LAW ENFORCEMENT TRAINING

ACADEMY

College of Eastern Idaho

Workforce Training & Continuing Education

STUDENT HANDBOOK

Signed Acknowledgement Required

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CEI Law Enforcement Training Academy Overview

All rules and regulations apply to any venue used in the course of The College of Eastern Idaho (CEI) Law Enforcement Training Academy training. If you have any questions regarding the rules and regulations in this manual, please discuss them with a staff member using the appropriate chain of command.

Chain of Command

- RTO
- Program Coordinator(s)
- Program Manager
- Vice President of Workforce Training and Continuing Education

Mission Statement

At the CEI Law Enforcement Training Academy, we are dedicated to the pursuit of skilled excellence and the balance between physical and mental wellness in order to better serve the communities we are entrusted to protect.

We believe that becoming the best officer possible requires a lifelong commitment to learning and mastering the skills expected of law enforcement. This includes not only tactical proficiency and fine motor skills, but also critical thinking, effective communication, and continuous self-awareness. Officers are held to the highest standards, often in the most challenging circumstances.

At CEI, we guide you through the journey of becoming one of the few who are truly committed to excellence, wellness, and service. In doing so, you walk the path of those who came before you—many of whom gave their all in service of this honorable mission.

General Information

Visitors

For security purposes, no unauthorized persons are allowed at the CEI Law Enforcement Training Academy facilities. If a student needs uniforms or equipment during the week and a family member must make the delivery, the items should be brought to the office and left with the Recruit Training Officer (RTO). Students are not allowed to give tours to visitors during their training at the academy. The only exception to this rule is on graduation day.

Schedules

Students will be provided a course syllabus on the first day of class. A typical academy schedule is as follows:

- **PATROL ACADEMY**: Monday-Thursday from 7am-5pm with a half hour lunch.
- **DETENTION ACADEMY**: Monday-Friday from 7 am- 5pm with a half hour lunch

There will be times outside of normal academy hours in which training outside of the main Law Enforcement Training Academy campus will happen. This will be communicated within the syllabus. However, schedules may change without notice and flexibility is required.

Items and Supplies Needed

Recruits are required to have:

- Laptop
- Notebook
- Pen/Pencil
- Department gear
- Academy uniform and PT gear from **Uniforms2Gear** in Idaho Falls. CEI Staff will contact you to obtain measurements and other sizing information.

General Rules

All students must read and acknowledge their understanding of, and willingness to comply with, these rules and regulations. Violations of CEI Law Enforcement Training Academy rules are subject to discipline, up to and including dismissal from the academy. Students must abide by all rules and regulations of the academy listed in the following sections.

Academy Attendance

Class attendance is a duty assignment from your agency.

- Students must report promptly for duty at the designated time and location. Tardiness is not tolerated and will result in disciplinary action. Students will not leave the academy grounds or other assigned duty posts without permission from the training staff. Leaving the academy grounds without proper authorization is considered an absence from duty and may result in immediate dismissal from the academy.

- Any no show/no call may result in dismissal from the academy.

- To graduate from the academy, students are required to complete all objectives, classes, and course materials. Absences are limited to a maximum of 16 hours of instructional time. Any missed instruction must be made up during the course of the academy. If a student misses skills-based training–such as Defensive Tactics, EVOC, Firearms, or Scenarios–they must complete the missed training, when applicable, in accordance with POST approval. All required training should be completed prior to taking the Certification Exam.

- If you are going to be absent, text the program coordinators prior to class starting.

Academic Requirements

- Canvas is an online learning management system and will be utilized for all assignments, quizzes and exams. Please become familiar with how to view due dates, notices, and grades, as well as how to access your required assignments, quizzes, exams, and evaluations. Students will receive an invite into Canvas prior to the start of the Academy.

- **EXAMS:** To be eligible to graduate from the Academy, each student must maintain a 75% average of all academic assignments to include but not limited to, academy-initiated exams or quizzes and written reports.

General Rules Cont.

Academic Requirements Cont.

- **CERTIFICATION EXAM**: To be eligible to take a Basic Academy Certification Exam, each student must complete all requirement of a POST Basic Academy with a minimum 75% academic average. All Basic Certification Exams require a minimum passing score of 75%. All students must take and pass the Certification Exam to be eligible for certification in the State of Idaho. Firearms, EVOC, and Defensive Tactics are practical skills tests and may require a higher minimum passing score and/or are pass/fail.
- **CERTIFICATION RETAKE**: Any student who does not pass the Certification Exam must retake the Certification Exam within six (6) months after the Academy's scheduled graduation date. The student will be allowed (one) 1 retake attempt to pass the Certification Exam. If the student fails both attempts or fails to retake the Certification Exam within six (6) months after the Academy's scheduled graduation date, the student cannot be certified.

Demeanor

Students must at all times show respect for the United States, the State of Idaho, Idaho POST, CEI and CEI Law Enforcement Training Academy. Students must demonstrate proper decorum and demeanor during all academy activities. Failure to do so results in disciplinary action up to dismissal from the academy.

Electronic Devices and Internet Usage

- No cellular phones, smart phones, smart watches, MP3 players or similar devices may be carried or utilized during any academy training. Exceptions may be granted by academy staff.

- Electronic devices allowed in the classroom by students include laptop computers and tablet type devices. These devices may be used in the classroom for academy purposes only. Internet use is unauthorized unless approved by the academy coordinator. Student use of an electronic device is a privilege which may be revoked.

General Liability

The State of Idaho, Idaho POST Council, CEI, and any cooperating agencies cannot be held responsible for any loss of or damage to a trainee's property as a result of fire, theft, or other causes.

General Rules Cont.

Injuries and Illnesses

- Students must immediately advise CEI academy staff of any accident, injury, aggravation of prior injury, or illness occurring during any academy activity while on CEI property or within any other academy facilities outside of CEI. All injuries and illnesses must be recorded on an Injury/Illness Report form obtained from the RTO and must be given to the academy coordinator as soon as possible. Costs of injury from accidents incurred during authorized academy activities may be covered by Workers Compensation and shall be referred to the student's agency. Costs of injuries that a student incurs during personal time may not be covered by Workers Compensation.

- Costs of illness or injury not covered by Workers Compensation are the responsibility of the student or his/her agency. Students too ill or injured to attend academy training may be required to obtain medical clearance for academy activities. Students with an illness may not be able to attend training due to the risk of infecting other students. This may result in disenrollment from the academy.

Firearms, Ammunition, and Other Weapons

Academies with Weapon Training

- Students who bring duty weapons and/or ammunition to the CEI Law Enforcement Training Academy must carry them on the training facility grounds in a lawful manner. No ammunition or magazines, loaded or unloaded, will be carried into any training facility building. All live ammunition and magazines must be stored in the student's vehicle in a secure manner.

- Duty weapons will be stored in a secure manner in the student's vehicle or an academy locker. Barrel plugs must be in the weapon at all times. No cleaning of weapons at any academy facility is allowed.

Firearms, Ammunition, and Other Weapons Cont.

Academies with Weapon Training Cont.

- Students are allowed to store personally owned weapons (POWS) in their vehicles while on academy grounds. POWS must remain secured inside of the vehicle at all times, and students accept all responsibility and liability related to their POWs on academy grounds.
- Students will not be armed when using vehicles during training scenarios.
- Students driving their Department vehicles may drive to and from off-site training and may be armed per departmental policy. Weapons will be left in their vehicle upon arrival.

Any violation of this section may result in immediate dismissal.

Uniforms and Personal Appearance

The CEI Law Enforcement Training Academy, like most public safety agencies, is a uniformed organization. The appearance of the uniform and the manner in which it is worn are significant indicators of individual pride, unit discipline, professionalism and esprit-de-corps. Students are expected to maintain their uniforms and personal appearance in a meticulous manner at all times.

Uniforms and Personal Appearance Cont.

Hygiene and Jewelry

- Students must at all times maintain the highest standards of personal hygiene. All students must shower daily. Students may not wear perfume or cologne during training hours.

- Wrist watches, Medical-Alert bracelets, and wedding rings may be worn. Religious medallions may be worn in a manner that will not be seen. This is the only jewelry authorized during academy hours. Body piercings must be removed during academy hours.

- Male students must conform to the following minimum standards:

    - Hair must clean, neat, and no longer than the top of the collar.

    - Fad/motivational haircuts (Mohawks, etc.) are not authorized regardless of the student's agency policy.

    - Beards, sideburns, and mustaches will not be allowed regardless of the student's agency policy.

- Female students must conform to the following minimum standards:

    - Hair must be clean, neat, and worn in a manner that it rests above the collar. Barrettes of a natural or transparent color may be worn. The length or bulk of hair must not interfere with training or the wearing of headgear, nor create a safety hazard as determined by the academy coordinator.

    - Minimal conservative face and eye makeup may be worn. Fingernails must be kept at an appropriate length and shape. Nail polish must be a neutral color.

Uniforms and Personal Appearance Cont.

Inspections

- Students must be prepared for personal inspection and inspection of uniforms, and equipment at all times during the academy.

Personal Clothing

- Clothing worn while at CEI Law Enforcement Training Academy facilities must be clean and in good condition.
- Student's undergarments, socks and other personal items must be freshly laundered.
- Shirts worn under the uniform must be white in color.
- Students may not wear non-prescription sunglasses in formations or during indoor training unless documented by medical necessity and/or specifically authorized by an academy coordinator.
- Hats may not be worn in any building, in formation, or during graduation ceremonies.

Uniforms

Students wear different uniforms depending on the type of activity:

- **DUTY UNIFORM:** The duty uniform is the standard uniform to be worn during the academy unless instructed otherwise by the academy coordinator. The duty uniform consists of items purchased from Uniforms 2 Gear (see Items and Supplies Needed). Footwear shall be black in color and have the ability to accept polish. No Corfam footwear will be allowed. Ballistic vests (when applicable) and duty belts.

Uniforms and Personal Appearance Cont.

Uniforms Cont.

- **DEFENSIVE TACTICS (DT) UNIFORM:** The DT uniform consists of a tactical cargo pant, name shirt, ballistic vest when applicable and duty belt when applicable. Footwear will be designated by the RTO, either duty boots or athletic shoes.

- **STANDARD PHYSICAL TRAINING (PT) UNIFORM:** During PT, academy students must wear the approved name shirt, running shorts, name sweatshirt/sweatpants (when applicable), and athletic shoes. Running tights may be worn under the running shorts and can only be the color of black, or navy blue.

- **POOL UNIFORM:** Academy students must bring a swimsuit to use during water PT. Water PT uniforms must be clean, serviceable, and modest. Over shirts are permitted but must be made of dry wicking material. Shorts or shirts made of cotton material, string bikinis, thongs, speedos or cut-offs are not permitted. Two-piece swimsuits are permitted but must be the athletic style.

- Appropriate underclothes must be worn during physical conditioning. These consist of the following:

    - **MEN** – athletic support briefs. No boxer shorts.

    - **WOMEN** – sports bra and female underclothing.

- **ADVERSE WEATHER CLOTHING:** Adverse weather clothing: Students should bring ample warm clothing for use on the driving course and firing range in case of adverse weather: heavy boots, socks, long underwear, hat, coat, gloves, sunscreen, and rain gear.

Facility Rules

Facility rules provide consistent guidelines to ensure student safety and facilitate a successful learning environment. Repeated or significant violations of facility rules may result in dismissal from the academy.

Animals and Pets

- Students are not permitted to have any animal on campus without prior authorization.

Campus Restrictions

- **ACADEMY CAMPUS**: Students may not leave the academy facility from the start of the academy day until the conclusion of the academy day. Students must have authorization from the academy coordinator prior to leaving campus during academy hours. Students will not arrive on campus more than 15 minutes prior to formation.

Damage to Property

- Any damage to CEI or partner agencies' property caused by misuse or carelessness may be charged to the student(s) responsible.

Food and Drinks in Classrooms

- All drinks in classrooms must be in a metal/plastic container with a lid that securely fastens. Snacks may be allowed in the classroom as approved by academy coordinators. 30 Minute lunch will go quickly, please plan on packing your own. CEI will not accommodate Door Dash or meal delivery (not allowed to leave campus).

Tobacco Use

- Tobacco use by students is prohibited during academy hours. This includes chewing tobacco, electronic or vapor cigarettes, etc., even if containing no tobacco.

Facility Rules Cont.

Posting Signs

- Posting of any items on campus without authorization from CEI staff is prohibited.

Parking

- Student vehicles must be parked in designated parking areas. Due to limited parking, students are encouraged to carpool.

Standards for Conduct and Behavior

Students and staff will have access to all CEI policies and are encouraged to review any additional policies not included in this document.

Addressing Staff and Instructors

- Students must address staff, instructors, and others in a professional manner.

Agency Notification

- Agency heads or designees may be notified of any activity of their employee(s). All incidents deemed serious in nature, including misconduct, shall be reported to the employee(s) agency by the Coordinator as soon as possible.

Alcohol and Controlled Substances

- Possession and use of illegal controlled substances are violations of state and federal law. Students possessing or using illegal controlled substances will be reported to the appropriate law enforcement agency for criminal investigation.
- Alcoholic beverages shall not be consumed or possessed on any academy/state facility.

Standards for Conduct and Behavior Cont.

Alcohol and Controlled Substances Cont.

- Use of alcoholic beverages or legal controlled substances which impairs the student's ability to perform required duties while at the academy will result in investigation and disciplinary action.

- Students displaying any signs of alcohol use must submit to breath-testing at the request of any academy staff or instructor.

Conduct and Behavior

- Students are expected to conduct themselves within the ethical and moral standards the law enforcement profession demands. Students must not discredit the profession, the academy, or their agency through their behavior.

- If a student fails to conduct themselves in a professional manner or violates any POST or CEI Law Enforcement Training Academy rules, it may result in disciplinary action as set forth in the Idaho POST Academy Discipline Matrix (see Addendum 1). Students must notify staff if they are aware of a violation. If a student fails to report a violation, it may also result in disciplinary action. Disciplinary action may include verbal or written warnings, formal counseling, and/or dismissal from the academy.

- If dismissal from the academy is warranted, the Training Coordinator will make a recommendation to the Academy Director. The Academy Director contact the sponsoring agency will offer the student a hearing to appeal the decision with the Division.

- Administrator according to POST Policy 12.20 Student Disenrollment/Dismissal. The Division Administrator will make the final decision on dismissal from the academy.

- Information regarding the Standards of Conduct can be found in IDAPA 11.11.01.058, POST Policy 12.20, the Student Handbook, the Agency Guidebook, and on the POST website. The Agency Guidebook is available to the public on the Idaho POST website. The Student Handbook is sent to all students with their acceptance letter for them to review prior to attending an academy. The student and agency head are both required to sign the signature page acknowledging that they have read and understand the contents of the handbook. The student is required to provide this signed signature page to academy staff on the first day of the academy.

Standards for Conduct and Behavior Cont.

Disrupting Class

- Students must not engage in any behavior that results in a disruption of the learning or training environment.

Gambling

- Gambling of any kind is illegal. Reports of gambling will be investigated and may be referred to the appropriate law enforcement agency.

Integrity

- **LYING:** students must truthfully answer training staff inquiries about their actions or the actions of others. Misrepresentation, mischaracterization, evasiveness, deception, factual manipulation, omissions, misleading contradiction, distortions, embellishment, misstatements of facts, misquotation of facts, minimization or justification of inappropriate actions is not tolerated and may result in immediate dismissal.
- **ACADEMIC DISHONESTY:** any behavior, intended to promote or enhance a student's academic standing within the CEI Law Enforcement Training Academy by dishonest means will not be tolerated and may result in immediate dismissal.
- **PLAGIARISM:** the use of words, ideas, concepts, or work of another without proper acknowledgement is not tolerated and may result in immediate dismissal.

Prescription Medication

- Students must not use medication except as prescribed, administered or provided by a licensed physician, their authorized agent, or practitioner allowed to do so by Idaho statute. Students must not use any legal drugs to the extent that their ability to safely and effectively complete each day's scheduled training activities is compromised.

Standards for Conduct and Behavior Cont.

Profanity

- Students must not use language that is disrespectful or considered to be profane.

Report of Rules Violations

- Students must not conceal any violations of academy rules, agency policy, state or federal law, whether their own or those of other students, instructors or police personnel. Any student involved in any law enforcement contact, on or off-duty, must immediately notify the academy coordinator. A written report must be submitted as soon as possible. Failure to report contacts may result in disciplinary action including dismissal.

Safety

Students and CEI Law Enforcement Training Academy staff must maintain awareness and be watchful for their safety and the safety of others. Any act, or failure to act, by a student or staff member that places themselves or others at risk, will not be tolerated.

- Training Academy Coordinators shall ensure that the individual safety policies for high liability classes (Defensive Tactics, Tactical Medicine, EVOC, Physical Training, and Firearms/Range) are read, understood, and signed by each student who will engage in these activities.

- All Training RTOs, Coordinators, including the Director, shall possess current First Aid/C.P.R. certification cards. They shall also be certified in the use of the Automated External Defibrillator (AED).

- During the course of the academy, any student, at any time, can call an immediate halt to training if they identify an issue that makes them fear for their personal safety or they identify an issue that may jeopardize the safety of a fellow student or staff member.

Standards for Conduct and Behavior Cont.

Safety Cont.

- Large first aid kits, an ice machine, and one Automated External Defibrillator (AED) located in the building. During orientation each academy class will be shown where this kit, the AED, and the ice machine are located and discuss their contents and uses.

- All high liability blocks of curriculum will contain a safety policy that will identify, if any, safety considerations for that block of instruction. This safety policy will also inform the students that they may call an immediate halt to any training if they feel their safety or the safety of someone around them may be in jeopardy. Instructors of high liability blocks of instruction will remind students of this prior to the start of their lecture.

- In an effort to ensure the safety of students and staff, Law Enforcement Training Academy staff shall continuously conduct threat assessments of training areas and locations. The assessment will include a visual and tactile inspection of vehicles and equipment used by recruits to ensure they are in safe working order. Safety assessments will also include checking weather conditions to ensure students are properly dressed for outdoor conditions and/or to cancel outside activities due to weather creating a hazardous condition.

- Appropriate student to staff ratios shall be maintained in high liability skills-area training to facilitate student and staff safety. These areas include Tactical Medicine, Firearms, Emergency Vehicle Operations Course, Defensive Tactics, Physical Training.

- Refer to the Safety Handbook for specific high liability safety plans.

Security

- Students may not become involved in any activity that may compromise the security of any CEI Academy buildings or facilities. No student may allow unauthorized persons access to the facilities or grounds.

Standards for Conduct and Behavior Cont.

Sexual Harrassment and Illegal Discrimination

- Sexual harassment and illegal discrimination are violations of state and federal law. Perceived instances of either behavior must be reported. All reported instances of sexual harassment or illegal discrimination will be investigated.

Student/Contractor/Staff Relationships

- Associations with academy staff must be professional in nature at all times. Students and staff must not engage in inappropriate social contact.
- No physical contact of an intimate nature, sexual relationship or perception of a sexual relationship is permitted between academy students, or between academy students and instructors, scenario graders, or actors.

Instructor Conduct and Performance

- Students are encouraged to report violations or other concerns regarding instructors to Coordinators without fear of repercussion.
- Students will complete individual instructor evaluations regarding conduct and performance after each block of instruction.
- Students will complete an Academy Survey which includes instructor conduct and performance at the end of each academy.

Addendum 1- Idaho POST Academy Discipline Matrix

This document provides CEI Academy Staff with a guideline to the discipline of academy students. This matrix is only a guideline; training staff has the ability to forgo the lesson categories if the violation is so egregious that it is merited.

Category	Academy Rules Violation	Action Taken
Category I	Violations for the following: 1. Attendance 2. Electronic device 3. Uniform/personal clothing 4. Hygiene and jewelry 5. Facility rules 6. Addressing staff and instructors 7. Disrupting class 8. Safety 9. Security 10. Profanity 11. Report of rules violations 12. Conduct and behavior	One or more of the following may apply: 1. Verbal warning 2. Writing assignment 3. Individual physical training 4. Group physical training
Category II	Violation for the following: 1. Disrespectful Repeated or significant violations of the following: 1. Attendance 2. Electronic devices 3. Uniform/personal clothing 4. Hygiene and jewelry 5. Facility rules 6. Addressing staff and instructors 7. Disrupting class 8. Safety 9. Security 10. Profanity 11. Report of rules violations 12. Conduct and behavior	Formal individual counseling with a second staff member present. Agency may be notified.
Category III	Violation of the following: Unlawful use of prescription medications Repeated or significant violations of the following: 1. Disrespectful 2. Attendance 3. Electronic devices 4. Uniform/personal clothing Hygiene and jewelry Facility rules Addressing staff and instructors Disrupting class Safety Security Profanity Report of rules violations Conduct and behavior	Letter of Reprimand issued with a copy sent to the agency. All actions in this category need Training Manager approval.
Category IV	Violation of the following: 1. Alcohol and controlled substances 2. Integrity 3. Plagiarism 4. Sexual harassment 5. Conduct and behavior 6. Gambling 7. Firearms violation Repeated or significant violations of the following: Unlawful use of prescription medications Disrespectful Attendance Electronic devices Uniform/personal clothing Hygiene and jewelry Facility rules Addressing staff and instructors Disrupting class Safety Security Profanity Report of rules violations Conduct and behavior	Possible dismissal from the academy. Refer to POST policy 12.20 Student Disenrollment/Dismissal. 12.20 Student Disenrollment/Dismissal Policy

CEI LAW ENFORCEMENT TRAINING ACADEMY

Physical Training Safety Rules

The Physical Training Program at the CEI Law Enforcement Training Academy is designed to help students achieve a minimum level of fitness in order to maintain readiness, avoid injury, and have the ability to perform the essential functions of their position.

1. Academies should assign a student EMS/EMT to help assess and assist in case of emergencies.
Students will be granted the opportunity to conduct stretching and warm up exercises prior to the start of each PT session.
2. Each participant shall notify an instructor, prior to beginning physical activity, of any pre-existing medical conditions, which may affect completion of this training.
3. Participants shall follow the instructor's directions completely. If the student is in doubt about proper technique, he/she is responsible for requesting assistance from the instructor.
4. Appropriate PT attire will be worn at all times.
5. Any injury sustained during this training shall be immediately reported to the instructor.
6. Horseplay of any kind will not be tolerated during the training. Violation of the horseplay rule can result in immediate dismissal from the training session.
7. When lifting, dragging, and carrying, only approved techniques will be utilized as instructed. These techniques are designed to prevent back and other injuries.
8. All medical emergencies will be brought to the instructor's attention. If necessary, 911 will be contacted immediately while the instructor assesses the medical emergency.
9. Identify the first aid room, and first aid equipment to include AED.
10. Students will be afforded the opportunity to hydrate and are encouraged to do so. Students are encouraged to bring their own water containers.
11. All activities may be stopped or suspended due to inclement weather.
12. Students may stop training at any time, without repercussions, if they perceive a safety issue.
13. Instructor to Student ratios for physical training will be maintained at a minimum of 1:16.

I have read and understand the above safety rules and regulations.

_____ _____

Signature Date

_____

Printed Name

College of Eastern Idaho
Law Enforcement Training Academy
Physical Fitness Agreement

I, _____, hereby acknowledge as a student enrolled in the College of Eastern Idaho Law Enforcement Training Academy, I am required to pass the Idaho Peace Officer Standards and Training (POST) Physical readiness test. I understand, if I do not pass the physical readiness test, I will not be able to take the certification exam or receive a certificate of completion.

_____ _____

Signature Date

_____

Printed Name

CONSENT FOR RELEASE OF INFORMATION

I, hereby, consent and give my permission to the faculty and staff of the College of Eastern Idaho Workforce Training and Continuing Education to provide information, both oral and written, to current and prospective employers, both public and private; such information shall include but shall not be limited to polygraphs, records, grades, performance evaluation, observation and any other information that might be pertinent to a prospective employer, or current employer, seeking to verify and evaluate my qualifications. **I understand I have the right to revoke this Consent for Release of Information at any time, but I must do so in writing, and that any such revocation will become effective only upon actual delivery to the Workforce Training and Continuing Education Director of Operations.**

_____ _____

Signature Date

_____

Printed Name

CEI Law Enforcement Training Academy

Defensive Tactics Safety Rules

1. Duty belts and ballistic vests will be worn unless otherwise instructed.
2. Wear loose fitting clothing and any other protective gear you feel necessary. (i.e. knee braces, etc.)
3. Remove all watches, rings, glasses, necklaces, piercings or other jewelry that might be snagged or cause injury during training.
4. Only academy authorized clothing, professional in nature will be worn during gym/mat room activities
5. Each participant shall notify an instructor, prior to beginning physical activity, of any pre-existing medical conditions, which may affect completion of this training.
6. Participants shall follow the instructor directions completely. If the student is in doubt about proper technique, he/she is responsible for requesting assistance from the instructor.
7. No techniques will be performed unless instructed to do so. All techniques will be performed slowly at first until the participant has demonstrated thorough knowledge of the proper application of each technique.
8. In order to reduce the likelihood of injury, the partner of the individual applying the technique shall only offer passive resistance, unless otherwise directed by the instructor.
9. Tapping out. Once a pain compliance technique has been applied, and pain is felt, the individual on whom the technique is applied will, as an indication to the person applying the technique that the pain threshold has been reached, by either vigorously tapping the person applying the technique or the floor or yourself. Make the tap audible. The person applying the technique will then immediately decrease pressure.
10. All medical emergencies will be brought to the instructor's attention. If necessary, 911 will be contacted immediately while the instructor assesses the medical emergency.
11. Horseplay of any kind will not be tolerated during the training. Violation of the horseplay rule can result in immediate dismissal from the training session.
12. Students may stop training at any time, without repercussions, if they perceive a safety issue.
13. Instructor to Student ratios for Defensive Tactics will be maintained at a minimum of 1:6.

I have read and understand the above safety rules and regulations.

_____ _____

Signature Date

_____

Printed Name

CEI Law Enforcement Training Academy

EVOC Safety Rules

1. The Emergency Vehicle Operations Course requires quick responsive decision making, the ability to control a motor vehicle and a desire to learn complex driving skills.
2. Safety equipment will be used at all times when operating any of the EVOC vehicles.
3. Participants shall follow the instructor's directions completely. If the student is in doubt about a proper technique, he/she is responsible for requesting assistance from the Instructor.
4. No driving techniques will be performed unless instructed to do so. All techniques will be performed slowly at first until the participant has demonstrated thorough knowledge of the proper application of each technique.
5. Duty belts and duty uniforms will be worn unless otherwise instructed.
6. Each participant shall notify an instructor, prior to beginning physical activity, of any pre-existing medical conditions, which may affect completion of this training.
7. Any injury sustained during this training shall be immediately reported to the instructor. Instructors will confirm with students at close of business each training day that there are no injuries.
8. Horseplay of any kind will not be tolerated during any EVOC training. Violation of the horseplay rule can result in immediate dismissal from the training session.
9. All medical emergencies will be brought to the instructor's attention. If necessary, 911 will be contacted immediately while the instructor assesses the medical emergency.
10. Students may stop training at any time, without repercussions, if they perceive a safety issue.
11. All activities may be stopped or suspended due to inclement weather.
12. Instructor to student ratio for EVOC track operations will be maintained at a minimum of 1:4.

I have read and understand the above safety rules and regulations.

_____ _____

Signature Date

_____

Printed Name

CEI Law Enforcement Training Academy

Range Safety Rules

1. Treat all weapons as if they are loaded at all times.
2. Keep your finger off the trigger and out of the trigger guard area unless on the firing line.
3. Do not point your weapon at anything other than an authorized range target or area directed by an instructor on or off the firing line.
4. Beware at all times of your target location(s), backstop area and beyond.
5. Pants, duty belt(s), ballistic vest(s), and authorized eye and ear protection will be worn on the range at all times.
6. Remove all watches, rings, glasses, necklaces, piercings or other jewelry that might be snagged or cause injury during training.
7. Only academy authorized clothing and related safety equipment will be worn on the range at all times.
8. Each participant shall notify an instructor, prior to the beginning of shooting, of any pre-existing medical conditions which may affect completion of this training.
9. Participants shall follow the instructor directions completely. If the student is in doubt about proper technique or range drill, he/she is responsible for requesting assistance from the instructor.
10. No unauthorized firearm shooting or drills will be performed unless instructed to do so.
11. Horseplay of any kind will not be tolerated during firearms training. Violation of the horseplay rule can result in immediate dismissal from the training session.
12. Any injury sustained during training shall be immediately reported to the instructor.
13. All medical emergencies will be brought to the instructor's attention. If necessary, 911 will be contacted immediately by range staff while the instructor assesses the medical emergency.
14. All activities may be stopped or suspended due to inclement weather.
15. Students may stop training at any time, without repercussions, if they perceive a safety issue.
16. Instructor to student ratio for firearms training will be maintained at a minimum of 1:3. Small group cell ratios will be maintained at 1:1.

I have read and understand the above safety rules and regulations.

_____ _____

Signature Date

_____

Printed Name

CEI Law Enforcement Training Academy

Tactical Medicine Safety Rules

1. The Tactical Medical Training Program requires partner practice, scanning, raking, and feeling for injuries, bullet holes, mass arterial bleeding and sucking chest wounds. It is important that partners be rotated (exchange roles), or one partner will gain most of the skills while the other partner misses a critical learning experience.
2. Duty belts and ballistic vests will be worn unless otherwise instructed.
3. Remove all watches, rings, glasses, necklaces, piercings, or other jewelry that might be snagged or cause injury during training.
4. Each participant shall notify an instructor, prior to beginning physical activity, of any pre-existing medical conditions, which may affect completion of this training.
5. Participants shall follow the instructor's directions completely. If the student is in doubt about proper technique, he/she is responsible for requesting assistance from the instructor.
6. No techniques will be performed unless instructed to do so. All techniques will be performed slowly at first until the participant has demonstrated thorough knowledge of the proper application of each technique.
7. To reduce the likelihood of injury, the partner of the individual applying the technique shall only offer passive resistance, unless otherwise directed by the instructor.
8. Any injury sustained during this training shall be immediately reported to the instructor.
9. Horseplay of any kind will not be tolerated during the training. Violation of the horseplay rule can result in immediate dismissal from the training session.
10. When lifting, dragging, and carrying, only approved techniques will be utilized as instructed. These techniques are designed to prevent back and other injuries.
11. All medical emergencies will be brought to the instructor's attention. If necessary, 911 will be contacted immediately while the instructor assesses the medical emergency.
12. All activities may be stopped or suspended due to inclement weather.
13. Students may stop training at any time, without repercussions, if they perceive a safety issue.
14. Instructor to Student ratios for Tactical Medicine classroom instruction will be 1:32. During Tactical Medicine hands-on scenarios the Instructor to Student ratio will be maintained at a minimum of 1:2.

I have read and understand the above safety rules and regulations.

_____ _____

Signature Date

_____

Printed Name

Student Acknowledgment

You must read and acknowledge your understanding of, and willingness to comply with the rules and regulations in this document. Bring this signed acknowledgement with you to turn in on the first day of your academy.

PART I - STUDENT

By signing this form, I affirm that I have received a copy, read and understand the CEI Law Enforcement Training Academy Student Handbook.

_____ _____

Print Name POST ID

_____ _____

Student Signature Date Signed

PART II – DEPARTMENT HEAD or DESIGNEE

By signing this form, I affirm that the above-named Officer/Deputy has received a copy, read and understands the CEI Law Enforcement Training Academy Student Handbook.

_____ _____

Print Name Title

_____ _____

Department Head or Designee Signature Date Signed