Number
W &I	Welfare and Institutions Code
WC	Watch Commander
X	Female

Phonetic Alphabets

A	Adam	Alfa
B	Boy	Bravo
C	Charles	Charlie
D	David	Delta
E	Edward	Echo
F	Frank	Foxtrot
G	George	Golf
H	Henry	Hotel
I	Ida	India
J	John	Juliect
K	King	Kilo
L	Lincoln	Lima
M	Mary	Mike
N	Nora	November
O	Ocean	Oscar
P	Paul	Papa
Q	Queen	Quebec
R	Robert	Romeo
S	Sam	Sierra
T	Tom	Tango
U	Union	Uniform
V	Victor	Victor
W	William	Whiskey
X	X-Ray	X-Ray
Y	Yellow	Yankee
Z	Zebra	Zulu



LAW ENFORCEMENT ACADEMY

24-HOUR TIME SYSTEM

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LAW ENFORCEMENT ACADEMY

24-HOUR TIME SYSTEM

CONVENTIONAL TIME	24-HOUR SYSTEM WRITTEN AS:	SPOKEN AS:
7:00 a.m.	0700 Hours	Zero-Seven Hundred Hours
7:30 a.m.	0730 Hours	Zero-Seven Thirty Hours
8:00 a.m.	0800 Hours	Zero-Eight Hundred Hours
8:30 a.m.	0830 Hours	Zero-Eight Thirty Hours
9:00 a.m.	0900 Hours	Zero-Nine Hundred Hours
9:30 a.m.	0930 Hours	Zero-Nine Thirty Hours
10:00 a.m.	1000 Hours	Ten-Hundred Hours
10:30 a.m.	1030 Hours	Ten Thirty Hours
11:00 a.m.	1100 Hours	Eleven Hundred Hours
11:30 a.m.	1130 Hours	Eleven Thirty Hours
12:00 p.m.	1200 Hours	Twelve Hundred Hours
1:00 p.m.	1300 Hours	Thirteen Hundred Hours
2:00 p.m.	1400 Hours	Fourteen Hundred Hours
3:00 p.m.	1500 Hours	Fifteen Hundred Hours
4:00 p.m.	1600 Hours	Sixteen Hundred Hours
5:00 p.m.	1700 Hours	Seventeen Hundred Hours
6:00 p.m.	1800 Hours	Eighteen Hundred Hours
7:00 p.m.	1900 Hours	Nineteen Hundred Hours
8:00 p.m.	2000 Hours	Twenty Hundred Hours
9:00 p.m.	2100 Hours	Twenty-One Hundred Hours
10:00 p.m.	2200 Hours	Twenty-Two Hundred Hours
11:00 p.m.	2300 Hours	Twenty-Three Hundred Hours
12:00 a.m.	2400 Hours	Twenty-Four Hundred Hours
12:01 a.m.	0001 Hours	Zero-Zero-Zero One Hours
12:10 a.m.	0010 Hours	Zero-Zero Ten Hours
12:30 a.m.	0030 Hours	Zero-Zero Thirty Hours
1:00 a.m.	0100 Hours	Zero-One Hundred Hours
1:30 a.m.	0130 Hours	Zero-One Thirty Hours
2:00 a.m.	0200 Hours	Zero-Two Hundred Hours
2:30 a.m.	0230 Hours	Zero-Two Thirty Hours
3:00 a.m.	0300 Hours	Zero-Three Hundred Hours
4:00 a.m.	0400 Hours	Zero-Four Hundred Hours
5:00 a.m.	0500 Hours	Zero-Five Hundred Hours
6:00 a.m.	0600 Hours	Zero-Six Hundred Hours

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LAW ENFORCEMENT ACADEMY

DRILL

&

CEREMONY

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MARCHING

(DRILL AND CEREMONY)

Marching is an important component of Law Enforcement Academy training. Although, in the field peace officers rarely march as part of their job, there are numerous hidden benefits of having Recruits march.

First of all, the marching encourages teamwork and cooperation among the Recruits. It also helps the Recruits build command presence and assists with their ability to take charge. This is directly related to real-life situations they will face in their jobs, since peace officers frequently are required to take charge of a given situation and direct people to “Don’t move”, “Sit down”, “Stay in the car”, “Keep your hands where I can see them”, etc. Marching also represents tradition and regimental law enforcement training in a para-military environment.

Marching can also put a Recruit in a safe but emotionally charged environment where they are under moderate stress. Recruits may become frustrated and/or angry, but must use self-discipline by remaining calm and clear-headed. Marching allows the RTO to observe how Recruits maintain their professional composure under stressful circumstances.

The following pages contain the drill and ceremony manual as used by the Allan Hancock College Law Enforcement Academy. The drill and ceremony manual was written in simple language with the goal of establishing consistency and understanding by Recruits and Recruit Training Officers.

MARCHING CADENCES/RUNNING CADENCES

Cadences, sometimes called “jodies”, are designed to not only keep a group of recruits in step, but are also used to motivate and inspire cadets, giving them a sense of teamwork and pride in their unit, their jobs, and themselves. The recruit leadership is occasionally required to know and call an appropriate cadence when marching a group of recruits, or during a physical fitness run. The cadences listed on the following pages are marching cadences. A list of running cadences can be found in the running cadence section. It is a good idea for all recruits to become familiar with these cadences and to know at least four marching and four running cadences it is appropriate to change words in cadences to fit the Law Enforcement atmosphere.

FOUR WINDS

Let’ em blow, let’ em blow
Let the four winds blow
From the East to the West
Class ____ is the best

Dress it right and Cover down
From the east to the west
Class ____ is the best

HERE WE GO AGAIN

Here we go again
Same old stuff again
Marching down the avenue
____ more weeks and we’ll be through
I’ll be glad and so will you

BIRDIE, BIRDIE

Birdie birdie in the sky
Dropped some whitewash in my eye
I won’t fuss and I won’t cry
I’m just glad that cows can’t fly.

GET UP!

Hey everybody I have got a song
Sound a lot better if you sing along!

(chorus)

Well get up! A little louder!
Well get up on up a little louder!

When I'm a walkin' I strut my stuff!
When I'm a runnin', can't get enough!

(chorus)

Got me a Bradley big as a whale!
Got me a tooth as big as me tail!

Standin' tall and lookin' good!
Oughta be in Hollywood!

LAW ENFORCEMENT PT

Early one morning in the pouring rain,
Mr. Dossey said it was time for pain,
Grab your running shoes and follow me,
It's time for hardcore PT.
We jogged nine miles and we ran three,
Mr. Dossey yelling follow me!
We jogged two then ran eight more!
Law Enforcement PT sure is great!

Up in the morning before the rising sun
Gonna' run a 100 miles before the day is done
Out on the road in the pouring rain,
Gotta keep on running, don't mind the pain

If you want it
You've got to earn it
It ain't easy
You've got to work for it
You've got to strain for it
AHC
Action Honor Commitment

Everywhere we go,
People want to know
Who we are,
So we tell them
Class ___ is who we are

This P.T, ain't bothering me,
Just to show you that we are fit,
We'll keep running until you quit

Look to the left, look to the right,
And what do you see?
A bunch of people looking at me,
So lift your head and hold it high
The pride of Class #_____ is running on by

Up in the morning at the break of day
There just ain't no other way
Gonna run all day,
Gonna run all night
Gonna run, run, run
Until the broad day light

PASSION FOR LAW ENFORCEMENT

By Officer Keith Falerios

Who's that running, who's at the door?
It's class _____
Sweatin', hurlin', suckin' wind
So when there's a fight, we're gonna win
With our vests and old running shoes
We know we're paying our dues
Push-ups, and memos is all we ever do
If you can't hang then you are through
I know it and so do you
Don't cry me the blues when you're through
Hit the gate and hit the road
I'm busy getting' strong and bold
I'm here just for fun
So I can carry a night stick and a gun
Shinny badge pinned on my chest
Polished bright
Ready to fight
Code 3
Hell yea
Code 3
Just for fun
I can do it
You can do it
Class #_____ kicking doors
Getting yours
Crack head, hot meal, cold bed
Going to jail to just like I said
Booking dirt bags is what I do
If you can't hang then you are through
Class #_____
Bringing me right
All day
All night

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LAW ENFORCEMENT ACADEMY

**CRIME ELEMENTS
OF SELECTED
CALIFORNIA
PENAL CODE
SECTIONS**

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CRIME ELEMENTS CHART

Elements of Selected Penal Code Sections

(In Alphabetical Order by Offense)

<u>CRIME-PENALTY</u>	<u>ELEMENTS</u>
<p>Abduction for Marriage or Defilement 265 PC <i>Felony</i></p>	<ol style="list-style-type: none"> 1. Takes woman unlawfully; 2. Against her will; 3. By force, menace, or duress; 4. Compels her to marry him or another, or to be defiled
<p>Abduction for Prostitution 266a PC <i>Misdemeanor</i></p>	<ol style="list-style-type: none"> 1. Takes any person; 2. Against his or her will and without his or her consent, or with his or her consent, produced by fraud, inducement or misrepresentation; 3. For the purpose of prostitution.
<p>Abduction for Illicit Relations 266b PC <i>Felony</i></p>	<ol style="list-style-type: none"> 1. Takes any person; 2. Unlawfully and against his or her will; 3. By force menace, or duress; 4. Compels him/her to live with another against his/her will. 5. In an illicit relationship.
<p>Abduction of Female Under 18 267 PC <i>Felony</i></p>	<ol style="list-style-type: none"> 1. Takes female under 18; 2. From parents, guardian, or another having legal custody; 3. Without their consent; 4. For purpose of prostitution.
<p>Abortion 274 PC <i>Felony</i></p>	<ol style="list-style-type: none"> 1. Provides, administers, employs; 2. Any means whatever; 3. With intent to procure miscarriage; 4. Except as provided in H &S Code 25950
<p>Arson 451 PC</p>	<ol style="list-style-type: none"> 1. Willfully and maliciously; 2. Sets fire to or burns or causes to be burned; 3. Any structure, forest land or property.

<p>Assault (Simple) 240 PC <i>Misdemeanor</i></p>	<ol style="list-style-type: none"> 1. Unlawful attempt; 2. Present ability; 3. To commit violent injury.
<p>Assaulting Peace Officer, Firefighter, Paramedic, Nurse, Doctor 241 (b) PC <i>Misdemeanor</i></p>	<ol style="list-style-type: none"> 1. Assault on peace officer, firefighters (etc.); 2. Engaged in performance of duties, or; 3. Doctor, nurse giving emergency field care; 4. Assailant knows or should know victim's status.
<p>Assault with Deadly Weapon 245 (a) (1) PC 245 (a) (2) PC <i>Felony (Wobbler)</i></p>	<ol style="list-style-type: none"> 1. Assaults person of another; 2. With deadly weapon or instrument (a)(1)or; 3. Any force likely to produce great bodily injury or; 4. With a firearm (a)(2).
<p>Assault (ADW) Peace Officer, Firefighter 245 © PC 245 (d) PC <i>Felony</i></p>	<ol style="list-style-type: none"> 1. Assault with deadly weapon or instrument © or; 2. A firearm (d); 3. Person of peace officer or firefighter; 4. Engaged in performance of duty; 5. Assailant knows or should know police/fire and on duty status
<p>Assault with Caustic Chemical 244 PC <i>Felony</i></p>	<ol style="list-style-type: none"> 1. Willfully and maliciously; 2. Places or throws upon another; 3. Caustic chemical of any nature; 4. Intent to injure or disfigure.
<p>Assault with Intent to Commit Certain Crimes 220PC <i>Felony</i></p>	<ol style="list-style-type: none"> 1. Assault with; 2. Intent to commit rape, sodomy or mayhem, oral copulation, or any violation of PC 264. 1, PC 288 or PC 289.
<p>Battery 242 PC <i>Misdemeanor</i></p>	<ol style="list-style-type: none"> 1. Willful and unlawful; 2. Use of force or violence on person of another;

<p>Battery, Peace Officer, Firefighter, (etc.) 243 (c) PC <i>Felony (Wobbler)</i></p>	<ol style="list-style-type: none"> 1. Battery resulting in injury; 2. Against peace officer, firefighters paramedic, (etc.); 3. Engaged in performance of duty; 4. Assailant knows or should know victim's status.
<p>Battery (Sexual) 243.4 PC <i>Felony (Wobbler)</i></p>	<ol style="list-style-type: none"> 1. Touching intimate part of another; 2. Against their will; 3. While restrained by accused or accomplice; 4. For purpose of sexual arousal or gratification.
<p>Battery of Spouse, Cohabitant 273.5 PC <i>Felony (Wobbler)</i></p>	<ol style="list-style-type: none"> 1. Willfully inflicts corporal injury; 2. On spouse or cohabitant; 3. Resulting in traumatic condition.
<p>Battery, Transportation Personnel 243.3 PC <i>Felony (Wobbler)</i></p>	<ol style="list-style-type: none"> 1. Battery inflicted against; 2. Operator of bus, taxi, streetcar, motor vehicle; 3. Or on ticket or station agent; 4. While victim engaged in duty; 5. Assailant knows or should know victim on duty. (If injury, penalty increased)
<p>Breaking and Entering 603 PC <i>Misdemeanor</i></p>	<ol style="list-style-type: none"> 1. Forcibly enters dwelling house, cabin, building; 2. Intended for human occupancy; 3. Without permission of owner, lessee; 4. Destroys property of value in, around building.
<p>Bribing Officer 67 PC <i>Felony</i></p>	<ol style="list-style-type: none"> 1. Gives, offers any bribe; 2. To any executive officer; 3. With intent to influence in respect to; 4. Any act, vote, official decision.
<p>Burglary 459 PC <i>Felony</i> <i>First degree-inhabited</i> <i>Second degree-all others</i></p>	<ol style="list-style-type: none"> 1. Entry of; (need not be forced) 2. Building or place listed in statute; 3. With intent to commit grand or petty theft or any felony.

Burglary with Explosives
464 PC
Felony

1. Enters any building;
2. With intent to commit crime;
3. Opens or attempts to open any vault or safe;
4. By use of explosives, torch, burning bar.

Burglary Tools (Possession)
466 PC
Misdemeanor

1. Possession of picklock, or tool;
2. With intent to feloniously enter;
3. Any building, etc., described in section;
4. Or knowingly alter any key to unlock a building;
5. Without permission of owner, lessee.

Child Abuse
273a PC
Felony (Wobbler)

1. Any person having care or custody of a child;
2. Willfully permits child to suffer;
3. Or inflicts physical pain or mental suffering;
4. Under conditions likely to produce great bodily injury or death. (If conditions not likely to cause great bodily injury: Misdemeanor)

Child Concealing
280 PC
Felony-Misdemeanor

1. Willfully causes or permits;
2. Removal or concealment of child;
3. In violation of Civil Code 226.10. (If taken out of state-Felony)

Child Molesting
(Under 14)
288 PC
Felony

1. Willfully and lewdly;
2. Commits any lewd or lascivious act upon any part of the body;
3. Of a child under 14;
4. With intent of arousing, appealing to, or gratifying lust passions or sexual desires;
5. Of child or perpetrator.

Child Molesting
(Under 18)
647.6 PC
Misdemeanor

1. Annoys or molests;
 2. Any child under 18.
- Second conviction or prior conviction of 288 PC (Felony) Violation of this section after having entered inhabited dwelling without consent. (Felony, Wobbler)

Child Neglect
270 PC
Misdemeanor

1. Parent willfully omits;
 2. Without lawful excuse;
 3. To furnish food, clothes, shelter, etc.;
 4. Of minor child.
- (If court has adjudicated matter, penalty: Felony (Wobbler).)

Child Stealing
278 PC
Felony (Wobbler)

1. Not having right of custody;
2. Maliciously takes, entices away, detains, or conceals;
3. Any minor child;
4. With intent to detain and conceal;
5. From parent or guardian, or other person having lawful charge.

Conspiracy
182 PC
Felony

1. Two or more persons conspire;
2. To commit any crime;
3. And do an overt act in furtherance or preparation;
4. To falsely indict, charge, or cause arrest;
5. To cheat any person of any property;
6. To commit any act injurious to public health;
7. To commit any act injurious to public officials listed;
8. To falsely bring any suit or action;
9. To obtain money or property by false pretenses.

Contributing to Minor's Delinquency
272 PC
Misdemeanor

1. Commits any act or omits any duty;
2. Causing a person under 18;
3. To come under the provision of W & I Code 300, 601, or 602 (delinquency).

Copulation
288a PC
Felony-Felony (Wobbler)

1. Copulates the mouth with sexual organs or anus of another who is under 18, or;
2. Copulation by force or threats;
3. Copulation while in jail or prison;
4. When 10 years difference in age, and youngest party is under 14, or;
5. When one is participating under threat of immediate bodily harm, force, violence, duress or menace;
6. In concert with another by force or violence and against the will;
7. Copulation by person over 21 with another under

Defrauding Hotel/Restaurant
537 PC
Misdemeanor (Under \$950)
Felony (Wobbler) (Over \$950)

1. Obtaining food, credit or accommodations;
2. At any hotel, restaurant, boarding house, ski lodge, campground, etc.;
3. Without paying and with intent to defraud;
4. By use of any false pretense, or;
5. Surreptitiously absconds with intent not to pay.

Defrauding Insurer
548 PC
Felony (Wobbler)

1. Willfully injures, secretes, disposes of ;
2. Any insured property;
3. With intent to injure or defraud insurer.

Discharging Firearm at Building
246 PC
Felony (Wobbler)

1. Maliciously and willfully;
2. Discharges a firearm
3. At inhabited dwelling, housecar, or camper or occupied building or occupied motor vehicle.

Disorderly Conduct
647 PC
Misdemeanor

1. Solicits or engages in lewd conduct in public place, or;
2. Solicits or engages in act of prostitution, or;
3. Begging in a public place, or;
4. Loiters about public toilets for purpose of lewd acts, or;
5. Loiters on public streets and refuses to identify self and account for presence to a peace officer, or;
6. Is under influence of liquor or drugs in a public place.

Disturbing Public Meeting
403 PC
Misdemeanor

1. Willfully and illegally;
2. Disturbs any lawful meeting.

Disturbing the Peace
415 PC
Misdemeanor

1. Unlawfully fighting in a public place;
2. Or challenging another person in a public place to fight, or;
3. Maliciously and willfully disturbs another person by loud and unreasonable noise;
4. Or using offensive words in a public place, which are inherently likely to produce an immediate violent reaction.

Drawing or Exhibiting Firearm or Deadly Weapon
417 PC
Misdemeanor

1. Not in self-defense;
2. Draws or exhibits firearm;
3. Or other deadly weapon, loaded or unloaded;
4. In rude, angry, or threatening manner;
5. Or in any manner uses same in quarrel
6. In presence of peace officer: Felony (Wobbler)

Embezzlement (Includes theft) 1. Fraudulent appropriation of property;
503 PC 2. By person to whom it has been entrusted. (Penalty
Felony-Misdemeanor same as for theft of like amount.) (if public funds
embezzled: Felony.)

Enticing Female Under 18 For 1. Any person who inveigles or entices;
Prostitution 2. Any unmarried female;
266 PC 3. Of previous chaste character;
Felony (Wobbler) 4. Under the age of 18;
5. For prostitution or to have illicit carnal relations
with any man;

OR

1. Any person who by false pretenses, etc.;
2. Procures any female;
3. To have illicit carnal relations with any man.

Extortion (Blackmail) 1. Obtaining property from another;
518 PC 2. With victim's consent, or;
Felony 3. Obtaining official act by public officer;
4. By wrongful use of force or fear, or;
5. Under color of official right.

False Bomb Report 1. Reports to police, airline, newspapers, etc.;;
148.1 PC 2. That bomb has been or will be placed;
Felony (Wobbler) 3. Knowing same to be false, or;
4. Maliciously informs another that bomb has been or
will be placed, or;
5. Maliciously sends false bomb at any person.

False Crime Report 1. Reports to any peace officer during performance of
148.5 PC duty;
Misdemeanor 2. That any crime has been committed;
3. Knowing report is false.

False Imprisonment 1. Unlawful violation of;
236 PC 2. Personal liberty of another.
Misdemeanor-Felony(Wobbler) (If by means of violence, fraud: Felony)

Failure to Disperse (on lawful command)
416 PC
Misdemeanor

1. Assembly by two or more persons;
2. With intent to disturb the peace or commit unlawful act;
3. Fail to disperse on lawful command of public officer

Fictitious Check
476a PC
Misdemeanor-Felony

1. Willfully, with intent to defraud;
2. Writes or delivers; (Depends on amount of check)
3. Any check;
4. Knowing at time there are sufficient funds or credit in bank for payment in full

Forgery
470 PC
Felony(Wobbler)

1. Signs name of real or fictitious person;
2. Or alters any document listed in section;
3. Or attempts to pass as genuine;
4. Knowing has no authority to do so;
5. With intent to defraud.

Grand Theft
487 PC
Felony (Wobbler)

1. Takes money, labor, real or personal property of value over \$950
2. Domestic fowls, avocados, olives, Citrus or deciduous fruits, nuts, and artichokes, valued over \$250 or;
3. From person of another, or;
4. Where money, labor, or property is taken by a servant, agent, or employee from principal or employer and aggregates \$950 or more in any 12 consecutive months, or;
5. An automobile, horse, mare, firearm, lamb, gelding, cow, pig, mule, dog, etc., regardless of the value;
6. With intent too permanently deprive.

Gratuity, Unauthorized Acceptance
70 PC
Misdemeanor

1. Executive, ministerial officer, employee or appointee;
2. Of city, county or state;
3. Knowingly asks for or receives;
4. Gratuity, reward or promise of same;
5. For doing an official act;
6. Except as authorized by law.

Incest
285 PC
Felony

1. Persons more closely related by blood than first cousins;
2. Who marry, or;
3. Commit fornication or adultery.

Inciting Riot
404.5 PC
Misdemeanor

1. Commits an act which urges a riot, or;
2. Urges other to acts of force or violence;
3. With intent to cause riot;
4. Under conditions producing immediate danger.

Indecent Exposure (Lewd conduct)
314 PC
Misdemeanor

1. Willfully and lewdly either;
2. Exposes his person or private parts;
3. In any public place, or in any place where there are other persons to be offended thereby, or;
4. Procures another to so exhibit themselves to public view
5. Such as is offensive to decency, or,
6. Excites lewd thoughts or acts.

Kidnapping
207 PC
Felony

1. Forcibly steals, takes, or arrests any person in this state;
 2. And takes to another location in this state or county;
- OR**
1. Forcibly persuades by false premises;
 2. Any child under 14;
 3. For purposes of PC 288
 4. To go to another place in or out of the country;
- OR**
1. Hires, persuades, entices, decoys, or seduces;
 2. By false promises, misrepresentation, or the like;
 3. Any person to go out of the state;
 4. With intent to sell him into slavery or involuntary servitude, or otherwise employ him to his own use;
- OR**
1. Abducts or brings;
 2. Any person into this state from another state;
 3. By force or fraud;
 4. Contrary to the law of the place where the act is committed.

Kidnapping for Extortion, or Ransom
209 PC
Felony

1. Conceals, confines, inveigles, entices, kidnaps, or decoys, or carries away;
2. Any person by any means;
3. With intent to hold or detain;

4. For ransom, reward, or extortion.

OR

1. Kidnaps or carries away;
2. To commit robbery, or;
3. Aids or abets such act.

**Kidnapper, Posing as:
(Attempt to Profit by
Kidnapping)**

210 PC

Felony

1. Fraudulently;
2. Represents to be in position to obtain release of victim;
3. For the purpose of obtaining any ransom, or reward, or money or thing of value

Lynching

405-405b PC

Felony

1. Taking any person;
2. From lawful custody of peace officer;
3. By means or riot.

**Malicious Mischief (vandalism)
594 PC**

*Misdemeanor-Felony (Wobbler)
Penalty depends on amount of
damage.*

1. Maliciously defaces with paint; or
2. Injures or destroys;
3. Any real or personal property;
4. Not his own.

Manslaughter (Voluntary)

192(1) PC

Felony

1. Unlawfully, kills a human being;
2. Upon sudden quarrel or heat of passion;
3. Without malice.

Manslaughter (Involuntary)

192(2) PC

Felony

1. Unlawfully, kills a human being;
2. In commission of unlawful act, not amounting to a felony, or lawful act in an unlawful manner or without due caution or circumspection which might produce death;
3. Without malice.

**Manslaughter (Felony in
driving vehicle-involuntary)**

192(3)(a) PC

Felony (Wobbler)

1. Driving a vehicle;
2. Kills a human being;
3. Unlawful act, not amounting to felony, or a lawful act which might produce death in an unlawful manner;
4. With gross negligence.

5. Act must be proximate cause of death;
5. Without malice.

**Manslaughter (Misdemeanor
in driving vehicle-involuntary)**
192(3)(b) PC
Misdemeanor

1. Same elements as above except without gross negligence.

Mayhem
203 PC
Felony

1. Unlawfully and maliciously;
2. Amputates, disables, disfigures or renders useless;
3. A member of another's body, or;
4. Slits the tongue, nose, ear, or lip, or;
5. Puts out an eye.

Murder (first degree)
187-199 PC
Felony-Possible Death Penalty

1. Unlawfully killing;
2. Of human being or fetus;
3. With malice aforethought;
4. Willfull, deliberate or premeditated, or;
5. By poison, lying in wait, torture, or in commission of burglary, arson, robbery, rape, or mayhem, or 288 PC, or;
6. With knowing use of explosives, or;
7. Armor piercing ammunition.

Murder (second degree)
187-189 PC
Felony

1. Unlawful killing;
2. Of human being or fetus;
3. With malice aforethought.

Pandering
266I PC
Felony

1. Procures another for purposes of prostitution, or;
2. By promises, threats, violence causes another;
3. To become a prostitute, or;
4. By threats, promises, violence, causes another;
5. To remain in prostitution, or;
6. By abuse of any position of authority;
7. Procures another for prostitution, or;
8. Receives anything of value for procuring another for prostitution.

Petty Theft
484-488 PC
Misdemeanor

1. Takes money or property;
2. Valued at \$400 or less, not listed in 487 PC;
3. With intent too permanently deprive.

Pimping
266h PC
Felony

1. Knowing another is a prostitute;
2. Derives support, lives;
3. From earnings of a prostitute.

Poisoning Animals
596 PC
Misdemeanor

1. Without consent of the owner;
2. Willfully administers poison;
3. To any animal;
4. The property of another;
5. Or exposes poison with intent that it shall be taken by an animal.

Poisoning Food, Water Supply, Medicine
347 PC
Felony

1. Willfully mingles any harmful substance;
2. With any food, drink, medicine, water supply;
3. With intent it be taken by humans to their injury.

Rape (Victim of unsound mind)
261 (1) PC
Felony

1. Act of sexual intercourse;
2. Victim not spouse of perpetrator;
3. Victim incapable of giving legal consent due to unsound mind.

Rape (By force)
261 (2) PC
Felony

1. Act of sexual intercourse;
2. Victim not spouse of perpetrator;
3. Against victim's will;
4. Accomplished by force or fear; of immediate unlawful bodily injury to victim, or of another.

Rape (By drugs)
261 (3) PC
Felony

1. Act of sexual intercourse;
2. Victim not spouse of perpetrator;
3. Prevented from resisting by any intoxicating narcotic or anesthetic substance;
4. Administered by or with knowledge of the accused.

Rape (Victim unconscious of nature of act)
261 (4) PC
Felony

1. Act of sexual intercourse;
2. Victim not spouse of perpetrator;
3. Victim is unconscious of the nature of the act;
4. This fact is known to perpetrator.

Rape (Victim believes perpetrator to be spouse)
261 (5) PC
Felony

1. Act of sexual intercourse;
2. Victim not spouse of perpetrator;
3. Victim believes perpetrator to be his/her spouse;
4. This belief induced by artifice, pretense or concealment by perpetrator;
5. With intent to induce such belief.

Rape of Spouse
262 PC
Felony (Wobbler)

1. Act of sexual intercourse;
2. Accomplished against the will of the spouse;
3. By force or fear of immediate unlawful bodily injury;
4. On the spouse or another, or;
5. When accomplished by threat of future retaliation;
6. Against the victim or another, and;
7. There is reasonable possibility of execution.

Receiving Stolen Property
496 PC
Felony-Misdemeanor
(Penalty according to value, same as theft)

1. Buying or accepting stolen property;
2. Knowing property is stolen, or;
3. Concealing, selling stolen property;
4. Knowing property is stolen.

Rescuing Prisoner
4550 PC
Felon vs. Misdemeanor
(Penalty depends on rescued prisoner's sentence)

1. Rescues, attempts, or aids,
2. Prisoner from prison, road camp jail;
3. Or any peace officer having lawful custody.

Riot
404 PC
Misdemeanor

1. Any use of force or violence, or; disturbance of peace, or threat to use such force if accomplished by immediate power of execution;
2. By two or more persons acting together;
3. Without authority of law.

Riot (Remaining at riot after command to disperse)
409 PC
Misdemeanor

1. Remains present;
2. At riot, rout, or unlawful assembly;
3. After lawful command to disperse.

Robbery
211 PC
Felony

1. Felonious taking of personal property;
2. In possession of another;
3. From person or immediate presence;

5. Against his will;
6. By means of force or fear (Robbery of public vehicle operator, 211a PC.)

Rout
406-408 PC
Misdemeanor

1. Two or more persons acting together;
2. Attempt or advance toward an act;
3. If committed would be a riot.

Seduction
268 PC
Felony

1. By promising marriage;
2. Seduces and has sexual relation with;
3. An unmarried female;
4. Of previous chaste character.

Schools (Loitering about adult Schools)
647b PC
Misdemeanor

1. Loitering;
2. About any school in which adults attend;
3. And who annoys or molests any person in attendance.

Shooting from Highway
374c PC
Misdemeanor

1. Shooting any firearm;
2. From or upon a public road or highway.

Shooting at Dwelling
246 PC
Felony (Wobbler)

1. Maliciously and willfully discharges a firearm;
 2. At an inhabited dwelling or occupied building, motor vehicle, camper.
- (Note: "Inhabited means currently used for dwelling, whether occupied or not.)*

Sodomy
286 PC
Felony

1. Contact between the penis of one and anus of another under 18, or;
2. By one over 21 with another under 16, or;
3. With one who is under 14 and more than 10 years younger, or;
4. When accomplished by force, violence, fear, and against will of the other, or;
5. When acting with another is accomplished against victim's will by force or fear of immediate bodily injury on victim or another, or;
6. By anyone in jail or prison, or;
7. When victim is unconscious of the act, and;
8. This is known to assailant, or;

9. Victim is incapable of giving consent due to temporary or permanent unsoundness of mind;
10. And this fact is known to assailant.

Theft—False Pretenses
531 PC

Felony-Misdemeanor

(Depending on value, as in theft)

1. Knowingly and by false pretense or fraud;
2. Defrauds another of money, labor, property;
3. Or falsely obtains credit, thereby;
4. Fraudulently obtains money, labor, or property of another.

Theft-Gas, Water, Electricity
498 PC

Misdemeanor

1. Willfully, with intent to defraud;
2. Connects any pipe (or wire);
3. With any service pipe (or wire);
4. For the purpose of taking (gas) (water) (electricity);
5. Without payment.

Theft-Phone Calls
502.7 PC

Misdemeanor

1. Knowingly, willfully, and with intent to defraud;
2. Avoids or aids or attempts or assists another;
3. Or who uses a code, prearranged scheme;
4. To avoid any lawful charges for service.

Ticket “Scalping”
346 PC

Misdemeanor

1. Without written permission of owner/operator;
2. Sells tickets to any event;
3. Which were obtained for resale;
4. At any price in excess of that on ticket;
5. While on grounds or place where event is held.

Train Wrecking
219 PC

Felony

1. Unlawfully throws a switch, removes a rail, places explosives or obstruction on or near the track of any railroad;
2. With intention to wreck train;
3. And wrecks, derails, or blows up train. (When any person suffers death) Penalty: Death

Train Wrecking (Intention of wrecking train; Attempt)

218 PC

Felony

1. Unlawfully throws a switch, removes a rail, places explosives or obstruction on or near;
2. The track of any railroad;
3. Or sets fire to any structure or track over which a train must pass;

- | | |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Unlawful Assembly
 407-408 PC
 <i>Misdemeanor</i></p> | <p>4. With intention to wreck train</p> |
| <p>Unlawfully Causing Fire
 452 PC
 <i>Felony (Wobbler)</i></p> | <p>1. Two or more persons assembled;
 2. With intent to do unlawful act or lawful act in a violent boisterous or tumultuous manner.</p> |
| <p>Unlawful Sexual Intercourse
 261.5 PC
 <i>Felony (Wobbler)</i></p> | <p>1. Recklessly sets fire to any structure or forest land;
 2. Unlawfully causing great bodily injury or property damage;
 3. Unlawfully causing inhabited structures or property to burn;
 4. Unlawfully causing a fire of a structure of forest land;
 5. Other than his own, unless there is injury to others.</p> |
| <p>Unlawful Sexual Intercourse
 261.5 PC
 <i>Felony (Wobbler)</i></p> | <p>1. Act of sexual intercourse;
 2. Female not wife of perpetrator;
 3. Female under 18.</p> |
| <p>Vehicle Taking (“Joy-riding”)
 499b PC
 <i>Misdemeanor</i></p> | <p>1. Without permission of owner;
 2. Takes any auto, bicycle, motorcycle, or boat;
 3. For the purpose of temporary use.</p> |

RECITATION GUIDE

CORE VALUES

I. Honor: 1. One deserving of esteem or respect. 2. Reputation. 3. Personal integrity. 4. To confer distinction upon one deserving. Who you ARE at your core; what you stand for; essentially your moral or ethical reputation or standing in the eyes of others.

**less than 100 years ago people would die rather than tolerate a challenge to their "honor" –dueling*

II. Duty: 1. Something that a person ought to, or must do. 2. Moral obligation. 3. A service, action or task assigned, such as military service or law enforcement. 4. Something one has given an oath to do (sworn officers) or perform.

**instinct to protect the weak from predators, the innocent from deception, the peaceful from violence, to protect lives and property and protecting everyones Constitutional rights to liberty, justice and equality.*

III. Integrity: 1. Strict adherence to a high moral standard, value or code of conduct. 2. Personal honesty and independence from peer pressure; desire to be liked or popular, a reverence for the law.

**Trustworthy, Honesty: testimony in court under oath, custody of evidence entrusted to you. (Stealing, cheating, or lying as an officer would destroy your integrity; your word is your value. Once your credibility is compromised, you are washed up as a cop.)*

IV. Courage: 1. The ability to face danger without fear.

**However, there is a difference between physical courage and moral courage; not always the absence of fear, BUT, proper/courageous action in spite of fear.*

**there is no place for cowardice in law enforcement, it is still a termination offense in most agencies. It doesn't mean you are never afraid, rather, it means you perform your duty in the face of danger, in spite of your fears.*

V. Discipline: 1. Training intended to elicit a specific pattern of behavior **OR** character; 2. Behavior that results from such training.

**External vs. internal discipline. Self-Discipline is the key to a good officer. The academy begins with external discipline, but, overtime; you should INTERNALIZE it to become self-disciplined. This is the goal of Academy discipline.*

VI.

Compassion: 1. Active sympathetic concern for the suffering of another, (i.e. mercy.) 2. Respect for differences; cultural, gender, religious, ethnic, sexual orientation, etc.

**Compassion differs from sympathy, in that it compels one to take action to relieve the suffering of another.*

**Ignorance is the major obstacle to developing compassion for others who are different from you! It is NOT their responsibility to educate you or to change their behavior. Rather, as a law enforcement professional, it is YOUR responsibility to educate yourself, to eradicate your own ignorance and respect those you have sworn to serve and protect.*

LAW ENFORCEMENT CODE OF ETHICS

As A Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all 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 God¹ to my chosen profession...**Law Enforcement.***

¹ Reference to religious affirmation may be omitted where objected to by the officer.

RECITATION SET #1 START IN ACADEMY WEEK #3

CVC 31 – False Information – Misdemeanor

CVC 2800 – Failure to Obey Traffic Officer – Misdemeanor

CVC 2800.1(a) – Evading a PO – Misdemeanor

CVC 4000(a) (1) – Unregistered vehicle – Infraction

CVC 4159 – Notice of Change of Address – Infraction

CVC 4454(a) – Registration not in Vehicle – Infraction

CVC 4460 – Authority to Seize Documents and Plates –

CVC 4463(a) (1) – Falsified Registration – Felony

CVC 5200 – Displace of License Plates – Infraction

CVC 5201 – Obstruction of License Plates – Infraction

CVC 5204(a) – Registration Tabs – Infraction

CVC 10851(a) – Vehicle Theft – Felony

CVC 10852 – Vehicle Tampering – Misdemeanor

CVC 12500(a) – Driver, Unlicensed – Misdemeanor

CVC 12500(b) – MC Driver, Unlicensed – Infraction

CVC 12815(a) – DL Lost, Destroyed, or Mutilated – Infraction

CVC 12951(a) – DL not in Possession – Infraction

CVC 12951(b) – Refuse to show a PO a valid license – Misdemeanor

CVC 14601(a) – Driving when Privilege Suspended or Revoked – Misdemeanor

CVC 14607 – Permitting an Unlicensed Minor to Drive – Infraction

RECITATION SET #2 ACADEMY WEEK #4

CVC 20001(a) – Hit and Run – Injury or Death – Felony

CVC 20002(a) (1) – Hit and Run - Property Damage – Misdemeanor

CVC 21212(a) – Bicycle Helmets – Infraction

CVC 21453(a) – Red Signal – Infraction

CVC 21460(a) – Double Yellow Lines – Infraction

CVC 21460.5(c) – Two Way Left Turn Lane – Infraction

CVC 21461(a) – Obedience to Traffic Control Devices – Infraction

CVC 21650 – Failure to Drive on the Right – Infraction

CVC 21651(a)/ (b) – Divided Highway – Infraction

CVC 21658(a) – Unsafe Lane Change or Straddling – Infraction

CVC 21703 – Following Too Closely – Infraction

CVC 21706 – Following Too Closely to an Emergency Vehicle – Infraction

CVC 21712(a)/ (b) – Unlawful Riding and Towing – Infraction

CVC 21800 – Failure to Yield Right of Way at Intersection – Infraction

CVC 21801(a) – Left or U-turn Right of Way – Infraction

CVC 21802(a) – Yielding Right of Way after Stop Sign – Infraction

CVC 21804(a) – Entry onto Highway from a Private Driveway – Infraction

CVC 21806(a) – Failure to Yield to Emergency Vehicles – Infraction

CVC 21950(a) – Failure to Yield Right of Way to Pedestrian in a Crosswalk – Infraction

CVC 21951 – Vehicles Stopped for Pedestrians – Infraction

CVC 21952 – Failure to Yield Right of Way to Pedestrian on a Sidewalk – Infraction

CVC 21954(a) – Pedestrians outside Crosswalks – Infraction

CVC 21955 – Jaywalking – Infraction

RECITATION SET #3 ACADEMY WEEK #5

CVC 22100(a) – Improper Position for a Right Turn – Infraction

CVC 22100(b) – Improper Position for a Left Turn – Infraction

CVC 22101(d) – Regulating Turns at Intersections – Infraction

CVC 22102 – U-turn in a Business District – Infraction

CVC 22103 – U-turn in a Residence District – Infraction

CVC 22106 – Starting or Backing when Unsafe – Infraction

CVC 22107 – Unsafe Turn and/or Turning w/o Signaling – Infraction

CVC 22348(b) – Driving in Excess of 100 mph – Infraction

CVC 22349(a)/ (b) – Maximum Speed Limit – Infraction

CVC 22350 – Basic Speed Law/Prima Fascia Limit (Posted Limit) – Infraction

CVC 22450(a) – Stop Sign – Infraction

CVC 22454(a) – Meeting and Passing a School Bus – Infraction

RECITATION SET #4 ACADEMY WEEK #6

CVC 22500(b) – Parking Unlawfully on a Crosswalk – Infraction

CVC 22500(d) – Parking Unlawfully within 15 ft. of a Fire Station Driveway Entrance – Infraction

CVC 22500(e) – Parking Unlawfully in front of a Public or Private Driveway – Infraction

CVC 22500(f) – Parking Unlawfully on a Sidewalk – Infraction

CVC 22500(h) – Parking Unlawfully – Double Parking – Infraction

CVC 22500.1 – Parking Unlawfully in a Fire Lane – Infraction

CVC 22502(a) – Parking at a Curb – Infraction

CVC 22507.8(a) – Unlawfully parking in spaces for Disabled – Infraction

CVC 22514 – Unlawfully Parking within 15 ft. of a Fire Hydrant – Infraction

CVC 22515(a) – Unattended Vehicle – Infraction

RECITATION SET #5 ACADEMY WEEK #7

CVC 23103(a)/ (b) – Reckless Driving – Misdemeanor

CVC 23104(a) – Reckless Driving Causing Bodily Injury – Misdemeanor

CVC 23109(a) – Speed Contests – Misdemeanor

***CVC 23109(b)** – Aid or Abet in a Speed Contest – Misdemeanor

***CVC 23109(c)** – Exhibition of Speed on a Highway – Misdemeanor

***CVC 23109(d)** – Obstruct highway, place, barricade, or assist, or participates in placing a barricade or obstruction to aid or abet a speed contest – Misdemeanor

***CVC 23109.1** – Speed Contest Resulting in Injury – Felony

CVC 23110(a) – Throwing Substances at Vehicles – Misdemeanor

CVC 23110(b) – Throwing a Missile with Intent to Do Serious Bodily Harm – Felony

CVC 23111 – Throwing Cigarettes on Highways or Adjoining Areas – Infraction

CVC 23112 – Littering – Infraction

CVC 23116(a)/ (b) – Carrying Persons in the Back of a Truck – Infraction

CVC 23117(a) – Un-tethered Animal in the Back of a Truck – Infraction

* – CVC section is not in the Basic Recruit Manual for Recitation

RECITATION SET #6 ACADEMY WEEK #8

CVC 23140(a) – DUI by Juvenile – Infraction

CVC 23152(a) – DUI – Misdemeanor

CVC 23152(b) – DUI with BAC > or = to 0.8% – Misdemeanor

***CVC 23221(a)** – Driver drinking alcoholic beverage while driving on a highway

***CVC 23221(b)** – Passenger drinking an alcoholic beverage while in a motor vehicle on a highway

***CVC 23222(a)** – Possession of an open container in a vehicle while driving. (Anyone in Vehicle)

***CVC 23222(b)** – Possession of Marijuana in a vehicle while driving – Misdemeanor

CVC 23223(a) – Driver Possession of Open Container of Alcohol – Infraction

CVC 23223(b) – Passenger Possession of an Open Container of Alcohol in a Motor Vehicle – Infraction

CVC 23224(a) – Possession of Alcohol While Driving a Motor Vehicle When Under 21 Years of Age – Misdemeanor

***CVC 23224(b)** – Passenger under 21 in any motor vehicle possession or have control of an alcoholic beverage – Misdemeanor

* – CVC section is not in the Basic Recruit Manual for Recitation

RECITATION SET #7 ACADEMY WEEK #9

CVC 24002(a) – Unsafe Vehicle – Infraction

CVC 24004 – Unlawful Operation after Notice by a PO – Infraction

CVC 24250 – Driving Without Lights after Darkness – Infraction

CVC 24252(a) – Required Lighting – Infraction

CVC 22400 – Headlamps – Infraction

CVC 22600(b) – Tail Lamps – Infraction

CVC 22603(b) – Stop Lamps – Infraction

CVC 24800 – Driving with Parking Lights On – Infraction

CVC 26708(a) (1) – Windows Obstructed – Infraction

CVC 26708.5 – Windows Obstructed with Transparent Material (Window Tint) – Infraction

CVC 26709(a) – Rearview Mirror – Infraction

CVC 26710 – Defective Windshield or Rear Window – Infraction

RECITATION SET #8 ACADEMY WEEK #10

***CVC 27001** – Illegal Use of the Horn – Infraction

CVC 27007 – Sound Amplification Devices – Infraction

CVC 27150(a) – Adequate Muffler – Infraction

CVC 27151 – Modified Exhaust – Infraction

CVC 27153 – Exhaust Products – Infraction

CVC 27155 – Fuel Tank Cap – Infraction

* – CVC section is not in the Basic Recruit Manual for Recitation

SET #9 ACADEMY WEEK #11

CVC 27315(d) (1) – Mandatory Seatbelt Law – Infraction

***CVC 27315(e)** – Passenger over 16 must be restrained by a seat belt (passenger responsibility) – Infraction

CVC 27360(a) – Child Passenger Restraints – Infraction

***CVC 27360.5** – Child over 6 years old and more than 60 lbs but 15 or under must be restrained by a seat belt – Infraction

CVC 27400 – Headset or Earplugs – Infraction

CVC 27803(a) – Approved Helmet While Riding a Motorcycle – Infraction

CVC 40508(a) – Failure to Appear – Misdemeanor

CVC 40508(b) – Failure to Pay Fine – Misdemeanor

CVC 22651 – Circumstances Permitting Removal of Vehicles

CVC 22651(a) – Vehicle left unattended on a bridge.

CVC 22651(b) – Vehicle parked or left standing upon a highway so as to obstruct normal movement of traffic.

CVC 22651(c) – Reported stolen vehicle parked or left standing on a highway or public lands.
[See 22653(a)]

CVC 22651(d) – Illegally parked so as to block entrance to a private driveway.

CVC 22651(e) – Illegally parked so as to block access by firefighting equipment to a fire hydrant.

CVC 22651(f) – Stopped, Parked, or Left standing > or = to 4 hours on a freeway and can't move under its own power.

CVC 22651(g) – Person in charge of vehicle is incapacitated by physical injuries or illness.

CVC 22651(h) (1) – Person in charge of vehicle is arrested or taken into custody.

***CVC 22651(j)** – Illegally parked vehicle that has no license plates or evidence of registration displayed.

***CVC 22651(k)** – Vehicle is parked or left standing upon a highway for 72 or more consecutive hours in violation of a local ordinance.

***CVC 22651(o)(1)** – Vehicle is found, operated upon a highway, public land, or off street parking facility, and registration is more than 6 months expired.

SET #9 ACADEMY WEEK #11 (CONT.)

***CVC 22651(p)** – Peace officer issues a citation for violation of 12500, 14601 violations, and 14604.

CVC 22651(r) – Blocking the movement of a legally parked vehicle.

***CVC 22653(a)** – Removal of stolen vehicle from private property.

***CVC 22653(b)** – Removal of vehicle involved in 20002 from private property. (Owner of vehicle must be contacted and give consent to remove vehicle.)

***CVC 22653(c)** – Removal of vehicle from private property after person in control of vehicle has been placed under arrest or taken into custody.

* – CVC section is not in the Basic Recruit Manual for Recitation

BILL OF RIGHTS

- **1ST Amendment:**
 - Freedom of religion
 - Freedom of speech
 - Freedom of the press
 - Freedom to peaceably assemble
 - Right to petition the government for redress of grievances

- **2ND Amendment:**
 - Right to keep and bear arms

- **3RD Amendment:**
 - No soldiers may be quartered in homes in peacetime or war without the owners permission

- **4TH Amendment:**
 - Freedom from unreasonable search and seizure
 - Search warrants must show probable cause and particularly state what items/persons are to searched for and/or seized

- **5TH Amendment:**
 - Freedom from self-incrimination
 - Freedom from double jeopardy
 - Right to due process
 - Right to be told charges when arrested

- **6TH Amendment:**
 - Right to a speedy, public trial by an impartial jury of peers
 - Right to be informed of accusations
 - Right to confront accusers
 - Right to counsel
 - Right to confront witnesses

- **7TH Amendment:**
 - Right to trial by jury for civil matters

- **8TH Amendment:**
 - Freedom from excessive bail or fines
 - Freedom from cruel and unusual punishment

- **9TH Amendment:**
 - The rights of the people are retained by the Constitution and the right of the government to remove those rights is limited

- **10TH Amendment:**
 - Powers/rights are delegated first to the people, then to the states and finally to the federal government

- **14TH Amendment:**
 - Right of all people to equal protection
 - Right to due process before being deprived of life, liberty or property

PHONETIC ALPHABET

A:	Adam	N:	Nora
B:	Boy	O:	Ocean
C:	Charles	P:	Paul
D:	David	Q:	Queen
E:	Edward	R:	Robert
F:	Frank	S:	Sam
G:	George	T:	Tom
H:	Henry	U:	Union
I:	Ida	V:	Victor
J:	John	W:	William
K:	King	X:	X-ray
L:	Lincoln	Y:	Yellow
M:	Mary	Z:	Zebra

ABBREVIATIONS

A:	Residence
ADW:	Assault With a Deadly Weapon
AKA:	Also Known As
ALS:	Advanced Life Support
B&P:	Business and Professionals Code
BLS:	Basic Life Support
BO:	Bad Order (out of order)
BOL:	Be On the Lookout
BP:	Blood Pressure
CDL:	California Driver's License
C:	Coffee
CJ:	County Jail;
CLEMARS:	California Law Enforcement Mutual Aid Radio System
CLETS:	California Law Enforcement Telecommunications System
CP:	Command Post
CVC:	California Vehicle Code
DB:	Dead Body
DL:	Driver's License
DOA:	Dead On Arrival
DMV:	Department of Motor Vehicles
DOB:	Date of birth
DOJ:	Department of Justice
DR:	Daily Report Number
EOC:	Emergency Operations Center
ETA:	Estimated Time of Arrival
ETOH:	Alcohol
F:	Felony – or short for 647f PC (Drunk in public)
FI:	Field Investigation

FTA:	Failure to Appear
GOA:	Gone On Arrival
H&S:	Health and Safety Code
HazMat:	Hazardous Material
HBD:	Has Been drinking
HIF:	Handled in the Field
HT:	Handie Talkie (hand held radio)
IC:	Incident Command or Incident Commander
IV:	Intravenous
L:	Lunch
M:	Misdemeanor
NCIC:	National Crime Information Center
NOR:	No Report
OES:	Office of Emergency Services
OIC:	Officer in Charge
PC:	Penal Code or Probable Cause
PD:	Police Department
PERL:	Pupils Equal and Reactive to Light
POV:	Privately Owned Vehicle
R:	Residence
RD:	Reporting District
RP:	Reporting Party or Responsible Person
RTF:	Report to Follow
S:	Station
SO:	Sheriff's Office
TA:	Traffic Accident
TC:	Traffic Collision
TKO:	To Keep Open
UTL:	Unable to Locate

VC: Vehicle Code
VIN: Vehicle Identification number
W&I: Welfare and Institutions Code
WC: Watch Commander
X: Female

24-HOUR TIME SYSTEM

CONVENTIONAL TIME	24-HOUR SYSTEM WRITTEN AS:	SPOKEN AS:
7:00 a.m.	0700 Hours	Zero-Seven Hundred Hours
7:30 a.m.	0730 Hours	Zero-Seven Thirty Hours
8:00 a.m.	0800 Hours	Zero-Eight Hundred Hours
8:30 a.m.	0830 Hours	Zero-Eight Thirty Hours
9:00 a.m.	0900 Hours	Zero-Nine Hundred Hours
9:30 a.m.	0930 Hours	Zero-Nine Thirty Hours
10:00 a.m.	1000 Hours	Ten-Hundred Hours
10:30 a.m.	1030 Hours	Ten Thirty Hours
11:00 a.m.	1100 Hours	Eleven Hundred Hours
11:30 a.m.	1130 Hours	Eleven Thirty Hours
12:00 p.m.	1200 Hours	Twelve Hundred Hours
1:00 p.m.	1300 Hours	Thirteen Hundred Hours
2:00 p.m.	1400 Hours	Fourteen Hundred Hours
3:00 p.m.	1500 Hours	Fifteen Hundred Hours
4:00 p.m.	1600 Hours	Sixteen Hundred Hours
5:00 p.m.	1700 Hours	Seventeen Hundred Hours
6:00 p.m.	1800 Hours	Eighteen Hundred Hours
7:00 p.m.	1900 Hours	Nineteen Hundred Hours
8:00 p.m.	2000 Hours	Twenty Hundred Hours
9:00 p.m.	2100 Hours	Twenty-One Hundred Hours
10:00 p.m.	2200 Hours	Twenty-Two Hundred Hours
11:00 p.m.	2300 Hours	Twenty-Three Hundred Hours
12:00 a.m.	2400 Hours	Twenty-Four Hundred Hours
12:01 a.m.	0001 Hours	Zero-Zero-Zero One Hours
12:10 a.m.	0010 Hours	Zero-Zero Ten Hours
12:30 a.m.	0030 Hours	Zero-Zero Thirty Hours
1:00 a.m.	0100 Hours	Zero-One Hundred Hours
1:30 a.m.	0130 Hours	Zero-One Thirty Hours
2:00 a.m.	0200 Hours	Zero-Two Hundred Hours
2:30 a.m.	0230 Hours	Zero-Two Thirty Hours
3:00 a.m.	0300 Hours	Zero-Three Hundred Hours
4:00 a.m.	0400 Hours	Zero-Four Hundred Hours
5:00 a.m.	0500 Hours	Zero-Five Hundred Hours
6:00 a.m.	0600 Hours	Zero-Six Hundred Hours



LAW ENFORCEMENT ACADEMY

FREQUENTLY
MISSPELLED
WORDS

FREQUENTLY MISSPELLED WORDS

SOURCE: The words in the following list have been found in different areas to include but not limited to, “Report Writing,” the California Commission On Peace Officer Standards and Training. Spelling Corrections were noted through the use of Webster’s New World Dictionary of the English Language.

List #1

-A-

Abandon
Abandoned
Abbreviate
Abduction
Abortion
Aboard
Above
Abrasion
Absence
Absorb
Abstract
Absurd
Abutment
Accelerate
Accept
Access
Accessible
Accessories
Accessory
Accident
Accidental
Accidentally
Accommodate
Accompanied
Accomplice
Account
Accumulate
Accurate
Accusation
Accusatory

List #2

Accused
Accustom

Accustomed
Acetylene
Acme
Achievement
Acid
Acknowledgement
Acknowledgment
Acoustic
Acquaint
Acquaintance
Acquainted
Acquired
Acquitted
Across
Activist
Adapter
Addicted
Addiction
Additional
Address
Adequate
Adherence
Adjourn
Adjust
Adjustable
Adjuster
Administer
Administration
Admissible

List #3

Admission
Admitted
Admonish
Admonition
Adolescent
Adultery
Advantageous

Advertisement
Advice
Advise
Affect
Affidavit
Affirmative
Afraid
Again
Aggravate
Aggravated
Aggressive
Aggressor
Agitator
Agonizing
Agriculture
Airplane
Aisle
Alcohol
Alias
Alibi
Alien
Alimony
Allegation

List #4

Allege
Alleged
Alley
Allotment
Alright
Almost
Altercation
Alternate
Alternative
Although
Altogether
Always
Amateur

Ambitious
Ambulance
Amendment
Ammeter
Ammunition
Amnesia
Among
Amount
Amphetamine
Amputation
Amusement
Analysis
Analyze
Analyzed
Anniversary
Announce
Annoyance

List #5

Annual
Annulment
Anonymous
Answer
Antagonize
Antique
Antiseptic
Anxiety
Anxious
Apartment
Apologize
Apparatus
Apparel
Apparent
Appeal
Appear
Appearance
Application
Appreciation

Apprehend
Appropriate
Approximately
Adequate
Arbitrary
Argument
Argumentative
Arraignment
Arrangement
Arrest
Arrival

List #6

Arsenal
Arson
Artery
Articles
Artificial
Asian
Asked
Asphalt
Aspirin
Assailant
Assault
Assembly
Assimilation
Assailant
Assault
Assembly
Assimilation
Assistance
Assisted
Associate
Assortment
Assumed
Asylum
Athletic
Athletics
Attached
Attack
Attempt
Attempted
Attendance
Attendant
Attorney

Attribute
Authentic

List #7

Authority
Authoritative
Authorize
Automatic
Automatically
Autopsy
Auxiliary
Avenue
Avoid
Awkward
Axle

-B-

Backward
Bacteria
Baggage
Bail
Bailiff
Ballot
Bandage
Bandanna
Barbiturate
Bargain
Barrel
Barreled
Barricade
Baton
Battery
Bayonet
Bazaar
Because
Beginning

List #8

Behavior
Believe
Belligerent
Beneficial
Benefit

Benefited
Benzedrine
Bequeath
Better
Bettor
Beveled
Beverage
Bicycle
Bigamy
Binoculars
Bizarre
Blackmail
Blew
Blood
Blown
Boisterous
Bookkeeping
Border
Boulder
Boulevard
Boundary
Bouquet
Brake
Brassiere
Breadth

List #9

Break
Breath
Breathalyzer
Brevity
Bribery
Brief
Brilliant
Brochure
Bruise
Built
Bulletin
Bumper
Buoyancy
Bureau
Burglary
Buses
Business

-C-

Cafeteria
Calculate
Calendar
Caliber
Caliper
Campaign
Canal
Canceled
Cancellation
Candidate
Canister
Cannot
Canvass

List #10

Canyon
Capable
Capacity
Capillary
Capital
Capitol
Captain
Capture
Carburetor
Cardiac
Career
Careful
Carrying
Cartilage
Cartridge
Cashier
Casual
Casualties
Casualty
Catalog
Catastrophe
Catsup
Caucasian
Caution
Ceiling
Cemetery
Censor
Center

Cereal
Certificate

List # 11

Certified
Cesarean
Chaise Lounge
Channeled
Chaperon
Character
Characteristics
Chauffeur
Chemical
Chevrolet
Chief
Choose
Chose
Chrysler
Cigarette
Circle
Circulate
Circumference
Circumstance
Circumstantial
Citable
Citation
Citizen
Civil
Classification
Clearance
Clientele
Clothes
Clue
Coastal

List #12

Cocaine
Codeine
Coercion
Coincide
Coincidence
Collaborate
Collar
College

Collide
Collision
Colonel
Color
Column
Combated
Combustible
Comfortable
Coming
Commence
Commercial
Commission
Commit
Commitment
Committed
Committee
Communicate
Communication
Communiqué
Community
Comparison
Compensate

List #13

Compensation
Competent
Competition
Complainant
Complaint
Complete
Complexion
Compliance
Compulsory
Compress
Concealed
Concussion
Condition
Confession
Confidant
Confused
Congregate
Connected
Conscience
Conscientious
Conscious

Consciousness
Consecutive
Consensus
Consent
Consequences
Consequently
Consistent
Conspicuous
Conspiracy

List #14

Constable
Constitution
Construction
Consummate
Contagious
Continuation
Continue
Continuity
Continuous
Contraband
Contributing
Contusion
Convenience
Conveyor
Conviction
Convulsion
Cooperate
Cooperation
Corners
Coroner
Corporal
Corporation
Corporative
Corps
Corps
Corpse
Corpus Delicti
Corrective
Correspondence
Corroborate
Cough

List #15

Could
Councilman
Counseled
Counselor
Counterfeit
Coupon
Courteous
Credibility
Creditor
Criminal
Criminalist
Criminally
Criticism
Cruelty
Cruising
Crystallized
Cursory
Custody
Customary
Cylinder

-D-

Damage
Dangerous
Daughter
Dazzling
Deadly
Debris
Debt
Deceased
Deceive
Deceived

List #16

Deceptive
Decision
Decomposition
Defecate
Defected
Defendant
Defense
Defensive
Definite
Definition

Delegate
Deliberate
Delinquency
Delinquent
Demarcation
Demonstrate
Demonstration
Demurred
Denied
Dependent
Deployed
Deposition
Depressant
Depression
Descend
Descendant
Describe
Description
Desecrater

List #17

Designate
Designated
Desperate
Despondent
Destination
Detained
Detachable
Details
Determine
Deterrence
Deterrent
Detrimental
Develop
Deviation
Device
Dexedrine
Diabetes
Diagnose
Diagnosis
Diagonal
Diagram
Diagramed
Diamond
Diaphragm

Diarrhea
Dictionary
Diesel
Different
Diffuse
Dilapidated

List #18

Dilated
Dining
Direction
Disagreeable
Disappear
Disappearance
Disappoint
Disarranged
Disaster
Disastrous
Discipline
Discreet
Discrepancies
Discrepancy
Disease
Disguise
Disheveled
Disk
Dislocation
Dismiss
Dispatched
Disperse
Disposition
Dispute
Dissatisfied
Dissension
Dissipation
Distinction
Distributor
District

List #19

Disturbance
Divert
Divide
Division

Divorcee
Doctor
Doubtful
Doweled
Downward
Drunken
Drunkness
Dual
Duplicate
During
Dying

-E-

Early
Eastward
Easy
Eccentric
Edgewise
Effect
Efficiency
Efficient
Eight
Eighth
Either
Electricity
Eligible
Eliminate
Embarrass

List #20

Embezzlement
Emergency
Emissions
Employee
Employment
Encase
Enclosure
Enforce
Enforcement
Enough
Enthusiasm
Entrance
Envelope
Enemy

Environment
Epilepsy
Epileptic
Equal
Equipment
Equipped
Equivalent
Erratic
Erratically
Especially
Essential
Ethics
Euphoria
Evacuee
Evasive
Evidence
Every
Exaggerate
Examined
Exceeding
Excellent
Exception
Excessive
Excite
Excitement
Excuse
Exercise
Exercised
Exhaust
Exhibit
Exhibition
Exhibitor
Existence
Exonerate
Expedite
Experience
Explanation
Explosion
Expose
Expression
Extension
Extinguish
Extortion
Extradition
Extremely

-F-

Fabric

List #22

Facilitate

Facility

Facsimile

Factual

Faded

Familiar

Fantasy

Farther

Fascinating

Fatal

Fatality

Faucet

Favor

February

Fecal

Feces

Federal

Felony

Feminine

Fetal

Fetus

Fiber

Fictitious

Fight

Filigree

Finally

Financial

Fiscal

Flammable

Flier

List #23

Flipped

Fluorescent

Focused

Forcible

Forcibly

Foreign

Foreman

Forest

Forfeit

Forfeiture

Forgery

Formula

Forty

Found

Fourteen

Fourth

Fracture

Fraudulent

Freight

Frequency

Friend

Frightened

Fugitive

Fulfill

Funnel

Furniture

Furor

Further

Futile

-G-

Gaiety

List #24

Gambling

Garage

Gardener

Garrote

Gassed

Gauge

Generally

Generator

Genuine

Ghetto

Glancing

Glycerin

Gough

Government

Governor

Gradual

Gradually

Gratification

Graveled

Grease

Grievance

Guarantee

Guard

Guardian

Guerrilla

Guessed

Guest

Guidance

Guilty

List #25

Guitar

Guttural

Gymnasium

Gypsy

-H-

Habeas Corpus

Habits

Habitual

Habitually

Half

Halloween

Hallucination

Hallucinogen

Handkerchief

Harass

Haughty

Hazard

Hazardous

Headache

Healthy

Hear

Heard

Heavy

Height

Hemophilia

Hemorrhage

Hereditary

Heroin

Hiccup

Hideous

Hijack

List #26

Hindered

Hispanic

Holiday

Homicide

Horizontal

Humane

Humiliate

Hurried

Hurrying

Hydraulic

Hypodermic

-I-

Ideal

Identifiable

Identification

Idiosyncrasy

Ignorance

Illegal

Illegitimate

Illicit

Illiterate

Imaginary

Imagination

Imitation

Immediate

Immediately

Immoral

Immunity

Impaneled

Impatient

Impede

List #27

Imperfect

Implement

Implicate

Implied

Important

Impose

Impossible
Imposter
Impounded
Imprisonment
Inadequate
Inadmissible
Inaugurate
Incarceration
Incendiary
Incessantly
Incident
Incidentally
Incinerator
Incised
Incision
Incite
Incoherent
Incompetent
Inconsistent
Incorrigible
Incredible
Indecent
Indefinite

List #28

Independent
Indict
Indictment
Indifferent
Individual
Inevitable
Infamous
Influence
Informant
Information
Infraction
Ingenious
Ingredient
Inhabitant
Inhalation
Initial
Initiate
Injection
Injured

Injury
Innocence
Innocent
Innocuous
Inquire
Inquiry
Inquisitive
Insanity
Inscribe
Inscription

List #29

Insensible
Insight
Insinuate
Installation
Instead
Instinct
Insufficient
Insurance
Insure
Intellectual
Intelligent
Intended
Interceded
Intercept
Interest
Interior
Intermittent
Intern
Interpret
Interrogate
Interrogation
Interrupted
Intersect
Intersection
Interstate
Interview
Intestine
Intimidation
Intoxicated
Intoxication

List #30

Intoxylizer
Invasion
Investigate
Investigation
Involuntary
Iodine
Iridescent
Irrelevant
Irresistible
Irresponsible
Irreversible
Irrigate
Irritated
Irritation
Isolate
Issued
Its

-J-

Jabbing
Jalopy
Jealous
Jeopardize
Jeopardy
Jerked
Jeweled
Jewelry
Judge
Judgment
Judiciary
Jujitsu

List #31

Jurisdiction
Justice
Justifiable
Justification
Juvenile

-K-

Kerosene
Khaki
Kibitzer

Kidnapped
Kilogram
Know
Knowledge
Knuckles

-L-

Label
Laboratory
Laceration
Lading
Language
Larceny
Latent
Later
Latter
Lawyer
Ledger
Legal
Legalize
Legally
Legible
Legion
Legislator

List #32

Legislature
Legitimate
Leisure
Lenient
Length
Lens
Lessee
Lesser
Leukemia
Leveled
Lewd
Liable
Liabilities
Liability
Liaison
Libel
Library
License

Lien
Lieutenant
Lightning
Likely
Liquefy
Liquid
Liquor
Literature
Litigation
Litterbug
Location
Loitering

List # 33

Loneliness
Loose
Lose
Losing
Luggage
Luster

-M-

Machinist
Magazine
Magistrate
Maintain
Maintenance
Majority
Malice
Malicious
Manageable
Management
Maneuver
Manifested
Mannequin
Manslaughter
Mantel
Manual
Manufacturer
Manufacturing
Many
Margarine
Margin
Marijuana

Marital
Marriage

List #34

Marshal
Masculine
Material
Matinee
Maturity
Mayhem meager
Meaning
Meant
Measurement
Medal
Median
Medical
Meditate
Memorandum
Memorial
Memorize
Menace
Mentally
Merely
Metal
Microphone
Mileage
Millimeter
Miniature
Minimum
Minor
Minority
Minute
Mirror
Minority
Minute
Mirror

List #35

Miscellaneous
Mischief
Misconduct
Misdemeanor
Misspell
Mobile

Moccasin
Model
Modeled
Modernize
Moisture
Molested
Monetary
Monogrammed
Monotonous
Morale
Motorcycle
Mountainous
Mucus
Mufflers
Multiple
Municipal
Murdered
Murmur
Muscle
Museum
Mustache

-N-

Narcotic
Narrative

List #36

Narrow
Natural
Necessary
Necessity
Negative
Negligence
Neighbor
Neighborhood
Neither
Nephew
Nervous
Neutral
Nickel
Niece
Night
Ninety
Noisy

Normally
Noticeable
Noticing
Notification
Notified
Nuisance
Numerous

-O-

Objectively
Obligation
Obnoxious
Obscene
Obscurity

List #37

Obscure
Observation
Obstacle
Obstructed
Obtained
Obvious
Occasion
Occupant
Occupation
Occur
Occurred
Occurrence
Occurs
Odor
Offense
Offensive
Officer
Official
Often
Omission
Omitted
Once
Oncoming
Operator
Opinion
Opponent
Opportunity
Opposite

Optimism
Orchestra

List #38

Ordinance
Ordinary
Ordinance
Organized
Oriental
Original
Outrageous
Overrun
Overt
Oxygen

-P-

Painful
Pajamas
Pamphlet
Paneled
Paraffin
Paragraph
Parallel
Paraphernalia
Parcel
Parole
Partial
Partially
Participate
Particular
Partner
Passenger
Pastime
Patience
Patrolling
Pavement

List #39

Peculiar
Pedal
Pedestrian
Peddler
Penalize

Penalty
Penciled
Perform
Performance
Performed
Perhaps
Peril
Periled
Perimeter
Perishable
Permanent
Permissible
Persecute
Perseverance
Persistent
Personal
Personnel
Perspective
Perspiration
Persuade
Pertinent
Perversion
Petition
Phlegm
Physical

List #40

Physician
Picnic
Picnicking
Piece
Pierce
Planning
Plea
Pleasant
Pneumatic
Pneumonia
Poison
Poisonous
Policies
Pornographic
Portion
Possess
Possession
Possible

Possibly
Practical
Practically
Practice
Precede
Preceding
Precise
Predicament
Predominant
Preferable
Preference
Pregnant

List #41

Prejudice
Preliminary
Premises
Preparation
Prerequisite
Prescription
Presence
Preservation
Pressure
Presumed
Presumed
Presumptive
Pretense
Prevalent
Preventive
Previously
Pried
Prima Facie
Principal
Principle
Prisoner
Private
Privilege
Probable
Probably
Probation
Procedure
Proceed
Proceeded
Process
Profession

List #42

Professional
Programmed
Progress
Prohibit
Prohibited
Promissory
Promotional
Pronounce
Pronunciation
Propellant
Property
Prophecy
Proposition
Prosecute
Prosecution
Prosecutor
Prospective
Prostitution
Psychological
Psychology
Publicity
Pulmonary
Pulse
Punctured
Punishable
Pursuit

-Q-

Qualification
Quality

List #43

Quantity
Quarantine
Quarrel
Quarreled
Query
Question
Questioning
Questionnaire
Queue

Quite
Quinine
Quite
Quota
Quoted

-R-

Racial
Racket
Radar
Raid
Raise
Ratio
Ration
Rattan
Readily
Realize
Really
Reasonable
Recede
Receipt
Receive
Receiving

List #44

Recipe
Recipient
Reckless
Recognizance
Recognize
Recollect
Recognize
Recommend
Recreation
Reduce
Reference
Referred
Refuse
Reflector
Refrain
Refutable
Registered
Registrar
Registration

Released
Relevant
Religious
Reinforce
Remedial
Remembrance
Remittance
Renewal
Repeat
Repellent
Repetition

List #45

Repossession
Representation
Reputation
Requirement
Residence
Resistance
Resolution
Respiration
Responsibility
Responsible
Restaurant
Restrained
Resuscitation
Resuscitator
Revoked
Revolver
Ridiculous
Rigid
Rigor mortis
Ripped
Rival
Robbery
Routine

-S-

Sabotage
Sacred
Sacrifice
Sacrilegious
Safety
Said

Salary
List #46
Salute
Salvage
Sandal
Satellite
Satisfactory
Saturday
Scale
Scalloped
Scarcely
Scatter
Scene
Schedule
Scheme
Schizophrenia
Science
Scissors
Scout
Scraping
Search
Secretary
Sedative
Seduction
Segregate
Seize
Seizure
Semester
Sense
Sentence
Separate
Separately

List #47

Separation
Sergeant
Settling
Several
Severed
Severely
Sewage
Sexual
Sheath

Sheriff
Shimmed
Shining
Shone
Shoulder
Shown
Shows
Shrewd
Shriek
Shriveled
Siege
Sieve
Signaled
Signature
Significant
Silhouette
Similar
Simulate
Simplified
Since
Sincerely

List #48

Singular
Siphon
Siren
Sitting
Skeletal
Sketch
Skidded
Slammed
Smelled
Smolder
Smorgasbord
Snorkel
Sobriety
Society
Solicited
Solicitor
Sophisticated
Southerly
Spacious
Specialized
Species
Specific

Specify
Specimen
Speech
Sprain
Squeal
Stability
Standard
Statement

List #49

Stationary
Stationery
Statue
Statute
Statutory
Steering
Stenciled
Stiffening
Stimulant
Stomach
Stopped
Straight
Strangulation
Strategy
Strength
Stricken
Strictly
Strife
Striped
Stripped
Struck
Subdued
Subject
Subpoena
Substance
Subtle
Succeed
Successful
Suede
Sufficient

List #50

Suffocation
Sugar

Suicide
Suite
Superintendent
Superior
Supersede
Supervisor
Supplies
Suppress
Suppression
Supreme
Surely
Surface
Surprise
Surrender
Surreptitious
Surveillance
Susceptible
Suspect
Suspend
Suspension
Suspicion
Suspicious
Swerve
Sympathy
Symptom
Synonymous
Synopsis

-T-

Tasseled

List #51

Tattoo
Technical
Technique
Telegraph
Telephone
Television
Temperamental
Temperature
Temporary
Tenant
Tendency
Terminating

Territory
Tetanus
Theft
Their
There
Thermometer
Thieves
Thorough
Thought
Threaten
Threshold
Throat
Through
Thrown
Tissue
Title
Tobacco

List #52

Together
Toll
Tongue
Tonight
Tonsillitis
Tournament
Toward
Towing
Tractor
Traffic
Trafficking
Tragedy
Tragic
Training
Tranquil
Transaction
Transfer
Transferable
Transferred
Transient
Translation
Translator
Transmit
Transport
Transpose
Trauma

Treacherous
Treasurer
Treasury
Trespass

List #53

Trespassing
Trestle
Trail
Tried
Tires
Trolley
Trouble
Truancy
Truly
Tuesday
Tunneled
Turquoise

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LAW ENFORCEMENT ACADEMY

SPIT-SHINING SHOES

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DIRECTIONS FOR SPIT-SHINING SHOES

Plain toed leather shoe/boot:

Spread a thick layer of paste polish over the leather to be spit shined. Allow it to dry for 5 minutes. Wrap a soft, clean cloth around your index finger so you have a smooth area on the end of your finger and dip it in water so it is thoroughly wet but not dripping (see note one below).

Using a small circular motion (see note two below), buff the dried polish in a circular motion and keep on rubbing lightly until a hazy shine develops. Keeping the rag damp, build up the shine with thin layers of polish applied in circles with light pressure until a glossy shine develops.

When sufficient shine has developed, use a clean, dry, soft cloth to give it a final buff and remove any last haze.

NOTE:

1. The reason you use a wet cloth is to stop the fine coats of polish sticking to the cloth and to encourage the polish to stick to the leather. You want to keep on building up thin layers of wax until you have a completely smooth surface that gives the glossy shine
2. After the first heavy coat of polish you must use minimal amounts of polish to build up the shine. If you use too much polish, the solvent in the polish you apply will dissolve the base you have already built up and you will have to start again in that area.

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