



**Washington State
Criminal Justice Training Commission
Basic Law Enforcement Academy**



RECRUIT RULES AND REGULATIONS

**ATTENTION RECRUIT:
BRING THE COMPLETE SET OF RULES AND REGULATIONS WITH YOU ON
YOUR ACADEMY REPORTING DATE.**

MISSION

The Washington State Criminal Justice Training Commission enhances public safety by setting training standards and providing education and training.

The course of instruction at the Basic Law Enforcement Academy is designed to achieve that mission by providing instructional activities that enable the recruit to acquire the knowledge, skills, abilities, and attitudes necessary to serve his or her community. The goal of the 720-hour Basic Law Enforcement Academy curriculum is to provide recruit officers with the basic knowledge and skill necessary for safe, proper, and effective law enforcement service. The instructional objectives cover numerous subjects, but, throughout the program, there is a common thread of community policing and service.

In pursuit of our shared mission, the staff of the Washington State Criminal Justice Training Commission is committed to the following Core Values:

PROFESSIONALISM

We commit to service, while demonstrating a positive attitude and mastery of knowledge, skills, and abilities within our roles.

ACCOUNTABILITY

We acknowledge that we are accountable to everyone we serve, and to each other for our actions and decisions. We welcome that responsibility.

INTEGRITY

We value candor, honesty, and ethical behavior. We are committed to doing the right thing for the right reason.

These Core Values will be adhered to and used as benchmarks for decision-making and personal interaction with recruits, co-workers, and stakeholders.

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5.00.010 CHAIN OF COMMAND

The Chain of Command is an element of organizational structure that promotes the orderly dissemination of information. In keeping with this standard of most police agencies, the academy uses a similar Chain of Command element.

The established Chain of Command will be followed at all times. It is posted on the first day of class and recruits are responsible for understanding its purpose and content. A generic Chain of Command is as follows:

- Academy Commander
- Assistant Commander
- TAC Officer
- Class President
- Class Vice President
- Squad Leaders

5.00.100 CLASSROOM HOURS

Recruits will assemble for flag salute at 0730 hours each morning. Normally, flag salute will be conducted in the courtyard directly below the training center flagpole. At the discretion of the senior class president, flag salute may be moved to an alternate location due to inclement weather or other extraordinary circumstances warranting a change of location.

Classes are normally scheduled Monday through Friday, 0800 to 1150 hours and from 1230 to 1630 hours, with forty (40) minutes for lunch. Sign-in sheets are utilized to document attendance and will be completed by the recruit as specified by the class TAC Officer.

- Usually, there will be breaks between each class.
- Recruits will report to their classroom or designated area for every scheduled class session and will not leave the designated class area without the permission of the instructor.
- Recruits must be standing behind their chairs before the start of each class.

Inspections will be held on Monday through Friday at the discretion of the TAC Officer. Formal inspections will be conducted on Thursdays, at 0700 hours, unless otherwise directed by the TAC Officer.

The TAC Officer may schedule physical or other training occurring outside normal class hours. Recruits may attend these sessions on a volunteer basis.

5.00.110 ATTENDANCE

Recruits are expected to attend all scheduled activities of the Basic Law Enforcement Academy program. The Academy Commander or designee must approve all absences,

for any reason. Any recruit whose total absence exceeds twenty-four (24) hours, for one Academy session, will be subject to dismissal from the Academy.

Upon the return of a recruit who has been absent for any reason, the Academy Commander or designee shall review the instruction presented during the absence. If it is determined that such instruction, in whole or in part, cannot be adequately covered through self-study or other self-help efforts by the recruit, appropriate make-up attendance during a subsequent session shall be required. A Basic Law Enforcement Academy certificate shall not be issued to the recruit until such requirement has been satisfied.

The Washington State Criminal Justice Training Commission (WSCJTC) will be responsible for the costs of meals and lodging, if applicable, and other instructional costs related to the recruit's make-up attendance during any subsequent Academy session.

5.00.120 LATE ARRIVALS

Tardy recruits will be subject to disciplinary action and will document their late arrival on a recruit memorandum. The memorandum will be submitted to the TAC Officer within 24-hours of their arrival.

5.00.130 EXCUSED TIME

Recruits will be excused for documented family or medical emergencies. A recruit memorandum to the TAC Officer will accompany all requests for absences.

5.01.200 ILLNESS

Illness will be reported by telephone directly to the TAC Officer or other academy staff before 0730 hours on the date of illness at 206/835-7300. Except in an emergency, or physician's appointment, recruits calling in sick must remain at their place of residence, unless excused by the TAC Officer or the Academy Assistant Commander.

Recruits becoming ill during class will report to the TAC Officer. Since all personnel are in such close proximity to each other, recruits who are running a fever, or who believe they are contagious, should exercise good judgment and confine themselves to avoid the spread of sickness.

Recruits with illnesses resulting in absences will document the situation on a recruit memorandum. Any missed instruction due to illness will be evaluated as indicated in Section 5.00.110.

5.01.210 INJURIES

All injuries, regardless of severity will be reported to a staff member as soon as possible.

The Personal Injury Report (Form 652) will accompany all injuries, and will be filled out by the injured recruit, or if that person is unable to fill out the form, by whoever is designated by the TAC Officer.

Recruits who fail to report, or who are evasive or deceptive in the documentation of injuries may be subject to disciplinary action.

The Academy staff may require any recruit to have an examination by a physician before participating in any activity, or continuing to participate after an injury. The Academy staff may not compel any recruit to participate in any activity. However, in the absence of a medically excusable reason, failure to participate in any activity may result in disciplinary action or termination of the recruit.

The Academy staff may evaluate minor injuries. Recruits are free to accept or reject any evaluation and may visit or consult a physician at any time. Whenever an injured recruit consults a physician, the attending physician must complete items one (1) through five (5), on page two (2) of the Personal Injury Report. The Academy may refuse to allow the recruit to fully participate until such written documentation from the physician is received. Documentation must include:

- Nature of the injury,
- Prognosis,
- Any limitations or restrictions affecting full participation by the recruit, and
- Time length of any limitations or restrictions.

If an illness or injury prevents full and active participation in required physical activities, for a substantial or indefinite period, the recruit may be removed from their current session. After full recovery, the recruit may be reinstated into an existing session or at the start of the next available class, at the discretion of the Academy Commander.

5.01.220 HEALTH AND SAFETY

It shall be the responsibility of academy staff and recruits to ensure that all academy training is conducted in a safe manner that is free from unnecessary risk of injury and that the learning environment is free from health hazards. Any person having concerns about safety or health is encouraged to immediately communicate their concerns to the attention of the academy staff. Some examples of safety and health risks are:

- Any training event, activity or training location which presents an unnecessary risk of injury.
- Training or activity during poor visibility, poor weather conditions or under any circumstances which present an unnecessary risk of injury or illness.
- Using equipment, tools or chemicals without proper training or adequate safety equipment.

5.02.100 PERSONAL APPEARANCE

In an effort to maintain a professional appearance, it is the policy of the Basic Law Enforcement Academy to enforce the following regulations:

Male Recruits:

- Hair will be neatly cut, with the sides and back either tapered or blocked. The back of the hair will not extend over the uniform shirt collar (when assuming the military position of attention). Hair will not extend over the ear.
- Sideburns will not extend below the ear opening.
- The face must be clean-shaven, except that mustaches are permitted. If a mustache is worn, it will be kept neatly trimmed. Mustaches may extend laterally not more than one-half inch (1/2") from the corner of the mouth, and may extend not more than one-quarter inch (1/4") below the corner of the mouth, or more than one-quarter inch (1/4") down over the upper lip.
- The wearing of earrings is prohibited.

Female Recruits:

- Hair styles will be worn so that no part of the hair extends over the uniform shirt collar. Hair clips or pins matching the color of the hair may be worn. Pointed objects that could be used as a weapon will not be used to secure the hair.
- The use of makeup is permissible, providing it is used moderately and promotes a businesslike appearance.
- Fingernails will not extend more than one-eighth inch (1/8") beyond the fingertips. Fingernail polish, if worn, will be clear.
- Female recruits may wear "stud/post" style earrings (one in each ear) provided the adornment will be limited to one-eighth inch (1/8") in diameter.

All Recruits:

- Hairstyles of an extreme nature that detract from a businesslike appearance will not be permitted.
- Unless otherwise specified, the wearing of jewelry while in uniform will be limited to rings and watches. A total of two rings may be worn, one on each hand (wedding sets are considered one ring).

5.02.200 UNIFORMS AND EQUIPMENT

Each recruit is required to have the following uniform components and equipment:

- (3) Navy blue, 5.11 pants (TDU RIPSTOP or TACLITE TDU)
- (2) Navy blue, short sleeve uniform shirts (Perma Press twill material) w/ department arm patches sewn on
- Baseball style cap (official department issue, plain blue for officer recruits, or plain brown or green for deputy recruits)
- Black leather under-belt (plain or weave pattern)
- Black duty belt (leather or nylon) with holster, magazine pouches, cuff pouch(es), pepper spray pouch, baton/Asp holder (if carried by your department), radio holster, flashlight holster
- Ballistic vest
- Duty weapon and magazines w/ owner's manual
- Set of handcuffs
- Baton/Asp (if carried by your department)
- Flashlight

- (2) White, short-sleeve T-shirts w/ last name printed in 2-inch black letters on front and back
- (2) Gray, long-sleeve sweatshirt w/ last name printed in 2-inch black letters on front and back (no hood)
- (2) Gray, sweatpants that match sweatshirts
- (2) Navy blue shorts
- Foam grip exerciser to prepare for firearms training (no metal exercisers allowed)
- Combination padlock for gym locker

Because most defensive tactics training sessions will take place on mats or a rubberized, court-type floor, we require the following items. These items help to protect recruits and keep within state and federal guidelines for blood-borne pathogens:

- (2) White, long-sleeved "under armor" type rash guards
- Mouthpiece (strapless)
- Wrestling Shoes
- MMA Gloves
- Patrol/duty gloves or non-padded bag gloves

Bring enough of the following items for daily use:

- Athletic supporter and cup (males)
- Sports bra (females)
- Black boots/shoes
- White crew neck T-shirts (for underneath uniform shirts)
- Plain black socks
- Plain white socks
- Cross-training/athletic/running shoes

Highly Recommended:

- Second pair of handcuffs
- Elbow pads
- Kneepads
- Focus mitts
- 16-oz boxing gloves
- Standard white bath towel (to be used during PT/DT)
- Shin pads
- Department authorized rain gear
- Jacket – If a student wishes to wear a jacket, either of the following is acceptable:
 - Department-authorized jacket
 - Solid navy, forest green, plain brown, or the same shade of color as the department uniform jacket

The Class-A uniform is the recruit's authorized department uniform, with the long-sleeve shirt and tie.

Nametags for the class will be ordered as one group order. Once received, they will be worn on the academy uniform.

Body armor will be worn during all aspects of academy training to familiarize and acclimatize recruits to the body armor.

Senior shirts:

- Class T-shirts/sweat shirts may only be worn by classes as approved by the Academy Commander or designee.
- Although a class of recruits will be designated the senior class on the day following the graduation of the class immediately preceding it, classes may begin wearing their senior shirts, if approved, 30 days from graduation day. (More than one class may be wearing the senior shirts at the same time.).
 - The type of shirt chosen and the artwork to be applied will first be approved by the Academy Commander or designee before the class representative(s) begins the purchasing process.

5.02.210 UNIFORM APPEARANCE

Uniforms will be kept clean and pressed, with all duty gear in good condition, and boots highly shined. Buttons on shirts and trousers must be fastened, with the exception of the top (collar) button on the shirt. Recruits in uniform shall not have hands in their pockets.

5.02.220 OFF-DUTY WEARING OF UNIFORM

Recruits assigned to the Basic Law Enforcement Academy will take reasonable steps to ensure their personal safety when traveling to and from the training facilities while wearing any readily identifiable part of the Academy or police uniform. This shall include, but is not limited to the following:

Uniform shirts, including senior class shirts or sweatshirts, must be covered. Hats with department patches, or other distinctive markings that identify the wearer as part of law enforcement, will not be worn or displayed.

Recruits who are commissioned/sworn law enforcement officers, and whose departments have provided them with a marked or otherwise identifiable police vehicle, shall modify the above as follows:

- While commuting to and from the training facilities, the recruit may be armed with a department-approved weapon as directed by their agency. The recruit may be attired in the recruit or department uniform while commuting. Recruits will take the most direct route to and from the training facility. The recruit will not engage in any personal business while wearing any distinctive portion of the Academy or police uniform.

No recruits will wear any distinctive part or portion of their Academy uniform when off-duty.

5.03.100 FIREARMS, AMMUNITION, AND WEAPONS

Upon reporting to the Academy, recruits are required to wear agency-authorized duty gear and carry an Academy-issued mock weapon for all aspects of their law enforcement training, unless otherwise directed. The department-approved duty weapon will be worn only when directed by TAC Officer or Academy staff. The following guidelines shall be followed:

- No ammunition, chemical weapons, or Tasers will be carried while on Academy grounds. The only exception shall be the recruit parking lot, when an armed recruit arrives or departs for the duty day. (See Section 5.02.220)
- At no time will any type of knife be carried on duty belts or in pockets while on Academy grounds.
- Except as noted above, magazines and speed loaders will not be carried in the duty gear, or with/in any other carrying device, briefcase, jacket, or pocket while on Academy grounds.
- Actual firearms **SHALL NEVER** be used during any aspect of "hands-on" training. Mock weapons are issued for training exercises.
- When a recruit class attends the Washington State Patrol Academy for E.V.O.C., they are bound by all provisions of this regulation. Additionally, recruits shall follow applicable WSP rules. Weapons will be secured in compliance with WSP policy.
- Inappropriate actions involving real or mock weapons will not be tolerated. Unsafe weapons handling, "horseplay," or other such acts judged to be inappropriate or unprofessional, will result in disciplinary action.
- During all aspects of Academy training, recruits will maintain strict control of all assigned equipment. If it becomes necessary to remove equipment (during breaks, role-playing, etc.), the recruit will assign a peer to secure and monitor the equipment. Mock or actual equipment shall never be abandoned.

5.04.100 VALUABLES DURING PHYSICAL TRAINING

When reporting to physical training sessions, all valuables should be secured in a recruit locker (recruits must provide a padlock). Gym lockers will not be used for permanent or long-term storage. Any locker that is padlocked for an extended period is subject to having its padlock removed by the staff.

5.05.100 OVERTIME

Any overtime compensation for Academy activities or training will be the responsibility of the recruit's agency, as per that agency's policy.

5.06.100 MISUSE OF TRAINING EQUIPMENT

Misuse of equipment will be considered negligence, and those involved may be required to pay for repairs or replacement of damaged property. Further disciplinary action may also be taken.

5.07.100 OFF-DUTY EMPLOYMENT AND THE ATTENDANCE OF OUTSIDE CLASSES

Off-duty employment, including reserve police duties, and the attendance of outside classes are prohibited while attending the Basic Law Enforcement Academy. Agency heads that wish to make special requests involving their recruits must contact the Academy Commander.

5.08.100 CLASS NOTES

The staff may review class notes and/or handout materials at any time.

During any written test that is administered under the authority of the WSCJTC, recruits will have no class notes, personal notes, flash cards, class handouts, or any other related material on or around their desks unless specifically authorized by the instructor. Any violation of this rule will be considered evidence of cheating and may result in disciplinary action.

5.09.100 ACADEMY OFFICES

Academy staff offices will not be entered, except for official business. Recruits may utilize the telephone directly outside the staff offices to contact and/or leave messages for staff personnel. Questions regarding Academy matters should be directed to the TAC Officer or appropriate instructor.

5.09.110 TELEPHONE USAGE

The campus does not have pay telephones for general use, recruits should contact their TAC Officer for assistance with making emergency calls or business related calls to the recruit's agency.

5.10.100 ACADEMIC PERFORMANCE

Successful passage of every Academy examination is required within the 720-hour Academy curriculum. No recruit shall be awarded a Basic Law Enforcement certificate if any examination has not been successfully passed. If all requirements are not met, a Letter of Attendance may be given to the recruit in place of a certificate of completion.

5.10.110 WRITTEN EXAMINATIONS

Written examinations will be administered for each of the 10 academic modules of training, as well as for other specific areas of instruction (such as BAC, EVOC, and

ACCESS). The questions in the written modular exams will be from one of the core areas of instruction:

- Criminal Investigations
- Criminal Law
- Criminal Procedures
- Crisis Intervention
- Firearms
- Patrol Procedures
- Traffic Enforcement/ Accident Investigation / DUI Enforcement
- Use of Force / Defensive Tactics

All recruits are required to maintain a 70% or better grade on all written examinations in these blocks of instruction. Should a recruit receive less than 70% on any examination, a make-up examination will be required.

- If the recruit successfully passes the make-up examination (70% or better), a score of 70% will be recorded, regardless of the actual score.
- If the recruit receives a score of less than 70% on the make-up examination, he/she will be terminated from the Basic Law Enforcement Academy.

A recruit may only fail two (2) original examinations, providing he/she passes the make-up examinations. Upon the failure of any third examination, the recruit will be terminated from the Basic Law Enforcement Academy.

Only one make-up examination will be given for any of the above examinations. Make-up examinations shall be given within three working days of the original examination, unless otherwise approved by Academy Commander.

5.10.120 PERFORMANCE EXAMINATIONS

Performance examinations will be given in, but not limited to, the following areas of instruction:

- Defensive Tactics
- Emergency Vehicle Operations Course (EVOC)
- Firearms

All recruits are required to maintain a 70% or better grade on all performance examinations in these blocks of instruction. Should a recruit receive less than 70% on any examination, a make-up examination will be required.

- Make up examinations for Defensive Tactics and Firearms are normally administered before graduation. The make-up examination for EVOC will normally be given within thirty (30) days after graduation. Delays for any make up examination beyond thirty (30) days must be approved by the Academy Commander and will be scheduled only upon receipt of a written request from the recruit's agency.

- Only one make-up examination will be allowed in each of the performance examinations. Any additional make-up exams will be the discretion of the recruit's agency and with the approval of the Academy Commander.

5.10.130 MOCK SCENE TESTING

The recruit's application of classroom skills will be tested in simulated realistic training scenarios that are designated as mock scenes. Mock scenes may be used to test recruits' abilities and knowledge in the the area of high-risk vehicle stops, building searches, traffic stops, field interviews, crisis interventions, field sobriety tests, and DUI arrests.

Each mock scene must be successfully completed in order to pass the mock scene component of the Basic Law Enforcement Academy program. Grading performance shall be on an objective 100-point format. A minimum passing grade of seventy (70) points is required. If a recruit officer fails to satisfactorily perform in one or more mock scene he/she will be given the opportunity to retest for those specific scenes. Such reexamination will be administered before his /her scheduled graduation date and after relevant counseling and/or tutoring has been provided.

Recruit officers who fail to satisfactorily perform in any reexamination mock scene will be allowed to remain in the Academy program at the discretion of their parent agency, but will not receive a certificate of completion. If the recruit's agency and WSCJTC agree to a retest, such re-examination opportunity will be on a date mutually agreeable to the agency and the WSCJTC, within the thirty (30) day period following the graduation of that recruit's class. If requested by the recruit's parent agency, the re-examination may be conducted in conjunction with the administration of mock scenes to the next academy class. If the third testing attempt of any event is unsuccessful, the recruit officer shall be deemed an academic failure and terminated from the Basic Law Enforcement Academy.

5.10.140 DELAYS IN RETESTING DUE TO INJURY

If a recruit is injured at the Academy, and unable to take a final examination in firearms, defensive tactics, driving skills, or mock scenes, he/she will be allowed thirty (30) days from the date of a physician's certification of recovery to take the examination(s). It will be the responsibility of the recruit's agency to notify the Academy Commander when the recruit has recovered. No testing or remedial training will be administered by Academy staff members without the prior review/approval of the physician's certification by the Academy Commander. Retests must be scheduled by the recruit's agency and approved by the Academy Commander.

5.10.150 PHYSICAL PERFORMANCE

In recognition of the physical nature of law enforcement training, and the physical demands made upon law enforcement officers, each recruit shall be required to demonstrate a satisfactory level of physical fitness and ability.

Every recruit has the primary responsibility for his/her physical condition and ability, and is expected to expend personal time and effort as necessary in attaining and maintaining a satisfactory level of physical performance.

No applicant for law enforcement training will be accepted if his/her health or physical condition prevents full and active participation in required training.

5.11.100 EVALUATIONS

Evaluation of recruits is a continuing process encompassing academic standing, skills performance, appearance, physical ability, attitude, and interpersonal skills. These evaluations and related information are forwarded to the recruit's agency by the conclusion of week eight (8), and within two (2) weeks following graduation. Failure to maintain minimum standards established by the WSCJTC may result in remedial training, disciplinary action, or termination.

5.12.100 RULES OF CONDUCT - PHILOSOPHY

A law enforcement officer is the most conspicuous representative of government and the symbol of stability and authority upon which our citizens can rely. The behavior of law enforcement officers/recruits may reflect directly on the policing profession, law enforcement officers/recruits must, at all times, conduct themselves in a manner which does not bring discredit to themselves, the Academy, or their own department.

Recruits are expected to maintain an exemplary standard of conduct and comply with all rules and regulations of the Basic Law Enforcement Academy. Acts of misconduct or conduct unbecoming an officer (either on duty or off duty) may result in disciplinary action, or up to and including termination from the Basic Law Enforcement Academy

5.12.110 HALLWAY PROTOCOLS

Recruits will make eye contact and greet people that they see. The greeting will be appropriate and will include civilian or military courtesy (i.e. Good morning sir/ma'am; Good afternoon Officer X; etc).

Recruits will not loiter in the hallways. If they are in the hallway, recruits should be enroute somewhere or speaking with a staff member.

5.12.120 CONDUCT BETWEEN RECRUITS

The Academy Training requires recruits to interact with each other. Every recruit is expected and required to fully and actively participate with fellow recruits and treat them with respect and courtesy.

5.12.130 HARASSMENT POLICY

Harassment need not be sexual or racial in nature. All persons attending the academy will be treated with dignity and respect and be afforded an environment which is free of unwanted harassment or distractions.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's continuation in the training program; or
- Submission to or rejection of such conduct by an individual is used as the basis for training decisions affecting such individual; or
- 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.

Behaviors which constitute sexual harassment include:

- Negative or offensive comments, jokes or suggestions about another employee's gender or sexuality
- Obscene or lewd sexual comments, jokes, suggestions or innuendos.
- Slang, names, or labels such as "Honey," "Sweetie," "Boy," "Girl," that others find offensive.
- Talking about or calling attention to another employee's body or sexual characteristics in a negative or embarrassing way.
- Pats or squeezes, or repeatedly brushing against someone's body.
- Displaying, whether intentional or unintentional, any nude or sexual pictures, cartoons or calendars anywhere on the academy campus to include privately owned vehicles parked on academy grounds.

Unwelcome behaviors which constitute other forms of harassment include but are not limited to:

- Comments, jokes, names, suggestions or innuendos meant to disgrace or ridicule another person's physical size, condition, physical or mental handicap or appearance.
- Comments, jokes, names, suggestions or innuendos meant to disgrace or ridicule another person's political ideology, creed, religion, ancestry or national origin.
- Referring to another person by slang or other derogatory name which is intended to demean or call attention to another person's actual or perceived shortcomings, physical or academic performance, employing agency or employment status, rank, class position or class status.
- Unwanted use of offensive or objectionable language.
- Hazing in any form.

A complaint is defined as an accusation of harassment based on unwanted behaviors. Anyone may initiate a complaint. Complaints may be oral or written. Such complaints may be made to the TAC Officer, any Law Enforcement Academy instructor, or any supervisor of the recruit's agency.

5.12.140 DISCRIMINATION

The WSCJTC will not tolerate discrimination in any form. It is the policy of the WSCJTC 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, creed, color, national origin, age group or gender. Anyone may initiate a complaint if they feel they have been discriminated against. Complaints may be oral or written. Such complaints may be made to the TAC Officer, any Law Enforcement Academy instructor, supervisor, or any supervisor of the officer's agency.

5.12.150 INTEGRITY

Cheating and/or lying by any recruit is considered conduct unbecoming an officer. Violators will be subject to disciplinary action. Likewise, recruits aware of cheating and/or lying who do not report such activity are also subject to disciplinary action.

The passing of any academic information regarding course content, testing methodology, or mock scene plots by any recruit to a member of any other class session is strictly prohibited will fall within the provisions of this section.

If, while attending the Basic Law Enforcement Academy, any recruit is contacted by an outside agency for recruitment purposes, the contact will be documented on recruit memorandum and forwarded to the Academy Commander via Chain of Command. Under no circumstances will the Basic Academy be used as a recruiting venue, and incidents where recruits solicit or pursue employment changes while in attendance will be viewed as integrity violations and investigated accordingly.

5.12.160 OFFENSIVE LANGUAGE

The use of profane, ethnically offensive, or insulting language is prohibited, including chants utilized while marching or running. Such language may be used as part of a mock scene or other learning exercise wherein it is used solely to enhance realism.

5.12.170 RULES OF CONDUCT – OFF-DUTY

Recruits may encounter on-view (in-progress) situations or, because others in the community know that they are employed by a law enforcement agency, a recruit may be called upon to act as a law enforcement officer. Unless a recruit is commissioned or sworn, no action should be initiated, other than actions that may be taken by any citizen. Non-sworn recruits must remember their own personal safety. The safety of innocent persons, and the immediate safety of the victim involved in an in-progress crime may be affected by intervention. In almost all cases, recruits should act as good witnesses, observing physical descriptions of suspect and suspect vehicles, making phone calls to summon aid or services, rendering aid and assistance after the event, and reporting observations to the appropriate authorities when they arrive.

Commissioned/sworn law enforcement recruits should, by all means possible, attempt to adhere to the same guidelines as above and to be a good witness. When that is not possible, then law enforcement personnel must act within the scope of their training and abilities and, above all, operate as any other reasonable person would under the same circumstances. When the appropriate law enforcement authorities arrive, the scene shall be turned over to them and recruit officer(s) will cooperate in the manner required by that agency. In an event which may require police intervention, the recruit shall follow his/her department's policies.

All recruits who become involved in any police matter, or take any law enforcement action of any kind will contact their TAC Officer and report the incident at the earliest possible time. This verbal report will be followed by a full and complete written report on a Recruit Memorandum, to be submitted no later than the next business day unless otherwise directed by the TAC Officer.

5.12.180 ALCOHOL AND DRUGS

The use or possession of alcoholic beverages and/or illicit drugs at the training center or dormitory is prohibited.

Prescription drugs, prescribed by competent medical authority, will be allowed when:

- The recruit holds a valid prescription bearing the recruit's name on the container label, per state law; and
- Any recruit using prescribed medication(s) will provide in writing, via recruit memorandum to the TAC Officer, reasonable data concerning the type of medication(s) and its possible side effects. Recruits with any known allergy to medication or substance will document such allergies for inclusion in their personnel record in case of medical emergency.

The consumption of alcohol in public establishments while wearing any distinctive portion of the Academy uniform or the uniform of any law enforcement agency is prohibited.

Participation in any Academy functions while under the influence of an alcoholic beverage or illicit drug is prohibited. No recruit will report for any training function with alcohol on his or her breath.

5.12.190 INVESTIGATION OF RULE VIOLATIONS OR MISCONDUCT

Complaints of misconduct and violations of the Recruit's Rules and Regulations, whether on-duty or off-duty, will be fully investigated by Academy staff or representatives of the WSCJTC.

Complaints, which are sustained by investigation, may result in disciplinary action.

Minor Violations

A minor violation is an act or omission that, by itself, does not adversely affect other recruits or the training activity. The TAC Officer is responsible for the identification and resolution of minor violations of Academy rules and regulations. Repeated minor violations shall be handled with progressive discipline. Violations resulting in any form of discipline will be documented on a Recruit Contact Memorandum. Home or sponsoring agency contact, pursuant to minor violations, will be at the discretion of the Academy Assistant Commander.

Major Violations

A major violation is a violation of Academy rules and regulations, which has the potential to adversely affect the health and/or welfare of recruits and/or staff, compromise the integrity or progress of the training environment, or impede the opportunity for other recruits to succeed in the training activity. Intoxication, verbal or physical abuse, cheating, lying, and sexually, racially, or culturally demeaning comments are examples of major violations.

Whenever the Commander of the Basic Law Enforcement Academy receives any information, from whatever source, indicating behavior or incident that, if substantiated, would constitute a major rules violation or act of misconduct, the following provisions apply:

- The Academy Commander or designee shall conduct a full and complete investigation of the matter. Such investigation will commence with notification to the recruit's home or sponsoring agency. Agency notification shall include:
 - specification of the violation;
 - full disclosure of all pertinent information received to date;
 - outline of the investigative procedures to be taken, and if the subject is to be interviewed the date, time, location, and general line of questioning for such interview.
 - that the agency may be represented during such interview and it is their responsibility to ensure that all agency requirements, including union representation applicable to this interview, are met. For this purpose, the agency shall provide to the Academy Commander any necessary forms, documents, advisements, or other information.
- While reasonable efforts will be made to accommodate any agency requests or requirement throughout the investigative process, it is the responsibility of the Academy Commander to affect proper and timely conduct of such process. Consequently, whenever agency accommodation would cause unreasonable hindrance or delay, the Academy Commander is authorized to proceed in the investigative process pursuant only to the requirements of the Academy and the Training Commission.
- Any recruit attending the academy who is the subject of, or witness to an investigation or complaint is expected to fully cooperate with the investigating authority and to comply with all legal and reasonable requests made by agency representatives and/or academy staff.

- When the Academy Commander has determined that the investigation is complete, the investigative file shall be submitted to the Director for review and final action. The file shall contain a complete and written report of the investigation, including all witness and subject statements, and a recommendation of action for the Director's consideration.
- Decisions regarding disciplinary action shall be documented in writing and provided to the Academy Commander, the recruit, the recruit file, and the subject's employing or sponsoring agency. If the discipline results in removal from the academy, a copy of the investigation shall be sent to the Division of Peace Officer Certification.

Criminal Misconduct

The Academy Commander will be immediately notified of any complaint alleging conduct that would constitute a criminal act. All such complaints will be forwarded for investigation to the law enforcement agency with appropriate jurisdiction.

Emergency Suspension

If a situation arises that, in the opinion of the training staff, necessitates immediate action for the integrity or safety of the classroom, the Academy Commander, or designee, has the authority to suspend a recruit from training by ordering that recruit to immediately leave the training site or classroom until a review of the situation is completed. Emergency suspension will result in the immediate notification of the recruit's home agency.

Investigative Time Limits

Complaint investigations should be considered a high priority and will be completed within ten days. If unforeseen circumstances occur, the Academy Commander may give extensions to this time limit. All involved recruits and staff will be notified of any such extensions.

Review and Appeal of Action

Recruit dismissal for academic or disciplinary reasons may be reviewed at the request of the recruit or the head of the recruit's employing agency. Requests for review and appeal of action will be submitted and governed by those protocols set forth in Washington Administrative Code 139-03-020.

Notification

Complainants will be kept informed regarding the status of investigations. The Academy Commander will notify them upon receipt of their complaint and upon final findings.

5.12.200 DISCIPLINE

In order to adhere to recognized adult learning principles, yet still prepare recruits for a career in a paramilitary industry, the Basic Law Enforcement Academy must strike a reasonable balance between a "military" style and a "college" style environment.

Teaching recruits to be aware of their surroundings, at all times, and is an officer safety issue and an important part of the police academy training. Law enforcement officers must be in a constant state of awareness about who is near. This is not a normal behavior for regular citizens, and it must be learned. The awareness and discipline expectations at the academy are in place to build this skill during the five-month class session. These expectations are not employed for TAC Officer's egos, or to "mess with" recruits. They serve a specific purpose that is directly relevant to a career in police work.

Group Discipline

Group discipline is used at times in the academy for one main reason. It reinforces the lesson that law enforcement is a "team sport." On patrol, the actions of one officer will significantly impact other officers. At the academy, when one recruit exhibits unacceptable behavior or performance, he/she has impacted the rest of the team (his/her class). Group discipline also creates peer pressure which motivates recruits to behave and perform at acceptable levels.

Physical Discipline

A reasonable amount of physical discipline, such as push-ups, is a necessary part of the academy atmosphere. This sort of discipline serves two purposes. First, it is unpleasant and acts as a deterrent to unacceptable behavior or performance. Second, it builds strength and fitness, which is an integral part of good law enforcement.

When a TAC Officer administers physical discipline or group discipline, the TAC Officer will normally allow a "cool-down" period, unless the schedule prohibits it. This cool-down period will usually be 15 minutes and be a break period away from the TAC Officer(s). During the cool-down period, recruits will be allowed to collect their thoughts and prepare themselves to enter back into a learning mode. TAC Officers may choose to allow longer cool-down periods when appropriate. TAC Officers should also choose to administer discipline in a way that does not disrupt the training schedule.

Non-Physical Discipline

Other forms of discipline may be used during the academy session to correct behavior or performance. The most common form of non-physical discipline is a writing assignment.

Recruits may be assigned to write a memo. The memo assignment may specify a certain length and a specific topic, such as why a weapon was missed on a search, or a summary of a court case. The assignment of memos will be moderate and the memo topic will relate to the unacceptable performance or to police work in general.

Recruits may also be assigned to complete a report. This might range from a simple Notice of Infraction to a Police Traffic Collision Report or a full incident report. The report may be about a mock scene the recruit participated in, or may be a made-up scenario. In addition, recruits may be assigned to write a report narrative about their actions or the actions of their classmates.

Structured Discipline

The Academy employs a structured disciplinary system to be employed in cases of sustained violations of the law or Academy rules and regulations. Discipline will

generally be administered in a progressive fashion taking into consideration the following factors:

- The seriousness of the incident,
- The circumstances surrounding the incident, and
- The impact of the incident on the Basic Academy institution and mission.

Discipline can include any combination of the following penalties:

- Counseling/Remedial Training,
- Verbal Warning,
- Written Reprimand,
- Suspension from the Academy, and/or
- Removal/Termination from the Academy.

Basic Academy staff members are expected to actively participate in the disciplinary process by enforcing rules and regulations. When appropriate, staff members will notify the recruit's TAC Officer of violation(s) or performance deficiencies. TAC Officers will give timely advisement to recruits of performance or behavioral problems, which could result in disciplinary action by documenting the deficiency or violation on a Recruit File Memorandum. This memorandum will be signed by the recruit and filed in the recruit's file. Also, a copy of this memorandum will be forwarded to the Academy Commander. TAC Officers are encouraged to correct minor disciplinary problems through coaching, counseling, or by recommending remedial training.

Discipline employed beyond counseling and remedial training will result in the recruit's agency being notified. Compensation for recruits under suspension from the Basic Academy will be at the discretion of the recruit's agency. Examinations missed during suspensions from the Academy will be scored as a failure, and are subject to the standards regarding make-up examinations identified in Sections 5.10.110-130.

5.12.210 RECRUIT WITHDRAWAL

In the instance of a recruit withdrawal due to illness, injury, personal hardship, or good cause otherwise shown, the recruit may be allowed certification after such recruit has successfully completed a subsequent Academy session, in whole or part, as determined by the Academy Commander.

5.13.100 COUNSELING

Any recruit feeling a need for counseling in relation to either academic or personal problems should contact the TAC Officer for assistance. It is the responsibility of the recruit to ask for assistance. A staff chaplain and other resources are available for those recruits wanting such assistance.

5.14.100 EMERGENCY CONTACT

Those persons needing to contact Academy recruits regarding any emergency should be advised to call the Academy at 206/835-7300 during normal business hours.

5.15.100 COURSEWORK ASSIGNMENTS

Homework and research projects will be assigned as deemed appropriate. Advanced issue material, where practical, will be studied before attending the lecture portion of the class concerned. It is the duty of recruits to complete these homework assignments entirely on their own. Plagiarism, the use of another person's ideas, information, or writing, will not be tolerated. Instructors will inform the class if an assignment is designed for group involvement. Absent such faculty instruction, the recruit will not collaborate with any other person for the purpose of completing outside assignments.

5.15.110 ELECTRONIC SHARING OF INFORMATION

Classes are authorized to create web sites or other methods of electronic sharing of information for the purpose of improved communication within their own session. Approved content includes contact information, class calendar, important announcements, or like information. These sites are to be restricted to access by members of only that class and will not contain any curricular or academic information.

The TAC Officer will be notified of the existence of all electronic sharing sites and will be provided access to all areas of the site. The TAC Officer will be the approving authority of all content.

5.16.100 EMERGENCY PROCEDURES

The size of the CJTC campus, the number of recruits, and the complexity of the various training programs occurring on any given day necessitate a plan for an organized response to natural or man-made disasters. In an emergency all employees and long-term recruits on campus are expected to respond in a manner consistent with the CJTC Emergency Plan in order to minimize injury and loss.

Therefore, every academy recruit will become familiar with the Emergency Plan, copies of which are available in each class room. Special attention is to be given to recruit staging and medical response areas identified in Attachment C.

5.16.110 EMERGENCY CLOSURE OF TRAINING FACILITY

In the event of inclement weather, or other conditions that would make it unsafe or impractical to participate in scheduled training functions, the following procedures will be in effect:

- The decision to limit or cancel scheduled training shall be made by the Academy Commander. The decision will be made based on factual data received from authorized sources.
- Absence from training shall be on an hour-to-hour basis or day-to-day basis. Permission to be excused from training will not be granted in more than one-day increments.

- Recruits will receive information from their TAC Officer about how to obtain notice of class cancellation when conditions change overnight.

At the beginning of each academy session, the interim class president will create a telephone tree identifying each recruit's emergency contact telephone number. This will facilitate effective emergency communication.

5.17.100 LEAVING THE FACILITY

Recruits may not leave the facility during business hours without permission of the assigned TAC Officer.

5.18.100 RECRUIT PARKING

Recruits will park in the paved areas designated for recruit parking. Parking in areas prohibited by signs, or in areas defined as off limits, may result in impound of improperly parked vehicles. Recruits improperly parked are responsible for all impound and related fees.

5.19.100 ACADEMY STAFF

Academy staff personnel will be addressed as "officer," "deputy," "sir," "ma'am," or by their rank.

5.20.100 CLASSROOM PROTOCOL

The Class President or designee will call recruits to attention when instructors enter. Recruits will remain standing at attention until instructed to be seated.

When asking questions, recruits will raise their hands and wait to be recognized. Recruits will not speak out without being recognized. All questions or statements will be prefaced by, "Sir/Ma'am, Recruit (last name), agency name..."

5.20.110 CLASSROOM MAINTENANCE

Recruits are responsible for keeping their classrooms neat. All litter will be properly disposed of. Bulletin boards, desks, and material tables will be maintained in an orderly fashion. Briefcases will be kept at back of the classroom, in lockers, or those areas designated by the TAC Officer.

5.20.120 INAPPROPRIATE BEHAVIOR IN CLASS

Instructors have the authority to dismiss from class any recruit observed to be sleeping, distracted, disruptive, or otherwise not participating in appropriate learning behavior. Any recruit so dismissed will report to the TAC Officer for further action.

5.20.130 FOOD AND BEVERAGES

Food, gum, and candy will not be allowed in the classroom. Instructors may allow exceptions with the approval of the Academy Assistant Commander. With approval of the TAC Officer, beverages may be allowed in the classroom as long as they are dispensed in covered containers.

5.20.140 EARLY DISMISSAL FROM CLASS

Any early dismissal from a class will be the prerogative of the TAC Officer. Should an instructor finish with a class before the end of the scheduled period, the Class President will contact the TAC Officer for further instructions. Recruits will not leave the campus without the permission of the TAC Officer or his/her designee.

5.21.100 TRAINING SCHEDULE

A tentative training schedule will be posted in the classroom. Recruits should expect changes to the training schedule and should routinely check it in the morning, at noon, and before leaving each day so they will be aware of any changes. Recruits are responsible for being fully aware of the schedule's contents, changes, or amendments, and must be prepared for all classes with the required materials and texts, before the start of class.

5.22.100 SMOKING AREA

Smoking is prohibited inside any building on the training center campus. Smoking is not permitted during any hands-on training, including assignments at WSP Academy and the range. Chewing tobacco and other similar products are likewise prohibited during all indoor and outdoor classroom activities. Smoking will be permitted only in the designated area, east of the Cascade Building.

5.23.100 NOISE

Noise will be kept to a minimum at all times in the corridors. During breaks between classes, recruits will not loiter in the hallway. Quiet will be maintained at all times. Breaks will be taken in designated areas.

5.24.100 GIFTS

Individual recruits are prohibited from giving any gifts to staff members.

5.25.100 MAIL

Incoming mail must be addressed as follows:

Personal and Confidential

Recruit Name

Session # _____, Basic Law Enforcement Academy

C/o Criminal Justice Training Center
19010 1st Avenue South
Burien, WA 98148-2055

Mail received at the Academy may be carried by the TAC Officer to the addressee or may be placed in the class session mailbox outside the staff office. The Vice President or other designee should routinely check the mailbox for letters or other matters pertinent to the class.

5.26.100 PUBLIC INFORMATION AND MEDIA CONTACTS

During times of major incidents or newsworthy events, the Executive Director of the WSCJTC or his/her designee will handle the public information function. To ensure consistency of dissemination, all media contacts will be channeled through one person, normally referred to as the Public Information Officer (PIO). Before recruits speak with any media representative, they will generate a written request to the Academy Commander via Chain of Command, and have the Academy Commander's approval.

APPENDIX A

DORMITORY RULES

5A.110 LIVE-IN ELIGIBILITY

Academy recruits whose home agency is in excess of forty (40) miles from the Criminal Justice Training Center are considered noncommuting attendees. These recruits are therefore eligible to receive full meal service and lodging as provided by the WSCJTC, as outlined in RCW 43.101.200 (2). *"Except as otherwise provided in this chapter, the commission shall provide the aforementioned training together with necessary facilities, supplies, materials, and the board and room of noncommuting attendees for seven days per week."* The WSCJTC will notify recruits of such eligibility before Academy attendance. If an eligible recruit declines live-in status, or wishes to make alternative arrangements, such as residing with family or friend, the WSCJTC must be notified as early as possible and before Academy attendance.

The rules in Appendix Sections 5a.110 through 5a.190 are applicable to live-in recruits only and are applicable to their residency throughout the duration of Academy assignment.

5A.120 OCCUPANCY

You can expect to share a living unit with up to three other WSCJTC recruits. Occasionally, other WSCJTC recruits (who are not assigned to the Academy program) may be assigned to empty rooms/beds in living units with Academy recruits.

You will be allowed to reside at the dormitory during any weekend of your Academy assignment, if that is your desire.

In the event you must leave the Academy before your graduation, you will be required to vacate your room on the effective date of your termination, or such date designated by Academy staff.

Under no circumstances will WSCJTC housing be utilized by persons other than Academy recruits. Do not allow unauthorized persons to access the facility.

5A.130 SERVICES

Each room shall assign one of the living group members the responsibility of making a quick check of the unit's appearance/compliance to standards before leaving for each day's classes. Unannounced and random inspections by the Academy staff and/or WSCJTC representatives will be conducted on a weekly basis.

Clean bed linen, will be provided on a weekly basis. Clean linen can be picked up from the linen closet in Madrona Hall (dorm 2) as needed. Dirty linen can be dropped off in

the collection bins in Hawthorn Hall (dorm 1) or Madrona Hall (dorm 2) whenever necessary. You must provide your own towels and washcloths. You will be responsible for making your own bed and keeping your living unit clean and orderly. This includes not leaving dirty dishes in the sink, and not leaving clothing and other articles on the floor.

It is recommended that you bring an iron and a small portable ironing board.

Coin Operated washers and dryers are available on site. Soap is not provided.

Vacuum cleaners and other cleaning equipment and supplies are available on site.

Parking is available on site.

5A.140 MEALS

The WSCJTC will provide full meal service to eligible live-in attendees at the Criminal Justice Training Center. For each Academy week, this service includes breakfast, lunch, and dinner, Monday through Thursday, and breakfast and lunch on Friday.

Meal reimbursement is available to Academy recruits who may find it inconvenient or impossible to return home on weekends due to substantial commuting distance. Eligibility requires:

- Recruit must live and work in excess of one hundred (100) miles from the Training Center, and
- Actual residence at WSCJTC housing for the entire period for which meal reimbursement is claimed (i.e., no reimbursement will be made for partial weekend).
 - a) Receipts for actual expenses are required. Reimbursement not to exceed State OFM Per Diem Rates. No alcohol or tips will be included in the reimbursement.
 - b) No reimbursement for Holidays in which WSCJTC is closed.
 - c) <http://www.ofm.wa.gov/resources/travel/colormap.pdf>

Reimbursement will be made after the submission of the State Form A 19-A, which are issued at the Academy. It may take several weeks for the processing of each Form A 19-A, so budget your funds accordingly, and do not become dependent on this reimbursement.

5A.150 TELEPHONES

Non-emergency - There are no telephones in the living units. Pay phones are not available at the Training Center or the dormitory. To facilitate personal phone calls, a private cell phone will be needed. It is recommended that you have regular and frequent communication with your spouse and/or family regarding your personal situations.

Emergency - Recruits should advise their families of how to reach them in the event of an emergency:

(206) 835-7300, 8:00 a.m. to 5:00 p.m.

5A.160 WEAPONS

It is WSCJTC policy to prohibit the introduction of firearms, both personal and agency issued, into the dormitories, except to secure them in lockers provided by the WSCJTC. Additionally, no firearm will be left in any location that is not secure, including personal or departmental vehicles. The Senior Class President or designee will be responsible for assuring that the secure storage area for firearms and supplies is maintained.

Live ammunition shall not be brought to the Criminal Justice Training Center or the Academy premises under any circumstances, except as noted in Dormitory Rules 5a.180 (O).

Any individual violating the firearms or ammunition rules may be dismissed from the Academy program.

5A.170 ADHERENCE TO RULES

These lodging facilities are intended to provide recruits with a pleasant living environment for their nineteen weeks of training. If there are any problems involving lodging arrangements and/or facilities which cannot be successfully resolved by the recruit, the recruit shall notify his or her TAC Officer of the problem, in a memo, describing the problem in full.

Recruits are expected to conduct themselves in a professional, courteous manner. Disturbing other tenants by excessive noise, or other conduct unbecoming an Academy recruit, will not be tolerated.

WSCJTC housing and meal arrangements may be terminated should Academy staff agree that privileges have been abused.

5A.180 DORMITORY RULES

The dormitory is provided as a service to agencies that sponsor employees in need of lodging while attending WSCJTC-sponsored training. The dormitory is intended to provide a safe, clean, professional environment for recruits. A primary function of the dormitory atmosphere is to provide the opportunity for study, learning, and a successful training experience.

The dormitory facility and the conduct of its recruits should reflect the professionalism and dignity of the sponsoring agency, the WSCJTC, and the criminal justice profession. Each dormitory recruit is expected to contribute positively to this environment by

adhering fully to the dormitory rules. Violation of any of these rules may result in disciplinary action, which may include the loss of the privilege of dormitory housing, and/or termination from the Academy.

Only authorized personnel will reside in the dormitory.

No room assignment change will be permitted without prior approval.

Requests for changes in room assignment must be submitted in writing to the TAC Officer. The Academy Commander will meet with the facilities management team to determine feasibility of the move.

Posting of items on any walls, windows, or doors is prohibited.

Shoes and belts must be polished outside the building, off the sidewalks, or in marked and designated shoe shine areas.

Due to fire code regulations, the use of electrical appliances such as coffeepots or microwaves must be limited to kitchen facilities.

Recruits are required to keep housing areas clean at all times.

- Clothing and personal items will be arranged neatly in closets or cabinets.
- Beds shall be made using hospital corners and the blankets and bed spreads will be neatly tucked under the mattress.
- Bedroom desk will be neat and orderly.
- Shoes will be in the closet or set neatly at the foot of the bed.
- Floors will be vacuumed and clean of trash.
- Kitchen counters will be clean and dishes and other items will not be stored on the counter.
- The kitchen sink will be kept clean and the trap will be clear of debris.
- The kitchen floors will be swept and clean.
- The garbage will be taken out every morning from all of the garbage cans in the room.
- The bathroom counter and mirror will be cleaned of residue.
- Toilets will be flushed and clean of any stains.
- Bathtubs will be cleaned after each use.
- The living room area will be free of clutter including clothes, papers, and magazines.
- The couch pillows and TV remotes will be stored neatly.
- Dorm room windows will be closed and secured at all times.
- The WSCJTC reserves the right to enter dormitory rooms at random and conduct inspections to ensure rooms are being maintained in compliance with this policy.
- The common area will be kept clean and orderly at all times. The laundry room will be clean and free from clutter, the dryer lint traps will be cleaned after each use. The junior most class living in the dorm will be responsible for ensuring the common areas are ready for inspection daily.

WSCJTC staff may only conduct more intrusive searches of recruit's property with approval of the Academy Commander. These searches may be conducted pursuant to,

or as part of, an investigation into any Rules of Conduct Violation (Section 5.15). Whenever possible, a CJTC Sergeant/Supervisor, and the recruit(s) will be present while the search is conducted. Any investigation involving criminal allegations will be referred to local law enforcement.

Recruits are required to report, in writing in memo format, any damaged or missing items. Reports will include the item, damage, or reason for malfunction, if known. Reports are to be turned in no later than the next training day. Recruits responsible for damage will be required to pay for the repair or replacement of the item. The recruit's agency will be billed, and certificate withheld, if timely payment is not received.

Visitors are permitted in the common areas only until 2100 hours, Sunday through Thursday, and until 2300 hours on Friday and Saturday. Visitors are not permitted in any of the dormitory "pods"/living units, except to use the restrooms.

Recruit co-visitation is allowed until 2200 hours, Sunday through Thursday, and until 2300 hours on Friday and Saturday.

Recruits are prohibited from engaging in loud or boisterous behavior that disturbs, annoys, or causes inconvenience to any other person. "Quiet hours" will be observed in the dormitory between 2100 hours and 0630 hours, Sunday through Thursday, and between 2300 hours and 0900 hours on Friday and Saturday.

Alcohol is not permitted anywhere within the dormitory or on WSCJTC premises. Controlled substances (prescription medications) are permitted only when kept in the original container from the pharmacy.

Smoking is prohibited in the dormitory. Smoking is permitted outside the dormitory in designated areas, 25 feet from the entrance doors. Recruits are required to use the available ash can to extinguish and dispose of cigarettes. The use of chewing tobacco is allowed in the dorms. Expectorant will be collected in a sealed container and thrown into a waste bin.

Firearms and ammunition are prohibited anywhere within the dormitory, unless locked in a secure gun cabinet that is specifically provided by the WSCJTC for this purpose. Under no circumstances are firearms or ammunition permitted in living units. Violations of this policy will be considered major violations that may result in removal from the dormitory and termination from the Academy.

Motor vehicles will be parked in designated parking areas only. Vehicles parked in undesignated areas will be subject to towing at the owner's expense. The WSCJTC is not responsible for any theft or damage to vehicles.

Facilities management staff will conduct an exit inspection of each room on the final day of training. Recruits must be cleared out of assigned rooms, with keys turned into their TAC Officer, by 0900 hours on graduation day. Individual recruits and/or their agency will be responsible for missing items or damage beyond normal wear and tear. All recruits of a room will share financial responsibility if investigation cannot attribute the responsibility to a specific individual or individuals. Unreported damage or items discovered as missing are the responsibility of room recruits.

Recruits are expected to pick up after themselves and maintain a clean area, regardless of their location in the building. Recruits will strive to leave any location as clean, or cleaner, than when they arrived. The most junior class with recruits in the dorm will be responsible for ensuring that the common area of the dorm is clean and orderly.

APPENDIX B

WASHINGTON STATE PATROL TRAFFIC WEEK GUIDELINES AND RULES

5B.100 REPORTING TIME

Recruits will report to the State Patrol Academy between 0800 and 0830 in their regulation uniform. Class will begin promptly at 0900 hours.

5B.200 UNIFORMS

Academy uniforms will be worn during classroom sessions and as otherwise required by the basic training commander.

Jump suits (or other "soft uniforms") may be worn while on the drive course or during other exercises where academy uniforms would be impractical.

Baseball caps may be worn on the drive course and while wearing jump suits (#2 above). Caps will be restricted to the following:

- Official department issue with logo.
- Plain blue for officer recruits.
- Plain green or brown for deputy recruits.
- Caps with commercial advertisements, cartoons, or other "non-official" law enforcement wording or designs will not be worn.
- Caps will not be worn while eating meals or while in the classroom.

CAPS WILL BE WORN BY ALL RECRUITS FOR REVEILLE AND RETREAT CEREMONIES.

Soft shoes—such as running or tennis shoes—may be worn with jump suits.

Jackets (only official agency work jackets) may be worn while in any uniform.

Appropriate foul/cold weather outerwear and footwear should be brought for the outdoor training segments – this clothing will not be provided by WSP.

Civilian clothes should be brought to the Academy for off-campus activities. Such clothing should be casual, but in good taste.

5B.300 PROFESSIONAL COURTESY

WSP instructors, for the most part, will be of the rank of trooper. They will be addressed as "trooper," followed by their last name. In a private setting, if you are given permission or otherwise requested to call him/her by their first name, you may do so. Once out of the private setting, however, you are to revert back to addressing them as trooper.

WSP cadets may be on campus and they (during training hours) will be addressed as “cadet,” followed by their last name. They in turn should address you as “recruit.”

If a conflict develops between you and a cadet, you will rectify it in a professional manner. If the conflict cannot be so rectified, it will be respectfully brought to the attention of the WSP staff duty officer or another WSP staff officer, who will see to it that the matter is resolved.

Recruits will respect all staff members, instructors, cadets, and one another, and will refrain from any demeaning treatment or “hazing” of anyone.

Trooper cadets are not allowed to mill around during business hours. As a matter of fact, your first impression may be that they are unfriendly. This is not the case—it is a part of their training. They are kept moving throughout the business day and often hours afterwards.

Although we desire you to meet them and develop friendships, do so only when the time becomes appropriate. As a matter of mutual courtesy, it would be proper to assist them with certain chores whenever possible (e.g., clearing tables, police call, cleaning of dorms and day rooms, etc.).

5B.400 DAILY SCHEDULES

Attendance at class is mandatory. Exceptions will necessitate the WSP Academy Commander’s approval.

- Assemble in class at designated times.
- Bring proper books and materials.

When there is a WSP cadet class at the Academy, all recruits will assemble and join in their flag formation at 0800 and 1705 hours. Caps will be worn by all recruits.

Quiet hour is 2200 hours (room lights may remain on with your roommate’s consent). Lights out is 2300 hours.

- No showers, talking, or loud noise after lights out.
- Walk quietly in hallways and do not slam doors (others will be sleeping).

5B.500 CLASSROOM PROCEDURES

Classroom procedures are identical to those at the training center, with the following additions:

- When you want to ask questions or give an answer, you will raise your hand, wait to be recognized, state your name (e.g., Recruit Smith), and respond accordingly.
- No smoking, beverages (except water), or food in the Education Building.
- No sleeping in class. You may stand in the back of the room if you get tired.

- You will be on a tight schedule, so report to class and all practical exercises on time.
- Please conserve energy by turning off lights and other electronic equipment when it is not in use.

5B.600 DORMITORY ROOM CARE

Stay in your assigned room, so we can locate you in case of an emergency.

Clean sheets and pillow cases are on the beds.

Note the fire escapes in your dorms.

Please make your bed and keep your room in order.

- No wrinkles.
- No material, clothing, or objects lying on beds.

Desks will be kept clean, and books and paper will be in their proper place.

Closets will be kept orderly and closed.

Wastebaskets will be emptied.

No food, coffee, or soft drinks are allowed in dorm rooms.

Doors and blinds are to be kept open when your room is vacant.

Clothing will not be draped over chairs, beds, or left on the floor or shelves. When not being worn, clothing will be kept in the closet.

Please keep your valuables in your vehicle.

Park your vehicle in the recruit lot.

Your TAC officer will conduct inspections and we give numerous tours.

To assist the Technical Staff with preparing the dorms for the next recruits, by 8 a.m. on your last day:

- Strip the sheets and pillowcases from your bed. Put the clean sheets, with the folded blankets, on your bed the same way you found them.
- Remove personal items to your vehicle.
- Empty the wastebaskets into the trash container in the laundry room.

5B.700 MEALS (DINING HALL)

Meal times:

- Breakfast – 0700 hours
- Lunch – 1200 hours
- Dinner – 1700 hours (after flag formation)

Cafeteria-style dining:

- It's best if you stay in your uniform all day.
- Please do not wear shorts, sweats, T-shirts, or tank tops in the dining hall.
- Do not go into the dining room early for meals.
- Table manners and proper etiquette will be adhered to at all times.
- Guests of senior ranking officers should be offered the opportunity to go ahead of you in the serving line.
- Two lines will be formed.
- Take only one serving of meat or main dish at a time.
- Please do not waste food. Take only what you can eat.
- Seconds may be taken only after everyone else has been through the serving line.
- Recruits will bus their trays, dishes, and utensils when finished eating in order to give the staff time to complete their duties.
- Beverages in the cafeteria are available during breaks, but are not allowed in the classrooms.

5B.800 COEDUCATIONAL LIVING

All interaction between male and female recruits and staff will be strictly professional.

Any interaction of a sexual or intimate nature may be cause for discipline.

Recruits will ensure their doors and blinds are closed when getting dressed.

No recruit will enter a closed door of another without first knocking and receiving permission to enter.

Recruits will be properly clothed when in the halls, lounges, or public areas of the dorms.

5B.900 FIREARMS

All firearms and ammunition will be locked in gun lockers or in your vehicles.

Absolutely no firearms or ammunition are allowed in the dorm rooms or class rooms.

5B.1000 SECURITY

Uniforms or ID are required at all times. ID cards will be displayed when not in uniform.

Please challenge and report suspicious individuals.

5B.1100 ILLNESS AND INJURY

All illnesses and injuries (regardless of the severity) will be reported to the WSP Academy instructor in charge of the class or an academy supervisor.

- If applicable, a WSP Injury Report form will be provided for you to complete.

If you are taking prescribed medication which may hamper your driving abilities, this shall be brought to the attention of the head driving instructor, prior to any drive course activities.

5B.1200 DUTY OFFICER

There is no longer a "Duty Officer" on staff.

There may be an instructor living at the Academy during the week. This person will be available for emergencies (Usually in the C-Dorm or the Administration Building.)

If you can't find staff after hours:

- Call one of the numbers listed on the bulletin board in each dorm.
- Call 911 if there is a true emergency (as well as the numbers on the bulletin board).

Division phone numbers:

- Daytime: (360) 426-1661
- Nighttime: (360) 426-1662 (Emergency Only)
- Pay phones must be used for long distance calls
- Messages will be posted on the appropriate bulletin board or brought to the recruit if an emergency.

5B.1300 POOL TABLES

No sitting on the tables.

Do not throw balls or coins onto the tables.

Replace cues in the rack; do not leave them lying on the tables.

5B.1400 BIG SCREEN TV'S

C-dorm has a large screen TV and DVD player that was donated by the WSPTA.

D-dorm has a large screen projection TV and VCR.

Be aware of the content of any video or DVD that you rent. All videos and DVD's must be appropriate for the work place. No X, Hard R, or NC-17 rated movies are allowed.

5B.1500 MULTI-PURPOSE BUILDING

Please utilize the facilities the Academy has to offer.

Gym:

- Open from 6:30 a.m. – 9:00 p.m.
- Use all of the equipment that we have on display.
- Please do not utilize any of the equipment that is behind a door (locked or unlocked) without first asking a staff member.
- Absolutely NO Horseplay

The Training Division will not tolerate unruly behavior, including, but not limited to horseplay or roughhousing. Recruits shall make every effort to ensure their own safety and the safety of others.

Training Tank:

- No swimming alone. You must utilize the buddy system while in the water but only one of you need be in the water.
- Please be out of the pool and showered by 8:30 p.m.
- No Band-Aids, hairclips, or rings in the water.

Warm-up before exercising, the gym floor is very unforgiving.

No slam dunking the basketballs.

If you are injured while at the Academy, report it to a Sergeant and fill out a WSP injury report form.

If you go to the ER, please fill out an injury form.

5B.1600 ALCOHOL

Absolutely no alcoholic beverages are allowed on the Academy grounds.

No one is to consume alcoholic beverages off campus to the point his/her driving abilities become impaired, or to the point it is obvious that he/she has been drinking.

It is recommended that drivers be designated and that they not drink at all.

Any recruit who reports for duty, after it is determined they are affected by intoxicants, will be dismissed from the Academy.

The TAC Officer and CJTC will be notified immediately.

5B.1700 LEAVING THE ACADEMY AFTER HOURS

It is not necessary for you to sign out.

We suggest you inform your class president in case of emergency.

Obey all traffic laws going to and from the Academy.

5B.1800 MEMORIAL FOUNDATION ITEMS

Foundation items are on display in the Administration Building. Recruits may locate order forms in the Administration Building. All forms must be submitted by 8 AM in order for the order to be filled prior to the recruits' departure. Recruits do have the option of mailing the order form in.

5B.1900 MISCELLANEOUS

The use of obscene and profane language—on or off campus—may result in disciplinary action. Boisterous conduct which draws attention while off campus should be avoided.

Recruits are to adhere to speed limits and traffic control devices, and are to pay attention to road conditions.

All complaints of misconduct related to driving or personal behavior will be fully investigated by WSP and/or CJTC basic training staff. Complaints which are founded and/or sustained by investigation may result in disciplinary action—up to and including dismissal from the basic training program.

Other useful items to bring:

- Coffee cup for breaks, lunches, and after hours.
- Towels
- Personal toiletries items (soap, washcloths, etc)
- Snacks to be consumed on breaks in appropriate dining areas

APPENDIX C

FIREARMS TRAINING

5C.100 COURSE OVERVIEW

Recruits will be provided 92 hours of firearm training as part of their Basic Law Enforcement Academy training. During the firearms portion of their training, recruits will learn:

- Safe gun handling skills
 - Proper cleaning and maintenance
 - Marksmanship fundamentals
 - Safe, efficient drawing and holstering skills
 - Proper, safe administrative loading and unloading
 - Proper, safe speed and tactical reloading
 - Proper, safe malfunction clearance techniques
 - Shooting with low-light and flashlight
 - Proper use of cover
 - Use of force decisions, as provided by simulators, practical exercises, and dynamic scenarios
 - Engaging close-quarters threats
 - Home storage and safety considerations
 - Shotgun fundamentals
 - Introduction to patrol rifle
 - Back-up and off-duty considerations
 - Post event shooting trauma
-

5C.200 COURSE SCHEDULE

With the exception of the first block of firearms training (Unit #1 Orientation), and Post Event Shooting Trauma (Unit #23), which will be presented in the recruits' homeroom, the remainder of the recruits' firearms training will be presented on campus, at the Basic Law Enforcement Academy indoor firing range, located East of the Education and Conference Buildings.

Each recruit will be required to check their class master schedule for specific dates and times of their firearms training. The master schedule will be posted in the recruit's homeroom.

5C.300 ACADEMIC REQUIREMENTS

Each recruit must:

- Complete several writing assignments and mandatory reading assignments.
- Successfully pass a written test covering the seven steps of ritual dry fire practice.

- Successfully pass a written test covering both firearms safety and Range safety rules and protocols.
- Successfully pass a written test covering various aspects of firearms nomenclature, firearms care and maintenance, principals of marksmanship, and tactics.

Tests will utilize true/false, fill-in the blank and multiple-choice formats.

5C.400 PRACTICAL TEST REQUIREMENTS

Each recruit must:

- Successfully pass several handgun live-fire practical tests.
- Successfully pass the basic handgun manipulative skills test.
- Successfully pass a handgun low-light test.

5C.500 MANDATORY EQUIPMENT

Each recruit shall have the following equipment for firearms training:

- Agency issued or approved duty belt with under belt and keepers.
- Properly adjusted holster specifically designed for the handgun to be used and having a Level II or above retention rating.
- Agency issued or approved primary service flashlight.
- Pen/pencil and notebook.
- Properly fitting Body Armor.
- Kneepads.

5C.600 MANDATORY CLOTHING

Each recruit shall have the following clothing for firearms training:

- Academy physical training uniform, as described in Section 5.03.100.
- Agency issued or approved baseball style cap.
- High top boots are recommended, but optional.
- Safety glasses and hearing protection will be provided. Recruits may use their own, provided they meet O.S.H.A. standards.

5C.700 FIREARMS AND AMMUNITION

All recruits will provide an agency issued or approved handgun, with a minimum of three magazines. Each magazine must have the same ammunition capacity as will be carried on duty.

Each recruit will bring a copy of the Operator/User Manual, specific to their handgun, to the Basic Law Enforcement Academy.

For the purposes of handgun training, the Basic Law Enforcement Academy will provide the following calibers of handgun ammunition: 9mm Luger, 357 Sig, 40 S&W, 45 ACP, 45 GAP, and 10mm auto. Recruits using handguns chambered for other calibers are required to provide that ammunition (a minimum of 2500 rounds for handgun plus 300 rounds of "reduced ricochet" or frangible handgun). Agency or recruit supplied ammunition must be of a "clean-fire" or "reduced toxicity" type, meaning that the ammunition will utilize a total metal jacket bullet and a primer free of lead or other heavy metals.

Prior to arriving at the Basic Law Enforcement Academy, the recruit's agency will provide the recruit with a sufficient level of training to ensure that the recruit can safely perform a visual and physical check to verify that their gun is unloaded, safely carry or transport the firearm, and safely store and secure the firearm. Agencies are strongly encouraged to provide home firearms safety training if there is likelihood that the firearm will be introduced into a household with children.

To ensure that all firearms are safely stored and secured, the following protocols will be observed: Live-in recruits, upon checking-in on the afternoon before their first day at the Academy, will notify the registrar if they have a firearm with them. The registrar will direct the recruit to the range, where staff will provide safe and secure firearms storage. Commuting recruits with a firearm(s) will, immediately upon arrival at the Academy, on the morning of the first day, report to the range, where staff will provide for safe and secure firearms storage.

5C.800 RANGE SAFETY – GENERAL POLICY STATEMENT

Everyone at BLEA range, participants and instructors alike, have the responsibility to ensure a safe training environment. It shall be everyone's responsibility to immediately correct or report any violation of the safety rules and or hazardous conditions to the lead instructor or the rangemaster.

5C.900 REDUCING HEALTH RISKS

While the BLEA range will make every effort to reduce the health risks associated with firearms training and firearms maintenance, by providing proper ventilation, "Clean-Fire" ammunition total metal jacket bullets, and non-chlorinated solvents, the introduction of hazardous material into the body is still possible. Therefore, each participant must assume personal responsibility and take the necessary steps to reduce these risks and protect his/her health. The following protocols are in place to help reduce these risks:

- **Washing Hands** – In an effort to reduce the introduction of hazardous substances in the body, everyone who handles a firearm, ammunition, ammunition components, cleaning equipment and materials, or any equipment or article within the firing area, will wash their hands before consuming any food or drink. This also includes washing hands before introducing anything into mouth, nose, or ears. Additionally, hands should be washed before using any tobacco product, chewing gum, taking aspirin, or other oral medications, nasal spray, adjusting or handling eye contacts, and adjusting or inserting soft ear

plugs. In an effort to further reduce these risks; protective examination gloves are available at the range.

- **Open Wounds or Sores** – Everyone engaged in handling firearms will have any open wounds or sores covered. Band-Aids and small protective bandages will be made available at the BLEA range.
- **Washing Clothes and Equipment** – All persons engaged in handling firearms, or in the immediate proximity of firearms being discharged, are strongly encouraged to wash their clothes and clean equipment upon completion of the training or event. Participants are encouraged to store and wash the clothes worn on the range, separate from other clothing to reduce the risk of cross contamination.