

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

Introduction

Every cadet who attends the St. Lawrence County Law Enforcement Academy must recognize that as a police officer or a prospective police officer, you will be held to a higher standard of conduct. In your cadet status while you attend this Law Enforcement Academy, you will be the subject of close scrutiny by the general public, academy instructors and trainers, area law enforcement leaders, faculty and staff members at Canton College of Technology, the student body at this campus, and students enrolled in the Criminal Justice curriculum who are considering applying to be admitted to this academy.

Recognizing this unique position, you must conduct yourself in such a manner as to never bring reproach upon yourself, your sponsoring agency, the law enforcement profession, the police academy, or Canton College of Technology. Recruits are expected to conduct themselves as a professional while enrolled in the academy.

Our function at the St. Lawrence County Law Enforcement Academy is to train police recruits to meet the highest standards of police professionalism. The Basic Course for police officers is certified by the Division of Criminal Justice Services, Office of Public Safety. The Pre-Employment Police Basic Training Course is the first of the two phase program that leads to a police officer obtaining a Basic Course for Police Officers certificate. The course curriculum corresponds to the demands of police officers today. Throughout the course, police recruits will be tested and evaluated on academic performance, physical fitness, and skill proficiency. Your cumulative effort will be the determining factor in your success.

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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 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 deep 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 in 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 friendship 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 of 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 police service. I will constantly strive to achieve these objectives and ideals, dedicating myself, before God, to my chosen profession ... law enforcement.

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Article I Academy Leadership

1.00 Academy leadership shall consist of the following people:

Board of Directors:

St. Lawrence County Sheriff – Kevin Wells

Canton Police Chief - Alan P. Mulkin

Gouverneur Police Chief - David C. Whitton

Massena Police Chief - Tim J. Currier

Ogdensburg Police Chief – Richard Polniak

Potsdam Police Chief – Edward Tischler

SUNY Canton University Police Acting Chief – Lisa Colbert

SUNY Potsdam University Police Chief – John A. Kaplan

Curriculum Coordinator:

Assistant Professor William Fassinger
SUNY Canton College

Academy Director:

Steven L. Livernois
SUNY Canton University Police

- 1.01 The Academy Director is in direct charge of the entire training process at the police academy.
- 1.02 The Curriculum Coordinator will oversee the academic requirements of the Canton College students and serve as a liaison between the Board of Directors and SUNY Canton.
- 1.03 Members of the Board of Directors may be called upon by the Academy Director and/or Coordinator to assist in the administration of the academy, including but not limited to, matters involving disciplinary proceedings.
- 1.04 The Cadet/Recruit officer is responsible for complying with all Training Academy rules and regulations as stated herein. The Cadet/Recruit Officer reports directly to the Academy Director for all assignments, duties and clarification of these rules and regulations.

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Article II Rules and Regulations

- 2.00 Purpose and objectives of the rules and regulations are:
- 2.00.01 To provide for effective and efficient operation of the training process.
 - 2.00.02 To insure compliance with standards as promulgated by the Division of Criminal Justice Services, Office of Public Safety.
 - 2.00.03 To promote personal integrity and self-reliance.
 - 2.00.05 To encourage respect for established authority.
 - 2.00.06 To develop discipline in the cadet's daily routine.
- 2.01 Code of Conduct:
- 2.01.01 Deviance from or violation of academy rules and regulations shall be deemed unacceptable and penalties shall be assessed in accordance with procedures defined in Article XI (Penalties).
- 2.02 Appropriate and Inappropriate Class Conduct:
- 2.02.01 Cadets will be prepared for scheduled lessons and will bring with them all necessary books and materials.
 - 2.02.02 Cadets shall remain **alert** and **attentive** during each lecture period and shall sit in an upright posture. Slouching, placing feet on tables or chairs, sitting on tables or sleeping during class/training will not be tolerated. A cadet experiencing fatigue shall, with permission of the instructor, stand in the rear of the classroom.
 - 2.02.03 Cadets will not leave the classroom or any training facility without the permission of the instructor and/or director.
 - 2.02.04 Smoking/chewing and use of any form of smokeless tobacco will not be permitted in the classroom or any training facility. Cadets will only smoke in designated areas on the campus.
 - 2.02.04(a) Chewing gum, consuming candy or eating in the classroom is prohibited, unless otherwise directed.
 - 2.02.05 Academy training will begin with one hour of physical training (PT) each day beginning promptly at 7:00 AM, unless otherwise directed or scheduled. Cadets will have one-half hour to shower and get into proper uniform. All cadets will be in the classroom, in their designated seats, prepared for the day's lesson promptly at 8:30 AM, unless otherwise directed or scheduled. Cadets' break for lunch will be one hour depending on the course schedule. Cadets are to return to the classroom and be in their designated seats prepared for the lesson promptly after lunch. Classes will be dismissed at 4:30 PM. (There may

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be exceptions to the schedule).

- 2.02.06 Proper respect will be given to all academy staff members, academy board members, instructors, and all guests. All such persons will be addressed in a proper manner. Civilian instructors or guests may be addressed as Sir or Ma'am. With the instructor or guest's permission, they may be addressed as Mr. (Smith), Mrs. (Smith), Miss (Smith), or Ms. (Smith). Law enforcement instructors/guests will be addressed by their appropriate title and their last name (e.g. Sheriff Smith, Chief Smith, Sgt. Smith). Sir or Ma'am will always be considered a proper greeting.
- 2.02.06(a) All cadets shall come to the attention (military drill/inspection) when an instructor or Police Academy Staff member enters the classroom and shall remain at attention until otherwise directed. The designated leader shall call the class to attention.
- 2.02.06(b) Cadets shall not enter or remain in any office in the Police Academy without permission of a member of the Police Academy staff. Cadets wishing to enter an Academy office may do so by knocking on the door and waiting for acknowledgement. Upon acknowledgement, the cadet shall enter, identify himself/herself and state his/her business, while standing at attention.
- 2.02.07 A break may be provided by instructors after any 50 minute instructional period. He/she is not required to do so. In any case, when such breaks are given, they will be no more than ten minutes in length. It will be each cadet's duty to return to his/her seat promptly. Failure to do so will be considered class disruption and may be cause for disciplinary procedure.
- 2.02.08 Gambling (cards, sports bets, pools, lottery tickets) is strictly forbidden.
- 2.02.08(a) Newspapers, books, periodicals and similar matter not related to classroom instruction shall not be brought into the Police Academy. Additionally, no recording devices are permitted.
- 2.02.09 Disruptive or distracting behavior in the classroom of training facility will not be tolerated and may be cause for disciplinary action.
- 2.02.10 Cadets are not permitted to have personal pagers, cellular phones or other electronic equipment in the facility unless authorized by the Academy Director. Cadets may use the telephone at the Police Academy Office with permission. Only necessary outgoing business calls are permitted. No social calls are allowed.
- 2.02.11 No cadet or groups of cadets shall make any offensive, derogatory, or demeaning comment, gesture, or remark, or any form of Harassment, towards or about any other cadet, academy staff member, instructor, guest, visitor or student. Any such conduct will be grounds for disciplinary action and possibly dismissed from the academy.
- 2.02.12 Cheating, lying, or other forms of dishonesty will not be tolerated and will be cause for disciplinary action.

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- 2.02.13 There will be no eating or drinking (exception-water/juice) in the classroom at any time. It shall be every cadet's responsibility to keep classrooms neat and orderly at all times. Beverages must be in an approved container.
- 2.02.14 Cadets will be dismissed only by academy staff or instructors.
- 2.02.15 Cadets may not bring guests or visitors to the classroom or training facility without prior academy approval.
- 2.02.16 Cadets shall keep the classroom facility clean at all times. Cadets shall not lean against nor place their feet on the walls of any building. At the end of each class day, all chairs, tables, and equipment will be returned to its proper place.
- 2.02.17 As far as possible, weekly schedules will be posted on the training facility bulletin board. It shall be each cadet's responsibility to check the bulletin board daily for changes.
- 2.02.18 Cadets will be responsible for timely completion of all assignments.
- 2.02.19 During the academy training, all cadets will be considered on-duty. During the training day, cadets are prohibited from entering taverns, bars, or other like premises licensed to serve alcoholic beverages, unless the premise is situated in such a manner so that the restaurant portion of the premise is separate and away from the place where the alcohol is served.
- 2.02.20 Off-duty cadets are expected to conduct themselves in a professional manner. Cadets will behave in a manner that does not bring discredit to their department, academy or themselves. A cadet's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives (including the residence halls) and serves. Each cadet's personal behavior must be beyond reproach.
 - 2.02.20(1) Patronizing premises licensed to serve alcoholic beverages or consumption of alcoholic beverages while attending the academy is highly discouraged. Cadets shall not at any time be intoxicated in public view.
 - 2.02.20(2) Conducting personal business while wearing the academy uniform is prohibited.
 - 2.02.20(3) All outside employment must be reported and approved by the Academy Director. Off-duty employment cannot be approved if such employment is unlawful or may create a conflict of interest.
 - 2.02.20(4) Pre-Employment cadets are not sworn police officers and should contact local law enforcement officers to handle incidences. The cadet should serve as a professional witness for the responding agency.
- 2.02.21 Any cadet who attends class or training of any kind which is provided as a part of academy training under the influence of intoxicating beverage or illegal drugs, including

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marijuana, will be asked to leave the training academy and may be asked to submit to the appropriate testing procedures for such substance. Refusal to submit to said testing may result in the cadet's dismissal from the academy. Any such incident will result in the cadet's dismissal from the academy.

- 2.02.22 Cadets will not be permitted to carry firearms, police batons, collapsible batons, etc. on the SUNY Canton College campus or upon the academy training facility unless directed to do so by the Academy Director or the appropriate instructor (firearms, defensive tactics). Leave weapons at University Police.
- 2.02.23 Cadets, when wearing the academy uniform, shall not wear or carry firearms to and from academy sponsored training and/or events.
- 2.02.24 Any cadet who changes his/her address, telephone number, E- Mail or marital status shall report said change to the Academy Director promptly.
- 2.02.25 All cadets shall observe and obey all laws and ordinances, all rules and regulations of the academy, and rules and regulations of the university.
- 2.02.26 Cadets shall not discuss Department business in the presence of non-members of the Department

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Article III Absenteeism/Tardiness

- 3.00 Attendance at all academy sponsored training is required by every cadet. Tardiness for class instruction is unacceptable conduct, and habitual absenteeism or tardiness will not be tolerated and may result in disciplinary action and/or dismissal.
- 3.01 The New York State Division of Criminal Justice Services, Office of Public Safety, requires that students attend all sessions of training according to the Compilation of Codes, Rules, and Regulations of the State of New York (NYCRR). That includes all hours that are included in the curriculum filed with DCJS. However, the School Director has the authority to excuse no more than 10% of the total hours (exclusive of the 100% required units). The School Director is not **required** to excuse the absences. No DCJS/OPS diplomas or certificates will be issued to any cadet who fails to meet this standard. In addition, for those taking the Basic Course for Police Officers, DCJS/OPS require 100% attendance at Firearms, Defensive Tactics/Arrest Techniques, Defense of Justification (Use of Force/Deadly Physical Force (Article 35) and Physical Agility training. For those taking the Pre-Employment Basic Course for Police Officers, DCJS/OPS requires 100% attendance at Defensive Tactics/Arrest Techniques (Hard Impact Devices is not included in this portion for Pre-Employment), Defense of Justification (Use of Force/Deadly Physical Force (Art. 35) and Physical Agility training. All cadets (Basic Course for Police officers and Pre-Employment) will complete the following; First Responder/CPR training, Emergency Vehicle Operator Course (EVOC) training with at least a 90% attendance record. Basic Course for Police Officers will complete the Supervised Field Training and Orientation and any other DCJS/OPS courses for which a separate Certificate of Completion is issued by DCJS/OPS (Breath Analysis Operator Course, Radar/Lidar Course) with at least 90% attendance record.
- 3.02 All unforeseen absence/tardiness must be reported to the Academy Director before 8:30 AM (7:00 AM for P.T. class) on the day in question. Telephone calls made to the academy phone (315-386-7136) when it is unattended will be intercepted by the answering machine. Cadets reporting absence or tardiness must give his/her name and a brief explanation of the absence or tardiness, time expected to report for duty and a call back number. In an emergency, absence or tardiness may also be reported to the SUNY Canton University Police at 315-386-7777.
- 3.03 When a cadet knows in advance that he/she will be absent or tardy for any reason whatsoever, he/she will prepare a short memorandum explaining the reason for absence or tardiness and submit it to the Academy Director. It should include the date and time and the reason for the absence or tardiness. All such requests must be approved by Academy Director and submitted five days in advance.
- 3.04 According to Title 9 NYCRR 6026.8 - (b) Attendance is required at all sessions of the pre-employment police basic training course except for valid reasons. The Academy Director is authorized to decide the validity of excuses and excuse absences of not more than ten (10) percent of the total hours of instruction as provided for in the curriculum of the course. Any absentee from any scheduled class session will make up such absence as

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required by the director. Excessive unexcused absence or tardiness will not be tolerated and may result in disciplinary action, including dismissal from the academy. In any case, more than 10% absence from core subject matter or other stand alone course for which separate Certificates of Completion are issued by DCJS/OPS, will cause all such state-issued certificates to be withheld from the offending cadet(s) and may result in dismissal from the academy.

- 3.05 Excused absences/tardiness includes illness of the cadet, serious illness or death of members of his/her immediate family, emergency police duty, and unavoidable court appearances. Military duty may be an excused absence as determined by the Academy Director.
- 3.06 Accurate attendance records will be maintained by the academy. Comments regarding absences or tardiness will appear in the cadet's training file and may be forwarded to the cadet's sponsoring department or the appropriate college personnel.
- 3.07 If severe inclement weather conditions occur, or an emergency situation necessitates the closing of the academy, closing information will be broadcast over local radio, television stations. If the SUNY Canton College of Technology campus is closed by reason of the above conditions, the academy will also be closed.

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Article IV Personal Injury/Illness

- 4.00 Accidents/illnesses must be reported to the academy in the following manner:
- 4.01 It is the responsibility of the cadet to notify the Academy Director, or in his absence the Academy Coordinator, immediately in the event of an injury occurring during academy training. It is also the cadet's responsibility to notify the Academy Director, or in his absence the Academy Coordinator, as soon as practical, of any serious illness or change in health status which might affect the cadet's ability to continue academy training. The Academy Director will report any such accident occurring during academy training to the University Police.
- 4.02 The cadet must also notify his/her sponsoring department of any such illness or injury.
- 4.03 If the injury/illness requires medical attention, the cadet will be required to submit a note/report from his/her physician. The note/report must state the nature of the injury/illness, restrictions, if any, from physical fitness training, and the duration of any such restrictions.
- 4.04 A medical note/report stating that the cadet may resume full physical fitness training must be given to the Academy Director before the cadet may resume physical fitness training.
- 4.05 If the injury/illness requires hospitalization, or convalescence, the academy must be notified as soon as possible.
- 4.06 The Academy Director will prepare an Incident Report for submission to the cadet's training file.
- 4.07 Prolonged or numerous illnesses may affect the attendance requirements. If the cadet fails to maintain a 90% attendance record a DCJS/OPS diploma cannot be issued and the cadet maybe dismissed from the academy.

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Article V **Physical Training**

- 5.00 Physical training is an integral part of the Basic Police Officer Course and Pre-Employment Police Basic Training Course. The following standards will apply to all cadets at the Academy:
- 5.01 All cadets must successfully complete the 40% proficiency rating (Cooper Standard) before he/she will be admitted to this training academy.
- 5.02 Physical training will be conducted at one-hour intervals each school day beginning at 7:00 AM unless otherwise scheduled or directed by the academy staff.
- 5.03 Physical training will reflect Cooper standards throughout the training program.
- 5.04 The Physical Training Instructor and/or his designee will test each cadet's progress in accordance with the Cooper standards periodically during the training program.
- 5.05 Minimum standards, which are applied to academy candidates prior to acceptance, reflect a 40th percentile proficiency rating. All cadets must achieve a minimum of 50th percentile at his/her final Cooper physical agility test.
- 5.06 Members of the Board of Directors or their designees may assist the Academy Director in physical fitness training.
- 5.07 Participation in physical training is mandatory by the Division of Criminal Justice Services, Office of Public Safety regulations. Each cadet must complete at least 65 hours of physical fitness training.
- 5.08 Every cadet will present a physician's release form to the Academy Director no later than the opening day of academy training. The form must be signed by a licensed physician attesting to the cadet's ability to participate in and perform strenuous physical activities.
- 5.09 Remedial training will be available for those who are unsuccessful in passing the minimum 50th percentile at his/her final "Cooper" physical agility test. After the final agility test is administered, the recruit will be allowed to re-test the agility exam after three (3) to four (4) weeks of remediation.

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Article VI Uniforms, Textbooks, Instructional Materials, and Training Equipment

- 6.00 All cadets will be expected to wear and maintain a proper uniform, purchase and have with him/her all required textbooks, instructional materials and training equipment at all times.
- 6.01 **Cadets will be responsible for purchasing their own uniforms, which will consist of the following:**
- 6.01.01 Two (2) silver grey Dickie brand long sleeve shirts
- 6.01.02 Two (2) pair silver grey Dickie brand trousers
- 6.01.03 Two (2) academy shoulder patches
- 6.01.04 Two (2) right shoulder American flag patches
- 6.01.05 Black dress shoes or military style boots properly shined will be worn.
- 6.01.06 Plain black socks will be worn.
- 6.01.07 A black belt with silver square buckle will be properly maintained and worn.
- 6.01.08 Only new crewneck white tee shirts will be worn with the academy uniform.
- 6.02 Academy shoulder patches, and right shoulder American flag patches may be purchased at the college textbook store.
- 6.03 The academy shoulder patches will be attached to the left shoulder of the uniform shirt in accordance with military procedure by appropriately colored thread.
- 6.04 The American flag patches will be attached to the right shoulder of the uniform shirt with appropriately colored thread.
- 6.05 Shoes and belts will be properly polished and maintained.
- 6.07 Physical training gear will consist of the following:
- 6.07.01 One pair of high quality running shoes
- 6.07.02 White athletic style socks – no stripes.
- 6.07.03 Exercise shorts (color black)/shirt (color grey) - no logos (exception-Academy logo)
- 6.07.04 Sweatshirt (color grey)/sweat pants (color black) for outdoor use -no logos (Exception-Academy logo)
- 6.07.05 Rain gear, caps, and gloves may be worn during inclement weather training situations

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- 6.07.06 Male cadets will be required to wear a cup and jockstrap during some physical training
- 6.07.07 Female cadets will be required to wear an appropriate sports bra during physical training
- 6.07.08 All cadets will keep their shirts on at all times during PT (including running).
- 6.08 **The following textbooks will be required by all cadets:**
- 6.08.01 A loose-leaf style New York State Penal Law Book (up to date)
- 6.08.02 A loose-leaf style New York State Criminal Procedure Law Book (up to date)
- 6.08.03 A loose-leaf style New York State Vehicle & Traffic Law Book (up to date)
- 6.08.04 A loose-leaf style New York State Manual for Police (up to date)
- 6.08.05 U.S. Constitution book
- 6.09 Instructional materials will consist of the following:
- 6.09.01 Three-ring binders (large-3 inch) – at least 5
- 6.09.02 8 1/2" X 11" three hole punched tablet paper
- 6.09.03 A set of index tabs for a three-ring binder
- 6.09.04 A black ink ball point pen
- 6.09.05 A small supply of #2 pencils
- 6.10 **The following training equipment will be required by cadets who are sworn Police Officers;**
- 6.10.01 A service issue sidearm (semi-auto)
- 6.10.02 Holster for same
- 6.10.03 Belt (inner and outer)
- 6.10.04 Belt keepers (at least four)
- 6.10.05 At least two extra magazines
- 6.10.06 Magazine carrier (double)
- 6.10.07 Eye protection (for shooting)

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- 6.10.08 Ear protection (for shooting)
 - 6.10.09 Standard police style flashlight (in good working condition)
 - 6.10.10 Ball-cap for all cadets (Academy issued for shooting and PT)
 - 6.10.11 Wet/foul weather gear
 - 6.10.12 Two thousand rounds of ammo (no lead)
 - 6.10.13 50 rounds of 12 gauge shotgun ammo (25 rounds of slug, 25 rounds of buckshot)
- The following training equipment will be required by all cadets:**
- 6.10.14 Pair of handcuffs/key (available from academy supply room)
 - 6.10.15 Handcuff case (available from academy supply room)
 - 6.10.16 Police baton (available from academy supply room-soft batons for Pre-Employment Cadets)
 - 6.10.17 Baton belt holder (available from academy supply room)
 - 6.10.18 Cup/jockstrap (male)
 - 6.10.19 Mouthpiece (Defensive Tactics Training)
- 6.11 Any academy-owned equipment or materials that, are lost, stolen, or damaged will be replaced by the responsible cadet(s) prior to graduation at current replacement value.
 - 6.12 Upon resignation or dismissal from the academy, the cadet will return all academy-owned equipment or materials to the Academy Director.

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Article VII Appearance/Grooming

- 7.00 It is essential that all cadets maintain high standards with respect to appearance and grooming; and in that regard, the following rules and regulations apply:
- 7.01 Only the authorized uniform of this academy will be worn by cadets unless otherwise instructed by the academy staff or instructors.
- 7.01(a) When directed to wear civilian attire, Cadets shall dress conservatively in proper business attire, unless otherwise directed.
- 7.02 Uniforms will be clean, neat and properly fitting.
- 7.03 Hair will be neatly combed or brushed and/or neatly styled.
- 7.03.01 Male cadets: Hair will be neatly groomed, clean, and tapered so it does not fall over eyebrows, ears, or touch the shirt collar. Sideburns will be neatly trimmed with a base that may not exceed below the lowest part of one's ears.
- 7.03.02 Cadets shall be clean-shaven daily; no beards or goatees will be worn. Mustaches will be neatly trimmed and may not extend beyond the corners of the mouth or below the centerline of the lip.
- 7.03.03 Female cadets: Hair must be neatly groomed and clean. Hair may not extend below the top of the shirt. The bulk or length of hair must not interfere with the wearing of uniform and emergency head gear. In no event shall ponytails or braids be permitted. Make-up and colored fingernail polish shall not be worn.
- 7.03.04 Hair ornaments or ribbons will not be worn. Items used to hold hair in place should blend and not draw attention to the cadet.
- 7.03.05 Earrings, body piercing and bracelets will not be worn.
- 7.04 Personal hygiene must be satisfactory at all times.
- 7.05 The Academy Director or his designee will conduct uniform and grooming inspections randomly. Inspection will be based upon the following:
- 7.05.01 Proper wearing and appearance of the academy uniform, footwear, and gear.
- 7.05.02 Personal grooming and hygiene
- 7.05.03 Cadets will receive a pass/fail score. A failing score may result in disciplinary action.

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Article VIII Notebooks

- 8.00 Every cadet will be required to maintain a notebook(s) which will reflect his/her notes on all phases of training per municipal police training council rules (executive law).
- 8.01 Notebooks are to be an individual effort; therefore, any exchange of notebook materials and/or notes is strictly forbidden.
- 8.02 Failure to maintain an adequate and up-to-date notebook may result in disciplinary action.
- 8.03 Notebooks will be subject to examination by the Academy Director periodically during the training period. Notebooks must be present for inspection at all times.
- 8.04 Notebooks will be examined in the following categories:
 - 8.04.01 Sufficiency, of course content = 30%
 - 8.04.02 Neatness, accuracy, and legibility = 30%; notes will be typed or legibly printed
 - 8.04.03 Organization of notes = 15%
 - 8.04.04 Indexing of notes = 15%
 - 8.04.05 Overall content of notes = 10%
- 8.05 The full academic value of the cadet's notebook will equal 20% of his/her final grade.

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Article IX Academic Grading and Testing

- 9.00 Final grading will be scored in percentages with 100% being a perfect score.
- 9.01 Every cadet must score a minimum of 70% to successfully pass the Basic Police Officer Course and successfully complete all proficiency training to receive his/her Division of Criminal Justice Services, Office of Public Safety diplomas and certificates. Every cadet taking the Pre-Employment Police Basic Training course must also score a minimum of 70% to successfully pass and complete all proficiency training indicating completion of the entire program on your college transcript.
- 9.02 The final score will reflect the cadet's scores in the following areas:
- 9.02.01 Notebook(s) = 20%
- 9.02.02 Quizzes and = 30%; quizzes will be given upon completion of blocks of training at the discretion of the Academy Director.
- 9.02.03 Assignments = 10%
- 9.02.04 Mid-term exam = 15%
- 9.02.05 Final exam = 15%
- 9.02.06 Proficiency training consisting of: Firearms training (**Sworn Police Personnel Only**), First Responder/CPR training, Emergency Vehicle Operation Course (EVOC) training, physical training, Supervisors Field Training and Orientation (Sworn Police Personnel Only). = 10% for those in the **Basic Course for Police Officers**.
Proficiency training consisting of: Defensive Tactics training (**Soft Batons**), First Responder/CPR training, Emergency Vehicle Operation Course (EVOC) training, physical training, = 10% for those in the **Pre-Employment Police Basic Training Course**.
- 9.03 Proficiency training will be graded as satisfactory or unsatisfactory as follows:
- 9.03.01 A firearms training practicum (Sworn Police Officers Only), (which will be administered by the Master Range Instructor) will be scored on a pass/fail basis. Firearms qualification will be instructed and explained to all cadets. A percentage score will be recorded for each cadet to determine the outstanding shooter.
- 9.03.02 A defensive tactics Practicum will be administrated to all cadets by the instructor(s) and each cadet will receive either a satisfactory or unsatisfactory score.
- 9.03.03 A score of 75% or more in First Responder/CPR training will be considered satisfactory.
- 9.03.04 A minimum physical training score of (50 percentile) in accordance with Cooper standards will be considered satisfactory.

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- 9.03.05 An Emergency Vehicle Operation Course (EVOC) driving practicum will be conducted by the EVOC Instructors and each cadet will receive either a satisfactory or unsatisfactory score based on the instructors' guidelines. Qualification(s) will be determined and explained to all cadets including remedial training, which may require outside agencies (ex. Aim High) at the expense of the cadet.
- 9.04 Any cadet who fails the mid-term or final examination will be given one re-test so that he/she may demonstrate at least the minimal level of proficiency. For the purpose of figuring a unit exam grade when a retest is involved, the two grades (initial exam and retest) will be averaged to calculate the recorded grade. In any case, individual recruit class standing shall be based on the initial test score. There are no retests for quiz failures.
- 9.05 Remedial training will be given to any cadet showing a need. This training will consist of counseling, additional study assignments and remedial instruction. The personal initiative will rest with the cadet to request remedial assistance or help when and where needed.

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Article X **Supervised Field Training and Orientation**

- 10.00 Supervised Field Training and Orientation will be conducted by the Sworn Police Cadet's sponsoring agency in accordance with DCJS/OPS policies and procedure.
- 10.01 A field training booklet will be supplied to each cadet by the academy.
- 10.02 It will be the responsibility of each cadet to return the completed and signed booklet to the Academy Director or Assistant Director promptly upon completion of said training.
- 10.03 Completion of this phase of training is mandated by the Division of Criminal Justice Services, Office of Public Safety (OPS) regulations. Failure to complete this phase of training by any cadet will result in the withholding of the cadet's earned state certificates or diplomas.
- 10.04 A new checkbox will be added to the Supervised Field Training Reports titled “ **Back to the Academy**” indicating the recruit may need remedial training in report writing. This checkbox indicates to the academy director that the field training officers has an opinion further report writing training is needed. The course administrator must either document further training, or document notification to the appointing authority of the recommendation.

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Article XI Penalties

- 11:00 All cadets will be held strictly accountable for compliance with all academy rules and regulations. Violations will result in the following penalties:
- 11:00.01 Extra physical training outside of ordinary training hours
- 11:00.02 A written report on a subject matter selected by the Academy Director completed and returned to the director at his direction.
- 11.00.03 A written assignment or presentation as determined by the Academy Director.
- 11.00.04 A written reprimand to be filed in the cadet's training file. The cadet's sponsoring agency will be notified of such reprimand.
- 11:00.05 Dismissal from the academy

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Article XII **Disciplinary Procedures**

- 12.00 The following procedures will be utilized for violations of the academy rules and regulations as follows:
- 12.01 Minor violations will be handled by the Academy Director. The director will advise the cadet of the nature of the violation in a private setting and allow him/her an opportunity to be heard with respect to the violation. In all such situations, the director's decision will result in a penalty as described in Article XI.
- 12.02 Serious or repeated minor violations may result in suspension or dismissal from the academy and will be handled in the following manner:
- 12.02.01 A disciplinary review team will be selected. Two of the team members will be selected from the Academy Board, but at no time will a board member from the cadet's sponsoring agency be selected. The third member of the team will be the Academy Coordinator, or in cases of conflict of interest, his designee.
- 12.02.02 The director or his designee will conduct an appropriate investigation of the circumstances surrounding the violation(s) and file his report with the team as promptly as possible.
- 12.02.03 A hearing will be conducted by the disciplinary team within seven (7) calendar days of written notice to the cadet(s). Said notice will be served personally upon the cadet(s) by the Academy Director.
- 12.02.04 The cadet(s) will have the opportunity to be heard regarding the alleged violation(s) and may bring witnesses and submit evidence in his/her behalf.
- 12.02.05 The decision of the disciplinary team shall be final.

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Article XIII Miscellaneous Requirements

- 13.00 Prior to the end of the first training quarter, a class president must be selected. The class president must be a sworn Police Officer attending the Basic Course for Police Officer.
- 13.01 Each cadet present on the day of election will submit his/her choice for class president in writing (folded so as not to reveal his/her choice to other cadets) to the class.
- 13.02 The cadet receiving the most ballots will become class president.
- 13.03 The class president will represent the class on any issues. Issues will be presented to the Academy Director or in his absence, the Academy Coordinator in a memorandum form.
- 13.04 The class president will represent the class at graduation ceremonies and will address graduation attendees on behalf of the class.
- 13.04(a) Cadet/Recruit Class Banquet: It has been the tradition that graduating Cadet/Recruit Classes to arrange their own graduation banquet at the conclusion of the course. The organizing and funding of the banquet is a matter left to the class officers to arrange and implement and would be a function total independent of Academy operations or sanctions. The Academy staff would however make recommendations in order to assist class officers in arranging an appropriate and safe banquet. **It should be stressed that if a banquet is held, it shall be a “family oriented event”.**
- 13.05 The daily class schedule does not allow time for personal phone calls. Family members or departments who need to make an emergency call to cadets should contact the academy office at (315)-386-7136 or University Police at (315)-386-7777. Academy business phones shall not be used for personal calls.
- 13.06 Parking facility is available in any student lot. Cadets are expected to purchase a student parking permit for the semester at the University Police Department. Parking in any other area is prohibited and subjected to tickets and/or towing fee.
- 13.07 Those Police officers who are enrolled in the Basic Course for Police Officers Curriculum can elect to receive college credit for the Pre-Employment Course (6 college credits), however, should you fail the exit Physical Agility exam, you will not receive your 6 college credits or Receive your Basic Course for Police Officers certificate.
- 13.08 Graduation Awards: Awards for Academic and Proficiency Skills achievements are made at the Graduation Ceremony. The areas in which awards are given are at the discretion of the Academy Director and will be given to the Cadet/Recruit Officer scoring the highest in that particular area of testing. In the interest of fairness, no achievement awards will be given to any graduating officer who has previously attended, or graduated from a Basic Police Course conducted at the Police Academy. Also, “first test scores” are averaged to determine award recipients. Retest scores will not be calculated in the interest of fairness.

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- 13.08(a) **Graduation will be held at the end of the academic and practical portion of the academy. Graduates will not receive their Certificate of Successful Completion until after the successful completion of the Supervised Field Training Component of their training.**

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Rules and Regulations for Police Recruits and Pre-Employment Cadets

Certification/Waiver Form

I, _____, hereby certify that I have received my personal copy of the David Sullivan-St. Lawrence County Law Enforcement's rules and regulations and have read and fully understand the contents therein. I agree to abide by these rules and regulations as long as I am enrolled as a recruit officer or pre-employment student. I also understand that my failure to abide by the academy rules and regulations could lead to my termination from the David Sullivan-St. Lawrence County Law Enforcement Academy.

(Print Name)

(Sign Name)

(Date)