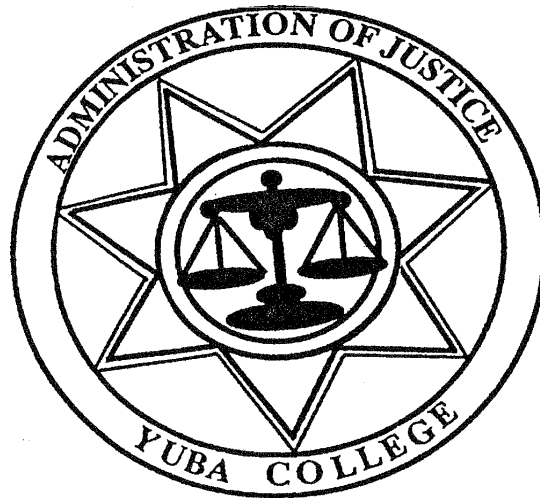


YUBA COLLEGE
CORRECTIONAL
OFFICER CORE COURSE
ACADEMY



RULES AND
REGULATIONS
MANUAL



YUBA COLLEGE

Inter-Department Correspondence

Date: _____

TO: **C.O.C.C. ACADEMY FACILITATOR**

FROM: _____

SUBJECT: **RECEIPT OF RULE AND REGULATIONS, C.O.C.C. ACADEMY**

I hereby acknowledge receiving a copy of the "C.O.C.C. 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 "C.O.C.C. 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
S.I.B.C. ACADEMY
STUDENT POLICIES AND PROCEDURES MANUAL**

MISSION STATEMENT

The Yuba College Basic “CORE” Academy is dedicated to the education and professional achievement of students planning to enter careers as specialized investigators for state, county, and municipal investigation units. The Academy is committed to the philosophy of proactive, problem solving collaborative strategies between law enforcement personnel, Correctional Officers, and private citizens as the most effective way to safeguard lives, neighborhoods, and communities.

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 inmate and officer 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 State Board of Corrections.

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 C.O.C.C. 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 CORE 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 this Rules and Regulations Manual is to enable you to understand the operating procedures of the CORE 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 CORE 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 CORE 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 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 COCC 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 society. The Code sets a standard by which Cadets may judge one another on their capability of understanding and maintaining a high degree of honor. Government investigators 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 individuals 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 and personal rights would be a betrayal of the trust placed in him/her, and is contemptible for an investigator.
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, 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 investigator from holding any position of trust. The success of investigations has depended, in a large part, to teamwork. It is this mutual and reciprocal confidence that unites a group of investigators 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 investigators 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 the importance to the investigator, will engender 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 their table 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) Remediation 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 door authorized by the Academy Facilitator.

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. Defensive Tactics Mat Room & Gymnasium Mat Room.
 - a. No shoes of any type are 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. Academy Director: **634-7771**
 - b. Academy Main Office: **634-7723**
 - c. Public Safety Secretary: **749-3879**
 - d. Office Secretary: **741-6923**

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 Correctional 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 principles 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.
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 place their hands in their pockets other than to retrieve an item therein.
4. Daily uniform requirements will be listed on the class schedule
5. Cadets shall carry their tally cards, during all training hours or when wearing any Academy uniform.

B. CADET DRESS UNIFORM - CLASS "A"

1. The C.O.C.C. Class "A" uniform shall be worn for classroom (lecture) instruction and any career related field trips.
2. C.O.C.C. Cadet Dress Uniform shall consist of the following:
 - a. Affiliated Cadets
 - (1) Department authorized uniform
 - b. Non-Affiliated Cadets
 - (1) White Polo Shirt with the Administration of Justice logo.
 - (2) Khaki or Brown Pants.
 - (3) Socks.
 - (a) White in color.

- (4) Black Shoes or Boots, polished leather, plain rounded toe.
 - (a) Nylon ventilation sides OK.
 - (5) Black Belt.
 - (a) Brass or gold colored buckle or clasp.
 - (6) White T-Shirt authorized.
3. When wearing this uniform, it shall be worn in its entirety, and shall be free from wrinkles, lint, with shoes and brass shined.

C. CADET UNIFORM - CLASS “B”

- 1. There is no Class “B” uniform authorized for C.O.C.C. Academy Cadets.

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, 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 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 shorts, blue in color.
 - d. White athletic socks.
 - e. Running shoes, any color.
 - (1) Good quality to avoid the possibility of “shin-splints”
 - f. Yuba College sweatshirt, blue in color (worn during fall/winter academies). Lettering to be the same as the T-shirt.
- 2. Physical Training clothing will have the Administration of Justice logo

affixed.

E. RANGE UNIFORM - CLASS “D” – FOR 832 PC

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. Blue jeans, or Black BDU’s pants.
3. Tennis shoes or Class “A” footwear.
4. Hearing and eye protection (provided by the Academy).
 - a. It is recommended that each Cadet provide their own eye protection.
5. Ballistic vest (provided by the Academy).
6. Baseball hat, blue or black in color.
7. Duty Belt
 - a. Leather or nylon Sam Browne or Sally Browne belt
 - b. Holster
 - c. Magazine Pouch
 - (1) Must hold a minimum of two magazines
 - d. Belt Keepers
 - e. Handcuff Case
 - f. Handcuffs and Key
 - g. Handgun
 - (1) Type of fireman authorized.
 - (a) Handguns must be double/single action, semi-automatic weapons manufactured by a reputable firearms manufacturer.

[1] Examples of approved makes include, Glock, Smith & Wesson, Beretta, H & K, Sig Sauer, and Ruger.

- [2] Other weapon makes may be allowed, however, they must be cleared through the rangemaster.
 - (b) Handgun calibers must one of the following:
 - [1] 9mm
 - [2] 40 caliber
 - [3] 45 caliber
 - (c) All firearms must be approved and inspected by the rangemaster.
- (2) Provider of firearm.
- (a) Cadets affiliated with an agency are generally supplied with an agency firearm. If the Cadet's agency does not provide a firearm, the Cadet may:
 - [1] Supply his/her own firearm, provided it meets the requirements noted above.
 - [2] Arrange through the Academy Facilitator, at the time of orientation, the use of an academy firearm. Academy firearms issued to Cadets on range days must be returned to the rangemaster at the end of each training day.
 - (b) Cadets not affiliated with an agency have the option of :
 - [1] Supplying their own firearm, provided the firearm meets the requirements noted above.
 - [2] Arranging through the Academy Facilitator, at the time of orientation, the use of an academy firearm. Academy firearms issued to Cadets on range days must be returned to the rangemaster at the end of each training day.

F. GROOMING STANDARDS

1. Requirements.

- a. Cadets affiliated with an agency shall comply with the grooming standards established by their respective agencies. If no standards are in place, then the Academy standards shall be used. Any conflicting issues regarding agency vs. academy standards will require documentation from the employing/sponsoring agency.
- b. Cadets shall maintain proper personal hygiene. Dirty fingernails, bad breath, unpleasant body odor, dirty or unkempt hair are prohibited while attending the Academy.
- c. 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 final day of graduation.

2. Male.

a. Hair Length

- (1) Hair shall be no longer than three (3) inches in length and shall be neatly tapered downward on the back of the neck. Hair shall not touch the shirt collar. **(See Annex A)**
- (2) No hair pieces will be worn.

b. Sideburns

- (1) Sideburns shall be neat and not excessively thick. Sideburns shall not extend below the middle of the ear and shall not exceed one (1) inch in width. **(See Annex A)**

c. Moustaches and Other Facial Hair

- (1) Cadets not having a moustache when the Academy begins will NOT be allowed to grow one while attending the Academy.
- (2) Moustaches must be neatly trimmed and not extend down beyond the corners of the mouth, nor shall the moustache extend more than ¼ inch horizontally beyond the corners of the mouth. **(See Annex A)**
- (3) No other facial hair is authorized; this includes beards, goatees, or “five o’clock shadow” fuzz. Cadets will be

clean shaven.

3. Female.

a. Hair

- (1) Hair shall be neatly arranged so that it does not extend below the bottom of the collar. Cadets with hair that naturally extends down below the collar shall wear it up, off the collar. It must be neat and well secured. **(See Annex B)**
- (2) No hair pieces shall be worn.
- (3) No decorations shall be worn in the hair. Hair clips or pins that match the color of the hair may be worn.

b. Cosmetics

- (1) Facial make-up shall be kept subdued and at a minimum. Light face blush and eye shadow is permitted.
- (2) Fingernails shall not extend beyond the ends of the fingers. Fingernail polish is permitted.
- (3) False eyelashes are prohibited.

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

4. Jewelry.

a. Rings

- (1) A total of two (2) conservative rings may be worn. For purposes of this order, a wedding and engagement ring will be considered as one ring.
 - (a) Rings that could cause injury shall be removed during arrest methods training.

b. Bracelets

- (1) Medical Alert bracelets are authorized.

c. Earrings and Piercings

- (1) Earrings and other visible body piercings are prohibited.
 - (a) Earrings and other piercings have the potential to be hooked by a finger or snagged on clothing during academy training.

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 recruit'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 as possible after the contact.
- 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.

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 and corrections 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 or by his/her next chain of command.
 - 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, C.O.C.C. Academy.
 - e. Recruit Training Officer (RTO), C.O.C.C. Academy.
 - f. Platoon Leader/or Squad Leader.
 - g. Platoon Sergeant.
 - h. Platoon Corporal.
 - i. Platoon Administration Officer.
 - j. 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. 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 not engage or participate in any behavior that is disruptive to the instructor or classroom learning environment.
 - b. Cadets shall be alert, attentive, and shall sit up straight with both feet flat on the floor.
 - c. Only those items related to training are allowed on the desk tops.

- d. Staff instructors desire and encourage questions, provided that they represent an honest attempt to gain information.
- e. 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.
- f. 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.
- g. 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 his/her neighbor Cadet awake during classroom hours.
- h. Cadets will ensure that audible watches, or other type of alarms, are silenced in the classroom.
- i. No electronic devices of any kind will be allowed in the classroom during examinations without prior approval of the Academy Director.
- j. Pagers and cellular phones must be set to "vibrate" or turned off while on academy grounds, in the classroom, gym, range, or other training site areas.
- 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 leader.
- 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 the Cadet has notified the proper staff member and permission has been given by that staff member, the 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 as instructed by Academy Staff.

- n. Any disruptive behavior by a Cadet in the classroom will result in disciplinary action.

F. POSTING OF THE COLORS/ PLEDGE OF ALLEGIANCE

At the academy, the start and end of each class day involves the raising and lowering of the American Flag. C.O.C.C. Cadets may participate in this opening ceremony, as well as reciting the “Pledge of Allegiance.” Participation in either 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 C.O.C.C. 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. Tally Cards are a means of recording policy infractions committed by Cadets. For this reason, Tally Cards must be carried by the Cadet or be in the Cadet's immediate proximity so entries can be made by Academy Staff.
 - (1) The loss or non-availability of a Tally Card will result in the Cadet writing a Corrective Memo on the subject decided by the Academy Staff.
 - (2) Correction Memos assigned to Cadets will be prepared and turned in the following class day at the start of class.
 - (3) No memo or outside assignment will be completed during classroom hours unless directed by Academy Staff.
 - (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 Cadet receives a Notice of Unsatisfactory Performance as a result of a disciplinary issue, the Cadet will have two (2) days in which to write a rebuttal to the notice.
 - (2) The completed rebuttal will be attached to the original

- c. Entries on a Tally 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 the C.O.C.C. Cadet is recommended for termination from the academy by the Facilitator, the Cadet has the right to appeal. The first, and last, level of appeal is the Director of Public Safety. The Cadet appealing the termination and remaining in attendance will not receive any class credit nor earn any certificates for any material covered during the 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 uniform.
 - b. Attend scheduled training in the uniform of the day (i.e., DTAC & Range) if other than Class A.
3. Dismissal/termination from the academy does not prohibit the student/Cadet 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 C.O.C.C. 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.
- e. Cadets shall arrive and be prepared to begin each period of classroom instruction at the scheduled class time.
- 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

C.O.C.C. 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. 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, they will do one of the following:
 - (a) Remove their academy hat and remove/cover their uniform shirt (if wearing a Class “A”) 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 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
2. Classroom Breaks.
 - a. Cadets shall not leave academy grounds during classroom breaks without permission from Staff.
 - b. Cadets shall not go to the parking areas without permission from Staff.
 - c. Cadets will not be allowed visitors without permission from Academy Staff.

D. 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. 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

1. The duties of the platoon sergeant are to assist the platoon leader and the academy staff with the class to give the academy staff an opportunity to

better evaluate the individual Cadet's leadership potential. The platoon sergeant 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.

- a. Duties of the platoon sergeant.
 - (1) Be prepared to take charge of the class in the absence of the platoon leader.
 - (2) Assist the platoon leader, academy staff and instructors as required.
 - (3) Carry the flag in formation.
 - (4) Assist platoon leader in marching drills.
 - (5) Insure daily attendance is recorded.
 - (6) Insure all absences and Cadets late for class have been documented and reported to the Academy Staff at the direction of the platoon leader.
 - (7) Be prepared to handle any additional assignments given by academy staff or platoon leader

C. PLATOON CORPORAL

1. Platoon Corporals shall be appointed by the Academy Staff to give Facilitator/RTO's the opportunity to better evaluate the individual recruit's leadership potential

- a. Duties of the Platoon Corporal
 - (1) Work with the Administrative Officer and assign primary Field Training Officers (FTOs) to all non-affiliated Cadets, and monitor the performance of FTOs and students
 - (2) Reassign non-affiliated Cadets to a secondary FTO after the first third (1/3) of the academy, and monitor their performance
 - (3) Reassign non-affiliated Cadets back to their primary FTO during the last third of the academy and monitor their performance

D. PLATOON ADMINISTRATIVE OFFICER

1. The Platoon Administrative Officer shall be prepared to take over the squad in the absence of the Platoon Corporal

a. Duties of the Platoon Administrative Officer

- (1) Work with all non-affiliated Cadets and ensure they are receiving adequate training from FTOs.
- (2) Work with Platoon Corporal on all FTO assignments
- (3) Complete any paperwork required by Academy Staff
- (4) Assist instructors with any board work or documentations, or writings.

VII. ATTENDANCE/GRADING

A. ATTENDANCE

1. The following rules apply for class attendance. The hours are mandated by STC. Cadets not attaining the following attendance standards will not receive a certificate for the C.O.C.C. Academy.
 - a. 100% for the entire Academy. The Academy only consists of 22 days. Any missed time must be excused and made up through remediation. Missing more than one (1) day will result in dismissal.

B. CRITICAL SUBJECTS

1. Missed hours in critical categories (i.e., Defensive Tactics) must be made up in order to successfully complete the academy.
2. Cadets are required to make up 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, 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).
 - (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 appointments.
 - (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 law enforcement 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, 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 will be allowed to continue attending the academy. However, because not all training hours will have been met as required by STC, the Cadet will not graduate with the class. The Cadet will have to make up missed training no later than the next scheduled C.O.C.C. Academy (i.e., hours missed in C.O.C.C. Academy Spring 2007 would have to be made up in C.O.C.C. Academy Fall 2007).

Once missed hours have been made up by the Cadet, the Cadet will then receive his/her C.O.C.C. 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 C.O.C.C. Academy Certificate.

C. GRADING

1. The following guidelines are set for the named areas.

- a. Overall academic average needed: 70%.

- b. Job Knowledge Test (JKTs): 70%.

- (1) You will be expected to complete a minimum of 4 JKTs during the academy. JKTs are classified as multiple choice and/or true-false questions.

- c. Written Skills Test (WSTs): Pass/Fail

(1) You will be expected to complete a minimum of 10 WSTs during the Academy. WSTs are classified as short answers, essays, or completing documents.

d. Behavioral Skills Tests (BSTs): Pass/Fail

(1) You will be expected to complete a minimum of 38 BSTs during the academy. BSTs are classified as verbal and physical demonstration

D. TESTING & RE-TESTING (Remediations)

1. There will be situations in which a Cadet will miss an examination. A Cadet taking a make-up exam will not discuss the exam with Cadets who have already taken the exam. This is considered cheating and is grounds for termination from the C.O.C.C. Academy
2. When a Cadet fails a STC or Academy constructed examination, he/she will be allowed to re-take (or “remediate) a similar exam.
 - a. Make up or remedial examinations will be given at a time designated by Academy Staff.
 - b. A total of two (2) successful remediations will be allowed
 - c. **A third failure of a STC or Academy constructed examination will result in termination from the C.O.C.C. Academy.**
3. To assist the Cadet in passing the remediation examination, remediation instruction and remediation assignments will be offered. It will be the Cadet’s choice whether to accept this learning assignments
4. **Any failure of a STC constructed remediation examination or Academy constructed remediation examination will result in termination from the academy.**

E. ACADEMIC DIFFICULTIES

1. C.O.C.C. 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, then Cadets may make appointments with other Academy 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. RTOs 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.

F. PERSONAL QUALIFICATIONS

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

- 1. Initiative and motivation.
- 2. Interacting with others.
- 3. Overall knowledge.
- 4. Maturity.
- 5. Classroom participation.
- 6. Report Writing.

VIII. FIREARMS ON CAMPUS – PC 832 TRAINING PORTION

***The following policy applies to the C.O.C.C. Cadet's training firearm while engage in the PC 832 portion of the course. Firearms other than the Cadet's training firearm are NOT AUTHORIZED by the academy. Bringing any firearm on the college campus without Academy authorization is a felony per PC 626.9.**

A. POSSESSION FOR C.O.C.C. ACADEMY TRAINING

All firearms are to be handled in a safe manner. Each Cadet will follow all firearms safety rules and regulations.

1. Cadets shall bring firearms to training only when instructed to do so by Academy Staff. Firearms will only be used at the range, so there is no reason to bring a firearm to the college campus unless directed to do so by staff.
2. When carrying a firearm at the range, it will be unloaded until instructed by the Rangemaster to do otherwise. The magazines too will be unloaded as well.
3. While at the training facility, the firearm 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).
4. When the Cadet is traveling to and from the range, 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 the range, for any purpose, the Cadet will not wear his/her duty gear (Sam Browne belt). The belt (duty gear) will not be worn until the Cadet arrives at the training facility.

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 the RTO explaining the 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.

C. MODIFICATION TO PHYSICAL ACTIVITIES DUE TO ILLNESS/INJURY

1. From time to time Cadets receive injuries that prevent them from participating in full physical activities. 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 (P.T.), or Defensive Tactics, notification should be made to the instructor. The instructor will make the decision on whether to allow the Cadet to be assigned to an alternate activity.
 - (1) Alternate physical activities allow the Cadet to receive full attendance for the assigned P.T. or Defensive Tactics time.
 - (2) P.T.
 - (a) Cadets will be allowed a maximum of three (3) alternate physical training days throughout the academy.
 - (b) If a Cadet has an injury in which two (2) or more consecutive alternate physical training days are needed, then a note from a physician is required
 - (c) If a Cadet has an injury that will not allow for an alternate activity, then a physician's note/statement/form is required.
 - (3) Defensive Tactics
 - (a) Cadets will be allowed a maximum of one (1) alternate activity throughout the academy.
 - (b) Any additional requests for an alternate activity will

require a physician's note/statement/form.

- (c) If a Cadet has an injury that will not allow for an alternate activity, then a physician's note/statement/form is required.

X. MISCELLANEOUS

A. 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.
 - a. If a Cadet knows they are 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 a corrective memo form (blue).
2. When arriving late or leaving early, the Cadet will report to Academy Staff before going to the classroom or leaving academy grounds.

B. MESSAGE BOARD

1. Cadets shall read and comply with all schedules, instructions, orders and official notices posted on the Academy message board. 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.

C. TELEPHONES, PAGERS AND CELL PHONES

1. Audible pagers and cell phones are not allowed on the Cadet's person. All such devices shall be set to "silent" or "vibrate" and stowed away in a backpack or carrying bag.
 - a. Cell phones may be used during breaks, but shall be used in a designated area that does not disturb other Academy classes.
 - (1) Exceptions will be decided on a case by case basis by staff.
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 or agency supervisors 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.

D. 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 driving to a campus must have a current driver's license or within the parameters of a DMV "suspended license."

E. MILITARY OBLIGATIONS

1. Procedure.
 - a. C.O.C.C. Cadets with military obligations which would in any way conflict with training requirement shall submit details by memorandum to the RTO or 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.

F. 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.

G. GRADUATION

C.O.C.C. 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 STC, as well as those of the Yuba Collage C.O.C.C. 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.
- c. Cadets will return all applicable C.O.C.C. Academy property before graduation.
- d. Cadets not meeting all the standards set forth by both the C.O.C.C. Academy and STC prior to graduation shall not be allowed to participate in graduation exercises with the graduating class.

REVISED 03/2007

MALE UNIFORM & GROOMING STANDARDS



ANNEX A

FEMALE UNIFORM & GROOMING STANDARDS



ANNEX B