Corrections Division
Washington State Criminal Justice Training Commission

Corrections Officers Academy

Student Rules and Regulations Manual

PROGRAM PHILOSOPHY

We believe:

Our success depends upon satisfying the professional education needs of our students. This is accomplished within the framework of meaningful standards that are applicable to the student's employment and the criminal justice profession.

Therefore, it is our intention to:

- Listen to students as a primary information source in evaluating instruction, delivery, curricula, and training environment
- Actively respond to any needs or issues that may impact learning. These can include academic, agency, and personal issues
- Treat all students with dignity and respect
- Reward individual and group excellence
- Provide training that is culturally sensitive and promotes diversity in the work place
- Enforce standards and policies through a deliberate, published process that protects and preserves the learning environment for all students

We expect:

- The Academy to be a full-time work assignment for all that attend.
- The students to display values consistent with the highest level of performance in the criminal justice profession.
- Students to conduct themselves in a professional manner at all times, on and off the Criminal Justice Training Commission campus.
- Students to familiarize themselves with the Rules, Regulations, and Policies before arriving at the Academy.
- Students to be accountable to the Rules, Regulations, and Policies while attending the Academy.

*Revised December 2012

ATTENDANCE

Students shall be in attendance for the entire Academy. Students who have absences exceeding 10% (16 hours) of the total class hours for an Academy may be released.

CLASSROOM HOURS

1. Students will report on time directly to the classroom or gymnasium according to the schedule.
2. Students will be seated and ready for class prior to the beginning of the class. Students will be expected to return on time from scheduled breaks.
3. Lunch periods shall be at least thirty (30) minutes, but no more than sixty (60) minutes.

EXCUSED/UNEXCUSED ABSENCE

Students will be excused from class for the following reasons:

1. Documented medical or family emergencies.
2. Prior agency notification/approval.

Corrections Division staff shall receive notice specifying the reasons for any absence from an Academy.

If a student knows that he/she will be late, a call shall be made to the Corrections Division staff at the Training Commission. Please call the (206) 835-7348 to leave a message advising staff of the anticipated arrival time.

BEHAVIOR AND CONDUCT

A student's behavior reflects directly on their employer. Students must conduct themselves in a manner that does not discredit themselves, the Academy, or their own agency. Failure to maintain this standard may result in supervisory intervention, notification to the employing agency, and/or dismissal from the Academy.

Students are expected to:

1. Perform according to instruction in the classroom.
2. Participate in class exercises.
3. Do their own written work.
4. Not disrupt the class.

WITHDRAWAL, SUSPENSION OR RELEASE

A student who is withdrawn, suspended or released from the training due to illness, injury, personal hardship or good cause otherwise shown, may, at the request of his/her agency, be allowed to return to a subsequent session.

Students re-admitted to training may be required to repeat the training, in whole or in part, as determined necessary by their employer.

A student may be suspended during an investigation for any rules violations. The student is responsible to obtain all materials related to any class presentations missed due to this suspension.

ILLNESS

Illness will be reported directly to the Corrections Division office by telephone prior to 7:30 a.m. Absences will be considered unexcused until a phone call is received. The student will be required to provide a phone number where they can be contacted throughout the period of illness. The student’s agency will be advised of illness or absence from the training.

Students who become ill during class will report to the Corrections Division staff prior to leaving the campus. All illnesses will be documented on a student memorandum and/or Personal Injury/Illness Report Form (WSCJTC Form 652) at the earliest possible time.

INJURIES

The Criminal Justice Training Commission staff and instructors maintain a high regard for the safety of all persons attending the Academy during class hours. Students will treat injury or illness the same as if they were on duty at their employing agency. Therefore,

1. All injuries, regardless of severity, will be reported to the instructor and Corrections Division staff immediately.
2. Students who become injured will complete the following reports within twenty-four (24) hours of the injury:
    a. Labor and Industries Accident Report
    b. WSCJTC Personal Injury/Illness Report Form (WSCJTC Form 652)
    c. Student Memorandum
3. All completed copies of reports, including copies of medical evaluation and treatment records, will be submitted to Corrections Division staff. Copies of these reports/evaluations, and records will be sent to the employing agency.
4. The student memorandum shall fully document the incident, nature, and extent of the injury and the circumstances in which the injury occurred.
5. Failure to participate in an activity without a valid documented and approved reason may result in removal from the training, loss of successful completion status, or contact with the student's agency for disciplinary action.
6. Non-Academy related injury: Injury occurring before/after Academy hours requires the student to have a physician complete the WSCJTC Injury Report 652 [PHYSICIAN'S STATEMENT section report] authorizing full participation upon re-entry into the training. The student can select his/her own physician. **Cost incurred from this evaluation is the responsibility of the student.**
7. If an illness or injury inhibits full active participation in required academic activities, the student's agency will be contacted. The student may then be released from participating in training until written medical clearance is obtained.

HOME AND CLASS PREPARATION

Students are responsible for any preparation necessary for their academic success during the training. Therefore, students shall meet all expectations in preparing for instruction and testing.

OFF DUTY EMPLOYMENT AND THE ATTENDANCE OF OUTSIDE CLASSES

Any outside employment that interferes with participation and attendance in training must be reported to Corrections Division staff at the beginning of the session.

Any education or training obligation that may conflict with full participation in the training must be reported, in writing, to the Corrections Division staff at the beginning of the training.

PERSONAL APPEARANCE

CLOTHING AND APPEARANCE

In keeping with employee agency policy, the Criminal Justice Training Commission requires adherence to standards of professional appearance during training.

Students will conform to the following guidelines in personal attire:

1. Students will maintain a professional appearance, which promotes a healthy and safe environment. Professional appearance and demeanor shall not detract from the learning environment and professional decorum maintained at the Criminal Justice Training Commission.
2. Sweats or shorts will be worn only outside of class hours.
3. Hats/Caps - Students shall wear hats issued by their department and bearing the department insignia or patch. ***Hats/caps shall be worn outside Training Commission buildings only.***
4. Note: Other than the name of the sponsoring agency, no writing, phrases, slogans, logos etc., are allowed on the T-shirts.
5. Students will maintain a high standard of appearance, and personal hygiene, at all times during training.

ACADEMIC OR PHYSICAL LIMITATIONS

Students, who experience problems that may hinder performance or attendance (e.g., learning disability, dyslexia), are directed to contact Corrections Division staff to better assist them during the training. **It is the responsibility of the student to ask for assistance.**

ADDRESSING PERSONAL ISSUES

It is the student's responsibility to request counseling for either personal issues, or other issues that interfere with learning. Corrections Division staff are not authorized to provide treatment or give advice regarding personal problems. If an issue is discussed with staff, that staff member shall place emphasis on how the issue may impact academic performance. If academic or personal issues are negatively influencing a student's performance, students are strongly encouraged toinform their employing agency prior to these issues becoming problematic.

INTEGRITY

Cheating, lying, stealing, and deception by any student are examples of unprofessional conduct and will be handled as a major rule violation. Students who commit integrity violations will be subject to supervisory action and/or dismissal from the training.

EVALUATION AND TESTING

PERFORMANCE STANDARDS

It is expected that all of our students will strive to put forth their best effort in all activities.

WRITTEN TESTING

Students are required to pass all written testing to successfully complete the Academy. Written examinations are multiple choice and/or short answer. All students must achieve a grade of 70% or better to pass examinations.

PRACTICAL SKILLS ASSESSMENT

Students will be assessed by participating in a Practical Skills Clinic in the following areas:

- Supervision and Discipline
- Frisk Search/Compliant Handcuffing
- Ankle and Waist Restraint Application
- Cell Search

MOCK SCENES TESTING

Students are tested in Mock Scenes during the final week of the Academy. Mock Scenes testing integrates all skills learned during the Academy. Students will be required to successfully demonstrate proficiency in all required skill areas as listed below during the mock scene testing phase of the Academy:

- Dealing with the Mentally Ill Offender
- Dealing with the Depressed Offender
- Cell Search

Students are required to successfully complete all phases of Mock Scene testing to graduate from the Corrections Officers Academy. Student performance on each technique is graded on a Pass Plus, Pass, or Fail with an assigned point value as **PASS PLUS=15 points, PASS=10 points, FAIL=0 points.**

The student must score a pass in each skill area in order to complete the mock scene portion of the academy. Students will be provided an automatic retest for any testing scenario during an academy. If a student fails the automatic retest, a final retest must be authorized by the employing agency in order for the final retest to be conducted. At the time of final retest authorization, the employing agency may authorize the student final retest either during the current academy or within 30 days. If the employing agency does not authorize a final retest (after failure of the automatic retest), the student will not be able to meet criteria for successful completion and certification. A final retest failure will result in the student failing the entire academy. The student will no longer be able to meet criteria for successful completion and certification.

DEFENSIVE TACTICS TESTING

Students in the Corrections Officers Academy will be trained, assessed, and/or tested in the application of specific WSCJTC Use of Force Continuum Level One and Level Two techniques to include:

- Combative Handcuffing
- Escorts

Students must demonstrate basic proficiency for each technique in order to successfully complete the defensive tactics portion of the academy by achieving a pass score on each DT Testing area. Students will be provided an automatic retest for any testing scenario during an academy. If a student fails the automatic retest, a final retest must be authorized by the employing agency in order for the final retest to be conducted. At the time of final retest authorization, the employing agency may authorize the student final retest either during the current academy or within 30 days. If the employing agency does not authorize a final retest (after failure of the automatic retest), the student will not be able to meet criteria for successful completion and certification. A final retest failure will result in the student failing the entire academy. The student will no longer be able to meet criteria for successful completion and certification.

PHYSICAL PARTICIPATION

It is highly recommended that, in preparation for Academy attendance, individuals engage in a physical fitness program before arriving at the Training Commission. An adequate level of physical fitness is required for admission and unrestricted participation in all training. Students will fully and actively participate in all physical training and conditioning offered during the Academy. Physical training may include, but not be limited to: **Defensive Tactics (DT)** requires flexibility of the joints, including the knees hips, ankles, wrists, and neck.

DISCIPLINARY

*__ALCOHOL AND DRUGS__

The use or possession of alcoholic beverages or illicit drugs on the Criminal Justice Training Center campus, or in any state facility, dormitory or vehicle is prohibited. Recruits are subject to serious discipline, including dismissal from the Academy and discharge from employment, for violating these rules.

Participation in any Academy functions while under the influence of alcohol or drugs is prohibited. No recruit will report for any Academy function with alcohol on his or her breath. Recruits are prohibited from reporting to class; or from returning to class from breaks, meal times, or time off while under the influence of alcohol or drugs.

Recruits are prohibited for manufacturing, selling, soliciting, possessing, transporting, or using alcohol, drugs, or drug paraphernalia while on state-owned or leased facilities; or while in a state vehicle or operating state equipment, or while operating rented or personal vehicles while on duty in an official training capacity.

Consuming alcohol in a public establishment while wearing any uniform item identifying the recruit as an Academy student or criminal justice employee is prohibited.

While RCW 69.51A legalized medical marijuana and Initiative 502 legalized limited marijuana possession, neither law prohibits WSCJTC – or recruits' employers - from enforcing their Drug-Free Workplace Policies. No federal or state law requires employers to accommodate current drug or alcohol users.

Medications prescribed for the recruit will be allowed when:

1. The recruit displays to a TAC Officer or other Academy staff that the medication is in its original container – one which shows that it was prescribed for the recruit, and
2. The recruit provides a Recruit Memorandum to Academy staff, naming the medication, the reason for its use, and known side effects. Staff will treat medication information confidentially, as required by the Americans with Disabilities Act.

Recruits with a known allergy to a medication or substance will document such allergies to Academy staff. The information will be included in student files in case of medical emergency, and provided to first aid and medical personnel as needed.

*__MISUSE OF WSCJTC PROPERTY__

Damage to, or loss of, WSCJTC equipment and other property through negligence or willful harm create liability for those found responsible, who must pay for repairs or replacement of the lost or damaged property. Students may also be disciplined for misuse of WSCJTC equipment.

Acceptable Uses of WSCJTC Internet Access

A. WSCJTC provides students Internet access as a training resource for the performance of classwork
B. Students may access links to criminal justice agencies, or agencies' pages on social media such as Facebook
C. Students may conduct class research or seek legal updates
D. Students may access personal e-mail accounts to receive and send emails, but must do so infrequently and for short periods

Unacceptable Uses of WSCJTC Internet Access

A. View online, download, copy, or transmit material promoting discrimination or constituting harassment on the basis of race, color, sex, religion, age, marital status, national origin, sexual orientation, disability, or veteran status
B. Infringe on copyrights (discuss with TAC Staff)
C. Conduct business for personal financial gain
D. Engage in any unlawful activity
E. Engage in any gambling or wagering
F. Shop for or make any online purchase
G. Visit their own or others' personal pages on social media such as Facebook
H. Visit sites that are sexually oriented or pornographic in nature

If a student unintentionally accesses a website prohibited by these rules, the student should immediately leave the site and promptly inform TAC Staff of the accidental access.

MINOR BEHAVIOR VIOLATIONS

The definition of a minor violation is a violation of the rules--an act or omission--which, by itself, does not adversely impact other students, staff, or the training activity. However, if repeated, would have a negative effect on the student, other individuals, staff, or the program. Examples of a minor violation are incidences of tardiness, sleeping in class, or being out of uniform.

Corrections Division staff is responsible for the identification and resolution of minor violations. Repeated minor violations may result in a conduct review and disciplinary meeting with the student, Corrections Division staff/ COA Coordinator or training personnel and the Corrections Division Commander. Any disposition resulting from this meeting may include, but is not limited to, a written behavioral contract for the student, a disciplinary letter to the student with notification to the employing agency.

Written documentation explaining the violation will be prepared by the individual responsible for resolution of the violation(s) and provided to the student, the student's agency, COA Coordinator or training personnel and the Corrections Division Commander.

MAJOR BEHAVIOR VIOLATIONS

The definition of a major violation is a violation of the rules--an act or omission--which adversely impacts the health and/or welfare of students or staff, compromises the integrity or progress of the training activity or impedes the opportunity for other students to succeed in the training activity. Examples of a major violation include, but are not limited to intoxication, verbal or physical abuse, cheating, lying, and sexually, racially or culturally demeaning comments, and/or behavior.

The Corrections Division Commander will investigate any reported or alleged behavior or incident, from whatever source, which may constitute a major violation. A report summarizing the investigation will be submitted to the CJTC Chain-of-Command, the COA Coordinator or training personnel, the employing agency, including all documentation and the recommendation for training disposition. If, in the opinion of CJTC administration, employer or training personnel, the continuing presence of the student would be threatening, disruptive, or otherwise inappropriate, the Corrections Division Commander may order the removal of the student from a training activity, dormitory facility, or Training Commission grounds.

If, upon conclusion of the investigation, the Corrections Commander elects any disciplinary action other than termination, such action will be imposed after advisement to the student's employer, Corrections Division Commander, Deputy Director and/or the Training Commission's Executive Director.

If, based upon the investigation, the Commanderbelieves it is necessary and appropriate to terminate the student's training assignment, a copy of the investigative report and a written recommendation for termination will be forwarded to the Deputy Director and Executive Director for review and final determination. The Executive Director's action will be documented and provided to the Corrections Commander, the student, the student's file, and the student's employer. The Training Commission's Deputy Director is authorized to act in the absence of the Executive Director for the purpose of receiving appropriate notifications and determining dispositions.

REPORTS TO AGENCIES

Written correspondence may include, but not be limited to:

- A statement indicating academic completion.
- A summary statement indicating re-testing results.

Students are encouraged to send regular status reports to their agency concerning Academy activities or other areas of interest.

Agencies may also request to be updated about skill performance, knowledge acquisition and student conduct.

EMERGENCIES

EMERGENCY PROCEDURES

Students will advise family to contact the Academy staff in the event of an emergency. When contacting Academy staff (206-835-7348 from 7:00 a.m. to 4:00 p.m.) the person calling should give their name, the name of the student to be contacted, the Academy that the student is attending and the nature of the emergency.

If communication is disrupted at the WSCJTC, families may call the Idaho POST for updates at 208-884-7250.

INCLEMENT WEATHER

Check with local media for highway and roadway conditions in Burien and surrounding metropolitan areas. Call 206-835-7300 after 5:00 a.m. and select option “3” for updated facility status.

ACADEMY CLOSURE

If cancellation occurs, students must contact their employer for work schedules. Submission of leave for hours missed will be determined by the employee’s agency.

GENERAL INFORMATION

VALUABLES

Students should lock all valuables in the student's assigned locker prior to physical training sessions. Gym lockers will not be used for permanent or long-term storage.

CLASS NOTES AND STUDENT MANUALS

Student manuals issued during the class are the property and responsibility of the student. Students are encouraged to read course information prior to class and take notes during all sessions.

ACADEMY OFFICES

Students will knock and receive permission before entering **any** staff office. Academy offices will not be entered except for official business.

TELEPHONES FOR PERSONAL CALLS

Staff telephones will not be used for personal calls except in emergencies. Phones located in Academy staff offices may be used, with permission, to contact student's agency.

PAGERS, CELLULAR PHONES, WATCH ALARMS

In the age of advanced technology, it is common for students to carry pagers, cell phones, and watches with automatic alarms. Their presence in the classroom is not prohibited; however, an audible alarm mode that disrupts class will not be tolerated. All such devices must be turned-off or placed on "non-audible mode" during the duration of a class.

MAIL

The TAC Officer distributes incoming mail with student name and class listed as follows:

Mail should be addressed to:

[Student Name], [Academy], [Session #] Personal/Confidential
Corrections Division - WSCJTC
19010 1st Avenue South
Burien, WA 98148

PARKING

Students will park in lots designated for student parking at the dormitory or main parking lot. Do not park in prohibited areas.

FOOD AND BEVERAGES

Beverage items are allowed in the classroom, but shall be in a **closed top container** (e.g., athletic bottle). Soda cans are not considered a closed top container. Food is allowed in designated areas (e.g., cafeteria, common area of dorms), not in classrooms.

CLASSROOM MAINTENANCE

All students are responsible for assuring that the classrooms are kept **clean and orderly**. Upon request, cleaning materials are available through Corrections Division staff. Individual students are responsible for cleaning up after themselves.

SMOKING AREAS

Smoking is prohibited inside any building on the Training Commission campus. The designated smoking area is located behind the Cascade Center. Chewing tobacco and other similar products are likewise prohibited during indoor and outdoor classroom activities.

STUDENT BREAKS

Students will keep noise to a minimum during breaks in designated areas. Students will not loiter in hallways.

ADMINISTRATIVE STAFF CONTACT

Students will follow the chain of command at all times. The chain of command for students is:

1. COA Coordinator
2. Corrections Division Assistant Commander
3. Corrections Division Commander

CAFETERIA

Students will clean their own tables and be courteous to cafeteria staff. If the student has issues or concerns regarding the cafeteria, they must first address them with the class TAC Officer before bringing it to the attention of the cafeteria staff.

The Criminal Justice Training Commission is not responsible for any debts personally incurred by any students during his/her attendance. If personal outstanding indebtedness comes to the attention of Academy staff, the Training Commission will attempt to assist the cafeteria in resolving the matter through contact with the student or the student's employing agency.

LODGING CONDUCT

Behavior by students provided lodging shall ensure that a proper environment is created to complete work and study projects.

Professional conduct is expected at all times.

The Training Commission is not responsible for laundry, telephone and other goods and services personally incurred by students during occupancy. Should outstanding personal indebtedness come to the attention of Academy staff, the Commission will attempt to assist the provider through contact with the student and the employing agency.

Misconduct or impropriety on the part of any student will result in termination of live-in privileges.

DISCRIMINATION

The Criminal Justice Training Commission will not tolerate discrimination in any form. It is the policy of the Commission to thoroughly investigate and resolve all complaints of discrimination in accordance with applicable laws or regulations, whether initiated from within or from outside the Academy.

A complaint is defined as an accusation of discriminatory practices based on race, religion, color, national origin, age, group or gender. Anyone may initiate a complaint if they feel they have been discriminated against. Complaints will be written. Such complaints will be made to any Corrections Division staff member at the Commission. All complaints will be investigated.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's continuation in the training program; or
2. Submission to or rejection of such conduct by an individual is used as the basis for training decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's training performance or creating an intimidating, hostile, or offensive training environment.

A complaint is defined as an accusation of sexual harassment based on behavior as defined above. Anyone may initiate a complaint if they feel they have been sexually harassed. Complaints shall be written. Sexually offensive language and/or behavior by or toward any student will not be tolerated. Complaints shall be made to any Commission staff and/or instructor. All complaints meeting this definition will be investigated.

OFFENSIVE LANGUAGE

The use of profane, ethnically offensive, culturally disrespectful, and insulting language is prohibited in or on Commission property, including Commission provided housing.

ACADEMY DORM RULES

Commission housing is provided as a service to agencies that sponsor employees who qualify for lodging while attending Commission-sponsored training. Commission housing is intended to provide a safe, clean, professional environment for participants. A primary function of the Commission housing atmosphere is to provide the opportunity for study, learning, and a successful training experience. It is the responsibility of each student to contribute to this environment by being accountable to maintain their won living environment and the cleanliness and condition of all common areas.

Commission housing facility and the conduct of the participants should reflect the professionalism and dignity of the sponsoring agency, the Training Commission, and the criminal justice profession. Each participant is expected to contribute positively to this environment by adhering fully to the Commission housing rules.

1. Only current Academy participants and authorized personnel will reside in the Commission dorms.
2. No room assignment change will be permitted without prior written authorization.
3. Please do not post items on any wall, window, or door.
4. Please polish shoes and belts outside the building. Do not use spray polish on the sidewalks.
5. Due to fire code regulations, please use only electrical appliances such as coffee pots or microwaves in the kitchen area.
6. Residents are required to keep housing areas clean at all times. Clothing and personal items will be placed in the room closet or cabinets. Personal items must be arranged neatly. Beds must be made. The Commission reserves the right to enter rooms at random and conduct inspections at its discretion.

7. Students not responding to requests for improvement in maintaining expectations will be counseled and a deadline assigned for immediate improvement. If the problem behavior continues, student will be directed to document then discuss the problem with Corrections Division staff. Further problems will result in a minor or major violation to include suspension of residency privilege and notification to employer.

8. Live-in participants should report, in writing, any damage or missing items. Please include the item, damage, or reason for malfunction if known. Reports are to be turned in no later than the next training day.

9. Visitors (those not assigned to Commission housing) are permitted in the common areas only until 9:00 p.m. Sunday through Thursday, and until 11:00 p.m. on Friday and Saturday. Visitors are required to use the rest rooms located off the main lobby. Visitors are not permitted in any of the dormitory "pods"/sleeping areas.

10. Participant co-visitation is allowed until 10:00 p.m. Sunday through Thursday and until 11:00 p.m. Friday and Saturday.

11. Live-in participants are prohibited from engaging in loud or boisterous behavior that disturbs, annoys, or causes an inconvenience to any other person. "Quiet hours" will be observed between 8:00 p.m. and 6:30 a.m. Sunday through Thursday, and between 11:00 p.m. and 9:00 a.m. on Friday and Saturday.

12. Alcohol and/or controlled substances are not permitted anywhere within Commission dormitories or on Commission premises. Prescription medications are permitted only when kept in the original container from the pharmacy. If alcohol and/or controlled substances are found in your room or in your possession, you will be immediately dismissed from the academy.

13. Smoking is prohibited in Commission housing. Smoking is permitted outside Commission housing in designated areas. Participants are required to use the available ash can to extinguish and dispose of cigarettes. Smokeless tobacco is also prohibited in dormitory housing.

14. Firearms, ammunition and O.C. Spray are prohibited anywhere within Commission housing or grounds unless locked in a secure gun cabinet that is specifically provided by the Commission for this purpose. Under no circumstances are firearms permitted in living units. Participants are not permitted to possess firearms or ammunition anywhere on Commission premises unless advance permission has been obtained in writing from the Corrections Commander.

15. Please park motor vehicles in designated parking areas. The Commission is not responsible for any theft or damage to vehicles.

CJTC Staff will be present for check-in/check-out. Individual students and/or their agency will be responsible for missing items or damage beyond normal wear and tear. Students sharing a room or living unit "pod" also share financial responsibility if investigations cannot attribute the responsibility to a specific individual or individuals.

Please maintain a clean area. Please leave any location as clean as or cleaner than when you arrived.

RULES AND REGULATIONS SIGN-OFF

I acknowledge receipt of the Rules, Regulations and Policies for the Corrections Academies as set forth by the Washington State Criminal Justice Training Commission.

I have read and comprehend the Rules, Regulations and Policies as written, and understand that my failure to abide by Rules, Regulations and Policies could result in disciplinary action against me and/or my dismissal from the Academy.

ACADEMY SESSION NUMBER:_____ **DATE:**_____

PRINT NAME:_____

SIGNATURE:_____

AGENCY NAME:_____