

St. Charles Parish Sheriff's Office

Regional P.O.S.T. Academy



Cadet Handbook

Class 2024-40

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INTRODUCTION

While attending the St. Charles Parish Sheriff's Office Regional P.O.S.T. Academy, you will receive hundreds of hours of training in various law enforcement topics. This training will provide you with the background and foundation necessary to build a career as a professional law enforcement officer.

The Academy staff has been charged with the responsibility to train you to serve the citizens of your jurisdiction in the most professional manner possible. You will be required to give the maximum effort at all times. Anything less will not be accepted. Our standards are high and our staff is very demanding. The days and weeks ahead will be long and hard, but in the end, should you succeed, will prove worthwhile.

Academic achievement, leadership ability, general performance, self-discipline, integrity, and physical conditioning will be closely monitored by the Staff. Those who cannot meet our standards will be dismissed. Those who do will join the ranks of well-trained, professional law enforcement officers throughout this state.

The proud profession of law enforcement is one of immense responsibility, self-discipline, respect, ethical & moral stature, and teamwork. Therefore, while attending basic training at this academy each cadet will be held responsible for their own actions as well as the actions of their class.

To instill these core values into each cadet, the St. Charles Parish Sheriff's Office Regional P.O.S.T. academy has established various rules and regulations that govern the conduct and performance of Academy cadets throughout basic training.

The following items are the rules and regulations of the St. Charles Parish Sheriff's Office Regional P.O.S.T. Academy, referred to from this point on as the SCSO RPA.

The rules and regulations of the SCSO RPA exist for your benefit and protection. They are not debatable or negotiable, nor or the staff.

Cadets will adhere to the rules and regulations at all times without exception.

Failure to adhere to these rules and regulations will be cause for disciplinary action and possible expulsion from the SCSO RPA.

THE ACADEMY STAFF'S DECISIONS REGARDING VIOLATIONS OF THE RULES OR REGULATIONS OF THE SCSO RPA WILL BE FINAL

MISSION STATEMENT

The mission of the St. Charles Parish Sheriff's Office Regional P.O.S.T. Academy is to provide every cadet with the highest quality law enforcement training and prepare them to obtain certification from the Louisiana P.O.S.T. Council.

CHAIN OF COMMAND

- A strict Chain of Command as listed below will be followed at all times:

Training Commander / Academy Director	Cpt. Darren Gros
Staff Instructors	Lt. Burt Hazeltine
	Sgt. Randy Linder
	Sgt. Jeff Winn
Range Master	Lt. Richard Dubus
Training Consultant	Capt. Mark Candies (RET)
Range Staff	
Cadet Commander	
Squad Leaders	

- Ms. Sandy Gilboy and Ms. Sonia Walker are the Academy Administrative Assistants and will be addressed as Miss Sandy or Miss Sonia. They may assist you with a variety of administrative tasks.
- The building janitorial staff works for the Sheriff's Office staff, not the cadet class.

Cadets will follow the Academy Chain of Command at all times. (Squad Leader, Cadet Commander, Staff Instructor, Academy Director). However, Cadets may speak to a Staff Member or the Academy Director regarding any facet of the Academy program providing they have permission from their Squad Leader or Cadet Commander.

The only exception is if a Cadet has a complaint about an Instructor or Staff Member. In this instance, the complaint and request to speak to the Academy Director.

CONTACT LIST / NUMBERS

Academy Office	985-783-1173
Fax	985-683-1489
Sgt. Winn (cell)	504-251-9866
Sgt. Linder (Cell)	225-226-5514

CONDUCT

- Cadets of the SCSO Regional P.O.S.T. Academy will conduct themselves in a professional and courteous manner at **ALL** times.
- Cadets will follow the Code of Conduct and Honor Code at all times.
- Profanity is unacceptable.
- Practical jokes, peer harassment, sexual harassment, or disrespectful behavior will not be tolerated.
- Cadets **WILL NOT** make inappropriate comments or actions directed toward any member of a specific race, gender, creed, ethnicity, religion, or lifestyle.
- **ALL INSTRUCTORS and VISITORS** will be treated with the utmost courtesy and respect by Cadets at all times.
- If an instructor/visitor is a law enforcement officer or a member of the military they will be addressed by their proper rank and last name.
- If the instructor/visitor is not a sworn employee or is a civilian they will be addressed as ma'am or sir, Mr., Mrs., or Miss.

SOCIAL MEDIA

- Currently department regulations do not prohibit personnel from posting information to social networks such as Facebook, Linked-In, Instagram, Twitter, snapchat, etc. However, this practice is strongly discouraged.
- Federal law has ruled that all information posted on such websites, in addition to all content of text messages, emails, and cellular calls is discoverable in court.
- It is the policy of the SCSO RPA that cadets are not permitted to make posts of any kind (text, comment, audio/visual) to any social media network that contain any reference to any Academy related operation or activity.

HONOR CODE

As a St. Charles Parish Sheriff's Office Regional P.O.S.T. Academy Cadet, I must never lie, never cheat, never steal, and must cling to an uncompromising code of personal integrity and accountability for my actions, and hold others accountable for theirs. Above all, honor mandates that as a Cadet I never sully the reputation of this Academy or this Honorable Profession.

Any Cadet who violates the Code of Honor will be expelled from the Academy.

CODE OF CONDUCT

A. General Conduct

1. Obedience to Laws, Regulations, and Orders

- a. Cadets shall not violate any law or any agency policy, rule, or procedure.
- b. Cadets shall obey all lawful orders.

2. Conduct Unbecoming an Officer

- a. Cadets shall not engage in any conduct or activities on- or off-duty that reflect discredit on them, tend to bring this office into disrepute, or impair its efficient and effective operation.

3. Accountability, Responsibility, and Discipline

- a. Cadets are directly accountable for their actions through the chain of command, to the Academy Director.
- b. Cadets shall cooperate fully in any internal administrative investigation conducted by this or other authorized agency and shall provide complete and accurate information in regard to any issue under investigation.
- c. Cadets shall be accurate, complete, and truthful in all matters.
- d. Cadets shall accept responsibility for their actions without attempting to conceal, divert, or mitigate their true culpability nor shall they engage in efforts to thwart, influence, or interfere with an internal or criminal investigation.
- e. Cadets who are arrested, cited, or come under investigation for any criminal offense in this or another jurisdiction shall report this fact to an academy staff member as soon as possible.

4. Conduct Toward Fellow Cadets

- a. Cadets shall conduct themselves in a manner that will foster cooperation among members of this agency, showing respect, courtesy, and professionalism in their dealings with one another.
- b. Cadets shall not use language or engage in acts that demean, harass, or intimidate another person.

5. Conduct Toward the Public

- a. Cadets shall conduct themselves toward the public in a civil and professional manner that demonstrates a service orientation that will foster public respect and cooperation.

6. Use of Alcohol and Drugs

- a. Cadets shall not consume any intoxicating beverage

while participating in any class sponsored event or without first obtaining the permission of the Academy Director.

- b. Cadets shall not consume any Controlled Dangerous Substance (CDS) or Legend Drug without the knowledge of the Academy Staff.
- c. No Cadet shall report to training when alcohol, medication, or other substances have impaired his or her judgment or physical condition.
- d. Cadets must report the use of any substance that impairs their mental or physical performance, prior to reporting for duty.
- e. The academy staff shall order a drug or alcohol screening test when they have reasonable suspicion that an employee is using and/or under the influence of drugs or alcohol.

7. Use of Tobacco Products

- a. No Cadet shall smoke, chew tobacco, dip snuff, or inhale the vapors of an electronic cigarette or similar device at any St. Charles Sheriff's Office Facility, or at any location being used for training during the SCSO RPA session.

8. Prohibited Associations and Establishments

- a. Cadets shall not knowingly commence or maintain a relationship with any person who is under criminal investigation, indictment, arrest, or incarceration by this or another police or criminal justice agency, and/or who has an open and notorious criminal reputation in the community (for example, persons whom they know, should know, or have reason to believe are involved in felonious activity), except where unavoidable because of familial relationships.
- b. Cadets shall not knowingly enter any establishment in which the law of that jurisdiction is regularly violated
- c. Cadets shall not knowingly join or participate in any organization that advocates, incites, or supports criminal acts or criminal conspiracies.
- d. Cadets must maintain a level of professionalism with all fellow cadets enrolled at SCSO RPA. Cadets are prohibited from dating or having sexual relations with their fellow cadets.
- e. While enrolled in SCSO RPA cadets are prohibited from dating or having sexual relations with any Instructor, staff member, or other persons assisting in the facilitation of training. Any preexisting relationships must be made known to the Academy Staff.

B. Public Statements, Appearances, and Endorsements

- 1. Cadets shall not, under color of authority,
 - a. Make any public statement that could be reasonably

interpreted as having an adverse effect upon department morale, discipline, operation of the agency, or perception of the public;

- b. Unless expressly authorized, make any statements, speeches, or appearances that could reasonably be considered to represent the views of this agency.

2. Endorsements

- a. Cadets may not, under color of authority, endorse, recommend, or facilitate the sale of commercial products or services. This includes but is not limited to the use of tow services, repair firms, attorneys, bail bondsmen, or other technical or professional services. It does not pertain to the endorsement of appropriate governmental services where there is a duty to make such endorsements.

C. Expectations of Privacy

- 1. Cadets shall not store personal information or belongings with an expectation of personal privacy in such places as lockers, desks, office owned vehicles, file cabinets, computers, or similar areas that are under the control and management of this agency. While this agency recognizes the need for Cadets to occasionally store personal items in such areas, Cadets should be aware that these and similar places may be inspected or otherwise entered—to meet operational needs, internal investigatory requirements, or for other reasons—at the direction of the Sheriff or his designee.
- 2. All personal vehicles parked on St. Charles Sheriff's Office property are subject to equipment and safety checks. Vehicles are also subject to be search at the discretion of the SCSO RPA Staff. Parking on the St. Charles Sheriff's Office property is a consent to the provisions of this section.

ATTENDANCE

- Cadets will report to all classes on time. In the event a cadet will be late, they must make proper notification via the Academy chain of command.
- Questionable and/or excessive absences will result in notification of your agency supervisor, may result in disciplinary action and/or possible expulsion if determined to be unauthorized.
- Any cadet that must leave the academy during class hours must notify a staff member.
- Cadets that are absent, for any reason, are responsible for obtaining any missed information and notes, making up all missed class work & tests.
- Cadets calling in sick, or missing class for any reason, must make notifications via Academy chain of command; and will be required to provide a doctor's excuse upon returning to class.
- Cadets may be excused for court appearances but must provide a subpoena.

TESTING & GRADING

The Louisiana P.O.S.T. Council requires each cadet to pass each block of instruction with a minimum score of 70%. (Firearms - 80%)

- Tests will be administered weekly, unless otherwise notified. Cadets failing a test will be given one (1) make-up exam per failed test. The average of the original test and the makeup must be a 70% or greater to pass. There will only be two (2) make up exams during the duration of the Academy Session.
- Cadets must maintain a minimum GPA of 70% in all classes and must participate in all class sessions. Failure to do so will result in expulsion from the Academy.

APPEARANCE

The manner in which you wear your uniform reflects on the entire profession. It also reflects your attitude and your opinion of yourself. **Be proud of your uniform, be proud of yourself. Look sharp at all times!**

- Cadets will display a professional appearance at all times.
- Uniforms will be clean and pressed.
- Shoes will be clean and shined.
- Personal hygiene will be maintained at all times.
- Hair **WILL NOT** touch the top of the shirt collar. Hair must not interfere with the wearing of the uniform hat. Hair will be styled in a manner that is acceptable for law enforcement duty and projects a professional image.
- The only jewelry allowed will be wedding ring and a watch (NO Smartwatch).
- Sunglasses only allowed during physical training
- Fingernails will be trimmed so as not to extend past the tip of the finger.

MALE CADETS

- Will be freshly shaven every day.
- Moustaches will be trimmed and will not exceed the corner of the mouth.
- Beards of any kind are prohibited.
- Sideburns will be trimmed and will not extend past the middle of the ear.

FEMALE CADETS

- Clear fingernail polish **ONLY** will be allowed.
- Facial make-up may be worn in moderation. The goal is a respectful, professional image.

NOTE: The above guidelines will be adhered to by all cadets throughout the Academy session including the Graduation Ceremony.

UNIFORMS

- Cadets will wear an approved SCSO RPA uniform.

- The (3) approved Academy uniforms are:

- Daily Uniform (Academy Class A)
- Physical Training (P.T.) uniform
- Utility Uniform (Academy Class B)

NOTE: Alternate attire may be authorized by the Academy staff for special events / tasks.

Daily (Academy Class A) uniform consists of:

- White Polo collar shirt (tucked in)
- Navy blue tactical/cargo pocket style pants worn on the waist
- Black web style or velcro belt
- Black leather duty shoes / boots only (must be shined)
 - **(Patent leather / corfram shoes are not permitted)**
- Plain Dark Navy Blue Baseball Cap **(ISSUED)**
- Duty Belt with equipment

Utility (Academy Class B) uniform consists of:

- ❖ Staff approved Class T-shirt
- ❖ Navy blue tactical/cargo pocket style pants worn on the waist
- ❖ Black Leather Duty shoes / boots (must be shined)
- ❖ Plain Dark Navy Blue Baseball Cap **(ISSUED)**
- ❖ Duty Belt with equipment

Physical Training (P.T.) uniform consists of:

- Physical Fitness Shirt **(ISSUED)**
- Navy Blue athletic shorts
- Navy Blue sweat pants **(OPTIONAL)**
- Navy Blue sweatshirt / jacket w / without hood **(OPTIONAL)**
- Appropriate athletic / running shoes with crew socks
- Compression socks or leggings must be navy blue or black if visible

Shirts will be TUCKED IN at all times!

ISSUED EQUIPMENT

- Each Cadet will be issued designated equipment at the beginning of the Academy and are expected to have all of their equipment with them daily.
- Cadets are responsible for all equipment issued to them until its return at the completion of the Academy.
- Orange Guns, Batons, and Tourniquets will be worn as part of the daily uniform.
- Cadets are responsible for retaining possession of their weapons (orange guns and batons).

INSPECTIONS

- Inspections will be conducted on a random basis by the Academy Staff and/or Adjutant Instructor(s) and are conducted to insure class compliance to the Academy's uniform and appearance standards.
- Violations of these standards will result in class push-ups being assigned for each infraction.
- Inspections are usually conducted prior to the first class of the day.

SAFETY RULES

- Cadets will provide personal safety equipment that is required to be worn during specific training (jock strap & cup, sports bra, gym clothes, etc.)
- No **LOADED** Firearms will be brought into **ANY** classroom.
- Cadets engaged in fighting or horseplay **WILL BE** expelled from the **ACADEMY!**
- Any injury sustained while training must be reported **IMMEDIATELY** to an Academy Staff member. Minor injuries not requiring professional medical attention may be treated utilizing supplies from the Training Academy First Aid kit.

- S.C.S.O. cadets will follow departmental procedure for receiving medical attention and completing the proper injury reports.
- Cadets from outside agencies will follow their agency policies regarding injuries and will file an SCSO RPA injury report.

FIREARMS REQUIREMENTS

- Cadets will be allowed to attend the firearms portion of the SCSO RPA and shoot on the SCSO range with approved firearms **ONLY!**
- Approved firearms manufacturers are Browning, Colt, Glock, H&K, Ruger, Sig Sauer, Springfield, Smith & Wesson, and Taurus. Other firearms are subject to approval by the Range Master.
- Approved calibers for academy use are 9mm, .40 cal., and .45 ACP.
- Handguns must be a semi-automatic pistol.
- Barrel length will be 3" to 6".
- Duty holsters should be manufactured for the cadet's specific weapon and will be required for training and qualification.

FIREARMS SAFETY RULES

- Treat every firearm as if it were loaded.
- Never take anyone's word about the condition of a firearm, check it yourself.
- Never place your finger on the trigger until ready to shoot.
- Always double check the condition of a firearm before handling, pointing, or looking over the sights of a weapon.

- When handling a semi-automatic handgun, always remove the magazine and lock the slide back insuring there is no round in the chamber before handing it to or receiving it from someone.
- When handling a rifle or shotgun, make sure the action is open and it is the obvious the magazine and chamber are clear before handing it or receiving it from someone.
- Do not handle a firearm unless you are thoroughly familiar with it.
- When drawing your firearm, make sure that the weapon's barrel is not pointed at any part of your body and your finger is outside of the trigger guard.
- When cleaning any weapon, treat it the same as a loaded weapon.

QUALIFICATION & RETESTING POLICY

Cadets attending the SCSO RPA must shoot a qualifying score with their duty firearm to pass the firearms portion of the academy.

The qualifying score for the P.O.S.T. firearms handgun course is 96/120. The cadet's four (4) highest scores on the qualification course must equal or surpass 96 for the cadet to pass the firearms portion of the Academy.

Cadets who fail to score a qualifying average by the end of qualifications will be dismissed from the Academy and returned to their respective division or Agency.

PHYSICAL TRAINING

All cadets attending the SCSO RPA must have completed a Health History Form indicating they are physically capable of performing certain exercises: push-ups, sit-ups, running distances.

Cadets will have a locker issued to them. They are to use only their assigned locker.

All cadets attending the SCSO RPA are required to participate in physical training.

Any and ALL injuries incurred during training must reported to a staff member.

Cadets who have injuries or limitations that may preclude them from participating in some portions of the Physical Training Program are required to have documentation from a physician indicating which exercises/tasks are prohibited.

Cadets must pass a written exam following a block of instruction on nutrition and physical training. Cadets will perform a physical fitness test several times throughout the academy session and must show some improvement during the training cycle.

DEFENSIVE TACTICS & BATONS

Cadets attending the SCSO RPA must pass the Defensive Tactics portion of the Academy training program. This includes baton training and ground fighting.

Remedial training will be offered to those cadets who do not successfully complete the defensive tactics / baton training program.

The D.T./ Baton instructors will discuss specific safety rules for these classes with the cadets prior to the beginning of class.

Horseplay leads to injuries and will not be tolerated.

GRADUATION REQUIREMENTS

1. Pass all tests with a grade of at least a 70%, unless otherwise required by curriculum
 - a. 2 make up exams are available during the course of the Academy
2. Maintain a respectful attitude throughout the training schedule.
3. Follow Cadet Code of Conduct, Uniform Standards and Academy Rules throughout the Academy.
4. Become Certified in Standardized Field Sobriety Testing
5. Pass the Chemical Agent class, be exposed to chemical agent (unless prohibited by a physician), and complete the survival drill
6. Qualify with four scores of 96 out of 120 (80%) on the P.O.S.T. firearms course
7. Maintain an attendance record of 90% of all classes. All absences shall be reviewed on a case by case basis by the training staff.
8. Complete Scenario based training
 - a. By end of each block of training be able to complete scenarios without any major lapses in judgement or office safety.
 - b. Be able to verbally justify any use of force in the scenario

DISCIPLINARY RULES

Cadets are mandated to adhere to all Federal, State, and Parish laws; all P.O.S.T., Departmental, Academy Rules and Regulations, Code of Honor, and Code of Conduct.

Violations of any of the above will result in disciplinary action being taken.

Depending on the severity of the violation, Cadets may receive extra duty, suspension from the Academy, reprimand, suspension from duty, termination of employment, criminal or civil prosecution.

RULES & REGULATIONS

- Cadets will report to the academy each day with **ALL** equipment including handouts, note takers, notebook, pens, pencils, reference materials, duty belt, orange gun, squeeze, baton, handcuffs, handcuff key, flashlight, tourniquet, and P.T. uniform.
- **Firearms are not allowed in the classroom, unless otherwise specified by the staff.**
- Cadets will sit upright at all times while at their tables or desks.
- Sleeping or the appearance of it will not be tolerated.
- Pagers, cell phones, smartwatches, fitness trackers, and recording devices are **NOT** allowed in the classroom unless previously approved by the staff.
- Cadets will not bring food or drink inside of the classroom, except for the issued water bottle, which must be visible at all times.
- Instructors will attempt to give the class a ten (10) minute break every 50-60 minutes but all breaks are at the instructor's discretion
- It is the responsibility of the Cadets to keep track of time and report back to the classroom promptly.
- If cadets are in a hallway and a uniformed Officer, SCSO employee, or visitor approaches, cadets will sharply and expeditiously move to the side of the hallway, with their backs to the wall, come to the position of attention, and allow them to pass. Cadets will resume normal activity after subjects have passed.
- At every available opportunity Cadets will check the bulletin board located in the student break room for any important messages.
- Cadets will not congregate in the halls during breaks. Break areas are located between the classroom area and the gym and in the student break room.
- When inside of the building, speak in a low tone as other classes may be in session.
- Keep your feet off of the walls.
- Tobacco use and Vaping are strictly prohibited during the Academy Session.

- Cadets will enter and leave the Academy building via the doors between the classroom and administrative areas.
- It is not necessary for Cadets to ask permission to leave class to use the restroom. However, Cadets are encouraged to use the restroom during breaks whenever possible. Restrooms are located outside of the classrooms and are clearly marked Men and Women. This is a privilege and is not to be abused.
- Lunch break is generally one (1) hour, usually from 1200-1300 hours.
- The Academy refrigerator will be cleaned and items removed at the end of each week.
- Cadets will enter the classroom from the front door of the class coming from the hallway. Entry should not be made via another classroom or exterior door.
- Student Break room is to be kept clean at all times and fresh coffee will be made as needed.
- If you make a mess, clean it up.
- Cadets will not accept free meals from local restaurants / businesses. Cadets may accept reduced meals if offered by the management.
- Cadets **WILL NOT** ask for nor expect discounts from any business or vendor.
- Any cadet that is contacted by any sworn police officer from any agency as a result of an enforcement action will notify an Academy Staff member of said contact prior to the beginning of the next class period.
- Cadets are to utilize designated cadet parking areas only.
- Vehicles are to be backed in.
- Cadets' vehicles will have a valid MVI, license plate & insurance at ALL TIMES.
- Personally owned vehicles **WILL NOT** display, nor shall be equipped with blue emergency lights and/or sirens.
- Cadets who are members of volunteer emergency response organizations and are authorized to display/use emergency lights and/or siren will do so **ONLY** when responding to a call.

- Cadets will not publicly display law enforcement equipment or memorabilia inside of or on their vehicle.
- All vehicles that are parked on St. Charles Sheriff's Office property by Cadets are subject to equipment and safety checks. Vehicles are also subject to be search at the discretion of the SCSO RPA Staff. Parking on the St. Charles Sheriff's Office property is a consent to the provisions of this section.
- The classroom, kitchen, and restrooms must be checked and straightened by the Cadet class before dismissal, at the end of the day.
- Cadets will not use the telephone located in the academy administrative office. A phone is available in the break room for local calls.
- Cadets may obtain authorization to enter the office by using the following procedure...

INSTRUCTOR / VISITOR ENTERING CLASSROOM

- When an instructor enters the classroom, the Cadet Commander will call out, "Instructor on Deck!"
- When a visitor enters the classroom, the Cadet Commander will call out, "Class Attention!"
- Upon either command, the class will rise and come to the position of attention.
- The instructor / visitor will give the command, "At ease" or "Be seated" at which time the entire class will take their seats.
- If class is in progress, and a visitor or instructor enters, no verbal order will be given and the cadets will remain seated.

GRIEVANCE / COMPLAINT POLICY

Cadets attending the SCSO RPA will follow the Academy Chain of Command (previously listed) when reporting all grievances / complaints.

Cadets will forward all grievances / complaints in writing up the chain of command. Cadets may go directly to the Academy Director only if the grievance or complaint is regarding an instructor or staff member and said complaint is submitted in writing.

Cadets will not go above the Academy Director without first allowing the Academy Director the opportunity to resolve the problem. **(NO EXCEPTIONS!!!)**

Failure to follow the Chain of Command will result in disciplinary action, including **EXPULSION FROM THE ACADEMY.**

REMEDIATION SERVICES

Cadets may receive remediation training for the following blocks of instruction:

- Firearms Qualification
- Physical Training
- Defensive Tactics / Batons
- Academics

The SCSO RPA requires cadets to possess basic skills in the areas of reading, spelling, and writing. **Remediation IS NOT available for these basic skills!**

COUNSELING SERVICES

The academy director and staff have an open door policy. Cadets may enter and discuss any academy matters related to academics or performance standings.

Cadets finding it difficult to maintain an acceptable overall GPA may be called into the Academy Director's office to discuss options for improvement.

Cadets may inquire of the staff any advice regarding their law enforcement careers and they are encouraged to draw upon the staff's experience.

Cadets requesting formal counseling will be directed to the appropriate providers. However, these services are not available through the SCSO RPA and any incurred service fees are solely the responsibility of the cadet.

PERSONAL PROBLEMS

Everyone has problems, however, your personal problems are no longer just yours; they are now OURS! Remember, each cadet's behavior and performance both on and off duty is a reflection on everyone and this Academy.

The Academy Staff will be ready to assist you and will be notified of any personal problem that may affect your performance while attending the Academy.

Cadets will notify a staff member as soon as possible when such a personal issue arises.

DO NOT allow the ACADEMY STAFF to hear about your personal problems from someone else, YOU TELL THEM!!!

DAILY ROUTINES

MORNING ROUTINES

Cadets should arrive in enough time to prep the academy for the day's training (i.e. store personal gear, make coffee, etc.) and ready themselves for formation before posting colors.

- Cadets will muster in the assigned area.
- Cadet Commander will call "Class, Fall In"
- At this command, the class will assemble in a uniformed formation
- Cadet Commander prepares the class for inspection and/or special instructions for the day
- Class will respect the colors at 0730 hours daily.
- Class remains in formation until the Cadet Commander calls, "Class, Fall Out."
- The class then breaks formation and reports to the classroom and prepare for the first morning class session.
- Communications from the Cadet Commander or Class President regarding push-ups, formations, marching, etc, are to be considered an order from the Academy Director or his staff.

AFTERNOON ROUTINE

After the last class of the day, the Cadets are required to clean the academy. The following tasks must be completed each afternoon prior to Cadets departure.

- Place all trash in trashcans (classroom, break room, gym, bathrooms etc.)
- Secure and store all academy training equipment

The class must also respect the colors at the end of the day. This is done in the same manner as the morning routine. Upon completion the Cadet Commander will properly dismiss the class.

Proper dismissal will be conducted as follows:

- Cadet commander calls class to attention
- Cadet Commander calls out, "Class Dismissed"
- The class will call out in unison, "Class...2023-38"
- The class will then take one step to the rear (stepping with the left foot) followed by an "about Face."
- At this time the class is formally dismissed

On days when physical fitness training is being conducted, it may be possible for the class to perform clean-up and retire the colors before physical fitness training begins.

However, the formal dismissal of the class will **ALWAYS** be the last event of the day.

ACADEMY TIME / CLOCKS

Punctuality is essential in the maintaining of the academy's training schedule. The official academy time will be maintained by the instructor for the block of instruction being presented.

PUSH-UP ASSESSMENTS

Late for Formation	50 completed by the class
Returning Late from Break	50 completed by class
Rules / Regulation Violation	50 Completed by the class
Inspection Violations	50 completed by the class
U/A Office Entry	50 completed by the class
Baton Taken	100 completed by the class
Failure to complete Assigned Task	100 completed by the class
Social Media Violation	250 completed by the class
Forgotten Equipment	300 completed by the class
Orange Gun taken	500 completed by the class
Conduct Violation	500 completed by the class
Cell phone/Pager in class	500 completed by the class
Disrespect Instructor	1000 completed by the class
Code of Conduct violation	Instructor Discretion