



Napa Valley College
Criminal Justice Training Center

Table of Contents - Policies and Procedures

- 1.0 Mission Statement
- 2.0 Values Statement
- 2.5 Educational Philosophy
- 3.0 Organizational Chart
- 4.0 Function Statements
- 10.0 Policies and Procedures
- 11.0 Records and Retention
- 12.0 Part-time Staff Hiring Procedure
- 13.0 Equipment Request
- 14.0 TMAS Testing Procedures
- 15.0 Memorial Star
- 16.0 Curriculum Development
- 17.0 Basic Academy Discipline Philosophy
- 18.0 Time Cards
- 19.0 Class Fund Raising And Use Of Funds
- 20.0 Professional and Safety Attire
- 21.0 Background Information – Student Files
- 22.0 Part Time Staff Work Load Parameters
- 23.0 Employee Recognition
- 24.0 CJTC Computer Use
- 25.0 Instructor Evaluation Process
- 26.0 Extension Of Course Completion
- 27.0 Sale Of Equipment And Materials
- 28.0 Academy Grill
- 29.0 Processing of Fees and Funds
- 30.0 Policy Title: North Gym – Criminal Justice Training Center Mat Room



Policy Title: Policies and Procedures
Date: September 24, 1999

Policy Number: 10.0

Definition:

Policies are statements of philosophy intended to guide decision making and common practices. Policies also include performance standards specific to the Criminal Justice Training Center. Procedures are step-by-step instructions for completing a task. Both types of documents are essential and intended to promote consistency and safety for students and staff. Policies and Procedures are included in the Cadet Handbook and Safety Guidelines.

Establishment Process:

The Director of the Training Center is responsible for facilitating the development and managing the currency of Policies and Procedures. Any member of the Training Center Staff may propose an addition, modification, or deletion of a Training Center Policy or Procedure.

All proposed additions, modifications, or deletions of a Policy or Procedure will be distributed to all Program Coordinators and Recruit Training Officers for feedback. Any addition, modification, or deletion of a Policy involving an academic or manipulative skill performance standard outside of those established by P.O.S.T., the college, or any other accrediting agency, shall be reviewed and approved by the appropriate Advisory Committee prior to implementation.

Implementation:

Policies and Procedures adopted for implementation by the Director will be prepared in final form, signed by the Director, and distributed for all Program Coordinators, Recruit Training Officers, all full time staff members, and anyone else directly effected by the Policy or Procedure. A master copy of all Policies and Procedures will be maintained in the staff work area of the Training Center.



Policy Title: Records and Retention
Date: November 15, 2007

Policy Number: 11.0

Student Records:

The Recruit Training Officer is responsible for maintaining student files for the duration of an academy class. Under no circumstances will any P.O.S.T. test answer sheets, scenario test materials, or any student medical information shall be maintained in student files.

Student files will be maintained for a period of 5 years from the graduation date. The file will contain the student's Academy Application, Student Profile with picture, final POSTRAC Individual Achievement Report, all performance evaluations, all records of formal discipline including disciplinary essays, and copies of tuition payment receipts. In addition, any authorizations to release information received shall be placed in this file as they are received.

A second folder will be created for each class that will contain all student medical information. This file will be maintained for a period of 5 years from the graduation date of the class.

A third folder will be created for each class that will contain daily attendance rosters. Attendance will be recorded in increments of 15 minutes. A copy of the college Positive Attendance Report will be maintained in this file at the conclusion of the course. This file will be maintained for a period of 5 years from the graduation date of the class.

A Class File containing the master Student CD, class schedule, P.O.S.T. Roster, and other general documents relating to the academy class shall be maintained permanently.

Records Security:

All student records and class files shall be maintained in a locked file cabinet located in a secured room. Access to student and class files is limited to the Academy Director, Academy Coordinator, Recruit Training Officer and P.O.S.T. Program Support – Instructional Assistant II. Background investigators may review student files ONLY after submitting an information release signed by the student. The review will be done in the presence of one of the college employees mentioned above. Students may review their files with Academy Staff by appointment.

Copies of Documents:

Students shall be provided with an original copy of all applicable certificates upon successful completion of the course. Requests for copies of certificates shall be submitted in writing. A \$10.00 fee will be assessed for the first copy and \$5.00 for each additional copy required.



P.O.S.T. Course Files:

All other P.O.S.T. Course files shall be maintained for 10 years.

Preparation of P.O.S.T. Documents: All P.O.S.T. documents shall be prepared and presented in a timely manner as assigned by the Director. Final Course Rosters shall be submitted to P.O.S.T. within five business days of the last day of class. All official P.O.S.T. documents shall be approved and signed by the Director or designated Coordinator.

Test Documents:

All test documents including TMAS written tests and Academy scenario tests shall be maintained in accordance with the P.O.S.T. Test Security Agreement as assigned by the Director.



Policy Title: Part Time Staff Hiring Process
Date: April 13, 2005

Policy Number: 12.0

Purpose:

The purpose of this policy is to insure a fair and consistent process for persons interested in working at the Criminal Justice Training Center. This policy in no way circumvents or supercedes the personnel and hiring practices and policies of the Napa Valley Community College District. This policy shall apply to all part time positions.

Qualifications:

The qualifications required of part time faculty includes possession of an Associates Degree from an accredited college or university and six years of full time experience, or a Bachelor's Degree from an accredited college or university and two years of full time experience, or a Master's Degree. Applicants must have completed a P.O.S.T. certified Basic Course Instructional Skills Course or the equivalent. In addition, applicants for specialized areas, such as physical fitness, firearms, weaponless defense, impact weapons, chemical agents, and driving must have completed the appropriate P.O.S.T. certified instructor course before being assigned to teach one of these topics.¹

The qualifications required of scenario evaluators include two years of full time experience as a peace officer in California, completion of a POST instructor level course, and experience working in a specialized assignment with a law enforcement agency (i.e., field training officer).

Recruit Training Officers may be hired to meet the needs of the basic academy program based on the applicant's training and experience. This experience includes at least completion of a law enforcement field training program and could include military experience.

Procedure:

Persons interested in applying for a position as a part time employee shall submit a letter of interest, resume, and one letter of recommendation from a law enforcement supervisor. The letter of interest should include the applicant's area of expertise and reason for applying.

¹ Pursuant to P.O.S.T. Regulation 1052(a)(2), 1070, 1071, 1082.



On an as-needed basis, the director will convene an interview committee that will include the director, and two program coordinators or Recruit Training Officers or combination thereof. Applicants may be asked to demonstrate their teaching abilities as well as answer questions posed by the committee. The Director may waive the committee interview process in cases where the applicant's expertise is unique and a specific need for that expertise is required to meet the scheduling demands of a particular course. In all cases, the most qualified applicants will be selected for further consideration.

Applicants selected for further consideration will be invited to submit a college application package. The Academy Director will review the package and complete a reference check that includes contact with three people who can attest to the applicant's character and presentation skills. The reference check will also include verification of professional experience and subject matter expertise.

The application package and reference check information will be sent to the Office of Instruction for approval. Applications for non-teaching positions will be sent to the Office of Human Resources for approval. After approval from the Office of Instruction or Human Resources is received, the director may offer the applicant a job. Under no circumstances may applicants be assigned before receiving approval from the Office of Instruction or Office of Human Resources and the director.

Required Training and Certification:

Individuals hired as a Recruit Training Officer, course coordinator, Academy Coordinator, or Academy Director must complete the appropriate P.O.S.T. training course within twelve months of hire unless the applicant has already completed the required course within the last three years. Part time employees are expected to complete this required training on their own time.

Instructional staff certified as a P.O.S.T. Basic Course Instructor are expected to complete any required in-service or update training required to keep their certification current in order to continue receiving teaching assignments. It is the responsibility of the individual instructor to keep their certification status up to date with P.O.S.T.

Experienced instructors are strongly encouraged to participate in the P.O.S.T. Master Instructor Development Program.



Policy Title: Equipment Use Requests
Date: November 15, 2007

Policy Number: 13.0

Purpose:

The purpose of this policy is to insure that instructors and staff have access to equipment for use in classes and that a complete inventory of equipment is maintained by the Academy.

Requesting Equipment:

Instructors are responsible for requesting the equipment needed for their classes. Requests shall be submitted at least three days in advance of the class in writing using the hard copy or electronic version of the Equipment Request Form. The form must be filled out completely and include the instructor's name, name of the class, date needed, and date the equipment will be returned.

Requests for equipment may be submitted to the Instructional Assistant through the Instructor Resource Center, by telephone, or FAX to the Academy three days ahead of time.

It is critical to request equipment well ahead of time whenever possible to avoid potential conflicts with other instructors and classes. In the case of a conflict, instructors should work together to resolve the conflict has first priority for use of equipment.

When equipment is returned, instructors shall leave a notice of the equipment's location (i.e., outside shed) for the Instructional Assistant. If the equipment is needed beyond the return date stated on the original request, the instructor shall contact the Instructional Assistant in person or in writing with a new date of return.

Damaged Equipment:

Equipment that is damaged, broken, or missing shall be reported in writing to the Instructional Assistant. Whenever possible, a detailed explanation of how the damage occurred shall be included.



Policy Title: Academy Test Administration
Date: July 1, 2008

Policy Number: 14.0

PURPOSE:

The purpose of this policy is to establish standardized guidelines for the handling and administration of the Napa Valley College Criminal Justice Training Center and P.O.S.T. constructed tests, including written exams, scenario tests, physical abilities tests, and exercise tests. In addition, this policy identifies the responsibilities of students and staff regarding the handling and administration of test materials.

POLICY:

It is the policy of the Criminal Justice Training Center (CJTC) to provide a testing process that is confidential, objective, and in compliance with the P.O.S.T. Test Use and Security Agreement. The Academy Director is the only person who may approve any deviation from this policy.

TEST USE AND SECURITY AGREEMENTS:

Every member of the academy staff, including support personnel, shall read and sign a P.O.S.T. Test Use and Security Agreement. In addition, college personnel working outside of the Criminal Justice Training Center who handle test materials will sign the same agreement.

Students will sign the Academy Testing Procedure Agreement during the first week of the academy. Students in other classes who take P.O.S.T. tests shall sign the same agreement prior to taking the test.

The Academy Director is responsible for signing all agreements with P.O.S.T. regarding test access and security. The Academy Director is responsible for authorizing individuals to access test materials.

TEST MATERIAL MAINTENANCE AND STORAGE:

All test materials shall be stored in a locked file cabinet located in the closet adjacent to the Academy Director's office. The Academy Director may issue keys to access the test file cabinet to only those persons who are actually involved in the administration of tests. Individuals with keys shall not provide their key to anyone who is not also authorized by the Academy Director to access this file.



P.O.S.T. TESTING MANAGEMENT AND ASSESSMENT SYSTEM (TMAS):

TMAS written examinations shall be stored in folders under the appropriate learning domain number. Completed student answer sheets and all associated reports shall be stored in envelopes with the class number and learning domain number noted on the envelope.

All other written exams, exercise tests, and other written documents describing academy tests and evaluation criteria shall be stored in the test file cabinet.

Anytime test materials are removed from the cabinet they will remain under the direct supervision of personnel who are authorized to administer the test. Under no circumstances shall any test documents be left unattended or otherwise unsecured. When test materials are removed from the test file cabinet, they will be immediately counted and then recounted by the same individual when returned to the file. Any difference in the count shall be reported to the Academy Director immediately.

The academy shall maintain only two master copies of P.O.S.T. scenario test materials. Each master set shall be maintained in a binder; one stored in the Academy Director's office and one in the test file cabinet described above.

TEST ACQUISITION AND HANDLING OF TESTS:

The Student Support IA II is responsible for the downloading and printing of all P.O.S.T. test materials. Review tests shall be printed on pink paper. Student test materials shall be printed on white paper.

The college print shop is responsible for duplicating test materials. College employees who handle test materials shall sign a P.O.S.T. Test Use and Security Agreement before handling test materials. When test materials arrive from the college print shop, the Student Support IA II shall count the copies and file them in the test file cabinet. Only the minimal number of tests required for a class shall be printed. In regards to the P.O.S.T. Peace Officer Entry Level Reading and Writing Test, all such test materials shall be identified with a legible and progressive numbering system to correspond with the actual count.

The same procedure will be followed for any test materials duplicated on the academy's copy machine (i.e., exercise tests, scenario test evaluations, and scenario role play scripts). Anyone handling test materials shall sign a P.O.S.T. Test Use and Security Agreement. Only the minimal number of test materials needed shall be duplicated. All materials shall be counted prior to filing in the test file cabinet.



Test materials that are used for more than one class (i.e., 832PC Arrest Course and Peace Officer Entry Level Reading and Writing Test) shall be duplicated, counted, and stored as described above, but in addition shall be numbered on the front cover of the test. Test proctors shall count the tests before and after each test administration to insure that all numbered tests used are accounted for.

TEST ACCESS AND REVIEW:

Instructors are not allowed to review written exams. If an instructor has a question or concern about the meaning or application of a particular element of the training specifications, including how the issue is tested, the instructor may request the Academy Coordinator to explore their concern.

WRITTEN TEST ADMINISTRATION:

The Academy Coordinator is responsible for the administration of all written examinations in the basic academy. In all other cases (i.e., 832PC Arrest Course and the Academy Readiness Course), the Academy Director will designate an appropriate test proctor. In all cases, persons assigned to administer one of these tests shall have completed the appropriate training as required by P.O.S.T. and will sign a P.O.S.T. Test Use and Security Agreement prior to handling test materials.

Students will clear their desks of all materials except for the test answer sheet, pencils, and student nametag. Laptop computers shall be closed at all times while testing is taking place (except when online testing is being used). The test proctor will note the start and end time for the test on the white board in front of the classroom. The test proctor shall maintain direct supervision of the testing process at all times.

Students may leave the classroom, one at a time, to use the restroom. All testing materials must remain in the classroom while the student is away. Students will turn in all testing materials to the test proctor when the test is completed. Once a test is turned in, it may not be retrieved for any reason. After turning in all testing materials, students shall leave the classroom and are not allowed to return until the testing process is completed.

After the testing process is completed, the test proctor will count the number of answer sheets submitted and the number of test booklets returned to insure all test materials are accounted for.

TEST CORRECTION:



The Student Support IA II is responsible for processing student answer sheets in the TMAS system, however the Academy Coordinator may process test answer sheets as needed. The Student Support IA II will provide an "item analysis" and "class achievement" report to the coordinator for review. The coordinator shall review the item analysis to identify any test question that 50% or more of the class missed. Any question that 75% or more of the class missed should, as a matter of routine, be eliminated and the class re-instructed on the correct response. Questions missed by between 50% and 75% of the class should be analyzed carefully in an attempt to determine cause of the errors. In all cases, the coordinator and Academy Director have the exclusive authority to decide how a commonly missed test question is to be resolved.

The coordinator will make note on the item analysis of any test questions requiring elimination and the reason for the elimination. In the case of an incorrect test answer in TMAS or an incorrectly worded test question, the coordinator will complete a "blue card" and will submit the card to P.O.S.T. for appropriate action.

After the coordinator has approved of the item analysis, the Student Support IA II will make any corrections to the test in TMAS, re-grade the test, and then print "individual results" for each student and will provide them to the coordinator.

TEST REVIEW:

Under no circumstances will any member of the academy staff inform students of the test results until the final individual reports are prepared for the coordinator. The Academy Coordinator or Recruit Training Officer will inform students of their test results and facilitate a test review. Students will be provided with a copy of the original test and individual results report. The purpose of the review is to insure students have the correct information about the topic tested. The purpose of the review is not to debate how the test was scored.

At the conclusion of the review, all test materials shall be collected and counted to insure no test materials are left behind.

TEST REMEDIATION:

If a student fails a test, the Academy Coordinator will arrange for remedial training. Ideally, the student will be re-trained and re-tested within the same week as the test failure. However, in all cases, students will be allowed at least one day between the remedial instruction and remedial test in order to study and prepare for the test. Remedial instruction will minimally include a review of the original test and individual response report. An instructor, Recruit Training Officer, or any qualified college instructor may be assigned to provide remedial instruction.



The remedial test shall be administered and corrected in the same manner as above. In the event a student fails a remediation exam, the Academy Coordinator shall review each and every test item missed by the student to insure the accuracy of both the written exam answer and the student's response. In addition, if applicable, the coordinator shall check the accuracy of the *Scantron*® machine to insure the accuracy of the system's correction of the student's answer sheet. All corrections shall be made according to the procedure described above.

If a student fails a remedial written exam, the coordinator shall meet with the student and will review each missed test question in an effort to identify any additional scoring errors and the cause for the student's incorrect responses. The coordinator will also review the remedial instruction provided to the student to insure it was provided in a reasonable and fair manner. The coordinator will then meet with the Academy Director to review the analysis of the test results and subsequent follow-up. The Academy Director will make the final decision if a student is to be terminated from the academy.

TMAS SYSTEM MAINTENANCE:

The Student Support IA II is responsible for maintaining the TMAS computer system and for uploading test response data as necessary. TMAS data will be backed-up weekly to reduce the loss of data due to any system failure. The back-up data will be stored on diskettes and maintained in the locked file cabinet along with the other TMAS materials.

There are a variety of special reports available from TMAS that can assist the Academy Coordinator in tracking student performance. The Student Support IA II or Academy Coordinator may access these reports as needed. Any reports containing test answers shall be shredded after use. Student performance data should be considered confidential and shredded after use.

TEST DOCUMENT DESTRUCTION:

The Academy Coordinator will notify the Student Support IA II y when test documents are no longer needed and may be destroyed. Student answer sheets and all related reports shall be maintained on file until the involved academy class graduates.

Test documents and related materials to be destroyed will be placed directly into the "Insta-Shred" container located in the same closet as the test file cabinet. "Insta-Shred" is a bonded document destruction company on contract with the college to shred and destroy all confidential materials.

TEST FAILURE NOTIFICATION AND REMEDIATION:



In the case of ANY test failure (including, but not limited to report writing tests, exercise tests, firearms tests, weaponless defense tests, sustained resistance tests, driving tests, and physical fitness tests), the instructor responsible for grading the test will immediately report the test failure to the program coordinator or Academy Director. This notification shall be done at least by telephone within 24 hours of the test failure. In addition, the instructor responsible for grading the test will submit a written evaluation to the program coordinator within 72 hours of the test failure. Under no circumstances will remediation testing be administered on the same day as the original test failure unless approved first by the program coordinator or Academy Director.

The program coordinator will review the test evaluation submitted by the instructor to insure that the test was administered properly. The program coordinator will complete the appropriate Remediation Training and Testing form and will meet with the student to finish completing the form. The program coordinator will arrange for appropriate remedial training and will schedule the remediation test. Before any remediation testing is administered, the program coordinator will double-check to be sure that the student signed the appropriate Remediation Training and Testing form.

The program coordinator will insure that at least two qualified members of the academy staff are present to witness remediation testing. Student performance will be documented on the appropriate testing form. In the event of a test failure, the instructor administering the test shall immediately report the remediation test failure to the Academy Coordinator or Academy Director. After the Academy Coordinator or Academy Director has reviewed the testing form, the Academy Coordinator or Academy Director will inform the student of the failure. Under no circumstances will any other member of the academy staff comment to the student about their performance. This aspect of discipline is necessary to avoid giving students any mixed messages about their performance.

SCENARIO AND EXERCISE TEST ADMINISTRATION:

All documents associated with scenario and exercise testing shall be handled with the same care and consideration as the written test materials described above. Scenario testing procedures are described in more specific detail in the Cadet Handbook and Scenario Testing Manual.

REASONABLE ACCOMMODATION:

Students are notified in writing about how the academy complies with the requirements of the Americans With Disabilities Act (ADA). It is the policy of the



training center to provide a student with a reasonable accommodation after the student provides documentation of their disability in writing to the academy.

An accommodation will be granted that does not compromise the integrity of the involved test either by a disclosure of test materials, a change in performance standard, or by violating any testing rule or regulation imposed by P.O.S.T. including the Test Use and Security Agreement.

CHEATING:

Cheating in any form will not be tolerated by the academy. Cheating includes accessing test information in any unauthorized form or outside of the established testing process. This includes obtaining information from instructors, other students, or other members of the academy. Cheating also includes discussing test content with other students during the testing process (i.e., during scenario testing), obtaining information about test content from students in other academy classes (at Napa or from another academy) or in anyway obtaining an advantage that would be considered unethical or illegal.

Cheating in any form is grounds for immediate termination from the basic police academy or other involved class.

It is the responsibility of every member of the academy staff and every student to be vigilant of potential cheating and to report suspected cheating immediately to the Academy Coordinator or Academy Director. All reports of suspected cheating will be investigated swiftly and formally.



Policy Title: Memorial Star
Date: November 15, 2007

Policy Number: 15.0

PURPOSE:

The banding of the Napa Valley Police Academy Star is an occasion for all cadets and academy staff to pay respect to a slain law enforcement officer. The ceremony is short, direct and informational. It is intended to call attention to the real dangers of the job and to the importance of training.

POLICY:

The loss of any member of law enforcement is a loss felt by the entire profession. As public servants, the loss of a member of law enforcement is a loss to society as a whole. We recognize that a death in the line of duty is tragic and an unfortunate reality of law enforcement work. It is the policy of the academy to honor those members of local law enforcement agencies, members of the academy staff, and graduates of the academy who sacrifice their lives in the line of duty. At the discretion of the Academy Director, this honor may be extended to any member of law enforcement or prominent members of the criminal justice system who are killed in the line of duty.

PROCEDURE:

Upon receiving information about an in the line of duty death, the Academy Director may order the following to honor the fallen member of law enforcement.

1. The lowering of the academy flags to half mast.
2. The banding of the memorial star (see protocol below)
3. A formal letter of condolences to be sent to the agency executive involved
4. In the extraordinary event that the death involves a member of the academy staff or a graduate of the academy, the Academy Director may order the retirement of the academy flags and that they be presented to a surviving member of the victim's family.

The banding of the memorial star shall be done at the same time as the academy flags are lowered to half mast. The academy class shall assemble in an inspection formation. A flag detail shall be assigned and put into place ready to lower the flags. The Class President shall hold the memorial star and stand with the Class Lieutenant in front of the class. The senior member of the academy staff available at the time of the ceremony will direct the proceedings.

The ceremony will begin with the senior member of the academy staff providing an overview of the circumstances surrounding the honoree's death. The statement shall conclude with an explanation of the badge banding tradition. The order shall be given to lower the flags followed by an order to band the memorial star. The ceremony shall conclude with a moment of remembrance.



Napa Valley College
Criminal Justice Training Center

When the flags are lowered to half mast, typically, they will remain at half mast until the close of business on the day of the honoree's funeral. This period of time may be extended based on order of the Academy Director or higher authority such as the Governor of California or President of the United States.



Policy Title: Curriculum Development
Date: November 15, 2007

Policy Number: 16.0

PURPOSE:

The purpose of this procedure is to outline the curriculum development process for courses presented by the Criminal Justice Training Center and to describe how these processes relate to the Napa Valley College curriculum approval process and Commission on Peace Officer Standards and Training (P.O.S.T.) course certification process.

Curriculum includes the entire instructional design of a training program. The major components of curriculum include the college mission statement, training center mission statement, organizational values, educational philosophy, and applicable P.O.S.T. Training Specifications, performance objectives, and expanded course outlines. Our curriculum is supported by documents including course syllabi, student handbooks, and safety guidelines. The intent is to ensure that all instruction provided by the Criminal Justice Training is presented consistently and inclusive of our values and philosophy in addition to complying with all P.O.S.T. minimum requirements.

COURSE DEVELOPMENT:

The development of course curriculum is a process that includes bringing together subject matter expertise with the major components of curriculum mentioned above. The integration of our mission statement, organizational values, and educational philosophy is essential for providing common themes and consistency throughout all training center programs.

All courses shall be developed and documented in accordance with this procedure, the Napa Valley College Curriculum Committee Handbook, and the P.O.S.T. Administrative Manual. Required documentation for all courses includes an expanded course outline, hourly distribution, instructor resume, and applicable safety guidelines. Courses, other than a "Credit Skill Course- CJT302," also require a completed Napa Valley College Course Outline of Record. Proposals for brand new courses shall include a complete description of the instructional systems design that at least includes the following:

- Learning Needs – Statement of justification including applicable state or federal laws.
- Learner Characteristics – A description of the student attending the course.
- Priorities and Constraints.
- Learning Goals and Performance Objectives.
- Course Content – An expanded course outline and hourly distribution.
- Instructional Resources – Instructor resumes and required equipment.
- Support Services – A course budget, required student materials, student fees, institutional costs, required facilities.
- Testing and Evaluation – A description of how students will be evaluated and graded.



COURSE REVISION:

A course revision includes any substantial change made to the performance objectives, course content, or student performance evaluation standards. All courses developed locally by the training center shall be reviewed annually to insure the course content is contemporary and that the course is still necessary to meet the needs of the college and community. If a course is no longer needed, it should be deleted.

APPROVAL PROCESS:

Proposals for new courses, course revisions, or course deletion, shall first be submitted to the training center coordinator responsible for the supervision of the course. The coordinator will work with the course author to insure that the required documentation is complete and will submit the completed package to the training center director for approval.

New courses (other than Law Enforcement Skills Courses – CJT302) and course revisions shall be submitted to the appropriate Advisory Committee (Law Enforcement or Paralegal) for review and recommendation. The role of the Advisory Committee is to provide input and validation from the field and to make recommendations on standards of student performance. After review by the appropriate Advisory Committee, the training center director will submit the new course or course revision to college Office of Instruction for review by the college curriculum committee.

IMPLEMENTATION:

The success of any new course or course revision requires a thoughtful implementation plan that includes sufficient time for marketing and advertising of the new course, the ordering of required supplies, and any required instructor development training. The course coordinator shall meet with the involved instructional staff to discuss course goals, performance objectives, instructional methodology, testing strategies, and how to best integrate the educational philosophy into the course. The course coordinator is responsible for providing instructional staff with expanded course outlines, safety guidelines, and for obtaining a copy of lesson plans and handout material to be used by individual instructors.

EVALUATION:

Evaluation of courses is an on-going process that includes classroom visits by program coordinators and the training center director, completion of instructor evaluations by students, and review of the Student Comment cards. Other indicators of program success include feedback received from the academy's website, advisory committee meetings, student enrollment, and data collected from the annual P.O.S.T. regional training needs assessment.



Policy Title: Basic Academy Discipline Philosophy Policy Number: 17.0
Date: November 19, 2007

PURPOSE:

The purpose of this policy is to define the meaning of a "high discipline and moderate stress" environment in the basic police academy and to describe the instructional purpose of discipline. The administration of discipline is a critical part of in the instructional process and must be carried out consistently with good reason and proper intent. It is essential that all staff members associated with the basic academy program understand this philosophy.

DISCIPLINE MODEL:

The phrase "high discipline" means high uncompromising standards that are designed to challenge students and promote growth academically, physically, professionally, and personally.

The phrase "moderate stress" means that stress is used as an instructional tool to create opportunities for students to learn how to respond appropriately and accurately under stressful conditions similar to those experienced by peace officers. There is a careful balance between the need to create stress and the need to create an effective learning environment. Our first priority is to provide an environment that allows learning to occur in a way that insures optimum student performance in the field.

One of the recognized essential attributes of a good peace officer is courage. It includes the type of courage to enter into a dangerous situation as well as courage to take responsibility, to respond when challenged, and to make a decision under adverse conditions. Self-confidence and strong self-esteem are the foundations of courage. It is not possible to "teach" self-confidence and self-esteem in a traditional sense, but rather students must develop these attributes through experience.

In addition to providing an opportunity for students to develop self-confidence and self-esteem in a way that leads to becoming courageous, discipline and a strong organizational structure shall be constructed and carried out in such as away that is promotes the following job related performance qualities.

- ❑ Personal organization and time management skills
- ❑ Team work and reliance on the organization
- ❑ Positive ethical decision making – Aggressive policing
- ❑ Accountability and ownership of decisions and actions

ADMINISTRATION OF DISCIPLINE:

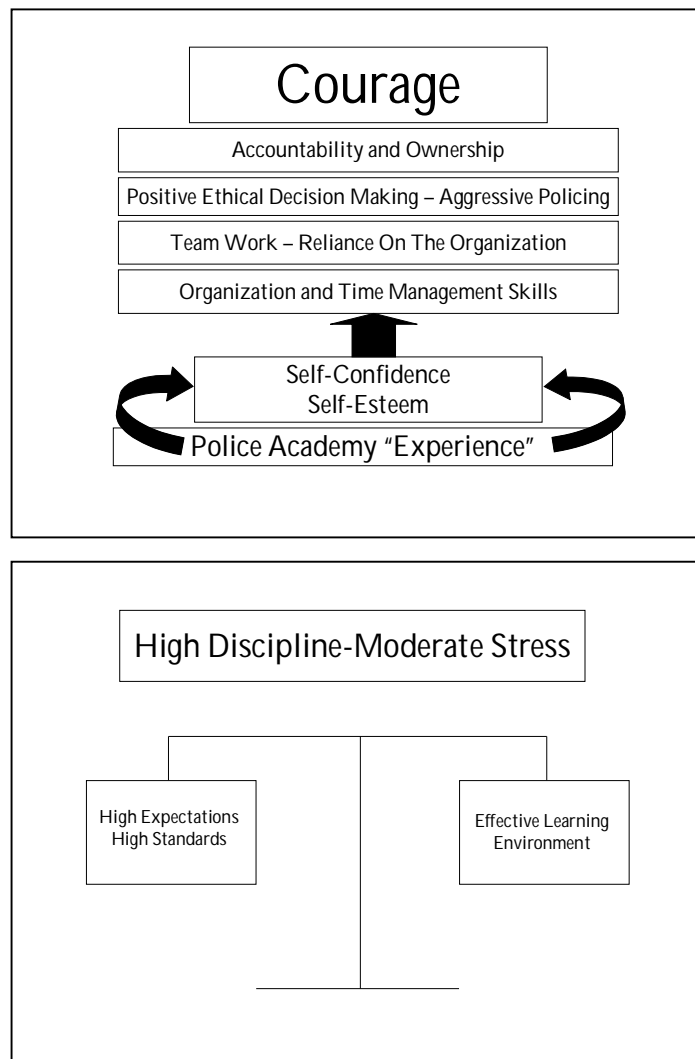
All student disciplinary processes and basic academy organizational structure is defined in the Cadet Handbook. Academy staff, including classified members, instructors, and administrators shall follow the Cadet Handbook. All forms of discipline shall be carried



out with an instructional purpose that is consistent with the Discipline Model, this policy, and all Napa Valley College rules and regulations.

Students cannot receive enough positive discipline that reinforces behavior that is consistent with our training mission. Instructors and staff are encouraged to use positive verbal recognition of positive behavior whenever the opportunity arises. Positive discipline should be administered in a public setting as often as possible.

Corrective discipline shall be administered swiftly and firmly. It should usually be administered in a private setting unless there is an instructional purpose that benefits the recipient and the class as a whole. Physical exercise may be used for discipline, but under no circumstances shall more repetitions of an exercise be assigned at one time than the number specified in the class schedule at the time the discipline is assigned. Under no circumstances shall students be demeaned, ridiculed, or attacked personally. The target of any disciplinary action or activity shall be the behavior of the student.





Policy Title: Time Card Management
Date: November 15, 2007

Policy Number: 18.0

PURPOSE:

The purpose of this procedure is to identify the proper method of completing and submitting time cards for part time employees working in the Criminal Justice Training Center.

TIME CARD PROCESSING:

The college pay-period for part time instructors begins on the 13th of each month and concludes on the 12th of the following month. Paychecks are issued on the last workday of the month.

All part time employees must complete a college time card in order to be paid. A separate time card must be completed for each individual class and or function performed. For example, an instructor teaching in the day police academy and in an advanced officer course must fill out two separate time cards. Similarly, an instructor who teaches in a class and who is also working as a Recruit Training Officer must complete separate time cards for each function. All time cards are due no later than 8:00 AM on the 10th of each month.

TIME CARD COMPLETION:

Time cards must be completed in full in order to be processed correctly. Care should be taken to complete the appropriate time card based on job function (i.e., coordinator, instructor, role player). For instructors, a separate time card shall be completed for each class title (i.e., basic academy class 70, dispatch, night academy). There is no need to complete a separate time card for each day that you teach within the same class. For convenience, pre-printed time cards for these different roles are available in the training center workroom. It is also imperative to sign each time card. Employees are encouraged to keep the goldenrod color copy of each time card for their own records.

Be sure to record the correct rate of pay. Part time employees are paid for every actual of work excluding meal breaks. Time shall be recorded to the nearest tenth of the hour.

Questions regarding paychecks, deductions, and direct deposit should be directed to the college payroll office.



Policy Title: Class Fund Raising And Use Of Funds Policy Number: 19.0
Date: January 3, 2006

PURPOSE:

The purpose of this policy is to identify how class fundraising efforts are managed and how class funds may be used. This policy complies with the California Education Code and operating policies of the Napa Valley College District. This policy applies to any class fundraising project and to all funds raised by a class offered by the Criminal Justice Training Center. This policy does not apply to course fees collected from individuals or agencies for college registration and materials.

POLICY:

Classes may elect to raise funds for the purpose of funding a graduation reception, equipment, or other efforts that benefit the class, training center, college, or community. No funds may be used to purchase alcohol or for any purpose prohibited by the California Education Code or by any other sections of law.

All funds raised or collected through a class fundraising activity shall be deposited into the academy trust account. No other accounts shall be established or maintained by students or members of the academy staff for the purposes of collecting, maintaining, or using class funds.

All class events paid for with class funds shall be conducted on campus and supervised directly by a member of the academy staff.

PROCEDURES:

If a class wishes to engage in a fundraising activity, a member of the class shall submit a proposal in writing to the program coordinator. The coordinator will approve the proposal and submit it to the Academy Director for final approval. No fundraising shall begin until the Academy Director approves the project in writing.

The class shall elect a class treasurer who will be responsible for preparing all deposits of class funds and preparing requests for payments using class funds. Money in any form shall be submitted for deposit by the close of business on the day it was collected. The class treasurer will note the account number on each check and will fill out a deposit slip noting the class name and number at the bottom of the slip. The completed deposit shall be submitted to the Recruit Training Officer, coordinator, or member of the support staff for processing. The Academy Director is responsible for reviewing and recording all deposits.



If a payment with class funds is needed, the class treasurer will prepare a memo requesting the payment and shall attach one of the following:

1. An original invoice for Napa Valley College that includes the name, address, and telephone number of the business to be paid. Note: Individual persons cannot invoice the college without having a signed independent contractor agreement on file.
2. An original itemized receipt showing the business name and total amount paid.

The Academy Director shall prepare a request for payment and record all payments made with class funds. Payments typically take three weeks to process.

If a class event requires use of services provided by an individual or any other type servicing requiring a contract, the class treasurer will submit the proposed contract to the program coordinator and Academy Director for approval. The Academy Director is responsible for developing an independent contractor agreement as needed for class events. The Academy Director is the only person authorized to sign a contract or agreement on behalf of the training center.

At the conclusion of a class, all unspent class funds shall remain in the academy trust fund and shall be used to the benefit of the Criminal Justice Training Center.

USE OF LOGOS AND EMBLEMS:

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.



Policy Title: Professional and Safety Attire
Date: December 1, 2005

Policy Number: 20.0

PURPOSE: This policy is intended to define the parameters of appropriate attire for all training center staff members. It is intended to help establish both a professional work environment as well as to support the requirements of the Safety Guidelines. Note: These requirements do not apply to instructors teaching in the paralegal program.

OFFICE/CLASSROOM ATTIRE: All training center personnel shall adhere to the following guidelines for professional attire while working in the office or teaching in the classroom. Professional attire includes any one of the following:

- Agency uniform
- Training center staff shirt and slacks (no jeans or shorts)
- Business attire (coat and tie or business suit)

Instructors and assistants conducting learning activities, such as evidence processing, gun cleaning, and other activities requiring special protective clothing, are exempt from these requirements.

RECRUIT TRAINING OFFICER: Recruit Training Officers, including drill instructors, shall wear a department class A or B uniform or a black academy staff shirt, BDU style pants, and black boots.

SAFETY ATTIRE: Training activities including firearms, weaponless defense, impact weapons, chemical agents, physical fitness, emergency vehicle operations, and scenarios require that instructors be readily identifiable and distinguishable from students or others who may be present in and around the training site. Instructors and assistants shall adhere to the following guidelines for safety attire while engaged in the following training activities.

FIREARMS/CHEMICAL AGENTS: Red academy staff shirt, red ball cap

WEAPONLESS DEFENSE/BATON: Red academy staff shirt

EMERGENCY VEHICLE OPERATIONS: Red academy staff shirt, red ball cap

PHYSICAL FITNESS: Black or gray academy staff shirt, black ball cap

SCENARIOS: Black or gray academy staff shirt or orange safety vest to be worn over a shirt, black ball cap.

It is permissible to wear either "BDU" style pants or jeans while engaged in the above mentioned instructional activities, however, any attire chosen shall be of a highly professional appearance.



Policy Title: Background Information - Student Files Policy Number: 21.0
Date: March 15, 2005

PURPOSE: The purpose of this policy is to establish guidelines for releasing information to background investigators on CJTC students in compliance with current law. Information provided to background investigators must be taken seriously and be completely objective and factual. It is the policy of the training center to support the background investigation process with information that is documented in the student file.

PROCEDURE: Student files are confidential and are not considered a matter of public record or public information. Student files may be accessed by the Academy Director, Academy Coordinator, or Recruit Training Officer within the scope of their employment with the training center. Students may review their files at any time under the immediate supervision of one of the above. No other person, including other training center staff, may review a student file without obtaining written permission from the individual student.

The Academy Coordinator is responsible for supervising the background investigation process. Under normal circumstances, background investigation interviews must be done in person, however, the Academy Coordinator has the discretion to conduct an interview over the telephone in extraordinary circumstances as long as the requirements set forth in this policy are met.

A member of the full time academy staff may access a student file for a background investigator at the direction of the Academy Coordinator. In all cases before being given access to a student file, the background investigator must sign a Letter Of Understanding And Non-Disclosure Agreement and provide a copy of the release and waiver signed by the student whose file is being accessed. Both documents shall be filed in the student file.

No copies of any material in the file shall be made. Only the Academy Director or Academy Coordinator is authorized to comment about a student on behalf of the academy. Any question requiring an opinion about whether or not a student is recommended for employment or is qualified to be a peace officer shall not be answered. Comments that are malicious, false, and/or unsupported by facts in the student file, or the personal opinions of the staff members are prohibited.

Persons attempting to serve a subpoena for the contents of student records shall be directed to the college business office.



Policy Title: Part Time Staff Work Load Parameters Policy Number: 22.0
Date: July 16, 2001

PURPOSE: The purpose of this procedure is to identify the maximum number of hours a part time staff member may be assigned to work in any given day and within the academic year. These parameters are based on the Fair Labor Standards Act, state law, and college policy.

DEFINITIONS:

A part time instructor is an employee approved by the College Board of Trustees to teach classes and provide instruction in a college class. An instructor is a "certificated" classification and is generally responsible for developing lesson plans, delivering instruction, administering tests and evaluating student performance.

An evaluator, range safety officer, coordinator, and role player, are non-teaching assignments and are considered "classified" roles.

Part time employees may be assigned to work in either a "certificated" job classification or in a "classified" job classification depending on the job task assigned.

MAXIMUM TEACHING LOAD: All of the CJT classes are considered "lecture-lab" meaning they include both classroom presentation and hands-on application. A part time instructor may be assigned to teach up to 60% of a full time teaching load or **189 hours per semester for a total of 378 hours total between the fall and spring semester**. Hours may be balanced over the course of the fall and spring semesters with prior written approval from the Academy Director and college office of human resources. There is no limit that applies to the summer semester. The start and end dates for each semester are determined by the office of human resources and may include days or weeks before and after the dates classes are actually in session.

Paralegal classes and administration of justice classes are considered pure "lecture" classes. Each three-hour class counts as 20% of a full time load. An instructor assigned to teach one of these classes may teach only 126 hours additional hours for the training center. Instructors who teach a combination of classes may only teach a combined load of 60%.

MAXIMUM CLASSIFIED WORK LOAD:



There is no limitation on the number of hours a part time employee can work in one of the "classified" roles. The hours a part time employee works in a "classified" role do not impact the maximum number of hours a part time employee can work in a "certificated" role except that in no case may the total number of hours exceed 8 hours in one day, without the prior approval of the Academy Director, or 40 hours in one week under any circumstances. In addition, the total number of different days worked in a "classified" cannot exceed 175 calendar days per fiscal year. In this case, 1 hour worked in one day counts as one day.

TRACKING OF HOURS:

The academy secretary will record the number of teaching hours worked by part time employees each month based on the time cards submitted by the employee. The report shall include a monthly breakdown of hours worked for the fall semester and spring semester. The report shall be sent monthly to the Academy Director, all CJTC program coordinators, office of human resources, and business office.

Note: It is imperative that instructors and staff submit monthly time cards in a timely manner. Instructors and staff shall not hold time cards or submit them past the date they are due.



Policy Title: Employee Recognition
Date: November 15, 2007

Policy Number: 23.0

PURPOSE: The purpose of this policy is to establish guidelines for the formal recognition of various employee actions including appointments, retirements, and achievement.

APPOINTMENT: All new full time and part time employees of the Criminal Justice Training Center may receive a certificate of appointment once the individual has been officially hired (i.e., after receiving approval from the Board of Trustees).

RETIREMENT: When an employee retires or resigns from employment with honorable service, the following awards may be given.

Part time employee with five years of service:	Certificate of Appreciation
Part time employee with ten years of service:	Mounted Certificate
Full time employee with five years of service:	Plaque
Recruit Training Officer	Plaque
Coordinator/Director with one year of service:	Plaque
Part time employee with twenty years of service:	Plaque

CERTIFICATE OF APPRECIATION: A certificate of appreciation may be given to anyone who has provided a service or contributed to the success of the training center mission. The award shall be made by nomination from any staff member and approved by the Academy Director.

LIFE TIME ACHIEVEMENT: The Life Time Achievement award shall be given to an employee who has gone above and beyond the call of duty over a career period of time and service to the training center. The award shall be made by nomination from any staff member and approved by the coordinators and Academy Director. The award shall be a plaque and presented to the recipient at an academy class graduation. The criteria shall include the following:

- Dedication to the idea that students come first
- Excellence and achievement in teaching that stands the test of time
- Extraordinary dedication and service to the success of the training center mission

ACADEMY FLAG PRESENTATION: The presentation of a retired academy flag is the training center's highest honor. The Academy Director may present a retired flag to an individual for an extraordinary achievement exceeding all others or in memoriam.



Policy Title: CJTC Computer Use
Date: August 15, 2002

Policy Number: 24.0

PURPOSE: The purpose of this policy is to outline the parameters for use of all computers assigned to the Criminal Justice Training Center.

POLICY: It is the intent of this policy to promote full use of technology in the delivery of instruction, the production of quality instructional materials and visual aids, and to enhance work efficiency. Computer equipment has a life expectancy of five years. As the budget allows, computers used by the training center shall be upgraded or replaced every five years based on the needs of the user.

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.

Computers assigned to individuals shall be protected with a username and password. Users are responsible for logging in and out of the computer and college network. The user logged on is responsible for all use of the computer and network access while they are logged on. User names and passwords shall not be exchanged with others. Individual users are responsible for backing-up the contents of the hard drive of their assigned computer. It is recommended that a back-up be completed once per month.

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 diskette or CD media.

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.

Laptop computers designated for student use may be checked out by instructors or individual students for test administration, classroom assignments, or any research related to class work (including job search). No Personal Use of the computers will be allowed at any time if not directly related to academy assignments. Illegal or inappropriate access or use of the Internet by students is grounds for formal discipline up to and including removal from the program.



Napa Valley College
Criminal Justice Training Center

It is imperative that students and staff follow the operating instructions for all computer equipment. Questions about the operation or any computer malfunction shall be reported to a program coordinator for a timely remedy.

Cc: Program Coordinators
Recruit Training Officers
Policy Manual

Damien Sandoval, Director



Policy Title: Instructor Evaluation Process
Date: May 30, 2008

Policy Number: 25.0

PURPOSE: The purpose of the instructor evaluation process is to provide timely feedback to the instructor, course coordinator, and Academy Director on the effect of instruction in training center classes. The intent is to promote a continuous improvement process that results in high quality instruction.

PROCEDURE: Instructors teaching in a P.O.S.T. certified course shall be evaluated at the conclusion of their last block of instruction. An instructor who teaches more than one block of instruction within the same class will only be evaluated once at the conclusion of the last block. The evaluation will be completed by having students fill out the Instructional Feedback Form. In addition, the course coordinator may visit a class for the purposes of observing the instructor in order to provide additional perspective in the evaluation process.

All other instructors teaching traditional semester length classes will be evaluated using the Napa Valley College Instructor Evaluation form in accordance with the Part Time Instructor Evaluation Policy.

The Recruit Training Officer or course coordinator will supervise the evaluation process. Students should be solicited for their written feedback as soon as possible to insure accurate feedback is collected.

The course coordinator shall conduct a review of the evaluation forms and shall complete an Instructor Evaluation Summary Report. Areas of exceptional performance as well as suggestions for improvement shall be summarized in the comments section. After review, the Instructional Feedback forms shall be mailed to the instructor. The Instructor Evaluation Summary Report will be sent to the Academy Director for review and maintained on file for three years.

In addition, the Academy Coordinator or Academy Director may conduct a formal classroom observation as part of the AICP tri-annual certification process. The POST Competency Verification form will be used to record the observation. One copy of the completed form will be sent to the instructor and one copy shall be maintained on file until the next observation is completed.

The Academy Director is responsible for reporting to the Office of Instruction when an instructor evaluation is completed.



Policy Title: Ext. Of Time For Course Completion Policy Number: 26.0
Date: January 29, 2004

PURPOSE: The purpose of this policy is to identify the circumstances that would permit an extension of time to be granted for a student to complete a course in the event of an injury, illness, or military deployment.

POLICY: The Criminal Justice Training Center recognizes that certain unavoidable events might occur near the end of a class that would prevent a student, who would otherwise be successful, from participating in class or required activities because of an injury, illness, or military deployment.

The California Commission on Peace Officer Standards and Training regulation 1006 allows for an extension of a "reasonable" period of time for course completion if a student is unable to complete a course because of illness, injury, or military deployment. Napa Valley College also allows for an extension of time of up to one semester for a student to complete course work. In the event of a catastrophe that prevents a student from finishing a course within the scheduled time of the course that is caused by illness, injury, or a military deployment, an extension of time may be considered under the following conditions.

- A request in writing is made by the student, employing agency, which is supported by academy staff.
- The student successfully completed at least 80% of the scheduled class hours and is predicted to pass the course (meaning there are no remediation tests pending, has a passing grade to date, and is not in jeopardy of failing the course for any other reason).
- The illness or injury is documented and participation in class activities is restricted by a medical doctor in writing and verified by the college student health office.
- The military deployment is supported with orders issued by military authority.
- The class time, learning activities, and tests required to complete the course will be presented in another course scheduled within the following semester.

Students are responsible for maintaining any skills or knowledge already gained that may be required to complete the course work within the time extension. In the event of an injury or illness, the student shall provide the academy, prior to participating in any course work, a full release signed by a medical doctor authorizing the student to perform any required physical activities. The details of an extension shall be documented in writing and the agreement signed by the student and Academy Director. A copy of the signed agreement shall be maintained in the student's file and college office of instruction.



Napa Valley College
Criminal Justice Training Center

If a student is, for whatever reason, not able to complete any part of the course work within the agreed upon terms, the student fails the course and must attend the entire course again to complete it. Under no circumstances will another extension be granted.

This policy was approved by the CJTC Advisory Committee: 1/29/04

Cc: Program Coordinators
Recruit Training Officers
Policy Manual

Damien Sandoval, Director



Policy Title: Sale Of Equipment And Materials
Date: November 1, 2005

Policy Number: 27.0

PURPOSE:

The purpose of this policy is to establish guidelines for the sale of equipment and materials to students enrolled in CJTC courses. This policy also applies to proprietary materials and equipment with any affiliation to a college employee or presenter that is intended to be sold as a requirement of a course or as an optional purchase.

POLICY:

All equipment and materials offered for sale to CJTC students as a requirement of a course or for optional purchase shall be approved by the Academy Director prior to any offer or advertisement of the item for sale.

Proprietary materials and equipment having any affiliation to a college employee or presenter that is required for students to purchase may not be sold to the student directly by the employee(s) involved. The sales process for proprietary materials must be routed through the college book store for direct sales to students.

Proprietary materials and equipment having affiliation to a college employee or presenter not required for students to purchase may be offered for sale to students during non-class hours. Under no circumstances will college employees or presenters solicit the sale of any equipment or materials during class hours or while being paid by the college in any capacity if the sale brings profit of any value to those employees on the college payroll at the time.

The sale of equipment and materials required for a class may be transacted during class time. As a matter of practice, class time will not be used to transact the sale of any optional equipment or material. This policy shall not apply to class fund raising projects approved by the Academy Director (See Policy 19.0)



Policy Title: Academy Grill
Date: March 28, 2007

Policy Number: 28.0

Purpose: This policy is intended to provide guidelines for the safe use of the Academy Grill. Although similar to a home barbeque, this grill is much larger and carries with it two large propane tanks that are twice the size each of the typical tank used for home grills. It is critical that these procedures are followed closely in order to reduce the risk of injury and to insure proper operation of the grill.

Procedure:

1. The Instructional Assistant is responsible for scheduling use of the academy grill. This includes handling or arranging for the delivery of the grill to the operational site.
2. Only members of the Academy Staff who are employees of Napa Valley College are authorized to operate the grill. This includes fueling, lighting, adjusting, and securing the grill.
3. A fire extinguisher will be available at the site at all times when the grill is in operation.
4. The grill will be cleaned and inspected annually by a commercial propane service. Any unusual condition or malfunction will be reported to the Instructional Assistant as soon as possible so that repairs or adjustments can be made before the next use of the grill.
5. To light the grill:
 - A. All valve must be in the closed position.
 - B. Open all side doors and the main lid.
 - C. Inspect visually the burners for any obstructions or food residue.
 - D. Open the valve on one propane tank only.
 - E. Open the red handled value (move it downward).
 - F. Insert a lighter through a side door so that the flame is 2-3 inches from the burner. NOTE: Use a lighter that can reach in far enough without a hand having to be inside the walls of the grill.
 - G. Slowly open the burner valve until flames are present around the burner.
 - H. Remove the lighter and slowly open the burner value until orange flames appear.
 - I. Repeat steps G and H to light the second burner.
 - J. Open the value on the second propane tank.
 - K. Close and latch both side burner doors.



6. To turn off the grill:

- A. Close the valve on both propane tanks.
- B. Close the red handled valve (move it upward).
- C. Close both burner valve.
- D. Allow the grill to cool before towing.

7. What to do if the flame goes out while the grill is in operation

- A. IMMEDIATELY CLOSE THE VALVE ON BOTH PROPANE TANKS
- B. OPEN THE LID AND ALL DOORS
- C. ALLOW THE GRILL TO VENT FOR AT LEAST 10 MINUTES
- D. Close all valve and begin at step 1 of this procedure.



Policy Title: Processing of Fees and Funds
Date: February 13, 2008

Policy Number: 29.0

Policy:

The Criminal Justice Training Center receives money for course fees and from various fund raising projects. It is the policy of the training center to handle and process all funds in a way that ensures a high level of accountability and that maintains the integrity of all employees and the college. All money collected from any training center operation, including individual class fund raising projects, shall be processed by the training center administrative offices and deposited into the appropriate college trust fund through the Napa Valley College Business Office.

Definitions:

Course Fees – Includes college registration, insurance fees, health fees, and lab fees (supplies and equipment issued to students).

Fund Raising – Includes donations and money collected from all training center fund raising projects (including individual class projects).

Service Fees – Includes fees collected for services provided (i.e., providing duplicate certificates, rental of equipment)

Procedure:

The "Enrollment Authorization" form shall be used as a receipt to document the collection of all course fees and service fees submitted by individual students. The pink copy of this form shall be given to the payee at the time the payment is made by the training center employee accepting the payment. Cash payments shall be sealed in an envelope and stapled to the form. All other forms of payment shall be stapled directly to the form. Completed forms and money shall be placed without delay into the safe.

When a payment is received from an employing agency, the Staff Secretary – POST Program Support shall log receipt of payment in sharepoint. There is no need to generate a receipt form unless the agency requests one (the invoice generally suffices for that purpose). All checks shall be placed without delay into the safe.

Money collected from a fund raising project shall be placed in a sealed envelope and attached to a Napa Valley College deposit slip. The details about the denominations collected and fund raising sources shall be documented on the



deposit slip (i.e., "class 70 crab feed"). All funds shall be placed without delay into the safe.

Access to the training center safe is limited to members of the full time staff except as authorized by the academy director.

All funds collected by the training center are typically submitted to the Napa Valley College Business Office once per week. The academy director is responsible for preparing a bulk deposit as follows:

1. All individual payments, including checks received from employing agencies, shall be logged individually using Microsoft Money.
2. The money and receipt or deposit slip shall be placed into a large envelope according to which college trust fund it is being deposited into. The envelope shall be sealed and initialed by the academy director. The date, trust fund number, and total amount of deposit shall be written on the front of the envelope.
3. The completed deposits shall be delivered to the Napa Valley College Business Office immediately. If the Business Office is not open when the deposit is prepared, the sealed envelopes shall be stored in the training center safe.

The Napa Valley College Business Office Cashier will receive all deposits. The Cashier will log the date and amount of the deposit based on the amount noted on the envelope. Both the Cashier and training center employee delivering the deposits shall initial the log.



Policy Title: North Gym – Criminal Justice Training
Center Mat Room Use Policy
Date: February 22, 2010

PURPOSE: The North Gym – Criminal Justice Training Center Mat Room was designed to support physical training activities associated with law enforcement training including lifetime fitness, weaponless defense, baton, and other instructional activities requiring a multi-purpose room space. The purpose of this policy is to establish guidelines for the use of the facility. The intent of this policy is to minimize the occasion of damage, protect aesthetic appeal, and ensure the appropriate, safe and sustainable use of the facility.

PROCEDURE: Staff and students using the facility will adhere to the following procedures:

1. The facility will be used only for the law enforcement training activities noted above and other specific activities approved by the Academy Director.
2. Activities involving the deployment of any objective that could damage the mats, windows, décor, or open duct system of the building are strictly prohibited.
3. Reservations for facility use will be made through the Criminal Justice Training Center Instructional Assistant II or Academy Director.
4. The facility will be locked at all times when not in use.
5. The mats will be used only for defensive tactics (DefTac) training.
6. Instructors will inspect and approve tennis or mat shoes prior to their use on the mats' surface.
7. Under staff supervision, Students will clean the DefTac training mats after every session using cleaning products provided.
8. Police Academy Equipment will be stored in the locked closet located at the southeast end of the mat room.
9. Only authorized academy staff members will have access to the mat room closet.
10. Food, soft drinks and sports drinks are prohibited inside the facility. Only water is permitted.
11. Cleats of any kind are prohibited inside the facility.
12. Any damage occurring during use will be immediately reported, via email, to the Academy Director.