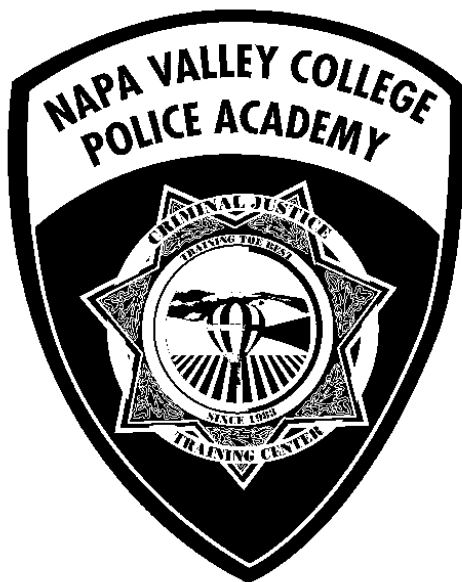


Cadet Information Handbook



A Guide For Student Success

20th Edition – January 2010

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INTRODUCTION

Congratulations and welcome to the Basic Police Academy! You are ready to begin building the foundation for a successful career in law enforcement. You are preparing to become part of a very elite group of highly trained peacekeepers who are charged with providing for law and order in our society. As a peace officer, you will be vested with a tremendous amount of authority and responsibility. Your community will come to depend on you for leadership and strong ethical decision making. The police academy is designed to prepare you for this important role and to help you become your community's role model and hero – someone who may be called a police officer or deputy sheriff.

The purpose of the Cadet Handbook is to provide information and references for students attending the Basic Police Academy and to guide students to success in the program. This handbook serves much like a department policy and procedure manual and is the foundation for the operation of the Basic Police Academy for both students and staff. It is the expectation of the Academy Director that every member of the academy staff and every student enrolled in an academy class be entirely familiar with the entire contents of this handbook.

The first section includes reference materials that will be used throughout the academy program. Section two includes all of the policies, procedures, rules, and regulations governing the operation of the basic academy. Within the first week of the academy, students will sign a policy acknowledgement and an agreement to adhere to the contents of this handbook. The last section includes an appendix that contains additional elements of the basic academy program including the student evaluation and uniform specifications.

Students are expected to have this handbook available in either a hard copy or electronic format every day. It is available on the student CD ROM as well as online via the Student Resource Center. The first quiz given in the basic academy covers the contents of this handbook as well as the Safety Guidelines. Together, these documents help the academy staff better insure student success!

CAPSTONE PROJECT

The Capstone Project assignment is intended to: help Cadets tie together everything learned in the basic academy; collect evidence of how the Cadet has mastered each of the six core dimensions included in the program; provide an opportunity for Cadets to prepare a formal presentation; provide useful information for background investigators to use in assessing readiness for a peace officer job. The project includes assembling a binder and making a formal presentation at the end of the academy program. The binder and presentation are graded individually (see the Capstone Project rubric for the evaluation criteria).

BINDER

Cadets shall begin work on the portfolio binder within the first week of the academy. The academy will provide Cadets with tabbed dividers for the four major sections of the binder that include: Self-Assessments; Core Dimensions; Evaluations; Daily Journal. Within this limited structure, Cadets may be as creative as they wish in designing their portfolio. The binder will be evaluated based on content and design.

The binder cover shall minimally include the academy name, class number and dates of attendance, and a picture of the Cadet. The binder must include a master table of contents for every item included in the binder with a reference system that easily locates each listed document. Cadets must minimally include in the binder, all evaluated work, a self-evaluation for each evaluated assignment, a journal entry for every day class meets, and all evaluations. Cadets may include any other related material and work they desire. All included documents must be 3-hole punched and placed neatly in the binder.

The Recruit Training Officer will periodically inspect and grade the portfolio binders during the academy program to insure the project is progressing and that the binder is being assembled properly. After the final evaluation, the binder will be returned to the Cadet and may be used during background investigations as the Cadet wishes. The academy will not keep any part of the binder.

PRESENTATION

At the end of the academy, each Cadet will make a presentation on how they have demonstrated mastery of the six core dimensions. Cadets are encouraged to be creative with the design of the presentation, but are expected to be complete, professional and attentive to time constraints.

The presentation must demonstrate how the Cadet has mastered each dimension by providing evidence of the work completed and a self-evaluation of what was learned. Cadets should identify strengths and weaknesses as well as

what the Cadet identified that still needs to be learned. Cadets are encouraged to include personal perspectives on the academy experience during this presentation. It is expected that presentations will include visual aids and interactivity of some type.

SECTION 1 – SELF ASSESSMENTS

This section of the binder contains all self-assessments including those given on the orientation day. It includes the academy entrance exams, academic and learning styles inventories, as well as the physical fitness assessment. In addition, this section shall include a written self-evaluation that ties together everything learned in the self-assessments.

SECTION 2 – DIMENSIONS

This section should be sub-divided into six chapters that correspond with the six core dimensions. Each chapter shall contain every graded activity returned to the Cadet including whatever scoring sheet or evaluation provided by the instructor. Cadets will write a self-evaluation for each and every graded activity. The self-evaluation will include what the Cadet learned from the activity, what the Cadet discovered still needs to be learned, and how the activity relates to other topics and activities in the academy. Ideally, self-evaluations will tie together with commentary relating one experience to another.

There are some activities such as learning domain tests and scenario tests that are graded, but not given back to the Cadet for inclusion in the binder. Cadets will develop a record of the scores they receive for learning domain tests, quizzes, scenario tests, and for all other activities that are not recorded on paper (i.e., firearms qualifications, driving tests, etc.). Cadets will write a self-evaluation for each of these activities as described above.

SECTION 3 – EVALUATIONS

Cadets will be provided with a copy of each formal evaluation given by the academy. In addition, Cadets will receive all peer evaluations written by their classmates. All of these evaluations will be included in this section of the binder. In addition, Cadets will write a self-evaluation for each formal and peer evaluation received. The self-evaluation shall include an analysis of the information and how the Cadet intends to change their behavior in response to the feedback received. Ideally, the self-evaluations will include examples of how the Cadet changed their behavior and will link together the three formal evaluations with the information received in the peer evaluations.

SECTION 4 – DAILY JOURNAL

The Daily Journal is an electronic document that shall be printed out monthly and included in the binder in a hard copy form. There shall be one entry for each day the academy class meets. Cadets shall at a minimum respond to each of the questions included in the journal document and are encouraged to expand entries with any additional information desired.

SELF EVALUATIONS

An essential component of the self-improvement and learning process is the writing of a self-evaluation for all of the graded or evaluated activities in the police academy. This exercise is intended to cause Cadets to focus on their performance and their learning throughout the academy training process. Cadets will write a response that includes answering four essential questions:

1. What did I learn from this exercise?
2. What did I discover I still need to learn?
3. How did the activity relate to other topics and activities in the academy?

The typical self-evaluation should be about one paragraph, but can be as long as is necessary to be effective and meaningful for the author. This exercise is similar to the daily journal, but is very specific to the activity involved and how that activity specifically connects to other areas of academy training. The evaluation shall contain the Cadet's name and the title of the activity being evaluated. The self-evaluation will be attached to the front of any activity documents. Self evaluations written for learning domain tests or other activities that do not have documents involved will stand alone in the appropriate chapter of the portfolio. In all cases, the self-evaluation shall be noted in the table of contents.

Community Oriented Policing Experience

Community policing is a philosophy – a mind set – not simply a program or special assignment. The foundation of community policing is the relationship between the police and citizens. At the heart of this relationship is trust, which is essential to successful policing. The three core concepts of community policing include problem solving, partnerships, and communication.

In order to effectively communicate, develop partnerships, and problem solve, peace officers must be able to create relationships with different people. The relationship today between different groups of people and the police is a product of history and experience. Given this history and the fact that peace officers spend better than 98% of their time interacting with different types of people, it is essential that peace officers develop “cultural competence.” In this context, the term “cultural” is inclusive of all identity groups (nationality, race, ethnicity, gender, religions, sexual orientation, and disabilities).

We believe that the most effective way to develop cultural competence is through experience. No single instructor could provide the breadth or quality of information about different cultures for students that this project produces. In addition to the actual cultural experiences, this project also develops project planning, research, and presentation skills that are all essential to being an effective community policing officer.

Cross Cultural Research Project and Presentation

Within any community, there are many identity groups based on nationality, race, ethnicity, gender, religions, sexual orientation, and disabilities. These cultures often have a unique perspective of law enforcement and have special needs. There are often various organizations related to these cultures that can provide support services for which law enforcement can use to facilitate problem solving and resolution. Each Cadet will complete a Community Oriented Policing Project that includes researching a culture or sub-culture that exists within the community the Cadet lives or works in and one for which the Cadet is unfamiliar with. The culture must involve a nationality, disability, religion, ethnicity, or sexual orientation. Research must include:

1. Identifying customs and traditions of that culture
2. How the culture perceives law enforcement and what special needs does that culture have of law enforcement.
3. Identification of an organization that supports the culture and that can be a partner with law enforcement in providing service.
4. Making personal contact with members of the culture, conducting interviews, and/or spending time working within the support organization (at least 3 face-to-face interviews with different members of the culture is required).

Each Cadet shall prepare a formal presentation for the rest of the class and write a research paper documenting their experience. In addition to the content above, the essay and oral presentation must include comments on what the Cadet learned from their experience and research as well as how the assignment changed their prior perceptions of the culture. Up to three Cadets from each class may research the same culture and may work together, however each Cadet must participate equally in the presentation and must submit an individual research paper. Cadets will receive one score for the research paper and one score for the oral presentation (See COP Project Rubric for details).

Although Cadets may work together while researching this project, each student is expected to write their own research paper. It is essential that Cadets cite all sources used in their papers including the name of each person interviewed.

Sources must be properly documented in order to avoid an act of plagiarism. This includes using quotation marks when including even a single phrase or sentence of someone else's work. Plagiarism also includes copying any or part of another Cadet's paper. An act of plagiarism is considered an act of dishonesty and is grounds for termination from the academy.

The instructor assigned to teach the human relations learning domains (LD 3 and LD 42) is responsible for overseeing and grading this project. Presentations will be scheduled to allow 20 minutes for an individual presenter, 30 minutes for a pair of Cadets, and 40 minutes for a 3 member group. Some additional time may be allotted for guest speakers.

The following is a partial and suggested list of acceptable identity groups to study for this project. Other cultures or groups of the same type would be considered. Gangs, prison inmates, the homeless, or groups that are not based on innate characteristics, such as ethnicity, nationality, disability, or sexual orientation are not acceptable.

Ethnic

African American
Hispanic
Chinese
Japanese
Vietnamese
Korean
Russian
Pacific Islander
Pakistani
Ukrainian
Middle Eastern

Sexual Orientation

Gay
Lesbian
Bisexual
Transgender/Transsexual
GLBT youth

Religion (Culture based, non Christian)

Islamic
Judaism
Buddhism

Disability

Hearing
Vision
Quadriplegic
Paraplegic
Schizophrenia
Bi-polar
Epilepsy
Cerebral Palsy
Autism
Mental Retardation

Elderly

Persons over 80
Assisted Living
Alzheimer's

Unacceptable Examples

Homeless
Gangs
Non-culture based religions

Napa Valley Basic Police Academy Uniform Radio Codes

10-1	Receiving Poorly	10-61	Assist a Citizen
10-2	Receiving Clearly	10-62	Meet a Citizen
10-3	Stop Transmitting	10-62A	Warrant Service
10-4	Received Transmission	10-62B	Civil Standby
10-5	Relay Transmission	10-63	Prepare to Copy Message
10-6	Busy	10-66	Suspicious Person
10-7	Out of Service	10-70	Prowler
10-7B	Out of Service/Break	10-71	Explosion
10-7OD	Off Duty		
10-8	Available	10-75	Shooting
10-9	Repeat Transmission	10-97	On Scene
10-10	At Home	10-98	Finished Last Detail
10-15	Prisoner in Custody	10-98A	Unable To Locate Detail
10-16	Transporting		
10-19	Arrived at the Station	11-10	Take a Report
10-20	Location	11-24	Abandoned Vehicle
10-21	Telephone Message/Call	11-25	Traffic Hazard
10-22	Cancel Last Message Sent	11-79	Collision – Ambulance
10-23	Stand By	11-80	Collision – Major Injury
10-26	Clear/Not Wanted	11-81	Collision – Minor Injury
10-27	Driver License Check	11-82	Collision – No Injury
10-28	Registration Check	11-83	Collision – Injuries Unknown
10-29	Warrant Check	11-94	Pedestrian Stop
10-29M	Wanted – Misdemeanor	11-95	Traffic Stop
10-29F	Wanted – Felony	11-96	Checking Suspicious Vehicle
10-33	Alarm Sounding	11-98	Meet Me At:
10-35	Time Check	11-99	OFFICER NEEDS HELP
10-36	Confidential Information	Code 1	At Your Convenience
10-42	Check the Welfare	Code 2	Urgent
10-51	Intoxicated Subject	Code 3	EMERGENCY
10-53	Person Down	Code 4	No Further Assistance
10-55	Dead Body	Code 5	Stake-Out
10-56	Suicide	Code 6	Foot Patrol
10-56A	Attempted Suicide	Code 7	Meal Break

Phonetic Alphabet

A Adam	G George	M Mary	S Sam	Y Yellow
B Boy	H Henry	N Nora	T Tom	Z Zebra
C Charles	I Ida	O Ocean	U Union	
D David	J John	P Paul	V Victor	
E Edward	K King	Q Queen	W William	
F Frank	L Lincoln	R Robert	X Xray	

MAJOR LEGAL CODES

LD	<p>The following legal code sections are those that are most commonly used by peace officers on a daily basis. In addition to knowing the elements of these laws, it is important to know the name of the section by code number. Cadets are required to learn the following code sections and will be tested on these sections during inspections and in written quiz form.</p> <p>These sections are listed by learning domain. Cadets are responsible for knowing these sections at the conclusion of the block of instruction for each of the listed learning domains. Cadets will be held responsible for knowing these sections throughout the Academy.</p>
6	418, 451, 452, 453, 455, 459, 466, 470, 476a, 484, 485, 487, 488, 496, 503, 537, 537e, 594, 602, 602.5, 664, 10851VC
7	187, 192, 195, 196, 197, 207, 211, 215, 236, 237, 240, 242, 243(f)(4), 245, 278, 278.5, 368, 422.75
8	182, 330, 409.5, 415, 647c, 647(f), 647(h), 647(i),
9	261.5, 273a(a), 273a(b), 273d, 288(a), 311.11, 647.6, 11166(a)
10	220, 243.4, 261(a), 262, 286, 288a, 289, 290(a), 293, 314
11	272, 300(a)WI, 305WI, 601(a)WI, 601(b)WI, 602WI, 625WI
12	11350HS, 11357HS, 11377HS, 4140BP, 11364HS, 11550HS
13	25658(a), 25661, 25658(b), 25658.5, 25662(a)
15	834, 835a, 836, 837, 849(b), 844 USC Title 18, Section 241, 242
25	136.1, 166(a)(4), 243(e)(1), 273.5, 422, 591, 646.9, 653m, 836(d), 12028.5, 13700
28	4454(a), 5200, 2800.1, 4000(a), 12500(a), 12951(a), 14601(a), 20001(a), 20002(a), 21453(a), 22100(a), 22349(a), 22350, 22450(a), 23103(a), 23109(a), 23110(a), 23152(a), 23152(b), 23153(a), 23153(b), 23224(a), 23224(b), 24400, 24600, 24603(a)
31	147, 149, 422.6, 673, 4574
36	502, 11141, 11142, 11143
37	5150WI
39	69, 118, 136.1, 140, 148(a)-(d), 148.3, 148.5, 148.9, 406, 407, 408, 409
40	246, 246.3, 417, 626.10, 626.95, 653k, 12020, 12025, 12028.5, 12031, 12035

MILITARY TIME

Regular Time	Military Time	Regular Time	Military Time
Midnight	0000	Noon	1200
1:00 a.m.	0100	1:00 p.m.	1300
2:00 a.m.	0200	2:00 p.m.	1400
3:00 a.m.	0300	3:00 p.m.	1500
4:00 a.m.	0400	4:00 p.m.	1600
5:00 a.m.	0500	5:00 p.m.	1700
6:00 a.m.	0600	6:00 p.m.	1800
7:00 a.m.	0700	7:00 p.m.	1900
8:00 a.m.	0800	8:00 p.m.	2000
9:00 a.m.	0900	9:00 p.m.	2100
10:00 a.m.	1000	10:00 p.m.	2200
11:00 a.m.	1100	11:00 p.m.	2300

INSIGNIA OF RANK



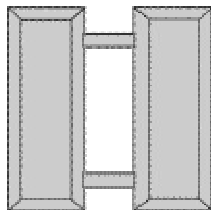
CORPORAL



SERGEANT



LIEUTENANT



CAPTAIN



CHIEF

GUIDELINES FOR CADET CONDUCT

Law enforcement is an honorable calling. Service in the field demands a professional philosophy. A peace officer's life is one of self-sacrificing service to high ideals, based upon his/her recognition of the responsibilities entrusted to him/her. Peace officers fully accept their obligation to protect citizens' Constitutional rights, defend the weak, aid those in distress, and uphold the law. Cadets are expected to conduct themselves in a manner, which is consistent with this philosophy.

While attending the Academy, Cadets will be accountable for their conduct at all times including off time. Remember that everything will be observed by the Academy staff and by the general public. Cadets should always remember the following:

- Always take responsibility for your actions and be always truthful.
- Always assume that someone is observing your actions.
- Always do what is right, because it is the right thing to do.
- Always be courteous to the public, academy staff, and each other.
- Always use appropriate language. Never use profanity.
- Always be early to be sure you are on time.
- Always wear the proper uniform. Ensure that it is clean, pressed and highly polished.

ADA

The Academy recognizes and complies with all of the provisions of the Americans with Disabilities Act. If a Cadet has a disability that will need accommodation during the Academy, the Cadet is responsible for notifying the instructor or Academy staff prior to engaging in that activity. Safety and the reasonable expectation of successful completion of the Academy are all elements of prime importance.

VEHICLE OPERATION

Cadets will maintain a valid California Drivers' License at all times. Cadets will drive vehicles with current registration and will comply with all vehicle insurance laws. Vehicles parked on campus shall have at all times displayed a current college parking permit.

LAW ENFORCEMENT CODE OF ETHICS

California peace officers are required to adhere to the following code of ethics. While you may not currently be a peace officer, you are training to become one. Therefore, you will be held accountable to the following code of ethics:

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL KEEP my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of my department. What ever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL NEVER act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

*I RECOGNIZE THE BADGE of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession – **LAW ENFORCEMENT.***

Cadets shall memorize the Code of Ethics and will take an oath to this Code at graduation as required.

CODE OF PROFESSIONAL CONDUCT & RESPONSIBILITIES FOR PEACE OFFICERS

The *Code of Professional Conduct and Responsibilities for Peace Officers* was the collective product of the California Peace Officers Association and peace officers representatives from throughout the state.

The *Code of Professional Conduct and Responsibilities for Peace Officers* was designated to enhance the *Law Enforcement Code of Ethics* by defining specific standards of ethical conduct.

The *Code of Professional Conduct and Responsibilities for Peace Officers* is comprised of “canons,” “ethical standards,” and disciplinary rules.”

Canons

“Canons,” as used in the *Code of Professional Conduct and Responsibilities for Peace Officers* express in general terms standards of professional conduct expected of peace officers in their relationship with the public, the criminal justice system and the peace officer profession.

The canons of the *Code of Professional Conduct and Responsibilities for Peace Officers* address the following peace officer responsibilities:

1. Uphold the Constitution of the United States, state statutes and local laws
2. Perform duties ethically
3. Regard discharge of duties as a public trust
4. Exemplify high standards in public and private life
5. Recognize the freedom of others shall not be infringed upon without just and legal cause
6. Maintain integrity and competence
7. Cooperate with lawful officials and organizations
8. Refuse to accept gratuities
9. Maintain the confidentiality of information

Ethical Standards

“Ethical Standards,” as used in the *Code of Professional Conduct and Responsibilities for Peace Officers* are statements that represent the objectives toward which every peace officer shall strive.

Ethical standards constitute principles that can be relied upon by the peace officer for guidance in specific situations.

Disciplinary Rules

“Disciplinary Rules,” as used in the *Code of Professional Conduct and Responsibilities for Peace Officers* specify an unacceptable level of conduct for all peace officers, regardless of their rank and the nature of their assignment.

Any peace officer that violates any agency rule that applies to the aforementioned canons and ethical standards is considered guilty of unprofessional conduct, and may be subject to disciplinary action.

Violation of disciplinary rules requires appropriate adjudication, which can include:

- (1) Disciplinary action ranging from verbal reprimands to termination
- (2) Criminal prosecution
- (3) Other administrative action sanctioned by law.

GENERAL INFORMATION ABOUT THE BASIC CERTIFICATE

Eligibility for the “Basic Certificate¹” issued by the Commission on Peace Officer Standards and Training is based on the following criteria:

The applicant must currently be a full-time regular peace officer employed and paid as such in a participating California agency.

The applicant shall have satisfactorily completed a P.O.S.T. Basic Course or equivalent, as determined by P.O.S.T.

The applicant shall attest that he or she subscribes to the Law Enforcement Code of Ethics.

The Department Head must recommend that Certificate be awarded the Applicant.

The applicant shall have completed a field training program and a period of satisfactory service of no less than twelve (12) months, as attested to by the applicant’s department head.

Applicants for the position of peace officer with a municipal or county agency must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship (Government Code 1031(1) and 1031.5). Applicants for the position of California Highway Patrol must be a citizen of the United States (Government Code 1031(1) and 1031.5).

Reserve Officers will be eligible for issuance of the Level I Reserve Officer Certificate issued by P.O.S.T. upon completion of the Basic Course and recommendation by the head of their agency.

¹ The P.O.S.T. Basic Certificate is not the same as the Basic Academy Certificate. The Basic Academy Certificate shows that you have met the training requirements set forth by P.O.S.T. as outlined in Item B, above.

COMPLIANCES AND CERTIFICATES

Cadets who successfully complete the Basic Peace Officer Academy Course, including the required competencies, are eligible for the following:

- A. Twenty four units of credit from Napa Valley College, in the Administration of Justice Major.
- B. Completion certificate for Basic Peace Officer Training Course (Valid for 3 years).
- C. Individual record of training which will reflect all certifications.

COMPETENCY BASED EVALUATION

All evaluated work in the academy is scored using a point system. This work includes written examinations, quizzes, reports, scenario tests, manipulative skills tests, physical tests, projects, presentations, attendance, class participation, and demeanor.

The academy uses a competency based evaluation system to measure student performance. The six core competencies used in the academy are derived from the ten dimensions of the peace officer job.

• Communications Skills	20%
• Problem Solving	20%
• Learning Ability	20%
• Interpersonal Skills	10%
• Physical Skills	20%
• Self Improvement	10%

Competency Based Graduation Standard

In order to graduate from the police academy, a student must achieve an average score of at least 80% in each individual core competency (see above). If a student fails to achieve a minimal score in even one competency, the student will not graduate.² The final grade in the course is calculated based on the weighted average score in all six competencies (see above). The final grade, however, does not determine if a student graduates. Cadets terminated from the Academy for any reason are given a grade of "F."

Students shall be "ranked" according to their overall average score. Rankings will be recorded on the student evaluation form.

² Approved by the CJTC Advisory Committee 9/27/07

EVALUATIONS

Cadets receive continuous feedback on their performance in the Academy by instructors, Recruit Training Officers, the Academy Coordinator and director. The intent of this feedback is to allow a continuous improvement process to occur throughout the Academy.

A Recruit Training Officer will complete three formal written evaluations for each Cadet during the Academy (See Appendix C).

PERFORMANCE AND PARTICIPATION EXPECTATIONS

Performance standards in the basic police academy are derived from standards established by P.O.S.T., the Criminal Justice Training Center Advisory Committee, and from Napa Valley College. All activities, whether required by P.O.S.T. or not, are required and shall be factored into the Cadet's grade. Cadets are required to participate fully in all academy activities and shall complete all assignments to the Cadet's fullest ability. A failure to participate fully or apply effort toward the completion of any assignment shall be reflected in the Cadet's evaluation and could jeopardize the Cadet's eligibility to graduate.

Cadets are expected to maintain an overall average of at least 80% throughout the academy. If it is discovered that a Cadet's overall average score is below 80%, the Cadet will be placed on academic probation and will have 30 days to raise their overall average score to at least 80%.

The academy reserves the right to withhold the basic academy certificate from any student who does not participate fully or who does not complete all assignments.

ACADEMICS

Cadets are required to achieve 80% on all academic tests (unless a higher score is required by P.O.S.T.) and reports. All activity is evaluated using a point system. Cadets are required to maintain an 80% overall average score in the class.

EMERGENCY VEHICLE OPERATIONS

Cadets are required to pass the emergency vehicle operations driving test. This test is scored pass or fail.

MANIPULATIVE SKILLS

Manipulative skills (weaponless defense & baton) are performance-oriented skills. Cadets must demonstrate competency in all aspects and are required to achieve 80% on all weaponless defense and baton tests.

PHYSICAL FITNESS

In keeping with a Lifetime Fitness commitment, Cadets shall not use tobacco products while engaged in Academy activities including field trips, outside fund raising events, or other academy related functions.

Cadets are required to pass the final P.O.S.T. physical fitness work sample test by completing each individual test within a maximum period of time and by earning at least 384 points overall. In addition, Cadets must run 1.5 miles within 14.5 minutes, complete 20 push-ups without stopping, and 29 full sit-ups without stopping.

Cadets are required to participate fully in the Lifetime Fitness Program and may not miss more than 10 sessions for any reason. Cadets who miss more than 10 sessions will be subject to termination from the academy. If a student sustains an injury while in the academy and is restricted from participating in the Lifetime Fitness Program by a doctor, the student will be allowed to complete the academy as long as the Cadet participates fully in at least a total of 30 sessions of Lifetime Fitness. Full participation means completing the assigned exercise regiment within the parameters established by the physical fitness instructor.

RANGE

Cadets are required to pass each specific range qualification with a score of at least 80%.

SCENARIO TESTING

Scenarios are psychomotor tests in which Cadets must demonstrate competency in handling simulated “real life” law enforcement situations. All scenario tests require a minimum passing score of 80%. (See Appendix A for details)

FAILURE OF PERFORMANCE STANDARDS – RESULTS

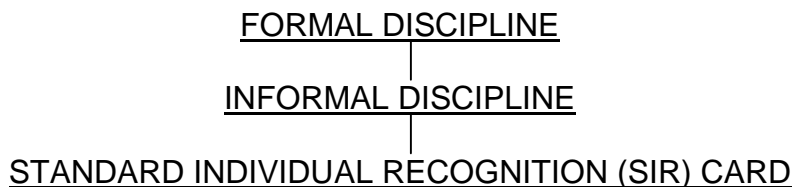
Cadets who fail to meet any of the mandated performance standards outlined above will be rendered ineligible for certification and subject to termination from the Academy (See Testing and Remediation Policy).

CADET DISCIPLINE

POLICY

The Police Academy operates in a high-discipline, moderate-stress para-military environment. The instructional purpose of this approach is to help Cadets develop self-discipline, attention to detail, time management, personal organization, teamwork, critical thinking skills, decision-making and problem solving under pressure. Discipline is always administered in a professional manner and is not intended to be personally demeaning. Cadets will be held strictly accountable for their actions.

Cadets in the Police Academy, as students of the College, have certain rights and privileges. Therefore, the Napa Valley College Criminal Justice Training Center adheres to a progressive disciplinary policy, which ensures a Cadet's due process procedures and individual rights, while at the same time ensuring that state mandated standards are not abridged³.



³ The Academy utilizes a progressive policy, which should not be interpreted to mean that informal or formal discipline couldn't be instituted prior to lesser forms of discipline.

SIR CARD

Standard Individual Recognition Cards are issued for minor breeches of Academy discipline as well as to acknowledge exceptional performance. Any member of the Academy staff may request a SIR card.

With respect to a disciplinary matter, upon request, Cadets will fill out a SIR card completely and submit the card through the chain of command to the staff member requesting the card. Under no circumstances will the Cadet argue or debate the request for a card.

VIOLATION EXAMPLES

The following are some examples of the type of violations, which may be handled by SIR Cards.

- Tardiness to class of training.
- Failure to follow instructions.
- Failure to follow the chain of command.

POSSIBLE OUTCOMES

SIR CARD: Each SIR card will be considered for inclusion in the performance evaluation. A point deduction from the R.T.O. score may also apply.

If the situation continues then the matter may be handled through informal discipline procedures.

INFORMAL DISCIPLINE

Informal discipline is used to correct behavior(s), which were not corrected through the SIR Card process or the behavior(s) where both a SIR Card and formal discipline is inappropriate.

VIOLATION EXAMPLES

The following are some examples of the type of violations, which may be handled by informal discipline.

- Habitual tardiness.
- Failure to follow orders.
- Minor ethical breach.
- The issuance of more than one SIR card for the same violation.

POSSIBLE OUTCOMES

Memos Of Explanation: The Cadet may be assigned to write a memo of up to one page in length explaining their conduct.

Learning Activity Package: The Cadet may be assigned a learning activity package designed to cause the Cadet to think about their conduct and how to correct their behavior. The package may include research and a presentation based on the needs of the Cadet. Learning Activity Packages are typically 3 to 8 pages in length, but may be longer depending on the nature and magnitude of the misconduct.

If the situation continues then the matter may be handled through formal discipline procedures.

Memos of Explanation and Learning Activity Packages, shall be written in black ink on standard lined paper (binder paper) beginning on the first line of the first page and ending on the last line of the last assigned page. Only one side of each page shall be used. All essays will be written using block print and single spacing. Essays containing mistakes including spelling, grammar or content will be re-written with additional pages added to the assignment.

FORMAL DISCIPLINE

Formal discipline is used where a Cadet's behavior is of such a nature that it is disruptive to the instructional process and may result in termination from the Academy program.

VIOLATION EXAMPLES

The following are specific program violations, which may result in formal discipline:

1. **INSUBORDINATION:** Failure to comply with directions from Academy staff acting in the performance of their duties.
2. **DISHONESTY:** Dishonesty in any form, including, but not limited to, furnishing false information, forgery, cheating or plagiarism.
3. **UNAUTHORIZED USE/ENTRY:** Unauthorized use or possession of college property or equipment, unauthorized entry or occupancy of facilities owned or controlled by the college.
4. **VIOLATIONS OF COLLEGE RULES:** Any act or omission, which is a violation of college rules and regulation, obstruction or disruption of classes or administrative procedures.
5. **ILLEGAL ACTIVITY:** Any act or omission, which is a crime under state or federal law whether an arrest is made or not.
6. **ALCOHOL/DRUGS:** Possession, under the influence of, or distribution of alcohol, narcotics, or other dangerous drugs on campus, during a college sponsored activity, or prior to participation in any Academy related training or classroom activity. Having an odor of alcohol is presumed to be under the influence.
7. **UNAUTHORIZED WEAR – UNIFORM:** Unauthorized or inappropriate wearing of the Academy uniform.
8. **SAFETY VIOLATIONS:** Gross safety violations, or willful violation(s) of the Criminal Justice Training Center Safety Guidelines.
9. **HARASSMENT:** See "Prohibition of Harassment" section in this handbook.
10. **MISREPRESENTATION:** Falsifying documents including academy reports, evaluation forms, or signing any document to represent it as one's own work.

POSSIBLE OUTCOMES

Written Reprimand: A formal counseling statement will be permanently placed in the Cadet's academy record.

Suspension from the Academy: A Cadet may be suspended from the Academy until they meet with the Academy Director.

Termination: The Cadet may be terminated from the Academy.

INTEGRITY AND HONESTY

Integrity is one of the most important character foundations of a good peace officer. Honesty in all matters is an absolute requirement no matter how significant or material the subject may be. Cadets shall be held fully accountable for truthfulness in all matters relating directly or indirectly to the academy or law enforcement.

The Law Enforcement Code of Ethics holds peace officers accountable to be “honest in thought and deed” in both their personal and professional lives. The public trust is dependent on the integrity and honesty displayed by those individuals awarded a peace officer badge. Beyond these ethical standards, the law is clear that honesty and truth is always required from peace officers. The United States Supreme Court has also made it clear, in a number of significant case decisions that the credibility of a peace officer is a matter of public interest and directly affects the due process rights of a defendant accused of a crime.

ACADEMIC INTEGRITY

Students are expected to complete all assignments with the highest degree of academic integrity. Academic cheating is defined in P.O.S.T. Commission Regulation 1001(I) and includes, but is not limited to: altering answers or scores on tests (or quizzes) including range scores; altering scores on another student’s test or aiding another student to cheat; copying another student’s answers during a test; falsifying any official academy record, document or log; providing information to another student concerning a scenario or simulation test, knowingly giving false information; failing to report any observed violation of the law, student rules of conduct, or organizational policy.

Napa Valley College also prohibits academy dishonesty including, “Taking and using the words, work, or ideas of others and presenting any of these as one’s own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. It includes signing one’s name to a report, evaluation, or other work and representing it as one’s own work. Plagiarism may either be deliberate or unintentional, but it must be avoided at all costs.”⁴

POLICY

Untruthfulness in any matter, cheating, perjury, plagiarism, or dishonesty in any form, however slight, whether directly or indirectly related to the academy, is grounds for termination from the Basic Police Academy for the first occurrence.

⁴ Napa Valley College Academy Standards – Napa Valley College Catalog

PROHIBITION OF HARASSMENT

Harassment, discrimination, or retaliation against a student, member of the academy staff, or college staff is destructive to morale, impedes learning, and is unprofessional and unethical. Harassment or discrimination based on the protected status of a student or employee of the college including, sex, race, color, national origin, religion, age, disability, and sexual orientation, is illegal and in violation of federal law (Title VII of the Civil Rights Act of 1964, 42 U.S.C. section 2000(e) et seq.), state law (California Fair Employment and Housing Act (Government Code section 12925 et seq.), and the Napa Valley Community College District Board of Trustees Policy (regulation 2231, 4121, 5121).

- ▶ It is the policy of the Criminal Justice Training Center to promote a professional learning environment that equates to a professional law enforcement work environment.
- ▶ The jurisdiction of this policy includes all areas of the college campus including locker rooms, all off campus training sites, and all interactions between students and college staff.
- ▶ Harassment is strictly prohibited and will not be tolerated in any form.

EXAMPLES OF HARASSMENT:

- A. Speech, such as epithets, derogatory comments, slurs, jokes, or lewd propositions;
- B. Physical acts, such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal movement;
- C. Visual insults, such as derogatory posters, cartoons, or drawings;

SEXUAL HARASSMENT INCLUDES:

- A. Sexual relations, sexual contact or coercion for the purpose of sexual relations or contact, which is not freely and mutually agreeable to both parties;
- B. Verbal abuse of a sexual nature, including but not limited to graphic commentaries on the victim's body, sexually degrading words used to described the victim, or propositions of a sexual natures;
- C. The threat or insinuation that lack of sexual submission will adversely affect the victim's employment, wages, advancement, assigned duties or shifts or other conditions that affect the victim's livelihood.
- D. Leering or ogling, making obscene gestures, sexually oriented jokes or comments; sexually suggestive pictures or objects which are displayed in

a work area or changing room that focuses on women or men as sexual objects, rather than people capable of accomplishing their job.

REPORTING

A victim of harassment may be anyone who is directly the target of harassment or anyone who witnesses an act of harassment (third party). Any victim of harassment shall report the incident to the Recruit Training Officer, Academy Coordinator, or Academy Director. If none of these academy staff members are available and the harassment is on-going, the victim shall immediately report the incident to any available member of the academy staff. The victim is not required to follow the chain of command and should make the report to the member of the academy staff the victim feels most comfortable talking to.

All reports of harassment shall be investigated formally and in compliance with the policies and procedures established by Napa Valley College. The Napa Valley College Office of Human Resources is responsible for administering the college's policies related to harassment.

INITIATION OF DISCIPLINE

Academy instructors may recommend discipline in accordance with this handbook. Only drill instructors, Recruit Training Officers, the Academy Coordinator and Academy Director may initiate actions of informal and formal discipline. All disciplinary actions resulting in termination from the academy shall be approved by the Academy Director.

Complaints about cadet conduct received from other cadets, peace officers not employed by the academy, and members of the public shall be investigated fully. Recruit Training Officers, the Academy Coordinator, or Academy Director may accept a complaint. Complaints may be submitted verbally or in writing.

IMMEDIATE REMOVAL FROM CLASS

An academy instructor, Recruit Training Officer, drill instructor, Academy Coordinator, or Academy Director may immediately remove a cadet from class who is disruptive, insubordinate, or who violates the academy Safety Guidelines. The staff member involved shall notify the Academy Coordinator and director as soon as possible.⁵

REVIEW

The decision of the Academy Coordinator to remove a cadet from the class will be reviewed within 24 hours by the Academy Director, or in his/her absence, the Vice-President of Instruction, who may sustain, modify, or overrule the decision.

APPEAL OF DISCIPLINARY TERMINATION

If the Academy Director sustains the termination decision, the offending cadet may appeal the termination decision within 24 hours, in writing to the Vice-President of Instruction. (See Napa Valley College Student Grievance Policy S6320).

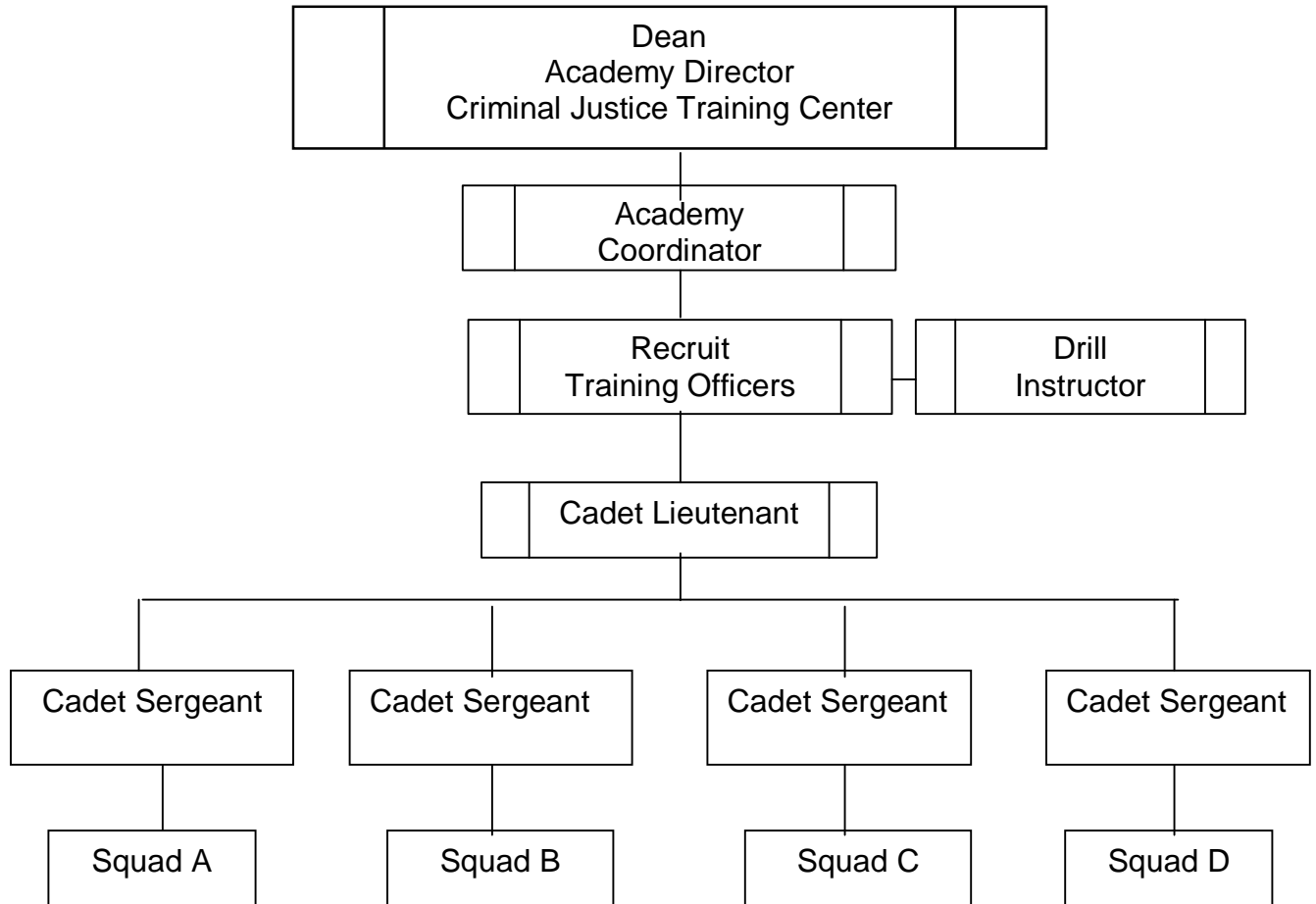
ACADEMY ATTENDANCE DURING DISCIPLINARY ACTION

The Cadet will not be permitted to attend the Academy during the grievance procedures, however if the committee rules in favor of the student, alternative methods of instructional support will be provided.

⁵ California Education Code, Section 76030.

CHAIN OF COMMAND

The Chain of Command is the Official Line of Communication within the Napa Valley College Police Academy. Cadets are expected to adhere to the Chain of Command at all times. The only exceptions to following the chain of command are incidents of sexual or racial harassment.⁶



⁶ Communications guidelines for incidences of sexual or racial harassment are contained in the sexual harassment policy of this manual.

ATTENDANCE POLICY

EXPECTATION

Cadets are expected to attend every scheduled Academy session and to be on time and in proper uniform. Personal matters shall be handled outside of academy time. All absences, other than for an emergency, are subject to the prior approval of the RTO or Academy Coordinator. Requests to be absent shall be submitted in writing ahead of time on a memo form.

EMERGENCY

If a major emergency arises which necessitates an absence, it is the Cadet's responsibility to immediately contact the Recruit Training Officer or Academy Coordinator personally (not through a fellow Cadet) prior to the start of the class session to be missed.

ABSENTEEISM

Absenteeism, regardless of the reason will be penalized. P.O.S.T. requires that a Cadet's absence not exceed 5% of the Academy total hours. Any Cadet exceeding the allowable 5% may be terminated from the Academy.

TARDINESS

Being on time means being early in order to be prepared. Cadets are expected to be in full uniform and in formation at the start of class. Cadets who arrive late will be penalized and the minutes missed will be counted toward the 5% of time noted above.

TRAINING THAT CANNOT BE MISSED

Some of the training provided during the academy cannot be missed for any reason as there is no possible way to remediate. Any Cadet who misses this training may be terminated from the Academy. The Academy Coordinator will notify the class of all training classes that cannot be missed. Cadets shall complete all course work including the passing of tests, exercises, course projects, and learning activities before the date of graduation in order to complete the course.

NOTIFICATION WHEN LEAVING THE ACADEMY

In all cases, when a Cadet leaves the Academy for any reason, the Cadet shall notify the Class Lieutenant personally before leaving the campus.

DAILY ATTENDANCE REPORT

The Cadet Lieutenant will maintain a daily attendance report, which will be submitted to the Recruit Training Officer at the conclusion of each day. The primary Recruit Training Officer for the class is responsible for tracking student attendance through the duration of the Academy.

POINTS

When a Cadet is absent, all points associated with that absence are permanently lost, and the remediation policy is activated regardless of the cause of the absence. Therefore, it is prudent to discuss a necessary absence in advance with the Recruit Training Officer since non-communication could result in disciplinary action, which could jeopardize your continued retention in the Academy.

TESTING AND REMEDIATION POLICY

Types of Examinations

Cadets are required to pass a variety of tests throughout the academy. These tests include written examinations, report writing tests, manipulative skills tests, exercise tests, physical tests, and scenario tests.

Passing Score

Most tests have a minimum passing score of 80%. Some written examinations have a higher minimum passing score as established by P.O.S.T. The Ethics Oral Board test has a minimum passing score of 90%.

Remediation

A cadet is automatically entered into remediation anytime the cadet fails to achieve a passing score on a test or anytime the cadet is absent when the test is administered.

Remediation Process

The Academy Coordinator is responsible for overseeing all testing and remediation processes. When a cadet enters remediation, the Academy Coordinator will notify the cadet in writing. Every cadet entered into remediation shall be given remedial training in the area of failure prior to the remediation test.

Any conflicts or questions regarding the test during remediation training shall be directed to the Academy Coordinator without delay. Under no circumstances shall students argue in any form with the remedial instructor.

The remedial training and testing will take place within the same week as the original test failure whenever possible. The exceptions include certain manipulative skills tests that require access to specialized facilities, the use of multiple instructors to administer the test, and other circumstances that prevent the remediation test from being administered within the same week. The only test that may be remediated on the same day as the original test is a scenario test. In all other cases, at least one day of preparation will be given to the remediating cadet.

The Academy Coordinator will schedule the time and place of the remedial test. If, for whatever reason, the cadet is not able to attend the remedial test session or is unable to submit a remedial test on time, the cadet shall notify the Academy Coordinator in advance of the test session to see if the test can be re-scheduled. If a cadet fails to attend the remedial test session or fails to submit a remedial test by the date and time assigned by the Academy Coordinator, the remedial

test shall be considered a failure and the cadet shall be terminated from the academy.

If the cadet passes the remediation examination, the record will show that the cadet passed the required performance objectives, however no points will be awarded.

Remediation Standard

Cadets will be given only one chance to pass a remediation test as required by P.O.S.T. regulation. The minimum passing score for a remediation test is the same as the original test. If a cadet fails a remediation test, the cadet fails out of the academy. An academy instructor or Academy Coordinator shall grade all tests.

Remediation Test Failure Review

Anytime a cadet fails a remediation test, the Academy Coordinator will conduct a thorough review of the entire testing process including the instructional process, content of the test, remedial training process, remedial test administration, and interviewing the involved cadet.

Appeal

Cadets may appeal a termination based on an aspect of the testing or remediation process; however, a grade cannot be appealed. Except in the absence of mistake, fraud, bad faith, or incompetence, grades assigned by an academy instructor shall be considered final and cannot be the subject of a grievance or appeal per section 76224 of the California Education Code.

Performance objectives and standards of performance are also ineligible for appeal. Napa Valley College may not alter or deviate from P.O.S.T. regulations.

The appeal process shall be conducted in accordance with stage one of the Napa Valley College Grievance Policy S6320. The first stage of the process requires that the grievance be submitted to the Academy Director in writing. This must be done within 24 hours of the termination. Subsequent stages of appeal shall be conducted as described in the Napa Valley College Grievance Policy S6320.

DISMISSAL FROM THE ACADEMY

SPONSORED STUDENTS WHO SEVER EMPLOYMENT

A sponsored student is someone who is enrolled in the academy by a law enforcement agency that pays the tuition for the course and that employs the student in some paid capacity. Should the student's employment be severed for whatever reason by the employing agency, the employing agency may elect to request the Academy to dismiss the student from the program. If an appropriate agreement exists between the student and the employing law enforcement agency, the student must either withdraw or be dismissed from the program and the student will not be allowed to re-enroll in the same class as a self-sponsored student. Re-enrollment after a dismissal may occur in accordance with academy policy.

EQUIPMENT RETURN AND REFUND OF FEES

When a Cadet is terminated from the academy for an academic failure, disciplinary action, or when a Cadet resigns from the academy for any reason, the academy identification card and all academy equipment loaned to the student must be returned immediately. Once all equipment is accounted for, the academy will request a refund of any unused course fees paid for by the Cadet. Fees will not be retained if a Cadet decides to re-enroll in a future class.

RE-ENROLLMENT AFTER DISMISSAL

The academy is committed to helping students be successful even after a dismissal for an academic failure or disciplinary action. Students may apply for a seat in a future academy class after six months from the graduation date of the class the student failed or resigned from. The intent of this waiting period is to help students better prepare for success in a future class.

Students wishing to re-enroll in a future class may be exempt from taking the entrance exam again unless the cause of the dismissal was the failure of an academic exam or physical performance test. This decision will be left to the Academy Director. In all cases, students are required to complete a new application and submit a deposit as if starting the academy for the first time. Students are required to purchase new equipment and supplies and no credit will be given for old or previously issued equipment.

GENERAL PROTOCOLS

Students and staff shall strictly adhere to the following guidelines. The Academy Coordinator and Academy Director are the only two individuals who may approve changes to these guidelines.

FLAG RAISING PROTOCOL

The United States flag and State of California flag will fly any time any academy class is in session. The United States flag will fly on the north pole and the State of California flag will fly on the south pole. The first class to arrive each morning shall be responsible for raising the flags and the last class to leave at the end of the day shall be responsible for lowering the flags. The flags will be stored in room 1012.

FLAG RAISING – The class lieutenant will select four Cadets to raise the flags (2 for the United States flag and 2 for the State of California flag). The class lieutenant will issue all commands associated with the flag raising ceremony. One Cadet in each pair shall be assigned to carry the flag with dignity to the appropriate pole. The second Cadet will be responsible for attaching the flag to the lanyard and raising the flag.

The ceremony begins once the flags are removed from storage. The class lieutenant will march both pairs of Cadets down the hallway and out the rear doors to the flagpole area (United States flag team marches on the north side of the hall, State of California flag team marches on the south side of the hall). Once both teams reach the flag pole deck, the class lieutenant will issue the command, “detail halt,” followed by, “ready face,” and, “post.” Each team will face the flagpole and center on it. The Cadet holding the flag will prepare the flag for attachment to the lanyard. The other Cadet will attach the flag to the lanyard. Once both flags are attached, the class lieutenant will issue the command, “raise flags.” The United States flag shall always be raised just seconds before the State of California flag. The Cadet holding the flag shall throw the flag out to the right and come to the position of attention. The second Cadet will raise the flag briskly and secure the lanyard. After both lanyards are secured, the class lieutenant will issue the command, “ready face,” followed by, “forward march.” Everyone involved in the ceremony will march away.

FLAG LOWERING – The class lieutenant will select four Cadets to lower the flag as above. The class lieutenant will issue all commands associated with the flag lowering ceremony. The ceremony will begin at the flag deck with both flag teams centered on each pole. The class lieutenant will issue the command, “lower the flags.” One Cadet will release the flags and lower the flag into the hands of the second Cadet who will gather the flag. After the flag is folded properly, both Cadets will face away from the pole and step to the center facing

the building doors. The class lieutenant will issue the command, “forward, march.” Both pairs will march to storage area and secure the flags.

RAISING THE FLAGS TO A HALF-MAST POSITION – The Academy Director shall direct the flags to be raised to a half-mast position in certain circumstances such as when a law enforcement officer falls in the line of duty. The flag raising ceremony is the same except that the flags are raised slowly and to only ten feet above the ground.

Any Cadets present outside of the building and within view of the flagpoles shall come to the position of attention anytime either ceremony is in progress.

CLASS GUIDE

The class guide-on, otherwise known as the “organizational colors,” shall be given to the class at the beginning of the academy by the academy staff. The guide-on shall serve to identify the class, its location at a training activity, and as a symbol of the collective efforts and mission of an individual academy class.

A Cadet shall be designated as the bearer of the guide-on and will be responsible for posting the guide-on daily. The guide-on bearer will insure that the organizational colors are present at all ceremonies and formal class activities. While in formation, the guide-on bearer will stand in front of the class formation in between the class and the class lieutenant. The guide-on shall be posted outside the classroom to the left of the doorframe while the academy class is in session. The guide-on bearer will transport the guide-on to remote training locations as directed. The RTO shall be responsible for assigning a guide-on bearer on a rotational basis. This honor shall be given to a Cadet based on honorable merits.

At the time of graduation, the academy class will make a decision as to the disposition of the guide-on.

MARCHING

The Class or Squad will march in formation to and from all training sites.

CLASSROOM SUPPLIES

No food or drink is permitted in any of the classrooms. Cadets are encouraged to drink water throughout the day and may use the Academy issued water bottle for that purpose. Cadets will have at all times while in the classroom, two #2 pencils, an eraser, 2 black pens, a notebook, California Penal Code, the Basic Police Academy Cadet CD, USB drive, and the appropriate P.O.S.T. Workbook or handout material. Pagers and cellular telephones are not permitted in the classroom.

Cadet nametags shall be placed at the edge of the table in front of the Cadet's seat. All books and materials will be stacked neatly behind the nametag.

Personal items shall be stored neatly in the back of the classroom.

Cadets will sit up straight and will not lean back in chairs. Feet are not allowed on seats or tables.

DOOR GUARD

A Cadet shall be posted at the door as a Door-Guard whenever Cadets are present in a room. The Door-Guard shall be responsible for calling the room to attention whenever a Member of the Academy Staff enters the room. The only exceptions shall be when another Staff Member is already in the room, or on the range.

BREAK TIME

Classes shall generally be given one ten-minute break each hour and one hour for lunch each day. Other periods of down time shall be used for reading, study, or to work on other class assignments, such as the community policing project. There is little time in the academy to waste.

Cadets shall not eat, drink, or use cellular telephones at anytime while in motion anywhere on campus. At no time shall Cadets eat, drink, or use cellular telephones while in the designated area surrounding the academy building. All food items shall be stored away appropriately in a sealed container. No food shall be stored, consumed, or sold in the hallway.

Use of ANY tobacco product is only permitted in the areas on campus designated for smoking. Eating, drinking, and cellular telephone use is permitted in Chapman Park, in and around the cafeteria, or in the redwood grove. Students are permitted to leave campus for lunch.

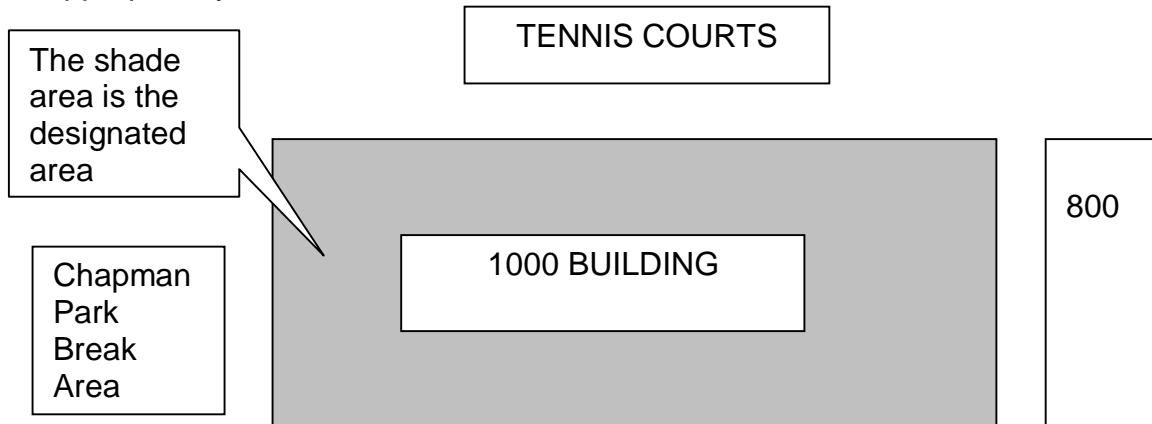
CONSUMPTION OR USE OF PROHIBITED SUBSTANCES

The consumption of any product with a high level of caffeine, such as, but not limited to an "energy drink," like, "Red Bull," or "No Dose," before or during class is strictly prohibited. Consumption of these drinks and other similar products before physical activity has resulted in serious medical emergencies resulting in students being transported by ambulance to the hospital.

Students shall not be in class under the influence of alcohol or drugs of any kind. If use of over-the-counter medication or prescription medication is required, the student shall notify the Recruit Training Officer in writing before taking any medication.

CALLING ATTENTION

For the purposes of developing observation skills and a general awareness of the surroundings, whenever Cadets are out-of-doors in the designated area and not in training, the first Cadet observing an Academy Staff Member shall call out "Attention" in a loud voice. All Cadets hearing attention will stop and assume the position of attention, until told to continue by the Academy Staff Member. Immediately following the release, the Cadet(s) shall greet the staff member appropriately.



OFFICE CONTACT

Cadets visiting an Academy office shall stand to the side of the door, knock three times, and come to the position of attention. After being invited to enter, Cadets shall enter and come to the position of attention and announce themselves. (i.e., "Sir, Cadet Johnson, Sir."). Cadets will remain at the position of attention until told otherwise by Academy staff.

GENERAL CONTACT WITH STAFF

Cadets will greet all Academy staff using "Sir" or "Ma'am" before and after speaking. Cadets will take the initiative to greet staff members when passing in hallways or outside. Under no circumstances will Cadets address Academy staff using a first or nickname.

SAFETY GUIDELINES

Safety in all aspects of Academy training is always the most important concern for both Cadets and Academy staff. Cadets will be provided with a copy of the Safety Guidelines and are accountable for abiding by all safety rules. Violation of the Safety Guidelines is grounds for formal disciplinary action up to and including termination from the Academy.

TEAM SPORTS

Cadets shall not engage in any team sports while under the immediate control of the Academy. Immediate control is defined as that time between the start of the training day and the end of the training day. Although the Academy encourages students to maintain a high level of physical fitness, participation in any kind of high-risk sports activity while attending the academy is strongly discouraged as an injury resulting from participation in a high-risk sport may prevent a Cadet from completing the Academy.

FACILITIES MAINTENANCE

An important part of the professional training environment is the maintenance of a clean and orderly training facility. The investment of time and energy in daily and periodic maintenance is one way Cadets provide for a professional environment. The Drill Instructors shall be responsible for inspecting the facilities regularly and ensuring that the following tasks are completed.

At the end of each day, the academy class shall be responsible for completing the following tasks:

1. Inspect the classroom for any safety hazards including burned out light bulbs.
2. Dust all surface areas and remove any cobwebs or other debris.
3. Replenish all supplies including forms. Remove unnecessary paper materials.
4. Vacuum the classroom.
5. Dump all trashcans in the classroom and RTO Office.
6. Sweep the hallway.
7. Sweep the outside flag area and rake Chapman Park (except in wet weather).

During the last week of academy, the class shall be responsible for completing the following tasks.

1. Thoroughly clean all furniture and check bolts for tightness.
2. Wipe down all walls, white boards, and wash windows.
3. Remove all furniture and (using a rented carpet cleaning machine paid for by the training center) shampoo the carpets.
4. Thoroughly clean all surface and glass areas in the hallway.

COMPUTER USE

All computer use by students and staff shall be in full compliance with the policies and procedures of Napa Valley College. No computer equipment shall be taken out of the training center without the prior authorization of the Academy Director. Wireless access to the Internet is available in almost every area of the training center. Only computers with wireless access cards authorized by the Napa Valley College Information Technology Division are authorized to access the wireless network.

Computers assigned for general use by staff and students do not have user names and passwords. No software or computer files of ANY KIND shall be loaded onto the hard drive of these computers without the authorization of the Academy Director. Computer work may be accessed and stored using a USB memory stick or CD ROM media.

Academy Cadets are encouraged to use the laptop computers for note taking, report writing, research, accessing P.O.S.T. workbooks, academy documents, and instructor handout materials. Students will be provided with access to the academy's SharePoint for the duration of their enrollment in the academy. Cadets may also use the laptop computers for job searches and other academy related work. Under no circumstances will Cadets use the laptop computers for non-academy related work or to access the Internet for non-academy related purposes. Misuse of any computer shall be subject to formal discipline.

Cadets will not use the laptop computers or access the Internet during class time except for tasks that relate directly to class activity (i.e., note taking, report writing, or to complete an assignment given by the instructor). Cadets will not access the Internet, send or receive instant messages, emails, or engage in other computer related activities during class time that do not relate directly to the class.

While taking an online test, Cadets will not have any other windows open or minimized or have any other program operating except the one use for testing. Cadets will adhere strictly to all rules and regulations associated with testing. Any compromise or misuse of computers during a test administration may be considered cheating and grounds for termination from the academy.

All user names and passwords associated with any Academy related computer device or software are considered confidential. The sharing of user names and passwords or allowing others to log in using one's own user name and password shall be considered cheating and grounds for termination.

LEADERSHIP

Leadership is a fundamental characteristic of a professional law enforcement officer. We believe in striving for excellence, not settling for mediocrity. To this extent, we have established a leadership component in our program that is designed to provide the opportunity for our students to develop their leadership skills at the onset of their law enforcement careers.

There are several formally recognized leadership positions in each academy class. They are categorized as either operational or administrative.

The operational leadership positions are:

- Cadet Lieutenant – the Cadet Lieutenant is responsible for the overall discipline and conduct of the class. The Lieutenant is the primary liaison between the class and the RTO. As such, the Lieutenant is responsible for a variety of tasks including:
 - Preparing the class for line-ups and inspections.
 - Assisting the RTO and /or DI with inspections.
 - Preparing daily attendance reports.
 - Collecting and submitting all student documentation (e.g. SIR Cards, memos, essays, etc.)
 - Assigning or delegating the assignment of activities such as classroom cleanup, flag raising / lowering, equipment / vehicle procurement and door guard.
 - Developing the leadership abilities of the squad sergeants.
 - Resolving problems and issues as they arise, within his/her ability.
 - Other duties as assigned.

- Cadet Sergeant- the Cadet Sergeant is responsible for the discipline and conduct of the members of his / her squad. The Sergeant works in unison with the other Cadet Sergeants to assist the Cadet Lieutenant with his / her responsibilities. As such, the Sergeant is responsible for a variety of tasks including:
 - Assisting with the preparation for line-ups and inspections.
 - Collecting and forwarding all student documentation.
 - Assigning squad members to specific activities.
 - Holding squad members accountable for compliance with Academy rules and protocols.
 - Resolving problems and issues as they arise, within his/her ability.
 - Developing the leadership abilities of squad members.
 - Other duties as assigned.

The administrative leadership positions are:

- Class President- the Class President is responsible for planning, organizing and managing the extracurricular activities of the class including social functions and fundraising activities. The President is also responsible for organizing the class C.O.P. project(s). The President will also work in partnership with the Cadet Lieutenant to resolve issues of conflict within the class.
- Class Vice President- the Class Vice President is responsible for assisting the President with the planning and organizing of class activities as well as specific project management.
- Class Treasurer- the Class Treasurer is responsible for developing and managing the class fund. The class treasurer will provide detailed accounting records to Academy Staff upon request.

SELECTION

The Cadet Lieutenant and Cadet Sergeant positions will initially be selected by the academy staff. These initial positions are critical to the success of the leadership program; the persons selected will be instrumental in defining their respective roles and setting the leadership tone for the remainder of the class.

The initial Cadet Lieutenant and Cadet Sergeants will serve for a period of about three weeks. At the end of their terms they will select their successors from within their squads. The Cadet Lieutenant will select a successor from the outgoing group of Cadet Sergeants. The new Cadet Lieutenant and Cadet Sergeants will serve for a predetermined period of time and then select their replacements in the same manner. This rotational form of leadership is designed to provide each student with the opportunity to fulfill the responsibility of leadership, with professional and personal development in mind.

After each member of the class has rotated through an operational leadership position, a Cadet Lieutenant and four Cadet Sergeants will be selected by the academy staff based on recommendations from their peers based on a specified leadership criteria to represent the class for the remainder of the program.

The administrative leaders are chosen by the class to represent them for the duration of the program. The selection process is an open election in which students can nominate others or themselves for one of the three positions. The election should take place after the class has had an opportunity to adjust to the academy environment and each other. Once selected, the administrative leadership team will work in collaboration with the operational leadership team to maintain a positive and professional learning environment.

EXPECTATIONS

All class leaders are expected to participate in the effective management of the class. This means they must work collaboratively with their RTO and other staff members to maintain a healthy and positive learning environment. To facilitate this, a leadership meeting will be held each Friday during the lunch hour. Current and incoming operational leaders as well as the administrative leaders are required to attend. The meetings will be facilitated by the RTO and/or the Academy Coordinator. Relevant class issues and general discussions of leadership development will be the focus.

In addition to assigned duties, every class leader is expected to be a:

Role Model

- Set the example in appearance, attitude and performance; always be positive and professional!

Team Leader

- Actively motivate and recognize Cadets who meet and exceed Academy standards.
- Recognize and correct inappropriate conduct-**IMMEDIATELY!**
- Be accessible as a resource person.

Team Player

- Cooperate with each other...work out differences.
- Provide active and constructive input to each other.
- Voice concerns in a professional and mature manner; consider whether they are best addressed publicly or privately.

Conflict Resolver vs. Conflict Creator

- Stop rumors at the onset.
- Do not create conflicts...create solutions.
- Use the RTO as a resource for problem solving.

EVALUATION

The students will evaluate each other's leadership performance at the conclusion of each rotation. Feedback from peers is often the most meaningful and should therefore be given as well as received with careful consideration. The students will use the "Leadership Feedback Form" as follows:

- Each Squad member will evaluate their Sergeant and Lieutenant (2).
- Each Cadet Sergeant will evaluate their Lieutenant (1).
- Each Cadet Lieutenant will evaluate their Cadet Sergeants (4).

The completed forms will be collected by the Cadet Lieutenant by the end of the Friday that concludes the rotation. The forms will be forwarded to the RTO for review, discussion and inclusion in the student's file.

FUND RAISING APPROVAL

Students are encouraged to fund raise for the purpose of offsetting the costs of graduation celebrations and for making contributions to the academy or community. All proposed fund raising projects shall be submitted in writing through the chain of command and be approved by the Academy Coordinator and Academy Director prior to beginning the project. If the fund raising project involves soliciting community organizations or private parties for donations of any kind, then the project must also be approved by the College Foundation. The coordination of fund raising efforts is in the best interest of everyone at the college to insure that community donors are not overly burdened with solicitations.

All written material including fliers and information letters used in conjunction with class fund raising projects shall be submitted to the Academy Coordinator or instructor of record for approval prior to dissemination. Students are not authorized to use the college or academy logo, college or academy name, or college tax ID number without the approval of the Academy Director.

CLASS FUNDS

All funds raised as the result of a fund raising project, donation, or other effort shall be placed into an account maintained by the college for each academy class and become college property. Cadets are not allowed to establish a separate account or to keep funds raised outside of the college accounting system. The Treasurer for each class shall maintain a record of all funds collected and prepare them for deposit. All deposits shall be submitted to the Recruit Training Officer who will in turn submit them to the Academy Director. All requests for payments, reimbursements, or other types of pay outs shall be submitted by memo along with appropriate back-up documentation, such as an invoice or receipt, to the Academy Director via the chain of command.

Class funds cannot be used to purchase alcohol. They may not be dispersed individually in any form to members of the class except as a reimbursement for an approved purchase. Class funds shall not be used to purchase gifts for individual students or members of the academy staff. Funds left over after graduation remain on deposit in the academy trust fund.

CLASS EVENTS

Any class event requiring an expenditure of class funds shall be approved by the Academy Coordinator prior to initiating any contract or agreement with any vendor or facility. All contracts and agreements shall be documented and submitted to the Academy Director for approval prior to the event to insure that sufficient funds exist to meet the obligations of the agreement.

ACADEMY GROOMING & UNIFORM STANDARDS

HAIR – MALE

Hair shall not extend over the ear and shall not touch the collar. Sideburns shall be neatly trimmed and shall not extend past the center of the ear. No beards are allowed. Mustaches shall be neatly trimmed and shall not extend beyond the corner of the mouth. The growing of a new mustache is prohibited.

HAIR – FEMALE

Hair shall be worn so that it does not extend beyond the bottom of the collar. It may be combed over the ears, but in no case will it be permitted to extend more than two inches below the bottom of the ear nor more than two inches in front of the ears. Hair that is styled or combed forward shall be no lower on the forehead than $\frac{3}{4}$ of an inch above the highest point of the eyebrows. Long hair shall be pinned up and arranged so that it is above the bottom of the collar and lays flat on the back of the head. No decorations shall be worn in the hair. Hair clips or pins that match the color of the hair may be worn. No hairpieces shall be worn.

NAILS

Fingernails shall be clean and trimmed so that they will not interfere with classroom activities or pose a safety hazard to other Cadets during training. Nails shall not extend beyond the end of fingertips. Any fingernail polish used shall be a clear color.

UNIFORM OF THE DAY

The Academy Coordinator shall determine the uniform of the day. The “Class B” uniform is typical for classroom activities. The Class “C” uniform with BDU pants is typical for range, crime scene processing, and chemical agents training. The Class “C” uniform is typical for physical fitness and weaponless defense training. All inspections and instruction will be conducted in the specified uniform. Cadets are expected to be in a complete uniform at all times. Cadets are required to wear a ballistic vest at all times except for physical fitness training.

WEARING OF THE UNIFORM

The Class A or B Academy uniform shirt shall not be worn off campus. When commuting to and from the Academy or between training locations uniform shirts shall not be worn in plain view. Cadets may wear a civilian or Academy jacket over the uniform shirt.

Utility belts shall be treated as real, on-duty, fully functional equipment. Red training guns, handcuffs, batons, and OC spray are not to be taken out of their

carriers unless instructed to do so by academy staff or as part of a training exercise, scenario training, or scenario test. Utility belts shall not be worn off campus unless otherwise directed by academy staff. Utility belts shall be stored in a locker, equipment bag, or locked in a vehicle out of public view.

The utility belt shall be worn as directed with the Class A, B, and C uniform. The academy issued ball cap shall be worn with the Class B and C uniform as directed and as required by the Safety Guidelines.

See Appendix B for uniform specifications.

JEWELRY

Wedding bands, medical identification bracelets, and watches are the only items of jewelry that may be worn with either the Class "A" or "B" uniform. For safety reasons no jewelry shall be worn while in Class "C" uniforms. No earrings or body piercing jewelry, visible or not, is permitted.

TATTOOS

Cadets are prohibited from having any visible tattoos, body art, brandings, intentional scarring or mutilation marks when wearing the class A, class B, or utility uniform. Regardless of what method the cadet chooses for coverage (e.g. sleeve, ace bandage, band-aid), the color of the covering must be as close to the wearer's skin pigmentation as possible; no designs, symbols, or emblems are allowed. In all cases, cadets are required to wear the uniform of the day.

SUNGLASSES

Sunglasses may be worn during specific functions, as designated by the coordinators, to protect your eyes from the sun. When not worn, sunglasses shall be stored in a pocket. Sunglasses shall not be "hung" on the uniform shirt.

BRASSIERES

All female Cadets shall wear a brassier.

HANDGUN

Cadets shall not possess a handgun on Napa Valley College grounds, unless under the direct supervision of an Academy Instructor. This includes sponsored Cadets and Reserves. Cadets will be issued a "red handle" training weapon for use in simulations. Cadets will treat this training gun as a real gun. Removal from the holster will only occur while engaged in a training activity. Use of this training gun for any other purpose is subject to formal discipline.

CHEMICAL AGENTS

Cadets will carry only Academy issued INERT chemical agents on their duty belts. Cadets will not possess any form of active tear gas or OC, except when using during designated training. This includes sponsored Cadet and Reserves. Cadets will treat inert chemical agents as if it was live agent. Removal of the canister from the holster will only occur while engaged in a training activity. Use of this inert device for any other purpose is subject to formal discipline.

BATONS

Batons are illegal for non-sworn personnel to possess at any time or location, and will be issued on all occasions they are to be used in the Academy. Sponsored Cadets and Reserves are not exempt and shall not possess any type of baton while in the Academy.

PERSONAL HYGIENE

Cadets are expected to maintain a high level of personal hygiene in order to maintain good health, a professional appearance, and a comfortable environment while working with others. Cadets are required to take a shower after every physical training session. No colognes, perfumes, or other heavily scented soaps, aftershaves, or deodorants are permitted.

FEES & REFUND POLICY

FEES

The fees charged for attending classes at the Criminal Justice Training Center are determined by the actual cost and handling of the supplies issued to each student as well as the cost for course registration or other specialized training, such as the emergency vehicle operations course. All fees collected from each student are maintained on deposit in a Trust Fund in the name of each individual student. A continual accounting of funds received and spent is maintained by the Criminal Justice Training Center.

REFUND

Should a student be terminated from or unable to complete a course, fees still on deposit in excess of the cost of supplies or specialized training used by or provided to the student shall be refunded by the Criminal Justice Training Center. Should a student be terminated from or unable to complete a course, any fees still owed for registration on any books/supplies must be paid before the student will be allowed to register for any other class at Napa Valley College as a whole.

A refund takes at least ten business days to process, and shall be mailed to the individual as soon as the college processes them.

GRADUATION

ATTENDANCE

The college will host a formal graduation ceremony at the conclusion of each Academy class. Students who have successfully completed all of the performance objectives required in the Basic Academy will participate in the ceremony. Participation in the graduation ceremony is required. The Class "A" uniform shall be worn for the graduation ceremony. Students employed as a reserve or full time peace officer may wear their agency's Class "A" uniform.

CEREMONY

The graduation ceremony will include the presentation of special achievement awards, graduation certificates, administration of the oath to the Law Enforcement Code of Ethics, and a public certification of graduates.

A Sheriff or Chief of Police administers the oath to the Law Enforcement Code of Ethics. The Academy Director is responsible for the public certification of graduates.

Academy diplomas are presented to students by the Academy Coordinator, Recruit Training Officer, and any college administration in attendance. If a graduating student is a newly appointed peace officer, the employing agency's representative may be invited to pin the badge on the graduate as the graduation certificates are being presented.

ACHIEVEMENT AWARDS

The academy presents seven achievement awards during the graduation ceremony to acknowledge exceptional performance demonstrated during the police academy program. The criteria for these awards includes not only outstanding achievement as measured by the total score within a core dimension, but also the individual's ethical conduct and leadership shown while completing the activities that serve as the basis for the award.

OUTSTANDING ACHIEVEMENT IN ACADEMIC SKILLS – Given to the student who achieves the highest overall score on the 27 P.O.S.T. written examinations and 15 academy specific written tests.

OUTSTANDING ACHIEVEMENT IN COMMUNICATION SKILLS – Given to the student who achieves the highest overall score on 13 report writing tests, as well as the final capstone project presentation. This award strongly considers the impact of one of the two formal oral presentations on members of the class.

OUTSTANDING ACHIEVEMENT IN PROBLEM SOLVING – Given to the student who achieves the highest overall score on all academy activities related to decision making and problem-solving. This includes most role play scenario tests and the investigative practicum.

OUTSTANDING ACHIEVEMENT IN PHYSICAL SKILLS – Given to the student who demonstrates physical ability and skill by achieving the highest overall score in defensive tactics, firearms training, emergency vehicle operations, and physical fitness testing.

OUTSTANDING ACHIEVEMENT IN INTERPERSONAL SKILLS – Given to the student who achieves the highest overall score in role play scenario tests related to crisis intervention and victimology, as well as the research portion and presentation of the individual cross-cultural research project. Strong consideration is also given to how the student relates to others as evaluated by the academy staff.

OUTSTANDING ACHIEVEMENT IN SELF IMPROVEMENT – Given to the student who achieves the highest overall score in the academy's ethics oral board, attendance during the academy, participation during physical training, and the portfolio binder. In addition, strong consideration is given to how the student demonstrates self-awareness and self-improvement during the academy.

CLASS VALEDICTORIAN – Given to the student who achieves the highest overall score in all six core dimensions included in the police academy. This award is the highest honor presented by the academy during the graduation ceremony.

AFTER GRADUATION RECEPTION

Classes may elect to host a reception following the graduation ceremony. The reception will be held on campus and funded entirely by the class. No alcoholic beverages are permitted.

The academy will not condone or participate in an off campus events and no class funds may be used to pay for such an event.

Appendix A

Scenario Testing Guidelines

ACADEMY SCENARIO TESTING PROGRAM

The California Commission on Peace Officer Standards and Training requires that certain performance objectives in the Basic Academy be tested in role-play scenarios. The purpose of a role-play scenario is to test a student's ability to interpret a situation, apply the law, employ proper tactics and problem-solve to insure a lawful and proper resolution.

Most of the scenario tests are administered individually with one student and one evaluator. There are a couple of situations that require two students to respond, but in these cases, each student is evaluated and graded separately independent of the actions of the other student.

Each scenario test is worth 100 points and is scored based on pre-determined scoring criteria. Each student is evaluated using a standard form that includes criteria required to resolve the scenario problem. Most scenarios also include comprehensive questions that students must answer at the conclusion of the scenario. Each evaluation form is scored and the minimum passing score is 80%.

If a student fails a scenario test, an instructor will provide remedial training. Students will be provided with the original evaluation form so that there is no question about what is expected in order to pass the scenario test. Sufficient time will be provided for explanation, questions and demonstration. Following the remedial training, the student will take a second scenario test that will not be exactly the same as the original, but will test the same performance objectives. The student must pass the second scenario with a score of at least 80%. Two instructors using a fresh evaluation form will evaluate the remediation scenario. A failure of a remediation scenario is grounds for termination from the Academy.

If a student fails any scenario because they missed a weapon in a search of a person, the student may only be required to remediate the search of a person in a second scenario test. However, if the student fails to find all of the weapons involved in the second scenario test, they will be subject to termination from the Academy.

Students will be required to write reports for certain scenarios. The report will be graded and considered a separate test equal in weight to a scenario test. Points are awarded for scenario reports with a minimum score of 80% required to pass. Scenario report scores will be considered part of the report writing grade. If a student fails a scenario report, remedial instruction will be provided and the report re-written. A failure of the second report is grounds for termination from the Academy.

The scenario testing program is considered a testing process similar to any traditional written test. Once testing begins, students will not be allowed to talk with one another. Any discussion of scenarios during the testing process is considered cheating and will not be tolerated in any form.

Any conflicts or questions regarding the scenario testing program shall be directed to the Scenario Test Manager without delay. Under no circumstances shall students argue in any form with an evaluator or instructor.

Appendix B

Academy Uniform Specifications

Introduction

The daily wear uniform for basic academy Cadets shall be the Class B uniform. The Class A uniform shall be worn for the first two weeks of the academy, for class pictures, graduation, and for other ceremonial events as ordered by the Academy Director or Academy Coordinator. The physical training uniform shall be worn for all lifetime fitness classes and weaponless defense training classes. The utility uniform shall be worn only for all firearms classes, chemical agents classes, or as ordered by the Academy Coordinator.

All classes of uniforms shall be “form fitting” and worn in a professional manner at all times. Uniform shirts shall be appropriately tailored to ensure a proper fit. Uniform pants shall be hemmed to fit with the uniform boots.

Baggy, oversized, or loose fitting uniforms of all classes are unacceptable. Sewn-in military style tucks are not permitted. Uniform pants shall be worn appropriately at or above the waist line.

CLASS A Uniform

LONGSLEEVE SHIRT – The shirt must be light blue polyester paragon poplin with 35% cotton, having two pleated pockets, shoulder epaulets, and a convertible sport-style collar. The Basic Academy patches shall be affixed to each sleeve 1/2 inch from the top seam. The patches are available be purchased at the Academy Office. Agency sponsored Cadets may wear the sponsoring agency patch in lieu of the Academy patch with written authorization from the sponsoring department. The shirts shall always be clean and pressed with three military creases pressed into the back of the shirt and military creases down the center of each front pocket. It is permissible for these creases to be permanently sewn into the shirt. No zippers are allowed.

DRESS TIE – Navy blue in color clip-on style, fitted so the bottom tip of the tie touches the upper portion of the belt buckle, secured with the brass colored tie-bar, aligned with the lower edge of the uniform shirt pocket flap.

TEE-SHIRT – The tee-shirt must be worn with the Class A shirt and must be pure white (no writing or decals on the tee-shirt) and have a crew neck.

PANTS – The Class A uniform pants will be a dark blue with 100% texturized dacron polyester with 11 oz. Polyserge weave, having 1 ½ inch belt loops, quarter top pockets, and a ban-rol waist band. They must always be clean and pressed when worn with the Class A uniform.

BELT – The belt to be worn with the Class A uniform shall be a 1 ½ inch wide black basket weave with a brass buckle.

SOCKS – Socks will be a solid black color, free from damage and will neatly cling to the ankles.

BOOTS – Boots will be black with a plain round toe, have rubber soles and heels, and be capable of attaining a high-gloss spit-shine. Boots must be lace-up type, but may

have a side zipper. They may be $\frac{3}{4}$ tall or have a full length upper. Shoes are not acceptable.⁷

ACADEMY ISSUED UTILITY BELT AND GEAR – Cadets shall carry no live weapons or ammunition of any kind other than when authorized by the Academy during training. Cadets shall wear a ballistic vest at all times while in uniform.

CLASS B Uniform

SHORT SLEEVE SHIRT – The shirt must be light blue polyester paragon poplin with 35% cotton, having two pleated pockets, shoulder epaulets, and a convertible sport-style collar. The Basic Academy patches shall be affixed to each sleeve 1/2 inch from the top seam. The patches are available be purchased at the Academy Office. Agency sponsored Cadets may wear the sponsoring agency patch in lieu of Academy patches upon written authorization of the sponsoring department. The shirts shall always be clean and pressed with three military creases pressed into the back of the shirt and military creases down the center of each front pocket. It is permissible for these creases to be permanently sewn into the shirt. No zippers are allowed.

TEE-SHIRT – The tee-shirt must be worn with the Class B shirt and must be pure white (no writing or decals on the tee-shirt) and have a crew neck.

PANTS – The Class B uniform pants will be a dark blue with 100% texturized dacron polyester with 11 oz. Polyserge weave, having 1 ½ inch belt loops, quarter top pockets, and a ban-rol waist band. They must always be clean and pressed when worn with the Class B uniform.

BELT – The belt to be worn with the Class B uniform shall be a 1 ½ inch wide black basket weave with a brass buckle.

SOCKS – Socks will be a solid black color, free from damage and will neatly cling to the ankles.

BOOTS – Boots will be black with a plain round toe, have rubber soles and heels, and be capable of attaining a high-gloss spit-shine. Boots must be lace-up type, but may have a side zipper. They may be $\frac{3}{4}$ tall or have a full length upper. Shoes are not acceptable.

ACADEMY ISSUED UTILITY BELT AND GEAR – Cadets shall carry no live weapons or ammunition of any kind other than when authorized by the Academy during training. Cadets shall wear a ballistic vest at all times while in uniform.

Physical Training Uniform

The Class C Uniform includes the Academy issued t-shirt, shorts, and sweat suit. Students must provide their own running shoes and socks. Proper running shoes

⁷ Effective March 1, 2006.

designed for use on hard surfaces are required for all Cadets. Shoes must have a non-marking sole for wear inside the gymnasium. Students are required to wear plain white socks of a regular height. White or gray compression shorts are authorized.

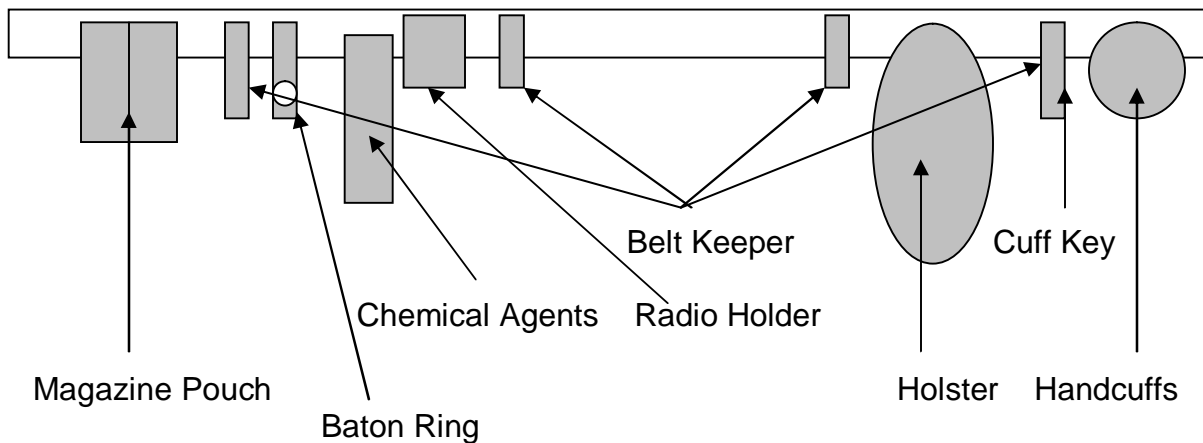
Utility Uniform

The utility uniform includes the Academy issued t-shirt, ballistic vest and:

UTILITY PANT - BDU style pant, black in color, poly-cotton blend, non-rip stop style with cargo pockets, neatly pressed worn non-bloused with ankle ties removed.

BOOTS – Boots will be black with a plain round toe, have rubber soles and heels, and be capable of attaining a high-gloss spit-shine. Boots must be lace-up type, but may have a side zipper. They may be $\frac{3}{4}$ tall or have a full length upper. Shoes are not acceptable.

UTILITY BELT CONFIGURATION - The diagram below shows the standard utility belt configuration for a right-handed officer. The configuration is reversed for a left-handed officer.



All snaps shall be fastened closed at all times. Inert OC canisters shall be placed standing up in the chemical agents holder. Handcuffs shall be placed with the chain link side down in the cuff case. Nothing else other than what is intended to be placed on the belt shall be stored or connected to the utility belt at any time (i.e., sun glasses or hats in the holster).

The utility belt and associated training equipment shall be considered live and treated as real at all times.

Appendix C

Academy Cadet Evaluation

Napa Valley Criminal Justice Training Center Basic Police Academy

Napa Valley Criminal Justice Training Center
Basic Police Academy Cadet Performance Evaluation

Name:	Class #	Affiliation:	Date: November 5, 2009
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+SIR Cards		- SIR Cards		PT Missed		Hrs. Missed	
Learning Domain Tests				Physical Fitness			
Report Writing				Driving			
Quizzes				Scenarios			
Firearms				Weaponless Defense			
Overall Class Ranking							

Score noted above indicate most current average.

Core Dimensions

Communication Skills Score

Problem Solving Score

Learning Ability Score

Interpersonal Skills Score

Physical Skills Score

Desire For Self Improvement Score

RTO	November 5, 2009
Coordinator	November 5, 2009
Cadet I have received a copy of this evaluation	

Core Dimensions and Related Activities

DIMENSION	RELATED ACTIVITIES	Weight
Communication Skills	Capstone Project Presentation Report Writing Tactical Communications Scenario	20
Problem Solving	Accident Practicum Burglary Scenario Crime Scene Practicum Critical Incident Scenario DV EPO Exercise Sniper Scenario Assault Scenario DV Scenario Sexual Assault Scenario Use of Force Scenarios High Risk Car Stop Scenario Landlord Tenant Scenario Homicide Scenario Abandon Vehicle Scenario Car Stop Scenario Drunk Arrest Scenario Prowler Scenario	20
Learning Ability	All Learning Domain Tests All quizzes	20
Interpersonal Skills	Crisis Intervention Scenarios 5150 WI Scenario COP Project Research Paper COP Project Presentation	10
Physical Skills	Firearms Qualifications EVOC Test Weaponless Defense/Baton Tests Physical Training Tests	20
Self-Improvement	RTO Score Ethics Oral Board Attendance Participation in Lifetime Fitness Portfolio Binder	10

Napa Valley Criminal Justice Training Center Basic Police Academy



Cadet: _____

Evaluator: _____

Date: _____

Napa Valley Criminal Justice Training Center
Basic Academy Core Dimensions
Scoring Rubric

Core Dimension	Weight	Unsatisfactory (Below Performance Standard)	Proficient (Minimal Requirements)	Advanced (In Addition To Minimum Requirements)
Communication Skills	20%	<ul style="list-style-type: none"> ○ Fails more than two report writing tests. ○ Has other written material returned repeatedly for grammar or spelling errors. ○ Fails the tactical communications scenario. ○ Scores below 80% on the final portfolio presentation. 	<ul style="list-style-type: none"> ○ Demonstrates the ability to write clearly and factually by completing report writing tests with a score of at least 80%. ○ Demonstrates the ability to write neatly and clearly by submitting written work that is free from grammar and spelling errors. ○ Demonstrates the ability to use tactical communication by passing a scenario with a score of at least 80%. ○ Demonstrates the ability to plan and present a formal presentation by achieving a score of at least 80% on the final portfolio presentation. 	<ul style="list-style-type: none"> ○ Passes all report writing tests without remediation and achieves an average score of at least 90%. ○ Memos and other written work are consistently free of grammar and spelling errors. ○ Presents a final portfolio presentation that goes beyond what is minimally required and earns a score of at least 95%.
Problem Solving	20%	<ul style="list-style-type: none"> ○ Fails more than two scenario tests or has an average score below 80%. ○ Fails more than one exercise test. ○ Fails a first aid or CPR exercise test. 	<ul style="list-style-type: none"> ○ Demonstrates the ability to solve basic law enforcement problems by passing investigative, tactical, and use of force scenarios with an average score of at least 80%. ○ Demonstrates the ability to solve basic law enforcement problems including a non-injury accident, crime scene scenario, domestic violence EPO form by achieving a passing score on an exercise test. ○ Demonstrates the ability to perform first aid and CPR in a scenario test involving a medical emergency. 	<ul style="list-style-type: none"> ○ Passes all scenario tests without a remediation. ○ Passes all exercise tests without a remediation and receives exemplary remarks from the evaluator.

Napa Valley Criminal Justice Training Center Basic Police Academy

<p style="text-align: center;">Learning Ability</p>	<p style="text-align: center;">20%</p>	<ul style="list-style-type: none"> ○ Fails more than two learning domain tests. ○ Scores below 80% on either the mid-term or final examination. ○ Has an average score on quizzes below 80%. 	<ul style="list-style-type: none"> ○ Demonstrates the ability to retain information gained from reading, formal instruction, and experience by passing written exams with an average score of at least 80%. ○ Demonstrates the ability to memorize radio codes, legal codes, and organizational regulations by passing quizzes with an average score of at least 80%. 	<ul style="list-style-type: none"> ○ Passes all learning domain tests without a remediation. ○ Has an average score of learning domain tests and quizzes of at least 90%.
<p style="text-align: center;">Physical Ability</p>	<p style="text-align: center;">20%</p>	<ul style="list-style-type: none"> ○ Fails more than one firearms qualification course. ○ Demonstrates a lack of safety with firearms on the range. ○ Fails one or more portions of the POST work sample test or scores less than 400. ○ Is unable to perform 25 push-ups, 29 sit-ups, or run 1.5 miles within 14.5 minutes. ○ Fails the EVOC course. ○ Has to remediate more than 3 elements of the arrest control test or scores less than 80%. ○ Fails one of the baton performance tests. ○ Fails to successfully complete the sustained resistance exercise or gives up. 	<ul style="list-style-type: none"> ○ Demonstrates the ability to use a semi-automatic pistol and shotgun by passing 7 firearms qualification courses with a score of at least 70% each. ○ Demonstrates the ability to perform physical tasks related to law enforcement by passing the POST work sample test with a score of at least 400. ○ Demonstrates physical fitness related to law enforcement by performing 25 push-ups, 29 sit-ups, and running 1.5 miles within 14.5 minutes. ○ Demonstrates the ability to drive a patrol vehicle by passing a driving test with a score of at least 70%. ○ Demonstrates the ability to perform arrest and control techniques by passing a performance test with a score of at least 80%. ○ Demonstrates the ability to use a side-handle and straight baton by passing a performance test. ○ Demonstrates the ability to make use of force decisions, use a baton, and stress management by passing a sustained resistance exercise. 	<ul style="list-style-type: none"> ○ Passes all firearms qualification courses and achieves an average score of at least 90%. ○ Earns a score of at least 600 on the POST work sample test. ○ Earns a score of at least 95% on the EVOC test. ○ Earns a score of at least 95% on the arrest and control test. ○ Earns a score of 100% on the baton performance tests.

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<p>Interpersonal Skills</p>	<p>10%</p>	<ul style="list-style-type: none"> ○ Fails more than one scenario involving crisis intervention or victim care. ○ Has unresolved or repeated conflicts with peers or academy staff. ○ Fails to take or is unsuccessful while serving as a class leader. ○ Does not complete a portion of the research or presentation required for the COP project. 	<ul style="list-style-type: none"> ○ Demonstrates empathy and care for victims by passing all crisis intervention and victimology scenarios with a score of at least 80%. ○ Demonstrates the ability to learn about cultures by passing the individual COP research paper with a score of at least 80%. ○ Demonstrates the ability to present information about another culture to others in a formal presentation and achieves a score of at least 80%. 	<ul style="list-style-type: none"> ○ Demonstrates compassion for victims and passes all scenario tests with an average score of at least 95%. ○ Has a reputation for accepting others and relates well to peers and academy staff. ○ Does an exemplary job as a class leader. ○ Achieves a score of at least 95% on the research portion of the COP project. ○ Achieves a score of at least 95% on the COP project presentation.
<p>Self-Improvement</p>	<p>10%</p>	<ul style="list-style-type: none"> ○ Misses more than 1 lifetime fitness session. ○ Misses more than 2% of the schedule hours of the academy. ○ Does not respond to constructive criticism from academy staff or peers. ○ Does not make regular journal entries. ○ Fails to complete 1 or more self-evaluations for graded academy activities. 	<ul style="list-style-type: none"> ○ Demonstrates a desire to learn by attending at least 98% of the scheduled academy hours. ○ Demonstrates a commitment to lifetime fitness by completing all scheduled physical training sessions unless excused by a doctor. ○ Demonstrates the ability to accept and respond to criticism by actively improving in all areas identified in formal evaluations. ○ Demonstrates self-awareness by completing a journal entry daily and by completing a self-evaluation for every graded academy activity. ○ Passes the ethics oral board with a score of at least 90%. 	<ul style="list-style-type: none"> ○ Attends 100% of the academy. ○ Exercises during lunchtime or outside of academy hours. ○ Takes the initiative to seek feedback from peers and academy staff. ○ Uses the daily journal for self-improvement and chronicles progress throughout the academy. ○ Writes extensive self-evaluations and compares and contrasts with feedback from academy staff and peers. ○ Adjusts behavior in all areas based on direction and feedback from academy staff and peers. ○ Demonstrates ethical decision making daily in and outside of the academy.

Appendix D

Core Values Competency Oral Board

Core Values Competency Oral Board

The Academy believes strongly that graduates of the Basic Police Academy be able to demonstrate competency in three different areas of professional values including the Law Enforcement Code of Ethics, Community Policing, and Leadership. Instruction and experience is provided throughout the academy in these core values to prepare students to respond to competency level questions presented in a formal oral board setting.

The oral board interview is intended to assess a Cadet's ability to meet the following goals.

- The student will understand the content and meaning of the Law Enforcement Code of Ethics
- The student will understand the values of community policing
- The student will understand basic principles of personal leadership

The oral board will consist of the Academy Director, Academy Coordinator, a Recruit Training Officer or drill instructor, and a member of the Criminal Justice Training Center Advisory Committee. The setting will be formal and Cadets will appear in Class "A" uniform. The interview will include ten questions that will be rated by all four board members at ten points each. The scores for each question will be averaged together and then totaled and averaged again. A total of 100 points is possible with 90 points required to pass the test.

One of the ten questions asked of each Cadet will be to recite the Law Enforcement Code of Ethics from memory. The remaining nine questions will include competency level questions on the nine Canons of the Code of Professional Conduct (refer to the P.O.S.T. Learning Domain 1 workbook), community policing, and personal leadership. A competency level question is one that requires an answer demonstrating understanding, comprehension, and application.

A Cadet who fails the oral board test shall be given remedial instruction and provided one opportunity to pass a remediation oral board interview conducted by the Academy Director, Academy Coordinator, and a Recruit Training Officer or drill instructor. A Cadet who fails the remediation oral board shall fail the academy.⁸

⁸ Approved by the Criminal Justice Training Center Advisory Committee – 9/27/09