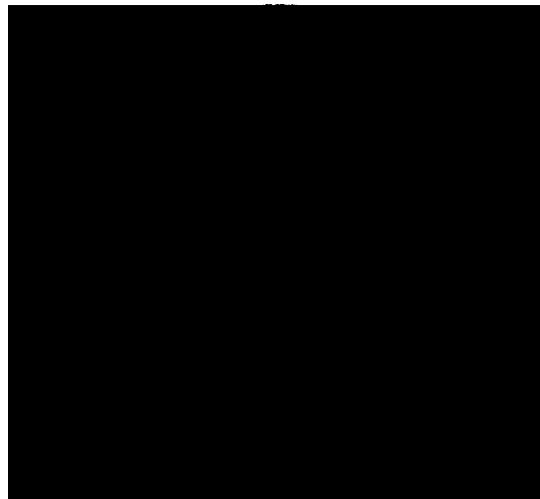


**YUBA COLLEGE
BASIC POLICE
ACADEMY**



**RULES AND
REGULATIONS
MANUAL**



YUBA COLLEGE

Inter-Department Correspondence

Date: _____

TO: **BASIC ACADEMY FACILITATOR**

FROM: _____

SUBJECT: **RECEIPT OF RULE AND REGULATIONS, BASIC ACADEMY**

I hereby acknowledge receiving a copy of the "Basic Academy Rules and Regulations."

I understand that as of the date listed above, if I fail to comply with the policies and procedures in the "Basic Academy Rules and Regulations", I may receive disciplinary action up to and including dismissal from the Academy.

Student Signature

Date

ACADEMY RULES AND REGULATIONS

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**YUBA COLLEGE
PUBLIC SAFETY CENTER
BASIC ACADEMY
STUDENT POLICIES AND PROCEDURES MANUAL**

MISSION STATEMENT

The Yuba College Basic Police Academy is dedicated to the education and professional achievement of students planning to enter careers in law enforcement. The Academy is committed to the philosophy of proactive, problem solving collaborative strategies between law enforcement personnel and private citizens as the most effective way to safeguard lives, neighborhoods, and cities.

The administration, faculty, and staff affirm their attention to affect student success in Community Oriented Policing through emphasis of: critical thinking, ethical action solving, professional values, individual responsibilities, interpersonal communication, appreciation of contributions of other cultures, and cooperative civic responsibility.

The College is committed to ensuring that these men and women are thoroughly prepared to provide positive partnerships for the improvement of public safety and an enhanced quality of life for the diverse communities they intend to serve.

OBJECTIVES

The resources devoted to this academy are for the purpose of providing students with the highest quality instruction. The course content and required instructional hours are in accordance with the standards and mandates set forth by the California Commission on Peace Officer Standards and Training (P.O.S.T.) guidelines and directions from the Advisory Committee.

The successful students who complete this Academy can be assured that they have received the best available training. This preparation will enable them to perform the required functions of their new profession.

To receive college credit for the Academy, students must successfully complete all Academy requirements. If a student fails to complete any academy requirement that results in non-certification, that student will receive an “incomplete” for the AJ-58R Academy Course. However, the student will have to take the entire course, within a year or an “F” grade will be recorded on the student’s permanent college transcript.

ACADEMY RULES AND REGULATIONS

The purpose of the Rules and Regulations Manual is to enable you to understand the operating procedures of the Academy. All Cadets will comply with the rules and regulations contained herein. Any violation of the rules and regulations may lead to termination from the Academy. Compliance with Academy rules and regulations is a requirement of satisfactory academic performance, rather than a matter of student discipline, and is not subject to the college’s Student

Code of Conduct. Termination from the Academy does not otherwise affect a student's enrollment in the college, unless a separate disciplinary action is commenced pursuant to the Student Code of Conduct.

You will find that the Academy and your Department are quasi-military organizations. Therefore, rules and regulations established for the efficient operation of the Academy and your Department are patterned along military lines.

Discipline is learning to do what has to be done in an orderly, planned, and team-like manner. Discipline will be emphasized throughout your career, but perhaps never so much as here at the Academy.

LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve mankind; safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of 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 and my chosen profession. . . . LAW ENFORCEMENT.

THE HONOR CODE

James O’Keefe said it best in his book, *Protecting the Republic*, “The police officer is the guardian of the American Republic. It stands to reason that the recruitment, selection and training of the proper person would be of the utmost importance. Clearly, such individuals would have to believe in and embody the very same virtues of the society they are sworn to protect. Virtues such as **integrity, respect, character, compassion, and genuine respect** for justice and individual freedoms would all be necessities.”

The Honor Code at the Yuba College Modular Format Law Enforcement Academy requires the individual Cadet practice, to a greater degree than ever before, what he or she has already learned at home, in school or in church. The Code sets a standard by which Cadets may judge one another on their capability of understanding and maintaining a high degree of honor. Law enforcement officers cannot afford to have in their midst an individual who is untrustworthy. The Code is designed to reveal those who cannot measure up to the standards and eliminate the untrustworthy from the group.

The following basic points are covered by the Code:

1. A Cadet always tells the truth and keeps his/her word.
2. A Cadet is honest in all his/her efforts; he/she does not lie, cheat or steal nor tolerate those who do.
3. A Cadet does not quibble, or employ evasive statements and tricky wording.
4. A Cadet respects the property and personal rights of individual and his/her department. He/she is honor-bound to protect that property against abuse or theft, and to respect and protect the personal rights of others. Any other attitude toward property personal rights would be a betrayal of the trust placed in him/her, and is contemptible in a law enforcement officer.
5. A Cadet’s signature and their word is his/her bond.
6. A Cadet is honor-bound to report any breach of honor that comes to his/her attention. Failure to do so would imply complicity with that dishonorable act and would show that he/she is the one that is without honor.

These points are defined as, but not limited to the following:

1. To be truthful is the ability to conform to fact. To lie is to practice intentional deceit, or to be untruthful.
2. Honesty is the straightforwardness, freedom from deceit or fraud. To cheat is to receive or give information or in such a manner as to assume an unfair advantage over fellow Cadets, or to present an inaccurate picture of one’s abilities.

3. In answering a question, accounting for his/her conduct, or explaining a discrepancy, a Cadet will squarely face the issue. To quibble is to evade the point in question by making false or misleading statements, by clouding the issue, by splitting hairs, by the introduction of trifling technicalities, or by the deliberate disguise of facts so as to present an entirely different picture of the events or issues.
4. The Penal Code defines theft as a crime. To engage in theft would disqualify a law enforcement officer from holding any position of trust. The success of law enforcement has depended, in a large part, on teamwork. It is this mutual and reciprocal confidence that unites a group of officers in a common effort. The presence of a thief destroys the confidence the members have in one another, and ruins the effectiveness of the group.
5. When a Cadet places his/her signature or initials on an official document, he or she certifies to its correctness. They are willing to stake their professional reputation and integrity on the accuracy of that document.
6. A Cadet who does not meet the standards of moral conduct and responsibility set by the Honor Code should not be allowed to occupy a position of responsibility and trust. Moral weakness, as expressed by a deviation from the principles of the Code, may seem of little importance at the academy; a similar deviation, in a situation where lives and property are at stake will result in disastrous consequences.

To ensure the continued success of law enforcement as a profession, our officers must be individuals of undisputed honesty and moral courage. For this reason a Cadet is honor-bound, for the protection of the Code and the profession, to report any breach of honor that comes to his/her attention. The most important element of the implementation of the Honor Code is the necessity for every man and woman in the Academy to believe in it. It must be respected, honored and followed. Belief in the Code, coupled with an intelligent understanding of its importance to the law enforcement officer, will instill in the individual the reassuring feeling of being able to place complete trust in each member of the class.

I. BUILDINGS AND SURROUNDING AREAS

A. INTRODUCTION

This is your Academy. Your cooperation is essential in maintaining the building and grounds in excellent condition. Do not write on, mar or deface any buildings or furnishings. Pick up and place in a proper receptacle any waste observed on the grounds. Cadets shall not invite nor allow visitors onto the Academy grounds without prior permission from the Staff.

B. COMMUNITY ROOMS

Community Rooms are defined as those rooms used by Cadets as a group. Cadets are jointly responsible for keeping these rooms in a clean, neat, and presentable condition.

1. General.
 - a. Place ALL TRASH in the proper receptacles.
 - b. Smoking is not allowed on the academy grounds. When smoking outside of academy ground and on campus, you will discard cigarettes, cigars, matches and other lighted materials in the proper receptacles.
 - c. Do not lean with feet against walls.
 - d. Report any damage or discrepancies of buildings to the Academy Staff.
2. Classrooms.
 - a. Display your name plates on your desks so they are visible to the instructor during class hours. They shall not be defaced in any manner. Any alteration/addition to the name tag shall be done by Academy Staff.
 - b. Classrooms shall be kept neat at all times and chairs shall be pushed in when not in use.
 - c. Do not take any food or beverage into the classrooms; only water is allowed. No gum, candy, toothpicks, etc., will be allowed in the classroom.
 - d. Do not tamper with any visual aid equipment.
 - e. No Cadet shall enter or remain inside the classroom wearing their academy cap unless told to do so by Academy Staff.

f. Student Tables.

- (1) Cadet tables shall be neat and clean at all times. All books, papers, etc., shall be removed from the tops of the tables during the breaks. Briefcases, or backpacks, etc., may be kept beside the table but not in such a manner as to not block the aisle.
- (2) RTO's (Recruit Training Officers) may permit Cadets to leave their books, pencils, papers, etc., on top of their table during breaks.
- (3) No part of the uniform shall remain on the desk during class hours.
- (4) No Cadet shall sit on any classroom table.

g. Exam Rules.

- (1) Table tops are to be cleared.
- (2) Leave room quietly when finished and exit the building.
- (3) Do not re-enter the room.
- (4) Do not congregate outside the entrance.
- (5) Re-test exams will be scheduled accordingly.
- (6) There are times that questions on written examinations stir controversy. Staff will handle those situations when they arise.
 - (a) If a Cadet has a question they feel is incorrect, it will be handled through a memorandum.

h. Academy Cadets will enter and exit the classroom through the north door of classroom 1707.

3. Gymnasium.

- a. Wear gym shoes that will not leave black marks on the floor.
- b. Return equipment after use to the proper receptacles.
- c. Report any damage to equipment to a Staff member.

- d. Cadets may not engage in competitive sports, such as basketball, volleyball, etc., without prior approval from the Physical training Staff.
- 4. Weight Room.
 - a. Cadets may only use the weight room with the specific permission of the Academy Staff and with an instructor present.
- 5. Defensive Tactics Mat Room & Gymnasium Mat Room.
 - a. No shoes of any type to be worn while using the mats.

C. ACADEMY OFFICES

The offices for the Academy Staff are comprised of the Director's Office, Facilitator's Office, and Clerical Office.

- 1. Regulations.
 - a. These offices are off-limits to Cadets except to transact official business.
 - b. Initial contact and requests to enter all offices shall be made through the chain of command, unless directed to do otherwise.
- 2. Academy Phone Numbers.
 - a. Public Safety Director: **634-7771**
 - b. Academy Facilitator: **634-7769**
 - c. Recruit Training Officer: **634-7769**
 - d. Public Safety Secretary: **749-3879**

D. OTHER AREAS

- 1. Facility Grounds: Any area occupied by Academy Cadets.
 - a. Cigarettes, chew or dip is not allowed in the Academy compound area.
- 2. Parking.
 - a. Cadets will park in the east public parking lot of the Yuba college campus.

II. UNIFORM AND GROOMING STANDARDS

A. UNIFORMS

The professional law enforcement officer wears a uniform of one type or another throughout his/her career. How the uniform is worn often plays an important role in the reputation of the officer and agency for which the officer works. The Academy environment is established to promote the understanding of these principals and to instill a sense of pride in the individual Cadet.

1. Cadets shall wear and maintain their uniform in an exemplary manner, ensuring that it is cleaned and pressed. Shoes shall be shined and all metal goods will be polished. Uniforms shall be examined on a daily basis and any excess thread or stains shall be removed. While the uniform is being worn, Cadets shall be responsible for proper alignment of the shirt, trousers, belt and utility belt (“Sam Browne”), commonly referred to as a “gig” line.
2. No unauthorized items may be placed on any portion of the Academy uniform. Unauthorized items include, but are not limited to, pins, buttons, pagers, stickers, etc.
3. Cadets shall not carry objects in their strong hand while in any Academy uniform, unless that object is so heavy or so large that both hands are required or if ordered to do so by Academy staff (i.e., baton training, firearms training).
4. Cadets shall not place their hands in their pockets other than to retrieve an item therein.
5. Cadets shall carry “gig” cards, along with their tally cards, during all training hours or when wearing any Academy uniform.
 - a. The “gig” card and tally card shall be carried in the left shirt pocket of the Class “A” and Class “B” shirt.
 - b. When at the range, DTAC, or any sight where the Class “A” or Class “B” uniform is not worn, the “gig” card shall be readily accessible.
6. Cadets shall carry their Driver’s License on their person whether it be in a wallet or in the left shirt pocket with their gig cards. Cadets will also carry their assigned weapons card in their left shirt pocket with their gig/tally cards.

B. CADET DRESS UNIFORM - CLASS "A"

1. The Cadet Class "A" Dress Uniform shall consist of the following:
 - a. Shirt (military creased), light blue in color.
 - (1) Long-sleeved (Class A): Flying Cross #35W5435, marine blue.
 - (2) Short-sleeved (Class B): Flying Cross # 85R5435, marine blue.
 - b. White t-shirt authorized.
 - (1) Shirt sleeves not to extend beyond length of the Class A (Dress) shirt, nor to be seen above the tie to the front of the neck.
 - c. Tie: clip-on, Black, 75% poly/25% wool.
 - d. Jacket: 511 Tactical Response brand, navy blue in color.
 - (1) To be zipped to level of prolongation of top flap of jacket pocket.
 - e. Trousers.
 - (1) "Liberty" brand, Dark midnight blue, Style #650MNV.
 - (2) "Lion" brand, Dark midnight blue, Style #130.
 - f. Uniform dress belt, black in color, basket weave style (brass buckle unless authorized to wear nickel plated buckle by affiliated agency).
 - g. Solid black socks, unless wearing at least a 8" boot.
 - h. Black plain toe boots, able to be polished. Boots will be polished with appropriate shoe polish similar to "Kiwi" or "Lincoln". The use of a permanent shine solution similar to "Leather Luster" will not be allowed.
 - (1) Nylon side o.k.
 - i. Pen or pencil carried in the left breast pocket of the shirt, under the pocket flap (not to be seen).
 - j. Brass tie bar, 3/8" wide.

- k. Brass nameplate (worn over right breast pocket), 1/2" x 2-3/8".
 - l. "Sam Browne" equipment "duty" belt (when directed by Academy Staff).
 - (1) Leather and accessories - black, basket weave.
 - (2) Nylon and accessories - Uncle Mike's or Bianchi brand.
 - (3) **Leather and nylon not to be mixed.**
 - m. Academy Baseball Cap, blue in color with Administration of Justice logo on front.
 - (1) Cadet shall write his/her name on inside rim
 - n. Rain Coat, black nylon or clear plastic construction.
 - o. Safety Equipment (as directed).
2. When wearing the uniform, it shall be worn in its entirety, and shall be free from wrinkles, "Irish" pennants, lint, with shoes and brass shined. The cap will be worn only as directed by Staff.
 3. Daily uniform requirements will be listed on the class schedule.
 4. All buttons will be fastened and sleeves will not be rolled.

C. CADET UNIFORM - CLASS "B"

1. The Class "B" uniform shall be the same as Class "A," but without the tie.
2. White "crew neck" T-shirt.

D. PHYSICAL TRAINING (PT) UNIFORM - CLASS "C"

1. The Physical Training (PT)/Defensive Tactics uniform shall consist of the following:
 - a. Yuba College sweat pants, navy blue in color.
 - b. Yuba College T-shirt, white in color.
 - (1) On the front of the T-shirt, opposite and even with the Administration of Justice logo, the Cadet's last name and first initial will be displayed in 1", UPPERCASE letters.
 - (2) On the back of the T-shirt and even with the Administration of Justice logo, the Cadet's last name will be displayed in

2", UPPERCASE letters.

- (3) The letters on both the front and back will be navy blue in color.
 - c. Yuba College sweat shorts, navy blue in color.
 - d. White athletic socks.
 - e. Running shoes.
 - (1) Good quality to avoid the possibility of "shin-splints"
 - (2) Track shoes with running spikes or cleats are not permitted
 - f. Yuba College sweatshirt, navy blue in color (worn during fall/winter academies). Lettering to be the same as the T-shirt.
 - g. Black compression or bicycle style shorts to be worn under sweat pants or sweat shorts.
 - h. PT Gear Bag, black or dark blue gym bag will be required to carry all PT clothing to and from training.
2. Physical Training clothing will have the Administration of Justice logo.
 3. No part of the Physical Training clothing will be worn off the college campus.

E. RANGE UNIFORM - CLASS "D"

1. PT white T-shirt.
 - a. As noted above, the Cadet's last name will be displayed in 2" UPPERCASE letters on the back side of the shirt.
2. Black BDU's.
3. Class "A" boots.
4. Hearing and eye protection (provided by the Academy).
 - a. It is recommended that each Cadet provide his/her own eye protection.
5. Ballistic vest (provided by the Academy).
6. Academy jacket as defined in Class "A" uniform section.

7. Black or navy blue ball cap.
 - a. No insignia, other than academy logo, to be on front, sides or rear of ball cap.

F. GROOMING STANDARDS

1. Requirements.
 - a. Cadets shall maintain proper personal hygiene. Dirty fingernails, bad breath, unpleasant body odor, dirty or unkempt hair are prohibited while attending the Academy.
 - b. Cadets shall be neat and properly groomed at all times while in attendance at the Academy. The following standards will be met prior to the first day of training, and shall be maintained through the day of graduation.
2. Male.
 - a. Hair Length.
 - (1) Hair shall be cut above the ears and tapered on the back of the neck above the collar. Hair shall not touch the collar.
 - (2) No hair pieces will be worn
 - (3) Hair coloring/tinting will be limited to natural colors.
 - b. Sideburns.
 - (1) Sideburns shall be neat and not excessively thick
 - (2) Sideburns shall not extend below the middle of the ear, nor shall they exceed more than one (1) inch in width. **(See Annex A)**
 - c. Moustaches and other facial hair.
 - (1) Those Cadets not having a moustache when the academy begins will not be allowed to grow one while attending the academy.
 - (2) The moustache will be neatly trimmed and be limited to the area above the upper lip, extending to no more than 1/4" horizontally beyond the corners of the mouth. **(See Annex A)**
 - (3) Cadets shall be clean shaven for all classes, inspections,

and formations.

- (4) No other facial hair is authorized; this includes beards, goatees, or “five o’clock shadow” fuzz.

3. Female.

a. Hair.

- (1) Hair shall be neatly arranged so that it does not extend below the bottom of the collar. **(See Annex B)**
- (2) Hair may be combed over the ears, but will not extend more than two inches below the bottom of the ear nor more than two inches in front of the ears.
- (3) No decorations shall be worn in the hair. Hair clips or pins that match the color of the hair may be worn.
- (4) Hair that is styled or combed forward will be no lower on the forehead than 3/4 of an inch above the high point of the eyebrows.
- (5) Hairstyles that preclude the wearing of the uniform cap in the accepted manner are not permitted.
- (6) No hair pieces will be worn
- (7) Hair coloring/tinting will be limited to natural colors.

b. Cosmetics.

- (1) Cosmetics, if worn, shall be subdued and blended to match the natural skin color of the individual
- (2) False eyelashes are prohibited
- (3) Fingernails shall be trimmed so as not to interfere with the training program. Nail polish, if worn, shall be clear.
- (4) No lip stick.
- (5) Fragrances shall be subdued and not overpowering to others.

c. Brassieres shall be worn at all times during training and will provide adequate support.

- d. Purses are not authorized to be carried except while in civilian attire.

4. Jewelry.

- a. The following items of jewelry may be worn with the uniform:

- (1) Rings

- (a) A total of two conservative rings may be worn. For the purpose of this order, a wedding and engagement ring will be considered as one ring
- (b) Rings that could cause injury shall be removed during arrest methods training.

- (2) Bracelets

- (a) "Medical Alert" bracelets are authorized.

- (3) Earrings and Piercings

- (a) Earrings and other body piercings are prohibited.

- [1] Earrings and other visible piercings have the potential to be hooked by a finger or snagged on clothing during academy training

- [2] Piercings to the navel or other under-clothing body parts present the same safety concern for potential injury during academy training.

5. Tattoos

- a. Tattoos or body art shall not be visible. Cadets who may have a tattoo, or body art as referenced below, shall completely cover the tattoo or body art with a skin-toned patch, long sleeved shirt or blouse, or other form of tattoo sleeve cover-up (Tat-Jacket).

- b. Definitions

- (1) Tattoo: a permanent mark or design made on the skin by a process of pricking and ingraining an indelible pigment or by raising scars; or a design made on the skin with a temporary dye such as henna or ink.

- (2) Branding: Any intentional and permanent scarification of

the natural skin surface by means of burning or cutting.

- (3) Body Art: The use of tattooing, branding, and/or body piercing to decorate the human body.

G. ROLE PLAYER ATTIRE

Occasionally, Cadets have the opportunity to assist other academies with scenario training by role playing.

1. Role players will be dressed in professional attire consisting of long slacks, collared and sleeved type shirts, and appropriate shoes. Clothing will not display any form of writing or graphic design.
 - a. The only exception to this rule is if the role player is directed by an Academy Staff member to dress for a specific scenario.

III. STANDARDS OF CONDUCT

A. REQUIREMENTS

Cadets shall conduct themselves as ladies and gentlemen, perform all duties in a thorough and precise manner, and carry out all orders, commands and instructions given by Staff personnel, without hesitation. Cadets shall not commit any acts during or outside of scheduled duty hours that are incompatible with the law enforcement profession, or which might reflect unfavorably upon the Academy and the Cadet's department. Failure to act in a proper, professional manner whether on or off the Academy grounds could lead to disciplinary action up to, and including, termination.

B. BREACH OF CONDUCT AND DEMEANOR

Any breach of conduct or demeanor is subject to Academy disciplinary action up to, and including termination, and will become a matter of record in the Cadet's permanent file. Sponsoring agencies will be notified of any breach of conduct or demeanor.

1. Prohibited Behavior.
 - a. Stir up discord among trainees, including practicing or encouraging discrimination regarding race, color, sex, religion, national origin or ancestry.
 - b. Display disrespect to a staff member, instructor, or fellow Cadet.
 - c. Threaten, attempt or do bodily harm to another.
 - d. Display discourteous treatment of other, including the use of insulting, abusive, or profane language.
 - e. Display a continuing exhibition of bad taste in the presence of others.
 - f. Place the Cadet's department or the Academy in an embarrassing position by his/her conduct.
 - g. Cheat during any examination, or knowingly allow another Cadet to cheat.
 - h. Willfully or carelessly destroy or damage Academy property.
 - i. Endanger any person, including him or herself, through careless or willful violation of safety rules or instructions.
 - j. Show willful disobedience of an order, direction, or regulation.
 - k. Fail to maintain appropriate personal appearance.

- l. Display negligence in performing official duties, including failure to follow Academy regulations or staff instructions.
- m. Display willful disregard of the Departmental or Academy regulations.
- n. Display carelessness, indifference, laziness, lack of alertness, or inattention to duty.
- o. Drink or have in his/her possession or under his/her control an alcoholic beverage on Academy/college grounds. Have in his/her possession or under his control marijuana or non-prescription narcotics on or off the Academy/college grounds.
- p. Be under the influence of drugs and/or intoxicants. Cadets will not drink any alcoholic beverages within 8 hours of any scheduled Academy training.
- q. Gamble on Academy grounds.
- r. Use his/her position for the purpose of personal gain, including the acceptance of gratuities.
- s. Violate any public law or ordinance (felony or misdemeanor).
- t. Disclose confidential information without authorization.
- u. Be absent without leave.
- v. Willfully falsify any submitted report, record or request.
- w. Deliberately falsify a statement in response to any question during an official inquiry.
- x. No Cadet shall participate in any sexual harassment activity nor knowingly allow any sexual harassment to occur.
- y. Fail to exhibit proper conduct of his/her personal business or fail to pay just debts when due, thereby causing embarrassment to this Academy or his/her department.
- z. Cadet is to report all law enforcement contact to the Academy Facilitator as soon after the contact as possible.
- aa. Fail to provide name when asked to do so by academy staff or college faculty/staff.
- bb. Be insubordinate to a staff member or class officer
- cc. Cadets will not engage in any public displays of affection at the academy or at any academy training site.

C. MILITARY COURTESY

Since law enforcement agencies are quasi-military organizations, it is appropriate that this academy adopts military guidelines to facilitate the Cadet's transition into the law enforcement profession. These guidelines also ensure that academy operation is orderly and efficient.

1. Regulations.
 - a. Cadets shall at all times display military courtesy toward the academy staff, superior officers and official guests.
 - b. Cadets shall stand at attention when addressing or being addressed by a superior officer and at other times when so ordered.
 - c. Cadets shall follow the appropriate chain of command when addressing Staff regarding information that affects other Cadets (see Chain of Command listed below).
 - d. Cadets will follow orders given by the platoon leader and/or squad leader.
 - e. Violations of the chain of command can result in disciplinary action.

D. CHAIN OF COMMAND

1. The chain of command for the Academy is as follows:
 - a. Chancellor, Yuba Community College District.
 - b. President, Yuba College.
 - c. Director, Public Safety Center.
 - d. Facilitator, Basic Academy.
 - e. Academy Recruit Training Officer - RTO.
 - f. Platoon Leader.
 - g. Squad Leader.
 - h. Student/Cadet.
2. The chain of command shall be adhered to at all times. Cadets wishing to speak to the academy staff shall follow the chain of command prior to contacting any staff member, unless otherwise ordered to report to said staff member.

- a. If a Cadet believes a question has not been settled after talking to a member of the academy staff, the Cadet may request to continue up the chain of command to the Director of Public Safety.
 - (1) The request shall be put in writing showing good cause why the Cadet wishes to proceed up to the Director of Public Safety.
3. Reporting to the Tactical Staff (RTO-Recruit Training Officer).
- a. Cadets shall not enter the RTO/Facilitator's Office except to conduct official business or when given permission, or when ordered to do so by a Staff member.
 - (1) When reporting, the Cadet shall center him/herself to the office door at the position of attention.
 - (2) If the door is closed, the Cadet shall knock first and await the order to enter.
 - (3) If the door is open, the Cadet shall wait until acknowledged by one of the staff and then announce his/her presence (see below).
 - (4) When told to enter. The Cadet shall enter the office and center him/herself in the doorway.
 - (a) If the Cadet was ordered or requested to report to the RTO/Facilitator's Office, the Cadet shall state, "Sir (or ma'am), Cadet (Cadet's last name), reporting as ordered (or requested) Sir (ma'am)."
 - (b) If the Cadet is coming to the RTO/Facilitator's Office on their own (after going through the chain of command), the Cadet shall state, "Sir (or ma'am), Cadet (Cadet's last name), requests permission to speak to (name of the officer), Sir (or ma'am)."
4. Formations and Marching.
- a. Cadets will be required to march in formation during various activities when directed by staff. Cadets will also be required to march (or double-time) in formation under any of the following circumstances:
 - (1) When en route to or from designated assembly points or for training.

- (2) When ordered to do so by a staff member.
- b. Cadets will not talk amongst themselves when marching in platoon formation.
- c. Cadets will not wear glasses with colored lenses while in formation.
- (1) Exceptions to be made on a case by case basis.

E. CLASSROOM CONDUCT

A large portion of the Cadet training is completed in the classroom. It is necessary that all Cadets adhere to the following regulations, which will promote an orderly environment conducive to learning volumes of information.

- 1. Regulations.
 - a. Cadets shall be alert, attentive, and shall sit up straight with both feet flat on the floor.
 - b. Only those items related to training are allowed on the desk tops.
 - c. Staff instructors desire and encourage questions, provided that they represent an honest attempt to gain information.
 - d. Cadets should have a sincere interest, an open mind, and a desire to learn. No questions should be asked which are not pertinent to the subject being discussed, or which are presented to show off or kill time.
 - e. When questions are posed, the Cadet shall gain the instructor's attention by raising his/her hand. Once recognition is gained, the Cadet shall preface the question with, "Sir," "Ma'am," "Ms." Or rank, whichever is appropriate. This is not only a matter of courtesy, but it affords other Cadets the opportunity to hear the questions.
 - f. No Cadet will sleep while a class is in session. Any Cadet who feels too fatigued to remain awake will stand up quietly go to the back of the classroom where they will stand until they become sufficiently awakened to return to their seat.
 - (1) It will be the responsibility of each Cadet to keep their neighbor Cadet awake during classroom hours.
 - g. Cadets will ensure that audible watches, or other types of alarms, are silenced in the classroom.

- h. No electronic devices of any kind will be allowed in the classroom during examinations without prior approval of the Academy Director.
- i. Pagers and cellular phones are not allowed on academy grounds, gym, range or other training site areas.
- j. The academy baseball cap shall not be worn indoors. The Cadet will immediately remove his/her hat when entering the classroom or other building.
 - (1) Cadets will immediately put their cap back on once they have exited the classroom.
- k. No tape recorders are allowed in the classroom unless permitted by the instructor.
- l. No Cadet will leave the classroom, during academy hours, without permission of the platoon commander.
- m. No Cadet will leave academy grounds, during academy hours (other than scheduled lunch), without first reporting to either the RTO on duty, Facilitator, or Director using proper chain of command. Once Cadet has notified proper staff member and permission has been given by that staff member, Cadet is free to leave academy grounds.
 - (1) Prior to leaving academy grounds, the Cadet will also write a memo explaining the reason for leaving and deposit the memo in the box located on the table at the northeast corner of the classroom.
- n. Any disruptive behavior by a Cadet in the classroom will result in disciplinary action.

F. POSTING OF THE COLORS

At the academy, the start and end of each class day involves the raising and lowering of the American Flag. Participation in this ceremony is voluntary. Cadets not wishing to participate in the ceremony are still required to be at the academy at the designated times and are to remain in the academy classroom during the ceremony.

IV. DISCIPLINE

A. REQUIREMENTS

The Cadet will, at all times during academy training, follow all rules and regulations as set forth in this manual both on and off academy grounds.

B. DISCIPLINARY ACTIONS

While the Academy recognizes the concept of progressive discipline, nothing contained herein shall be construed to mean that the Academy administration may not, depending on the severity of the student infraction, proceed directly to a recommendation of termination without first administering a verbal reprimand, written notice of unsatisfactory performance, suspension, or Director's probation.

1. Any failure to comply with the rules and regulations may result in one or more of the following actions, depending on severity:
 - a. "Gig card" (Corrective Action Card) pulled.
 - (1) The loss of a "gig card" will result in the Cadet writing a Corrective Memo on the subject decided by the academy staff member pulling the "gig card."
 - (2) Correction Memos assigned to Cadets will be prepared and turned in the following class day at 0800 hrs (Basic Academy).
 - (3) No memo or outside assignment will be completed during classroom hours.
 - (4) The completed Correction Memo will be placed in the Cadet's training file.
 - b. Verbal (oral) reprimand.
 - c. Notice of Unsatisfactory Performance (Written Reprimand).
 - (1) When a student receives a Notice of Unsatisfactory Performance as a result of a disciplinary issue, the student will have five (5) days in which to write a rebuttal to the notice.
 - (2) The rebuttal will be attached to the original notice and placed in the Cadet's training file.
 - (3) Agencies sponsoring a Cadet shall be notified and briefed

regarding the Cadet's Notice of Unsatisfactory Performance.

- d. Suspension (maximum of two days).
 - (1) Agencies sponsoring a Cadet shall be notified and briefed regarding the Cadet's suspension.
- e. Director's Probation (minimum of 100 Days).
 - (1) Agencies sponsoring a Cadet shall be notified and briefed regarding the Cadet's probation status.
- f. Termination from Academy.
 - (1) Agencies sponsoring a Cadet shall be notified and briefed regarding the Cadet's termination from the Academy.

2. The type of disciplinary action will be determined by the Academy Staff officer who witnessed the action and the Cadet's RTO. In matters of a more serious nature, the disciplinary action will be determined by the Facilitator and/or the Academy Director.

3. The Cadet's disciplinary history will be documented by the individual Cadet's RTO. Cadets will be made aware of any disciplinary actions, and the Cadet's RTO will work with the Cadet to remedy any problems. Cadets are encouraged to periodically read their academy file with their RTO to review their progress in all aspects of training. Any and all disciplinary history will be placed in the Cadet's periodic evaluation and the Cadet's personnel folder. Any response or rebuttal from the effected Cadet will be placed with the disciplinary documentation.

4. Cadets will be aware of the following limits in regards to rule infractions:

- a. At the beginning of the Academy, the Cadet will be issued three blue "gig-cards", one yellow "gig-card" and one red "gig-card". Each Cadet will be allowed to lose four (4) "gig cards" without penalty. The loss of a fifth (red) "gig card," will result in a Notice of Unsatisfactory Performance from the Facilitator. The notice will detail the problem(s) and the method of resolution. Failure to comply with the provisions of the Notice will result in more serious disciplinary action.
 - (1) Three (3) additional "gig cards" will then be given to the Cadet when a fifth (red) gig card is lost/taken. These gig-cards will consist of one blue gig-card, one yellow gig-card and one red gig-card

- (a) Loss of these three “gig cards” will result in a second Notice of Unsatisfactory Performance being issued to the Cadet from the Facilitator.
- b. “Gig cards” will be carried in the upper left breast pocket of the dress uniform shirt.
- c. When in a uniform other than those listed in “a.” above, “gig cards” shall be carried so as to be readily available.
- d. Cadets will only be allowed to two (2) Notices of Unsatisfactory Performance (disciplinary). A third disciplinary incident that would result in a notice of unsatisfactory performance will result in termination from the academy.
 - (1) This does not apply to notices which are the result of another academic failure, report writing failure, firearms failure, DTAC failure, or scenario failure (see those specific areas for number of failures allowed before termination).
- e. Loss of a “gig card” may not always precede the Notice of Unsatisfactory Performance. Violations of a more serious nature will be initially documented on the Notice of Unsatisfactory Performance.

C. APPEAL

1. If a Cadet is recommended for termination from the academy by the Facilitator, he/she may appeal the decision to the Director of Public Safety. The ruling rendered by the Director is final. The Cadet appealing the termination and waiting to meet with the Director may remain in attendance. However, the Cadet will not receive any class credit nor earn any certificates for any material covered during the appeal process if the appeal is unsuccessful.
 - a. The Cadet must file a written appeal within two (2) business days. However, the Cadet cannot attend academy classes until the appeal is filed. Any time missed while filing an appeal will go against the Cadet’s overall missed academy time.
2. Once the appeal is filed, an administrative hearing with the Director of Public Safety will be scheduled. If this appeal process requires more than one day to resolve, the Cadet will do the following:

- a. Attend scheduled training in street clothes if the training day requires the Class A or B uniform.
 - b. Attend scheduled training in the uniform of the day (i.e., DTAC & Range) if other than Class A or B.
3. Dismissal/termination from the academy does not prohibit the student from attending other semester courses at this college campus.

V. SCHEDULES AND DETAILS

A. GENERAL

Promptness is a requirement for all schedules and details. The Academy uses military time (the 24-hour clock) and all schedules are listed by this time. Schedules will be posted on the class message board, and are subject to frequent change. In addition to scheduled classes, Cadets will be given assignments to assist in the daily operation of the Academy. Each Cadet must endeavor to give his or her best effort when assigned a detail.

B. SCHEDULES

1. Regulations.

- a. Each Cadet will observe and make note of the dates and times of all classes, meetings, and other required events, as well as any subsequent changes.
- b. Cadets will be prompt to all scheduled events.
- c. All Cadets shall familiarize themselves with the schedule in order to bring the related texts, references, and/or equipment to class and to present themselves in the proper uniform, in the proper classroom or training area, at the proper time.
- d. Cadets shall check the message board each day for schedule changes and message.
 - (1) The message board is located on the northeast side of the academy classroom.
- e. Cadets shall arrive and be prepared to begin each period of classroom instruction at least five minutes prior to the scheduled class.
- f. Cadets will submit a memorandum explaining the reason for any absence from training. The memorandum will be completed and turned into the Academy Facilitator no later than the beginning of the next scheduled training day.
 - (1) If the Cadet knows in advance that he/she will be missing training, a memorandum requesting leave for the missed training and why the Cadet will be missing training will be turned into the Facilitator prior to the missed training.

- (a) The memo cannot say for “personal reasons.” Cadets must identify the reason.
 - (2) If the missed training is in an area in which hours cannot be missed (i.e., firearms, defensive tactics), the Cadet must make arrangements to make those hours up.
 - (a) See Section VII, B (Critical Subjects) for further explanation.
- g. Affiliated Cadets must not only notify the Academy regarding missed training, they must also notify the contact officer of their respective agency.

C. MEALS AND BREAKS

Cadets shall be given adequate time to eat at least one meal per day. Additionally, Cadets will be given periodic breaks during classroom instruction. Scheduled meals are subject to change during any training day.

- 1. Regulations-Meal Breaks.
 - a. Cadets may use this time and the facilities available in conformance with the general rules of the Academy.
 - b. During meal breaks Cadets will usually be permitted to leave the Academy grounds.
 - (1) If the Cadet chooses to leave the grounds during a meal break, the Cadet will do one of the following:
 - (a) Remove their academy hat and remove/cover their uniform shirt (if wearing a Class “A” or “B”) with another shirt or jacket; or
 - (b) Remove their academy hat and shirt until they return to the Academy grounds.
 - [1] Covering or removing the uniform hat and shirt shall apply any time the Cadet is not on the college campus unless otherwise ordered to do so by Academy/RTO Staff.
 - c. Cadets will not use their department or academy position for the purposes of obtaining a discount for food or any other favors/services.

D. CLASSROOM BREAKS

1. It shall be the platoon sergeant's responsibility to ascertain from the instructor/Facilitator how long the break will be, if the instructor has not already stated the length of the break.
 - a. The platoon sergeant will then advise the platoon leader of the length of the break.
 - b. The platoon sergeant will also notify staff (Facilitator or RTO) when the class is dismissed by an instructor for break.
2. The platoon leader will give the command, "Clear your desks." When the desks are cleared the platoon leader will call the class to attention.
 - a. There shall be no talking while clearing the desks. The putting away or retrieval of notebooks, books, writing material, etc., will be done expediently and quietly.
 - b. After the class comes to attention each Cadet shall step to the rear of their chair. The platoon leader will give the command of "left (or right) face," followed by the command, "Column of files by rows, forward march." The class will exit the classroom by squads with squad # 1 exiting first, then squad # 2, etc. The squads will exit in a military manner.
 - (1) Upon exiting the classroom, each Cadet will immediately place their academy baseball cap on their head.
 - c. Upon exiting the classroom, the class shall assemble in the proper military formation in the designated assembly area. The platoon leader will tell the class how long the break will be.
 - (1) The platoon leader will then give the command "Fall out!"
 - (2) Prior to breaking their ranks, the class will shout their class motto.
 - d. One minute prior to the end of the break, the platoon leader will give the command, "One minute!" This command shall be repeated by those Cadets who hear the one minute command so the entire class is alerted that the break is over and to prepare to fall into formation.
 - (1) At the end of one minute, the command of "Fall in!" shall be given. At this time the class will fall into formation, at attention, in preparation of re-entering the classroom.

- (2) One minute prior to the end of break, a messenger will be sent to notify the Facilitator or RTO.
- e. The platoon leader will then move the class back into the classroom by giving the proper commands. The class will file into the classroom in a military manner.
 - (1) Just prior to entering the classroom, each Cadet will remove their ball cap (carrying it in their non-shooting hand). The ball cap shall be placed on the floor underneath their chair.
 - (2) All Cadets will assume the position of attention to the rear of their chair. The platoon leader will then give the command, "Ready, seats!" At this time the class will sit down and prepare for the lecture and/or class.
- f. Cadets shall not leave academy grounds during classroom breaks without permission from Staff.
- g. Cadets shall not go to the parking areas without permission from staff.
- h. Cadets will not be allowed visitors.

E. CADET ASSIGNMENTS

Cadet assignments will be appointed to individuals and groups. The assignments are made by Staff and are designed to accomplish specific tasks as well as to expose the Cadet to the handling of responsibility within the framework of the academy.

- 1. Cadets will be expected to fulfill the requirements of their assignments to the best of their abilities.
- 2. Cadets shall obey orders issued by appointed Cadet leaders.
- 3. After compliance with orders, the Cadet may contact a staff officer if the Cadet has reason to believe that the orders were not appropriate or justified.

VI. STUDENT CADET/CLASS OFFICERS

A. PLATOON LEADER

1. The purpose of the platoon leader is to assist the Academy Staff and give the Academy Staff an opportunity to better evaluate the individual Cadet's leadership potential. The platoon leader shall be appointed by academy staff.
 - a. Duties of the platoon leader.
 - (1) Assist the instructors and academy staff as required.
 - (2) Ensure the class is in conformity with conduct and behavioral standards at all times.
 - (3) Maintain a current roster of home phone numbers, addresses, and department affiliation of all members of the class for emergency purposes.
 - (4) Ensure the class is assembled for instruction at the correct times and locations.
 - (5) Form the class for inspections.
 - (a) Accompany inspecting law enforcement dignitaries/academy staff during inspections.
 - (b) Record all infractions noted by the inspecting law enforcement dignitary or academy staff.
 - (6) Assemble and prepare the class for academy staff when ordered to do so.
 - (7) Assign Cadets to various details and tasks when directed to do so by Academy Staff, or as necessary.
 - (8) Move the class in a military manner, in formation, as required.
 - (9) Ensure all absences and Cadets late for class have been documented and reported to staff.

B. PLATOON SERGEANT (CLASS MONITOR)

1. Each class day a Cadet will be assigned to act as class monitor "Platoon Sergeant". The monitor is necessary to ensure that the Basic Academy

functions smoothly and efficiently. The duties of the Platoon Sergeant (monitor) are to assist the academy staff with an opportunity to better evaluate the individual trainee's leadership potential. The Platoon Sergeant (Class Monitor) is not a link in the chain of command unless the Platoon Sergeant is acting as Platoon Leader in absence of the assigned Platoon Leader.

The Cadet assigned as platoon sergeant will change with each training day. The monitor "Platoon Sergeant" is responsible for:

a. Duties of the platoon sergeant are as follows:

- 1 Preparing the classroom for the day's activities (e.g., ensuring that the lectern, dry-erase boards and erasers are clean and that dry-erase markers and erasers are placed in the boards' trays).
- 2 Placing the instructor's name, rank, agency, and title of instruction on the board prior to the start of said class.
- 3 Police the classroom during and at the end of the class day (including straightening chairs, picking up litter, cleaning dry-erase boards, returning surplus handouts, films, visual aids, etc., to the Academy Recruit Training Officer).
- 4 Advising the Academy Recruit Training Officer of class breaks at the beginning and end of each break period and, when necessary, advising fellow Cadets to go to their seats just prior to the beginning of each class.
- 5 Working along with the Platoon Leader, maintain order, professionalism and decorum during each class and while the class is on break. If or when the Platoon Sergeant is unable to maintain order he/she is to report to the Platoon Leader who will then report to the Recruit Training Officer and/or Facilitator.
- 6 Being prepared to take charge of the class in the absence of the Platoon Leader if and when the Academy Staff deems appropriate.
- 7 Assist the Platoon Leader, Academy Staff, and instructors as required.
- 8 Be prepared to handle any additional assignments given by

Academy Staff or Platoon Leader.

- 9 Distribute blank Instructor Evaluation forms to all Cadets at the completion of each block of instruction that concludes during his/her assignment as monitor, and maintain a sufficient supply of the forms in the classroom for the next day.
- 2 Except in emergencies or as otherwise directed by Academy Staff members, only the Platoon Sergeant (monitor) and the Platoon Leader are permitted in the Basic Academy Office. All routine matters which must be brought to the attention of the Academy Staff will be presented through the Platoon Sergeant (monitor).
- 3 Proper performance of the monitor function constitutes an important part of each Cadet's performance rating.

C. SQUAD LEADER

1. Squad leaders shall be appointed by the academy staff to give Facilitator/RTO's the opportunity to better evaluate the individual Cadet's leadership potential.
 - a. Duties of the squad leader.
 - (1) Ensure all members of their squad are present and accounted for at roll call.
 - (a) Report to the platoon leader the status of their squad (i.e., absent or missing members).
 - (2) Know the whereabouts of each member of their squad during academy hours.
 - (a) Report to the platoon leader when a member of their squad is on a special assignment or extra duty.
 - (3) Inspect each member of their squad prior to inspections.

D. ASSISTANT SQUAD LEADER

The assistant squad leader shall be prepared to take over the squad in the absence of the squad leader.

E. COLOR GUARD

Selection of the color guard is made by Staff. The color guard will consist of three members. Being assigned as a member of the color guard is a duty that should not be taken lightly. It is the responsibility of those assigned to raise the colors in the morning and lower the colors at the end of the training day. It is required that the color guard carry itself in a military manner.

F. GUIDON BEARER

It is the duty of the guidon bearer to carry the platoon guidon (academy class flag) anywhere the platoon marches while on campus. The selection of the guidon bearer will be made by the members of the class.

VII. ATTENDANCE/GRADING

A. ATTENDANCE

1. The following rules apply for class attendance. The hours are mandated by POST. Cadets not attaining the following attendance standards will not receive a Basic Academy Certificate.
 - a. 95% for entire Academy.
 - b. Cadets must participate in 90% of the physical training program (LD32).
 - c. Cadets must participate in 100% of all lecture time in report writing. All practice and graded reports must be completed.
 - d. 100% attendance for critical subjects. Critical subjects are:
 - (1) Self defense (LD33)
 - (2) Firearms (LD35)
 - (3) Scenarios (Multiple LD's)
 - (4) Chemical Agents (LD35)
 - (5) CPR/First Aid (LD34)
 - (6) Report Writing (LD18)
 - (7) EVOC/Behind-the-wheel portion (LD19)
 - (8) LERT/SEMS/NIMS (LD 43)
 - (9) Use of Force (LD 20)
2. When Cadets miss scheduled training, for whatever reason, they will be given an outside assignment for that missed time. The assignment will vary, depending on the amount of time missed.
 - a. Assignments will not be given for time missed in classes listed in Section VII.A.1.d.(1), (2), (3) and (6).

B. CRITICAL SUBJECTS

1. Missed hours in those categories enumerated above (under VII.A.1.d. 1 through 9) must be made up in order to successfully complete the academy.

2. Cadets are required to make up the identical missed training hours. However, they will only be allowed to make up their missed hours if the absence (missed training) is one that is “allowable/excused.”

If the missed training is not considered to be an allowable/excused absence (see Section VII.B.2.b below for examples), the Cadet will not be allowed to make up missed training hours and may be dismissed/terminated from the academy at that time.

- a. Listed below are absences considered allowable/excused. However, circumstances not listed below will be decided on a case by case basis by academy staff.

- (1) Injured, unable to participate.

- (2) Family emergency (death in family, family member ill)

- (a) Family means the following: spouse, child, dependant adult/child, father, mother, step-father, or step-mother.

- (3) Cadet sick, unable to attend class.

- b. Listed below are examples of absences **not allowed/excused** for makeup time. Cadets are encouraged to schedule such events during non-academy hours.

- (1) Any stage of testing for agencies.

- (2) Personal time.

- (3) Medical appointment

- (a) Except those incurred on site and in need of immediate treatment.

As stated in “a.” above, other circumstances will be decided on a case by case basis by Academy Staff.

3. Academy Staff will make every effort to locate the same training that was missed by the Cadet in one of the other academies offered at this campus (i.e., Cadet misses day three of DTAC, day three of DTAC will have to be made up).

The Cadet should understand that finding scheduled training presenting the same information they missed will be very difficult and, at times, be impossible.

4. If the same training, as missed by the Cadet, is located, then the Cadet will be allowed to attend that training to make up the missed training
 - a. Because making up this training might incur overtime for Cadets affiliated with a government agency, this training issue will be reported to the Cadet's sponsoring agency.
5. If the same training cannot be found, the Cadet has one option. The Cadet will be allowed to continue attending the academy. However, because not all training hours will have been met as required by P.O.S.T., the Cadet will not graduate with the class. The Cadet will have to make up the identical missed training no later than the next scheduled academy (i.e., hours missed in Basic Academy 22 would have to be made up in Basic Academy 23).

Once missed hours have been made up by the Cadet, the Cadet will then receive their Basic Academy Certificate through Yuba College.

If the Cadet does not make up the missed training hours in the next scheduled academy, the Cadet will have to complete another academy, beginning from day one, in order to earn their POST Basic Academy Certificate.

6. Scenario Testing.

Cadets are required to attend all scheduled scenario testing. If a Cadet fails to attend any of the scheduled scenario training, the Cadet will be allowed to continue attending the academy if the absence/missed testing is found to be allowable/excused. The Cadet will then have two options to complete their testing. They are as follows:

- a. If the Cadet wishes to graduate with their class, the Cadet will be required to meet with the Basic Academy Scenario Training Coordinator. The Coordinator will make every effort to reschedule the same scenario training that was missed by the Cadet in one of the other academies offered at this campus.
- b. If the scenario training is not available, the Cadet will be required to complete the missed scenario testing no later than the next scheduled academy's scenario testing.
- c. If the Cadet chooses not to complete the missed scenario testing during the next scheduled testing session, he/she will then have to complete another academy, from the beginning, to receive their POST Basic Academy Certificate.

C. SPECIAL CAREER ENHANCEMENT CLASSES

1. There are several specialty classes offered within the Academy that are not offered in other California academies. Although the instructional curriculum in these special subject areas is identical to the “POST Certified” curriculum offered to sworn Peace Officers, the courses are offered to academy Cadets as “orientation courses”. These orientation courses will better prepare Cadets for the “certified” training they will receive later by their employing agencies.
 - a. 11550 H&S Training (LD12/Controlled Substances)
 - b. Long Rifle (AR-15) training (LD35/Firearms)
 - c. Taser
 - d. Firearms Tactical Simulator (F.A.T.S.)
 - e. Expandable Baton (LD33)
 - f. Intoxylizer
 - g. Oral Board Preparation

D. GRADING

1. The following guidelines are set for the named subject areas.
 - a. Academics - POST assigns cut scores for each POST constructed examination. Cut scores range from 74% to 88%. Academy generated exams will have a 75% cut score.
 - b. Overall academic average needed is 80%.
 - c. Firearms - 80%.
 - d. Arrest/Control Techniques - Pass/Fail.
 - e. Report Writing - Holistic scoring (explained in a handout in LD18, Report Writing).
 - f. Scenarios - 75% in each graded skills.
2. Failed exams/scenarios/motor skills.
 - a. Written examinations.
 - (1) When a Cadet fails a POST or academy constructed examination, he/she will be allowed to re-test with a similar exam. **Failing that re-test will result in termination from the Academy.** A total of four (4) successful re-tests will be allowed during the Academy. **A fifth failure of a POST or Academy constructed examination will result in termination from the Academy.**

- (a) All exams, both POST and Academy, will figure into the Cadet's academic average.
 - (b) If a Cadet fails to attain a cut score and then successfully passes the re-test exam, the first test score will be figured into the Cadet's academic average and not the re-test score.
 - (2) To assist the Cadet in passing the re-test examination, re-training instruction and re-training assignments will be offered. It will be the Cadet's choice whether to accept these assignments.
 - (3) **Any failure of a POST constructed re-test examination or Academy constructed examination will result in termination from the academy.**
 - (4) There will be situations in which a Cadet will miss an examination. A Cadet taking a makeup exam will not discuss the exam with Cadets who have already taken the exam. This is considered cheating for those Cadets discussing the exam and grounds for termination from the Academy.
 - (a) Makeup exams will be given at the lunch break the first training day following the missed exam unless otherwise approved by staff.
 - (5) Re-training instruction and the re-test examination will normally be scheduled at the lunch break on a day agreed upon by both the Facilitator and Cadet.
- b. Firearms.
- (1) All Cadets will have to pass (qualify) with their handguns and a shotgun in various firearms courses set by the Academy Rangemaster and guidelines by POST.
 - (2) An 80% of maximum points is needed by each Cadet to qualify in each of the qualifying courses. Failure to attain an 80% score on the re-test attempt will result in termination from the academy.
 - (3) Cadets will be allowed a practice run that is similar to the actual qualification course. Instructors will schedule days for Cadet qualification in each of the qualification courses.
 - (4) If a Cadet fails a qualification course, the Cadet will be

allowed to practice, on his/her own time, until the Cadet feels he/she is ready for the re-test qualification. The re-test qualification event will be determined by the Cadet with the concurrence of the Academy Staff.

- (5) Cadets, when practicing for their re-test qualification, will not be allowed to use a practice score as their re-test qualification score.
- (6) Cadets will not be allowed to delay their re-test attempt (qualification) until their last scheduled range day.
 - (a) Whatever day the Cadet chooses for the re-test attempt, must be done in writing through a memorandum to the Facilitator stating when he/she wants to attempt the re-test qualification.

c. Report Writing.

- (1) Cadets will be given a number of reports to write by the report writing instructor. Each report will be scored by the “Holistic” scoring method (see handout in report writing section of the Academy Notebook).
- (2) Passing scores in the Holistic scoring method are four, five and six.
 - (a) Cadets will be allowed to rewrite five (5) graded reports. A sixth failure (score of 3 or below) of a graded report will result in termination from the Academy.

[1] Rewriting of reports will be scheduled by the report writing instructor(s).

- (b) **Any failure of a re-test report will result in termination from the Academy.**

- (c) Time allowed for writing reports:

[1] The report writing instructor will give a time limit each report writing day to complete assigned reports. The time allowed will be enough time in which to complete his/her report on time. The following will occur:

- ((a)) Cadets will be allowed sufficient time to complete their reports.

- ((b)) If the report is complete within fifteen (15) minutes after the time limit, one (1) point will be deducted from their report score as a time penalty.
- ((c)) If the report is completed within sixteen (16) to thirty (30) minutes after the time limit, two (2) points will be deducted as a time penalty.
- ((d)) If the report is not completed within thirty-one (31) minutes after the time limit, three (3) points will be deducted as a time penalty. This three point deduction will result in an automatic failure since any report graded as a three or below is deemed a failure.
- ((e)) The Cadet will still be allowed to complete the report even if it takes longer than the thirty-one minutes to do so. This is allowed so the instructor can still be objective regarding the Cadet's report writing skills.

- (d) Any incident in which a Cadet copies information from another Cadet's report will be deemed as cheating. **Any cheating incident will result in termination from the academy.**
- (e) Missed report writing hours - all reports, both practice and graded, must be completed by each Cadet. If a Cadet misses a scheduled report, he/she will be expected to make that report up at night or on a weekend.

[1] Time and date to be scheduled by the report writing instructor(s).

d. Self-Defense (Arrest methods, handcuffing, baton, etc.).

- (1) Cadets will be expected to demonstrate learned skills in these areas.
- (2) Scoring is a pass-fail method. Failure of an initial demonstration and a re-test demonstration will result in termination from the Academy.

- e. Physical Abilities – POST Work Sample Test Battery
 - (1) Cadets will be expected to demonstrate learned physical skills in these areas.
 - (2) The course includes running, dragging a simulated body, and climbing over fences.
 - (3) Failure of one phase of the test requires the Cadet re-test the entire test, and not just the phase in question.
 - (4) Scoring is a pass-fail method based on overall points. Failure of the initial demonstration and the re-test demonstration will result in termination from the academy.
 - (5) Because the test is designed to replicate real life physical obstacles encountered in law enforcement, Cadets will not be allowed to use any special clothing or equipment to complete the test. Items such as cleats, stepping stools, furniture dollies, etc, are not allowed.

- f. Emergency Vehicle Operations Course.
 - (1) As with firearms and self-defense, Cadets will be expected to demonstrate learned skills in this area.
 - (2) Scoring is a pass-fail method. Failure of an initial test demonstration and a re-test demonstration will result in termination from the Academy.
 - (3) If a Cadet fails any portion of the behind-the-wheel testing, they will be allowed one (1) re-training session prior to a second testing (re-test).
 - (a) The re-training session and re-test will be on the same day.
 - (4) If a Cadet fails the EVOC portion of the Academy, he/she will not be refunded any portion of the EVOC fees.

- g. Scenarios.
 - (1) Cadets may perform as role playing actors in scenarios. The scenarios require a 75% or better to pass. Cadets will be allowed to successfully re-test four (4) failed scenarios out of a total of fourteen (14) graded scenarios.
 - (2) Five (5) scenario failures or a failure of a scenario re-test

will result in termination from the Academy.

- (3) There will be automatic “failures” in certain scenarios (i.e., when a Cadet demonstrates during the scenario that he would have been “killed” or “seriously injured” as a result of the Cadet’s actions). The automatic failure will also result when demonstrated actions by a Cadet would result in officer/citizen/innocent bystander injury.
- (4) If the Cadet fails any graded scenario, he/she will be offered re-training instruction with a re-test scenario scheduled at a later time.
- (5) During the field problem week, Cadets will not discuss with other Cadets scenarios in which they have participated. This will be considered cheating and the Cadet will be terminated from the Academy.
- (6) Scenario rules and safety regulations will be passed out to each Cadet on the Friday prior to the scheduled scenarios.

E. PREGNANCY

POST has developed performance standards that must be met to complete the Academy. Cadets that are pregnant or who become pregnant during the Academy need to be mindful of the performance standards that must be met in the areas of firearms, defensive tactics, and physical training. The Academy does not practice “benevolent paternalism” (stepping in and dictating how one should care for herself or the unborn child). Cadets that have concerns on whether they should continue to participate in the Academy should consult with a personal physician. The Academy Staff will supply a detailed list of potential hazards associated with the POST performance standards to the Cadet’s physician.

F. ACADEMIC DIFFICULTIES

1. Cadets experiencing academic difficulties are encouraged to seek guidance. Cadets requiring additional assistance or an appointment with an instructor shall make the necessary arrangements through the chain of command. If the Cadet’s RTO is not available, the Cadet may make appointments with other staff (Facilitator).
2. Cadets having difficulty of any kind which may have a detrimental effect on their academy performance are encouraged to see their RTO.

- a. RTO's are experienced officers. They are available for assistance, guidance and advice.
- b. Problems of a personal nature will be handled in a confidential manner.
- c. It is highly recommended that those with academic difficulties join a study group.

G. PERSONAL QUALIFICATIONS

In addition to academic and skills performance, Cadets will be evaluated on personal qualifications which include, but are not limited to:

- 1. Ability to adjust to various situations.
- 2. Ability to get along with people.
- 3. Appearance.
- 4. Maturity and poise.
- 5. Manner of speech.
- 6. Alertness.
- 7. Punctuality.
- 8. Honesty.
- 9. Common sense.
- 10. Handling assignments

VIII. FIREARMS ON CAMPUS

***The following applies to the Cadet's training firearm only. Firearms other than the Cadet's training firearm are NOT AUTHORIZED by the academy. Bringing any firearm, other than the training firearm, on the college campus is a felony per PC 626.9.**

A. POSSESSION FOR ACADEMY TRAINING

It is rare to find a California community college that is a presenter of a POST Police Academy that allows their Cadets to carry real weapons. Yuba College is one of those academies.

For this academy to continue to enjoy the privilege of carrying firearms on campus, each student should always think firearms safety while handling their firearms. All firearms are to be handled in a safe manner. Each Cadet will follow all firearms safety rules and regulations.

1. Cadets will not be allowed to carry firearms in the Basic Academy until they have had a minimum of twenty-four hours of firearms instruction in the academy.
 - a. The Modular Format Academy, Level 1, will be allowed to carry firearms after eight hours of firearms instruction.
2. Cadets will carry a firearms card, signed by the Public Safety Director, which allows that student to carry only their training firearm on campus.
3. When carrying a training firearm on campus, it will be unloaded. The magazines too will be unloaded as well.
4. The firearm, while being carried on campus, will remain in its holster. It will not be removed by the Cadet unless ordered to do so by Academy Staff (i.e., weapons inspection). If the weapon is removed from the holster, notification must be made to an RTO or the Facilitator.
5. When the Cadet is traveling to and from school, the firearm will not be worn on their person. The firearm will be transported unloaded in the trunk or an appropriately locked box if carried in the passenger compartment of their vehicle.
 - a. When the Cadet is traveling to and from school, for any purpose, they will not wear their duty gear (Sam Browne belt). The belt (duty gear) will not be worn until the Cadet arrives at the training facility (i.e., campus, range).
6. Firearms will remain in the classroom and the classroom will be secured during lunch breaks.

IX. ILLNESS AND INJURY

A. DEFINITIONS

1. An “On-Duty” injury is an injury incurred during scheduled training or instruction. Generally, it is classified as compensatory injury in which the sponsoring agency pays the medical expenses.
2. An “Off-Duty” injury is an injury incurred during leisure or liberty hours. Expenses are the responsibility of the Cadet.

B. REPORTING PROCEDURE

1. On-Duty Injury.
 - a. Cadets shall report any illness or injury which occurs during training to the instructor immediately. Follow-up notification shall be made to academy staff as soon as possible.
2. Off-Duty Injury.
 - a. Injuries which occur off-duty will be reported to staff as soon as practical, but no later than 0800 hrs. on the day the Cadet returns/reports to the academy.
 - b. If an off-duty injury or illness is serious enough to prevent the Cadet from returning to the Academy as scheduled, the Cadet shall notify academy staff. A message left on an Academy answering machine will be considered proper notification.
3. In addition to the above, the Cadet will complete a memorandum, addressed to their assigned RTO explaining their absence. This will be completed no later than 0800 hrs. the following training day of the reported absence or Cadet’s return to the academy.
4. Limited first aid equipment is available in the Staff Office. When at an off-site training facility, Cadets must ask an instructor for first aid equipment.
5. Cadets with major illnesses or injuries will be treated at local medical centers and hospitals.
6. Compensation of medical expenses is subject to review and approval of the college. However, the normal course of action is for the Cadet’s insurance to be the primary with the college being the secondary.

7. With the exception of serious illness or injury, Cadets should make every effort to be present during all academy instruction. In order to satisfy State mandates, many classes require personal attendance and cannot be made-up. Cadets will be notified when these classes are going to occur. Due to the nature of the mandates, Cadets who miss any one of these classes will not be allowed to graduate.
8. Cadet attendance will be tracked on an hourly basis. Due to the nature of the training, any Cadet who misses more than 5 percent of instruction will not be allowed to continue the academy, regardless of the nature of the absence
9. It will be the Cadet's responsibility to keep the Academy Staff informed of any restrictions and/ or limitations of physical activity. The Cadet shall do this by having the treating physician completing the Basic Police Academy Physician's Statement form. This form shall also be required when the Cadet is released back to full rigors physical activity status.

C. MODIFICATION TO PHYSICAL TRAINING DUE TO ILLNESS/INJURY

1. From time to time Cadets receive injuries that would prevent them from participating in full activity in assigned physical training time. These issues are addressed as follows:
 - a. If the Cadet has a minor injury that would prevent the Cadet from participating in strenuous physical activity during physical training, notification should be made to the PT instructor. The instructor will make the decision on whether to allow the Cadet to be assigned to an alternate training program.
 - (1) An alternate training program allows the Cadet to receive full attendance for the assigned physical training time.
 - (2) Cadets will be allowed a maximum of seven (7) alternate physical training days throughout the academy. **This is strictly enforced.**
 - (3) If a Cadet has an injury in which more than three (3) consecutive alternate training days are needed, then a note from the treating physician is required.
 - b. If a Cadet has an injury that prevents the Cadet from participating in any scheduled physical training (or any strenuous activity) class for more than three (3) consecutive training days, then a physician's note/statement/form is required from the treating physician.

X. MISCELLANEOUS

A. COMMUNICATIONS & MEMORANDUMS

There are two types of written communications drafted by Cadets to Academy Staff. An example of the format required is found in **Annex C**.

1. Corrective Memorandum.
 - a. Utilized by Cadets for any communications required by Academy Staff to explain a violation of the rules and regulations. If the Corrective Memorandum requires a second page, then a blank piece of white paper shall be used.
2. General Communications.
 - a. Utilized by Cadets to notify Academy Staff of appointments, interviews, a reason for an absence, etc.

B. LEAVING EARLY, LATE OR ABSENT BECAUSE OF NON-ILLNESS

1. When a Cadet leaves the Academy early, arrives late, or has a non-illness related absence, the Cadet will write a memo explaining the reason for missing the time and hours.
2. The Cadet will also report to the Academy Staff prior to leaving the Academy grounds, and/or when returning to the Academy grounds, when leaving early, arriving late, or having a non-illness related absence.
 - a. If a Cadet knows he/she is going to be leaving early, the memo will be written prior to leaving.
 - b. If a Cadet knows he/she is going to miss training regarding a non-illness situation (i.e., oral board/agency testing, doctor's appointment), the memo will be completed prior to the absence.
 - (1) The above listed memos will be written on a general memo form (white), not on a corrective memo form (blue).
3. When arriving late or leaving early, the Cadet will report to Academy Staff before going to the classroom or leaving academy grounds. **This will be strictly enforced.**

C. MESSAGE BOARD

1. Cadets shall read and comply with all schedules, instructions, orders and official notices posted on the boards posted to the rear of the Academy

classroom. Cadets will check the board during their breaks.

2. The message board is for staff use only.
3. Cadets shall not alter, remove, or deface a posted notice.

D. TELEPHONES, PAGERS AND CELL PHONES

1. Pagers and cell phones are not allowed on academy grounds, in the classroom, gym, or on the range.
 - a. Exceptions will be decided on a case by case basis by staff only.
2. Cadets will not use the college phones except on official business and then only when specifically authorized by a staff member.
3. Incoming personal calls shall be restricted to emergency calls only. Emergency calls accepted by staff will be limited to those from immediate family members only.
4. Cadets shall not enter any administrative office to answer a telephone unless directed to do so by staff.
5. Cadets shall not call either staff or clerical personnel to obtain test scores.
6. Cadets will be allowed to use the pay phone located to the front of Building 1700. This telephone will be used only during authorized breaks. Any use of the telephone other than on breaks will need to be authorized by staff.

E. TRANSPORTATION

1. Any personal vehicle must comply with all of the provisions of the California Vehicle Code.
2. Personal vehicles shall be driven in a lawful manner at all times both on and off campus.
3. Cadets driving personal vehicles to the academy shall park them only in authorized areas. Academy property will not be left unattended inside personal vehicles.
4. Cadets must have a valid driver's license or must operate within the parameters of a DMV "suspended license" to drive on the college campus.

F. MILITARY OBLIGATIONS

1. Procedure.

- a. Cadets with military obligations which would in any way conflict with training requirements shall submit details by memorandum to the RTO/Facilitator during the first training day. Details should include:
 - (1) The Cadet's full name, military rank and serial number.
 - (2) Dates and locations of the training maneuvers that are in conflict. (Copy of the orders shall be made available upon request.)
 - (3) Annual two-week active duty periods or any other active duty time must be scheduled so as not to interfere with Academy training due to state-mandated classes.
 - (4) Classes missed due to military leave will be handled on a case by case basis by the Academy Director.

G. SUBPOENAS

A Cadet who receives a subpoena for a court appearance must notify academy staff in writing as soon as possible. A copy of the subpoena should be attached.

H. GRADUATION

Cadets successfully completing the academy training will graduate at a ceremony held on the final day of scheduled instruction. Cadets are encouraged to invite family and friends to the graduation ceremony.

1. Policy.

- a. Each Cadet shall satisfy all requirements as set forth by the Commission on Peace Officer Standards and Training, as well as those of the Yuba Collage Basic Academy, prior to graduation day.
- b. Prior to graduating, all Cadets will also minimally meet their own department's standards for uniforms and grooming.
 - (1) Affiliated Cadets and those Cadets hired at graduation will wear their respective agency uniform.
 - (2) Affiliated Cadets will be allowed to have their badge pinned at graduation by a person of their choice.

- c. Cadets will return all applicable Academy property before graduation.
- d. Cadets not meeting all the standards set forth by both the Academy and POST prior to graduation shall not be allowed to participate in graduation exercises with the graduating class.

REVISED 12/2008

MALE UNIFORM & GROOMING STANDARDS



ANNEX A

FEMALE UNIFORM & GROOMING STANDARDS



ANNEX B

Yuba Community College
Administration of Justice Department
2088 North Beale Road
Marysville, CA 95901
Phone: (530) 634-7769

MEMORANDUM/BASIC ACADEMY

TO: Facilitator Fritz
FROM: Cadet Allen Smith
DATE: July 8, 2008
SUBJECT: How to Write a Memorandum

TO: Address the memorandum to an individual; for instance an RTO or a Facilitator.

FROM: Always use your full name.

DATE: Use civilian style dates, example; July 8, 2008.

SUBJECT: The "SUBJECT" line should contain a brief description of the topic of the memo.

BODY: Begin the first line of the memo four spaces beneath the "SUBJECT" line.

- Your memo should have one inch margins from the bottom and sides and of the page(s).
- PARAGRAPHS. Skip a line between your paragraphs and indent on the first sentence.
- Always use black Ink. The academy will not accept memos written in erasable pen, pencil, or blue ink.
- The following pages of a memo or assignment should be on plain white paper.
- Staples will be properly placed in the upper left corner of the memo and will include ALL respective papers including but not limited to returned and revised assignments and/or memorandums.
- An example of a memorandum requesting time away from the academy should be written as documented below;

I am requesting leave the academy on January 20, 2009. I have a scheduled doctor's appointment at 1600 hours. I will be leaving the academy at 1530 hours and expect this appointment to be approximately one hour, therefore, I do not expect to return to the academy until January 21, 2009 at 0700 hours.

ANNEX C