

# MASTER PLAN OF INSTRUCTION

## LAKE TECHNICAL CENTER INSTITUTE OF PUBLIC SAFETY

LAW ENFORCEMENT & CORRECTIONS OFFICER,  
LAW ENFORCEMENT & CORRECTIONS/CROSSOVER

SCHOOL YEAR

2011 - 2012

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**Lake Technical Center is accredited by the Commission of  
the Council of Occupational Education**

Web page: <http://www.laketech.org/ips>  
CJSTC CERTIFIED TRAINING CENTER

### **MISSION STATEMENT**

Lake Technical Center meets the educational needs of the community by offering a variety of high quality career-technical training opportunities.

No person shall, on the basis of race, color, creed, religion, sex, age, handicap, marital status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity under the direction of Lake Technical Charter Board. Lake Technical Center is an Equal Opportunity Employer.

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## INTRODUCTION

The Criminal Justice training programs provide the education and basic skills development necessary for individuals seeking a career as a Law Enforcement or Correctional Officer to meet state requirements and standards for certification and career employment as set forth in this master plan per Rule 11B-35.001(7)(a), F.A.C.

The programs consist of a series of blocks or courses mandated by the Florida Criminal Justice Standards and Training Commission (CJSTC). In addition, a wellness course is included for the Basic Law Enforcement Recruit program. The Wellness Course consists of scheduled physical training periods and concludes with a final Physical Fitness Test (PFT). All recruits must complete or have completed all the blocks or courses for each discipline to satisfactorily complete the program.

Upon completion of the required courses and end-of-block examinations, the recruits must successfully pass a state examination. Successful passing of the state examination will make the candidate eligible for state certification that is activated when the candidate is employed by a state certified law enforcement/correctional agency. Candidate eligibility for certification extends for a period of four years from passage of the state examination.

Failure of a recruit to pass a particular required course may not, in certain instances, prevent the recruit from continuing in the program. The recruit, however, must successfully pass any failed course before receiving the Certificate of course completion that is required before being eligible to take the state exam.

## VALUE STATEMENTS

- ✓ To provide uniform, job related, performance-oriented training for all recruits and officers in a manner that is flexible and responsive to agency and community needs.
- ✓ To identify, pursue, manage, and maximize all available resources to best meet the needs of all individuals and agencies served.
- ✓ To anticipate and actively plan for the changing training needs of individuals and agencies served.
- ✓ To strongly encourage professionalism of officers and agencies by actively promoting the accomplishment of training and education.

## ADMISSION CRITERIA

### **Law Enforcement and Correctional Officer Basic Recruit Training Applicants**

To apply for admission into the Law Enforcement/Correctional Officer Training Program, each applicant must:

- ✓ Be at least 18 years of age by first day off class (**must be 19 to become certified/hired**).
- ✓ Be a citizen of the United States.
- ✓ Be a high school graduate or have earned its equivalent (GED).
- ✓ Be of a good moral character.
- ✓ Have not been convicted of or pled guilty or no contest to any felony or any misdemeanor involving perjury, false statement or domestic violence.

- ✓ Have not received a dishonorable discharge from any of the Armed Forces of the United States.
- ✓ Possess a valid Florida Driver License.
- ✓ Have hospitalization/accidental medical insurance (for those who don't have insurance, a low cost plan is available. See the Admissions Office at the main campus in Eustis.)

Conditional admission to the program will be based on the following:

- ✓ Acceptable scores on the Criminal Justice Basic Aptitude Test (CJBAT). The CJBAT is given at the Lake Technical Center main campus located in Eustis. Advanced registration and payment of test fees is required. A score of 80 or above for Law Enforcement and 75 or above for Corrections is required for acceptance in the respective program. Only those with qualifying CJBAT scores may obtain an application and proceed.
- ✓ Completion of the Institute of Public Safety application. Applications may be picked up at the Lake Technical Center Institute of Public Safety, 1565 Lane Park Cutoff Rd., Tavares, FL 32778. Phone for information: (352) 742-6463.
- ✓ Completion of form (part of application) for applicant's Florida driving history and payment of the processing fee.

Special Note Regarding Driving Violations & Arrests

Lake Technical Center Institute of Public Safety Advisory Committee members (i.e. employing agencies) have agreed that Law Enforcement candidates who have a DUI, fleeing or eluding a police officer, or license suspension based on accrual of points **may not** be hired. Candidates with more than two moving violations (i.e. speeding tickets) in the previous three years are doubtful in terms of employment.

- ✓ Submission of a medical examination (at recruit's expense/part of application).
- ✓ Completion of an individual oral interview in which each applicant will be asked an identical series of questions by a panel of interviewers. Each interviewer will score the applicant on a scale of one to ten based on clarity, thoughtfulness, and completeness of answers.
- ✓ Student must pass Physical Fitness Standards Test prior to being able to proceed to the essay portion.
- ✓ Completion of a writing sample essay of approximately 300 words on a common topic. The essays will be graded on a 20-point scale based on spelling, punctuation, grammar, and clarity of thought.
- ✓ Successfully complete the Obstacle Course (FDLE PAT).

Final admission to the program will be based on the following:

- ✓ Obtain a satisfactory drug screen analysis at the designated laboratory **and**
- ✓ Have an FDLE background clearance completed at Institute of Public Safety **and**
- ✓ Take a psychological examination and achieve an overall score with a minimum of just adequate candidate or better. Cash, check or money order paid in the Institute of Public Safety Admissions Office.

**The final selection of applicants is arrived at by the process of considering CJBAT scores, oral interview, physical fitness testing and written essay scores together. Applicants are then allocated class openings, beginning with the highest score, once the drug screen analysis and FDLE criminal history clearance process is satisfactorily completed.**

## **Corrections to Law Enforcement Crossover Applicants**

Admission to the program will be based upon the following:

- ✓ A CJBAT score for the new discipline is required. See above for appropriate CJBAT procedures.
- ✓ Submission of a copy of applicant's specific certification or a copy of the State Certification test results, along with a copy of applicant's valid driver's license.
- ✓ Submission of an original, recent Florida Driving History.
- ✓ Submission of a letter from the criminal justice agency where currently employed stating drug screen and criminal history check have been satisfactorily completed. Those not currently employed will be subject to a check of their certification through CJSTC.
- ✓ Submission of a completed Public Safety application.
- ✓ Successful passing of the Physical Fitness Standards Test.
- ✓ Completion of a psychological examination and achieve an overall score with a minimum of "just adequate candidate" or better if a psychological exam has not been completed with employing agency. If the recruit has taken such an examination with his/her current employer, he/she may have their agency head provide a letter stating such on department letterhead for verification of acceptable candidacy.

## **Law Enforcement to Corrections Crossover Applicants**

Admission to the program will be based upon the following:

- ✓ A CJBAT test score for the new discipline is required. See above for appropriate CJBAT procedures.
- ✓ Submission of a copy of candidate's specific certification or a copy of the State certification test results, along with a copy of candidate's valid driver's license.
- ✓ Submission of an original, recent Florida Driving History.
- ✓ Submission of a letter from the criminal justice agency where currently employed stating drug screen and criminal history check, have been satisfactorily completed. Those not currently employed will be subject to a check of their certification through CJSTC.
- ✓ Submission of a completed Public Safety application.
- ✓ Successful passing of the Physical Fitness Standards Test

### Returning Recruits

Recruits that exited or failed out of the academy in good standing must enroll and attend the next sequential class. The recruit must meet with the program coordinator prior to enrollment. Recruits will not be required to complete the interview process and will receive credited hours they had successfully completed.

After two consecutive unsuccessful tries to complete the academy, the recruit must re-apply through the application process i.e. interview, PAT, physical test and complete the entire academy; all cases will be at the discretion of the Criminal Justice Director.

### Transfer Recruits

Transfer recruits will be enrolled in appropriate courses in accordance with CJSTC policies and procedures.

Recruits wishing to transfer to/from another training school to complete courses may do so as long as they maintain the status of "good standing" with this/or their previous training center. For this purpose, "good standing" is defined as a recruit being eligible to continue at the previous training school without any special considerations.

Recruits that require more than one course to complete the academy must meet with the Lake Tech, Criminal Justice academy director for approval on a case by case basis.

Recruits with less than 50% of the course completed must satisfy all admission criteria required by the school and the Law Enforcement/Corrections program.

### Special Note Regarding Test Procedures

Scores such as CJBAT and Psychological can be held valid for a maximum of four years. Other testing may be required to be completed again. Determination of which testing will be required of return students will be at the discretion of the Director. Any recruit who has failed the psychological examination (see "final admission" above) may re-take the examination with the next upcoming testing date set forth for the next available recruit class.

## **FINANCIAL AID OFFICE**

Policies and guidelines for the administration of all financial aid are established according to federal and state law by a financial aid committee and published in the financial aid section of the Lake Technical Center's Policies and Procedures Manual.

All financial aid awards at Lake Tech are based on need and recruits must meet specific qualifying criteria to receive assistance. Each recruit's income and ability to pay are taken into consideration. Applicants complete an information form, Free Application for Federal Aid, and furnish documentation needed to verify eligibility.

The following areas of support are available through the Financial Aid Office:

- ✓ Pell grant
- ✓ State grant
- ✓ Veterans Administration (VA)
- ✓ Local scholarships

Financial Aid personnel are normally available at the Financial Aid Office at Lake Tech's main campus in Eustis, from 8:00 AM to 3:00 PM Monday through Friday to assist recruits with financial aid needs and requests.

The Financial Aid Coordinator is also the liaison for all local agencies. This provides recruits a person on campus who can assist them with their agency support.

Financial aid is the responsibility of the recruit.

## **LAKE TECH INSTITUTE OF PUBLIC SAFETY STANDARDS AND REQUIREMENTS OVERVIEW**

Objectives: To provide the means of developing the basic public safety skills required by the Criminal Justice Standards and Training Commission and the Lake Technical Center Institute of Public Safety.

Purpose: The guidelines are established in order to maintain a high level of discipline, provide for the most efficient use of training time, and ensure that each Institute of Public Safety recruit thoroughly understands what is required of him/her.

Curriculum: The Criminal Justice Standards and Training Commission set the standards and numbers of hours of required training for correctional and law enforcement certification as well as for correctional probation officers. The Lake Technical Center Institute of Public Safety requires the highest standards of



excellent performance. We give more to the recruit in way of instruction and expect more from them in skill and academic performance.

College Credits: The Lake Technical Center Institute of Public Safety does not award college credits for training. However, the LTC has an articulation agreement with Lake-Sumter Community College in Leesburg, FL which provides for the awarding of college credits based on successful completion of the Institute of Public Safety recruit programs. In addition, statewide articulation agreements exist which provide for the awarding of college credit at other community colleges in the State of Florida.

Veterans Approved Course: The State Department of Education approves the Lake Technical Center Institute of Public Safety for training for veterans. All veterans who are eligible for VA benefits may receive compensation for enrollment in basic classes. The Financial Aid Coordinator for our campus is located in the Financial Aid Office at Lake Technical Center at 2001 Kurt St. in Eustis, FL telephone (352) 589-2250, Ext. 126.

## GRADING POLICIES

In accordance with CJSTC Rule 11B-35.001(12)(a), a recruit shall successfully complete all end-of-course examinations in order to pass the Basic Recruit Training Program.

To pass an end of the course examination (chapter/block), a recruit must achieve a score of no less than 80% (eighty percent). The CPR examination at the conclusion of the First Aid for Criminal Justice Officers course requires a grade of not less than 84% (eighty-four percent) to pass.

There are two types of examination: 1) A cognitive end-of-course examination is required at the completion of each course block. 2) A demonstration of high-liability proficiency skills is required in each of the four Commission-designated high-liability courses (firearms, vehicle operations, defensive tactics and first aid).

### Cognitive, Written Examinations

In accordance with CJSTC Rule 11B-35.001(12)(a), a recruit who has failed a cognitive end-of-course examination may be granted a re-examination by the Training Center Director if:

1. There is a technical difficulty in the administration of the test.
2. A condition of the recruit adversely impacts the recruit's ability to pass the test.
3. The end-of-course testing instrument is shown to be invalid.

The following conditions must be met to qualify for a re-examination:

- ✓ Recruit's claims of an invalid examination or examination question must be made no later than the end of the next business day in writing and must be specific.
- ✓ Under the second condition above, the recruit must notify the examination proctor or staff member **PRIOR TO** administration of the examination.
- ✓ Only the training center director is authorized to approve requests for re-examinations. The director's decision is final.

Also, in accordance with CJSTC Rule 11B-35.001(12)(b), a recruit may be granted **ONE** course cognitive re-examination during the duration of a single Basic Recruit Training Program. This policy is irrespective of the Rule in (a) (*above*) and exclusive of the Rule in (c) (*below*) for high-liability training courses.

- ✓ A recruit who fails one block examination and re-examination is deemed to have failed the block. Upon failing a second block examination, the recruit will not be afforded another re-examination and will be withdrawn from the program at the recommendation of the Coordinator and the Director.
- ✓ If a recruit fails a high liability block, he/she may remain in the program. Failure of a second block, high liability or academic, will result in his/her dismissal from the program in good standing.
- ✓ If a recruit exits the program due to failure of an examination under this policy, such an exit will be considered in good standing per CJSTC Rule 11B-35.0023(5). The recruit may re-enroll in at the next sequential class or enroll in another academy training program with credit for courses successful completed.

#### High-Liability Proficiency Examinations

In accordance with CJSTC Rule 11B-35.001(12) (c), a recruit shall be granted one additional attempt at the required demonstration of high-liability proficiency skills **OR** one re-examination of required cognitive knowledge (**but not BOTH**) in each of the Commission-required high-liability training areas.

Recruits who fail to demonstrate required cognitive knowledge or demonstration of high-liability proficiency skills after a second attempt shall be deemed to have failed the high-liability training course.

#### General Points about Grading

- ✓ Upon failure of the initial administration of any end-of-course examination, the recruit and his/her sponsoring agency, if any, shall be notified in writing that the recruit is being placed on Academic Probation and that the recruit is required to retake the examination.
- ✓ A passing grade will be recorded as 80% (eighty percent) regardless of actual score achieved on the re-examination. This is equivalent to receiving a grade of "Pass".
- ✓ Costs of remediation or retesting are the exclusive responsibility of the recruit. Remediation and retesting must be completed promptly.
- ✓ All courses must be successfully completed before receiving the end-of-program certificate. The recruit, therefore, will not receive the end-of-program certificate until he/she has retaken and passed any course failed.

An end-of-program certificate must be received before the recruit shall be authorized to take the state examination.

### **REMEDIAL TRAINING**

- ✓ Remedial training is applicable in re-testing in High Liability areas as per the CJSTC Rule.
- ✓ It is the recruit's responsibility to contact the class coordinator(s) to initiate the remedial training.
- ✓ Any cost for time and/or materials will be the responsibility of the recruit.

### **TEACHING METHODS**

The lecture and seminar methods of instruction supplemented by audio/visual aids are employed for that portion of the program that deals with knowledge factors.

In the hours that deal with practical skills, the recruit will:

1. Receive instruction and a description of all exercises before being required to perform them.
2. Observe a demonstration of the exercises before performing them.
3. Have an opportunity to practice the exercises with instructor feedback.
4. Perform each exercise during the evaluation period at the specified level.

Group work and role-playing are also utilized. Some directed study may be involved in the form of research papers and make-up work.

1. Teaching Aids

The school is equipped to utilize chalkboards, films, filmstrips, audio and videotapes, transparencies, and printed material. Many actual pieces of public safety equipment and simulation equipment are owned with which recruits train during the course of instruction.

2. Instructors

Certified part-time instructors (subject matter experts) and staff members teach the program. All instructors comply with standards or exceptions of the Florida Criminal Justice Standards and Training Commission and/or Lake County School Board on the basis of training and proficiency in the areas in which they are certified. Some instructors hold a Department of Education teaching certificate.

3. Quizzes

Instructors may require recruits to take short, written unscheduled tests, known as quizzes. The purpose of the quizzes is to determine if the recruits have performed the required study assignments and understand the material involved.

# Course Objectives

## LAW ENFORCEMENT OFFICER –770 Hours

To qualify for a Certificate of Completion the following courses must be satisfactorily completed:

*\*Special Note: All hours listed are only recommendation by FDLE. Actual hours spent on each subject will be adjusted as necessary to keep the classes at peak performance.*

### **Law Enforcement – Volume 1**

#### **Block 1 – Introduction to Law Enforcement – 11 Hours**

The recruit will receive a general overview of the program, laws and rules pertaining to such as well as rules of the academy. The recruit will understand values, ethics, sexual harassment and chain of command with respect to criminal justice. The recruit will also understand the criminal justice system and its components.

#### **Block 2 – Legal – 69 Hours**

The recruit will be introduced to laws and their evolution as well as constitutional law and how to classify offenses. The recruit will be able to identify certain legal concepts from applying search and seizure techniques to laws of interrogation. The recruit will be able to identify criminal intent, elements of a crime, levels of criminal involvement, legal defenses to criminal responsibility, evidence rules and concepts as well as demonstrating how to draft a Probable Cause Affidavit. The recruit will know the legal responsibilities regarding the use of force and civil/criminal liability. The recruit will be able to identify and respond to civil issues and handle juvenile law accordingly.

#### **Block 3 – Communications – 76 Hours**

The recruit will demonstrate knowledge of telecommunications including radio equipment, procedures and codes. The recruit will understand how to communicate using proper interpersonal skills and human interaction. The recruit will know how to interview and properly document said interview.

#### **Block 4 – Human Issues – 40 Hours**

The recruit will be able to identify a crisis and respond to such properly. The recruit will be able to identify disabilities and respond accordingly. The recruit will understand different techniques for responding to special needs such as juvenile, elderly people and suicidal subjects. The recruit will also be able to identify substance abusers and respond to their needs.

#### **Block 5 – Patrol 1 – 58 Hours**

The recruit will understand and be able to apply problem solving techniques such as Community Oriented Policing and SECURE. The recruit will know officer safety and survival techniques. The recruit will also understand and be able to demonstrate proper patrolling techniques including responding to calls and making arrests. The recruit will also be able to demonstrate specific patrol functions such as directing traffic, responding to alarms and building searches and interacting with vehicles.

#### **Block 6 – Patrol 2 – 40 Hours**

The recruit will understand crowd control concepts for legal and illegal gatherings. The recruit will be able to identify criminal street gangs as well as extremist groups. The recruit will also understand and be able to respond accordingly to HAZMAT as well as WMD situations.

#### **Block 7 – Crime Scene Investigations – 24 Hours**

The recruit will be able to demonstrate proper response to a crime scene, identify persons involved, protect the scene, process the evidence and document the scene.

### **Block 8 – Criminal Investigations – 56 Hours**

The recruit will be able to identify and properly respond to crimes against persons as well as property and follow-up investigations on both.

### **Block 9 – Traffic Stops – 24 Hours**

The recruit will have a general understanding of traffic laws and professionalism during traffic stops as well as discriminatory profiling.

### **Block 10 – DUI Traffic Stops 24 Hours**

The recruit will also be able to demonstrate DUI traffic stops effectively and safely within NHTSA guidelines.

### **Block 11 – Traffic Crash Investigations – 32 Hours**

The recruit will know how to respond, assess and protect the traffic crash scene. The recruit will know how to investigate, document incident on proper forms and return the crash scene to normal as soon as possible.

## **High Liability – Volume 2**

### **Block 1 – Vehicle Operations – 48 Hours**

The recruit will know the physiological and psychological factors that impact vehicle operation and control. The recruit will know basic components of defensive driving and emergency vehicle operations. The recruit will know and demonstrate inspection and maintenance of the police vehicle and know the basic elements of vehicle dynamics.

### **Block 2 – CMS First Aid for Criminal Justice Officers – 40 Hours**

The recruit will comprehend and demonstrate first aid techniques needed in emergency situations. The recruit will comprehend the major types of communicable diseases, the signs and symptoms of each disease, and the methods of transmission. The recruit will also learn and demonstrate cardiopulmonary resuscitation techniques.

### **Block 3 – CMS Criminal Justice Firearms – 80 Hours**

The recruit will know, explain, and show proficiency in the proper use of firearms. Recruits will also know the legal aspects of weapons and explain communication and safety procedures.

### **Block 4 – CMS Criminal Justice Defensive Tactics – 80 Hours**

The recruit will know and demonstrate the "Force Guidelines". The recruit will learn and show proficiency in presence, stance and body movement, dialogue, transporting, pressure points, cuffing and un-cuffing techniques, searching, take downs, ground fighting, and weapon defense. The recruit will also demonstrate knowledge of handgun retention, impact weapons, chemical agents and proper use of deadly force. The recruit will also comprehend the importance of physical fitness, nutrition, exercise, lifestyle management, cardiovascular assessment, and weight training. The course includes wellness training and chemical agent familiarization.

### **Block 5 – Dart-Firing Stun Gun – 8 Hours**

This block of instruction is a familiarization with Dart Firing Stun Guns to include the operation of such as well as their use. Recruits will demonstrate proficiency in this area.

### **Block 6 – Criminal Justice Officer Physical Fitness Program – 60 Hours**

The recruit will understand the importance of physical fitness and nutrition from the beginning of the academy to retirement. The recruit will be given the basic skills necessary to live a healthy lifestyle and demonstrate knowledge by completing a pre and post physical abilities test.

# **Basic Correctional Officer – 552 Hours**

To receive a Certificate of Completion, the following courses must be satisfactorily completed:

*\*Special Note: All hours listed are only recommendation by FDLE. Actual hours spent on each subject will be adjusted as necessary to keep the classes at peak performance.*

## **Criminal Justice Legal I – 46 Hours**

Recruits will know the definition of ethics; professionalism; the statutory authority, goals, and responsibilities of the Criminal Justice Standards and Training Commission; the forms of control within the correctional society; the different types of laws; and the origin of American laws as well as the history of corrections. The recruit will explain civil and criminal liabilities, courtroom rules and regulations, and demonstrate courtroom demeanor and trial procedure.

## **Criminal Justice Legal II – 22 Hours**

The recruit will know the basic provisions of the U.S. Constitution and comprehend the officer's responsibility to defend and comply with the U.S. Constitution. Recruits will comprehend evidence concepts and rules, probable cause, arrest laws, search and seizure concepts, extortion, Florida Mental Health Act, as well as homicide, robbery, sexual battery, assault, and arson.

## **Criminal Justice Communications – 42 Hours**

Recruits will know the definition, types, and basic uses and requisites of a report. The recruit will apply report-writing techniques in practical exercises. The recruit will also comprehend communication privacy and learn the duties and rules of communication equipment, radios, and telephones. The recruit will know the basic concepts of the FCIC system, interviewing, interrogating, and note taking.

## **Interpersonal Skills (With Human Interaction) – 62 Hours**

Recruits will know and define basic human behavior in terms of hierarchy of needs. The recruit will comprehend how human needs affect the behavior of the population and the individual. The recruit will also know important considerations of courtesy, juvenile offenders, problems of the elderly, persons with mental disorders, physically disabled persons, alcohol and substance abusers, as well as crisis intervention techniques, domestic violence intervention, suicide intervention, and stress recognition and reduction.

## **Interpersonal Skills II – 50 Hours**

The recruit will know and comprehend the factors of adjustment to imprisonment. The recruit will know the characteristics, categories, purposes, functions, and methods of control of inmate societies. The recruit will demonstrate awareness of ethnically diverse populations and the types of crimes that occur in correctional settings.

## **Emergency Preparedness – 26 Hours**

The recruit will demonstrate emergency preparedness techniques in the event of an unusual occurrence. The recruit will know the definition of riot, common indicators of facility tension, and what to do if taken hostage. The recruit will comprehend the basic concepts of fire behavior, use of fire extinguishers, fire rescue techniques and hazardous materials incidents.

## **Correctional Operations – 64 Hours**

The recruit will become proficient in all aspects of correctional operations. They will understand chain of command; inspection services; health care; and the requirements of safety, environmental health, and food service. The recruit will know control room operations, intake procedure, property control, fingerprinting, transferring, releasing, and bonding procedures.

## **High Liability – Volume 2**

### **Block 2 – CMS First Aid for Criminal Justice Officers – 40 Hours**

The recruit will comprehend and demonstrate first aid techniques needed in emergency situations. The recruit will comprehend the major types of communicable diseases, the signs and symptoms of each disease, and the methods of transmission. The recruit will also learn and demonstrate cardiopulmonary resuscitation techniques.

### **Block 3 – CMS Criminal Justice Firearms – 80 Hours**

The recruit will know, explain, and show proficiency in the proper use of firearms. Recruits will also know the legal aspects of weapons and explain communication and safety procedures.

### **Block 4 – CMS Criminal Justice Defensive Tactics – 80 Hours**

The recruit will know and demonstrate the “Force Guidelines”. The recruit will learn and show proficiency in presence, stance and body movement, dialogue, transporting, pressure points, cuffing and un-cuffing techniques, searching, take downs, ground fighting, and weapon defense. The recruit will also demonstrate knowledge of handgun retention, impact weapons, chemical agents and proper use of deadly force. The recruit will also comprehend the importance of physical fitness, nutrition, exercise, lifestyle management, cardiovascular assessment, and weight training. The course includes wellness training and chemical agent familiarization.

### **Block 6 – Criminal Justice Officer Physical Fitness Program – 40 Hours**

The recruit will understand the importance of physical fitness and nutrition from the beginning of the academy to retirement. The recruit will be given the basic skills necessary to live a healthy lifestyle and demonstrate knowledge by completing a pre and post physical abilities test.

## **CROSS-OVER FROM CORRECTIONAL OFFICER TO CMS LAW ENFORCEMENT - 457 Hours**

*To qualify for a Certificate of Completion, the following courses must be satisfactorily completed:*

### **Correctional Cross-Over to CMS Law Enforcement Introduction and Legal – 47 Hours**

The recruit will be introduced to laws and their evolution as well as constitutional law and how to classify offenses. The recruit will be able to identify certain legal concepts from applying search and seizure techniques to laws of interrogation. The recruit will be able to identify criminal intent, elements of a crime, levels of criminal involvement, legal defenses to criminal responsibility, evidence rules and concepts as well as demonstrating how to draft a Probable Cause Affidavit. The recruit will know the legal responsibilities regarding the use of force and civil/criminal liability. The recruit will be able to identify and respond to civil issues and handle juvenile law accordingly.

### **Correctional Cross-Over to Law Enforcement Communications – 56 Hours**

The recruit will demonstrate knowledge of telecommunications including radio equipment, procedures and codes. The recruit will understand how to communicate using proper interpersonal skills and human interaction. The recruit will know how to interview and properly document said interview.

### **Correctional Cross-Over to Law Enforcement Human Issues – 32 Hours**

The recruit will be able to identify a crisis and respond to such properly. The recruit will be able to identify disabilities and respond accordingly. The recruit will understand different techniques for responding to special needs such as juvenile, elderly people and suicidal subjects. The recruit will also be able to identify substance abusers and respond to their needs.

**Block 5 – Patrol 1 – 58 Hours**

The recruit will understand and be able to apply problem solving techniques such as Community Oriented Policing and SECURE. The recruit will know officer safety and survival techniques. The recruit will also understand and be able to demonstrate proper patrolling techniques including responding to calls and making arrests. The recruit will also be able to demonstrate specific patrol functions such as directing traffic, responding to alarms and building searches and interacting with vehicles.

**Block 6 – Patrol 2 – 40 Hours**

The recruit will understand crowd control concepts for legal and illegal gatherings. The recruit will be able to identify criminal street gangs as well as extremist groups. The recruit will also understand and be able to respond accordingly to HAZMAT as well as WMD situations.

**Block 7 – Crime Scene Investigations – 24 Hours**

The recruit will be able to demonstrate proper response to a crime scene, identify persons involved, protect the scene, process the evidence and document the scene.

**Block 8 – Criminal Investigations – 56 Hours**

The recruit will be able to identify and properly respond to crimes against persons as well as property and follow-up investigations on both.

**Block 9 – Traffic Stops – 24 Hours**

The recruit will have a general understanding of traffic laws and professionalism during traffic stops as well as discriminatory profiling.

**Block 10 – DUI Traffic Stops – 24 Hours**

The recruit will also be able to demonstrate DUI traffic stops effectively and safely within NHTSA guidelines.

**Block 11 – Traffic Crash Investigations – 32 Hours**

The recruit will know how to respond, assess and protect the traffic crash scene. The recruit will know how to investigate, document incident on proper forms and return the crash scene to normal as soon as possible.

**Corrections Cross-Over to CMS Law Enforcement High Liability – 8 Hours**

The recruit will have instruction involving a smooth transition from the traditional Firearms and Defensive Tactics course to the CMS version.

**Block 2 – CMS Law Enforcement Vehicle Operations - 48 Hours**

The recruit will know the physiological and psychological factors that impact vehicle operation and control. The recruit will know basic components of defensive driving and emergency vehicle operations. The recruit will know and demonstrate inspection and maintenance of the police vehicle and know the basic elements of vehicle dynamics.

**Block 5 – Dart-Firing Stun Gun – 8 Hours**

This block of instruction is a familiarization with Dart Firing Stun Guns to include the operation of such as well as their use. Recruits will demonstrate proficiency in this area.



# **Cross-Over from Law Enforcement to Corrections Officer – 199 Hours**

*To receive a Certificate of Completion, the following courses must be satisfactorily completed:*

## **CMS Law Enforcement to Traditional Correctional Introduction Cross-Over Program Course – 59 Hours**

The recruit will understand the Correctional Code of Ethics; describe the Criminal Justice System and the Florida CJSTC in relation to corrections; understand the corrections rules, rights, and responsibilities; as well as understand basic law and legal procedures in dealing with corrections.

## **CMS Law Enforcement to Correctional Interpersonal Skills II – 50 Hours**

The recruit will know and comprehend the factors of adjustment to imprisonment. The recruit will know the characteristics, categories, purposes, and functions of inmate societies and the method of control. The recruit will demonstrate awareness of ethically diverse populations and the types of crimes that occur in correctional settings.

## **Emergency Preparedness – 26 Hours**

The recruit will demonstrate emergency preparedness techniques in the event of an unusual occurrence. The recruit will know the definition of riot, common indicators of facility tension, and what to do if taken hostage. The recruit will comprehend the basic concepts of fire behavior, use of fire extinguishers, fire rescue techniques and hazardous materials incidents.

## **Correctional Operations – 64 Hours**

The recruit will become proficient in all aspects of correctional operations. They will understand chain of command; inspection services; health care; and the requirements of safety, environmental health, and food service. The recruit will know control room operations, intake procedure, property control, fingerprinting, transferring, releasing, and bonding procedures.

### **INEXPERIENCED LAW ENFORCEMENT OFFICER ESSENTIAL JOB FUNCTIONS**

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
4. Operate a law enforcement vehicle during both day and night, in emergency situations involving speeds in excess of posted speed limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, and ice.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.

7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using bodily force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and process.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
17. Put on and operate a gas mask in situations where chemical munitions are being deployed.
18. Extinguish small fires by using a fire extinguisher and other appropriate means.
19. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
20. Process arrested suspects to include taking their photograph and obtaining a legible set of inked fingerprint impressions.

Note: The successful applicant must be able to perform **ALL** of the above essential job functions of an inexperienced law enforcement officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

## **INEXPERIENCED LAW ENFORCEMENT OFFICER PERSONAL CHARACTERISTICS**

Since law enforcement officers are required to enforce the law and are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is "business necessity" that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skills and integrity.

Additionally, law enforcement officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying employment or these factors might be a consideration in the hiring process. Applicants posing a substantial risk of injury to them, other officers and the public are at a substantial disadvantage in the hiring process.

## **INEXPERIENCED CORRECTIONAL OFFICER ESSENTIAL JOB FUNCTIONS**

1. Effectively restrain an inmate, forcibly if necessary, using handcuffs and other restraints; subdue resisting inmates using maneuvers; and resort to the use of hands and feet and other approved devices in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations, to include filing, alphabetizing and labeling.
3. Exercise independent judgment in determining the appropriate classification of inmates and assessing and responding to the needs of special populations.
4. Operate a law enforcement vehicle for long periods of time during both day and night, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain and ice.
5. Communicate effectively and coherently with other officers and inmates using existing communication systems.
6. Gather information in criminal and administrative investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers and exercise independent judgment by determining when probable cause exists to recommend disciplinary action.
7. Pursue fleeing inmates and perform rescue operations and other duties which may involve quickly entering and exiting secured areas; lifting, carrying, dragging heavy objects; climbing up to and down from elevated surfaces; climbing through openings; jumping over obstacles; crawling in confined areas; and using body force to gain entrance.
8. Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed
9. Perform searches of people, vehicles, mail items, objects capable of concealing contraband, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time and detaining people.

10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in functions in confined areas that include such things as preparing and serving food, working rotating shifts, extended walking on foot patrol and physically checking the door, windows and other areas to ensure they are secure.
12. Effectively communicate with inmates and the public, including minors, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses or administrative violations and detect the presence of conditions such as smoke, unusual or excessive noise, odors, etc.
15. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include standing for long periods of time; administering basic emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from confined areas.
17. Transport and escort prisoners, detainees, and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a self-contained breathing apparatus and extinguish small fires by using a fire extinguisher and other appropriate means.
19. Read and comprehend legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
20. Process and release inmates to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
21. Perform crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action.
22. Break up fights and affrays.
23. Possess sufficient dexterity to manipulate keys and keyboards; operate levers and buttons, manually operate heavy doors; and count, collect and inventory small items.
24. Read computer and camera screens, court and other legal and non-legal documents, distinguish colors, and exercise full vision while supervising inmates.
25. Inspect unclothed inmates including body cavities, with exposure to body fluids, wastes and possible encounter with deceased persons.

Note: The successful applicant must be able to perform **ALL** of the above functions, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility, strength, etc.

## **INEXPERIENCED CORRECTIONAL OFFICER PERSONAL CHARACTERISTICS**

Since correctional officers are required to uphold judgments of the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a "business necessity" that officers exhibit a history of interpersonal skills and integrity.

Additionally, correctional officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying an application or these factors might be a consideration in the hiring process. Applicants posing a substantial risk to themselves, inmates, other officers and the public are at a substantial disadvantage in the hiring process.

## **PROGRAM RULES AND GUIDELINES**

The following rules, regulations, and recruit Code of Conduct are designed to help guide recruits through their training experience and, unless otherwise indicated, apply to all recruits in all areas of this training center. Each recruit must read all directives and fully understand what is expected while under the jurisdiction of the Lake Technical Center Institute of Public Safety instructors and staff. Each recruit will sign a statement acknowledging receipt and understanding of these rules that will be kept in the recruit's file.

### **Recruit Conduct**

Recruits shall at all times conduct themselves in a manner becoming a public safety professional and will not at any time engage in conduct to bring discredit to the profession or to this training center.

- ✓ All sworn personnel and civilian instructors shall be addressed by their formal title (i.e., Captain Smith, Officer Jones, Mr. Black, etc.).
- ✓ Recruits shall not fraternize with Institute personnel. Instructors shall not fraternize with recruits.
- ✓ In the event of any incident (positive or negative) occurring off-duty requiring civil or criminal police action, recruits are to submit a complete Interoffice Communication (IC) (blue form) explaining the incident through channels to the Training Center Director. The following are examples that must be reported: traffic citations or warnings, automobile accident, domestic disturbance, arrest, or commendation.
- ✓ Recruits shall not gather in doorways, aisles, or other thoroughfares, and shall not impede the progress of staff members or other persons walking about the complex.
- ✓ Recruits will go to the position of "attention" along the wall and give the greeting of the day until advised to proceed.
- ✓ Recruits will go to the position of "attention" to speak to anyone other than a recruit when outside of the classroom.
- ✓ Recruits, when approaching anyone other than a recruit from the rear, will go to the position of "attention" and ask said person "By your leave, Sir or Ma'am" until told to proceed.
- ✓ Recruits shall not loiter in the vicinity of the staff offices.
- ✓ Recruits shall not leave training center grounds or any training activity location without the permission of the instructor or class coordinator.
- ✓ Trash or any material is not to be discarded on the training center grounds.

- ✓ Training facilities will be maintained in a clean, neat, and orderly manner.
- ✓ Generally weapons are not allowed in any recruit classroom. Sworn officers in uniform may possess their weapons when in the classroom setting. If any non-uniform sworn officer feels the need to possess a weapon in a recruit class, arrangements may be made with the Training Center Director.
- ✓ Gambling will not be permitted on the school grounds. Games of chance that are typically played for money will be prohibited whether or not money is involved.
- ✓ Recruits shall refrain from loud (no vehicular or hand held “boom” boxes) or boisterous conduct and shall conduct themselves in a manner becoming to a public safety professional at all times.
- ✓ Profanity and vulgarity will not be tolerated. During role-play practicum, “language” may be used under the direction of the instructor.
- ✓ Recruits shall be familiar with and comply with all training rules and regulations (and with all requirements set forth in their agency’s policy and procedures manual if employed).
- ✓ Disobedience or disrespect to training center staff (on the grounds or away from the grounds) on Center sponsored activities is prohibited.
- ✓ Inappropriate public displays of affection are prohibited.
- ✓ Should a recruit get arrested for any reason, the recruit will be suspended from the academy immediately. An arrest is defined as a physical arrest, Notice to Appear or Criminal Traffic Citation. Should the recruit be “cleared” of the arrest, he/she may petition the Academy Director to enroll in the next available academy class. The recruit will be required to produce all documentation (police reports) and court records, for consideration.
- ✓ Recruits do not walk on the grass!

### **Safety Rules**

- ✓ Follow instructions! Don’t take chances! If you don’t know, ASK!
- ✓ Report immediately any activity or condition that might cause injury to anyone or damage to building or property. Damage to property as a result of negligence or carelessness will result in the responsible person being liable.
- ✓ Put everything in its proper place. Disorder causes injuries and wastes time, energy and material. Keep your area clean and orderly.
- ✓ Use the right tools and equipment for the job and use them safely.
- ✓ Report any accident or injury to self or equipment, regardless of how minor, immediately. Get first aid promptly.
- ✓ Use flammable liquids only as directed. Handle them with extreme care.
- ✓ Do not get involved in “horseplay”.
- ✓ Get help when lifting heavy objects. To lift heavy object: bend your knees, grasp object firmly, then raise object keeping your back as straight as possible.
- ✓ Obey all rules, signs, and instructions,
- ✓ Clean up any spills and pick up any tripping or stumbling hazards immediately.
- ✓ Do not sit on any tables, desks or countertops.
- ✓ Do not place your feet on benches, chairs or against the walls.
- ✓ Obey all rules for high liability areas!
- ✓ Use proper driving skills at all times while on campus.

### **Classroom Procedures**

- ✓ The paramilitary nature of this training requires that certain rules of courtesy be extended to official visitors from departments/agencies, guest instructors, training staff, and all persons the recruits contact at the center.
- ✓ When an instructor enters the classroom for the first time of the day, the class leader(s) will call the class to attention. Each subsequent time in the morning when the instructor enters the room, all talking will cease immediately and

recruits will return to their seats. Even if it is the same instructor for the afternoon, the class will be called to attention when the class reconvenes after the lunch break.

- ✓ Silence will be maintained during classroom instruction unless called upon by the instructor.
- ✓ Recruits will provide the proper respect due the instructor in asking questions or making statements.
- ✓ Recruits wishing to ask questions or make statements shall raise their hands and wait to be recognized by the instructor. Individual instructors may modify (this rule) in some situations.
- ✓ Recruits shall be alert in the classroom and shall take adequate notes.
- ✓ THIS IS A NON **SMOKING** CAMPUS. Use of tobacco products of any kind is absolutely **prohibited**. Gum chewing is prohibited on campus.
- ✓ Recruits are responsible for keeping their individual desk areas policed of trash and in order. Chairs are to be returned to place at the end of each class.

### **Break Time Procedures**

- ✓ Breaks will be allowed at times indicated on the schedule unless directed otherwise by the training staff or instructor. Breaks will be taken in the recruit center or other indicated areas.
- ✓ Class breaks are at the discretion of the instructor. Class periods may be 50 minutes followed by a 10-minute break. Breaks are a privilege and are not a right.
- ✓ Recruits shall return promptly to the classroom after each break.
- ✓ Tardiness is prohibited. The offender will report any tardiness to the class coordinator in writing.
- ✓ Lunch breaks are only scheduled if the class is over 5 hours in daily length. Recruits may leave the grounds for lunch break. Break areas will be kept clean and orderly at all times.
- ✓ Food and beverages, except bottled water, are not allowed in the classrooms, except with the permission of the Training Center Director.
- ✓ Students are strongly encouraged to hydrate frequently and consumption of water is always permitted.

### **Communications Procedures**

- ✓ Recruits will not, under any circumstances, make long distance calls to be billed to this Center.
- ✓ Telephone privileges are available for use by recruits (front office). Personal calls shall be limited to 5 minutes.
- ✓ Incoming messages will not be delivered to recruits during class periods **except in emergencies** (class leaders will check the message center on each break).
- ✓ Recruits will not have pagers or cellular phones on their person while on Center grounds or in classrooms. In-service personnel who are on duty and/or on call may use these devices.
- ✓ Recruits will not use Center copiers for personal use.
- ✓ Notices, schedules, and special announcements will appear on the bulletin board from time to time. Recruits are expected to read the bulletin board daily.

### **Para-Military Protocol Procedures**

- ✓ All lawful orders and commands from training staff members, instructors, class officers, or other persons in authority will be executed immediately.
- ✓ Failure to obey all lawful orders and commands will be considered insubordination and will result in disciplinary action.

- ✓ Recruits shall not speak critically or derogatorily regarding a lawful order or instruction, or regarding an instructor, the training center staff, the curriculum, OR academic program of the training center.
- ✓ These rule and regulations are applicable to all persons enrolled in this training center, regardless of their current employment status. Failure to comply with these rules shall result in physical exercise and may also result in dismissal.

### **Injury or Illness**

- ✓ 9-1-1 will be called for all immediate emergencies and the Coordinator will be immediately notified.
- ✓ Recruits must not have any physical condition that precludes completion of the scheduled program.
- ✓ All injuries and/or illnesses must be reported immediately to the instructor and a recruit accident form where applicable must be completed at that time.
- ✓ Recruits who are injured are responsible for their own medical bills.
- ✓ Recruits who become ill during class must notify the instructor before leaving the classroom.

### **Attendance Procedures**

Absenteeism and tardiness are a reflection on the recruit's personal character and an indicator of disinterest in attaining professional status in the public safety field. These areas are also a main point of interest that employing agencies explore when reviewing recruit records for retention or employment.

- ✓ Attendance will be shown by signature on an attendance roster. The instructor will verify attendance.
- ✓ In accordance with CJSTC Rule 11B-35.001(11), "EACH RECRUIT SHALL BE REQUIRED TO ATTEND ALL SESSIONS OF ANY TRAINING COURSE IN WHICH HE/SHE IS ENROLLED," unless such absence is excused by the Training Center Director/Designee.
- ✓ Should an emergency arise requiring the recruit's absence from any course, the recruit will inform the respective class coordinator in writing (or by telephone with a written report later) prior to the absence or as soon as possible.
- ✓ The class coordinator shall review the request and forward with recommendations to the Training Center Director/Designee.
- ✓ The class coordinator shall recommend to the Training Center Director whether the absence is to be excused. The Director will determine if the absence is excused or un-excused
  - Failure to call to report inability to report for duty on time will be considered an unexcused absence.
  - Feigning sickness or injury to avoid duty will be considered an unexcused absence.
- ✓ Homework assignments will be required for make-up work and must be turned in to the respective coordinator within 5 days following the absence. Recruits are responsible for making arrangements with instructors and recruits to achieve this requirement.
- ✓ In no instance will the recruit be allowed to take a block exam or receive a completion certificate prior to the submission and approval of all make-up work.
- ✓ **Any unexcused absence(s), the recruit must retake that training program (CJSTC RULE 11b-35.001(7)(b) and also 943.12(1) Florida Statutes).**
- ✓ The Training Center Director may place any recruit who is habitually tardy on academic probation.
- ✓ A recruit placed on academic probation and who continues to be tardy will be dismissed from the program.



- ✓ Documentation of tardiness will be kept in the recruit's file for review by prospective employers.
- ✓ Recruits absent from class for more than three consecutive days due to illness shall be required to submit a physician's statement certifying said illness prior to returning to class.
- ✓ Recruits who miss more than five percent (5%) of class time will be recommended to the Lake Technical Center Director to be dismissed from this academy. The five percent shall be of a percentage of the total hours scheduled for the respective class. (Examples; 770 hours for BLEO is 38 hours; 552 hours for BCO is 27 hours.)

### **Class Leaders**

- ✓ The designated class officers will check the front office message center as necessary/directed and will be responsible for all information contained therein. All information shall be removed no later than the end of the day.
- ✓ Each recruit class will have class leaders appointed by the class coordinator in consultation with the Training Center Director.
- ✓ There will be a class sergeant and a class corporal. If the class is large, squad leaders may be appointed.
- ✓ The class sergeant will serve as liaison between the training staff and recruits in the recruit classes.
- ✓ The class corporal will assume the duties of the sergeant in his/her absence.
- ✓ Duties will include, but are not limited to, the following:
  - Have the class in formation and ready for inspection on specified formation days or at any time as directed by training staff or instructors.
  - Be responsible for the daily class rosters (for each instructor), noting any tardiness or absences.
  - Be responsible to distribute and collect completed instructor evaluations at the end of each block.
  - Lead the class to recite the Code of Ethics each morning at start of class, after each lunch at the start of class and at the end of the day after the last class ends.
  - Time all breaks and be responsible for having all recruits back in their seats ready for class prior to the beginning of instruction.
  - Report any problems to the staff
  - Have the class police their classrooms/areas at the close of the day to ensure a clean orderly facility.
  - Direct the flag detail each morning and evening to raise and lower the flag.
  - Any other duties as assigned from time to time by the class coordinator or Training Center Director.
- ✓ Class Guidons - Each class will have a class guidon bearing the discipline number and class number.
  - The class officers will select the guidon bearer with approval of the class coordinators.
  - The guidon bearer will bear the guidon in inspections and formations.
  - The guidon bearer is responsible for the class guidon and will place it in the holder outside of the classroom where the class is in session.
  - At the end of the day the bearer will place the guidon in the rack in the administrative area.

### **Uniform Regulations**

These rules apply to all recruits other than basic recruit recruits:

- ✓ Business casual or agency uniform dress is required. No cutoffs, T-shirts or flip-flops allowed.

- ✓ Special classes may require special dress codes which must be approved by the Director.

These rules apply to all recruits in all areas of this training center:

The Lake Technical Center Institute of Public Safety is a paramilitary training facility. Recruits are required to adhere to uniform regulations. Recruits will conform to uniform and appearance regulations at all times while class is in session and when present on any Lake Tech campus.

- ✓ All Crossover recruits will use the specified recruit uniform or agency uniform.
- ✓ Correctional recruits who are employed with a criminal justice agency will wear the uniform of their agency rather than purchasing a uniform. Law enforcement recruits will wear the recruit uniform with the patch of the agency on their right shoulder, if so employed.
- ✓ The uniform for corrections probation officer recruits and review classes will be business casual.
- ✓ Recruits should expect an in-ranks inspection at any time class is in session. Inspection will include consideration of uniform appearance as well as completeness.
- ✓ Appropriate uniforms are required during regular class sessions, wellness, defensive tactics, vehicle operations and firearms training. Recruits will be advised of any other exceptions in uniform dress for a particular class.
- ✓ The attire for Defensive Tactics is blue sweat pants (no shorts) and white T-shirt with the recruits name block printed on the front and back. White socks and sneakers. No jewelry.
- ✓ The high liability uniform is required for the weapons range. Recruits are required to wear body armor at all times.
- ✓ Recruits not in proper uniform may be dismissed from class. The dismissal is considered an un-excused absence.
- ✓ The uniform will be clean, neat and orderly at all times.
- ✓ Shoes will be black, plain toed and shined to a high gloss.
- ✓ The recruit will purchase the specified uniforms and will be responsible for all care, cleaning and maintenance.
- ✓ Each recruit is responsible for the equipment worn/used under the supervision of a certified instructor. The instructor takes the responsibility for equipment being used "in common" by the class.
- ✓ Uniforms will not be worn while conducting personal business except while en-route to and from class. It is expressly prohibited to wear Lake Technical Center Institute of Public Safety uniforms while patronizing business, which cater specifically to those drinking or purchasing alcoholic beverages such as bars and lounges.
- ✓ Uniforms and clothing with academy logo shall not be worn to any non-approved function (excluding meal breaks) and shall not be displayed in photographs depicting derogatory or unbecoming behavior.

### **Personal Appearance and Grooming**

- ✓ Recruits will keep themselves clean, neatly groomed and with close attention to hygiene.
- ✓ Recruits will conform to uniform and appearance regulations at all times while class is in session and while on any Lake Technical Center Campus.

#### Male Recruits:

- ✓ Will maintain a neat clean appearance when on duty, regardless of location.
- ✓ Hair must be neat and well groomed. The hair must be secured in a style that would prevent injury to the recruit during physical contact or training. Eccentric hairdos and unnatural hair colors are not permitted. Graphic designs or hair ornaments are not permitted. Hair will not touch the collar or cover the ears.

- ✓ Sideburns shall not extend down past the center of the ear and shall be trimmed level. Sideburns shall be no more than one inch wide.
- ✓ Mustaches shall be neatly trimmed and shall not extend below the bottom of the upper lip.
- ✓ No beards, goatees, or facial hair, with the exception of a mustache.
- ✓ No jewelry will be worn during Defensive Tactics instruction or other training that may be a hazard to recruit or others.
- ✓ Recruits shall limit jewelry to a conservative ring and a watch.
- ✓ No tongue rings/posts, ear or other facial piercings are allowed.

#### Female Recruits:

- ✓ Will maintain a neat and clean appearance when on duty, regardless of location.
- ✓ Hair must be neat and well groomed. The hair must be secured in a style that would prevent injury to the recruit during physical contact or training. Eccentric hairdos and unnatural hair colors are not permitted. Graphic designs and hair ornaments are not permitted. Females are to keep hair up so that it does not touch the collar. Females with long hair must wear their hair in a “bun” style.
- ✓ Fingernails shall be manicured and will be worn as to not protrude past the fingertip to prevent injury during physical training or contact. Only neutral or natural nail colors are permitted.
- ✓ No jewelry will be worn during Defensive Tactics instruction or other training that will be a hazard to recruit or others.
- ✓ Recruits shall limit jewelry to a conservative ring and a watch. In the classroom setting, female recruits may wear one set of post style earrings only in the lower lobe of the ear.
- ✓ No tongue rings/posts or other facial piercings are allowed.
- ✓ All facial or body cosmetics will be worn appropriately and maintained in a conservative manner. Any exotic, faddish, or exaggerated usage is not permitted.

### **Vehicles, Driving and Parking Procedures**

- ✓ All recruits shall comply with Florida Statutes and regulations concerning the acquisition and display of license plates, vehicle registrations, and Florida Drivers Licenses.
- ✓ All vehicles owned and/or regularly operated on training center grounds by a recruit shall have a valid Florida registration and shall display a valid Florida license tag. Law Enforcement will periodically check the parking lots and cite violations. [Failure to properly register a vehicle may result in a recruit being required to pay out of state tuition rates.]
- ✓ Recruits shall immediately notify the respective coordinator when involved in any incident involving the assistance of or action by any law enforcement agency (i.e., traffic warning or citation, automobile accident, arrest, etc.).
- ✓ Recruits will drive with care on training center grounds. The speed limit on any training center campus is 15 MPH. Reckless and/or careless driving is prohibited. On-campus violations will result in disciplinary action. Recruits will park their vehicles only in areas indicated and keep them locked at all times.
- ✓ No valuables, weapons, or uniforms will be left in vehicles.
- ✓ Alcoholic beverages and controlled substances are prohibited. Drug dogs will be used to make periodic checks. Each student or visitor who parks a vehicle on a school campus is presumed to know what is contained in the vehicle and will be held accountable for any weapons, drugs, or contraband which may be found in the vehicle. In accordance with school policy, all vehicles are subject to search.
- ✓ Recruits will park only in recruit parking areas.

- ✓ Parking is not permitted in assigned, staff, visitor, or handicapped parking spaces on any training center campus.
- ✓ Vehicles improperly parked may be towed at the recruits' expense.

### **IPS Fitness Center**

These rules apply to all recruits and authorized visitors:

- ✓ Only authorized personnel are allowed into the weight room (i.e. IPS staff/recruits, Lake County Law Enforcement, Corrections, Fire Fighting and Emergency Medical Services employees).
- ✓ All participants must sign in and out.
- ✓ Fitness center lockers are to be used only when actively utilizing fitness equipment.
- ✓ Typical Fitness Center hours are Monday – Friday, 7 am – 5 pm (Fitness Center may close during special recruit training programs, holidays, no classes, etc.)
- ✓ No food or drinks are permitted unless containers are spill-proof.
- ✓ Proper workout attire is required to include shirts and proper foot attire.
- ✓ Weights are to be returned to their proper station and in proper order.
- ✓ The use of weight collars is required when utilizing the free weight bars.
- ✓ Wipe down all equipment after each use.
- ✓ Dispose of any trash in proper receptacles.
- ✓ Report any dangerous situations or damaged equipment to IPS staff immediately.

### **Cheating**

- ✓ Cheating is prohibited whether actual, attempted, written or oral and is viewed as a flagrant ethical violation.
- ✓ **Any recruit found to be cheating will be subject to severe disciplinary action, up to and including removal from the entire program, banishment from any CJSTC certified training center, and de-certification.**
- ✓ Cheating includes, but is not limited, to the following:
  - Copying or buying the work or answers of someone else.
  - Copying or buying the work of former recruits including, but not limited to, notebooks.
  - Looking at another recruit's paper during testing (for any reason).
  - Obtaining copies of answers to examinations and/or examinations prior to test administration.
  - Receiving or distributing examinations or examination answers.
  - Carrying hidden notes to class during examination. This includes writing on a desk, on one's hands, arms, clothing, or any other objects or use of any other external or electronic device or source.
  - Cheating in any other form not covered above.

### **Conferences and Counseling**

- ✓ Recruits may be called in periodically for individual conferences to discuss their progress and performance.
- ✓ Recruits will be counseled if they have demonstrated an attitude or performance level that does not meet the expected standard.
- ✓ All conferences or counseling concerning performance that falls below standards will be documented and put in the recruit's file.
- ✓ Performance that falls below acceptable standards is grounds for dismissal from the class/program.

- ✓ Suspension as a result of arrest or any other disciplinary action will result in the recruit's immediate dismissal from this academy. Grounds for the dismissal will determine the standing of the recruit upon dismissal.

## **Disciplinary Procedures**

Recruits will, at all times, conduct themselves in a manner becoming a public safety officer and will not engage in any conduct which might tend to bring discredit or dishonor to the Lake Technical Center Institute of Public Safety or the public safety profession. Recruits shall observe and obey all federal, state, and local laws.

- ✓ Recruits, who have been charged with, found guilty of or who have pled no contest to, or have demonstrated moral character violations within the academy setting shall be subject to dismissal from the Academy with appropriate review by the Lake Technical Center Director. Moral character violations are defined in Florida Statute 943.13 and listed in the Criminal Justice Standards and Training Commission Rule 11B-27.0011, Florida Administrative Code
  - ✓ Recruits will not associate with any known law violators nor will they frequent any establishments that are known to be frequented by criminal law violators.
  - ✓ Recruits knowing of other recruits violating laws, ordinances, or rules shall report it to the training staff.
  - ✓ All violations of academy rules and procedures, conferences and/or counseling will be documented into the recruit's file.
  - ✓ All actions will be documented to the recruit's file and brought to the employing agency's attention.
- 
- ✓ The levels of action are:
    - Oral warning (note to file)
    - Written warning (SIT Meeting)
    - Formal reprimand
    - Suspension
    - Dismissal
  - ✓ Training staff members may apply physical training measures in lieu of discipline.
  - ✓ Instructors or coordinators may recommend documented discipline such as, oral warning, written warnings, and formal reprimands or above.
  - ✓ Class leaders will not apply disciplinary measures. They are to report violations to the class coordinator.
  - ✓ Hazing of any nature from one class member or class to another member or class is strictly prohibited.
  - ✓ Only the Training Center Director may finalize recommended disciplinary action.

## **Grounds for Dismissal**

1. Failure to follow a direct order
2. Dishonesty
3. Fighting

All reprimands will be documented in the student's file.

\*\* Due to the hazardous nature of the training, students involved in a gross safety violation that may result in injury to other students or instructional staff may be dismissed from the program **IMMEDIATELY** upon documentation of such acts.

## **Personal Information and Personal Emergency Procedures**

- ✓ Recruits will immediately make written report of any change in their address or telephone number.
- ✓ Recruits who become sick in class must notify the instructor prior to leaving the class.
- ✓ Recruits who are injured must immediately report to the instructor and the instructor must complete a recruit accident report.
- ✓ Recruits are responsible for their own medical costs and bills.
- ✓ If the recruit is treated by a physician/doctor and the treatment results in any physical limitations, the recruit is responsible to obtain proper documentation from the doctor which specifies the limitation and when the recruit may resume full physical activity.
- ✓ When a recruit receives a subpoena to court, a written report with the date, time, place and a copy of the subpoena must be submitted to the respective class coordinator.
- ✓ In the event of a death of a member of the recruit's family or a close relative, an "IC" will be submitted to the respective coordinator. The recruit should detail pertinent information: name, relationship, time, date, location, funeral home, time of memorial services and anticipated time of return.

## **Fire Alarms and Emergency Building Evacuation**

- ✓ When a fire alarm or other warnings are given, all recruits will immediately leave the building and fall in for roll call in the front parking lot formation area.
- ✓ Recruits are required to become familiar with the evacuation procedures and evacuation diagrams as posted in all rooms. Recruits are required to be familiar with alarm box locations, and must exercise caution at all times and guard against creating fire hazards.

### To Report A Fire

- ✓ One person (preferably the instructor) goes to the nearest fire alarm and activates the alarm.
- ✓ One person is to contact the front office and report the nature of the fire and its location.

## **High Liability Training**

High liability training involves the four areas of Weapons, Defensive Tactics, Vehicle Operations and First Responder. Additionally, the Physical Fitness Program is extremely important as it relates to the physical abilities necessary to successfully complete the high liability competencies.

- ✓ It is the recruit's responsibility to report any injury immediately to the respective instructor and/or coordinator.
- ✓ If a recruit is injured during a training activity that prevents further participation in that practical/physical training, the recruit will be permitted to continue in the classroom portions of training.
- ✓ It is the recruit's responsibility to obtain any missed material or assignments.
- ✓ All recruits will participate in the practical skills and physical training activities offered each day.
- ✓ Recruits who are restricted by a medical excuse will not be allowed to participate until a written release is received from medical personnel. This release must be given to the class coordinator prior to participation in any training. It is the recruit's responsibility to obtain medical releases.

- ✓ In the case of a recruit requiring precautionary hospital treatment for a non-emergency injury, it will be the responsibility of the recruit and/or agency to provide transportation to and from the medical facility.
- ✓ Medical/injury release from physical participation will be allowed in case of:
  - Obvious illness
  - Injury
  - Physician's advice
  - Instructor's judgment
- ✓ Recruits must notify the respective coordinator of any prescribed medications they are taking for medical reasons that may impair physical/mental performance.
- ✓ Adequate rest and water breaks will be provided each hour of physical training activity. The recruit is responsible to advise the instructor of any adverse effects felt from the training.
- ✓ When released by medical personnel from the restrictions of the injury, the recruit must make up the hours missed in a timely fashion on other-than-scheduled class time.

### **Academic and Skills Recognition**

At the end of the class at graduation awards and/or certificates are provided for recruits who excel in certain areas.

#### Awards:

- ✓ HIGHEST ACADEMIC AVERAGE - For the recruit who has the highest overall academic average.
- ✓ FIREARMS AWARD "TOP GUN" - For the recruit who demonstrates top performance in weapons training. Criteria includes: excellence in technique; trains with a survival mindset; helps others in class; holstering and re-holstering; techniques; and marksmanship that progressively improves during the course.
- ✓ DEFENSIVE TACTICS AWARD - For the recruit who demonstrates top performance in Defensive Tactics Training. Criteria includes: excellence in technique, trains with a survival mindset, helps others in the class, has a good understanding of the "Force Guidelines", demonstrates control when applying techniques and progressively improves in the class.
- ✓ DIRECTOR'S AWARD - On occasion a recruit may be recognized by the Training Center Director for having performed in a highly distinguished manner above and beyond normal requirements.

#### Certificates:

- ✓ CLASS OFFICERS - Class Sergeant, Class Corporal, Guidon Bearer
- ✓ PERFECT ATTENDANCE
- ✓ RUNNER-UP CERTIFICATES - for recruits whose scores in the award areas were below the top score by less than one full point.

### **GLOSSARY OF TERMS**

**BLOCK:** A course/ chapter

**CAMPUS:** Physical location of Institute of Public Safety facilities.

**CENTER:** State certified training program at a particular facility; i.e., a certified training center.

**CODE OF CONDUCT:** Guidelines, rules, and regulations specifying acceptable and prohibited behavior.

**COMPLEX:** Term encompassing all the facilities of the training center, e.g., Lane Park campus and Astatula site campus

**COURSE:** A group of units/topics, i.e., CJD 760 Criminal Justice Legal I. A block is also a course.

**CURRICULUM:** The hours, units, and courses specified in the program.

**EXCUSED ABSENCE:** An absence approved in advance or due to an uncontrollable emergency with notification as soon as possible. Missed work must be made up.

**FAILURE:** Status caused by not completing a competency and/or failing a cognitive exam.

**GUIDELINES:** General instructions of behavior and conduct.

**INCOMPLETE:** Status in specified instances by prior "due" work not being done and/or exams failed.

**INTERNAL COMMUNICATIONS ("IC"):** Form used for all written communications within the Institute of Public Safety.

**NOTEBOOK:** Binder containing hand written notes and issued workbooks for each unit/topic.

**OBJECTIVES:** Statements of the expected learning outcomes of each unit/topic.

**ON DUTY:** Attendance while class is in attendance.

**PROGRAM:** All of the units/topics, courses/blocks, hours and curriculum of the training.

**PROGRAM BOOK:** Full set of curriculum, objectives and binder issued for the full program.

**SUSPENSION:** Disciplinary action taken for certain rule violations or actions in or outside of this academy resulting in negative contact with Law Enforcement. This is also treated as an unexcused absence.

**UNEXCUSED ABSENCE:** An absence not approved as excused. Being absent without notifying staff.

**UNIT:** A topic of instruction.

**WORKBOOK:** Issued objective sets for each unit/topic with blank spaces to facilitate note taking.