

SUNY CANTON 20__ POLICE ACADEMY REGISTRATION / BILLING FORM

Last Name: _____ First: _____ Middle Initial: _____
Social Security #: _____ Date of Birth: _____
Street Address: _____ City, State, Zip: _____
Cell Phone: _____ Email Address: _____

Police Agency Name: _____ Sheriff/Chief: _____
Sheriff / Chief's Departmental Phone: _____
Police Agency's Street Address: _____
City: _____ State: _____ Zip: _____

Academic Credit – Do you expect credit on your SUNY Canton College transcript for the police academy?

Yes or No: _____

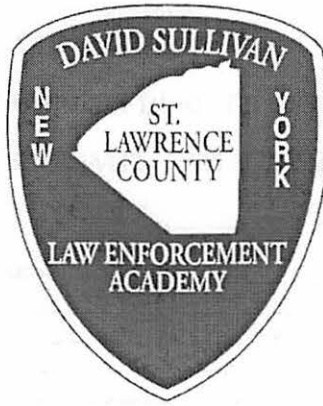
(If yes, you must be admitted to SUNY Canton before registration can be completed. Usual college tuition and fees will apply).

Lab/Equipment Fee (LBEQ)	\$300.00	\$ _____
Out of County Police Officer Fee (PATU)	\$1,000.00	\$ _____
Parking and Registration Fee for Personal Vehicle	\$42.80 (part time student, \$98 full time)	\$ _____
SUNY Canton Fitness Center	\$75.00 (for non-credit students only)	\$ _____
Pre-Employment Participant (non- police officer)	Yes or No: _____	
***Send Billing to: _____		Total : \$ _____

PA Director's Approval (signature): _____ Date: _____

STUDENT SERVICE CENTER USE ONLY

Full or Part Time Student: _____
Curr/Degree _____



WAIVER OF LIABILITY

I, the undersigned participant, understand and acknowledge that I am participating in the DAVID SULLIVAN / ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY at SUNY Canton University, located at 34 Cornell Drive, Canton, New York and that I realize that all parties involved in this training course carry no insurance against injury for any participants. I understand and acknowledge that serious personal injury or death is a possibility and I understand and acknowledge that any injury or death to me will be my full financial responsibility and will have to pay for any and all injuries that may occur during my training in this academy.

I hereby release, indemnify, and forever discharge and hold harmless Director Joseph W. Brown, S.U.N.Y. Canton College, instructors, and any other participants, from any and all responsibilities and claims for personal injury, death, legal actions or suits, damages or losses of any kind or description, both at law or in equity arising out of or in any way connected with any of the above mentioned David Sullivan / St. Lawrence County Law Enforcement Training.

IN WITNESS WHEREOF, I have set my hand to seal this document, which I intend to be a legally binding document, on the day and year below written and understand it fully.

Date: _____

PRINTED NAME: _____

Signature: _____

Sworn before me, this _____

day of _____

Notary Signature

POLICE ACADEMY STUDENT REGISTRATION FORM

SPRING 20__ SEMESTER

Full Name: _____ Social Security # / Student ID #: _____
Maiden / Previous Name: _____ Birth Date: _____
Home Phone #: _____ Cell Phone #: _____ Email: _____
Street & Address: _____ State: _____ Zip: _____
Mailing Address: _____ State: _____ Zip: _____
Are You? Male: _____ or Female: _____ / Are you a New York State Resident? _____
Have you ever taken a course offered by SUNY Canton? _____ If yes, year & semester: _____
Have you ever attended another college? _____ If yes, what college? _____
High School attended: _____ Year of High School Graduation or GED awarded: _____
Have you ever been convicted of a Felony? _____
Have you ever been dismissed from college for disciplinary reasons? _____
Do you wish to restrict the release of your address, phone number and other directory information: _____
Are you a U.S. Citizen: _____ If no, provide your home country address: _____
Ethnic Code - Optional: White/Non-Hispanic: _____ Black/Non-Hispanic: _____ Asian/Pacific Islander: _____
American Indian/Alaskan: _____ American Indian/Alaskan: _____ Other: _____

Police Academy Applicants skip to the bottom (signature, social security # and date)

- _____ Auditing: (Hired full or part time Police Officer not purchasing the pre-employment 6 credits)
_____ Part-time non-degree and hired (police officer deciding to purchase the pre-employment 6 credits, their agency is billed for everything except the credits. The student is billed for the credits)
_____ A degree student completing course as part of a internship (college student completing their degree)
_____ Part-time non-degree paying out of pocket (non-students taking the pre-employment 6 credits)
_____ Part-time non degree paying out of pocket / hired (part time police officer who is paying for the academy and opted to purchase the 6 pre-employment credits. Their agency pays for nothing and this student is responsible for all bills).

CRN	COURSE NUMBER	SECTION NUMBER	COURSE TITLE	CREDIT HOURS

When Paying: Students will be considered officially registered upon receipt of tuition and fees payment.

REGISTRATION CERTIFICATION: I certify that this form with my signature will constitute my registration at SUNY Canton for the above mentioned semester.

Signature: _____
Student Social Security # / ID: _____ Date: _____

Police Academy Director's Approval (directors signature): _____ Date: _____



Course Audit* Form

**Subject to available space*

Instructions: Fill out all required information below. Please print.

Definition of Auditor — Any individual wishing to attend a credit-bearing course, but choosing not to receive credit* or formal recognition for their participation.

**Credit will not be granted once a student has committed to course audit process.*

Student Name: _____ Maiden Name: _____

Address: _____
street city/town state zip

Phone: _____ SUNY Canton ID/SSN _____ Date of Birth: _____ Sex: M F

Have you ever been convicted of a felony (*circle one*) No Yes

Have you ever been dismissed for disciplinary reasons from a college (*circle one*) No Yes

Student Signature _____

~~~~~  
Semester: FALL WINTER SPRING SUMMER YEAR \_\_\_\_\_

Course Number Section Course Name

Instructor Name: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_

Conditions: (*To be agreed upon by student and instructor*) \_\_\_\_\_

\_\_\_\_\_

~~~~~  
Audit Fee: \$50 Student Service Center Signature: _____

Senior Citizen Waiver: *No audit fee for students age 60 and over.*

Special Circumstances Fee Waiver: _____
VP for Academic Affairs Date

Describe Special Circumstances: _____

Submit completed form to Registrar, French Hall 105, before first class.

DISTRIBUTION:

WHITE — REGISTRAR

CANARY — SCHOOL DEAN

PINK — INSTRUCTOR

GOLD — STUDENT

REVISED 4/08



SUNY Canton Fitness Complex
Membership Application
Canton, NY 13617
Phone: (315) 386-7989

PERSONAL INFORMATION – Please print clearly

NO NICKNAMES PLEASE

NOTE: There is a \$10 replacement charge for lost cards

Last Name _____ First Name _____ Initial _____

Mailing Address _____

City _____ State _____ Zip _____ Phone _____

Gender ☐ M ☐ F Date of Birth _____ (Seniors/Youth: Proof of Age required) Age _____

Physician _____ Emergency Contact _____ Phone _____

****For notification of closures, holiday hours, class schedules and notice of renewal dates****

Email _____

FAMILY MEMBERSHIP INFORMATION – Please print clearly ** (GO TO NEXT PAGE IF N/A) **

If applying for a family membership, please provide information for each authorized immediate family member. Each family member over the age of 14 must fill out separate application forms. Immediate family is identified as spouse and children ages 21 and under. Children over 21 are valid only if HR has determined they are covered under the family insurance policy.

Name _____ Age _____ Date of Birth _____

Name _____ Age _____ Date of Birth _____

Name _____ Age _____ Date of Birth _____

Name _____ Age _____ Date of Birth _____

FOR OFFICIAL USE ONLY

INITIAL TERM: ____/____/____ to ____/____/____

☐ SUNY Canton Student

AMOUNT: _____

☐ SUNY Canton Faculty/Staff

STAFF INITIALS: _____

☐ SUNY Canton Retiree

☐ Spouse/Dependent of F/S/R - **DEPENDANT OF:** _____

☐ Alumni Year of Graduation: _____

☐ Adult (14-59)

FORMS OF PAYMENT ACCEPTED:

☐ Senior (60+)

CASH, CHECK, CREDIT CARD

☐ State Employee

****Banner ID (barcode scanner) -** _____

☐ Family Primary

**** Social Security # -** _____

☐ Family Dependand

**** IOS# -** _____

DEPENDANT OF: _____

PHYSICAL ACTIVITY READINESS QUESTIONNAIRE (PAR-Q)

PAR-Q is designed to help you help yourself. Many health benefits are associated with regular exercise, and the completion of PAR-Q is a sensible first step to take if you are planning to increase the amount of physical activity in your life.

For most people physical activity should not pose any problems or hazard. PAR-Q has been designed to identify the small number of adults for whom physical activity might be inappropriate or those who should have medical advice concerning the type of activity most suitable for them.

Common sense is your best guide in answering these few questions. Please read them carefully and check YES or NO opposite the question if it applies to you. If yes, please explain.

YES

NO

- | | | | |
|-------|-------|-----|--|
| _____ | _____ | 1. | Has your doctor ever said you have heart trouble?
Yes, _____ |
| _____ | _____ | 2. | Do you frequently have pains in your heart and chest?
Yes, _____ |
| _____ | _____ | 3. | Do you often feel faint or have spells of severe dizziness?
Yes, _____ |
| _____ | _____ | 4. | Has a doctor ever said your blood pressure was too high?
Yes, _____ |
| _____ | _____ | 5. | Has your doctor ever told you that you have a bone or joint problem(s) such as arthritis that has been aggravated by exercise, or might be made worse with exercise?
Yes, _____ |
| _____ | _____ | 6. | Is there a good physical reason not mentioned here why you should not follow an activity program even if you wanted to?
Yes, _____ |
| _____ | _____ | 7. | Are you over age 60 and not accustomed to vigorous exercise?
Yes, _____ |
| _____ | _____ | 8. | Do you suffer from any problems of the lower back, i.e., chronic pain, or numbness?
Yes, _____ |
| _____ | _____ | 9. | Are you currently taking any medications? If YES, please specify which ones.
Yes, _____ |
| _____ | _____ | 10. | Do you currently have a disability or a communicable disease? If YES, please specify the condition.
Yes, _____ |

If you answered NO to all questions above, it gives a general indication that you may participate in physical and aerobic fitness activities and/or fitness evaluation testing. The fact that you answered NO to the above questions is no guarantee that you will have an abnormal response to exercise. If you answered YES to any of the above questions, then you need written permission from a physician before participating in physical and aerobic fitness activities and/or fitness evaluation testing at SUNY Canton Fitness Complex.

Signature

Date

Please Note: If you contract a communicable disease, it is your responsibility to inform the staff of the SUNY Canton Fitness Complex of this condition and your membership may be suspended until this condition is cured or in a state of remission.

Fitness Center General Policies

Everyone **MUST** check in and have their SUNY Canton ID card scanned before using the Fitness Center. Everyone must complete the necessary screening paperwork and orientation before becoming a member.

1. Guests of members and visiting non-members may purchase a daily pass at the rate of \$5.00 per day. Day pass users **MUST** sign a waiver.
2. You must be at least 14 years old to use the Fitness Center.
3. **APPROPRIATE ATTIRE** must be worn:
 - CLEAN, DRY non-marking athletic shoes (please carry your workout shoes to the Fitness Center)
 - NO jeans
 - NO hiking boots, work boots, or sandals
 - A shirt must be worn at all times
4. Bring your own towel with you for your personal use. However, the Fitness Center will supply towels for cleaning the equipment.
5. NO food, beverage, gum, or tobacco is permitted. Water in a plastic bottle is the only exception!
6. NO horseplay, yelling, spitting, offensive language, or totering.
7. Individuals or groups are not permitted to dominate any area of the Fitness Center.
8. Show respect and courtesy toward Fitness Complex staff, equipment, and other members at all times.
9. Inappropriate conduct or misuse of equipment is at the discretion of the Fitness Center Director and/or on-duty supervisor and may result in a loss of membership privileges.
10. Coaches will also be informed regarding student-athletes who abuse Fitness Center policy.
11. Equipment is to be used for its intended purpose only. Please report any injuries or equipment malfunctions to the Fitness Center staff immediately.
12. For your safety, please warm up and cool down sufficiently.
13. Persons with open wounds or communicable diseases are not permitted to use the Fitness Center. Inform the Fitness Center staff if you develop a communicable disease.
14. Personal belongings should be left in the locker room or behind the front desk. The Fitness Center is not responsible for lost or stolen items.
15. **LOCKERS** - Daily use lockers are available on a first come, first serve basis. You must provide your own lock. Locks must be removed each day. Daily use locks left on lockers will be **CUT OFF** and contents discarded. You will not be refunded for the lock. Management is not responsible for any lost or stolen items. You may rent a locker for one year for \$60.00 if you have purchased a year membership.

Free Weight Area Policies

1. Do not drop or throw weights.
2. Do not step, stand, or rest bars or dumbbells on upholstered benches.
3. Use proper form and technique. Due to the high risk of injury, the Fitness Center recommends you utilize a spotter when training with free weights.
4. Use safety stops at all times.
5. Remove plates from bars when finished.
6. Return all plates, dumbbells, and accessories to the appropriate racks when finished.
7. Wipe off the equipment when you are finished.

Cardiovascular Equipment Area Policies

1. Wear clean shoes **ALWAYS**. Dirt and debris on the equipment cause unnecessary wear and tear.
2. Limit your workout time to 30 minutes on cardiovascular equipment during peak times.
3. Use the sign-up sheets when equipment is occupied so members can use the equipment on a first come, first served basis.
4. Start treadmills before stepping on the belt. Stand on the side platforms, start treadmill, then step on carefully.
5. Return treadmills to slow speed and 0% grade before stopping them when you are finished.
6. Wipe off controls, seats, and handles when you are finished.

Resistance Circuit Policies

1. Raise and lower plates carefully. Plates should not be dropped or clank together.
2. Use the proper settings for your height to maximize effectiveness and minimize your risk of injury.
3. Do not rest on equipment between sets. Allow others to work in with you.
4. Wipe off the equipment when you are finished.

I have thoroughly read the policies of the SUNY Canton Fitness Center. I have had an opportunity to ask questions and feel I understand the etiquette of this facility. I will treat the staff and equipment with respect. If I do not follow these policies, I understand that I will not be permitted to use the SUNY Canton Fitness Center.

Print Name

Signature

Date

FITNESS COMPLEX REGULATIONS

Shoes & Gear: Only members with clean dry shoes will be allowed to use the fitness complex, Dana Hall and field house. Please bring a change of shoes with you to prevent any conflict. Shoes worn on the main court must be non-marking soles. Bags and excess outerwear should be kept behind the front desk located in the fitness center. Open toe shoes are not permitted in the fitness center.

Lockers: Daily use lockers are available on a first come, first serve basis. You must provide your own lock. Locks must be removed each day. Daily use locks left on lockers will be **CUT OFF** and contents discarded. You will not be refunded for the lock. Management is not responsible for any lost or stolen items. You may rent a locker for one year for \$60.00 if you have purchased a year membership.

Parking: Parking for members is in the lot 4 and lot 5. Parking in a non-specified space will be ticketed and/or towed at owner's expense.

Tennis Courts: Members wishing to use the tennis courts may do so on a first come first served basis. Please limit use to 2 hours when playing. Staff will be available to set up and take down tennis nets. Please use their assistance if you are unfamiliar with this procedure. Valid membership card required.

Children: Children 13 and under must have parental supervision while in the fitness complex and are not permitted to horseplay to include running and yelling. Children and adults are not permitted to climb or jump on mats or play in the sand pits.

Fitness Classes: Classes are offered to all fitness complex members and community on a first come first serve basis.

Pool: Open to members. Members must shower before entering pool. Lifeguard must be present for use of pool. Hours vary - please call 386-7989 for current hours. Birthday Parties available with prior arrangements. Call John Vandevere @ 386-7051 for more details. **NO HORSEPLAY, NO DIVING, NO JUMPING OFF DECK. CAUTION: DECK FLOORING IS SLIPPERY. PLEASE TAKE PROPER PRECAUTION.**

Field House: Open to Members. Clean/dry shoes only. Please no street shoes, no glass bottles and no spitting on ground. Please do not rollerblade on the track. **Track Signs:** To ease the use of the track for walkers and runners, please be sure to follow the lane/direction assignment for walkers and runners which is located on the track. Please follow this regardless of how many people are on the track.

Athletic Fields: Not available for recreational use without prior approval. Please do not walk dogs on playing fields.

ID Card: If an ID card is lost, stolen or damaged a \$10.00 replacement fee will apply to replace your card. This fee is paid to College Association to cover replacement costs.

Call Fitness Center @ 386-7989 with questions or concerns

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY AT CANTON**

ASSUMPTION OF RISK

NAME: _____ ID# _____

ADDRESS: _____

TELEPHONE: _____ DATE OF BIRTH: _____

I fully realize that the activities of the *SUNY Canton Fitness Complex* involve dangers that are not foreseeable and that risks are involved in participating in these activities.

I hereby completely assume all risks attached to the activities of this program and I do clearly and irrevocable declare that every act that I might do in participating in such activities is done of my own free will.

I further agree to hold harmless the State University of New York, their officers, directors, agents, employees, instructors and associates from any and all manner of third-party actions or claims and agreed to reimburse any claims against the State of New York, State University of New York, and their officers, directors, agents, employees, instructors and associates arising by reason of my participation in this program.

I hereby declare that I have completely read, fully understood and voluntarily accept the terms of this statement.

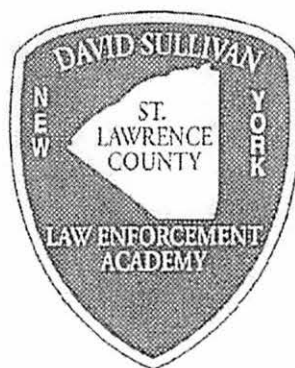
DATE

Signature of the Participant

[Both Parents or one Custodial Parent, Date or Guardian *must* sign (if participant is under age 18)]

_____ Date _____

_____ Date _____



DAVID SULLIVAN -
ST. LAWRENCE COUNTY
LAW ENFORCEMENT ACADEMY
34 CORNELL DRIVE, DANA HALL 202
SUNY CANTON
CANTON, NEW YORK 13617
PHONE (315) 386-7136
FAX (315) 386-7949
www.canton.edu/academy

Applicant's Full Name: _____

**NOTE: Exam must be completed by a Doctor, Physician's Assistant
or a Nurse Practitioner only.**

CERTIFICATE OF HEALTH

Physician's report concerning the fitness of _____
Who is an applicant to the David Sullivan-St. Lawrence County Law Enforcement Academy.

I have examined _____ and find that he/she is fit and capable of
Engaging in/returning to the engagement of strenuous physical activity of the nature required
in law enforcement training.

Physician's Signature

Date

Physician's License Number

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.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

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.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

Table of Contents

Article I	Academy Leadership.....	4
Article II	Rules and Regulations.....	5
Article III	Absenteeism/Tardiness	9
Article IV	Personal Injury/Illness.....	11
Article V	Physical Training	12
Article VI	Uniforms, Textbooks, Instructional Materials, Training Equipment	13
Article VII	Appearance/Grooming	16
Article VIII	Notebooks	17
Article IX	Academic Grades and Testing	18
Article X	Supervised Field Training and Orientation	20
Article XI	Penalties	21
Article XII	Disciplinary Procedures	22
Article XIII	Miscellaneous Requirements	23
Article XIV	Rules and Regulations Certification/Waiver Form.....	25

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

Article I Academy Leadership

1.00 Academy leadership shall consist of the following people:

Board of Directors:

St. Lawrence County Sheriff – Brooks Bigwarfe

SUNY Canton Chief - Alan Mulkin

SUNY Potsdam Police Chief – Tim Ashley

Ogdensburg Police Chief – Andy Kennedy

Potsdam Police Chief – Mark Murray

Massena Police Chief – Jason Olson

Canton Police Chief – James Santimaw

Gouverneur Police Chief – Lorena Greenhill

Academy Director

Joseph W. Brown

SUNY Canton Police Academy

SUNY Canton College Students Curriculum Coordinator

Professor Sue Buckley

Criminal Justice Program

1.01 Director Brown 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 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 Director Brown for all assignments, duties and clarification of these rules and regulations.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

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. (the other side of the tennis courts, in the gazebo)
 - 2.02.04(a) Chewing gum, consuming candy or eating in the classroom is prohibited, unless otherwise directed. No food is allowed in the academy room.
 - 2.02.05 Academy training will begin with one hour of physical training (PT) each day beginning promptly at 6:20 AM, unless otherwise directed or scheduled. Cadets will have one-half hour to shower and get into proper uniform. All cadets will be ready for classroom, at 8:20 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 at their designated seats prepared for the lesson promptly after lunch. Classes will be dismissed at 4:30 PM. (There may be exceptions to the schedule).

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

- 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 cadet CLOSEST TO THE DOOR shall call the class to attention.
- 2.02.06 (b) Attention will be called prior to each class and after every break, and cadets will remain standing behind their chairs at attention and silent until told to take their seats by the instructor.
- 2.02.06(c) 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 EASE and starting their sentence with "SIR"**.
- 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 the room 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. **Any cadet failing to follow a instructors direction or order will be dismissed from the academy.**
- 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 keep their cell phones in the **off position and secured on their person** and may use their phones during breaks only if they are not a distraction. Violators will lose this privilege.
- 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.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

- 2.02.12 Cheating, lying, or other forms of dishonesty will not be tolerated and will be cause for disciplinary action.
- 2.02.13 There will be **no eating** 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 – NON SPILL – container and are then allowed on the table.**
- Cadets should have their books, supplies, coffee etc. at their seats prior to the instructor starting class.** Once the Director turns the class over to that instructor, no cadets are permitted out of their seats without that instructors permission.
- 2.02.14 Cadets will be dismissed daily only by the academy director or his designee.
- 2.02.15 Cadets may not bring guests or visitors to the classroom or training facility.
- 2.02.16 Cadets shall keep the classroom facility clean at all times. At the end of each class day, all chairs, tables, and equipment will be returned to its proper place. Name holders will be lined up perfectly with the cadet's seat. The room will be "policed" prior to exiting.
- 2.02.17 Cadets shall not lean against nor place their feet on the walls of any building.
- 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 not allowed. 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.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

- 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. Cadet involvement with police – of any kind - must be reported to the academy director immediately.
- 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 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 ALL weapons at University Police.
- Cadets will be issued pistol belts with a rubber training pistol to develop "muscle memory" with weapon retention. At no time will the training pistol exit the cadet's holster – **Immediate and permanent dismissal from the police academy will occur upon such violation. The training gun will ALWAYS be in the cadet's holster.**
- Cadets will take their training gun belts out of their personal academy locker before the 8:25 am each academy class day and will only wear the pistol belt while on SUNY Canton Campus. If a cadet is to leave the campus for lunch, etc., the pistol belt will be re-secured inside their personal locker prior to leaving campus. At the end of class each day the cadet will secure their pistol belt inside their personal locker prior to leaving for the day. **The cadet will NEVER remove their training weapon out of their holster unless directed so by a instructor, OR leave campus with their pistol belt on them without permission from the Academy Director or they will face immediate academy dismissal.**
- 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. **Cadets will not post anything about the Academy on social network.**
- 2.02.27 Cadets will not wear headgear inside any buildings, will not ever place their hands inside their pants pockets other than to temporarily retrieve a pocketed item, and will not ever place their feet on walls.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

2.02.28 Cadets will end each sentence with “sir” or “ma’am”. Cadets will raise their hands in class and get permission to speak prior to speaking and will not be talking at any time to other cadets in class without permission from a instructor. Cadets will greet the director, any police officer and any known professor or staff member they meet in the hallway or on the grounds with “good morning sir/ma’am or by title” or “good afternoon sir/ma’am” or by title. I.E.: “Good Morning Director”.

2.02.28 (a) Cadets will always walk to the extreme right of a hallway or outside walkway. Never more than TWO abreast at any time. When moving as a group, you will do so in a two person marching formation with the class president taking the lead.

2.02.29 **At the end of a instructors presentation, applause will occur - the academy president will advise the academy director that the instruction is over.** Should there not be a current class president, the cadet closest to the door will advise the academy director. Should the director not be immediately available, cadets will stay seated until the arrival of the academy director with the exception of restroom visits.

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.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

- 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. 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 **director's cell phone: 315-250-1485** or SUNY Canton University Police at 315-386-7777. Cadets calling the Academy Business Phone will be intercepted by an answering machine when calling (315)-386-7136. The Director mandates that his cell phone be the primary phone attempted first.
- 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 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.
- 3.08 All Cadet's should call the Director's Cell Phone (315) 250-1485 and speak directly with the Director on any occasion they are not showing up for the academy regardless of the situation occurring.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

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.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

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 6:30 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.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

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

Self Purchased Uniforms, books & training equipment - Will consist of the following:

NOTE: There are mandated items to be purchased from Gall's: When you see ACADEMY, this means it is mandated to purchase from Gall's so we are all uniformed.

6.01.01 One (1) pair of black military boots properly shined
(sworn officers may have departmental boots issued to them by their agencies)

6.01.02 Two (2) pair of black tactical cargo pants properly pressed
(Sworn members may have Black tactical pants issued to them by their agencies)

6.01.05 One (1) tactical black trouser belt will be properly maintained and worn.

6.01.06 Plain **long** black socks will be worn as will a black t-shirt under the classroom shirt

6.01.07

Physical training gear will consist of the following: {Cadets may order more than listed below}

6.07.01 One pair of high quality running shoes,

6.07.02 White athletic style socks – no stripes, **any length**, for P.T.

6.07.03 Two (2) exercise shorts. No stripes, white logos are acceptable.

6.07.05 One (1) Black sweat pants for outdoor use

6.07.06

6.07. 06 (a) One (1) **ACADEMY** Handcuff Pocket Key
(Sworn officers may use agency issue)

6.07.06 (b) One (1) **ACADEMY** set of Black ASP Handcuffs
(Sworn officers may use agency issue)

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

- 6.07.07. (c) One (1) Black ASP Handcuff Case (must be ASP HANDCUFF CASE)
- 6.07.07 Male cadets will be required to wear a cup and jockstrap during some physical training
- 6.07.08 Female cadets will be required to wear an appropriate sports bra during physical training
- 6.07.09 All cadets will keep their shirts on AND tucked in at all times during PT
- 6.07.10 **A White CPR mask kit will be purchased from Gall's for our EMS course**

The following textbooks will be required by all cadets:

TO BE BOUGHT FROM LOOSE LEAF LAW; www.looseleaflaw.com

- 6.08.01 A loose-leaf style New York State Penal Law Book (binder) (up to date)
- 6.08.02 A loose-leaf style New York State Criminal Procedure Law Book (binder) (up to date)
- 6.08.03 A loose-leaf style New York State Vehicle & Traffic Law Book (binder) (up to date)
- 6.08.05 Search & Seizure Law – Volume 3: Street Encounters
- 6.08.06 U.S. Constitution book **to be bought** from: www.constitutionfacts.com/us-pocket-constitution/

Instructional materials will consist of the following:

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

- 6.09.01 WHITE - Three -ring binders (large-5 inch) – at least 2
- 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
- 6.08.07 Mouthpiece for defensive tactics
- 6.09.08 Jockstrap with cup for defensive tactics (males)
- 6.09.08 A '8' GB Thumb drive for power point downloads

Additional Academy Items to be Purchased:

- 6.09.09 A Master Combination Locker Lock for your personal academy locker
- 6.09.10 Black T-shirts to be worn daily under your daily classroom dress shirt
- 6.09.11 Long Black plain socks to be worn with your military boots daily
- 6.09.12 White sox for P.T. (no markings, long or short are fine)
- 6.09.13 All Black sneakers for P.T. (white or grey markings & logos are fine)
- 6.09.14 A digital camera for Photography class
- 6.10.15 A SD Memory Card for the digital camera is needed for Photography class

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

**The following training equipment will be required by
cadets who are Sworn (Hired) Police Officers:**

PHASE 2 ATTENDEES ONLY

*** DO NOT BRING ANY OF THESE ITEMS INTO THE ACADEMY UNTIL THE
POLICE ACADEMY DIRECTOR ADVISES YOU TO!**

- 6.10.01 A service issue sidearm (semi-auto)
- 6.10.02 Holster for same
- 6.10.03 Belt (inner and outer) – your already purchased TBU Academy belt will suffice.
- 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)
- 6.10.08 Ear protection (for shooting)
- 6.10.09 Standard police style flashlight (in good working condition)

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

- 6.10.10 Wet/foul weather gear
- 6.10.11 Two thousand rounds of factory ball or hollow point ammo. No reload ammunition is allowed.
- 6.10.12 20 rounds of 12 gauge shotgun ammo (10 rounds of slug, 10 rounds of buckshot)
- 6.10.13 50 rounds of .223 ammunition
- 6.11.14 Gun cleaning kit (agency issue or cheap version from Walmart is fine)
- 6.11.15 Agency Police Vehicle with Radar – for Radar Class
- 6.11.16 Two (2) CED / Tazer Cartridges for C.E.D. Class
- 6.12.00 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.
- 6.12.01 Upon resignation or dismissal from the academy, the cadet will return all academy-owned equipment or materials to the Academy Director.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

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 wearing: Black Dress Pants & Black or Navy Blue Polo Shirt, dress shoes.
- 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.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

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.
- 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. ALL 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 = 40%
- 8.04.02 Organization of notes = 30%
- 8.04.03 Indexing of notes (Neatness/Appearance/Structure) = 20%
- 8.04.04 Overall content of notes = 10%
- 8.05 **The full academic value of the cadet's notebook will equal 20% of his/her final grade.**

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

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 = 20%; quizzes will be given upon completion of blocks of training at the discretion of the Academy Director.
- 9.02.03 Assignments = 20%
- 9.02.04 Mid-term exam = 20%
- 9.02.05 Final exam = 20%
- 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.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

- 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 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. Failure to successfully obtain a minimum score of 70% on the mid-term and final is a direct dismissal from the academy. There are no retests for quiz failures
- 9.05 Any cadet who fails' proficiency courses will be offered a remedial test - however Remedial Training for a cadet rests solely on that cadet's personal initiative to seek out remedial assistance or help when and where needed. It will not be the police academy's responsibility to remedial train any cadet.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

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 their department.
- 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 Check box 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.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

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 Any other discipline the Director feels appropriate, to include academy suspension considering the totality of the circumstances.
- 11:00.06 Dismissal from the academy.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

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 by the director who may include the Board of Directors.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

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 sworn cadet receiving the most ballots will become class president. The cadet finishing second will become class Vice President. These positions can be terminated at the discretion of the academy director at any time for any reason.
- 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.
- 13.03 (a) The class Vice President will assist the class President.
- 13.04 The class president will represent the class at graduation ceremonies and will address graduation attendees on behalf of the class. The class president will gather, edit and display the class video at graduation. The video will be approved by the academy director prior to graduation.
- 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. **The Academy Directors cell phone is (315) 250-1485 and family may contact the director more rapidly at this number.**
- 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.
- 13.06.1.1 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.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

- 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. "First test scores" are averaged to determine award recipients. Retest scores will not be calculated in the interest of fairness.
- 13.08(a) Graduation will be held at the end of the academic and practical portion of the academy. Sworn Officer Graduates will not receive their Certificate of Successful Completion until after the successful completion of the Supervised Field Training Component of their training.
- 13.09 Pre Employment will receive on their college transcript the entry of "Pre Employment Basic Police Course" as Pre Employment do not receive certificates.

KEEP PAGES 1 – 26 FOR YOUR RECORDS:

(Do not hand in these rules & regulations keep them for yourself)

Sign and date the last page (below) of these
Rules and Regulations
confirming you have read and understood them and
submit just that last signed page with your
police academy application packet.

ST. LAWRENCE COUNTY LAW ENFORCEMENT ACADEMY

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)