



## Trinidad State Law Enforcement Training Academy (LETA)

The Trinidad State Law Enforcement Training Academy instruction will provide the recruit with the skills needed to perform the duties of a law enforcement professional. The rules and regulations will facilitate an orderly orientation into the Academy program. What you learn here will depend upon your individual focused effort. The instructors of this academy are highly qualified and competent. However, the process of learning will not occur without your active participation.

During academy sessions and field training, you will discover that a moderate amount of discipline is required. This is for your safety while attending LETA, as well as when employed by a law enforcement agency where proper educational functioning depends upon your mature internal discipline.

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. The course curriculum, rules and regulations required by the Colorado Peace Officer Standards and Training and Trinidad State LETA places an attendee at the Academy in a different learning situation than that of a traditional college student.

Once students complete the application processes and are accepted into the LETA, students will be referred as recruits. Recruits 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.

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## Trinidad State Law Enforcement Training Academy (LETA)

REVISED February 11, 2019

### GENERAL RULES AND PROCEDURES

#### **SECTION 100 Admission Process**

**100.10** Admission process includes completing the Trinidad State Admission Application, LETA Application, and Accuplacer prior to fall registration. After the admission process is completed, students must register for classes at the beginning of each semester. Twenty (20) students will be allowed to register for LETA.

Applicants must be a minimum of 21 years of age, possess a high school diploma or GED, and complete the Accuplacer to determine reading and writing skill levels.

**100.20** Prospective LETA recruits must complete additional processes.

- Applicants must provide a copy of their Colorado driving record (and/or other driving record if not a Colorado resident of five (5) years
- Colorado driver's license, a criminal history check from the Colorado Bureau of Investigation (CBI).
- Background check through CastleBranch
- Current resume
- Copy of your high school diploma
  
- Students must complete a fingerprint background check.
  
- Students will also complete a background check through the CastleBranch 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.
  
- 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 a urine sample from each student. This urine sample 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.
- All background, fingerprinting, and drug testing 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.

- 100.30** New Student Orientation is held the week prior to the start of the Fall semester; students are strongly encouraged to participate.
- 100.40** For purpose of identification and security, recruits are required to possess their Trinidad State Student ID, which is renewable every semester.
- 100.50** Trinidad State students/LETA recruits are encouraged to apply for Institutional and Foundational scholarships. Exception, certain Veteran Benefits may restrict/prevent scholarships assistance, please check with the Financial Aid Office.
- 100.60** All recruits shall comply with all the rules, regulations, and procedures of Trinidad State Junior College (TRINIDAD STATE), the Trinidad State Student Handbook, and the Trinidad State Law Enforcement Training Academy (LETA).

## **SECTION 200 Academic Matters**

Honesty, trust, fairness, respect, and responsibility are expected by the recruit in all areas of the academy.

- 200.10** All recruits are expected to complete their own original work. Dishonesty in the pursuit of academic or fieldwork excellence will result in dismissal from LETA.

Law enforcement subject matter Pre-Test will be administered on the first day of the Academy.

LETA **Certificate** academic courses/classes include:

### **Semester 1**

LEA 101 Basic Police Academy I  
 LEA 105 Basic Law  
 LEA 106 Arrest Control  
 Techniques

### **Semester 2**

LEA 102 Basic Police Academy II  
 LEA 107 Law Enforcement Driving  
 LEA 108 Firearms

In order to complete the LETA program, the recruit must achieve a minimum grade of (B) 80% in each academic/training section of instruction or higher.

Fulfill the curricular requirements of the occupational program pursued.

Have been regularly enrolled at TRINIDAD STATE during the semester preceding the time of graduation and have completed thirty-five (35) semester hours in the LAW ENFORCEMENT TRAINING ACADEMY certificate program.

To be eligible to sit for the Peace Officer Standards and Training (P.O.S.T.) the recruit must:

- complete the academy (all subjects) with a (B) 80% or higher.
- have a \$0 student balance;
- have a certified check or money order made payable to P.O.S.T.

Recruit will be expected to apply for graduation by March 1<sup>st</sup> to receive LETA certificate and/or degree.

**200.20** Majority of classroom instruction will take place at the Alamosa Police Training Classroom located at Cole Park.

LEA 108 Firearms will take place at Law Enforcement Firearms Range, which is located approximately 5 miles east of the academy. Instructors will have cell phones available.

LEA 106 Arrest Control Techniques will be taught at the Del Norte High School in Del Norte, CO, which is approximately 31 miles west of Alamosa. Instructors will have cell phones available.

LEA 107 Law Enforcement Driving instruction is held at the Law Enforcement Driving track located approximately 5 miles east of Alamosa; same complex as the firearms training.

**200.30** It will be the responsibility of the student to secure transportation to and from the training locations.

**200.40** Failure of any skills program prevents successful completion of the basic training program and a certificate cannot be awarded. All skills classes have a practical and a written test that will be averaged together.

**200.50** **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.

**200.60** The only acceptable exceptions for non-participation are illness/injuries, emergencies, or subpoena.

## **SECTION 300 Conduct Behavior**

Trinidad State LETA recruits will maintain the highest standards of academic honesty and integrity as a student and law enforcement personnel.

### **300.10**

LETA recruits will

- not commit any acts that are incompatible or in conflict with public service or that might cast any unfavorable reflection upon Trinidad State, TRINIDAD STATE LETA, or your individual agency.
- obey the lawful instructions/orders of the Academy Staff, or any other official associated with the Academy or TRINIDAD STATE
- not physically or verbally, harass or fight with each other, or with other college students.
- use appropriate language and will not use profane, vulgar, or obscene language.
- not gamble for anything of value or non-value.
- not smoke, vape, or chew tobacco inside any state building or classroom.
- not mark, deface, or damage posted notices, furniture, equipment or other property belonging to any person and/or government entity.
- not use and/or possess narcotics or drugs in any form.
- not leave their assigned group during range training exercises or other field trips without the expressed and/or written permission of the Academy Staff.  
not violate any Federal, State, Local ordinances, or statutes.
- not use a laser, laser look-a-like, laser pointer or other type of laser light emitting devise 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.**
- Trinidad State and Trinidad State LETA 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.

The Law Enforcement Training Academy Director will report any violations of drug or alcohol use to Trinidad State Junior College administration.

### **300.20**

#### **Classroom Conduct**

- Recruits will be able to check their cell phone messages during break only. Exceptions will be made only if the recruit is on call or emergency
- Cell phones must be on vibrate mode.
- Classroom participation is encouraged, however, unnecessary talking between recruits while the instructor is lecturing will not be tolerated.
- Recruits will be seated promptly to the start of class.

- Raise their hand in order to gain the instructor’s attention.
- Shall keep classrooms, break areas, and training areas neat and orderly.

**300.30 Grading - Assessment - Testing**

Law enforcement subject matter Pre-Test will be administered on the first day of the Academy.

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.

All retakes shall be administered as soon, as is practicable. The highest possible grade on any retake examination is 80%.

**SECTION 400 Discipline**

**400.10** LETA recruits will be expected to abide by the Trinidad State Student Handbook, LETA rules and regulations, and any directive written or verbal, which has been properly disseminated by proper authority.

Purposeful refusal or failure to follow the instructions set forth by the LETA Director, LETA instructors, class leader, or assistant class leader will result in disciplinary sanctions up to and including dismissal from the Law Enforcement Basic Training Academy.

Acceptable methods of discipline include:

- On-the-spot corrections
- Written or oral reports to the academy class
- EXTRA homework or individual duty assignments
- Disciplinary probation
- Dismissal from LETA

All infractions shall be promptly reported to the Academy Director, Instructors, Class Leader, Assistant Class Leader or by whoever observed the infraction. However, only the Academy Director is authorized to administer disciplinary action to a recruit.

The Law Enforcement Training Academy Director will report any violations of drug or alcohol use to Trinidad State Junior College administration.

**SECTION 500 Personal Responsibility**

**500.10** Report any change in a recruit’s status, i.e., health, injuries, must be reported to the Academy staff immediately.

- Recruits are expected to adhere to the highest standards of integrity and shall not lie, cheat, conspire to deceive, or evade the truth.
- Recruits shall conduct themselves in an honest and forthright manner at all times.
- 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 conditions.
- Recruits shall not use degrading language or actions with regard to race, ethnicity, religion, gender, sexual orientation and/or physical abilities is prohibited.
- Recruits shall act or failure to act by a recruit that places his/her safety and/or the safety of another at risk is prohibited.
- Recruits shall promptly report, accurately and completely, any incident that warrants the attention of the Academy Staff.
- Recruits shall not adversely affect the morale and/or discipline of the Academy.

**500.20** 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.

## **SECTION 600 – Firearms**

In order to prevent accidents or near accidents with firearms, the following requirements apply while in LETA attendance. These rules will be strictly enforced.

**600.10** No weapons including Tasers will **not be allowed** in the LETA classroom, except by those in a law enforcement uniform.

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

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

No laser, laser look-a-like, laser pointer or other type of device will be allowed in the classroom, Trinidad State housing, 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.**

Recruits must adhere to all range rules (to be supplied during LEA- 108 Firearms instruction).

Recruits must maintain their own weapon. Weapons not properly cleaned or maintained will not be allowed on the range.

**600.20** Firearms safety violations including accidental discharges are extremely serious matters and will not be tolerated.

LEA 108 Firearms will take place at Alamosa Police Department Range, which is located approximately 5 miles east of the academy. Instructors will have cell phones available.

**600.30** It will be the responsibility of the student to secure transportation to and from the training locations.

## **SECTION 700 – DRESS STANDARDS**

Proper dress is essential to promote the professional image that LETA and the entire law enforcement community wants to promote. All law enforcement agencies have certain standards and expectations regarding the appearance of their officers/deputies. Therefore, each recruit is expected to comply with LETA dress standards.

**700.10** Recruits are expected to maintain their personal appearance in a neat and clean manner at all times. Proper hygiene is required.

**700.20** 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 all black athletic shoes. 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.**

**700.30** Recruits will be prohibited from attaching, affixing or displaying objects, articles, jewelry or ornamentation to or through the ears, nose, tongue, or any exposed body part (includes visible through clothing).

### **Recruits**

- Facial hair will be neatly groomed and trimmed.
- Hair will not be worn in an extreme or fad style. Hair will not touch ears or shirt collar.  
**Exception-** female recruits will have long hair securely tied back or short hair must be off face. Female recruits will be permitted to wear a small, matching conservative pierced earring per earlobe.
- No extreme hair colors will be permitted.

**700.40** **Physical training clothes**

- Athletic shoes (shoes that leave black marks on wooden floors are not acceptable).
- Appropriate athletic clothing for training.
- For the arrest control class, students will be required to have wrestling shoes.

**700.50** **Range/Field Clothing**

- Shoes or boots
- Full-length trousers or jeans
- Clean shirt or T-shirt. (No tank tops)
- Cap or Hat w/brim for outdoor



- Appropriate outerwear for temperature

**700.60 Prohibited Clothing in the classroom**

- Tank tops or sleeveless shirts
- Jeans, cut-off pants, shorts, short or cut-off shirts
- Sandal style shoes
- Dirty clothing
- Caps, hats, or headbands

**700.70 Graduation**

- LETA graduation - Semi-formal clothing will be required for commencement. Exception, will be made if recruit is employed with a law enforcement agency, they may wear their agency's uniform.
- Cap and gown will be required for the main graduation. When recruit completes Trinidad State graduation application, cap and gown order is included. There is no charge for cap and gown.

## **SECTION 800 – SICK/INJURY**

The following guidelines will be used for all related on/off campus sicknesses, injuries, illnesses, and emergency responses.

**800.10** 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 possible.

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 thorough investigation can be made to determine the cause of the incident.

**800.20** Any medication that causes impairment or altered state, such as pain medications, taken while you are a member of the Academy must be reported to the Academy Staff.

**800.30** Instructors and students can use the telephone in the academy classroom or cell phone to request 911 emergency response (ambulance, police, or fire). In case of a medical emergency, arrangements can be made for transportation to SLV Health Emergency Room and/or Rio Grande Hospital Emergency Room. Emergency rooms are located close to the classroom and/or training facility.

**800.40** 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.

- 800.50** The majority of LETA academic instruction will take place at the Law Enforcement Training Center, classroom located by Cole Park, location is subject to change. 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.
- 800.60** The Director, instructors and the range officer each have a cell phone as a way to request 911 emergency response if needed. In the absence of the Director, the instructor or lead instructor will make notifications, to include to the Director.
- 800.70** Trinidad State and LETA are **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 900 ACADEMY LEADERSHIP POSITIONS**

- 900.10 Class Leader**
- In the absence of the LETA Director or LETA instructors the class leader will retain control of all other LETA recruits and be prepared to make assignments as necessary.
  - Raises and lowers the U.S. and Colorado flag at the beginning and end of training sessions occurring at the L.E. Training Center.
  - Takes the "Academy Roll-Call" each day and reports the results to the Academy Staff.
  - Ensures that the class reports to the proper location at the proper time and with the proper equipment.
  - Reports and violations of Academy Rules and Regulations and the TRINIDAD STATE Student Handbook.
  - Ensures that all Academy assignments turned in to the Academy Staff as required.
  - Ensures completion of all primary and additional duties directed by the Academy Staff.
  - Greets each new instructor and/or guest on behalf of the CLASS.
  - Delegates responsibility and authority as required.
  - Performs any other responsibility and/or duty as directed by the Academy Staff.
- 900.20 Assistant Class Leader**
- In the absence of the LETA Director or LETA instructors, or Class Leader, the assistant class leader will retain control of all other LETA recruits and be prepared to make assignments as necessary.
  - Responsible for performing ALL duties that is assigned to the Class Leader in his/her absence.
  - Responsible for the cleanliness and orderliness of the Academy classroom and training areas.
  - Maintains discipline and control within the classroom.
  - Ensures that ALL recruit duties and assignments are carried out.

- Delegate responsibility and authority as required.
- Performs any other responsibility and/or duty as directed by the Academy Staff

## **SECTION 1000 Financial Matters**

### **1000.10 Colorado Residents**

Estimated -

- Tuition and Fees: \$5,399
- Books and supplies: \$2,500

#### **Out-of-State Residents**

- Tuition and Fees: \$8,812
- Books and supplies: \$2,500

### **1000.20 Free Application for Federal Student Aid (FAFSA)**

Use the FAFSA form to apply for financial aid grants, work-study, and loans to pay for college.

### **1000.30 Colorado Opportunity Fund (COF)**

The College Opportunity Fund (COF), created by the Colorado Legislature, provides a stipend to eligible undergraduate students. The stipend pays a portion of your total in-state tuition when you attend a participating college.

### **1000.40 Trinidad State Scholarships – Institutional and Foundational**

Scholarships are available for new and/or continuing students who demonstrate academic promise in a particular field of study or skill.

### **1000.50 Veteran Benefits**

Trinidad State Junior College is approved by the Colorado State Approving Agency for Veterans Education. Veteran education benefits are administered through the TSJC Financial Aid Office.

## LETA Required Books - Materials – Equipment

- Firearm- student will be required to have a weapon in order to attend the academy. The weapon of choice will be a semi-automatic handgun and must be at least a 9mm caliber up to .45 caliber ACP. LETA does not allow any ported or compensated weapons.
  
- 2018-2019 Colorado Peace Officer's Handbook ISBN 9781641302548
- PPCT Defensive Tactics Student Manual
- Colorado Peace Officer Legal Resource Book, Colorado District Attorney's Council (Optional)
- Just the Facts – Investigative Report Writing 4<sup>th</sup> edition ISBN 9780132132800
- Traffic Template - BlueBlitz or Northwestern University Accident Template (order online)
- Scientific calculator
- Gun cleaning kit
- Handcuff and keys – must be chain style (no hinged handcuffs)
- Ammunition – 200 rounds for your duty weapon. Must be purchased from a licensed manufacturer, no reloads
- Duty weapon
- Magazines – 3 factory magazines for your duty weapon
- Duty belt – holster must have a thumb break retain strap, flashlight holder, handcuff case, and double magazine pouch (nylon or leather)
- Flashlight - good quality with LED bulb (rechargeable preferred)
- Athletic wear for arrest control class and physical training
- Trinidad State Academy polo shirts (2 minimum) Bookstore – Ordered the first week of academy
- BDU black cargo pants
- Black boots or black athletic shoes
- Small first aid kit (\$5.00)
- Hearing protection
- Eye protection
- CastleBranch background check
- CBI Fingerprint background check
- Drug screening test
- P.O.S.T. – certified check or money order made out to POST for \$150.00 on the last day for certification.

## Useful LINKS

Trinidad State Admission Application Apply- <http://trinidadstate.edu/apply/index.html>

Free Application for Federal Student Aid - <https://studentaid.ed.gov/sa/fafsa>

College Opportunity Fund- <https://cof.college-assist.org/>

Trinidad State Scholarships - <http://trinidadstate.edu/scholarships/index.html>

Veteran's Information - <http://trinidadstate.edu/fia/va-benefits.html>

TSC Student Handbook - <http://trinidadstate.edu/pdf/students/documents/StudentHandbook.pdf>

Graduation Application - <http://www.trinidadstate.edu/graduation/index.html>

Trinidad State LETA Information - <http://trinidadstate.edu/leta/index.html>

Trinidad State CastleBranch - <http://cccs.castlebranch.com/trinidad-state-junior-college.html>

Basic Certification- <https://www.colorado.gov/pacific/post/basic-certification>