



Greg Champagne
 Sheriff and
 Ex-Officio Tax Collector

St. Charles Parish Sheriff's Office

Training Department

220 Judge Edward Dufresne Parkway, Luling, LA 70070

Voice (985) 783-1173 • Fax (985) 783-1489

REGIONAL ACADEMY APPLICATION

Personal Information

First Name		Middle Name	Last Name		Social Security Number
Date of Birth	Age	Gender	Hair Color	Eye Color	Email Address
Driver's License State	Driver's License Number		Home Phone Number		Cell Phone Number
Physical Address (number and street)				Physical Address (city, state, and ZIP code)	
Mailing Address (number and street - if different)				Mailing Address (city, state, and ZIP code - if different)	

Agency/Division Information

Agency/Division Name		Agency Phone Number
Agency Address (street, city, state, ZIP code)		
Supervisor Name/Rank		Supervisor Email Address

Emergency Contact Information

Emergency Contact Person	Emergency Phone Number
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Physical Assessment

Recruit Name: _____ **Agency:** _____

The following **MUST** be completed by a **physician**. *Employment physicals are acceptable if they have been completed within 6 months.*

Height _____ Weight _____ History of Cardiovascular Disease?

Blood Pressure: _____ Allergies: _____

Medications: _____

Applicant can perform: *Please mark one (if **No** is marked, please list reason)*

1- 1.5 mile run/jog (Yes) (No) Reason _____

2- Push-ups (Yes) (No) Reason _____

3- Sit-ups (Yes) (No) Reason _____

4- Firearms Training (Yes) (No) Reason _____

5- Baton Training (Yes) (No) Reason _____

6- Weight Lifting (Yes) (No) Reason _____

7- Kicking Exercise (Yes) (No) Reason _____

8-Takedown Exercise (Yes) (No) Reason _____

9-Punch-Blocking Exercise (Yes) (No) Reason _____

10-Ground Fighting Exercise (Yes) (No) Reason _____

11-Aerobic Exercises (Yes) (No) Reason _____

Please use the space below to list any additional information, concerns, or restrictions.

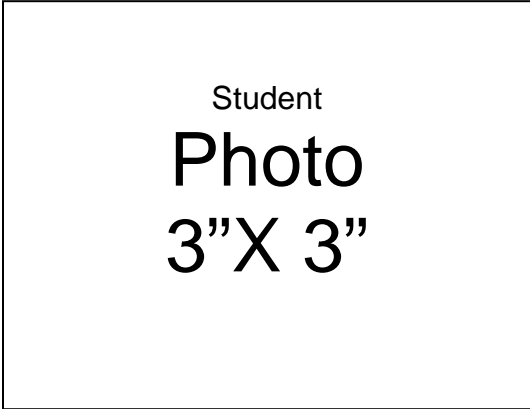
After a review of the **No** answers, reasons, or explanation to questions 1-11, further evaluation may be required.

(Printed name of Physician)

(Telephone Number)

(Signature of Physician)

(Date)



I _____ answered the above questions
(Print Your Name)
truthfully and honestly. Furthermore, I understand that as a recruit of the St. Charles Sheriff's Office Regional Academy, I am required to perform physical activities and defensive tactics during the training.

(Applicant's signature)

Date

Note:
Failure to complete application correctly will delay and or disapprove applicant from the S.C.S.O. Regional P.O.S.T. Academy.

POSITIONS AT THE ACADEMY WILL BE FILLED ON A FIRST COME, FIRST SERVED BASIS AND WILL BE LIMITED TO 36 PARTICIPITANTS.

To be filled out by Academy Staff only.

Application Reviewed by: _____

Date: _____ Application: Approved ___ Disapproved ___

Comments: _____



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N.C.I.C. RECORD CHECK

All persons attending the St. Charles Parish Sheriff's Office Regional P.O.S.T. Academy will have a Criminal History Record Check performed.

A copy (front and back) of a valid Driver's License *must* accompany this form and application.

Please Print or Type:

Name: _____
(Last) (First) (Middle) (Jr. Sr. etc.)

Other Name Used: _____
(Maiden , Nick Name etc.)

Race: _____

Sex: _____

Date of Birth: _____

I, _____ (Print Your Name) certify that the above information is true and correct, and failure to complete this information correctly will subject me to immediately suspension from the St. Charles Parish Sheriff's Office Regional Academy.

_____, _____
(Signature) (Date)



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Computer and Network Use Agreement

PURPOSE: This policy and agreement was formulated to give P.O.S.T. Academy recruits guidelines to follow when using St. Charles Sheriff's office (SCSO) computer equipment, network, and software. Receipt of such denotes agreement with, and compliance in regard to, this policy.

POLICY: the St. Charles Sheriff's Office, as sole owner and provider of the computer equipment, sets forth the policy below:

- I. All users of SCSO computer equipment and network are expected to conduct themselves in a legal, professional, fair, considerate, and ethical manner in regard to the equipment and its use.
- II. Recruits may not access, upload, or forward any patently offensive, vulgar, sexually explicit, or questionable material from the internet or any other source.
- III. The St. Charles Sheriff's Office reserves the right, without notice, to temporarily limit or restrict any individual's use of the computer equipment and to inspect, copy, remove, or otherwise access, any data, file, or system resource, as allowed under current law and statutes.
- IV. Any recruit who violates this policy or uses the SCSO owned computer, information, or software for improper purposes shall be subject to discipline, up to and including, removal from the P.O.S.T. Academy. The Academy Director has final authority to make decisions regarding computer use violations.
- V. P.O.S.T. Academy recruits are expected to comply with these rules and all specific directives from any staff member or instructor.
- VI. The recruit and/or their agency is liable for any repair or replacement (current market value) costs should damage be incurred due to negligence.
- VII. Any violations of this policy and agreement should be reported to a member of the Academy Staff.

I _____ acknowledge that I am responsible for my actions and activities in regard to the SCSO issued equipment and software, and I agree to adhere to the **Computer and Network Use Agreement** as outlined above.

I understand that it is my responsibility to properly care for, and maintain this equipment and my failure to do so may result in disciplinary action. Furthermore, I am aware of my responsibility in the event of any damage, and acknowledge that I, or my agency, am liable for the actual cost to repair or replace the damaged equipment.

Recruit (Please Print)

Date: _____

Signature

Agency Head or Representative (Please Print)

Date: _____

Signature



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RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS AND ASSUMPTION OF THE RISK AGREEMENT

WHEREAS, in return for instructions in Training, use of premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Undersigned agrees to the following;

The Undersigned agrees to indemnify, hold harmless and defend the St. Charles Sheriff's Office, and any of its employees, directors, officers, or agents (hereinafter the SCSO), from any and all fault, liabilities, costs, expenses, claims, demands, or lawsuits arising out of, related to, or connected with the course of instructions, the Undersigned's participation in the course of instructions; the range, buildings, land, and premises used for the course of instructions (hereinafter the "Premises"); the Undersigned's presence on or use of said Premises; and any and all acts or omissions of the Undersigned. And should any such claim, demand, or lawsuit arise or be asserted in any way whatsoever related thereto, whether arising under the laws of the United States or of any State, or under any theory of law or equity, the Undersigned will indemnify, hold harmless and defend the SCSO, from any and all costs, expenses, or liability including, but not limited to, the cost of any settlement or judgment made or rendered against the SCSO whether individually, jointly, or in so lido with the Undersigned, together with all costs of court and other costs or expenses incurred in connection with any such claim, demand, or lawsuit, including attorney's fees.

The Undersigned furthermore waives for himself/herself and his/her executors, administrators, assignees or heirs, any and all rights and claims for damages, losses, demands, and any other actions whatsoever, which he/she may have or which may arise against the SCSO (including, but not limited to any and all injuries, damages, or illnesses suffered by the Undersigned or the Undersigned's property), which may, in any way whatsoever, arise out of, be related to or be connected with: the course of instructions, the Premises; the Undersigned's property (whether or not entrusted to the SCSO).

The SCSO shall not be liable for, and the Undersigned, on behalf of himself/herself and his/her executors, administrators, assignees or heirs, hereby expressly releases the SCSO from any and all such claims.

The Undersigned hereby expressly assumes the risk of entering the Premises and of taking part in activities on the Premises, which include, but are not limited to, any type of instructions.

The Undersigned furthermore hereby acknowledges and agrees that he/she has read, understands, and will at all times abide by all SCSO rules and procedures.

This instrument binds the Undersigned and his/her executors, administrators, assignees or heirs.

UNDERSIGNED:

ST. CHARLES SHERIFF'S OFFICE:

(Signature)

(Signature)

(Print Name)

(Print Name)

(Date)

(Date)

NOTE: Signing this form is voluntary. However, registration acceptance is dependent on signature.



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Actions of Academy Cadets that are inconsistent, incompatible or in conflict with the values established by this office negatively affect its reputation and that of its Academy Cadets. Such actions and inactions thereby detract from the cadet's over all ability to effectively and efficiently protect the public, maintain peace and order, and conduct other essential business. Therefore, it is the policy of the St. Charles Parish Sheriff's Office that Academy Cadets conduct themselves at all times in a manner that reflects the ethical standards consistent with the rules contained in this policy and otherwise disseminated by this agency.

I. DEFINITIONS

- A. Cadets: In the context of this policy "Cadets" includes all persons enrolled in the St. Charles Parish Sheriff's Office Regional P.O.S.T. Academy (SCSO RPA) regardless of employer or sponsoring agency.
- B. Accountability: In the context of this policy, accountability means the duty of all Cadets to truthfully acknowledge and explain their actions and decisions when requested to do so by an authorized member of this office without deception or subterfuge.
- C. Class Sponsored event: Any event where two (2) or more members of a currently enrolled academy session meet with the intended or implied purpose of studying or practicing a skill or technique that has been or will be taught during the academy session. This also includes all social interactions that occur before or after these events.

II. PROCEDURES

- 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.

RETAIN THIS SECTION FOR YOUR RECORDS

- 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.

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- 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 pre-existing 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.

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Requirements to complete St. Charles Regional Post Academy

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

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