

Palm Beach State College

Criminal Justice Institute

Basic Academy Rules and Regulations



Palm Beach State College is dedicated to the concept of equal opportunity. The College prohibits unlawful discrimination on the basis of race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, or disability in any of its employment or educational programs or activities.

Palm Beach State College Criminal Justice Institute Rules and Regulations

INTRODUCTION

Welcome to Palm Beach State College. President Dr. Dennis P. Gallon, the District Board of Trustees, members of the Region XII Training Council, and the staff of the Criminal Justice Institute welcome you.

Public Safety has become one of society's most vital concerns. Rapid changes in the functions of both the law enforcement and correctional professions have dramatically altered long-standing concepts of training and education. Society is no longer willing to tolerate unskilled, unethical, or uncaring officers. Meeting job demands today requires skilled and sensitive professionals.

The Florida Criminal Justice Standards and Training Commission (CJSTC) has developed the Basic Recruit Training Programs that are designed for individuals who are entering the Law Enforcement or Correctional profession. These programs establish the minimum classroom and hands-on training requirements for individuals seeking to become Florida certified Law Enforcement and Correctional Officers.

The Criminal Justice Institute at Palm Beach State College is one of the most comprehensive and innovative programs in the State of Florida. Our certified and professional instructors are skilled in providing the many hours of preparatory training as prescribed by C.J.S.T.C. Upon completing this training program, the recruit will have the basic knowledge and skills upon which to build ever increasing professional competency throughout their career.

It is the responsibility of the Criminal Justice Institute to train our recruits to serve a complex and diverse community. Nothing short of the maximum effort by the recruit will be acceptable. Our standards are high, the courses are demanding, and the weeks ahead will not be easy. Those who are unwilling or unable to meet the standards in academics, leadership, performance, and physical ability may not be able to complete the program. Those who achieve success will be justifiably proud to join the ranks of the most professional officers in the world.

STATE OF FLORIDA BASIC RECRUIT TRAINING REQUIREMENTS

The Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission sets forth the requirements and the curriculum for certification as Law Enforcement and Correctional Officers in the State of Florida. These requirements are outlined in Florida Administrative Code, Division 11B, and Florida State Statute 943. FDLE has set a minimum number of hours of academy training; however, the Criminal Justice Institute at Palm Beach State College has extended those minimum hours to better assist the recruit in passing the Florida State Certification Examination.

CRIMINAL JUSTICE INSTITUTE

I. BASIC RECRUIT TRAINING PROGRAM OBJECTIVES

The objective of the Basic Recruit Training program is to impart the prospective officer with the basic knowledge, skills and abilities that will enable the recruit to perform the duties and tasks required as a law enforcement or correctional officer. The objectives of this program are as follows:

- A. To meet and or exceed state certification requirements.
- B. To obtain the knowledge, skills and abilities to perform the duties and tasks required of a Law Enforcement or Corrections Officer pursuant to current Florida Administrative Code and Florida law.
- C. To meet the many and varied requirements of entry level officers through successful completion of an integrated, task-oriented, job-related basic curriculum.
- D. To demonstrate through competency-based instruction techniques, practical exercises, supervised performance and varied field assignments that one has the understanding and comprehension of the duties required for successful job performance.
- E. To instill individual self-discipline that will enable the recruit to perform effectively within the employing agency and the community.
- F. To provide the recruit with the confidence necessary to cope with the physical, emotional and psychological demands of the job.
- G. To teach the recruit skills required to be proficient in all areas of performance.

- H. To ensure understanding of the diverse culture of the community and to achieve understanding of the high ethical standards required of the profession.
- I. To successfully complete relevant curriculum, which demonstrates knowledge, discipline and physical fitness to respond positively, report accurately and handle each situation effectively.

ACADEMY RULES AND REGULATIONS

Students registering in the Law Enforcement, Corrections, Crossover, Auxiliary, or Equivalency Academies must abide by the rules and regulations of the Criminal Justice Institute and Palm Beach State College. Recruits are also subject to the rules and regulations of the Criminal Justice Standards and Training Commission, Florida Department of Law Enforcement, and the Region XII Criminal Justice Training Council. No rules of conduct can be established that will cover all incidents; therefore, any act or omission contrary to good order and discipline is subject to disciplinary action.

II. RULES AND REGULATIONS

A. Address, Telephone Number and Emergency Contact Information – Any changes in a Recruit’s address, telephone number, or person to notify in case of an emergency must be passed on to the Class Coordinator in writing via a CJI memorandum within 24 hours after the change.

B. Attendance – Each Recruit is required to attend all sessions of each training course in which enrolled, except for absences approved by the Director. Permission to deviate from the training schedule will be limited to emergency situations and must be authorized by the Director (F.A.C. 11B-35.001(12)(b)). Class hours are listed in the training schedule for the academy. The class schedule is subject to change on short notice. All recruits will be responsible for adapting to these changes.

1. Absences:

- a) In the event of absence, the recruit will submit a Leave Request Form and the Class Coordinator will schedule make-up work to be completed during the course in which the recruit is enrolled. The make-up work must be relevant to the instruction missed and approved by the Director. All make-up work will be kept in the individual’s personal training file by the Class Coordinator.
- b) Medical and dental appointments, except emergency situations, must be made outside of regularly scheduled class times. **DO NOT SCHEDULE** any appointments (i.e. pre-employment interviews or personal business) during class. Absences in excess of ten percent (10%) of the total recruit program; ten percent (10%) of any non-High Liability block of instruction or any time in one of the High Liability areas, i.e. Firearms, Defensive Tactics, Vehicle Operations, First Aid, may result in the recruit being withdrawn from all classes.

- c) Blocks of instruction not completed must be completed in a future academy in order to receive a certificate of completion.
- d) In case of serious illness, emergency, or absence, the recruit must contact the Class Coordinator no less than thirty (30) minutes before the start of class. This procedure is to be followed every day of the absence. Failure to call will be considered an automatic unexcused absence. Any recruit employed by an agency must notify that agency of any absences and comply with their employer's policy regarding sick leave.
- e) In the event of any absence of two or more days the recruit will submit a Leave Request Form and a signed statement from a physician concerning the illness or injury, physical limitations, and date of release to full function.
- f) Feigning sickness or injury to escape training will result in disciplinary action.
- g) Any unexcused or unauthorized absence may be cause for disciplinary action
- h) Request for Leave forms shall be submitted twenty-four (24) hours in advance and approved by the Director or his/her designee.
- i) In the event a recruit receives a subpoena, he/she will notify the Class Coordinator in writing via a CJI memorandum, indicating the date, time and location of the court process in said subpoena. A copy of the subpoena will be attached to the memorandum.
- j) In the event of a death of an immediate family member (Parent/Spouse/Child/Grandparent/Sibling), a memorandum will be submitted to the Class Coordinator.
- k) If an applicant is pregnant upon application to the academy, **the recruit will not be able to partake in any physical activities including high liability** (firearms, defensive tactics and driving range). If a recruit becomes pregnant while enrolled, the recruit will not be allowed to participate in any physical activity (i.e., physical fitness, defensive tactics, firearms, driving range, etc.). In order to successfully complete the academy and receive certification, the recruit will be required to attend and complete those blocks of instruction in a later academy.

2. Tardy:

- a) Recruits will report for class at the time and location as instructed.
- b) Recruits will submit a written memo of explanation for their tardy, via chain of command to the Class Coordinator.
- c) The first infraction will result in a verbal warning from the Class Coordinator. The second infraction may result in a written counseling and the third infraction may result in further discipline. Agency sponsored recruits will be required to notify their sponsoring agency of any tardiness.

C. **Demeanor:**

- 1. The recruit shall be governed by the ordinary and reasonable rules of good conduct and behavior at all times for the duration of the academy and will not commit any act tending to bring reproach or discredit upon the Criminal Justice Institute, Palm

- Beach State College or recruit's sponsoring agency.
2. Recruits will be courteous and act professionally when dealing with the general public, fellow students, staff and instructors, while on campus and off. A professional bearing will be maintained at all times.
 3. Polite and courteous conduct is required, at all times and in all situations.
 4. When addressing staff members, recruits will display a respectful attitude and use the proper title of the staff member.

D. Uniforms and Inspections – Recruits may be inspected each day for appearance of uniform, cleanliness, and personal hygiene and will be expected to maintain that standard throughout each day. If the recruit does not meet inspection standards, he/she may be sent home to correct the fault. Should this occur, the recruit will submit a memo detailing the incident, via chain of command, to the Class Coordinator.

1. Uniform Regulations:

- a) Recruits will have a complete uniform available at all times including physical training gear and running gear.
- b) Recruits will have all uniforms and equipment available for inspection by CJI staff at all times.
- c) Recruits are responsible for maintaining all uniforms and equipment in good condition throughout the academy.
- d) Recruits may not wear their uniform in public except while attending class on the campus or at an approved off site facility.

2. Class A Uniform

- a) Law Enforcement: Issued dark blue pants, a light blue shirt with CJI patches on each sleeve (creased in the center), (if employed, the agency patch will be on the left sleeve and the CJI patch on the right sleeve), navy blue baseball style cap, black boots, black nylon and Velcro under belt, and black socks.
 - 1) T-shirts worn under the uniform shirt will be white, *v-neck design*.
 - 2) Issued name tags will be displayed directly above the right pocket of the uniform shirt.
 - 3) The uniform hat will be worn at all times while outside the buildings and classrooms.
 - 4) Collar insignia will be worn on the lower portions of both collars, touching the stitching on the lower and outer portion of the collar.
(see page 23 for further clarification)
- b) Corrections: Black BDU pants (bloused at the bottom), khaki colored shirt with agency patches and name tag affixed, black web belt, black boots (capable of taking a high shine) and black socks.
 - 1) T-shirts worn under the uniform shirt will be white, *v-neck design*.
 - 2) The uniform hat will be work at all times while outside the buildings and classrooms.

3. Class B Uniform – Blue gym shorts with the Criminal Justice Institute logo, gray T-shirt, solid white socks, and athletic shoes suitable for running and vigorous training. T-shirts will bear the recruit's name on the front and back in two-inch block letters, shoulder blade high, as well as the CJI logo.
4. Class C Uniform – Navy blue BDU pants, gray T-shirt, black nylon and Velcro under belt, black socks, black boots (capable of taking a high shine), and navy blue baseball style cap.
5. Class D Uniform – Crossover and Auxiliary academy students will wear either their agency approved uniform, the Class A uniform or khaki colored Docker-style pants, a dark blue colored polo shirt, appropriate shoes, belt and socks.
6. All uniforms will be purchased by the recruit or the sponsoring agency through the authorized Criminal Justice Institute uniform supplier.
7. Cold weather clothing may be authorized by the Class Coordinator. Plain sweatshirts, gray or dark blue for law enforcement, black or tan/brown for corrections, from the same manufacturer and worn on the exterior of their uniform shirts are approved.
7. Other suggested Items would include towels, soap and toiletries for showering.

E. Personal Grooming Standards – Recruits will comply with all uniform standards and personal grooming requirements, unless otherwise dictated by a member of the training staff.

1. Males:

- a) Will maintain a neat and clean appearance when in uniform, regardless of location.
- b) Hairstyle – Haircut will be military style, men: no longer than 1” on top and sides. No fades, eccentric haircuts or colors allowed.
- c) Hair may not touch the shirt collar at the back of the neck. Hair must be neatly trimmed, tapered and well groomed. Eccentric hairdos and unnatural hair colors are not permitted. Graphic designs or hair ornaments are not permitted.
- d) Shaving – MUST be clean shaven every day, at beginning of class time
- e) Sideburns – Shall not extend below the center of the ear and will be trimmed level.
- f) Mustaches – Shall not extend below the bottom of the upper lip. Recruits reporting to the academy absent a mustache will not be permitted to start growing one during the academy.
- g) NO beards, goatees, or other facial hair, with the exception of the mustache, will be allowed.

- h) Jewelry will be limited to a watch (black face and black band) and a wedding band.
- i) Eyewear will be conservative; no unusual or eccentric designs are acceptable.

2. Females:

- a) Will maintain a neat and clean appearance when in uniform, regardless of location.
- b) Hair must be neat and well groomed. Recruits with long hair will secure their hair so that it will not fall loosely or touch the shirt collar (i.e. bun or French Braid). "Pony tails", "scrunchies" or other casual styles are NOT acceptable. Eccentric hairdos and unnatural hair colors are not permitted. Graphic designs or hair ornaments are not allowed.
- c) Fingernails will be worn short to prevent injury during physical training or contact. Only neutral or neutral nail polish colors are permitted.
- d) Jewelry is limited to one wedding ring/engagement ring set and watch (black face and black band).
- e) All cosmetics will be worn appropriately, in a conservative manner. Any exotic, faddish, or exaggerated usage will not be tolerated.
- f) Eyewear will be conservative; no unusual or eccentric designs are acceptable.

F. Chain of Command – Academy training will be conducted under paramilitary guidelines. In that regard, reporting protocol will include reporting first to the Squad Leader who will attempt to rectify the issue. If the Squad Leader is unable to deal with the issue at his/her level, he/she will then refer the issue or concern to the Class Coordinator via the Class Leader. Issues involving discipline, tardiness, make-up work and the like will always be forwarded to the Class Coordinator via Chain of Command. This Chain of Command will also be followed when requesting permission to speak with the Class Coordinator or the Director.

G. Obedience to Commands – All lawful orders and commands will be executed immediately. Failure to obey lawful orders and commands will be considered insubordination and may result in disciplinary action.

1. No recruit shall obey any order that they know is contrary to any law or ordinance. Responsibility for refusal to obey any order rests with the subordinate and requires justification.
2. A recruit who receives an order which he or she believes to be improper or unlawful shall report such in writing, via the chain of command, to the concerned Class Coordinator. The report shall contain the facts of the incident and any action taken. Appeals for relief of such orders may be made at the same time.
3. Upon receipt of a conflicting order or instruction, the recruit shall advise the staff member of the conflict. Responsibility for countermanding the original order or

instruction then rests with the staff member who issued the conflicting command. If so directed, the latter command shall be obeyed first.

4. Official orders posted on an official bulletin board or distributed through any official channel must be adhered to and will have the same force and authority as rules.

H. Conduct and Behavior – Upon entering the Palm Beach State College Criminal Justice Institute, you have chosen to become a member of the law enforcement and/or corrections professions. With this decision, you will be in the public eye. From the first day of the academy, members of the public (on campus and off) will be watching and observing your every move and action.

You are starting your career, a career that is based upon the public's trust and confidence in your ability to uphold the law. Your conduct and behavior, while at the academy, directly impacts the public's trust and confidence in their law enforcement officers. Since no rules of conduct can be established that will cover all incidents arising in the daily activities of an individual, the Institute has established certain rules and reserves the right to interpret any other acts or omissions that are deemed to be contrary to good order and discipline.

1. Institute Honor Code:

The Criminal Justice Institute honor code is simple and clear. **A Recruit will not lie, cheat, or steal, nor tolerate anyone who does.** Any Recruit violating the institute honor code will be subject to disciplinary procedures up to and including dismissal from the program. Recruits knowing of any other recruit violating the honor code shall report the violation to the Class Coordinator. Failure to do so could result in disciplinary action.

- a) Arrests – Should a recruit attending the Basic Recruit Training Program be arrested for **ANY** criminal offense that recruit will immediately notify their Class Coordinator. The arrested recruit will be suspended from the program pending the outcome of the criminal case. If the recruit is found not guilty of the charge(s) they will be eligible to return to the program, although this would in all likelihood be with another class. Should the recruit be found guilty they will be not be eligible for at least one year from the date of arrest, to be considered for acceptance into the next scheduled academy. Eligibility will be determined based on the current eligibility criteria established in CJI Standard Operating Procedures.

2. Rules of Conduct:

- a) Insubordination, conduct directed at an instructor, staff member, class leader, or squad leader that is disrespectful, insolent, or abusive in nature, will not be tolerated.

- b) Recruits shall refrain from loud or boisterous conduct, at any time while on campus or offsite academy facilities, commercial sites or businesses and/or functions, to include meal breaks while in uniform.
- c) Recruits shall conduct themselves in a professional manner at all times.
- d) Open profanity or vulgar language will not be tolerated at any time or in any setting.
- e) Any violation of laws or ordinances, or *any other* official contact with law enforcement (i.e. traffic citation, witness/victim of crime) by the Recruit must be immediately reported to the Class Coordinator.
- f) Hazing of recruits by anyone will not be permitted in any form. Similarly, criticism or ridicule of other students is unacceptable.
- g) Recruits will not operate, handle or touch any equipment or apparatus unless specifically assigned or directed to do so.
- h) Violation of any Institute rules and regulations.
- i) Reporting to class with the odor of intoxicants on the breath, drinking intoxicants while in uniform, drinking intoxicants in class or reporting to class under the influence or impairment of intoxicants or illegal controlled substances/narcotics.
- j) Use of tobacco products in any form anywhere on campus.
- k) Use of indecent and/or obscene language, use of any racial, ethnic, or sexual statement or innuendo, and/or lewd or indecent gestures or conduct.
- l) Sleeping in class or lounging while in classrooms or hallways.
- m) Fraudulent and/or unauthorized official use of the college name or falsification of college records.
- n) Any violation of a Federal or State law, County or City ordinance.
- o) Unauthorized entry and/or occupancy of college facilities.
- p) Any repeated offenses of a less serious nature.

I. Classroom Procedures:

1. Upon entering the classroom, the recruits will proceed to their assigned seats.
2. The platoon will remain standing until ordered to sit by the instructor or class leader. Additional requirements may be imposed by the Class Coordinator.
3. Recruits shall remain alert to the instruction being presented and shall make adequate notes in written form. There will be no sleeping or lounging in the classroom.
4. Eating or drinking is NOT allowed in the classrooms during class with the exception of bottled water. Exceptions may be permitted only by the Class Coordinator.
5. No taping, audio or video recording is allowed during class.
6. Recruits will take their breaks in designated areas and will not loiter in the hallways or walkways and will in no way impede the progress of the staff, students or other

persons. When approached by any staff member, uniformed officer or other person the Recruit or group of Recruits will stand aside to make a clear path for those person(s). When in a group, the first Recruit to see the person shall announce the command of “Stand Clear” or similar wording and the other recruits shall stand aside to allow the person to pass.

J. Written Assignments and Memoranda:

1. All memoranda and other assignments will be turned in to the class leader. The class leader will deliver them to the Class Coordinator.
2. Memoranda shall be submitted on standard memorandum forms, written in a clear and professional manner.

K. Evaluations – Recruits will complete an evaluation of the instructor(s) as instructed by the Class Coordinator. Evaluations are meant to be useful and constructive and to assist the instructor in improving teaching methods.

L. Notebook Requirements – Each recruit shall be required to maintain a notebook at the discretion of the Class Coordinator. A concentrated effort should be directed towards compiling an accurate and complete notebook, as it is the best source of reference in preparing for tests. The notebooks will be evaluated periodically by a staff member and at the end of the academy.

1. Notebooks will be evaluated on the basis of content, neatness, and legibility.
2. The recruit shall take handwritten notes in the classroom for instructors’ lectures where applicable.
3. The recruit will maintain any materials provided to him/her by an instructor within their notebook for reference and study purposes.

M. Electronic Devices - The use of cell phone, I-pod, MP3 or any other electronic device in the classroom or training facilities is prohibited. Recruits are NOT permitted to have cell phones in the classroom, courtyard, cafeteria or any other area of the CJI; cell phones may be kept in personal vehicles and may be used during lunch breaks. Class Coordinators may make exceptions to the cell phone restrictions based on unusual circumstances.

III. EXAMINATION POLICY:

A. General Security and Administration of Examinations:

1. Test preparation, administration, proctoring, storing, grading, disposal and student review shall be governed by the Director or their designee, in accordance with

F.A.C.11B-35..

2. The Director shall maintain a secure location with controlled access for all testing materials. The security and confidentiality of the examinations and examination materials will be maintained by all staff members and the destruction of obsolete examination materials will be conducted.
3. Examinations are not to be reviewed with students prior to the administration of the test. (F.A.C. 11B-35.0085(4)(c)).
4. All examination materials, including the examination and individual answer forms for each training course, shall be retained for not less than two years after the date the examination is completed. (F.A.C. 11B-35.0085(5))
5. It is incumbent upon all instructors who have care, custody and control of the examinations that the integrity of the testing instrument not be compromised. All testing procedures will be in compliance with F.A.C. 11B-35.0085.

B. Testing – At the conclusion of each block of instruction within the Academy course of training, there will be a test administered to measure the retention of course materials and to prepare the recruit for statewide testing certification. The following process will be followed:

1. A Class Coordinator or instructor will be present in the classroom at all times during examinations.
2. During testing all items (except for two pencils, the test, and answer sheet) will be taken off the desk and stored.
3. Examinations will be completed within the allotted time schedule.
4. Once the recruit has turned in his or her test booklet and answer sheet, it shall not be returned to the recruit until testing has ceased or is deemed necessary by the instructor.
5. Any recruit cheating on an examination is subject to disciplinary action as a Class 3 violation. The recruit will submit a written reason/explanation for his/her actions.
6. The recruit's sponsoring agency, if applicable, will be notified of test failures.
7. All examinations will be graded by a Class Coordinator or class instructor if so designated by the class coordinator.

C. Scoring – Examinations are based on the Criminal Justice Standards and Training Commission's goals for Basic Recruit Training and are developed from a test bank of

standard questions. The tests are designed to assess the candidate's acquisition of the knowledge, skills and attitudes related to the subject matter of the course completed.

1. Students in the Recruit Training program must achieve a minimum score of 80% on each written examination (F.A.C. 11B-35.001(9) (b)) in order to pass and/or receive credit for the course block of instruction. The "High Liability" areas, Firearms, Defensive Tactics, Vehicle Operations, and First Aid, will have a practical application proficiency test in addition to the written test.

D. Retesting Policy – The Criminal Justice Institute at Palm Beach State College will strictly adhere to procedures outlined in F.A.C. 11B-35.001 regarding testing for our Basic Recruit Training Program Courses.

1. General Courses:

A student who has failed a cognitive end-of-course examination may be granted one course cognitive re-examination during a single Basic Recruit Training Program with the approval of the class coordinator. A student who fails to successfully demonstrate the required cognitive knowledge after a second attempt shall be deemed to have failed the course.

If a student subsequently fails an end-of-course examination in a different course the request for a re-examination must be approved in writing by the training center director and only under the following criteria:

- a) There is a technical difficulty in the administration of the test.
- b) A condition of the student adversely impacts the student's ability to achieve a passing score on an end-of-course examination
- c) The end-of-course testing instrument is shown to be invalid

The maximum number of end-of-course examinations that a recruit can fail before dismissal from the program is three (3). The re-examination will not be the same examination provided to the class originally.

2. High Liability Courses:

A student who fails to qualify through demonstration of proficiency skills or pass the written examination shall be given the opportunity for one additional attempt at the required demonstration of the high liability proficiency skill **or** one re-examination of the required cognitive knowledge in each of the four high liability topics of firearms, vehicle operations, defensive tactics, and first aid. A student who has failed to successfully demonstrate the cognitive knowledge or the required demonstration of the high liability proficiency skill after a second attempt shall be deemed to have failed the high liability training course. A student may only retake either a practical application examination or a cognitive examination for each related course.

3. Procedures:

To be considered for a re-examination the recruit must complete a re-examination request form, within 48 hours of being notified of a test failure, which will be submitted to the class coordinator. The class coordinator will then meet with the training center director to discuss the request. Only the training center director can approve or deny the request based on the criteria listed above. A re-examination may not be administered prior to receiving the approval from the director.

Belle Glade Campus, due to the distance separation, will follow a modified re-examination approval process. Upon receipt of a re-examination request form, the coordinator will send an email to the director which will include the recruit's explanation for the request. If the request meets the criteria the director will reply to the coordinator's email the approval for the re-examination. At a later date the actual form will be signed by the director and, along with the original approval email, will become part of the class's official file.

If the recruit fails an end of course examination, the test may be retaken only one time. Any failure of a retake of an end of course examination will require the recruit complete that entire block of instruction in a later academy class. The recruit will be allowed to continue with other blocks of instruction within the recruit's present academy class, but will not receive a certificate of completion until all blocks of instruction are successfully completed.

E. Statewide Certification Examination:

1. Individuals seeking certification as a Law Enforcement or Corrections Officer are required to achieve an acceptable score on a CJSTC Officer Certification Examination as mandated by subsection 943.17, Florida Statutes.
2. Examinations are criterion-referenced and consist of a number of multiple choice questions. Each question consists of a stimulus of not more than fifty (50) words with four (4) answers from which to select the correct answer. There will be only one correct alternative (answer).
3. At the completion of academic training, applicant (recruit) must file an application with the Florida Department of Law Enforcement and accompany it with the required filing fee in order to be able to sit for the Statewide Certification examination. (<http://www.fdle.state.fl.us/cjst/exam>) The tests will be developed and administered by Criminal Justice Standards and Training Commission. Courses of study comprise each block of instruction.
4. Recruits must pass the state examination within four (4) years from the date they start the academy. (11B-30.0062)

IV. PHYSICAL REQUIREMENTS – The following are the Rules and Regulations of the Criminal Justice Institute for the four High Liability areas that include: Firearms, Defensive Tactics, Vehicle Operations, and First Aid as well as the Basic Recruit Student Physical Fitness Program. Included are the requirements for successful completion of all the proficiency areas necessary for graduation from the Academy.

A. Physical Fitness Program

1. All students shall complete the physical fitness program to successfully compete the Basic Recruit Training Program.
2. Each student shall complete the physical fitness test within the first two weeks of beginning a basic recruit training program and complete a second physical fitness test within the final two weeks of a basic recruit training program.
3. Medical Insurance – Recruits who are not employed by a criminal justice agency must provide proof of medical insurance at the start of the academy, prior to participating in any law enforcement or corrections training program.
4. Injuries - Injuries incurred during any physical activity **must be immediately reported** to the class instructor. It will also be the recruit's responsibility to report any injury to the Training Advisor or Training Coordinator. In all cases, College Security personnel will be summoned and an Injury Report prepared.
 - a) The responsibility will rest with each student to notify the instructor if he or she feels any adverse effects from the training.
 - b) **Note:** In addition to notifying the class instructor any recruit employed by an agency must notify their employer immediately of any injury
5. Medical Restrictions – Recruits will participate in each practical skills program. Students who are restricted by a medical condition will not be allowed to participate in those portions of the program until a written release is provided by a licensed physician. A release from training and physical participation will be allowed in the case of:
 - a) obvious illness
 - b) physician's advice
 - c) injury
 - d) instructor's assessment

V. FRATERNIZATION POLICY

- A.** All Law Enforcement and Corrections Academy instructors, staff and students will maintain the highest level of professionalism and unquestionable integrity at all time while engaged in Criminal Justice Institute and Palm Beach State College activities.

- B. All interaction between instructors or staff and students will be confined to program related activities, at approved locations for the full duration of the student's enrollment.
- C. Instructor involved study groups and assistance will be permitted ONLY on campus and on FDLE approved satellite sites.
- D. Full disclosure is expected by the student and/or instructor or staff of any non-academy relationship with the other, regardless of nature (i.e. family, business, neighbor, prior relationship).
- E. Direct awareness of another student's inappropriate behavior is to be immediately reported to the Class Coordinator or Training Center Director.

VI DISCIPLINARY PROCEDURE – Each Palm Beach State College student must follow the student code of conduct as published in the PBSC Student Handbook. In addition, all students enrolled in the Criminal Justice Institute must also follow the code of conduct and all requirements outlined in this handbook. The Criminal Justice Institute process governs for program violations rather than the PBSC general student handbook disciplinary procedures.

Recruits should keep in mind that every disciplinary measure taken is done so in an effort to develop and train the recruit. Disciplinary action will provide fair treatment for the recruit while, at the same time, protect and maintain the efficient operations of the Criminal Justice Institute (CJI).

- A. A Recruit will be counseled or disciplined when he/she has demonstrated behavior and/or performance that does not meet the high standards expected at the CJI.
- B. All counseling and discipline actions will be documented in writing by the responsible staff member(s) and the recruit. A copy of the documentation will be kept in the Recruit's student file.
- C. Disciplinary action shall be progressive in nature. Upon the first violation the recruit may receive a verbal warning, unless the violation is serious enough to warrant more serious discipline at the first occurrence. Violations of the CJI rules and regulations are categorized as either a **Group 1, 2, or 3 Offense**, with Group 1 Offenses being minor in nature resulting in corrective counseling to Group 3 Offenses resulting, in certain cases, a dismissal from the Criminal Justice Institute.

1. Examples of Group 1 Offenses include, but are not limited to:

- a) Tardiness (First Offense)
- b) Lounging while in classrooms or hallways.
- c) Failure to maintain a neat and clean appearance when in uniform, regardless of location.
- d) Failure to maintain academy personal grooming standards.
- e) Failure to show courtesy to institute staff, campus visitors, or other recruits.

- f) Criticizing another student or criminal justice agency.
- g) Eating in the classroom or in the hallways.
- h) Having a beverage in the classroom **except** for an approved capped water bottle
- i) Failure to comply with Florida Statutes and agency regulations regarding the acquisition or display of vehicle licenses, registrations, and driver licenses.
- j) Any other acts or omissions that CJI staff deem to be contrary to good order and discipline

2. Examples of Group 2 Offenses include, but are not limited to:

- a) Sleeping in class
- b) Insubordination (to include class leaders)
- c) Disrespectful, insolent, or abusive conduct directed at CJI staff, fellow students or college personnel.
- d) Failure to obey lawful commands.
- e) Failure to act in an orderly or professional manner while on or off duty.
- f) Receiving a **third** group 1 offense.
- g) Failure to report **any** incident, either on or off duty, which required or will require contact with a local law enforcement acting in their official capacity.
- h) Hazing of any recruit.
- i) Unexcused absence
- j) The unauthorized use of a cell phone, I-pod, MP3 or any other electronic device in the classroom or training facilities.
- k) Unauthorized entry and/or occupancy of college facilities.

3. Examples of Group 3 Offenses include, but are not limited to:

- a) Any violation of the Criminal Justice Institute's Honor Code.
- b) Arrest for ANY criminal violation of the law.
- c) Physical altercation (fighting).
- d) Receiving a **third** group 2 offense.
- e) Fraternalization with any staff member of the Criminal Justice Institute.
- f) Conduct which threatens or endangers the health or safety of others.
- g) Failure to act in an orderly or professional manner while on or off duty.
- h) Any conduct perceived to be sexual harassment or creating a hostile work/learning environment.
- i) Reporting to class with the odor of intoxicants on the breath, drinking intoxicants while in uniform, drinking intoxicants in class or reporting to class under the influence or impairment by the use of intoxicants or illegal controlled substances/narcotics.
- j) Use of indecent, foul, abusive and/or obscene language, use of any racial, ethnic, or sexual statement or innuendo, and/or lewd or indecent gestures or conduct.
- k) Fraudulent and/or unauthorized official use of the college name or falsification of college records.

- I) Any repeated offenses of a less serious nature.

D. Due Process

1. A recruit who is accused of a violation of the Basic Academy Rules and Regulations or Student Code of Conduct and who is afforded a disciplinary review shall be assured of his or her right to due process.
2. A careful investigation will be conducted by the Training Center Director or his/her designee. This investigation can include but is not limited to meeting with the accused student, gathering additional written documentation and/or conferring with appropriate College personnel or witnesses.
3. If, after careful investigation, the Training Center Director or designee determines that the complaint is not supported by the evidence presented, the complaint will be dismissed and the recruit will be notified in writing or via email that no charges will be filed.
4. If the investigation reveals that a violation may have occurred, the recruit accused of misconduct will be notified in writing of the charges and advised that they are required to attend an informal hearing with the Training Center Director or designee.
5. During the informal hearing the charges will be read and explained to the recruit, the recruit will be asked to respond to the charges. The recruit will also have an opportunity to ask any questions.
6. If the recruit admits responsibility, the Training Center Director will notify the recruit of the sanctions; the recruit can either accept or reject the sanctions (written reprimands may not be rejected). If the recruit rejects the sanctions, a formal disciplinary hearing will be convened per the procedures outlined in this handbook. If the recruit accepts the sanctions, the recruit will sign a waiver accepting the sanctions and waiving the right to a formal hearing.
7. If the recruit denies responsibility, written notice informing the recruit of the time and place of the hearing will be sent to the student's address of record and to their college email address.
8. The Training Center Director or designee will make available to the recruit, any evidence in his/her possession and, upon written request, any files, subject to the provision of Florida state statutes and the Family Educational Rights and Privacy Act. This evidence will be made available at least two business days in advance of the formal hearing.
9. Where several recruits are alleged to have been involved in an incident, the Training Center Director will determine if separate hearings will be held.

10. Pending a disciplinary hearing, the recruit will be permitted to attend class and otherwise participate in college activities, except in the case of a temporary suspension.
11. The College's burden of proof shall be based on a preponderance of the evidence.
12. All disciplinary proceedings are confidential.
13. Resolution of any situation not outlined in this process will be at the discretion of the Training Center Director.

E. Notice of Formal Discipline Hearing

The recruit will receive written notification via certified mail, hand-delivered notice or email notification three business days in advance as to the time and place of the hearing unless the recruit waives the right to notice of such duration.

This notice shall inform the student:

1. Of the charge(s) filed.
2. That a student advocate may be provided by the College, upon request, to assist a recruit through the disciplinary process. The recruit may also elect to have an independent advocate in attendance at their own expense. In either case, the advocate may only counsel the student, not address the committee or others participating in the hearing.
3. That all hearings will be open only to those involved in the process as determined by the Training Center Director.
4. Of the right to face his/her accusers at the hearing and direct questions to those witnesses through the committee chair and of the right to present a defense and witnesses on his/her own behalf.
5. That they may not be compelled to testify against himself/herself.
6. That they have the right to admit to or deny responsibility for the charges at any point prior to the hearing.
7. That the College reserves the right to make a recording and will notify all parties at the beginning of the hearing.
8. That failure to appear or refusal to testify or to answer questions in the course of the hearing shall not be regarded as admission of responsibility. Should the recruit choose to ask questions of witnesses or otherwise pursue a defense, this will not equate to a student's forfeiture of his/her right to remain silent provided that the recruit does not offer personal testimony in defense.

F. Temporary Suspension

A temporary suspension may be imposed when the Training Center Director determines that a recruit's continued presence on the campus or at any college related activity or class constitutes an on-going danger to persons or property or an ongoing disruption or threat to the educational process. Prior to a temporary suspension, notice of the charges will be given to the recruit verbally in order to affect an immediate interim suspension. Within one business day of such oral notification, written notification will be delivered to the student's college email address and within three business days to the mailing address on record.

If the recruit denies the charges, a hearing may be requested in writing within two business days and will be convened within three business days of the request.

If the student's behavior is related to their documentable mental health status a non-punitive temporary separation from the college will govern the student's ability to return.

G. Criminal Justice Institute Discipline Committee

1. Committee Membership - The Training Center Director shall initiate the formation of a Criminal Justice Institute discipline committee whenever there is a case to be heard, or may establish a standing disciplinary committee for the academic year. The committee shall be composed of five persons including two students, two instructors and one administrator. In addition three alternates will be identified. Potential members are to be carefully screened, and only those with the ability to be impartial and fair-minded in the case under consideration will be selected to serve on the hearing committee. Faculty, staff and students who are directly involved in the case may not serve on the committee. The Training Center Director shall select one of the committee members to serve as chairperson.
2. Responsibilities of the Chair Person
 - a) Call the hearing to order and introduce all parties present.
 - b) Explain to the recruit and all participants the manner in which the hearing will be conducted.
 - c) Read the charges being considered.
 - d) Maintain proper decorum and order, dismissing any person who impedes or threatens to impede a fair and orderly hearing.
 - e) Ensure that the recruit and the person bringing the charges have the opportunity to testify and present evidence and witnesses in his/her defense.
 - f) Ensure that all available relevant evidence is presented and that the decision is based solely upon the evidence and any testimony given.
 - g) The committee chairperson is a neutral party and shall facilitate the hearing process only voting in the case of tie.
 - h) The chairperson may call a recess at his/her discretion.
3. Hearing Procedures
 - a) Opening remarks will be given by the chairperson.

- b) The individual bringing the charges will present any evidence and witnesses regarding the charges.
- c) The recruit accused of the charges will present their perspective including any witnesses or documentation.
- d) Recall of any witnesses by either party or the committee chairperson.
- e) A summary statement will given by each side.
- f) At the conclusion of the fact-finding portion of the hearing, the participants will be excused, and in closed session, a decision will be rendered by a majority vote.

4. Decision of the Committee

- a) The process for determining the outcome of the hearing is called deliberation. This process involves a review of the evidence and testimony, discussion and a vote.
- b) The chairperson will assure that only evidence presented at the hearing itself may be taken into account in reaching a decision and that the committee adheres to standards of confidentiality as provided for in State and federal law (i.e., Family Educational Rights and Privacy Act).
- c) Findings will be delivered initially via the recruit's college email address within two business days and in writing to the address on record within seven business days.
- d) The Training Center Director will maintain findings, including any sanction to be imposed and supporting documentation. All records are confidential per the Federal Educational Rights and Privacy Act.
- e) If the recruit wishes to appeal or have time to consider making an appeal, the Training Center Director or his/her designee will hear arguments for withholding the imposition for the sanctions until the time for filing an appeal has expired or until an appeal decision has been rendered.
- f) Evidence of prior criminal convictions and/or College disciplinary action may be considered in determining the sanction only after the charges have been validated and recruit found to be responsible.

5. Disciplinary Sanction

If the committee finds the recruit is responsible for the charges filed, the committee will determine and recommend sanctions to the Training Center Director. These sanctions shall be included in the written notification of the guilty finding by the committee. Conditions of sanctions will be clear and precisely stated.

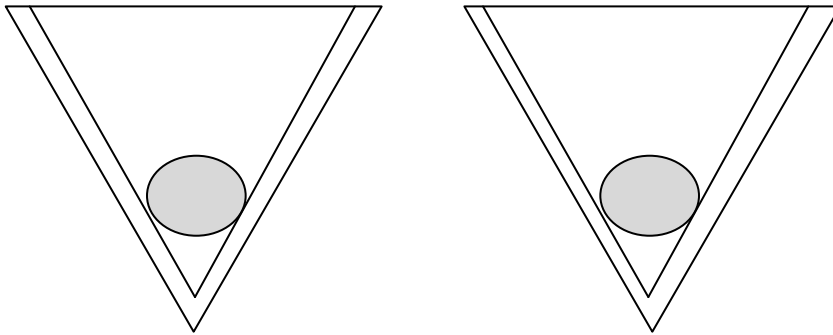
Sanctions that may be imposed by the Criminal Justice Institute include, but are not necessarily limited to:

- a) Dismissal - mandatory separation from the Criminal Justice Institute with no promise for future readmission.
- b) Suspension - mandatory suspension from the Criminal Justice Institute for a period of time as specified in the sanctions.

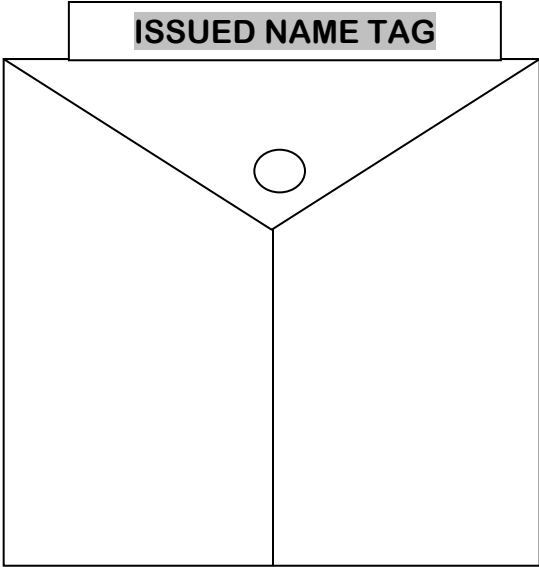
- c) Disciplinary probation - notice that the student's behavior is in violation of this code. Another violation may result in suspension.
- d) Behavior Agreement - Recruit signs and agrees to abide by a behavior agreement.
- e) Disciplinary warning - notice that the student's behavior is inappropriate, and further problems will result in more permanent and formal sanctions.
- f) Restitution - when imposed for offenses involving damage to, destruction of, or misappropriation of property, agreement by the recruit to make restitution may constitute grounds for mitigation of the sanction.
- g) Other such sanctions as deemed appropriate, including written apologies, revocation of privileges, counseling or community service.

6. Appealing the Outcome of a Hearing

A recruit wishing to appeal the outcome of a disciplinary hearing should contact the Training Center Director in writing within seven business days for appropriate guidance in filing an appeal with the Dean. The Dean of Curriculum, Planning & Research is the final point of appeal. In any case, appeals will only be heard if the recruit can provide additional documentation or evidence that the committee did not hear or see at the time of hearing. Students may request to have an advocate be present during appeal proceedings.



Collar Insignia – at the lowest point of both collar tabs, touching the stitching on each side.



Name tag - centered above the right shirt pocket, the bottom of the name tag touching the top edge of the pocket.

CERTIFICATION FORM

In order to assure that all recruits have read and understood the Rules and Regulations of the Criminal Justice Institute of Palm Beach State College, this form **MUST** be filled out and signed. There is a checklist below and as each section is completed, the recruit is to fill in the date completed and initialed. When the checklist is complete, it is to be signed, dated and turned in to the Class Coordinator.

Do not sign off on any part of this form if you have any questions on the interpretation of the Rules and Regulations.

Section	Date Completed	Initials
I. Florida Basic Recruit Requirements		
II. Recruit Rules & Regulations		
II. Examination Policy		
IV. Physical Requirements		
V. Fraternalization Policy		

I, _____, hereby certify that I have read and understand the information contained in the Basic Academy Rules and Regulations Manual that explains: policies and procedures to be followed by recruits; Criminal Justice Institute rules and regulations; proper behavior of recruits; and other training requirements expected of each recruit. Any questions that I may have had with regard to this material have been satisfactorily answered.

Recruit Name (print)

Recruit Signature

Date

Reviewing Coordinator or Designee Signature

Date