

# **LAKE TECHNICAL COLLEGE INSTITUTE OF PUBLIC SAFETY**

## **MASTER PLAN OF INSTRUCTION**

**LAW ENFORCEMENT & CORRECTIONAL OFFICER,  
LAW ENFORCEMENT & CORRECTIONAL OFFICER/CROSSOVER**

**2016 – 2017**

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(CJSTC) ACADEMY DIRECTOR**



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

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

### **MISSION STATEMENT**

The mission of Lake Technical College is to be an integral component of the economic growth and development in our community by offering a variety of high quality career-training opportunities.

Lake Technical College prohibits discrimination in admission to, or access to, or employment in its programs and activities on the basis of race, color, national origin, sex or sexual orientation, marital status, age, religion, disability, genetic information, gender identity or expression, or any other characteristic prohibited by law. The district provides equal access to district facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

## 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 Officer 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 the first day of 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).
- ✓ Meet the criteria for dual enrollment (Correctional Officer program only).
- ✓ 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.
- ✓ Complete a Lake Technical Center (LTC) online application.

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

- ✓ Acceptable scores on the Criminal Justice Basic Abilities Test (CJBAT). The CJBAT is given at the LTC main campus located in Eustis. Advanced registration and payment of test fee 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 program application. Applications may be picked up at the LTC Institute of Public Safety, 1565 Lane Park Cutoff Rd., Tavares, FL, 32778, or at the LTC main campus, 2001 Kurt Street, Eustis, FL, 32726. Phone for information: 352.589.2250 or 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 College 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.
- ✓ Successfully complete the Obstacle Course.

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, Obstacle Course, and testing. Once the drug screen analysis and FDLE criminal history clearance process is satisfactorily completed, applicants are then allocated class openings, beginning with the highest score.**

#### **Correctional Officer to Law Enforcement Officer Crossover Applicants**

Admission to the program will be based upon the following:

- ✓ A CJBAT score for **Law Enforcement** 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 program application.
- ✓ Successfully complete the Obstacle course.
- ✓ Completion of a psychological examination and achievement of 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 the agency head provide a letter stating such on department letterhead for verification of acceptable candidacy.

#### **Law Enforcement Officer to Correctional Officer Crossover Applicants**

Admission to the program will be based upon the following:

- ✓ A CJBAT test score for **Corrections** 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.
- ✓ Successfully complete the Obstacle course.
- ✓ 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 program application.

#### Returning Recruits

Recruits who exited or failed out of the academy in good standing and who want to return 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 complete application process, i.e. interview, PAT, physical test, and complete the entire academy; all cases will be at the discretion of the Academy 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 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 returning students will be at the discretion of the Academy 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. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans’ Affairs), other state and local agencies and local organizations (scholarships).

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 on LTC’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.

Financial aid is the responsibility of the recruit.

### **TUITION**

Tuition is charged for adult students at a rate established by the State legislature. Current fee information is available in the Admissions Office. Tuition is waived for eligible high school dual-enrolled students. Tuition is due prior to the first day of each semester based on the Lake Technical College payment calendar. Failure to pay all fees due at the time class begins will result in not being able to attend class and/or clinical if applicable.

### **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 LTC 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.

Capstone class: For the Florida Law Enforcement Academy and the Crossover Corrections to Law Enforcement Officer programs a 16 hour Capstone review class will be required prior to graduation. This is designed to prepare the recruit for the FDLE state exam. There is a separate cost of \$80.00 for this review. Most financial aid and VA benefits will not cover this cost.

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 LTC 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 College Institute of Public Safety does not award college credits for training. However, the LTC has an articulation agreement with St Petersburg College in St. Petersburg, FL and with Lake Sumter State 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 state and/or community colleges in the State of Florida.

Veterans Approved Course: The State Department of Education approves the Lake Technical College 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 College, at 2001 Kurt St. in Eustis, FL, telephone 352.589.2250, x 1830.

## **ACCOMMODATIONS**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify as early in the program as possible. In order to receive disability accommodations, students must self-disclose the disability to the Students with Disabilities Coordinator and provide documentation that clearly shows evidence of a disability and applicable accommodations. The Students with Disabilities Coordinator will schedule a meeting with the student and instructor to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, assessments, time demands, schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodation requested and provided is maintained in a confidential file.

## **ONLINE ACCESS**

Technology is an integral part of our daily lives. From smart phones to electronic tablets, these devices are becoming items that many cannot function without. In addition, the Internet is changing the way education is delivered. Lake Technical College strives to ensure that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet.

It is also important that students have an email address that they check on a regular basis. A lot of information may come to you through your email, so it is important that you check it regularly. If you do not have an email address, there are numerous services that provide FREE email addresses. Please make sure your instructor(s) have a current, working email address for you. See your instructor for more information.

## **SOCIAL MEDIA**

The advent of social media has created a world-wide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of "not-so-popular" problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about you. You should also be cautioned on how private your social media content really is – despite the settings on your account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as "private" for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that your posts will be seen/read by everyone with access to the Internet.

## 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%.

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 Academy 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 in writing no later than the end of the next business day 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 academy director is authorized to approve requests for re-examinations. The academy 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 not withstanding of the Rule in (a) (*above*) and exclusive of the Rule in (c) (*below*) for high-liability training courses.

- ✓ Coordinator will reschedule the retest exam within 5 school days.
- ✓ 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 Academy 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 – Academic Probation

- ✓ 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.
- ✓ If a student fails any end of course exam, he/she will be required to meet with the LTC Student Success counselor as part of the academic probation process. The Student Success Counselor holds study sessions with any recruit who wishes to participate, every Tuesday from 11:30 to 12:30. If a student fails any exam, he/she will be required to attend these study sessions as part of the academic probation process.
- ✓ A passing grade will be recorded as 80% regardless of actual score achieved on the re-examination. This is equivalent to receiving a grade of "Pass".
- ✓ 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.

## Follow Up

Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, instructors may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes so be sure to communicate with your instructor any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day in their program.

## 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 not** be permitted to continue in the classroom portions of training. Students may appeal this decision by following the appeal/grievance procedure listed in the catalog.
- ✓ 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 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.
- ✓ Remedial training is applicable in re-testing in High Liability areas as per the CJSTC Rule.

## 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, 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 LTC 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 LTC Executive 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 in the recruit's file and brought to the employing agency's attention.
- ✓ The levels of action are:
  - Oral warning (note to file)
  - Written warning (School Intervention Team (SIT) Meeting with a behavior contract)
  - Formal reprimand
  - Suspension
  - Dismissal
- ✓ Administration may request a random drug test (student's responsibility for cost of test).
- ✓ 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 Academy 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.

### **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, audio/visual aids, and printed material. During the course of instruction, recruits will train on many pieces of public safety and simulation equipment.



## 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**

#### **Chapter 1 – Introduction to Law Enforcement – 10 Hours**

The recruit will receive an overview of the law enforcement training program and the requirements for students to become sworn officers; instruction on basic criminal justice values and ethics; defines sexual harassment and ways to avoid compromising interactions with other officers and the public; and emphasizes the command structure within a criminal justice agency. The recruit will also understand the structure and components of the criminal justice system.

#### **Chapter 2 – Legal – 62 Hours**

The recruit will be introduced to foundational knowledge of the law and the ability to apply that law to specific incidents. To act properly and effectively as law enforcement officers, without infringing on individual rights, recruit must have an understanding of federal, state, and local laws. You should also become familiar with case law and how it interprets and further explains enacted laws. The recruit will be provided a solid legal foundation from which students may function as law enforcement officers.

#### **Chapter 3 – Interactions in a Diverse Community – 40 Hours**

The recruit will be able to identify the common communication traits of individuals based upon their cultures, experiences, physical and psychological conditions, and how specific situations can challenge an officer's effort to perform his or her duties. Officers who possess strong interpersonal skills can respond appropriately while circumventing potential emotional triggers during a crisis situation.

#### **Chapter 4 – Interviewing and Report Writing – 56 Hours**

The recruit will cover note taking, interviewing, and report writing principles and mechanics. Lawful and effective interviews can lead an officer directly to the truth; therefore, it is crucial to justice that officers develop effective interviewing techniques and note taking skills. The recruit will develop effective report writing skills.

#### **Chapter 5 – Fundamentals of Patrol – 35 Hours**

The recruit will understand the use of communications equipment, community-oriented policing, officer safety and survival skills, and basic instruction on responding to calls and making an arrest, as well as helpful resources.

#### **Chapter 6 – Calls for Service – 36 Hours**

The recruit will be provided an overview of the more common calls for service that an officer may encounter. Officers must maintain professionalism and situational awareness at all times when responding to any call for service.

#### **Chapter 7 – Criminal Investigations – 50 Hours**

The recruit will be able to identify the key elements of crimes most frequently encountered during a shift to help you avoid some common mistakes made in the field. By following a basic investigative sequence and organizing a systematic approach to each investigation, you can help assure the community receives quality service from the criminal justice community.

#### **Chapter 8 – Crime Scene to Courtroom – 35 Hours**

The recruit will be able to identify types of evidence that might be present at a scene, based on an evaluation of the incident or type of crime. Know when and how to get help in searching the scene. The recruits will understand how

they remain an integral part of the prosecution process until the case is resolved through entry of a plea, a conviction, or an acquittal after trial.

### **Chapter 9 – Critical Incidents – 44 Hours**

The recruit will be prepared to address many situations in the course of patrolling their assigned areas. This chapter provides an overview of law enforcement techniques and tactics employed in confronting large-scale or critical incidents.

### **Chapter 10 –Traffic Stops – 30 Hours**

The recruit will learn the primary responsibility in making traffic stops is to encourage voluntary compliance with traffic laws and improve driver judgment and future behavior. The end results of traffic stops should be driver education and safer roads.

### **Chapter 11 – DUI Traffic Stops – 24 Hours**

The recruit will know how to detect impaired driving, administer field sobriety tests, make arrests when appropriate, and record the evidence of a DUI offense.

### **Chapter 12 – Traffic Crash Investigations – 32 Hours**

The recruit will understand a step-by-step approach that encompasses the initial response to the scene, scene assessment and protection, the identification and analysis of information gathered from witnesses, the thorough investigation of the crash, the evaluation of physical evidence collected, returning the crash scene to normal, taking appropriate enforcement action, and documenting the crash.

## **High Liability – Volume 2**

### **Chapter 1 – CMS Law Enforcement Vehicle Operations – 48 Hours**

The recruit will comprehend and demonstrate the ability to drive in emergency mode, communicate with dispatch, and remain aware of the actions of other drivers present complexities not experienced in normal driving. The recruit will understand a vehicle's limits as well as his/her personal limits. The recruit's awareness of the effects of physiological and psychological stressors on his or her driving is critical. It is also important that the recruit understands how the public views him or her as a driver.

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

The recruit will comprehend and demonstrate the ability to assist with emergency medical situations and the ability to remember legal guidelines are important skills, as are your sound judgment and good common sense. The recruit will be aware of his/her attitude, appearance, and behavior at all times, convey they are competent and trustworthy.

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

The recruit will acquire proper training on the specific model of firearm he or she will carry and use before touching, handling, or loading any firearm.

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

The recruit will know and demonstrate effective, tactically sound, and legally defensible training in defensive tactics and control techniques. This course teaches recruits to select and properly execute techniques that are reasonable and necessary given the circumstances.

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

Recruits will be introduced to the basics of the stun gun, particularly the dart-firing stun gun, and will be provided knowledge of its practical use.

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

The recruit will be provided the physical fitness training requirements for the Florida Basic Recruit Training Programs. The recruit will understand what is expected of you during the training academy.

### **Basic Correctional Officer –420 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.*

### **Introduction to Corrections – 32 Hours**

Recruits will understand the values and ethics required for criminal justice officer, understand amendments to the U. S. Constitution applicable to corrections, and understand the chain of custody and concepts of evidence. The recruit will be able to determine when a crime has been committed, be able to articulate the legal justification for the use of force. The recruit will understand civil and criminal liability as related to an officer's performance of duties and understand the Fourth Amendment related to search and seizure.

#### **CJSTC Communications – 40 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.

#### **Officer Safety – 16 Hours**

Recruits will be able to maintain their safety and security by being aware of their surroundings, be able to recognize the potential danger of being manipulated and deceived and be able to locate and control contraband. The recruit will understand the identification requirements of their facilities.

#### **Facility and Equipment – 8 Hours**

Recruits will be able to identify common equipment, hazard equipment, hazard material, sensitive supplies and standards for security and inspections. The recruit will be able to interpret responsibilities for equipment accountability, describe equipment storage procedures, list common procedures for issuing, receiving and documenting inventoried equipment, different types of security equipment methods for entering, exiting, and moving within a facility.

#### **Intake and Release – 18 Hours**

The recruit will understand the process for accepting a subject into a county detention facility, accepting an inmate into a state detention facility, the importance of taking clear fingerprints, importance of getting accurate personal information from an inmate and process for releasing an inmate. The recruit will know types of personal items issued to inmates, relationship between the Florida Crime Information Center and the National Crime Information Center (FCIC/NCIC) and inmate security levels.

#### **Supervising in a Correctional Facility – 40 Hours**

The recruit will be able to effectively supervise daily operations at a correctional facility, apply the disciplinary process when an inmate commits a rule or law violation, recognizes an inmate's distress or need, assess and refer an inmate to the appropriate service provider and use observational skills to monitor the behavior and activities of inmates.

#### **Supervising Special Populations – 20 Hours**

Recruits will be able to observe, identify, effectively supervise, maintain care, custody and control of diverse special inmates within a housing unit, and maintain officer safety and a high level of professionalism when supervising special population inmates in a correctional setting

#### **Responding to Incidents and Emergencies – 16 Hours**

The recruit will be able to identify and interpret the response to an emergency, describe the elements of an emergency plan and level of response, and identify standard procedures and equipment used when responding to emergencies. The recruit will be able to select the standard procedures for crime scene control, describe how to manage victims, witnesses and suspects, explain investigation and reporting techniques and describe procedures for the chain of custody for evidence.

#### **High Liability – Volume 2**

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

The recruit will comprehend and demonstrate the ability to assist with emergency medical situations and ability to remember legal guidelines are important skills, as are your sound judgment and good common sense. The recruit will be aware of his/her attitude, appearance, and behavior at all times, convey he/she is competent and trustworthy.

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

The recruit will acquire proper training on the specific model of firearm he or she will carry and use before touching, handling, or loading any firearm.

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

The recruit will know and demonstrate effective, tactically sound, and legally defensible training in defensive tactics and control techniques. This course teaches recruits to select and properly execute techniques that are reasonable and necessary given the circumstances.

#### **Chapter 6 – Officer Wellness and Physical Abilities – 30 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 – 515 Hours**

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

#### **Overview of Law Enforcement – 64 Hours**

The recruit will understand the values and ethics required for criminal justice officers and the consequences of sexual harassment. The recruit will understand the Fourth Amendment related to search and seizure and the Fifth and Sixth Amendments related to the interrogation of suspects. The recruit will be able to describe the criminal justice system and know what constitutes a lawful arrest. The recruit will know how to draft a probable cause affidavit and be able to articulate the legal justification for the use of force. The recruit will understand civil and criminal liability related to an officer's performance of duties and an officer's duties and options in civil (noncriminal) incidents.

#### **Interactions in Crisis Situations – 10 Hours**

The recruit will be able to identify a crisis situation, recognize an officer's duty to recognize, respond and intervene safely and professionally and understand the options available to the officer, and provide the most appropriate intervention. The recruit will be able to interact with a person threatening suicide, assess the risk of suicide, and provide services and stabilize the situation, and understand how to use the Baker Act for an involuntary examination and how to use the Marchman Act for an involuntary admission. The recruit will understand how to interact with veterans in crisis, recognize potential emotional triggers, and recommend available resources.

#### **Reporting Procedures – 32 Hours**

The recruit will be able to prepare and conduct basic interviews. The recruits will be able to identify types of reports, forms and logs and be able to organize information and write reports.

#### **Fundamentals of Patrol – 35 Hours**

The recruit will understand the use of communications equipment, community-oriented policing, officer safety and survival skills, and basic instruction on responding to calls and making an arrest, as well as helpful resources.

#### **Calls for Service – 36 Hours**

The recruit will be provided an overview of the more common calls for service that an officer may encounter. Officers must maintain professionalism and situational awareness at all times when responding to any call for service.

#### **Criminal Investigations – 50 Hours**

The recruit will be able to identify the key elements of crimes most frequently encountered during a shift to help you avoid some common mistakes made in the field. By following a basic investigative sequence and organizing a systematic approach to each investigation, you can help assure the community receives quality service from the criminal justice community.

#### **Crime Scene to Courtroom – 35 Hours**

The recruit will be able to identify types of evidence that might be present at a scene, based on an evaluation of the incident or type of crime. Know when and how to get help in searching the scene. The recruit will understand how he/she remains an integral part of the prosecution process until the case is resolved through entry of a plea, a conviction, or an acquittal after trial.

#### **Critical Incidents – 44 Hours**

The recruit will be prepared to address many situations in the course of patrolling his/her assigned areas. This chapter provides an overview of law enforcement techniques and tactics employed in confronting large-scale or critical incidents.

**Traffic Stops – 30 Hours**

The recruit will learn the primary responsibility in making traffic stops is to encourage voluntary compliance with traffic laws and improve driver judgment and future behavior. The end results of traffic stops should be driver education and safer roads.

**DUI Traffic Stops – 24 Hours**

The recruit will know how to detect impaired driving, administer field sobriety tests, make arrests when appropriate, and record the evidence of a DUI offense.

**Traffic Crash Investigations – 32 Hours**

The recruit will understand a step-by-step approach that encompasses the initial response to the scene, scene assessment and protection, the identification and analysis of information gathered from witnesses, the thorough investigation of the crash, the evaluation of physical evidence collected, returning the crash scene to normal, taking appropriate enforcement action, and documenting the crash.

**Cross-Over Program Updates – 8 Hours**

The recruit will understand content from the applicable basic recruit training program.

**CMS Law Enforcement Vehicle Operations - 48 Hours**

The recruit will comprehend and demonstrate the ability to drive in emergency mode of communicate with dispatch and remain aware of the actions of other drivers presents complexities not experienced in normal driving. The recruit will understand a vehicle's limits as well as his/her personal limits. The recruit's awareness of the effects of physiological and psychological stressors on his or her driving is critical. It is also important that recruit understand how the public views officers as drivers.

**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 handgun Transition Course – 24 Hours**

This block of instruction will provides training and transitions a student from the use of a semiautomatic handgun to a revolver, or vice versa. Students must demonstrate proficiency with a handgun for both daytime and nighttime using the course of fire specified in this course.

**Cross-Over Correctional to Law Enforcement Officer Wellness – 35 Hours**

This block of instruction improves understanding of various elements of wellness, e.g., nutrition, weight control, stress management and adoption of a foundation for lifelong fitness.

**Cross-Over from Law Enforcement to Corrections Officer –172 Hours**

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

**Overview of Corrections – 14 Hours**

The recruit will be able to understand the importance of ethics, values, and professionalism, to understand of the retention and limitation of inmate rights, to understand the laws and rules concerning contraband and be able to articulate the legal justification for the use of force.

**Officer Safety – 16 Hours**

The recruit will be able to understand the identification requirements of their facility, recognize the potential danger of being manipulated and deceived, locate and control contraband, and apply various search techniques.

**Facility and Equipment – 8 Hours**

Recruits will be able to identify common equipment, hazard equipment, hazard material, sensitive supplies and standards for security and inspections. The recruit will be able to interpret responsibilities for equipment accountability, describe equipment storage procedures, list common procedures for issuing, receiving and documenting inventoried equipment, different types of security equipment methods for entering, exiting and moving within a facility.

**Intake and Release – 18 Hours**

The recruit will understand the process for accepting a subject into a county detention facility, accepting an inmate into a state detention facility, the importance of taking clear fingerprints, importance of getting accurate personal information from an inmate and process for releasing an inmate. The recruit will know types of

personal items issued to inmates, relationship between the Florida Crime Information Center and the National Crime Information Center (FCIC/NCIC) and inmate security levels.

### **Supervising in a Correctional Facility – 40 Hours**

The recruit will be able to effectively supervise daily operations at a correctional facility, apply the disciplinary process when an inmate commits a rule or law violation, recognizes an inmate's distress or need, assess and refer an inmate to the appropriate service provider, and use observational skills to monitor the behavior and activities of inmates.

### **Supervising Special Populations – 20 Hours**

Recruits will be able to observe, identify, effectively supervise, maintain care, custody and control of diverse special inmates within a housing unit, and maintain officer safety and a high level of professionalism when supervising special population inmates in a correctional setting

### **Law Enforcement Cross-Over to Correctional Responding to Incidents and Emergencies – 12 Hours**

The recruit will be identify and interpret the response to an emergency and be able to describe the elements of an emergency plan and level of response. The recruit will be able to identify standard procedures and equipment used when responding to the following emergencies.

### **Cross-Over Program Updates – 8 Hours**

The recruit will understand updated content from the applicable basic recruit training program

### **Law Enforcement Cross-Over to Correctional Officer Wellness – 12 Hours**

This block of instruction improves understanding of various elements of wellness, e.g., nutrition, weight control, stress management and adopt a foundation for lifelong fitness.

### **Cross-Over handgun Transition Course – 24 Hours**

This block of instruction will provides training and transitions a student from the use of a semiautomatic handgun to a revolver, or vice versa. Students must demonstrate proficiency with a handgun for both daytime and nighttime using the course of fire specified in this course.

## **UNSEASONED 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.

#### **UNSEASONED 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.

#### **UNSEASONED 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.

## **UNSEASONED 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.

## **CRIMINAL JUSTICE PROGRAMS 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 College Institute of Public Safety instructors and staff.** Each recruit will sign a statement acknowledging receipt and understanding of these rules which 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 Academy Director. The following are examples which 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 Academy Director.
- ✓ Gambling will not be permitted on the school grounds. Games of chance that are typically played for money are prohibited whether or not money is involved.
- ✓ Recruits shall refrain from loud music, vehicular or otherwise, or boisterous conduct and shall conduct themselves in a manner becoming 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.
- ✓ Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location.
- ✓ 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 in writing to the class coordinator.
- ✓ 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).

- ✓ Students will not use electronic devices for personal needs while in classroom. Cell Phones must be kept off the desk and on silent or vibrate. No cell phones will be allowed in the building when testing is in progress.
- ✓ 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 may appear on the bulletin board from time to time. Recruits are expected to read the bulletin board.

### **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 may result in physical exercise or disciplinary action up to and including 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 of the recruit's personal character and indicators 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 prior to the start of class. 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 Academy Director/Designee.
- ✓ The class coordinator shall recommend to the Academy Director whether the absence is to be excused. The Academy 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 school days following the absence. .
- ✓ 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 the entire basic recruit training program (CJSTC RULE 11b-35.001(7)(b) and also 943.12(1) Florida Statutes).**
- ✓ The Academy Director may place any recruit who is habitually tardy on academic probation.
- ✓ A recruit placed on academic probation who continues to be tardy will be dismissed from the program and must retake the entire basic recruit training 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 College Executive 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; 420 hours for BCO is 21hours.)

## Class Leaders

- ✓ Each recruit class will have class leaders appointed by the class coordinator in consultation with the Academy Director.
- ✓ There will be a class sergeant and a class corporal. 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 in reciting 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 Academy Director.
- ✓ Class Guidons - Each class will have a class guidon bearing the discipline number and class number.
  - The class coordinator will select the guidon bearer. The guidon 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.

## Uniform Regulations

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

The LTC 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 LTC 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 left 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 the issued high liability uniform. White socks and sneakers. No jewelry.
- ✓ The high liability uniform is required for the weapons range. 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 College Institute of Public Safety uniforms while patronizing businesses 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.
- ✓ Special classes may require special dress codes which must be approved by the Academy Director.

## 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 College 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. Narcotic canines 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.

### **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 to 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.

### **Academic and Skills Recognition**

At the end of the class 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 Academy 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 Range 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.