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**SOUTH FLORIDA STATE COLLEGE
CRIMINAL JUSTICE ACADEMY**

Rules, Regulations & Special Requirements

Welcome to South Florida State College's Basic Criminal Justice Academy. You are enrolled into this class based on your potential to succeed as a certified Criminal Justice Officer.

Our goal at SFSC, in cooperation with the Florida Department of Law Enforcement's Criminal Justice Standards and Training Commission, is to provide the highest quality Law Enforcement and Correctional Officer training possible.

Law Enforcement/Corrections has become one of society's most vital concerns. Rapid changes in the traditional role of the Criminal Justice Officer include a widening variety of social responsibilities which have dramatically altered long-standing concepts of training. Society will not tolerate unskilled and unintelligent regulation of law enforcement/correction officers' conduct. It demands more and more of the professional.

You will receive many hours of training in all phases of criminal justice, and upon completion of your training, you will have the basic background and foundation upon which to build your competency as a Law Enforcement or Corrections Officer.

It is the responsibility of this Academy to train you to serve our community and to help you succeed in your chosen field. Therefore, nothing short of your maximum effort will be acceptable. Our standards are high, we are demanding: The weeks ahead will not be easy. Those who are willing and able to meet our standards in academics, leadership ability, general performance and physical ability will join the ranks of the most professional Law Enforcement and Corrections Officers in the state. To this end, we have developed high standards of behavior, attendance and performance which must be adhered to. We want you to be the best among the best.

Please read the following rules, which have been recommended and approved by the Criminal Justice Advisory Training Committee, and implemented by the South Florida State College Criminal Justice Academy. Acknowledge your understanding of and commitment to them as indicated on the following pages. In some cases, these rules and regulations are more restrictive than standard college requirements, and the penalties are more severe. This is made necessary because the Academy must abide by all policies, procedures, rules and regulations of the Florida Department of Law enforcement's Criminal Justice Standards and Training Commission.

South Florida State College is sure that you will find your Criminal Justice Basic Training experience educational, exciting, challenging and enjoyable. The training will help prepare you to meet the challenges that you will encounter in your chosen profession.

Instructions

Carefully read the following rules, regulations and special requirements. Place your initials in the space provided after reading and understanding each one.

1. CODE OF CONDUCT _____

A trainee's conduct will be above reproach at all times while in attendance of any training course, regardless of location.

Any falsification of documents, incidents involving untruthfulness, or moral turpitude will result in expulsion from the academy.

No eating, drinking, sleeping or use of tobacco products in classrooms is allowed. SFSC is a smoke-free campus, NO smoking anywhere on college property, including parking areas. No newspapers, magazines, or telephones will be brought into the classroom except as required for assignments or cleared by your Training Coordinator.

No alcoholic beverages nor illegal drugs shall be in your possession nor consumed prior to or during a class session. The odor of an alcoholic beverage on one's person shall constitute the same as consumption or possession during a training session. Possession or consumption of prohibited items will result in the trainee being restricted from participating in the training activities and result in an unexcused absence. Prescription drugs must be administered in accordance with directions of a duly licensed physician. Students shall abide by South Florida State College's Drug Free Policy.

Disruptive behavior or any disrespect toward an instructor or academy staff is strictly prohibited. Actions during training periods that could be interpreted as being disruptive to others include, note passing, speaking to another student loudly enough to disrupt the hearing of another student, cheating, profanity, or displaying verbal or written disregard or disrespect for others because of the person's, race, religion, sex, sexual preference, disabilities, talking on a telephone or any other unacceptable behavior as determined by the Training Center Director and/or his designee.

Sexual Harassment in any form is prohibited.

Firearms and weapons will not be allowed in the classroom or on school grounds (ref: Florida Statutes 232.25 and as defined by Chapter 790), other than while participating in the firearms portion of the training course.

Identifying yourself as a Law Enforcement or Corrections Officer in any manner is prohibited by State Statute unless you are employed as such. Behavior, listed above or not, that is inconsistent with approved policies, professional, or ethical standards shall be closely scrutinized by the Training Center Director and/or his designee. If the behavior is determined to be unprofessional, unethical or prohibited by the rules of the Academy or South Florida State College, the Training Center Director or designee shall conduct a corrective action meeting with the student. The corrective actions shall be documented by the Training Center Director or designee. All documentation regarding these meetings shall be signed by both the student and Director or designee. Copies of this documentation shall be:

1. placed into the student's file;
2. forwarded to the student's employing or sponsoring agency administrator; and
3. retained by the student

Trainees are reminded they represent their respective departments and will conduct themselves in a professional manner at all times while training, on campus or while wearing the academy or department uniform.

CHEATING _____

Cheating is viewed as unfair or illegitimate conduct, actual or attempted, including but not limited to the following:

- a. Copying or buying the exam work or answers of someone else;
- b. Looking, for whatever reason, at another trainee's paper during testing;
- c. Obtaining written or oral answers to examinations, or questions on examinations prior to test administration;
- d. Conveying responses for objective test questions to or from another trainee;
- e. Carrying hidden notes to class during examinations. This is to include writing on a desk, on one's hand, arm, clothing or any other object; or using of any external sources.

Any trainee found to be cheating will be expelled from the Academy.

Trainees may be suspended or expelled from the Academy if they exhibit unsafe or disruptive behavior, or fail to follow the directions of the Instructor or staff. Physical confrontations between trainees will lead to stiff discipline and possibly expulsion.

2. ATTENDANCE _____

Trainees will report to the classroom promptly at the scheduled times. Criminal Justice Standards and Training regulations (Chapter 11 B-35.001 (11 b) require that each student must attend all sessions of any training course in which he/she is enrolled. No student shall be considered to have successfully completed a course if he or she has any unexcused absences. The student must retake the missed course.

The trainee must notify the Training Center if they are going to be late or absent and the circumstances surrounding their absence within one hour (before or after) their scheduled reporting time. Failure to notify the Training Center may result in an unexcused absence.

Absences must be documented in writing by the student and turned in to the Training Center Director through the instructor/coordinator during the next instructional period attended. The Training Center Director has the authority to excuse student absences and approve appropriate course make-up work. **Absences of 3 or more consecutive class periods require a physician's documentation for return to class. (See Make-up Work below).**

The Training Center Director shall decide if absences are excused or unexcused, and will notify the student, and the student's employing or sponsoring agency, of the absence and of the determination. A copy shall also be placed in the student's file. If you are late, written explanation must be turned in to the Training Center Director or designee through the instructor/coordinator before the end of the instructional period.

Trainees who have emergencies causing a late appearance to class, or who must leave class after a training period has commenced, must notify the instructor, who will then initial the trainee's sign in/out sheet. Written documentation of this emergency must be turned in to the Training Center Director through the instructor at the beginning of the next class period attended. Failure to submit proper documentation shall constitute an unexcused absence.

Should you have a problem which will interfere with your program, do not hesitate to contact the Training Center Director who will try to assist you to satisfactorily complete the course.

SIGN-IN SHEETS _____

You must sign the daily attendance roster for each class period prior to the start of class. Failure to do so may count as an absence, even if you were in attendance for that class period. You will be expelled from the Academy if someone else signs the roster for you, if you sign in for someone else, or if you intentionally enter inaccurate or false information on the sign-in sheet. The sign-in sheet is the only legal document acceptable as documentation for Academy attendance.

MAKE-UP WORK _____

If an excused absence has occurred during one of the "high liability" areas (Firearms, Driving, First Responder, and Defensive Tactics) of the Basic Training Course, the student will adhere to the following procedure:

Upon the Director's determination that a student's absence is excused, the student will contact the training coordinator of SFSC-CJA and present the written determination to the coordinator. The coordinator shall contact the Instructor of Record for the class period missed, and arrange for the make-up work to be completed.

Arrangements for make-up work shall be made within 10 class periods of the excused absence determination. Make-up work shall be completed prior to the issuance of a Certificate of Completion or prior to the student taking the end of course examination.

Any costs incurred for the make-up work shall be the student's responsibility. Students shall not pay the Instructors directly. Billing arrangements shall be made through the Training Center and College offices.

If an absence occurs during portions other than the high liability areas of the Basic Training Course, the student will be responsible for contacting the Training Center Director through the CJA training coordinator, the first day the student returns to class. The coordinator shall determine the appropriate make-up work. **The make-up work must be completed within 5 working days, or before the end of course examination whichever comes first.** The completion of make-up work is the student's responsibility. Failure to complete the make-up work within the designated time frames will result in the student's failure of that particular block of instruction.

3. GRADING AND RETEST PROCEDURES _____

CJSTC Rule 11B-35.001(8b) requires that students achieve a score of no less than 80% on each of the end-of-course examinations, exclusive of demonstration of proficiency skills in the High-Liability courses. A student may petition the Training Center Director requesting consideration for re-examination.

CJSTC Rule 11 B-35.001 (12a) states: A student who has failed a cognitive end-of-course examination may be granted a re-examination by the training center director if:

- a) There was a technical difficulty with the administration of the test,
- b) A condition of the student adversely impacts the student's ability to achieve a passing score on the end-of-course examination, or
- c) The end-of-course testing instrument is shown to be invalid.

It is the Trainee's responsibility to petition the Training Center Director to schedule the make-up exam. The petition for re-examination must be turned in by the end of the work day following the day the grades are posted. If a trainee passes the make-up exam, he/she will be given a score of 80% only. If a trainee fails to pass the comprehensive examination and the authorized make-up exam, he/she will be deemed to have failed that particular certification course.

Documented learning disabilities must be reported to the Training Center Director during the first week of the Academy. On the first day of training, the student is responsible to advise/notify the CJA director of any physical and/or mental impairment that may directly and/or indirectly adversely affect the student's ability to participate in training. In keeping with the institution's open door philosophy, SFSC provides reasonable accommodations to educational/training opportunities for all otherwise qualified individuals with documented disabilities. It is the responsibility of the student or potential student to self-identify with the SFSC Office of Disabled Student Services and to provide the College appropriate documentation of the disabling condition. More information is available by contacting the Office of Disabled Student Services located in the Cornelius Student Services building (building B).

4. APPEARANCE _____

If sponsored by a Criminal Justice Agency, trainees are required to report to the Academy in the uniform of their respective departments. Trainees that are not sponsored by a Criminal Justice Agency, will wear the SFSC-CJA approved uniform. Trainees will be neatly groomed with shoes shined and clothing clean and pressed. Attendance at regularly scheduled inspections is required.

Uniforms:

Law enforcement students: Blue polo shirt, black slacks, black web belt and black smooth-toed polished shoes/boots

Corrections students: Gray polo shirt, black slacks, black web belt with buckle and black smooth-toed polished shoes/boots.

Law enforcement students PT gear will consist of: black gym shorts and light blue t-shirts and tennis shoes.

Corrections students PT gear will consist of: black gym shorts and gray t-shirts and black tennis shoes.

Personal grooming;

1. Hair length – females will kept off the shoulders; males will be kept off the collar.
2. Hair color – natural color (blonde, black, brown, red) are recognized natural colors.
3. Fingernails – fingertip length and neutral colors
4. Piercings – females are permitted to wear one pair of stud earrings in the ear lobes; males no visible piercings.
5. Other grooming and hygiene issues will be decided by academy staff.

Note: Firearms, Driving and Defensive Tactics attire shall be explained prior to attendance of these training classes.

5. CLASS PARTICIPATION _____

All trainees are required to actively participate in all phases of the training including the physical fitness portion of the schedule. Any medical excuses due to a physical disability must be signed by the Chief Administrator or Training Officer of the department, and a doctor's examination shall note the extent and duration of a disability or injury. On the first day of training, the student is responsible to advise/notify the CJA Director or Class Coordinator of any physical, mental and/or emotional impairment that may directly and/or indirectly adversely affect the student's ability to participate in training.

Students with a documented disability may be eligible for services under section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. In order to verify eligibility and be provided appropriate services, students must identify themselves to the staff at the beginning of the academy training. Students who choose not to self-identify may be ineligible for services and/or accommodations.

INJURIES/PHYSICAL DISABILITIES

Trainees must be aware that some training will be physical and due to the nature of the training, injuries may result. Any injury occurring at the training center or during authorized training classes must be immediately reported to the instructor, and an Injury Evaluation form must be completed by the student at the time of the injury. The Training Center Director or designee shall notify the student's employing agency and shall direct the student to the proper medical facility for treatment if necessary. If the injury is of the nature that requires the student to miss any training, a Physicians Release is required to be submitted to the Training Center Director through the Instructor prior to the student being allowed to continue with training. If, during the academy, you discover you are pregnant you will not be allowed to participate in the defensive tactics, firearms, driving or other physical portions of the Academy. If you are diagnosed with a condition/disability/injury that may possibly preclude your participation during the academy, you must notify the Training Center Director or designee within 3 class days of the condition/disability/injury diagnosis to determine if you will be allowed to remain in the Academy under current Florida Department of Law Enforcement rules.

Any training missed because of injury/disability must be made up in order to meet the Criminal Justice Standards and Training mandated curriculum requirements. (See Make-up Work.)

6. RANGE - FIREARMS/DRIVING _____

CJSTC regulations require that the Weapons course include daytime and low-light (night) proficiencies using a handgun, shotgun familiarization, discretionary firing, and a written exam. Per CJSTC regulations. If a trainee fails to show proficiency during the normally scheduled commission-required high liability proficiency skills course of Defensive Tactics, Criminal Justice Weapons, First Aid or Vehicle Operations, he/she will be given an opportunity for remedial training and only one additional attempt to demonstrate proficiency. If the student fails to demonstrate proficiency, pass the comprehensive examination or make-up exam (if authorized), the student will be deemed to have failed that particular certification course. A student may be granted only one re-examination of either the cognitive examination or the proficiency examination not both.

If applicable, trainees will secure all firearms at their residence at all times and shall have the firearms locked out of the reach of children, as required by Florida Statutes Chapter 790.

Any practice you participate in (prior to, during or after the firearms training section of this course) will be conducted in a safe manner and on a designated shooting range.

Care and cleaning of firearms shall be done only using methods prescribed by and recommended by manufacturers' suggestions.

Any violation of the safety rules of the firearms training could result in the student being ordered to leave the range facility and therefore fail the firearms course of instruction.

7. PHYSICAL CONTACT _____

Please be aware that certain portions of the Academy require physical contact among students and instructors, regardless of gender. This ensures safety and demonstrates the different techniques that have to be employed on the job after having successfully completing the course.

8. INSTRUCTOR EVALUATIONS _____

All trainees will be required to complete instructor evaluations for each of the instructors in the academy. These evaluations will be done on the issued CJA form. It is suggested that these evaluations be completed as soon as each instructor has finished his/her area of instruction. Students are encouraged to openly and honestly complete these critiques in their entirety. These critiques will be turned in after the instructor has completed that particular block of instruction. Trainee names should not be on the evaluations. The evaluations will not be given to the instructors until after graduation of the Academy class.

9. INFORMATION TO AGENCY _____

Occasionally, a CJA representative or instructor may find it necessary to discuss your curriculum, performance or competency level (grades), absences or tardiness with your employing or sponsoring agency administrator.



Certificate of Agreement

I, _____ have read the above listed Rules, Regulations and Special Instructions as indicated by my initials beside each, and agree to abide by and comply with each. I fully understand that violation of the above rules could result in disciplinary action up to and including expulsion from the Academy.

I also agree to the release of certain information about my performance at the Academy to my present or future employing or sponsoring agency administrator.

I understand and agree that it is necessary to collect and utilize my Social Security Number for College registration purposes, and entry into the Florida Department of Law Enforcement's Automated Training management System. Any forms that contain the SSN are disposed of in a secure manner according to established procedures.

Further, I agree to hold the Criminal Justice Academy of South Florida State College, its staff, and its instructors free and harmless against any claim regarding liability or injury to persons, or loss/damage to property while attending classes or participating in this training program.

Printed Name

Agency

Signature

Date