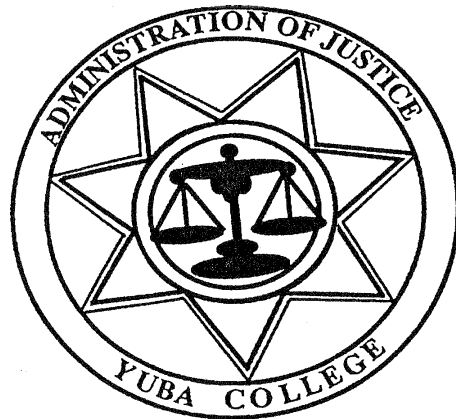


YUBA COLLEGE BASIC REQUALIFICATION COURSE



RULES AND REGULATIONS MANUAL

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

MISSION STATEMENT

The Yuba College Basic Requalification 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 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 P.O.S.T.

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 Basic Requalification Academy Course. However, the student will have to repeat 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 Basic Requalification Academy. All students 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 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. The following Code of Ethics is applicable to Officers.

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 Basic Requalification Academy requires the individual student 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 students 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 student always tells the truth and keeps his/her word.
2. A student is honest in all his/her efforts; he/she does not lie, cheat or steal nor tolerate those who do.
3. A student does not quibble, or employ evasive statements and tricky wording.
4. A student 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 personal rights would be a betrayal of the trust placed in him/her, and is contemptible in a law enforcement officer.
5. A student's signature and his/her word is his/her bond.
6. A student 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 students, 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 student 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 student places his/her signature or initials on an official document, he or she certifies to its correctness. He/she is willing to stake his/her professional reputation and integrity on the accuracy of that document.
6. A student who does not meet the standards of moral conduct and responsibility set forth 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; but 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 student 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 law enforcement officer, will engender in the individual the reassuring feeling of being able to place complete trust in each member of the class.

I. BUILDING AND SURROUNDING AREA

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 any waste observed on the grounds in a proper receptacle. Students 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 Students as a group. Students 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. **The law prohibits smoking within 20 feet of main entrances, exits, and operable windows of any building owned, leased, or occupied by the state, county, city and buildings of the University of California, California State Universities, or California Community Colleges.**
 - 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 nameplates 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 nametag 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 tamper with any visual aid equipment.
 - d. Exam Rules.
 - (1) Tabletops 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.
 - (7) Academy students will enter and exit the classroom through the proper door.
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. Students may not engage in competitive sports, such as basketball, volleyball, etc., without prior approval from the Physical Training Staff.
4. Weight Room.
 - a. Students 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

1. Academy Phone Numbers.
 - a. Course Director: **634-7723**
 - b. Facilitator:
 - c. Student Training Officer:
 - d. Student Training Officer:

D. OTHER AREAS

1. Facility Grounds: Any area occupied by Academy students.
 - a. Cigarettes, chew or dip are not allowed in the Academy compound area.
2. Parking.
 - a. Students will park in the east public parking lot of the Yuba college campus. (See specific Parking Regulations on last page of this document.)

II. UNIFORM AND GROOMING STANDARDS

A. DRESS CODE:

This section applies to both **Male and Female** students.

Classroom/Lecture: Slacks, Dockers or better (tan or brown), polo shirts. No shorts.

Gym Clothes: Each student is required to have a prescribed set of gym clothes.

Before the first Firearms or Arrest Methods session begins.

This includes:

1. A minimum of one plain white "T" shirt.
2. One pair of blue sweat pants.
3. One pair of blue gym shorts.

Arrest Methods: White "T" shirt and navy blue sweat pants. Males-athletic supporter (recommended). Females-Athletic bra (recommended). Tennis shoes, duty belt (and gear).

Firearms Training: Blue jeans, white "T" shirt, (summer), L/S blue or black sweatshirt, tennis shoes, duty belt (and gear) and/or baseball hat as required by rangemaster.

Equipment: Duty belt (leather or nylon), holster, magazine holder (holds a minimum of two magazines), belt keepers, handcuff case, handcuffs and key

Firearm: Must be semi-automatic, 9mm, .45, .40 caliber only from a reputable manufacturer and in good working order. Firearm must be double action (no single action). A minimum of three magazines are required. Students must provide their own firearm/magazines. Arrangements must be made in advance to borrow academy weapons and they are on a first-come, first-served basis.

Protective Vests: Affiliated students must bring their own body armor unless arrangements have been made with Academy Staff to loan a protective vest. Students who are non-affiliated may arrange to have a vest provided by Range Staff.

B. GROOMING STANDARDS

1. Requirements.
 - a. Students 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. Male Students shall be clean-shaven for all classes, inspections and formations.
 - b. Beards or mustaches are allowed.
 - (1) Those students not having a mustache or beard when the academy begins will not be allowed to grow one while attending the academy.
 - c. No hairpieces shall be worn.

- d. The following items of jewelry may be worn:
 - (1) “Medical Alert” bracelet.
 - (2) A total of two conservative rings, one of which may be a wedding ring. All jewelry is prohibited in defensive tactics.
 - e. Earrings and body piercing jewelry are prohibited during all scheduled training.
3. Female.
- a. Hair extending below the collar, shall be worn up “off the collar” during defensive tactics. Hair must be neat and secured during defensive tactics.
 - b. No hair pieces will be worn.
 - c. No decorations shall be worn in the hair. Hair clips or pins that match the color of the hair may be worn.
 - d. False eyelashes are prohibited.
 - e. Fingernails shall be trimmed so as not to interfere with the training program. Nail polish may be worn.
 - f. Brassieres shall be worn at all times during training and will provide adequate support.
 - g. Earrings and body piercing jewelry are prohibited during firearms and defensive tactics.

III. STANDARDS OF CONDUCT

A. REQUIREMENTS

Students 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. Students 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 student’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 student’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 student.
 - 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 student's department or the Academy in an embarrassing position by his/her conduct.
 - g. Cheat during any examination, or knowingly allow another student 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. Students 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 student 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. Student is to report all law enforcement contact to the Academy Facilitator as soon after the contact as possible.
 - ((a)) Fail to provide name when asked to do so by academy staff or college faculty/staff.
 - ((b)) 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 student's transition/reintroduction into the law enforcement and corrections profession. These guidelines also ensure that academy operation is orderly and efficient.

1. Regulations.
 - a. Students shall at all times display military courtesy toward the academy staff, superior officers and official guests.
 - b. Students shall stand at attention when so ordered.
 - c. Students shall follow the appropriate chain of command when addressing Staff regarding information that affects other students (see Chain of Command listed below).
 - d. Students will follow orders given by platoon commander and/or squad 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. Vice President – Academic and Student Services
 - d. Dean of Health, Physical Education, Public Safety, and Recreation.
 - f. Director, Public Safety Center.
 - g. Facilitator, Basic Requalification Academy.
 - h. Academy Student Training Officer - RTO.
 - i. Platoon Leader/or Squad Leader.
 - j. Sergeant at Arms.
 - k. Corporal
 - l. Administration Officer.
2. The chain of command shall be adhered to at all times.
 - a. If a student believes a question has not been settled after talking to a member of the academy staff, the student may request to continue up the chain of command.
3. Formations and Marching.
 - a. Students will be required to march in formation during various activities when directed by staff. Students will also be required to march (or double-time) in formation under any of the following circumstances:
 - (1) When ordered to do so by a staff member.
 - b. Students will not talk amongst themselves when marching in platoon formation.
 - c. Students will not wear glasses with colored lenses while in formation.

(1) Exceptions to be made on a case-by-case basis.

d. Students will not wear hats; exception made for Academy hats.

E. CLASSROOM CONDUCT

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

1. Regulations.

a. When questions are posed, the student shall gain the instructor's attention by raising his/her hand. This is not only a matter of courtesy, but it affords other students the opportunity to hear the questions.

b. No student will sleep while a class is in session. Any student 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 the student to keep his/her neighbor student awake during classroom hours.

c. Students will ensure that audible watches or other type of alarms are silenced in the classroom.

d. No electronic devices of any kind will be allowed in the classroom during examinations without prior approval of the Academy Commander.

e. Pagers and cellular phones are not allowed to be worn on the person and must be muted during class time. (Note: There may be exceptions for medical emergencies).

f. Hats shall not be worn indoors. The student will immediately remove his/her hat when entering the classroom or other building.

g. No tape recorders are allowed in the classroom unless permitted by the instructor or unless authorized by the college administration to meet a reasonable academic accommodation.

h. No student will leave the classroom, during academy hours, without permission of the platoon commander.

i. No student 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 student has notified proper staff member and permission has been given by that staff member, student is free to leave academy grounds.

- (1) Student, prior to leaving academy grounds, will also write a memo explaining the reason for leaving and deposit the memo in the designated box.
- j. Any disruptive behavior by a student in the classroom will result in disciplinary action.

IV. DISCIPLINE

A. REQUIREMENTS

The Student 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 Commander'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 student writing a corrective memo on the subject decided by the academy staff member pulling the "gig card."
 - (2) Correction memos assigned to students will be prepared and turned in when instructed to do so.
 - 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 one (1) day in which to write a rebuttal to the notice, and it must be turned in the next day class is in session. The rebuttal will then be attached to the original notice and placed in the student's personnel file.
 - d. Suspension (maximum of two days).
 - e. Director's Probation (minimum of 17 Days).
 - f. Termination from Academy.

2. The type of disciplinary action will be determined by the staff officer who witnessed the action and/or the student's RTO. In matters of a more serious nature, the disciplinary action will be determined by the Facilitator or higher authority.
3. The student's disciplinary history will be documented by the individual student's RTO. Students will be made aware of any disciplinary actions, and the student's counselor will work with the student to remedy any problems.
4. Students will be aware of the following limits in regards to rule infractions:
 - a. Students will only be allowed to have one (1) Notice of Unsatisfactory Performance (disciplinary). A second 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 (see those specific areas for number of failures allowed before termination).

C. APPEAL

1. If a student is recommended for termination from the Basic Requalification academy by the Facilitator, the student has the right to appeal to the Director of Public Safety. The student 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 student must file an appeal within one (1) day. However, the student cannot attend classes until the appeal is filed. Any time missed while filing an appeal will go against the student's overall missed academy time. Missing of over 10% of the course will result in automatic dismissal.
2. If the appeal requires more than one day to resolve, the student will attend scheduled training while appeal is in process.

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.

B. SCHEDULES

1. Regulations.
 - a. Each Student 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. Student will be prompt to all scheduled events.
 - c. All Students 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. Students shall arrive and be prepared to begin each period of classroom instruction at the scheduled class time.
 - e. Students 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 end of the day.
 - (1) If the student knows in advance that he/she will be missing training, a memorandum requesting leave for the missed training and why the student will be missing training will be turned into the Facilitator prior to the missed training.
 - (a) The memo cannot say for “personal reasons.” Students 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 student must make arrangements to make up those hours.
 - f. Affiliated students must not only notify the academy regarding missed training, they must also notify the contact officer of their respective agency.

B. MEALS AND BREAKS

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

1. Regulations-Meal Breaks.
 - a. Students may use this time and the facilities available in conformance with the general rules of the Academy.

- b. During meal breaks students will usually be permitted to leave the Academy grounds.
 - (1) If the student chooses to leave the grounds during a meal break, the student will do one of the following:
 - (a) Cover his/her uniform shirt and remove his/her hat until the student returns to academy grounds.
- c. Students will not use their department or academy position for the purposes of obtaining a discount for food or any other favors/services.

C. STUDENT ASSIGNMENTS

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

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

VI. STUDENT STUDENT/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 student/student'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 students to various details and tasks when directed to do so by academy staff, or as necessary.
- (8) Ensure all students' absences and students 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 student'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) He or she shall 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 flag in formation
 - (4) Assist platoon leader in marching drills.
 - (5) Insure daily attendance is recorded.
 - (6) Insure all absences and students late for class has been documented and reported to staff at direction of platoon leader
 - (7) Be prepared to handle any additional assignments given by academy staff or platoon leader.

C. PLATOON CORPORAL

1. Platoon Corporal leaders shall be appointed by the academy staff to give Facilitator/RTO's the opportunity to better evaluate the individual student's leadership potential.
 - a. Duties of the Corporal Leader.
 - (1) Work with Administrative Officer and assign primary FTO's (Field Training Officer) to all independent students. Monitor performance of FTO's and students.
 - (2) Reassign independent students to secondary FTO. 1/3 into academy. Monitor performance.
 - (3) Reassign independent students back to primary FTO during last 1/3 of academy. Monitor performance.

D. PLATOON ADMINISTRATION OFFICER

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

1. Shall work with all independents and ensure they are receiving adequate training from FTO's.
2. Work with Corporal on all FTO assignments.
3. Complete any paperwork required by staff.
4. Assist instructors with any board work or documentations, or writings.

E. FLAG BEARER

It is the duty of the flag bearer to carry the flag-on anywhere the platoon marches while on campus. The selection of the flag bearer will be made by the Sergeant. The flag will be carried in formation and placed in the standard by the flagpole.

VII. ATTENDANCE/GRADING

A. ATTENDANCE

1. The following rules apply for class attendance. The hours are mandated by POST. Students not attaining the following attendance standards will not receive a Basic Requalification Certificate.
 - a. 90% for entire Academy. The Academy only consists of 17 days. Any missed time must be excused and made up through remediation. Missing more than one (1) day will result in dismissal.

- b. Students must complete 100% of firearms and defensive tactics.

B. CRITICAL SUBJECTS

1. Missed hours in critical categories, i.e.: Defensive tactics, firearms must be made up in order to successfully complete the academy.
2. Students 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 student will not be allowed to make up missed training hours and will 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) Student sick, unable to attend class.
- 3. The student 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 student is located, then the student will be allowed to attend that training to make up the missed training.
- 5. If the same training cannot be found, then there will be two available options for the student:

Option # 1: The student will be allowed to continue attending the academy. However, because not all training hours will have been met as required by POST, the student will not graduate with the class. The student will have to make up missed training no later than the next scheduled academy.

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

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

Option # 2: The student can elect to take one-on-one training from an academy instructor at the student’s expense. The student will pay the hourly instructor the same hourly rate as the instructor receives from Yuba College. The instructor fees will be paid to the college.

One-on-one instruction will, in most cases, not require the same number of hours of instruction for the student to learn what he/she has missed. The student will be required only to pay for the time it takes to catch up with what they missed (the instructor will be the deciding party as to skill level).

6. Should the student choose option # 2. If one-on-one instruction does not require all the hours originally missed for the student to catch up, then the remaining hours can be made up during any scheduled training in the same domain as missed by the student.

Example: Student misses eight hours of training in firearms. One-on-one training requires four hours to catch up. (Student can then make up the remaining four hours in any firearms class.)

C. GRADING

- (1) Overall academic percentage: 77%

Note: *There will be situations in which a trainee will miss an examination. A trainee taking a makeup exam will not discuss the exam with trainees who have already taken the exam. This is considered cheating and ground for termination from the academy. Any failure of a remediation examination will result in dismissal from the POST Academy.*

- (1) When a student fails a POST or academy constructed examination, he/she will be allowed to successfully remediate that exam. A total of one (1) successful remediation will be allowed. **A second failure of a POST examination will result in termination from the Academy.**
- (2) To assist the student in passing the remediation examination, remediation instruction and remediation assignments will be offered. It will be the student's choice whether to accept these assignments.
- (3) **Any failure of a POST constructed remediation examination or Academy constructed examination will result in termination from the academy.**
- (4) There will be situations in which a student will miss an examination. A student taking a makeup exam will not discuss the exam with students who have already taken the exam. This is considered cheating for those students discussing the exam and ground for termination from the Basic Requalification Academy

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THIS IS A REPETITION OF A NOTE UNDER THE HEADING OF "C" Grading (1) Overall academic percentage 77%"

- (a) Makeup exams will be given at a time designated by staff.

(5). Firearms

- (a) All students will have to pass (qualify) with their handguns and a shotgun in various firearms courses set by the Academy Range Masters and guide-lined by POST (832) and Requalification.

D. ACADEMIC DIFFICULTIES

1. Students experiencing academic difficulties are encouraged to seek guidance. Students requiring additional assistance or an appointment with an instructor shall make the necessary arrangements through the chain of command. If the student's RTO is not available, then students may make appointments with other staff (Facilitator).
2. Students 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.

VIII. FIREARMS ON CAMPUS

***The following applies to the student's training firearm only. Firearms other than the student'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.**

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 student.

B. REPORTING PROCEDURE

1. On-Duty Injury.
 - a. Students 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 student returns/reports to the academy.
 - b. If an off-duty injury or illness is serious enough to prevent the student from returning to the Academy as scheduled, the student shall notify academy staff. A message left on an Academy answering machine will be considered proper notification.
3. In addition to the above, the student will complete a memorandum, addressed to his/her assigned RTO explaining the absence. This will be completed no later than 0800 hrs. the following training day of the reported absence or student's return to the academy.
4. Limited first aid equipment is available in the Staff Office. When at an off-site training facility, students must ask an instructor for first aid equipment.
5. Students 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 student's insurance to be the primary with the college secondary.
7. With the exception of serious illness or injury, students 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. Students will be notified when these classes are going to occur. Due to the nature of the mandates, students who miss any one of these classes will not be allowed to graduate.
8. Student attendance will be tracked on an hourly basis. Due to the nature of the training, any student who misses more than 10 percent of instruction will not be allowed to continue the academy, regardless of the nature of the absence.

C. MISSED PHYSICAL TRAINING DUE TO ILLNESS/INJURY

1. From time to time students receive injuries that could prevent them from participating in full activity in assigned physical training time. Any student who reports an injury and cannot participate, must receive a doctor's clearance before continuing in any further physical activity.

X. MISCELLANEOUS

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

1. When a student leaves the Academy early, arrives late or has a non-illness related absence, the student will write a memo explaining the reason.
 - a. If a student knows he/she is going to be leaving early, the memo will be written prior to leaving.
 - b. If a student 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 (yellow).
2. When arriving late or leaving early, the student will report to academy staff before going to the classroom or leaving academy grounds.

B. TELEPHONES, PAGERS AND CELL PHONES

1. Pagers and cell phones are not allowed on the person of the student and must be muted.
 - a. Exceptions will be decided on a case by-case basis by staff only.
2. Students 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. Students shall not enter any administrative office to answer a telephone unless directed to do so by staff.
5. Students shall not call either staff or clerical personnel to obtain test results.
6. Students 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.

C. 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. Students driving personal vehicles to the academy shall park them only in authorized areas. Academy property will not be left unattended inside personal vehicles.
4. Students driving to a campus must have a current driver's license or within the parameters of a DMV "suspended license."

D. MILITARY OBLIGATIONS

1. Procedure.
 - a. Students with military obligations which would in any way conflict with training requirement shall submit details by memorandum to the RTO/Facilitator during the first training day. Details should include:
 - (1) The student'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.

CADET PARKING

A Parking decal/daily parking pass is required for the lawful parking of every registered vehicle on district property. All decals/daily parking passes must be clearly displayed on the dashboard area, rearview mirror, or affixed to the right or left rear bumper (vinyl decal) and on the left front fork of motorcycles (vinyl decal).

All parking spaces in the interior of the Yuba College Marysville campus are “Reserved” or time-limited parking. Student parking on the Yuba College Marysville campus is restricted to general parking in the West and East parking lots.

Students/Cadets must:

- Purchase a valid semester parking decal at Registration Office or the District Cashier, Yuba College Marysville campus; Registration Office, Woodland campus; and Registration Office, Clear Lake campus. Daily parking passes may be purchased at Registration Office and/or Yuba Community College District Police Department, Yuba campus; or Registration Office, Woodland campus; and Registration Office at the Clear Lake campus.
- Legally park in a designated space within a General Parking Lot(s).
- Properly display, and adhere to all conditions specified upon, the semester parking decal or daily parking pass.
- Student or guest vehicles being used as part of the course curriculum must display a current semester decal or a \$1.00 daily parking pass.

REVISED 09/29/06

