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.
Law Enforcement Oath of Honor

On my honor,
I will never betray my badge,
my integrity, my character,
or the public trust.

I will always have
the courage to hold myself
and others accountable for our actions.

I will always uphold the constitution
my community and the agency I serve.
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I. INTRODUCTION

Welcome to Palm Beach State College. President Ava Parker, J.D., 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 (C.J.S.T.C.) 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.

A. Basic Recruit Training and Certification 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, Section 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 as well as to better prepare our recruits for the law enforcement profession.
A recruit has four years from the starting date of the basic recruit training program to complete the certification process. In order to become certified as a law enforcement or corrections officer, a person must do all of the following:

- Meet all the minimum requirements and standards
- Complete the approved basic recruit training
- Pass the State Officer Certification Examination
- Become actively employed with a law enforcement or corrections agency in an auxiliary, part-time, or full-time sworn officer position.

B. 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:

1. To meet and or exceed state certification requirements.
2. To meet the many and varied requirements of entry level officers through successful completion of an integrated, task-oriented, job-related basic curriculum.
3. 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.
4. To instill individual self-discipline that will enable the recruit to perform effectively within the employing agency and the community.
5. To provide the recruit with the confidence necessary to cope with the physical, emotional and psychological demands of the job.
6. To teach the recruit skills required to be proficient in all areas of performance.
7. To ensure understanding of the diverse culture of the community and to achieve understanding of the high ethical standards required of the profession.
8. 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 Class Coordinator. 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 Class Coordinator. All make-up work will be kept in the academy class 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 in the recruit’s primary academy must be completed in a future academy 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 may be required to 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 or submitted immediately upon return from an unexpected absence (i.e. illness) 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 Request for Leave form, 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 or becomes pregnant during the academy, the recruit will not be able to partake in any physical activities including firearms, defensive tactics, vehicle operations and physical fitness. The only exception to this rule would be with the expressed written approval from the recruits attending physician. In order to successfully complete the academy and receive certification, the recruit will be required to attend and complete all missed blocks of instruction in a future academy class.

2. Tardy:
   a) Recruits will report for class at the time and location as instructed.
   b) If a Recruit arrives late, the recruit may be required to 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 may be required to 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 academy approved uniform shirt will be white, V-neck design.
         o Crew neck t-shirts may be approved by the Class Coordinator if the Recruit’s department issued uniform creates an immodest condition while a recruit is engaged in pushup exercises.
      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 29 for further clarification)

Members of the Flag Detail may wear an approved insignia denoting the honor of this assignment. Insignia to be approved by the Director.
b) Corrections: Black pants, khaki colored shirt with agency patches and name tag affixed, black belt, black boots (capable of taking a high shine) and black socks, and navy blue baseball style cap.
   1) T-shirts worn under the academy approved uniform shirt will be white, V-neck design.
      o Crew neck t-shirts may be approved by the Class Coordinator if the Recruit’s department issued uniform creates an immodest condition while a recruit is engaged in pushup exercises.
   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 29 for further clarification)

3. Class B Uniform – Blue or black gym shorts (as approved by the CJI Director), 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 large block letters, shoulder blade high. Athletic undershorts may be worn upon the approval of the Class Coordinator but must be dark blue or black in color.

4. Class C Uniform – Navy blue or black BDU pants, grey T-shirt with last name as described above, black nylon belt 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 any of the following: individual agency approved uniform; the academy Class A uniform; or a grey polo shirt and Navy blue BDU style pants, appropriate black shoes or boots, black belt and socks, and blue baseball style cap.

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.

8. 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 1/2" on top and 1/4" on the sides. No fads, eccentric haircuts or colors allowed. 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.
   c) Fingernails will be worn short to prevent injury during physical training or contact.
   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 will be allowed.
   h) Jewelry will be limited to a watch (black face and black band) and a wedding band. This includes the prohibition of all chains and/or necklaces due to safety concerns.
   i) Eyewear will be conservative; no unusual or eccentric designs are acceptable.
   j) No ornamental jewelry or piercings of any sort are acceptable (i.e. tongue ring or bar, lip or eyebrow piercings).

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.
contact. Only neutral nail polish color is permitted. (i.e. nude or clear
d) Jewelry is limited to one wedding ring/engagement ring set and watch (black
face and black band). This includes the prohibition of all chains and/or
necklaces due to safety concerns.
e) Cosmetics will not be worn.
f) Eyewear will be conservative; no unusual or eccentric designs are
acceptable.
g) No ornamental jewelry or piercings of any sort are acceptable (i.e. tongue
ring or bar, lip or eyebrow piercings).

F. Chain of Command – Academy training will be conducted under paramilitary
guidelines. In that regard, a chain of command protocol will be followed.
a) Recruit will report first to their squad leader who will attempt to rectify the
issue.

b) If unable to do so, the squad leader will refer the matter to the class leader
and/or assistant class leader to attempt to address the issue.

If the matter cannot be handled within the class leadership it will be
forwarded to the Class Coordinator by the class leader.

c) The chain of command protocol will be followed in the same manner when
recruit needs to contact the Class Coordinator or 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 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, future eligibility to attend would be determined based on the final legal outcomes and applicable Florida State Statutes, Criminal Justice Standards and Training Commission requirements and our own selection criteria.

2. Rules of Conduct:
   a) Insubordination and/or 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) 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.

i) Use of tobacco products in any form anywhere on campus.

j) 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.

k) Sleeping in class or lounging while in classrooms or hallways.

l) Fraudulent and/or unauthorized official use of the college name or falsification of college records.

m) Any violation of a Federal or State law, County or City ordinance.

n) Unauthorized entry and/or occupancy of college facilities.

o) Any repeated offenses of a less serious nature.

I. Drill and Command

Law enforcement and corrections personnel work within para-military organizational structures. Officers must be able to work in a team environment under the direction of a supervisor while enduring stressful conditions and ceremonial situations; knowing how to stand at attention, parade rest, at-ease, as well as properly salute the US Flag, command staff, and dignitaries.

The ability to work in close order and move as a team can make a significant difference in critical situations. Officers are also called upon to represent their agencies at official gatherings or ceremonies and must display a professional bearing.
Recruits at the CJI will participate in and learn the elements of drill and command as a means to develop teamwork and para-military bearing. The drill and command elements will be conducted as part of the BRT physical training. All Recruits are expected to fully participate under the direction of the Class Coordinator of designated instructional staff.

J. 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, Training Advisor 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. With the exception of water in an approved, non-spillable, container, eating or drinking is NOT allowed in the classrooms. Reasonable 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.
   a) 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).
   b) 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.
   c) Recruits will refrain from the use of profane or vulgar language.
   d) Recruits will present a professional bearing at all times.

K. Written Assignments and Memoranda – All memoranda, request for leave forms and other assignments will be reviewed and initialed by the class leader. The class guide will ensure each is delivered to the Class Coordinator on a daily basis. Memoranda shall be submitted on standard memorandum forms, written in a clear and professional manner.

L. 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.
Evaluations will be read by the Director and accurate and complete content is necessary.

M. Notebook Requirements – Each recruit shall be required to maintain a comprehensive notebook. A concentrated effort is to 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 and at the end of the academy by the Class Coordinator.

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.

N. 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, laptop computers, electronic tablets (i.e. i-Pad, Nook, etc.) in the classroom, courtyard, cafeteria or any other area of the CJI; cell phones may be kept in the recruits gear bag in a silent or ‘off’ mode to prevent damage from storing them in hot vehicles. Class Coordinators may allow a student to have a cell phone on their person, in silent mode, if an emergency condition exists in the Recruits daily life. This is for notification purposes only and does not imply that the Recruit may use the phone on breaks unless specific permission by the Coordinator is given.

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)).

   1. Violation of this rule will result in discipline for the affected staff
member up and including termination, following due process.

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 Basic Recruit Training Program, 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. Recruits will have no access to the examination prior to its administration nor will there be any review based on the examination itself.

2. A Class Coordinator or instructor will be present in the classroom at all times during examinations.

3. During testing all items (except for two pencils, the test, and answer sheet) will be removed from the desktop and stored.

   a) If the test is administered electronically security protocols for online testing shall be explained and followed by students and staff.

4. Examinations will be completed within the allotted time schedule.

5. 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.

6. 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.

7. for hired recruits: the recruit’s hiring agency will be notified of test failures, following FERPA guidelines.

8. 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 abilities related to the subject matter of the course completed.

1. Students in the Basic 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, or
   b) A condition of the student adversely impacts the student’s ability to achieve a passing score on an end-of-course examination, or
   c) The end-of-course testing instrument is shown to be invalid.

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. Remediation shall be given for proficiency areas in accordance with FDLE CJSTC guidelines.

   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.

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 future 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.

The maximum number of end-of-course examinations that a recruit can fail before dismissal from the program is three (3). If a recruit is dismissed as a result of three failures the recruit will be allowed to enter a future academy and will receive credit for those courses already 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 State Officer Certification Examination (SOCE). Under the provisions of Florida Statute 943.1397 individuals have three attempts pass the SOCE. Three failures of the SOCE will require the recruit to re-take the basic recruit training program. Recruits have four (4) years to gain employment so the examination must be completed in a timely manner.

State Officer Certification Exam (SOCE) Student Registration

2. All recruits must complete the following requirements:
   a) Pay the SOCE fee of $100.00 by registering online [http://pearsonvue.com/fdle/](http://pearsonvue.com/fdle/) using a debit or credit card.
   b) Sign the Agreement Form which will be provided.

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. Please refer to
Appendix A for required safety measures while participating in defensive tactics.

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 mandatory FDLE physical assessment test within the first two weeks of beginning a basic recruit training program and complete the second mandatory FDLE physical assessment test within the final two weeks of the 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 Class Coordinator as soon as practical. 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 Class 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. The release will include a completed CJSTC 75 Form.

   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. COLLEGE POLICIES

A. Disability Support Services

Palm Beach State College complies with all laws and regulations applicable to qualified individuals with disabilities as required in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act of 2008. These laws mandate reasonable accommodations that ensure student with disabilities the opportunity for equal access to, and participation in, all College facilities, programs, activities and/or services.
It is the responsibility of the student to request accommodations by registering with the Disability Support Services (DSS) Office on the Lake Worth campus, and to provide appropriate documentation from a qualified clinician in support of the request for services. Students must confer with the designated DSS manager on the Lake Worth campus each term, as appropriate accommodation may vary from course to course. The DSS campus manager will prepare accommodation notices which will be sent to each instructor.

B. Harassment Policy

Palm Beach State College is committed to an academic and working environment free from harassment. Harassment of any nature is prohibited whether based on an individual’s race, color, creed, ethnicity, national origin, gender, sexual orientation, age, religion, marital status, veteran status, disability, or genetic information. Harassment threatens the legitimate expectation of all members of the College community that the campus environment will be conducive to work or study.

Specifically, sexual harassment is a form of sex discrimination, which is in violation of Title VII of the 1964 Civil Rights Act for employees as amended by the Equal Employment Opportunity Act of 1973, Florida Civil Rights Act, and under Title IX of the Education Amendments of 1972 for students. Discrimination is prohibited and in violation of these laws and college policy. Preventing harassment is the responsibility of the entire College. Accordingly, Palm Beach State College encourages all employees and students who believe they are being subjected to harassment to follow the outline complaint procedures. The College will take prompt disciplinary action against individuals, including third parties, at any locations who engage in actions that violate this policy.

If a recruit feels that he/she has been the subject of sexual harassment or any other type of harassment or discrimination, the recruit must report the incident within 60 days to the Executive Director of Human Resources or Assistant to the President for Equity Programs. Your Class Coordinator or Training Center Director can assist you.

The complete policy can be found at: http://www.palmbeachstate.edu/boardoftrustees/Documents/BoardPolicies/Section5/5.86.pdf

C. Consensual Relationship Policy

A consensual relationship is defined as a relationship that is of a romantic and/or sexual nature between faculty members and students they currently teach or supervise or between supervisors and subordinates. Consensual relationships
are prohibited. This policy applies to all full-time, part-time and temporary employees. The College will take prompt disciplinary action against individuals at any of our locations who engage in actions that violate this policy.

The complete policy can be found at:
http://www.palmbeachstate.edu/boardoftrustees/Documents/BoardPolicies/Section5/5.87.pdf

D. Student Accident (Education/Training) Insurance

1. Palm Beach State College students who are enrolled in classes that may result in injury during training or clinical experience situations (e.g., in certain Criminal Justice, Health Sciences, Public Safety and Trade & Industry programs) are responsible for all medical and/or personal expenses resulting from treatment of any such injury. To assist with this expense, all students in covered programs are covered by Student Accident (Education/Training) Insurance coordinated by the College and paid for by the student as part of the course registration fee.

This insurance coverage is in excess of any private insurance the student may have and is in effect only during classwork and/or training. If the student has his/her own private health insurance coverage, this policy will pay for any out-of-pocket expenses not covered by the student’s own insurance; e.g., any deductible or co-payment. If the student has no private health insurance, the policy will cover an accident fully up to its limit of $15,000. However, students returning to the College for agility tests, re-certifications, etc., are not eligible for this insurance.

2. If you are a student who becomes injured while participating in classwork or training in one of the covered programs, you should immediately inform your class supervisor. Following any medical treatment and your payment of any costs or receipt of an invoice from the treating facility for that treatment, you should provide all documentation to your class supervisor. Your class supervisor is responsible for submitting the claim and supporting documentation directly to the College’s claims reporting company, Fringe Benefits Coordinators. The claim form includes a section for both the supervisor and student to complete, including signatures. Security is to be contacted within 24 hours for each and every incident that occurs so they may complete a formal Accident – Incident Report, which is required as part of the claim submission. In accordance with the policy requirements, claim forms must be submitted within 30 days of the injury, which may mean that the claim would have to be submitted before treatment is completed or any costs are incurred.
3. The Student Training Accident Insurance link on the College’s Safety and Risk Management web page at www.palmbeachstate.edu/safety provides additional information, including links to a Summary of Coverage, a Q & A and Claims Procedure, a listing of programs covered by this policy, the Hartford 58 Insurance Company’s Certificate of Insurance and an Accident Claim Form. The Claim Form can also be accessed at http://www.fbc-inc.com. If you have any questions or comments regarding Student Accident (Education Training) Insurance, please contact Ginny Rizzo at rizzov@palmbeachstate.edu or (561) 868-4014.

E. Fraternization Policy

1. 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.

2. 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.

3. 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).

4. Direct awareness of another student’s inappropriate behavior is to be immediately reported to the Class Coordinator or Training Center Director.

VI. DISCIPLINARY PROCEDURES

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. This would include memoranda and written reprimands.

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.
   h) Having a beverage in the classroom **except** for an approved non-spillable water container.
   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 representing the Criminal Justice Institute.
   f) Receiving a **third** group 1 offense.
   g) Failure to report **any** incident 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) Commission or arrest for ANY criminal violation of the law.
c) Physical altercation (fighting).
d) Receiving a **third** group 2 offense.
e) Fraternization 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 representing the Criminal Justice Institute; to include soliciting or receiving gratuities while in an academy uniform.
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, illegal order 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.
l) 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.

2. 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 be 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.
3. 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.

4. 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. The Training Center Director will decide on the sanction(s) to be imposed.

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.

5. 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 Associate Dean. The Associate Dean for Public Safety 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.
VII. Proper Uniform Set-Up

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

ISSUED NAME TAG

Name tag - centered above the right shirt pocket, the bottom of the name tag touching the top edge of the pocket.
APPENDIX A
INFECTION CONTROL IN THE TACTICAL TRAINING GYMNASIUM

The following measures will ensure that the risk of infection is minimized for students and instructors when engaged in training in the Tactical Training Gymnasium:

1. Personnel should sanitize their hands on entering and leaving the gym. Hand hygiene (hand washing or using a sanitizer) is the most important way to prevent the spread of skin and upper respiratory infections. Wash hands frequently whenever they are soiled or have been exposed to persons or materials that may be contaminated.

2. To wash hands properly:
   - Wet hands with clean warm water and apply anti-bacterial soap.
   - Rub hands together to make a lather and scrub all surfaces.
   - Continue rubbing hands for 15 to 20 seconds.
   - Rinse hands well with clean water.
   - Dry hands using a paper towel or air dryer.
   - If possible, use a paper towel to turn off the faucet and open the door of the washing facility.

3. When using a hand sanitizer, apply the product to the palm of one hand and rub hands together, covering all surfaces of both hands. Rub until dry.

4. Gym clothing and any washcloths and towels that may be used should be clean prior to beginning training.

5. Prior to beginning training, instructors should ask the trainees if anyone has an Upper Respiratory Infection or an uncovered wound or sore (skin infection). Open wounds and skin infections must be properly covered, which means that they are covered by a securely attached bandage or dressing that will contain any drainage and will remain intact throughout the activity. Practicing good hand hygiene before and after changing bandages and throwing used bandages in the trash should be stressed to trainees with these conditions.

6. Trainees with Upper Respiratory Infection or known active methicillin-resistant Staphylococcus aureus (MRSA) infections will not be allowed to participate.

7. First aid supplies should be available to immediately treat any mat burns, abrasions or cuts. Wash or sanitize hands before and immediately after treatment.

8. Trainees should wash hands after using shared equipment.

9. Trainees should wash hands after coming into contact with others’ potentially infectious wounds, skin or soiled bandages.

10. Instructors should use hand hygiene after contact with trainees, especially after changing bandages or providing wound care.

11. Trainees should shower as soon as possible after training.

12. Trainees should bring and use only their own personal hygiene items and
towels.
13. Trainees should not share personal items, such as athletic clothing, uniforms, washcloths, towels, razors, bar soap (use soap dispensers only), water bottles, sports drinks, topical preparations (including deodorants, lotions, ointments, gels or creams), etc.
14. Trainees should wash and dry clothing used in training daily, as well as their towels and washcloths.
15. Equipment such as knee braces and sleeves, ankle braces, etc. should be disinfected on a daily basis in accordance with the manufacturer's recommendations.
16. Environmental surfaces, such as wrestling mats, should be cleaned and disinfected daily using an EPA-registered disinfectant/cleaner and following the manufacturer's recommendations for amount, dilution and contact time.
17. Equipment with damaged surfaces that do not allow adequate cleaning should be repaired or replaced.
18. Make sure that all cleaning supplies and stations (e.g., for hand sanitizing) are well-marked, clearly visible and accessible. Consider signage that communicates sanitation expectations to everyone, as well as signs that show the dangers of not sanitizing properly.
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.**

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<tr>
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<td>VI. Disciplinary Procedures</td>
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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