



# **Basic Training Recruit Manual**

**Basic Training Class for Police Professionals**



Vermont Criminal Justice Council

## Vermont Police Academy

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## VCJC Mission

The mission of the Vermont Criminal Justice Council is to improve public safety by promoting excellence in law enforcement through the implementation of the highest standards for training, certification, and recognized best practices.

To do this, we create an environment that challenges, empowers, and promotes learning while encouraging a healthy way of living. We reinforce a personal and professional lifestyle centered around Vermont Police Core Values. Through quality instruction provided by experienced police officers and subject matter experts, we prepare officers to apply the solid foundational skills needed to be effective police officers in today's world.

## Title 38 United States Code Section 3679(e) School Compliance

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institutions are required to confirm their compliance.

The Vermont Criminal Justice Council does not approve or disapprove attendance of any individual based in any way on their eligibility to qualify for GI Bill benefits. There is no tuition charged and student admission is not determined by a student's ability to pay. We also do not receive any payment from the Veterans' Administration, so it does not have any relevance in our admission practices.

## Vermont Police Core Values

**Integrity** - Doing the right thing, honestly, when no one is watching.

**Discipline** - Controlling one's emotions and actions.

**Teamwork** - Working as one piece of a larger puzzle. To subordinate one's individual interests to those of the group.

**Responsibility** - Able to act without guidance or supervision and be accountable for one's actions.

**Adaptability** - The ability to adjust to new or changed circumstances.

**Professionalism** - Conduct both on and off duty that maintains the public's respect for the police profession.

**Loyalty** - Faithfulness to self, family, profession, government, and the public.

**Leadership** - Positively influencing and motivating others.

**Respect** - Showing consideration, honor, or esteem for others.

**Courage** - The ability to face and cope with fear, danger, or adversity.

## Basic Academy Policies

### WEAPONS

1. Recruits shall maintain proper decorum and muzzle control when in possession of a firearm. Absolutely no horseplay, grabbing, etc., is permitted and may be grounds for dismissal.
2. Any recruit asked to surrender a weapon shall do so immediately to a Training Coordinator, his/her designee, or in his/her absence, the Training Assistant. Firearms, when stored, will be placed in the armory.
3. Recruits are prohibited from possessing live ammunition unless authorized by the training staff.
4. Recruits are prohibited from possessing live Oleoresin Capsicum (O.C.) or other chemical weapons unless authorized by the training staff.
5. Recruits are prohibited from possessing impact weapons unless authorized by the training staff.

### FIRE ALARMS

1. If an alarm sounds, leave the building through the closest designated exit and congregate as a class by the green buildings on Academy Road as quickly as possible unless otherwise directed by staff or fire personnel.
2. No recruits are to re-enter the building until authorized to do so by staff or fire personnel.
3. No door of an unoccupied room is to be held open by artificial means. Doing so is a violation of State law.

### FIRING RANGE

1. All individuals at the range are required to wear body armor, safety glasses, ball caps, and ear protection. Double ear protection is available. Refusal to wear required gear will result in immediate removal from the range.
2. The Executive Director may dismiss, in accordance with procedures described in this manual (and in conjunction with the rules of the VCJC), any recruit who is considered by the training staff to be a danger to themselves or others.

### GRIEVANCE/COMPLAINT PROCEDURE

1. The Academy has a policy for reporting complaints regarding student, staff, or adjunct faculty conduct, policies, procedures, etc.
2. If a recruit is concerned that a member of the Academy staff will not respond to their complaint appropriately, either due to involvement in the complaint or other conflict of interest, that recruit is authorized to bypass the Chain of Command and speak directly with the Director of Training. If the recruit is not satisfied with the action taken by the Director of Training, they may then appeal to the Executive Director. Certain grievances may require the submission of a written statement.

## REPORTS

1. Reports are required for the following:
    - Injury*
    - Illness*
    - Failure to Report for an activity*
    - Tardiness*
    - Violation of State or Federal Law*
    - Violation of policy or Rule*
  2. Reports will be legibly printed on Basic Recruit Memo forms and submitted to the training staff as soon as possible. Recruits will use the following format, via Chain of Command:
    - To: Name of receiving training staff member*
    - From: Recruit (Full Name)*
    - Date: mm/dd/yyyy*
    - Subject: Reason for report*
- \* Please note: Absences must be authorized by the Deputy Director or Designee. Requests must be written on an “Absence Request” form and submitted via the recruit’s Chain of Command.

## TOBACCO PRODUCTS

1. Recruits are prohibited from using tobacco on the Academy campus, in Academy vehicles, or while in the field at a training event.

## RESTRICTED AREAS

1. Canine: Recruits will not approach canine teams. All canine training areas are off-limits unless the staff grants permission. This includes outdoor training areas.
2. Access to the following areas is strictly prohibited to recruits unless staff has granted it.  
*(Staff sleeping quarters– emergency circumstances only).*

*Basement, Kitchen, Copy Room, Arms Rooms, Supply Room, Elevator, Vacant Dorm Rooms, East and West Wing, All Outbuildings, Staff Offices, Third Floor, Canine House, T.V./Day Room*

## BULLETIN BOARD

1. Directives, notices, schedules, messages, and special announcements will be posted on the bulletin board on the second floor. Each student is responsible for familiarization with the information provided.

## TELEPHONE CALLS

1. Telephone calls to recruits at the Academy are prohibited except in the case of an emergency.
2. Emergency calls will be accepted at the Academy at 802.483.6228 during business hours (typically 8:00 a.m. – 4:30 p.m.) and information will be relayed to the recruit. Emergency contact information for members of the training staff is provided in case an emergency occurs outside of these hours.
3. Recruits are permitted to use personal cell phones on a scheduled basis as determined by staff. On week 1 recruits will be given time on Thursday evening for cell phone use. After week 1, cell phone use is allowed on Monday - Thursday evening at times determined by staff. Other times as authorized by staff.

## LAUNDRY AND CLEANING

1. Recruits are responsible for laundering and cleaning personal items and Academy uniforms.
2. Sheets and pillowcases are laundered by a vendor and will be issued on a weekly basis.
3. Blankets and pillow covers may be taken home and cleaned, following proper cleaning directions, but must be returned the next duty day.

## MAIL

1. All incoming mail will be addressed as follows:  
*Recruit Full Name*  
*Vermont Police Academy*  
*317 Academy Rd*  
*Pittsford, Vermont 05763*
2. Outgoing mail must be placed in the mail basket in the Administrative Services Coordinator's office and will be mailed daily (Monday – Friday). Mail will be picked up by 11:00 a.m. daily.
3. The training staff will conduct 'mail call' daily.

## PRIVATE VEHICLES

Vehicles will be parked in the student parking lot at the far-west side of the Academy unless otherwise instructed and will be kept locked. Vehicles are off-limits during the week. Vehicles will be maintained in accordance with Vermont law.

## VISITORS

1. Visits from persons not directly connected with Academy operations are prohibited.
2. If an urgency arises, request permission from staff to arrange for an approved visit.
3. Employers wishing to visit, are welcome. Mealtimes or in the evening hours visits reduce the chance for conflict with the training schedule. Arrangements are made through a T.C.

## Rules and Regulations

### THE HONOR SYSTEM

Honor is the guiding principle of every endeavor. Integrity is the fundamental attribute of every Police Officer. Dishonesty is inexcusable and will not be tolerated. It is expected that all recruits' work and reports are true, correct, and his/her own work. Every recruit will maintain the highest ethical standards and demonstrate honorable practices. Any action or conduct contrary to these principles is considered conduct unbecoming a police professional and will result in corrective action.

### CORRECTIVE ACTION

Any infraction of the rules, regulations or standard operating procedures of the VCJC/Vermont Police Academy may result in corrective action administered by staff. It is the intention of training staff to administer any required corrective actions in a progressive manner. However, that shall not prevent more serious forms of corrective action from being implemented as a first step if deemed appropriate.

*Minor Infractions:* Minor infractions include, but are not limited to, failure to complete an assigned task or homework, loss, or unintentional damage of equipment due to negligence, lack of participation or effort during physical training and/or lack of preparation for inspection, etc. Corrective action may be imposed by training staff or TA's and may include:

1. Assignment of additional tasks and/or duties.
2. Counseling: A meeting between the recruit and staff in which problem areas are noted and requirements for improvement are stated. Note: All counseling sessions will be documented. A recruit's signature on a counseling statement is merely an acknowledgment that the session took place and does not necessarily constitute an agreement on the part of the recruit with the information contained therein.

*Violations:* Violations include, but are not limited to, Conduct Unbecoming a Police Professional. The Executive Director or Deputy Director will impose corrective action for egregious violations (e.g. posters or pictures that are lewd, harassing, etc., or insubordination that is not immediately corrected by the recruit or insubordination that results in unsafe or unprofessional behavior). Training Coordinators are required to take immediate corrective action, should it be necessary, to stop recruits from continuing unbecoming conduct (e.g. stopping harassment, discrimination, physical contact, tampering, consumption of alcohol or drugs, etc.) and will notify the Deputy Director as soon as possible. Violations (more severe than minor infractions) may warrant the same steps as above and, depending on severity, may also include the following actions.

1. A written reprimand; copy to sponsoring agency.
2. Suspension from Basic Training pending a Council hearing.
3. Criminal and/or civil action.

*All violations and subsequent actions are reported to the Executive Director.*

**Performance Assessment:** The Academy utilizes a "Three-Phase Training" concept. General performance assessment sessions are meetings between individual recruits and staff to examine performance. Recruits are given the opportunity to make staff aware of any problem areas they are

experiencing. Staff may provide positive and constructive feedback as necessary, with the goal of providing the recruit with the best training experience possible. Recruits can assist in this process by providing an honest self-assessment. This process serves as a method of assessing the student's ability to recognize and adhere to high-performance expectations, self-discipline, and ethical standards.

**Note:**

- \* Formal performance assessment sessions will be documented.
- \* Performance assessment may be conducted by the Training Staff.
- \* Performance counseling may be used as one of the components in the selection of the graduation award recipients.
- \* Each recruit will keep an "Excellence/Discrepancy Report" with them at all times so the staff can maintain the accountability and credibility of each report.
- \* Performance counseling sessions may occur at any time. Counseling will occur following any academic failure. During these sessions, any behavioral problems, learning difficulties, etc., are discussed and a written plan of action is made to improve performance, for future testing, and/or remedial training if needed, in order to help the recruit succeed.
- \* A recruit who accumulates six (6) formal counseling sessions that relate to poor performance will meet with the Executive Director and may be subject to suspension.
- \* The Training Staff may require a memorandum of explanation for improper conduct at any time.



## Standard of Conduct

### CONDUCT UNBECOMING A POLICE PROFESSIONAL

Any recruit participating in Basic Training who commits any act that can be considered Conduct Unbecoming a Police Professional, in or out of the Academy, during the week or on weekends, may be suspended from the Academy pending an expulsion hearing before the Council. When warranted, recruits are also subject to applicable criminal and civil penalties.

Examples include, but are not limited to:

1. Lying to staff members or adjunct faculty.
2. Illegal possession of a regulated drug.
3. Placing unauthorized posters, signs, pictures, etc. in the Academy.
4. Possession or consumption of alcohol on academy grounds or being on the Academy grounds in an intoxicated state.
5. Possession or display of pornographic material.
6. Failure to cooperate with an internal investigation.
7. Tampering with, altering, or unauthorized inspection of official Academy documents.
8. Insubordination – defined as defiance of authority, disobedience.
9. Plagiarism - defined as to steal and pass off (the ideas or words of another) as one's own; to use (another's production) without crediting the source.
10. Service of an abuse prevention order (as a defendant).
11. Physical contact between Recruits (i.e. fighting) of any nature, outside of approved training scenarios.
12. Discrimination, including but not limited to race, gender, religion, sexual orientation, etc.
13. Sexual harassment (refer to State of VT policy – Appendix)
14. Sexual contact on the Academy grounds.
15. Sexual contact, between Recruits and training staff throughout the training program, on or off academy grounds.
16. Involvement in any disorderly conduct action.
17. Intentional damaging of equipment.

## ATTITUDE/ APPEARANCE

A recruit's conduct has a significant impact on their eligibility to graduate from Basic Training. Recruits must conduct themselves in a manner that will not bring discredit upon themselves, their sponsoring organization, or the Vermont Police Academy. Professional, respectful behavior is required. Personnel and room inspections occur regularly. All rooms, closets, and drawers will be subject to inspections and/or searches. A recruit's application for admission and subsequent acceptance into the Basic Academy shall be construed as implied consent to all investigations, interviews, and searches.

Recruits shall:

1. Perform all duties in a thorough and conscientious manner.
2. Carry out all lawful orders and instructions given by student leaders or Academy personnel.
3. Students shall comply with the Basic Training rules and regulations pertaining to shaves and haircuts.
  - a. *Male*: Hair shall be well-groomed, worn short and off the ears and neck. Sideburns shall be as short as possible and no longer than the middle of the ear. All other facial hair (mustache, goatee, beard) is prohibited.
  - b. *Female*: Hair shall be well-groomed. If hair is long, it shall be neatly pinned up to be as short as possible and will not touch the collar and will be out of the face. Hair accessories will match hair color and be low-profile.
4. Uniform will be worn in the prescribed manner.
  - a. Academy Uniform
    - 1) Hat (Academy Issue)
    - 2) Uniform pants and shirt (Academy Issue)
    - 3) Black boots
    - 4) Black socks
    - 5) Duty belts shall be worn as directed by staff.
    - 6) Bulletproof vest shall be worn as directed by staff and per department expectations.
    - 7) Department jackets shall be worn as directed by staff. Collar brass and rank insignia are prohibited during the Basic Training program.

Shirts shall be kept buttoned except at the collar, and tucked into pants. Nametags will be worn above the right pocket along the top of the pocket and centered. If a recruit is a team leader or class leader the brassard will be worn on the left shoulder. Weapons belt, shoes and any brass worn shall be highly polished.

- b. Department Uniforms
  - 1) When worn will be in accordance with the recruit's sponsoring agency's Standard Operating Procedures.
  - 2) No recruits will wear their department uniform during basic training unless authorized to do so by the training staff.
  - 3) Physical Fitness Uniforms
    - a) Seven Basic Academy T-shirts (Purchased by recruit/department)
    - b) Five running shorts (Purchased by recruit/department)
    - c) One pair Basic Academy sweatpants & sweatshirt (Purchased by recruit/department).
    - d) White athletic socks – provided by recruit
    - e) Sneakers (Running and athletic sneakers preferred) – provided by recruit
- 5. Jewelry: Recruits are allowed to wear a wedding band or medical alert items throughout the training program. **Note:** If a Recruit chooses to wear an engagement ring they do so at their own risk. However, they may be instructed to remove it during events where others would be at risk of injury (Use of Force, scenarios, etc.). Every other form of jewelry including rings, bracelets, anklets, necklaces, neck chains, earrings, and any other adornments will not be worn during Basic Training.
- 6. Make-up: The use of make-up and nail polish is not allowed. Chapstick or clear lip balm is acceptable.
- 7. No artificial nails or false eyelashes.
- 8. Colognes, perfumes, or body sprays will not be used while at the Academy.

## Academics

### CLASSROOM

1. The classroom is a professional learning environment. Instructors conduct their lessons in a manner that maximizes the learning experience. Recruits will be prompt in reporting to class.
2. Seating is assigned and may only be changed with staff permission.
3. All recruits will stand at attention, directly behind their chairs until staff, class leadership, or the instructor give permission to sit.
4. Breaks are at the instructors' discretion.
5. Chewing gum and other candy are not allowed.
6. To ask or answer a question in class, recruits will raise their hand and address instructors respectfully.
7. Classrooms will be kept neat and orderly at all times.
8. Each recruit will bring the necessary books, notes, and handouts, and any other equipment to class for the scheduled subject.
9. At the end of the period of instruction, recruits shall not leave the classroom until released by staff or the Class Leader.

### EXAMINATIONS

1. Examinations and quizzes will be given as a way to assess learning objectives.
2. Hands-on skills assessments are graded on a pass/fail basis (i.e. OC, Impact Weapon, Defensive Driving, Firearms).
3. A minimum passing score of 80% is required on all Firearms and other Use of Force and Tactics written assignments/quizzes/exams. For all other graded examinations, projects, papers, practical skills assessments and quizzes, a minimum score of 70% is required to pass.
4. If a recruit fails a final written exam in the following areas: Criminal Law, Motor Vehicle Law, Crash Investigation, Patrol Procedures, Report Writing, Use of Force and Tactics, or Final Cumulative Exam, they may be suspended from Basic Training: If a recruit fails a final skills assessment in Firearms, Use of Force & Tactics, or Police Driving, he/she may be suspended from Basic Training.
5. The Executive Director may suspend a student from the training program if the student is not responding to training or is so deficient in their handgun proficiency, successful completion of the program is unlikely.
6. Recruits should be aware that although not all blocks of instruction administer a quiz, exam and/or project – ALL courses provide testable material and recruits should expect that at least one question from every block of instruction will appear on the final cumulative exam.
7. Recruits will not cheat, attempt to cheat, copy, plagiarize or crib during any written examination, project, assignment, or practical exercise. Doing so is considered grounds for suspension and/or expulsion.
8. During an examination or quiz, students may leave the classroom when finished if authorized by the instructor and stay in the designated break area. Students will not leave this area unless authorized to do so by training staff. Students will refrain from causing noise or other distractions while fellow classmates finish their quiz/exam.

- a. Failure to successfully complete a major course of instruction may result in suspension or provisional certification, as determined by the Executive Director. Academy staff, in conjunction with the employing agency will make the determination whether the student remains in basic training for the remainder of the program. No recruit will be dismissed from basic training before meeting with the Executive Director or designee.
- b. A written cumulative final exam will be given prior to graduation, which may cover all subject areas. If a student does not pass, they will not be certified and may be subject to suspension.

## RESIGNATION OR EXPULSION

1. Recruits may withdraw from Basic Training at any time.
2. A recruit must notify training staff if he/she is withdrawing.
3. A recruit must submit a letter of resignation to the Executive Director or his/her designee.
4. Should a recruit choose to resign from Basic Training, they will comply with the following standard operating procedure (S.O.P.):  
The recruit will notify at least one of the Training Coordinators either via the chain of command or directly. Once the Recruit has met with a Training Coordinator(s) and the Director of Training, they will then meet with the Executive Director or his/her designee for a final exit interview. Recruits will not leave the exit interview until the staff member(s) conducting the exit interview dismisses them.
5. Recruits may be suspended from the Academy for failing grades, violations of the Council's rules and regulations for basic training, or other deficiencies.
  - a. The Executive Director reserves the authority to suspend a recruit from the Academy pending an investigation and/or hearing. Expulsion from basic training may only be imposed on a Recruit after receipt of a written notice of the charges, and a hearing ( if requested) before the Vermont Criminal Justice Council.
  - b. All handout materials, manuals, state equipment, state uniform articles, texts, linen, or other equipment and articles received will be returned to a member of the Academy Training Staff.
  - c. Recruits will return all department-issued uniforms and equipment as directed by their agency's representative.
6. Appeals: When suspended from training, the student and/or their sponsoring agency may appeal to the VCJC within ten (10) business days; the appeal must be made in writing. The appeal will be placed on the agenda of the next available meeting of the VCJC and the Council will hear evidence and decide whether to ratify the expulsion. Students expelled from training who seek to return to a future class or session may or may not be permitted to do so based on the rationale for their suspension. This is determined by the Council at a ratification hearing. The Council will determine if the student can reapply, subject to approval from the Executive Director. In these instances, assessments for eligibility shall be reviewed by the Executive Director on a case-by-case basis.

## MANUALS NOTEBOOKS AND TABLETS

1. Recruits are required to take complete notes on all subjects and store them in his/her binders and/or tablet.
2. Handouts and manuals will be maintained in binders provided.
3. Notebooks will be the Recruit's own work and will reflect on individual applications.
4. Each Recruit will be given a class schedule. This schedule is subject to change and revisions will be announced as soon as possible.
5. Recruits are responsible for reading and studying all handouts.
6. Work assignments, oral presentations and/or reading assignments must be completed as scheduled.
7. Tablets and notebooks may be checked by staff at any time for:
  - a. Professional use
  - b. Content, thoroughness, accuracy, effort, completeness, and permanent value.
  - c. Organization, neatness, legibility, and spelling.

## CLASS PRESIDENT GUIDELINES

Each class has a class leader that will be chosen by your classmates. When selected as class president there are responsibilities that will need to be completed prior to graduation. These responsibilities include a Community Service Project and a Graduation speech.

To ensure enough planning and implementation time:

**Class motto proposal due by the end of Week#6**

**Community Service Project Idea due by the end of Week #7**

**Class optional projects will be discussed when determined by staff**

Remember, though you may not be the “Class Leader” each week, you are still viewed by your class as a leader and are a role model who is responsible for providing guidance and motivation to your classmates. It is your responsibility to ensure fair processes take place for all decisions made and that approval is received prior to any project being finalized or any purchases made. You may delegate duties to the Vice President and other class officers as you deem appropriate. Typically, the Class Secretary will be the one to contact vendors, write letters, make phone calls, and complete other organizational work, working closely with the Treasurer in making purchases.

### Class motto:

The motto should be a statement that motivates your classmates. It is typically printed on your class coin. It is a reflection of your class and must be professional in nature. Choose a statement that reflects the energy and effort your classmates are putting forth in completing an intense training program.

You must submit a memo regarding your top choice(s) to the Deputy Director for approval.

### Community service project:

Each Basic Training class completes a community service project. You may propose a unique idea developed by your class or choose the same project another class has done. Recruits have set up blood drives with the American Red Cross, fundraisers for organizations like the “Make a Wish Foundation,” collected items for care packages for soldiers, and spent a day at a local elementary school (K9 demo, cruiser demo, PT, helping to complete small projects, and other activities). Consider how long the project is going to take to complete and how much notice others will need to be given. It should be understood that whomever is to receive the service, will likely need advanced notice. The Red Cross needs SIGNIFICANT lead time to make blood drives happen.

You must submit a memo requesting a meeting with the Training Coordinator to discuss your proposal and may bring other class officers to the meeting with you.

### Graduation speech:

You will deliver a speech to your classmates, family, friends, Academy staff, adjunct faculty, government officials, Council Members and various members of the law enforcement community during the graduation ceremony. It should be no longer than five minutes and must be submitted to the Deputy Director for approval by Monday of Week #16. These speeches typically include words of motivation, commitment to policing, tasks your class completed, stories about relationships, thanks to family and friends who supported you, etc., and it is perfectly acceptable for there to be bits of humor as long as it is delivered in a tasteful manner. Keep in mind that you are representing not only yourself, but also your class, your department, and the Academy. Members of the press will be present.

## **PHYSICAL TESTING AND TRAINING**

The Vermont Police Academy’s Physical training consists of distance running and physical conditioning. All conditioning is overseen and evaluated by the training staff.

Recruits are required to pass the Rower testing at a 40<sup>th</sup> percentile, to gain entry into the Basic Training Program. The purpose of this test is to ensure the recruit is fit enough and meets acceptable standards to safely participate in the training program.

Each recruit’s physical fitness level will be monitored during the program to ensure the recruit is maintaining a fitness level that will allow them to successfully complete scenario-based training with minimal risk of injury. Running is a part of the PT program during the academy. Minimum distances of 1.5 miles are mandatory in conjunction with other PT regimens. Academy staff continually evaluate recruit progress during the PT and set goals for improvement during the program.

During Week 12, ALL RECRUITS WILL BE REQUIRED TO PASS a physical fitness test. Any recruit who fails to do so, will be placed on a remedial physical fitness program, designed to focus on improving problem areas. The recruit may then be tested weekly following the failing grade, up until Week 15. The Deputy Director, or a designee, will meet the recruit to review the plan and will notify the Executive Director and the head of the employing agency.

Once the recruit has passed the physical fitness assessment, the recruit will be considered to have successfully completed the physical fitness maintenance standard required for participation in the Academy's physical fitness program and required Final Scenario-based Exams.

- \* Injured recruits will actively participate in a physical training program based on parameters outlined by their treating medical professional. The nature of the injury may, in some circumstances, impact the decision made by the training staff as to whether the recruit may continue their involvement in basic training.
- \* All Recruits must participate in physical fitness training.

## General

### ABSENCES

1. Only the Deputy Director or the Executive Director may excuse a recruit from any classes. If a student has been excused, he/she will notify his/her class leadership. Missed time may be made up, dependent upon the availability of instructors. If a recruit fails to participate in 40 hours or more of training, the Recruit may not receive certification.
2. Absence from training will only be authorized for urgent circumstances. Recruits must present subpoenas in order to be excused from Basic Training for court-related activities. Recruits will not be released for Traffic Court appearances.
3. All Recruits must submit an "Absence Request" before leaving the Academy for anything other than class-related matters. Upon returning to the Academy, recruits must check in with staff.
4. All recruits will be granted weekend leave. Recruits must sign in no later than 0600 hours on Monday mornings.

### AGENTS AND SALESPEOPLE

No agents, salespersons, or other personnel shall canvass, display or sell any product to the students and no student or staff member may act in any capacity as a representative of a business without permission of the Executive Director.

### EQUIPMENT

1. All athletic equipment will be handled with care and safety.
2. Loss or damaged equipment will be immediately reported to a training staff member.
3. Equipment will be cleaned and returned to its proper storage position when recruits are finished.
4. Recruits may be held responsible for any equipment negligently damaged, destroyed, or lost.
5. Unauthorized use or theft of any Academy property or that of any other person may result in expulsion and may also result in criminal prosecution.



## COURTESY

Basic training recruits are preparing for careers in an environment demanding discipline and manners. Therefore, certain aspects of professional courtesy and bearing will be stressed during the training period.

## RESIDENCE HALLS

1. Each recruit will be assigned living quarters upon reporting to the Academy. Room assignments may be changed at any time.
2. Recruits will not be permitted to change their assigned room without staff approval.
3. All beds will be made in the prescribed manner. (See Appendix)
4. All footwear will be clean and aligned in the proper manner under the bed when not in use.
5. When footwear is removed from under the bed space will be left where the footwear was.  
(see appendix)
6. No articles of dress will be hung on chairs, bureaus, or other items of furniture. All clothing will be kept in proper order and aligned in wall lockers. (See Appendix) Wall lockers and desks will be kept neat at all times.
7. Recruits will be held responsible for all items in their assigned rooms. No additional furniture or equipment will be added to or removed from any room without permission from the training staff.
8. Appropriate clothing (minimum of t-shirt, shorts, and footgear) must be worn at all times when in or passing through common areas.
9. Food and beverages (other than water) are not allowed in the dormitory rooms.
10. The baggage room will be kept clean and neat at all times.
11. Rooms are subject to inspection at any time.
12. Male recruits are not allowed to be alone with female recruits in their sleeping rooms, and vice-versa. Male and female recruits are only allowed in each other's quarters in groups of at least three (3), and the door shall remain open at all times.
13. Between the hours of 2200 and 0600, Recruits will be in their assigned rooms. Use of the bathroom is permitted as needed but must be kept to a minimum. Exceptions will be made for responding to emergencies (medical emergency, fire alarm, etc.).

## DINING ROOM

1. Recruits will commence seating at the farthest end of the dining hall.
2. Recruits will stand at the position of attention while standing in line.
3. Talking is not allowed while standing in line unless training staff provides other instructions.
4. No food or utensils shall leave the dining area unless authorized.

## FORMATIONS

1. Formations will be held regularly at designated times and locations
2. Recruits will stand at attention once called to attention. Silence and immobility are demanded. There will be no talking while in formation.

## FLAG DETAIL

1. A flag detail will be assigned during week one to raise and lower the flag(s).
2. The flag will be folded properly and stored as assigned when not being flown.

## REPORTING

1. Chain of Command:
  - a. Team Leader
  - b. Class Leader
  - c. Training Assistant
  - d. Training Coordinators
  - e. Director of Training
  - f. Deputy Director
  - g. Executive Director
2. When reporting to any staff member, Recruits will stand at attention, knock at the office door, and wait for permission to enter.
3. The recruit, upon entering the room, will stand at attention, and say, "Recruit (name) reporting as ordered sir/ma'am."
4. The recruit will answer all questions and complete his/her statement with the proper title, for example: "Sir", "Ma'am".
5. Recruits will not leave the area they reported to (office, hallway, dayroom, etc.) until dismissed by the training staff member.

## REGULATED DRUGS AND/ OR ALCOHOLIC BEVERAGES

1. Possession of any regulated drug without a doctor's prescription and/or alcoholic beverages on the grounds of the Vermont Criminal Justice Council facility is strictly forbidden.
2. At no time, shall any recruit be found to have an odor of intoxicating beverages on his/her breath while on the grounds.
3. Violation will result in expulsion from Basic Training and/or criminal charges.

4. Any recruit required to take a regulated drug prescribed by a physician, will report this to the Director of Training upon reporting for “Day 1” of training. If medication is prescribed to a recruit during basic training this information will be reported, in writing, to the Director of

Training as soon as possible. Due to confidentiality, the chain of command in this instance starts with the Training Assistant rather than Team Leader.

## **SICK CALL**

1. Illness or injury must be reported immediately to the training staff.
2. Medication of any type that is required by a recruit will be reported, in writing, to the Training Staff upon arrival at the Academy.
3. Arrangements will be made for transportation to the doctor or hospital as required.
4. A written report will be submitted by the recruit for any injury or illness to the training staff as soon as practicable.
5. In accordance with state law, the Academy/VCJC has the right to specify the location of the initial medical visit by a Recruit who becomes sick or injured during the basic training program.

## **VIOLATION OF STATE OR FEDERAL LAWS**

1. Recruits of the Basic Training class shall not violate any state or federal laws, or any city, village or town ordinances.
2. Any recruit who is arrested, issued a citation/ticket/traffic complaint, verbal warning, or is involved in any criminal investigation for any offense shall report this to a Training Coordinator immediately upon his/her return to the Academy.
3. Violations may result in expulsion from the Basic Training program.

## **IN-SERVICE STUDENTS AND OTHER ACADEMY VISITORS**

1. Upon the approach of any visitor to the academy, recruits are required to “make way.” Recruits will always ensure that the walkway is clear and if not, shall always yield the right of way.
2. Conversations with police officers and/or other personnel not directly connected with the Academy training staff are not allowed unless permitted by the training staff. This does not imply that recruits shall be rude in their interactions. Recruits will always greet Academy visitors using an appropriate salutation or greeting. Example: “Good morning, ma’am/sir.” This rule exists to maintain order as Recruits move through the facility on breaks and other training-related activities.

## INSPECTIONS

1. Personal and room inspections will be held most mornings during basic training.
2. Recruits are responsible for the following during inspections:
  - a. Uniform (to include shoes and brass)
  - b. Appearance (Haircuts, shave and general cleanliness)
  - c. Living quarters, common areas, and any other area so designated by training staff (note: Individuals and the dormitory areas are subject to inspections at any time).
  - d. Classroom.

## BASIC TRAINING COURSE PROGRAMS

### COMMUNICATION AND PROFESSIONAL DEMEANOR

#### ***De-escalation***

Students will learn to safely and professionally resolve critical incidents involving subjects who may pose a danger to themselves or others but who are not armed with firearms. Officers will learn to respond in ways that uphold the sanctity of life, reduce the need to use deadly force, build community trust, and protect themselves from physical, emotional, and legal harm.

#### ***Courtroom Demeanor & Testimony***

The special skills required to present evidence in a courtroom setting are presented. The recruit will learn how to sit, speak, dress and present themselves as police professionals. Topics to be covered include: attire, preparation, and review of testimony, understanding the roles of the prosecutor and defense attorney's – and how the officer should interact within those roles, understanding the limitations of the prosecutor and defense attorney's and how to properly answer questions posed by either counsel.

#### ***Core Values and Leadership***

To familiarize the recruit with both the core values associated with the modern police professional as well as the leadership role that recruits will carry out within their communities upon graduation. Topics to be covered include: academy core values, generation X, generation Y, and leadership traits expected of the modern police professional.

#### ***Interacting with Deaf and Hard of Hearing Persons***

This training block will help the recruit to improve the quality of services for Deaf and hard-of-hearing (HOH) citizens within their communities. Recruits will learn about the Deaf culture, how to identify

someone who is deaf, and the common misconceptions regarding Deaf and HOH persons. Recruits will learn about various methods of communication with Deaf citizens, to include, understanding the role of certified interpreters and how to secure one when needed.

#### ***Interacting with People Experiencing a Mental Health Crisis***

Taught by experienced police officers and professionals from the disability services field, this course will cover a variety of issues surrounding this sometimes controversial topic including some basic ways to recognize a psychiatric or developmental disability and suggestions for positive ways to respond. This training block promotes officer safety and the safety of all others involved. Other topics to be discussed include suicide risk factors, self-harming behaviors (ex. "cutting"), relevant laws & legal issues, stigma, resources and treatment options, and most importantly, de-escalation and communication skills. Recruits will gain the skills needed to professionally and effectively interact with people in crisis.

#### ***Interpersonal Communication***

To familiarize the recruit with the special responsibilities that are placed on all police professionals in their communication with members of their communities whether as a victim, violator or a citizen with a question. Identify oral and physical communication responses conducive to effectively interviewing or responding to questions.

### ***Modern Policing Strategies***

Recruits will gain a general understanding of the history, organization, and behavior of American policing. The recruit will understand the role of the individual police professional in fostering positive community perceptions, and the importance of a service aspect in policing. Community policing philosophy will be emphasized.

### ***Police Ethics***

To teach the recruit the importance of ethical decisions and core values in policing. The course will examine the Law Enforcement Code of Ethics and identify practices and philosophies that exemplify the standards and morals of the police profession.

### ***Report Writing***

To familiarize the recruit with police report and affidavit writing. Topics to be covered include: police report versus affidavit, essentials of an effective report, including elements of the crime in an affidavit, as well as practical exercises in writing affidavits for common offenses encountered by an entry level officer.

### ***Teambuilding and Problem Solving***

To provide the recruit with the problem and decision making skills. Through the use of experiential learning methods, including our ropes course, recruits will experience numerous challenges to overcome as both individuals and members of teams.

## **LAW**

### ***Alcohol Services Education***

To familiarize the recruit with Title 7, its requirements, application of the rules, and their enforcement. Topics to be covered include: overview of structure of the Vermont Department of Liquor Control (DLC), Title 7, alcohol services act, underage drinking, providing alcohol to minors, tobacco violations, controlled party dispersal and resources such as the START team.

### ***Criminal Law***

The knowledge and understanding of criminal law and procedures is paramount for every police officer so that he or she can most effectively do their jobs, criminal cases are at their best, and

citizens' rights are upheld. In the criminal law training blocks, recruits will learn a multitude of topics, to include, a working knowledge of relevant legal terms and concepts, relevant rules of criminal procedure, and important State and federal court decisions. Recruits will also review commonly used criminal statutes and their elements.

### ***Introduction to Federal Agencies***

To familiarize the recruit with the federal resources available to assist them with criminal investigations. Agencies that are represented include: U.S. Attorney's Office, Federal Bureau of Investigation (FBI), Drug Enforcement Agency (DEA) and Bureau of Alcohol, Tobacco and Firearms (BATF).

### ***Introduction to Fish and Wildlife Laws***

To familiarize the recruit with the special requirements of Fish and Wildlife laws and the responsibility of the Department of Fish and Wildlife in protecting its unique environment.

### ***Juvenile Law and Procedure***

To familiarize the Recruit with the statutes applicable to juveniles. Topics to be covered include: juvenile code, definitions, custody, Miranda concerns, release of juveniles in custody, case law, juvenile incarceration, juvenile records, fingerprint and photograph issues specific to juveniles, mandatory reporting, child abuse and neglect, missing persons and parental notification.

***Landlord and Tenant Law***

To familiarize recruits with the unique aspects of handling landlord-tenant disputes. Topics to be covered include: criminal and civil aspects of such incidents, rights of the landlord, rights of the tenant, eviction process, and legal resources available to assist landlords and tenants.

***Motor Vehicle Law***

To provide recruits with an understanding of the Vermont State Statutes applicable to the operation of motor vehicles. Topics to be covered include: efficient use of Title 23 V.S.A., motor vehicle law definitions, VT Civil Violation Complaint system, point system, registration, licensing, speed enforcement, major motor vehicle sections, occupant protection, equipment, and truck enforcement.

***Police Liability***

To familiarize recruits with the legal responsibilities placed on police professionals in the performance of their duties. Topics to be covered include: legal definitions, civil court process, general theories of liability and categories of torts, standard of conduct or care that an officer is held to in connection with a negligence situation, Sovereign Immunity and “Respondent Superior”, preventative measures to civil liability and defenses available to officers in connection with a civil law suit.

***Use of Vermont Statutes***

To familiarize recruits with the construction, contents and the use of the Vermont Statutes Annotated.

**INVESTIGATIVE PROCEDURES*****Assisting Victims of Crime***

In a participant rich environment, recruits will explore how a person can be affected by a crime committed against them, to include, emotional and physically injuries and financial losses. Recruits will learn what a police officer’s duty is to crime victims, such as informing them of their statutory rights and the availability of State and local resources.

***Child Abuse Investigation***

To introduce the recruit to child abuse issues including the current laws, investigative issues, interviewing skills, psychology of the offenders, existing services and other issues pertinent to the treatment of children as victims of crime.

***Children of Arrested Persons***

After this training block, recruits will have a deeper understanding of the impact of parental arrest on children. They will learn how to identify any children that may be present during or impacted by an arrest, ways of minimizing unnecessary trauma to affected children, and, if needed, to determine the best alternative care for them.

***Crash Investigation***

Recruits will be presented with theory and practical experience in the investigation of highway collisions. Topics covered include: scene management, the human element, vehicle dynamics, environmental concerns, field sketches & measurements, diagramming, and completion of the Vermont Uniform Crash Report. Additional information is presented on evidence necessary for criminal charges, interviewing witnesses and operators, and the preservation of evidence. Students are tested on a mock crash exercise and must complete a full crash report based on this exercise.

***Crime Scene Investigation and Evidence Collection***

Lecture and practical exercise for implementation of problems in using search and seizure, collection and preservation of evidence, interviews and interrogation and investigative techniques in case preparation,

along with providing testimony in court. Topics covered include: role of the first responder at a crime scene, techniques for recognizing, preserving and packaging forensic evidence, obtaining latent prints, obtaining tire and foot impressions, and capturing tool marks.

### ***Death Investigation***

This training block provides the recruit with a basic understanding of the history and evolution of death investigation in the Vermont. Topics include: The overall features of the Vermont medical examiner system; defining cause, manner, and mechanisms of death; reviewing commonly encountered scenarios in which deaths occur including, but are not limited to, motor vehicle fatalities and other accidental deaths, homicides, suicides, substance abuse deaths, unattended natural deaths, deaths of infants, and drowning. Although these topics will be presented in an informal manner, recruits will learn all deaths must be approached professionally, with dignity, courtesy, and respect for all parties involved. Recruits will also be introduced to the special problems in dealing with unexpected death and the special responsibility placed on police officers in handling this type of investigation.

### ***Domestic Violence Response***

It has been estimated that 40% of calls for service made to a police agency are domestic violence related. This training block is intended to assist recruits in understanding and handling what can be very frustrating calls. Recruits will learn about the dynamics of abuse within familial and intimate relationships, the pertinent Vermont and federal laws regarding domestic violence related crime, and Vermont's protection order system. They will also learn how to most effectively and safely respond to incidents of domestic violence. Recruits will gain an understanding in pertinent concepts, such as dominant aggressor determination, evidence-based prosecution, and context determination. Officers will be given information regarding what resources are available to victims of domestic violence on the State and local level.

### ***Drug Identification and Investigation***

Recruits will be trained in identification and field testing of illicit drugs. Recruits will also be familiarized with packaging, units of measure, street jargon, physical and psychological effect, and cost of illicit drugs. Recruits will be introduced to investigative techniques including sources of information,

cooperating witnesses, undercover operations, evidence handling and surveillance techniques.

### ***Hate Crimes Investigation***

To familiarize recruits with the concept of hate biased crimes. Topics to be covered include: history of hate crimes, state and federal statutes, types of offenders, investigative techniques, evidence collection, victimology and community strategies.

### ***Hazardous Materials Awareness***

An introduction course, acquainting recruits with identification methods, where to locate assistance, and how to protect themselves and assist in emergency situations. Proper use of the HAZMAT guide will also be covered and practiced.

### ***Interview and Interrogation***

To instruct recruits in the fundamentals of interviewing, types of suspects and offenses; how to deal with the suspect in order to acquire the relevant data; the proper procedures of interrogation; advisement of rights and procedural rules.

### ***Introduction to N.C.I.C./V.C.I.C.***

Recruits will receive introductory information to the National Crime Information Center (NCIC) and become familiar with the protocol and proper use of the database.



### ***Sexual Violence Investigation***

To introduce to crisis theory, victimology, rape trauma syndrome and rape myths. This course will also explain investigative issues, medical examination and interviewing of victims, the law and its application and psychology of the offender.

### ***Stalking and Voyeurism***

Recruits will be introduced to the crime of stalking and voyeurism. They will learn how prevalent stalking is in this Country, general characteristics of stalkers and their victims, and stalker typology. They will be taught Vermont's stalking related laws and prevention orders and how to recognize and investigate stalking cases. Recruits will also learn the general characteristics of voyeurs and their behaviors and general information on the victims of voyeurism.

### ***Terrorism***

To familiarize recruits with the concept of terrorism at the state, national and international levels. Topics to be covered include: history of terrorism, common groups associated with terrorist activities, indicators of terrorist and/or terrorism event for the first responder, safety concerns for the responding officer, and investigative resources available to assist in a terrorism investigation.

### ***Vulnerable Adult Abuse***

Every elderly person and vulnerable adult deserves to live with dignity, integrity, independence, and without abuse, neglect, and exploitation. This training block will discuss the various forms of abuse that the elderly and vulnerable adult population may be subjected to, to include, sexual abuse, physical abuse, medical neglect, drug diversion, and financial exploitation. Recruits will learn what vulnerable adult abuse related laws and protection orders exist, mandatory reporting procedures, and Investigation strategies.

## **WELLNESS**

### ***Bloodborne Pathogens Awareness***

Identifying the threat of bloodborne pathogens and sound preventative measures to be taken when dealing with potential carriers are presented in this course.

### ***Nutrition***

Healthy balanced meals are a vital component of overall health. Healthy eating can be challenging for officers who work various schedules and may be eating on the run. This training block provides information on the importance of proper nutrition, how it relates to safety and job performance, and stresses meal planning and food choices even when you have limited time to prepare.

### ***Physical Fitness Training***

The physical fitness training program (PT) is designed to make recruits aware of the significance of being physically fit and how their job performance is directly related to that end. Students are guided through this program with a focus on personal achievement and understanding of the importance of lifelong fitness.

### ***Stress Management***

To raise awareness regarding the role of stress in the police profession and the impact it can have on an individual's psychological/emotional and physical health. Topics to be covered include: experiencing and/or exposure to trauma, understanding that stress is normal, recognizing the signs of stress in yourself and others, to understand that the results of stress - painful, negative feelings can have a lasting impact on work performance, personal and social life, to learn ways and means of coping with stress successfully.

## PATROL TECHNIQUES

### ***Community Policing***

Recruits are presented the basic concepts of community policing with a focus on working with the citizens in their communities to research problems and identify possible solutions for implementation.

### ***Firearms Training***

To familiarize the recruit with the concepts of handgun safety, use of deadly force and low light shooting concerns. Topics to be covered include: handgun safety, maintenance, shooting stances, grip, draw, point shoulder versus combat shooting, basic marksmanship, AOJ, PEDDA, Fleeing Felon, Necessity, and low light shooting techniques. Discussions in tactical considerations will also occur. Recruits will participate in an intensive week of practical firearms range exercises which include experience in basic marksmanship, shooting positions, qualification, stress, and night fire courses. Recruits will also be required to write a paper based upon their agencies policy on the use of deadly force.

### ***Oleoresin Capsicum (OC) Certification***

Certification in the use of OC Spray for defensive tactics purposes. Recruits will revisit the use of force protocol and understand proper cleansing procedures for subjects exposed to oleoresin capsicum.

### ***Police Driving***

This comprehensive course begins in the classroom where students are provided best practice theories behind police driving. Instructors then lead live demonstrations and hands-on exercises that expose students to real-world driving scenarios and test students' ability to operate pursuit-rated police vehicles.

### ***Patrol Procedures***

To familiarize the recruit with the multiple issues required to safely, efficiently and professionally provide assorted services to the members of the community they serve. Topics to be covered include: preparation for duty, observation and perception, patrol techniques, radio communications, prisoner transport, simulation ammunition training, arrest paperwork, unknown risk motor vehicle stop techniques, crimes in progress calls, room and building search techniques, police K9 operations, handling the emotionally disturbed, dealing with the deaf and hard of hearing, and dealing with the physically challenged. The Recruits will spend time engaging in assorted practical exercises that vary in complexity, intensity and assorted skill/knowledge sets from throughout the basic training curriculum.

### ***Use of Force & Tactics***

Instruction and practice in self-defense, police control and restraint techniques, and straight baton; unarmed methods of overcoming physical resistance to arrest. An overview of the legalities and documentation process of using force and nuances of civil liability are also discussed. Recruits are trained and certified in the impact weapon carried by their agency – straight baton, MEB or PR-24.

### ***Fair and Impartial Policing Training***

Fair & Impartial Policing is a new way of thinking about the issue of biased policing. This training is based on the science of bias, which recognizes the biases a person has may be unconscious and biases can affect a person's perception of events. It is recognized that policing based on biases can lead to officer(s) actions that are unsafe, ineffective, and unjust. Recruits will be introduced to Fair & Impartial Policing concepts and ways to recognize and overcome unconscious biases.

***SEXUAL HARASSMENT - Number 3.0 Effective Date: September 13, 2015***

*Subject: SEXUAL HARASSMENT \*\*\*supersedes Policy Dated: March 1, 1996*

*Applicable To:* All classified, exempt, appointed, and temporary employees; and all applicants for employment or students of state-affiliated training departments with the Executive Branch of the State of Vermont.

*Issued By:* Department of Human Resources *Approved By:* Justin Johnson, Secretary of Administration

**PURPOSE AND POLICY STATEMENT**

The State of Vermont is opposed to and prohibits without qualification the harassment of anyone on the basis of gender.

Sexual harassment violates an individual's basic civil rights, undermines the integrity of the workplace, and adversely affects workers and clients whether or not they are direct subjects of harassment. Sexual harassment is a form of discrimination on the basis of sex and is, therefore, prohibited in the workplace by both state and federal law as well as the collective bargaining agreements between the State of Vermont and the Vermont State Employees' Association, Inc. It is also unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

All employees, including but not limited to staff, supervisors, managers, and appointing authorities, are expected to comply with this policy and take appropriate measures to ensure that sexual harassment does not occur. Disciplinary action, up to and including dismissal, will be taken against any employee who engages in sexual harassment or who otherwise violates this policy.

In addition, every manager and supervisor within the State of Vermont is responsible for providing a work place free from sexual harassment. This duty includes informing and discussing this policy with all employees; ensuring that employees know they are not required to endure sexual harassment; that sexual harassment will not be allowed; that this policy will be enforced; and that charges of sexual harassment will be impartially and immediately investigated. Managers are responsible for ensuring that all new employees receive a copy of this policy; for posting this policy and a poster in prominent and accessible locations in the work place; and ensuring that employees are provided with gender-relations training. Any manager or supervisor who does not deal with sexual harassment complaints consistent with the terms of this policy may be subject to disciplinary action.

***DEFINITION OF SEXUAL HARASSMENT:***

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
- b) Submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or
- c) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or of creating an intimidating, hostile, or offensive work environment.

*PROHIBITED CONDUCT:*

Sexual harassment can be either verbal, physical, auditory, or visual. It can be either subtle or overt. Sexual Harassment refers to behavior that is not only unwelcome, but which can also be personally offensive, fails to respect the rights of others, lowers morale and interferes with work effectiveness, or violates a person's sense of well-being. Both men and women can be the victims of sexual harassment and it can occur in situations where one person has authority (or appearance of authority) over another, and can also occur between equals.

Managers, supervisors, and employees with the appearance of authority shall not threaten or insinuate, either explicitly or implicitly, that an employee's submission to or rejection of sexual harassment will in any way affect the employee's employment, evaluations, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Harassment by co-workers is also unlawful and prohibited both by applicable federal and state laws and the collective bargaining agreements, even though the loss to the victim may not involve the tangible benefits outlined above.

Examples of other forms of prohibited sexual harassment include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

**Verbal:** Sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, unwelcome sexual flirtations, persistent requests for dates, degrading words used to describe an individual, other verbal comments of a sexual nature, and graphic commentaries about an individual's body.

**Non-Verbal:** Sexually suggestive or offensive objects or pictures, written comments, suggestive or insulting sounds, leering, whistling, obscene gestures.

**Physical:** Unwanted physical contact, which may include touching, pinching or brushing the body, coerced sexual intercourse, and assault.

*REPORTING & RESOLUTION OF COMPLAINTS:*

The State, through this policy, commits itself to quick and effective actions to ensure that sexual harassment does not occur or persist. However, the fulfillment of that commitment will in large part depend on the willingness of employees to report prohibited behavior. A timely response to sexual harassment is essential to protect victims from further unwelcome behavior. It also ensures that the person responsible for objectionable behavior understands its impact on others. A timely report provides the best opportunity for the employer to expeditiously and effectively address the matter with the least possible adverse impact on all parties concerned.

Therefore, all employees should report any incidents of sexual harassment they experience, witness, or know of. Employees are also encouraged, but not required, to identify objectionable actions to those responsible for them, and to try to resolve issues informally.

The following process will allow employees to freely report incidents of sexual harassment, free from threats of reprisal, and will protect the rights of all parties involved.

\* These Reporting and Resolution of Complaints procedures may be expanded upon by individual departments and agencies. Any specific departmental policies and procedures must first be reviewed and approved by the Department of Personnel.

*TO FILE A COMPLAINT:*

1. Any employee who believes (s)he has been the subject of sexual harassment shall report the alleged act(s) as soon as possible to any one of the following:
  1. The immediate supervisor;
  2. Any departmental management staff;
  3. Any departmental personnel officer;
  4. Any departmental Equal Employment Opportunity (EEO) Officer
  5. Any member of the Department of Personnel Employee Relations staff, 110 State Street, Montpelier, VT, 802-828-3454.

*NOTE:* Any employee may consult with the VSEA to request its assistance. (S)he may also file a complaint of sexual harassment in accordance with the grievance procedures prescribed by the contract. The employer shall ensure that complainants and respondents are advised of their right to VSEA representation under the circumstances required by the contract.

*TO PROCESS A COMPLAINT:*

1. All complaints received by supervisors, managers, EEO officers, or Department of Personnel staff will be referred immediately to the departmental personnel officer. The personnel officer will coordinate with the appointing authority to ensure that a timely and complete review of the complaint is made. A report of any investigation will first be reviewed with the Department of Personnel Employee Relations Staff, and then a copy of the final report will be provided to the appointing authority. The appointing authority will identify and take steps to promptly remedy the harassment and prevent its recurrence.
2. Within five (5) work days, the appointing authority shall issue a written response to the complainant acknowledging the complaint and providing notice, if applicable, that any prohibited activity is expected to cease. An investigation will be done promptly and a written response will be provided to the complainant. The investigation and response will normally be completed within thirty (30) days.
3. Complainants should be notified that confidentiality cannot be guaranteed if a complaint results in a grievance or other litigation of the complainant.
4. The Department of Personnel and appointing authorities shall ensure that an investigation is conducted when any instance of sexual harassment comes to their attention, even in the absence of a complaint.
5. If the appointing authority or any member of the agency/department personnel unit is named in the complaint, the complainant or his or her representative must bring the complaint to the attention of either the Secretary of Administration or the Commissioner of Personnel to determine the appropriate personnel to be responsible for investigating the charge.
6. Any intimidation, harassment, or interference for filing a complaint or assisting in an investigation and/or intentionally filing a false complaint of sexual harassment will be subject to appropriate discipline, up to and

including dismissal.

The use of this procedure does not preclude any victim of sexual harassment from pursuing any other legal remedy. To explore other remedies, employees may also contact the following:

*Equal Employment Opportunity Commission*

1 Congress Street

Boston, MA 02114

617-565-3200 (Voice/TDD)

Complaints must be filed within 300 days of the adverse action.

Vermont Attorney General's Office

109 State Street

Montpelier, VT 05609-1001

802-828-3171 (Voice/TDD)

Complaints should be filed within 300 days of the adverse action.

Vermont Human Rights Commission

135 State Street, Drawer 33

Montpelier, VT 05633-6301

802-828-2480 (Voice/TDD)

Complaints must be filed within 360 days of the adverse action.

Vermont State Employees' Association, Inc.

155 State Street

Montpelier, VT 05601

802-223-5247

## RECRUIT EXTRA DUTY ASSIGNMENTS

### **MEDIC & ASSISTANT MEDIC:**

The Medic will provide BASIC first aid to those in need. They will be responsible for carrying the medic bag of first aid supplies to training areas every morning and then back to the residential area in the evening, essentially ensuring it is always close by the class. While on the residential floor, the medic will maintain control over the bag and its contents, storing it in their room. The medic bag is an inspectable item and may be checked at any time. The Medic will ensure that the contents of the bag are maintained and request any needs for supplies by submitting a memo to staff.

The Medic may be called out of formation or activities to aid those in need. The Medic will report any injuries or illness to Training Staff immediately. The Medic will possess basic over-the-counter medications such as Ibuprofen, Acetaminophen and may allow classmates to access them as needed. Due to the responsibilities and importance of this assigned task, a Medic and Assistant Medic will be assigned. Those selected for these roles will have training and experience in Emergency Medical Services (i.e. EMT, RN, Com

### **QUARTERMASTER AND ASSISTANT QUARTERMASTER:**

The Quartermaster is responsible for managing the day to day supply needs of the recruit class.

They will maintain the uniform supply closet located on the residential floor. Recruits needing to change uniform items will utilize their chain of command to request that the Quartermaster replace those items. The Quartermaster will then determine if the returned items should be placed “back in service” (ready for use) or deemed “unserviceable” (ripped, torn, etc.). If items are unserviceable, a memo will be submitted through the chain of command notifying Training Staff. This space will be kept clean and organized, with all clean clothing items being neatly folded and returned to the shelf that corresponds with the type and size.

They will maintain the supply closet in Classroom 3. Pens, pencils, paper, and other items are stored there and may be dispensed to the Scribe or Class Leadership upon request. The Quartermaster will monitor supply quantities and submit requests by written memo to Training Staff as items need to be re-stocked.

Use of Force training equipment is also stored there. After each Use of Force training day or fitness session utilizing this equipment, the Quartermaster will verify that all equipment is cleaned, returned to the closet and neatly organized.

Mops, buckets, and mat cleaner are stored in this area. These items are used to sanitize the blue training mats that are placed out on the gym floor. The Quartermaster will ensure that the mops and buckets are in working order and that the bottles of cleaner are sufficiently filled.

The Quartermaster will assist Training Staff in preparing for various exercises by organizing the transporting of equipment to training locations. They may need to request assistance via Class Leadership if large quantities of equipment are to be moved.

Both closets will be inspected. Due to the amount of inspectable area and frequency of tasks, there will be a Quartermaster and Assistant Quartermaster assigned.

### **SHUTTERBUG:**

The Shutterbug (class photographer) must have proficiency in using digital cameras and related media to record the classes’ progression through the program. The Shutterbug will be supplied with a camera, batteries and charger to be kept in Classroom 3, but may be taken to other areas as needed. By Week 15, the Shutterbug will have compiled pictures/videos taken throughout the program into a media presentation that will be presented on Thursday night of Week 16 and also made available to all recruits at graduation. If not specifically told to do so, the Shutterbug is encouraged to ask staff when an appropriate time for taking pictures may be.

**SCRIBE:**

The Scribe will be responsible for maintaining record of all paper copies of supplemental training materials supplied, as needed for a complete training record for their Basic Class.

This role is critical and has legal implications. Instructors should supply an extra copy of any item they distribute to recruits in order for the Scribe to retain a copy for their records. If this does not occur, the Scribe may use the photocopier to make one. The Scribe is responsible for writing the weekly schedule on the dry erase board on the residential floor. The weekly schedule board will be based on the program schedule provided and will be completed by Monday morning prior to the class leaving the residential floor. They will also assist instructors in the classroom should they need someone to write out directions, learning points, etc., on the easel or dry erase board. All scribing will be clear, concise and easily read. The Scribe will also be responsible for the maintenance and stocking of the classroom corner closet where forms are stored (i.e. memos, first reports of injury, etc.) and may dispense pens and other items from that closet as needed. If more forms are needed, the Scribe will make copies and replenish them directly. If other supplies are needed (e.g. pens), the Scribe will request the needed items from the Quartermaster. The Scribe is responsible for any photocopying needed. They will also maintain all forms needed on the residential floor (sign-in/out sheets, memos, etc.). The Scribe will have access to the copier when needed.

**TECH:**

The Tech will be responsible for starting up the computer and projector in Classroom 3 each day and as needed, if an instructor has not already accomplished this task. They are responsible for the associated soundbar/speaker and any assistance an instructor may need with laptop migration, thumb drives, software (e.g. PowerPoint) and video difficulties that arise, etc. The Tech will be the central contact point for all iPads issues (e.g. broken cords, apps that aren't functioning properly) and electronic files concerns (e.g. missing or out of date). They will receive training in the use of the wireless printer available to students (for training/employment/legal purposes only) and will troubleshoot with other recruits if any issues arise over the course of the program. The Tech is also responsible for managing the Basic Class supply of radios. Memos will be submitted by the Tech to the Technology Program Technician requesting assistance with any issues they are not able to resolve alone.

**TIMEKEEPER:**

Basic Training in a complex process involving many students, guest instructors, staff, cafeteria/gym/range use. To ensure all necessary tasks can be accomplished in a day in the midst of this complexity, being on time is crucial. This dynamic of timeliness has clear correlations to the field. Therefore, a Timekeeper assigned as one who is responsible for ensuring that all recruits are aware of the current time and time remaining to accomplish specific tasks. The Timekeeper must utilize a digital watch to track and announce the remaining time allotted (at the halfway point, "One-Minute", "Thirty Seconds", and announcing "TIME", when time has elapsed). The Timekeeper must use a command voice so that all recruits on both residence hallways can hear. When asked, the Timekeeper must be able to inform Class Leadership or Training Staff of remaining time, and total time allotted.

**ARMORER:**

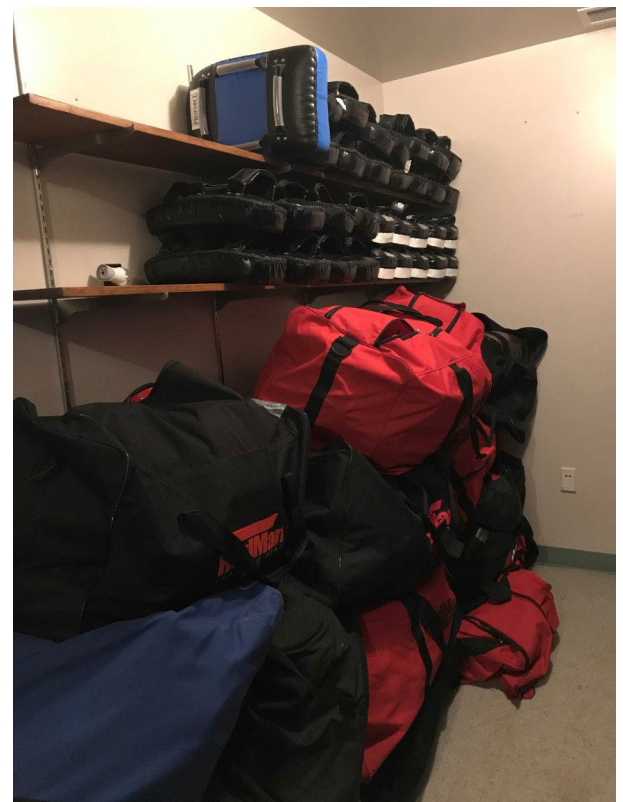
The Armorer will assure all weapons are issued to Basic Class recruits. This will be done while practicing the two most important rules of firearms: keeping the muzzle pointed in a safe direction and keeping their finger off the trigger. When the weapon is issued to another recruit the Armorer will take the recruit's weapons card in exchange. The Armorer will select the corresponding weapon and hold the weapon over the clearing barrel while visually verifying the weapon is clear of a magazine and ammunition. Once this step is completed, the recruit will take their weapon, sling shot the slide forward and holster it. When weapons are turned in, the Armorer will assure the recruit holds their firearm over the clearing barrel and locks the slide to the rear. The Armorer will confirm the weapon has no ammunition or a magazine. The Armorer will place the firearm in its corresponding spot in the weapons lockers and return the weapons card to the recruit.



**STANDARDS FOR CLOSETS**

**CLASSROOM 3 CLOSET STANDARDS**

Supplies shall be presented in an organized manner. See the Appendix for Quartermaster's responsibilities for ordering. As supplies deplete the Quartermaster will need to submit a memo and follow the proper chain of command for ordering.





**STANDARDS FOR BEDS**



**PROPER BED SETUP**

- 45° Angle Hospital Corners: On all sheets and blankets
- 18 Inches of Sheet: 12 Inches bottom, 6 inch cuff
- Pillow: Open end left, tucked



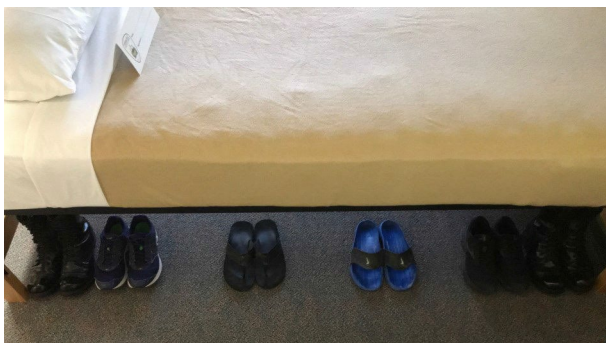
**BED AT DISMISSAL**

- Name Tents: Centered and touching sheet cuff
- Duty Belts: Centered at the foot of the bed, 12 inches from bottom of belt.
- Items stacked at foot of bed, name tent (centered), pillow, wool, and fleece.



### BLANKET STORAGE

Wool blankets are stored on top of wall locker above individual recruits gear.  
Wool blankets are available for recruits to use at night as needed.  
Blankets will be folded in half, then in half again, and then into quarters.



### ALIGNMENT OF FOOTWEAR UNDER BED

- Order: Duty Boots, Running Shoes, Sneakers & Shower Shoes (space left for footwear currently being worn), edge of shoes touching, all shoes aligned
- Laces: Laces tied and tucked

STANDARDS FOR WALL LOCKER



**WALL LOCKER SETUP**

Items will be placed in the wall locker as listed, starting at the center and moving towards the side walls

- *Jackets:* Will be buttoned or zipped as worn, the backs of these items will be positioned toward the center, collars folded
- *Academy pant and shirt:* Will be placed on the same hanger
- *Pant:* Folded with cargo pockets flat, the waistband will be positioned toward the opening of the shirt, all buttons buttoned.
- *Shirt:* buttoned as if being worn, with the buttons facing away from the center of locker, all buttons buttoned.
- *Sweat suit:* On hanger with the front of the sweat shirt faced away from the center of the locker, sweat-pants hung same as uniform trousers.
- *Road guard vest:* Back positioned toward the center of the locker
- *Rain Coat:* Back positioned toward center of the locker, all buttons and zippers secured as worn.



**DOORS**

- *PT Shirt and shorts:* Displayed on top hook, shorts folded inside of shirt, waist band to the front hanging same as uniform trousers
- *Towel:* Will be folded in half the long way, evenly folded over the hanger, open edge towards open hook of hanger.
- *Hangers:* Open hook of hanger faces left.

## STANDARDS FOR DRAWERS

(Standards not applicable until given by training staff)

### MONDAY

#### Top Drawer:

- 5 pair white socks rolled (left side)
- 4 pair black socks rolled (right side)

#### Middle Drawer:

- 4 white t-shirts rolled (left side)
- 4 underwear folded (as PT shorts hang on hanger) (right side)
- 4 bra in center of drawer folded center facing to the left, straps folded underneath

#### Bottom Drawer:

- 1 PT shirt hanging, 4 PT shirts rolled in drawer (left side)
- 1 PT short hanging, 3 PT shorts folded (as they hang) in drawer (right side)

#### Uniform of the day\*

- Wearing **OLD** BDU uniform
- New BDU uniform hanging in wall locker

### TUESDAY

#### Top Drawer:

- 3 pair white socks rolled (left side)
- 2 pair black socks rolled (right side)

#### Middle Drawer:

- 3 white t-shirts rolled (left side)
- 3 underwear folded (as PT shorts hang on hanger) (right side)
- 3 bra in center of drawer folded center facing to the left, straps folded underneath

#### Bottom Drawer:

- 1 PT shirt hanging, 3 PT shirts rolled in drawer (left side)
- 1 PT short hanging, 2 PT shorts folded (as they hang) in drawer (right side)

#### Uniform of the day\*

- Wearing **NEW** BDU uniform
- Old BDU uniform hanging in wall locker

### WEDNESDAY

#### Top Drawer:

- 2 pair white socks rolled (left side)
- 2 pair black socks rolled (right side)

#### Middle Drawer:

- 2 white t-shirts rolled (left side)
- 2 underwear folded (as PT shorts hang on hanger) (right side)
- 2 bra in center of drawer folded center facing to the left, straps folded underneath

#### Bottom Drawer:

- 1 PT shirt hanging, 2 PT shirts rolled in drawer (left side)

1 PT short hanging, 1 PT shorts folded (as they hang) in drawer (right side)

**Uniform of the day\***

Wearing **OLD** BDU uniform pants and PT shirt, duty belt, white socks and sneakers  
(week 2-6, and week 8)

New BDU uniform hanging in wall locker

**THURSDAY**

Top Drawer:

1 pair white socks rolled (left side)  
1 pair black socks rolled (right side)

Middle Drawer:

1 white t-shirt rolled (left side)  
1 underwear folded (as PT shorts hang on hanger) (right side)  
1 bra in center of drawer folded center facing to the left, straps folded underneath

Bottom Drawer:

1 PT shirt hanging, 1 PT shirts rolled in drawer (left side)  
1 PT short hanging, 0 PT shorts in drawer

**Uniform of the day\***

Wearing **NEW** BDU uniform  
Old BDU uniform hanging in wall locker

*\*Uniform of the day is subject to change based on TC or TA*

**FRIDAY**

Top Drawer:

0 pair white socks  
0 pair black socks

Middle Drawer:

0 white t-shirts  
0 underwear  
0 bra

Bottom Drawer:

0 PT shirt hanging, 0 PT shirts in drawer  
0 PT short hanging, 0 PT shorts in drawer

**Uniform of the day\***

Wearing **OLD** BDU uniform  
New BDU uniform in laundry

## HEAT MITIGATION PLAN

### **Day time activities:** No change

- Most daytime activities occur in climate-controlled classrooms with short excursions outside for scenarios and other activities.

### **Activities occurring outside of climate-controlled areas: (Physical training, scenarios, Use of Force and Tactics).**

- Academy staff will follow the Vermont Criminal Justice Council's standard operation procedure on Heat-Related Activity and Illness. This policy describes symptoms of heat-related illness and appropriate treatments and work guidelines based on heat category. The SOP is attached at the bottom of this form.

### **Nighttime activities: (Sleeping arrangements)** On nights with high temperature/heat index listed in order of preference.

- Each room provided with AC unit.
  - Plan causes no interruption to the academy program.
- Several AC units in conjunction with large fans strategically placed throughout the main wing hallway.
  - Plan causes no interruption to academy program.
  - Most likely require doors to be propped open to ensure adequate air flow and cooling causing possible fire code violation.
- Turn climate-controlled classrooms into sleeping quarters.
  - Some impact to academy program. Plan requires set up and tear down time at night and morning of sleeping furniture, decreasing available time for academy program activities.
  - Privacy issues.
- Hotel rooms for recruits
  - Largest impact on academy program requiring travel time to and from the hotel location limiting time to be used on activities developing leadership, attention to detail, and discipline skills.



## HEAT RELATED ACTIVITY AND ILLNESS POLICY

November 8, 2018

INT: 11/18

**Category:**

Training

**Purpose:**

This procedure provides standards and guidelines to aid in protecting individuals from heat-related illnesses during training and testing at the Vermont Police Academy and approved offsite locations.

**Procedure:**

1. This procedure applies to all physical activity where participants are in a planned, controlled testing and / or training environment. Modifications to activity should be made if the environmental conditions put participants at a greater risk of heat-related illness. Staff and authorized personnel should be vigilant and monitor participants during extreme temperatures. EMS should be notified and be onsite per usual during entrance testing and in accordance with the Council's Standard Operating Procedure relative to entrance testing.
2. Adequate supplies of water should be onsite whenever possible during activities where heat-related illness can be anticipated. Whenever practicable, scheduled activities should be moved to a cooler part of the day; early morning or early evening. Personnel should be rotated accordingly; water breaks should be provided and extended rest times to recover and cool more completely should be permitted. Participants should be provided shaded areas when outdoors (*when practicable*), cold water and ice if needed. Helmets and protective gear that can increase body temperature should be removed during rest periods.

**Heat Illnesses**

1. Physical activity in a hot environment, with associated fluid loss and elevated body temperature can lead to dehydration, heat exhaustion and exertional heat stroke. Heat stroke is potentially fatal and must be recognized and treated immediately. Participants who take certain medications, have chronic health problems or are overweight may be more susceptible to heat illness.

**Dehydration:**

Fluid loss and heat loss occurs during exercise and exertion due to conduction, convection, radiation and evaporation. It makes participants more susceptible to fatigue and muscle cramps. Inadequate fluid replacement before, during and after exertion will lead to excessive dehydration and may lead to other heat illnesses.

**Treatment**

Fluid replacement before, during and after activity until urine is a light lemonade color and until the individual has replaced fluid losses within 2% of their pre-exercise body weight.

### Heat Exhaustion:

Dehydration can lead to heat exhaustion and an inability to sustain adequate cardiac output. Symptoms include:

- a. Fatigue, weakness
- b. Headache, dizziness
- c. Pale, clammy, sweaty skin
- d. Loss of endurance / skill
- e. Light-headedness
- f. Nausea

Participants will pass little urine, which will be highly concentrated and muscle cramps may be associated with heat exhaustion.

### Treatment

Cool participant in shade or air conditioning, ice towels, remove equipment and elevate legs. Fluid replacement before, during and after activity until urine is a light lemonade color and until the individual has replaced fluid losses within 2% of their pre-exercise body weight.

### Exertional Heat Stroke (EHS):

Severe overheating and thermoregulatory failure may lead to exertional heat stroke. EHS can happen at any time and in the absence of high environmental temperatures. Dehydration influences the body's ability to dissipate heat. Regular intake of fluids is important to help maintain body temperature regulation. Symptoms of EHS can include:

1. Pale or white skin, usually sweating
2. Fatigue
3. Confusion, mental status change
4. Headache, dizziness
5. Increased body core temperature (>104°F)
6. Nausea
7. Increased heart rate, respirations
8. Collapse

There may be a lucid interval when the participant has other symptoms present and they should be closely monitored. EHS may arise in an individual who has not been identified as suffering from heat exhaustion and has persisted in further activity.

### Treatment

Immediate, drastic onsite cooling in ice / cold water immersion, fans, ice cold towels, air conditions, etc. should be provided followed by EMS treatment and transport to a medical facility. The participant should be cooled until appropriate medical personnel arrive. The participant should be cooled as rapidly as possible and all equipment and excess clothing should be removed. EMS should be activated immediately and the individual's airway, breathing and circulation should be monitored. Vital signs such as heart rate and respirations should also be observed. **Cool the participant first, transport second.**

Tarp-Assisted Cooling Method - Option

- Place the individual onto a tarp and dump cold water and ice into the tarp covering as much of the body surface as possible
- Agitate water and ice by shaking the tarp
- Use wet towels as necessary to place on the head and other body areas
- Wrap the individual in the tarp with ice and water and continue to douse with water and ice

**Heat Measurement**

1. VCJTC staff involved in the administration of training shall be trained in the operation and use of a Heat Stress Tracking Device. When temperatures are anticipated to be at least 78(F), staff will utilize a Heat Stress Tracking Device to determine the appropriate Heat Category and subsequent work guidelines for training participants. Any Heat Stress Tracking Device shall be operated in accordance with the manufacturer’s instructions.
2. The TB MED 507 Guideline (see below) shall be used to determine Heat Category and subsequent rest and hydration periods. This table was developed by the Departments of the United States Army, Navy and Air Force for the occupational and environmental health, prevention, treatment, and control of heat injury.

**Heat Category    WBGT Index    Easy Work    Moderate Work    Hard Work**

1 – WHITE	78F – 81.9F	No limit on work ½ quart water/hour	No limit on work, ¾ quart water/hour	40/20 min. work/rest ratio, ¾ quart water/hour
2 – GREEN	82F – 84.9F	No limit on work, ½ quart water/hour	50/10 min. work/rest ratio, ¾ quart water/hour	30/30 min work/rest ratio, 1 quart water/hour
3 – YELLOW	85F – 87.9	No limit on work, ¾ quart water/ hour	40/20 min. work/rest ratio, ¾ quart water/hour	30/30 min work/rest ratio, 1 quart water/hour
4 – RED	88F – 89.9F	No limit on work, ¾ quart water/hour	30/30 min. work/rest ratio, ¾ quart water/hour	20/40 min work/rest ratio, 1 quart water/hour
5 - BLACK	>90F	50/10 min. work/rest ratio, 1 quart water/hour	50/10 min. work/rest ratio, 1 quart water/hour	10/50 min. work/rest ratio, 1 quart water/hour

**Notes:**

- Work/rest times and fluid replacement volumes will sustain performance and hydration for at least 4 hours of work in the specified heat category. Fluid needs can vary based on individual differences (+/- ¼ qt/hr) and exposure to full sun or full shade (+/- ¼ qt/hr)
- **NO Limit:** No Limit equals no limit to work time per hour (up to 4 continuous hours).
- Rest means minimal physical activity (sitting or standing), accomplished in shade if possible
- **CAUTION:** Hourly fluid intake should not exceed 1½ quarts
- Daily fluid intake should not exceed 12 quarts
- Work/rest and water consumption table applies to average sized, heat-acclimated individual(s)

## ADDITIONAL INFORMATION

*PHONETIC ALPHABET*

A	Adam	Alpha
B	Boy	Bravo
C	Charles	Charlie
D	David	Delta
E	Edward	Echo
F	Frank	Foxtrot
G	George	Golf
H	Henry	Hotel
I	Ida	India
J	John	Juliet
K	King	Kilo
L	Lincoln	Lima
M	Mary	Mike
N	Nora	November
O	Ocean	Oscar
P	Paul	Papa
Q	Queen	Quebec
R	Robert	Romeo
S	Sam	Sierra
T	Tom	Tango
U	Union	Uniform
V	Victor	Victor
W	William	Whiskey
X	Xray	Xray
Y	Young	Yankee
Z	Zebra	Zulu

# RECRUIT MANUAL

## 10 CODES

10-0	Caution/Use caution	10-51	Wrecker needed
10-1	Unable to Copy	10-52	Ambulance needed
10-2	Signal Clear	10-53	Road blocked at...
10-3	Stop Transmitting	10-54	Livestock in road
10-4	Acknowledge	10-55	Intoxicated driver
10-5	Relay	10-56	Intoxicated person
10-6	Stand By, Unless emergency	10-57	Hit & Run Accident
10-7	Out of Service	10-58	Direct traffic
10-8	In Service	10-59	Convoy or escort
10-9	Repeat	10-60	Squad in vicinity
10-10	Fight in Progress	10-61	In Contact with _____
10-11	Dog Case	10-62	Reply to message
10-12	Stand-By, Stop	10-63	Make written copy
10-13	Weather road report	10-64	Untimely Death
10-14	Prowler Report	10-65	Net message assignment
10-15	Civil Dispute	10-66	Net Message cancellation
10-16	Domestic Problem	10-67	Read Net message
10-17	Meet Complainant	10-68	Dispatch information
10-18	Quickly	10-69	Message received
10-19	Return to...	10-70	Fire alarm
10-20	Location	10-71	Nature of fire
10-21	Phone Call	10-72	Progress on fire
10-22	Disregard	10-73	Smoke report
10-23	Arrived at scene	10-74	Negative
10-24	Call complete	10-75	In Contact With (Stopping MV)
10-25	Meet with/at _____	10-76	En route
10-26	Detaining Subject, expedite	10-77	ETA
10-27	Driver's license info	10-78	Officer Needs Assistance
10-28	Registration info	10-79	Notify coroner

## 10 CODES CONT.

10-29	Criminal history check	10-80	Chase in progress
10-30	Illegal use of radio	10-81	Breathalyzer report
10-31	Crime in progress	10-82	Reserve lodging
10-32	Person with gun	10-83	Work school crossing at...
10-33	Emergency	10-84	If meeting...advise ETA
10-34	Riot	10-85	Delayed due to...
10-35	Major Crime Alert	10-86	Officer/operator on duty
10-36	Correct Time	10-87	Pick up checks
10-37	Investigate Suspicious Vehicle	10-88	Present telephone number
10-38	Stopping Suspicious Vehicle	10-89	Bomb Threat
10-39	Urgent, use light & siren	10-90	Alarm at _____
10-40	Silent run, no light or siren	10-91	Pick up prisoner/subject
10-41	Beginning Shift	10-92	Improperly parked vehicle
10-42	Ending Shift	10-93	Blockade
10-43	Information	10-94	Drag Racing
10-44	Permission to leave area	10-95	Prisoner/Subject in custody
10-45	Animal Carcass in road	10-96	Mental Subject
10-46	Disabled Vehicle	10-97	Check/test signal
10-47	Road repair needed	10-98	Prison/Jail break
10-48	Traffic standards	10-99	Records Show Wanted/Stolen
10-49	Traffic light out at	10-100	Beverage Break Request
10-50	MV Crash (F, PI, PD)	10-101	Use Extreme Caution

*10 DESIRABLE ATTRIBUTES*

1. Acquire and maintain a high level of knowledge and skill
2. Always wear body armor
3. Always weigh risk vs. gain
4. Establish and maintain sound tactical positioning
5. Continually perceive, assess, and respond to threat cues
6. Control subjects hands
7. Use sound tactical principles when handcuffing
8. Develop and use a thorough, systematic search pattern
9. Live by the plus one rule
10. Live a healthy lifestyle

*MILITARY TIME*

The academy utilizes standardized military time to avoid confusion about AM and PM in both reports and radio transmissions.

12 Hour Clock	Military time
12:00 AM	0000
1:00 AM	0100
2:00 AM	0200
3:00 AM	0300
4:00 AM	0400
5:00 AM	0500
6:00 AM	0600
7:00 AM	0700
8:00 AM	0800
9:00 AM	0900
10:00 AM	1000
11:00 AM	1100
12:00 PM	1200
1:00 PM	1300
2:00 PM	1400
3:00 PM	1500
4:00 PM	1600
5:00 PM	1700
6:00 PM	1800
7:00 PM	1900
8:00 PM	2000
9:00 PM	2100
10:00 PM	2200
11:00 PM	2300

*GREETING OF THE DAY*

All recruits are expected to give the greeting of the day. The greeting of the day is given in Command Voice within 6 feet of any non-recruit. If there are two or more recruits walking in formation, only the first recruit will give the greeting, all others will remain silent.

**0000 – 1159 “Sir, good morning Sir” – “Ma’am, good morning Ma’am”.** (Plural for male: Gentlemen, Plural for female: Ladies)

**1200 – 1759 “Ma’am, good afternoon Ma’am” – “Sir, good afternoon Sir”.** (Plural for male: Gentlemen, Plural for female: Ladies)

**1800 – 2359 “Sir, good evening Sir” – “Ma’am, good evening Ma’am”.** (Plural for male: Gentlemen, Plural for female: Ladies)