



# Law Enforcement Training Academy

## **RULES AND REGULATIONS**

This training program is designed to provide you with the skills you will need to perform the duties of a law enforcement professional. To a large extent, what you learn here will depend upon your individual focused effort. However, these rules and regulations will assist you in the learning process and to help facilitate an orderly orientation into the Academy program.

You will discover that a moderate amount of discipline will be applied during academy sessions and field training exercises. This is for your safety and benefit while you are attending the Academy as well as when you are employed by a law enforcement agency where proper educational functioning depends upon your mature internal discipline.

The instructors of this academy are highly qualified and competent. However, the process of learning will not occur without your active participation.

The Colorado Peace Officers Standards and Training Board has established a curriculum and has mandated the required amount of training hours used in all Law Enforcement Training Programs. This places an attendee at the Academy in a different learning situation than that of a traditional college student. Therefore, attendees are referred to as RECRUITS who must complete all of the mandated hours prescribed by P.O.S.T. before they are eligible to sit for the state certification exam.

Observance of these Rules and Regulations is an integral part of your Academy training. They become an important part of an agency's selection process because your ability to abide by these rules is an indication of your probable performance in your chosen career – LAW ENFORCEMENT.

Duane C. Oakes  
Director, TSJC Alamosa Campus  
E-Mail: [duane.oakes@trinidadstate.edu](mailto:duane.oakes@trinidadstate.edu)

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**LAW ENFORCEMENT TRAINING ACADEMY  
(LETA)**

**SECTION 100 – GENERAL RULES AND PROCEDURES**

- 100.10 Students must register for each class at the beginning of each semester. Registration includes completing the Accuplacer, a drug screening, and background check.

Students registered to participate in the Law Enforcement Training Academy must submit two drug screenings (urinalysis) during the program. At the beginning of each semester, the Academy Director will designate a date and time to have a drug screening provider (ProCom) come to class and collect the urine of each student. This urine will be sent to a certified lab and a drug screening will be conducted on the provided sample of each student. The screening results will be returned to the Academy Director. The Academy Director will provide the timelines for those UAs in writing to all students at least two weeks prior to the due date. The Law Enforcement Training Academy Director will report violations of drug or alcohol use to college administration.

Trinidad State Junior College strictly prohibits engaging in the unauthorized or unlawful manufacture, distribution, dispensation, possession or use/abuse of alcohol or illicit drugs on property or use as part, or during, college activities. In addition it is a violation to possess, consume or distribute any alcoholic beverages in violation of college rules and regulations or appear on campus while under the influence or intoxicated. Students may be dismissed from the program if they violate any of these rules.

Students will also complete a background check through the background service used by Trinidad State Junior College. The background results will be provided to the Academy Director no later than the first day of class and shall be completed no more than two weeks prior to the beginning of the first day of class.

The drug test and background check will be at the student's expense. Students must pay for the drug screening prior to the date of the testing using a credit or debit card. Receipts for the payment must be brought to them on the date of the drug screening. Those students who fail to complete either the drug screening and/or the background check will be dismissed from class.

- 100.20 All financial obligations to TSJC must be satisfactorily discharged at the end of each semester and prior to receiving a certificate of completion. Without a certificate, signifying successful completion of a basic training program, a recruit is not eligible to sit for the State POST Certification Examination.
- 100.30 All recruits shall comply with all the rules, regulations and procedures contained herein.
- 100.40 All recruits shall comply with all the rules, regulations, and procedures of Trinidad State Junior College (TSJC).
- 100.50 Recruits shall:
- A. Conduct themselves as professionals, perform all duties in a thorough and conscientious manner, without hesitation, and carry out all orders, commands and instruction given by authorized personnel.
  - B. Not commit any acts that are incompatible or in conflict with public service or that might cast any unfavorable reflection upon the TSJC LETA or your individual agency.

100.60 Recruits shall not:

- A. Physically or verbally harass or fight among themselves, or with other college Students.
- B. Use profane, vulgar, or obscene language.
- C. Gamble for anything of value or non-value.
- D. Smoke or chew tobacco inside any state building or classroom.
- E. Mark, deface, or damage posted notices, furniture, equipment or other property belonging to any person and/or government entity.
- F. Use and/or possess narcotics or drugs in any form.
- G. Refuse to obey the lawful instructions/orders of the Academy Staff, or any other official associated with the Academy or TSJC.
- H. Leave their assigned group during range training exercises or other field trips without the expressed and/or written permission of the Academy Staff.
- I. Violate any Federal, State, Local ordinances, or statutes.
- J. Use a laser; laser look-a-like, laser pointer or other type of laser light emitting device in the classroom, or other state property without the specific instruction or permission of the instructor of the class and/or the Academy Director. **This will be considered a safety violation.**

100.65 DISCIPLINE

- A. Violations. Students may be disciplined for violations of the standards set forth in this Academy Rules and Regulations Guide, TSJC Student Handbook, and/or any directive, written or verbal, which as been properly disseminated by proper authority.
- B. Methods. Acceptable methods of discipline include:
  - (1) On-the-spot corrections.
  - (2) Written or oral reports to the Academy class.
  - (3) EXTRA homework or individual duty assignments.
  - (4) Disciplinary probation.
- C. Authority. All infractions shall be promptly reported to the Academy Staff by whoever observed the infraction. However, only the Academy Director is authorized to administer disciplinary action to a recruit on behalf of the TSJC Dean of Occupational Education.
- D. Personal Accountability.
  - (1) Recruits are expected to be punctual for all scheduled training.
  - (2) Any change in a recruit's status, i.e., health, injuries, must be reported to the Academy staff immediately.
  - (3) Recruits are expected to adhere to the highest standards of integrity.
  - (4) Recruits shall not lie, cheat, steal, and conspire to deceive, or evade the truth.
  - (5) Recruits shall conduct themselves in an honest and forthright manner at all times.
  - (6) Recruits are expected to be sensitive to, exhibit tolerance for, concerns, opinions and backgrounds of others and to treat others with respect, dignity, and courtesy regardless of their circumstances or condition.
  - (7) The use of degrading language or actions with regard to race, ethnicity, religion, sex, sexual orientation and/or physical challenge is prohibited.
  - (8) Any act or failure to act by a recruit that places his/her safety and/or the safety of another at risk is prohibited.

(9) Recruits shall promptly report, accurately and completely, any incident that warrants the attention of the Academy Staff.

(10) Recruits shall not adversely affect the morale and/or discipline of the Academy.

100.70 In the absence of any formal order, contact the Academy Director. Exceptions to these rules will be made only upon the approval of the Academy Director.

100.80 Violations of rules or other detrimental behavior may be reported to the recruit's agency head if applicable.

100.90 Violation of any of these rules, regulations or procedures may result in dismissal from the Academy Program.

## **SECTION 200 – Weapons**

In order to prevent an accident with firearms while you are in the Academy, the following requirements are imposed.

200.10 Neither firearms nor ammunition are **ever** allowed in the LETA classroom, except by those in a law enforcement uniform.

200.20 All recruits attending classes will leave their weapons in the weapon storage facility.

200.30 Recruits will not carry ammunition at any time unless specifically directed to do so by the Academy Director or firearms instructors.

200.40 No laser, laser look-a-like, laser pointer or other type of device will be allowed in the classroom, dormitory, or other state property without the specific instruction or permission of the instructor of the class and/or the Academy Director. **This will be considered a safety violation.**

## **SECTION 300 – DRESS STANDARDS**

300.10 Please keep in mind that you are representing the Law Enforcement Training Academy, Trinidad State Junior College and the State of Colorado. Your appearance and the impression that you give others are significant indicators of your personal pride, discipline, professionalism, and esprit-de-corps. Recruits are expected to maintain their personal appearance in a neat and clean manner at all times.

300.20 Casual dress shall be worn in the classroom. All students must wear the LETA uniform during all classes, which shall consist of black BDU style pants and the LETA Polo Shirt. All shoes worn with the uniform must be all black either a boot or tennis shoe. No tattered denim jeans, tank tops, shorts or headgear shall be allowed. The only exception will be if the instructor prescribes another uniform for the day or if a student is employed by a law enforcement agency and they come directly to the academy from work or are going to work from the academy. **Students not in uniform will not be allowed in class.** Camouflaged (woodland or desert) clothing or military uniform parts will not be considered appropriate dress for the classroom.

300.30 All law enforcement agencies have certain standards and expectations regarding the appearance of their officers/deputies. Therefore, each recruit is expected to comply with all Academy Dress Standards. Male recruits may maintain facial hair growth, which will be neatly groomed at all times. Hair shall not extend beyond the shirt collar or touch the ears. Female recruits shall maintain their hair off their shirt collars as well. Male recruits will **not** be permitted to wear earrings, nose-rings, or tongue rings or other body piercing jewelry. Female recruits will be permitted to wear only one pair of earrings (one earring in each ear). Nose-rings or tongue rings or other visible body piercing jewelry will not be permitted.

300.20 Physical training clothes:

- A. Running, tennis, or jogging shoes. Athletic shoes that leave black marks on wooden floors are not acceptable.
- B. Appropriate athletic clothing
- C. For arrest control students will be required to have wrestling shoes.

300.30 Range/Field Clothing

- A. Shoes or boots.
- B. Full-length trousers or jeans.
- C. Clean shirt or T-shirt. (No tank tops).
- D. Cap or Hat w/brim.

Note: Wear clothing appropriate for weather. Sunburns or frozen body parts affect your ability to learn.

#### **SECTION 400 – SICK/INJURY**

400.10 Sickness, illness, or injury, which may impede your active participation in the Academy, shall be reported to the Academy Staff immediately or as soon as practicable. It shall be the responsibility of the class instructor to notify the Academy Director immediately after stabilizing any emergency or injury. It will be the responsibility of the Director to make any other notification after that point. All training must stop until a through investigation can be made to determine the cause of the incident.

A first aid kit is located in the academy director's office and can be used to treat minor cuts and abrasions. In addition, there is a telephone available to contact 911 for an ambulance.

400.20 Any medication taken while you are a member of the Academy must be reported to the Academy Staff.

400.30 In case of a medical emergency, arrangements can be made for transportation to the Emergency Room at the San Luis Valley Regional Medical Center, which is located approx. .5 miles from the academy. The Academy Director must be notified as soon as possible in all cases.

Students or instructors can use the telephone in the academy classroom to request 911 emergency response (ambulance, police, or fire). The fire station is located .1 mile from the academy and the Law Enforcement Center is located approximately 2 miles away.

400.40 In case of a medical emergency while training outside the Alamosa area, arrangements may be made for transportation to the closest emergency medical facility by calling 911.

The following guidelines will be used for off campus injuries.

400.41 Instruction for Firearms will take place at Alamosa Police Department Range, which is located approximately 5 miles East of the academy. The Director, instructors and the range officer each

have a cell phone as a way to request 911 emergency response if needed. In case of training related injury, the recruit shall be transported to the San Luis Valley Regional Medical Center, 6 miles from the training site.

- 400.42 Instruction for Driving will take place at the Alamosa High School, which is located approx. 2 miles west of the academy. The main high school has a hard line telephone that can be used to contact 911 for fire, EMS, or police assistance. If in the event of a traffic accident the Alamosa Police Department will be contacted to make a report. There will be a first aid kit, two fire extinguishers and a cell phone on scene at any time training is taking place.
- 400.50 In case of Academy training related injury, the recruit shall be taken to the San Luis Valley Regional Medical Center for medical diagnosis. The diagnostic report will be evaluated by the Academy Director (and your agency head if applicable) to determine training status of the injured recruit.
- 400.60 The LETA is **NOT** financially liable for hospital care, emergency care or medication. The state of Colorado does not carry health or medical insurance on the students. If you wish to have this type of insurance you must provide it yourself.

## **SECTION 500 – ACADEMICS**

- 500.10 All recruits are expected to do their own original work. **Dishonesty in the pursuit of academic or fieldwork excellence is totally unacceptable** and will result in dismissal from the Academy.
- 500.15 Classroom Conduct.
- A. **No cell phones will be allowed in class during time of instruction.** Student may check messages during breaks. If a student is on call for any reason, he/she must advise the instructor that they are on call, what type of call they are on, and the cell phone must be on vibrate. If at any time the student must take a call during time of instruction, the student must step outside of the classroom and return as soon as possible. Violations of this rule, will result in the student being asked to remove the cell phone from the classroom. Continued violations will result in the cell phone being removed from the student until the end of class. The student may also be asked to leave class and speak to the director before being allowed to return to class.
  - B. Each recruit shall be seated in his/her seat promptly at or before the beginning of the class and will maintain an attitude of alert posture at all times. Recruits shall be ready for class that the time it begins and the instructors shall not be waiting for the recruits.
  - C. To gain an instructor's attention, recruits will raise their hand to be recognized.
  - D. Classrooms, break areas, and training areas shall be kept neat and orderly at all times.
  - E. All areas shall be cleaned and placed back in the manner found at the beginning of class.
  - F. Only printed or written material approved by the Academy Staff is permitted in the classroom.
  - G. Recruits shall not sit on desks or tables.
  - H. Conversation between recruits during classroom lecture is prohibited.
  - I. Sleeping or neglect of assigned duties is prohibited.
  - J. At the completion of exams, all papers must be returned to the Academy Staff. Exams shall not be removed from the classroom.
- 500.20 Honor Code:
- A. Complete all assignments on an individual basis unless otherwise directed by the Academy Staff/Instructors.

- B. Do not consult any resources during examination or quiz unless directed to do so by the Academy Staff or Instructors.
- C. Report any violation (s) of the rules, regulations, Police Code of Ethics, or Honor Code immediately to the Academy Director.

500.25 Code of Conduct:

Recruits are expected to conduct themselves as professionals at all times. Consequently, any recruit who is observed participating in any of the below mentioned activities may be subject to disciplinary action by the Academy Director of the TSJC Administration.

- (1) Willful damage to Academy/TSJC property.
- (2) Illegal use of drugs or other controlled substances.
- (3) **Cheating on exams or on other evaluations.**
- (4) Disobedience to lawful authority.
- (5) **Conducting oneself that brings discredit to the LAW ENFORCEMENT TRAINING ACADEMY and/or TSJC.**
- (6) Misuse, unauthorized use or removal of LAW ENFORCEMENT TRAINING ACADEMY, TSJC, and/or "another" recruit's personal property.
- (7) **Any form of sexual harassment or abuse.**

500.30 The Academy Staff (Instructors) accept, desire, and encourage questions that represent an honest attempt to gain information. Recruits must have a sincere interest, an open mind, and a desire to learn theory, techniques and procedure in order to successfully complete this program. Utmost courtesy shall be extended to all classmates, instructors and visitors. Instructor baiting, arguing, or classroom pranks will not be tolerated. **Recruits will not challenge an instructor at any time.** If a recruit has a problem with something an instructor says or does during the classroom presentation, the recruit shall ask for clarification by the instructor during a time other than class time to get an answer.

500.40 Each recruit will be expected to bring the necessary notes, books, handouts and equipment to class for the scheduled training. Each recruit is expected to read and study handouts and subject material. All assignments shall be completed as scheduled.

500.50 All recruits are scheduled to attend all classes. No "cuts" are allowed. **The ONLY acceptable exceptions for non-attendance are illness, injury, emergencies or subpoena.** The Academy Director shall be notified immediately of any such absences. In order to graduate from the Academy, **ALL blocks of instruction must be successfully completed.** Any P.O.S.T. required material missed must be made up (at the recruit's expense). **Anyone missing a block of instruction cannot successfully complete the Basic Training Program.**

500.60 Academic Requirements:

- A. Law enforcement subject matter Pre-Test will be administered on the first day of the Academy.
- B. Recruits who score (79.999% or less) on a class final examination will be allowed to retake the exam a second time. The maximum number of retakes during the academy is **TWO**. The Academy grading scale is as follows:

90	100	A
80	89	B
70	79	C
60	69	D
0	59	F

C. All retakes shall be administered as soon, as is practicable. The **highest possible grade on any retake examination is 80%**. The following is an excerpt from the TSJC catalog that applies to LAW ENFORCEMENT TRAINING ACADEMY:

**To be eligible for a Certificate granted by Trinidad State Junior College Students must:**

1. Fulfill the curricular requirements of the occupational program pursued;
  2. Have earned a minimum cumulative grade point average of 3.0 (B);
  3. Have been regularly enrolled at TSJC during the semester preceding the time of graduation and have completed thirty-six (36) semester hours in the LAW ENFORCEMENT TRAINING ACADEMY Course.
  4. Satisfactorily complete each course with no grade below "B".
- D. There will be an examination at the end of most classes. There is also a final examination that covers each LEA class. There are 6 of these examinations during the Academy.

LEA 101 Basic Law Enforcement Academy I	6 credit hour class
LEA 102 Basic Law Enforcement Academy II	12 credit hour class
LEA 105 Basic Law	9 credit hour class

These are all academic class and only have a written test.

LEA 106 Arrest Control	3 credit hour class
LEA 107 Law Enforcement Driving	3 credit hour class
LEA 108 Firearms	3 credit hour class

These are all skills classes and have a practical and a written test that will be averaged together.

Failure of a re-take exam in any class will result in a grade of "D" or "F" and the course must be successfully completed within one year of the failure before a certificate can be awarded. Failure of any re-take in any class with two tests will result in the raw score of the failed re-take averaged with the other exam(s). Averaged scores falling below 80% will receive a grade of "D" or "F" and the course must be repeated as described previous.

Failure on the "Final Exam" (no re-take) is a Course Failure and a grade of "D" or "F" is received for the Academy. No certificate will be awarded by TSJC.

Peace Officers Standards and Training Rule #7 requires successful completion of an approved basic training program. **Students must attend all of the P.O.S.T. required hours before a certificate may be granted.** The State Certification Examination cannot be taken until a certificate is issued to the individual recruit. "Successful Completion", as indicated above, also requires an Accuplacer Test prior to the start of the Academy, a completed application for graduation form, and satisfactory attendance at all classes. Separate tuition costs are assessed to each repeated course.

E. The skill courses: LEA 106 (arrest control), LEA 107 (law enforcement driving), and LEA 108 (firearms) are considered separate blocks of instruction. It is possible to complete the academic requirements of the Academy, but fail one or more of the skills programs.



Failure of any skills program prevents successful completion of the basic training program and a certificate cannot be awarded.

- F. Individual skill courses may be attended in subsequent Academy programs with the permission of the Academy Director and the Skill Instructor. Separate tuition costs are applied to each skill course repeated. If the failed skill course(s) is successfully completed within one year from the failed course, a full certificate will be issued to the student.
- G. If a recruit desires to repeat the entire academy, a new application and registration will be required and all applicable costs in effect at that time will be charged.
- H. **AWARDS** – In order to be designated the **HONOR GRADUATE** a recruit must hold the highest score that reflects a combination of scores obtained from required performance standards. Outstanding individual achievements in **Law Enforcement Driving, Arrest Control** and **Firearms** shall also be awarded. Factors, such as performance, leadership, participation, and program attendance shall be considered when evaluating potential award recipients.

### **ACADEMY LEADERSHIP DUTIES & RESPONSIBILITIES**

#### ACADEMY LEADERSHIP POSITIONS

##### A. **Class Leader**

- (1) Raises and lowers the U.S. and Colorado flag at the beginning and end of training sessions occurring at the L.E. Training Center.
- (2) Responsible for the discipline and control of the class.
- (3) Ensures that the class reports to the proper location at the proper time and with the proper equipment.
- (4) Reports and violations of Academy Rules and Regulations and the TSJC Student Handbook.
- (5) Ensures that all Academy assignments turned in to the Academy Staff as required.
- (6) Ensures completion of all primary and additional duties directed by the Academy Staff.
- (7) Takes the “Academy Roll-Call” each day and reports the results to the Academy staff.
- (8) Greets each new instructor and/or guest on behalf of the CLASS.
- (9) Delegate responsibility and authority as required.
- (10) Performs any other responsibility and/or duty as directed by the Academy Staff.

## **B. Assistant Class Leader**

- (1) Takes charge of the Class in the absence of the Class Leader.
- (2) Responsible for performing ALL duties that is assigned to the Class Leader in his/her absence.
- (3) Responsible for the cleanliness and orderliness of the Academy classroom and training areas.
- (4) Maintains discipline and control within the classroom.
- (5) Ensures that ALL recruit duties and assignments are carried out.
- (6) Delegate responsibility and authority as required.
- (7) Performs any other responsibility and/or duty as directed by the Academy Staff.