

**1.00**

**REGULATION**

**NAME: ACADEMY MISSION STATEMENT**

**PURPOSE: TO ESTABLISH A FUNDAMENTAL PHILOSOPHY UPON WHICH THE ACADEMY IS BASED**

**EFFECTIVE: AUGUST 2, 1998 (Revised July 1, 2009)**

**1.01 MISSION STATEMENT:**

- A. The Basic Academy training mission is to prepare students mentally, morally, emotionally and physically to enter and successfully complete the FTO program.
- B. Each student prior to graduation from the Academy must demonstrate acceptable proficiency in the following competencies:
  - 1. Professional Reasoning
  - 2. Human Relations/Communication Skills
  - 3. Problem Solving
  - 4. Job Knowledge
  - 5. Physical Skills
- C. The Academy will:
  - 1. Provide training that fulfills the requirements of the California Commission on Peace Officer Standards and Training for the basic course.
  - 2. Provide the highest quality training possible.
  - 3. Provide a learning environment with consideration for safety.
  - 4. Maintain a well-disciplined academic environment, resulting in highly disciplined graduate.
  - 5. Provide a learning environment that is free from discrimination based on religion, race, sex, national origin, or sexual orientation.

**1.02 ACADEMY MOTTO:**

**“PROFESSIONALISM THROUGH TRAINING”**

**1.03 ACADEMY CLASS MOTTO:**

“AHC”, “Action, Honor Commitment” will be used as the class motto until the Academy class develops their own class motto. The class motto must be pre-approved by an Academy Coordinator or Academy Director.

**1.04 ACADEMY SIX CORE VALUES:**

- HONOR
- DUTY
- INTEGRITY
- COURAGE
- DISCIPLINE
- COMPASSION

## 2.00

### **REGULATION**

**NAME:** SCOPE OF ACADEMY POLICIES

**PURPOSE:** TO PREPARE THE RECRUIT FOR THE STANDARDS OF CONDUCT FOR LAW ENFORCEMENT OFFICERS.

**EFFECTIVE:** AUGUST 2, 1998 (Revised July 1, 2009)

**REGULATION:** Unless otherwise specified, all Academy regulations shall apply to the conduct of Recruits while enrolled in the Law Enforcement Academy; this includes conduct during training and off-training time away from the Academy.

### **2.01 IMPACT OF MISCONDUCT:**

It is essential that Recruit conduct be regulated for the following reasons:

- A. Misconduct has the potential for creating civil liability to Allan Hancock College.
- B. Misconduct creates doubt about a Recruit's personal integrity, honesty, worthiness of public trust and their inability to adhere to the Law Enforcement Code of Ethics and the Commission on Peace Officers Standards and Training Code of Conduct.
- C. Misconduct reflects negatively on the Academy program and its relationship with local law enforcement agencies, the community, and the media.
- D. Misconduct by an individual Recruit can affect their hiring viability and that of other Recruits.

### **2.02 PENALTIES:**

Any conduct in violation of Academy regulations which occurs during training or off-training time, must be reported to the RTO as soon as possible or at the start of the next training day. In the absence of the RTO, the Academy Coordinator or Academy Director must be notified. Misconduct violations as specified in this regulation are subject to CLASS 1, 2, 3, or 4 disciplinary actions in addition to that determined by the regulation governing the violation.

## 9.00

### REGULATION

#### NAME:

APPEARANCE/GROOMING

#### PURPOSE:

TO ESTABLISH PROPER GROOMING AND APPEARANCE STANDARDS FOR RECRUITS ENTERING LAW ENFORCEMENT

#### EFFECTIVE

#### DATE:

AUGUST 2, 1998 (Revised June 25, 2009)

#### REGULATION:

The following standards will apply to all Recruits while participating in Academy programs or while on the AHC campus:

### 9.01 GENERAL APPEARANCE:

- A. Recruits shall maintain a professional appearance at all times.
- B. Male Recruits shall be clean-shaven at all times, no beards or mustaches.
- C. Male Recruits shall maintain a conservative haircut (no fashion statements). Hair length must not exceed 1/16" in total length. 1/16" hair length is the equivalent setting of 1.5-2.0 on an electric haircut clipper. Hair will not touch the eyebrows, ears, back, shoulders, or the uniform collar. Sideburns shall not extend below the middle of the ear.
- D. Female Recruits shall have their hair pulled back neatly, so it does not cover or touch the eyebrows, back, shoulders, or the uniform collar. Some of the permissive female hair styles include a bun or a French braid. All female hair styles must be maintained in a manner that allows the Academy hat (ball cap) to fit properly. Loose hair(s) or unkempt hair styles are not allowed. Female hair styles shall reflect a conservative and professional image at all times.
- E. Female Recruits may wear cosmetic make-up but it shall be limited to a natural or neutral (skin tone) in conservative colors. Excessive make-up and fake eye lashes shall not be worn.
- F. All recruits shall wear appropriate undergarments.
- G. All recruits shall practice proper daily hygiene.
- H. All recruits shall keep hands and finger nails clean, trimmed short (no white showing), and shall be of natural color.

- I. With exception to items listed below, no jewelry or personal ornaments shall be visibly worn while in uniform or training.
- Wedding rings are allowed, other rings shall not be worn. Rings must be band type and not have sharp edges.
  - Wrist watch, conservative style (required equipment).
  - Medical identification bracelet.
  - “Love marks” (hickies) shall not be visible at anytime when the appropriate Academy uniform is worn.
- J. **Tattoos shall not be visible at anytime** while wearing an Academy uniform or while participating in any Academy training or sponsored event.

**9.02 SPECIFIC:**

Course instructors or Academy staff may establish rules regarding attire and grooming specific to the subject area. Recruits are expected to adhere to instructor established rules.

**9.03 PENALTIES:**

Recruits shall maintain a professional image. Any violations of this chapter are considered Class 4 offenses. Repeated violations of this chapter may be considered Class 3 or Class 2 violation.

## 10.00

### REGULATION

#### NAME:

UNIFORMS

#### PURPOSE:

TO TEACH THE RECRUITS THE APPROPRIATE METHOD OF WEARING A POLICE UNIFORM

#### EFFECTIVE

#### DATE:

AUGUST 2, 1998 (Revised January 21, 2015)

#### REGULATION:

Only the uniforms described in this chapter are authorized and must be worn in the manner described. Any variances must be approved by the Academy Coordinator or Academy Director.

### 10.01 CLASS A DRESS:

- A. Self-sponsored Recruits shall wear the Academy designated uniform shirt, pants, and tie with bar, black basket weave belt, black boots, white gloves, and parade cord (when appropriate), wrist watch, nameplate, black ink pen, notepad, driver's license (wallet is optional), any authorized ribbons and/or medals. (See appendix 10a)
- B. Sponsored Recruits shall wear the sponsoring agency class A or Dress uniform if authorized by the sponsoring agency.

### 10.02 CLASS B WORK:

Recruits shall wear the Academy designated long sleeve (only) uniform shirt, pants, tie with tie bar, black basket-weave trouser belt, black boots, ballistic vest, complete leather duty gear (as listed in appendix 10b) when required, wrist watch, nameplate, black ink pen, notepad (completely concealed in pocket), driver's license (wallet is optional), Academy cap.

### 10.03 CLASS C UTILITY:

Recruits shall wear the Academy issued blue polo shirt, ball cap, leather gear, notepad, and when needed gray sweatshirt. Class C Utility uniform also includes the Academy approved black utility pants, shined black boots, wrist watch, black ink pen, driver's license (wallet is optional).

**10.04 CLASS D – PHYSICAL TRAINING (PT):**

- A. Academy issued gym shorts, stretch undershorts, t-shirt, sweatshirt, and running shoes.
- B. Male Recruits must wear an athletic supporter.
- C. Female Recruits must wear an athletic support bra.

**10.05 OPTIONAL ITEMS:**

Optional uniform items are limited to:

- A. Academy designated uniform jacket
- B. Black leather duty gloves

**10.06 WEARING UNIFORMS:**

- A. Appropriate Class A, B, or C uniforms shall be worn in the manner described. Mixing of uniform items is prohibited.
- B. Uniforms shall only be worn when participating in Academy activities. Uniforms shall not be worn or displayed in public during non-training time.
- C. Uniforms shall be maintained in a neat, tailored, and clean manner. Pant length shall be so that the lower hem will reach to the center of the lacing area of the uniform boot while standing.
- D. A clean white crew neck t-shirt shall be worn under the Class A and Class B shirt.
- E. Sunglasses are not to be worn during normal Academy training.

**10.07 UNIFORM INSPECTION:**

Formal uniform inspections may be conducted at any time by the RTO.

**10.08 CIVILIAN CLOTHING:**

When a Recruit appears on campus during non-training time or times when a uniform is not called for, they will:

- A. Wear clothing that is conservative, neat, clean, and free from holes or stains.
- B. Remove any hats while indoors.

- C. Not wear sunglasses while indoors.

#### **10.09 DISPLAY OF UNIFORM**

- A. **PATCHES:** Two (2) Academy shoulder patches. The uniform shoulder patches shall be professionally sewn onto the shirtsleeves so that the patch is centered and the top of the patch is ½” from the shoulder seam. Patch should be secure with no loose or frayed edges.
- B. **NAMEPLATE:** The Recruit’s gold colored nameplate shall be worn over the right shirt pocket. The nameplate is centered above the pocket and the bottom edge 1/8” above the top pocket seam. It is polished with no smudges or fingerprints on it.
- C. **BADGE:** Uniform badges may only be worn when authorized (see Class A uniform). Sponsored Recruits may wear their department issued badge when authorized. Badges will be maintained highly polished. Cloth badges will be secured with no loose or frayed edges.
- D. **SHIRT:** The shirt shall be worn so that all buttons (including sleeves) are fastened and the collar button fastens comfortably around the neck. Sleeves should hang to the bend of the wrist while standing at attention. The edge of the overlap (along the front of the shirt where the buttons are located) should align with the edge of the overlap of the pants fly forming a straight line or “gig-line.”
- E. **TIE:** Academy regulation clip-on tie. Proper length for Recruit’s height. The tie should hang nearly to a point approximately one-inch above the top of the belt.
- F. **TIE BAR:** Gold colored tie bar worn horizontally with the top edge aligned with the top edge of the shirt pockets. It shall be polished with no fingerprints or smudges.
- G. **BELT:** A black basket-weave belt. If the belt has a buckle, the buckle shall be in alignment with the “gig-line.” Any buckle or snaps shall be polished to a high shine with no smudges.
- H. **BOOTS:** Black leather style plain toe boot with lace up front to top of boot with laces tucked into top of boot. Boots with side zippers are optional. The boots will be polished to a high gloss shine. Black Chukka style boots are not acceptable.
- I. **CAP:** Academy baseball style cap worn so that the brim is aligned with top of eyes. The bill of the cap shall not be bent or folded.
- J. **CORDS:** Worn through firearm side shoulder epaulet and under armpit.



**10.10 AWARD RIBBONS AND MEDALS:**

Recruits may be authorized to wear medals for special achievements. Recruits will be notified by letter when they have achieved a medal or ribbon. Only authorized medals or ribbons may be worn on the Academy uniforms and in the manner described in the authorization letter.

**10.11 UNIFORM OF THE DAY:**

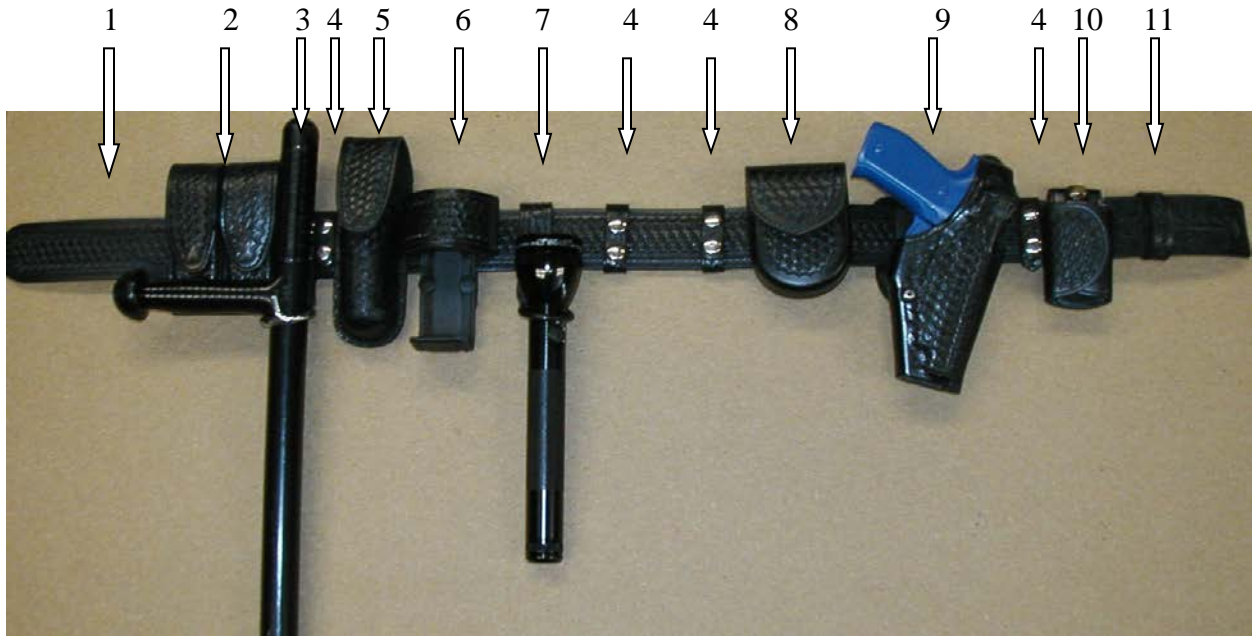
The Class C uniform shall be the uniform of the day when no other uniform is specified.

**10.12 PENALTIES:**

Violations of the uniform regulations are class 4 violations.

# DUTY GEAR DIAGRAM

## Right-Handed Set-Up



## Left-Handed Set-Up



1 =Duty Belt

2 =Magazine Case

3 =PR 24 Baton & Ring

4 =Belt Keeper

5 = OC Case

6 = Radio Holder

7 = Flashlight Holder

8 = Handcuff Case

9 = Holster

10 = Key Holder

11 = Belt Loop

## 11.00

### REGULATION

#### NAME:

#### ATTENDANCE

#### PURPOSE:

**ATTENDANCE OF ALL REQUIRED COURSES IS VITAL TO ENSURE THE RECRUIT HAS RECEIVED THE INFORMATION WHICH IS MANDATED BY THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

#### EFFECTIVE

#### DATE:

**AUGUST 2, 1998 (Revised January 21, 2015)**

### 11.01 GENERAL:

- A. Attendance in Academy classes is mandatory. POST requires that Recruits cannot miss more than five (5) percent (41 hours) of the basic training course. A Recruit whose absences exceed five percent of the total hours of training may not receive a certificate of completion for the Law Enforcement Academy.
- B. Classes will begin promptly at the scheduled times. The Academy classroom clock is the official time.
- C. Recruits not at the assigned area or who fail to sign-in on daily Recruit sign-in sheet at the start of the training will be considered absent.
- D. Recruits who arrive late must report to the RTO prior to going to class. If the RTO is not available, the Recruit should report to class and write a memo to the RTO indicating the time they reported to class and why they were late to class.
- E. Recruits who arrive late will be marked as tardy. Tardies are not acceptable and subject to disciplinary action.
- F. Recruits who are more than 10 minutes late to class on Learning Domain examination days will not be allowed to take the examination. A score of zero (0) will be entered for the Learning Domain examination grade and the Recruit will be given a POST re-take examination.
- G. Recruits must make arrangements to conduct personal business at times that do not conflict with training.

## **11.02 LEAVE REQUESTS AND NOTIFICATION:**

- A. If the Recruit is unable to attend Academy training due to illness, emergencies, or court subpoenas; the Recruit shall notify the RTO and the Academy Coordinator prior to the absence by calling 922-6966 extension 3815, 3816 or 3861.
- B. All other leave requests must be approved in advance by the Academy Coordinator. Leave for employment interviews with a law enforcement agency is not recommended but may be granted. The absence will be counted towards the 5% attendance rule. The Recruit is responsible for obtaining materials, notes, etc. for the subject matter they missed.

## **11.03 MANDATORY ATTENDANCE DAYS:**

All Recruits **ARE REQUIRED** to be present at the training sessions listed below:

- LD 7 Elder/Dependent Adult Abuse
- LD 7 Sudden Infant Death Syndrome
- LD 9 Child Abuse Investigation
- LD 10 Sexual Assault Investigations
- LD 12 Controlled Substances
- LD 17 Hearsay Testimony
- LD 19 High Speed Vehicle Pursuits
- LD 20 Sexual Assault Investigations
- LD 24 Civil Disobedience
- LD 25 Domestic Violence
- LD 25 Stalking
- LD 27 Missing Person
- LD 29 Traffic Accident Investigation
- LD 33 Arrest and Control Training - Baton
- LD 34 First Aid/CPR/Bloodborne Pathogens
- LD 35 Firearms Training – Handgun
- LD 35 Firearms Training - Shotgun
- LD 35 Chemical Agent Training
- LD 37 Persons with Dev. Disabilities or Mental Illness
- LD 38 Gang Awareness
- LD 41 Carcinogenic Materials
- LD 42 Sexual Harassment
- LD 42 Cultural Diversity
- LD 42 Hate Crimes
- LD 42 Racial Profiling
- LD 43 LERT – Law Enforcement Response to Terrorism
- LD 43 SIMS
- All Scenario Field Problems/Examinations

- POST Learning Domain Examinations
- Mock Court
- Emergency Management

#### **11.04 RECRUIT RESPONSIBILITY FOR ABSENCES:**

The Recruit is personally responsible for initiating the following procedures when absent:

- A. Absence notification as described in 11.02
- B. Recruits are responsible for obtaining notes, course information, and handouts from fellow Recruits (not the Academy instructors) for any courses missed.
- C. Write a memorandum to the RTO prior to the start of the next class meeting. The memo should indicate:
  - 1. The times missed
  - 2. Subjects missed
  - 3. The reason(s) for the absence
  - 4. What the Recruit has done to obtain course material

#### **11.05 ABSENT WITHOUT LEAVE (AWOL):**

Failure to follow the procedures as indicated in this regulation will be considered an absence without leave (Class 3 violation).

#### **11.06 PENALTIES:**

- A. Unless otherwise specified it is a Class 2 violation Dismissal Without Prejudice from the Academy for Recruits who are absent on a mandatory attendance day or exceed the five percent attendance rule.
- B. It is a Class 3 violation for violating the absence notification procedure. A second violation of the notification procedure is a Class 2 violation.
- C. Tardies will be treated as Class 4 violations.

## 12.00

### REGULATION

**NAME:** ACADEMICS and TESTING STANDARDS

**PURPOSE:** TO ESTABLISH A HIGH LEVEL OF ACADEMIC DISCIPLINE AND TO MEET ESTABLISHED POST STANDARDS

### EFFECTIVE

**DATE:** AUGUST 2, 1998 (Revised January 21, 2015)

**REGULATION:** This regulation shall control the academic performance of Recruits in the Law Enforcement Academy Program.

### 12.01 REQUIREMENTS FOR CERTIFICATION:

In order to receive certification of graduation from the Allan Hancock College Law Enforcement Academy, the following minimum standards must be met in the following areas of training:

### 12.02 WRITTEN EXAMINATIONS

- A. Recruits must pass each of the POST constructed Learning Domain (LD) examinations including the mid-term and final exam with no less than a minimum cut-score as specified by POST.
- B. Recruits who fail a POST LD written examination will be given remedial training by the Academy Coordinator or instructor. Recruits can review their failed POST LD written examination. Recruits are permitted one (1) attempt to pass the POST remediation LD written examination on the same subject matter. Recruits who fail to pass their POST LD remediation written examination will be academically dismissed from the Academy (Class 2 violation).
- C. Recruits who fail a total of five (5) POST initial LD written examinations will be academically dismissed from the Academy (Class 2 violation).

### 12.03 REPORT WRITING:

- A. Recruits must achieve a minimum average accumulative score of 80% on the designated crime reports.
- B. Recruits who fail the final report writing examination will be given remedial training by the Academy Coordinator or instructor. Recruits can review their failed written report. Recruits are permitted one (1) attempt to pass a remediation report writing examination. Recruits who fail to pass their report writing

remediation examination will be academically dismissed from the Academy (Class 2 violation).

**12.04 PERFORMANCE EVALUATIONS:**

- A. RTO may evaluate the Recruit's appearance, organization, communication skills, military bearing, demeanor, and teamwork performance.
- B. Failure to meet the requirements of this section is a Class 4 violation.

**12.05 ARREST AND CONTROL; WEAPON PROFICIENCY; AND EMERGENCY VEHICLE OPERATIONS:**

- A. The Recruit must attain a passing score on each practical test/qualification for firearms training, arrest and control training and Emergency Vehicle Operation Course.
- B. Recruits who fail a POST LD practical examination will be given remedial training by the Academy Coordinator or instructor. Recruits can review their failed POST LD practical examination. Recruits are permitted one (1) re-test attempt to pass the POST remediation LD practical examination on the same subject matter. Recruits who fail to pass their POST LD remediation practical examination will be academically dismissed from the Academy (Class 2 violation).

**12.06 FIELD SCENARIOS:**

- A. Recruits must achieve a minimum score of 80% on all POST required practical scenario examinations.
- B. Recruits who fail a POST LD practical scenario examination will be given remedial training by the Academy Coordinator or instructor. Recruits can review their failed POST LD practical scenario evaluation test form. Recruits are permitted one (1) re-test attempt to pass the POST remediation LD practical scenario examination on the same subject matter. Recruits who fail to pass their POST LD remediation practical scenario examination will be academically dismissed from the Academy (Class 2 violation).

**12.07 PHYSICAL CONDITIONING:**

- A. POST requires that prior to graduation Academy Recruits must:
  - 1. Participate in a minimum of 40 hours of structured physical training.
  - 2. Obtain a minimum score of 384 to pass the POST Work Sample Test Battery physical fitness practical examination.

- B. Recruits who are unable to participate in physical fitness training due to injury or illness may be required to obtain a medical statement from the AHC nurse or medical practitioner. Based on the statement, the Recruit will be placed either on limited duty or non-duty status.
- C. Recruits on limited duty will be assigned special tasks during physical fitness training time. Recruits placed on non-duty status will not be allowed to participate in any Academy training.
- D. Recruits who cannot participate in physical fitness training due to illness or injury will be required to make-up all physical fitness hours missed up to the 40 hour minimum prior to completion of the Academy. Missed physical fitness hours will be made up at the Academy's Compound Circuit during the Recruit's lunch time.
- E. Recruits who do not complete the prescribed exercise repetitions or distance runs in the prescribed 60 minute conditioning period, will not get credit for that PT session at the discretion of the Coordinator.

#### **12.08 CHEATING:**

- A. Recruits are expected to do their own work at all times. Copying the work of others and taking credit for it is considered plagiarism. Copying the work of others during exams is considered cheating.
- B. Recruits will report any Recruit observed cheating. Failure to report another Recruit's cheating is considered aiding-in-cheating.
- C. Recruits caught cheating, plagiarizing, or aiding-in-cheating will be academically dismissed with prejudice from the Academy (Class 1 violation).

#### **12.09 REMEDICATION AND MAKE-UPS:**

- A. A remediation takes place when a Recruit fails to meet the established cut-score for an examination. A make-up is taking an original exam at a time other than the scheduled date.
- B. Remediation examinations cover the same subject matter but are not the same questions as the original exam.
- C. Recruits who miss an examination will be allowed to make-up the exam ONLY if prior arrangements were made with the Academy Coordinator or in cases of a verified emergency at the discretion of the Academy Director. All others will be considered an incomplete and a "zero" score will be entered for that examination. The Recruit will be allowed to remediate the exam by following the procedures of this chapter.



- D. All examination remediations will take place during off-training time as designated by the Academy Coordinator. Unless otherwise permitted by the Academy Director, all remediation tests must be taken no later than three weeks from the original exam date. It is the Recruit's responsibility to notify the Academy Coordinator of the need for remediation and to comply with this section.

#### **12.10 NOTEBOOKS AND NOTE TAKING:**

- A. Recruits are expected to take accurate and complete notes during Academy instruction. Each Recruit will maintain an Academy notebook in a manner described below:
- The current date will be written at the top of each new page.
  - Military time will be used for all entries in the notebook.
  - All Recruits will document their daily Academy activities and/or training in their notebooks.
  - Documentation of activities will begin when the Recruit begins getting ready for the Academy and will end when they stop Academy related work in the evening.
  - Non Academy activities will not be documented.
- B. All notebooks will be subject to random inspection by the RTO. Notebooks will be inspected for completeness, grammar, spelling, and neatness.
- C. Failure to properly maintain the notebook is a class 4 violation.
- D. If rough notes are taken in class, the Recruit must recopy them later in black ink according to the prescribed format.
- E. All notes will be organized by subject heading along with all handout materials.
- F. Each page of lecture notes will carry the following heading:
- Learning Domain number... upper right corner
  - Instructor's name and date... upper right corner.

#### **12.11 GRADING:**

- A. Recruits who successfully pass all Academy requirements as indicated will receive a letter grade of "A" for LE 320 college course.
- B. Recruits who fail to complete any of the Academy requirements as indicated will receive a letter grade of "F" for LE 320 college course.

C. Recruits who withdraw from the basic Academy, regardless of the reasons, shall contact the Academy Director. Failure to contact the Academy Director may result in:

- A grade of “F” for the course
- Incomplete employment records
- Loss of registration fees and expenses
- Loss of Recruit health services and insurance
- Loss of grant programs
- Loss of job placement services
- A negative impact on college GPA and benefits

## 14.00

### REGULATION

**NAME:** WRITTEN WORK

**PURPOSE:** TO REGULATE WRITTEN WORK TURNED INTO THE ACADEMY STAFF OR TO LOCAL LAW ENFORCEMENT

### EFFECTIVE

**DATE:** AUGUST 2, 1998 (Revised May 22, 2015)

#### 14.01 GENERAL:

This regulation applies to all Academy written work turned into Academy staff or to local law enforcement agencies.

#### 14.02 WRITTEN WORK:

- A. All written work submitted by Recruits will be in the Academy report format and PRINTED IN BLACK (NON-ERASABLE) INK. All reports, memorandums and written messages to Academy staff shall be in the proper memorandum format.
- B. All notebook work and memorandums submitted to instructors or Academy staff shall be on approved academy forms.
- C. Multiple page memorandums will be stapled in the top left hand corner and numbered at the upper right center.
- D. All written work will be written in UPPER CASE BLOCK PRINT. Typed or cursive written work will not be accepted unless otherwise directed.
- E. Pencil may be used only for drawing diagrams such as crime scenes or accident scenes.
- F. All written work will be neat, clean with no spelling or grammatical errors. The use of correction fluid e.g. "White Out," cross-outs, write-over and generally sloppy work will not be accepted.
- G. Recruits will write in the box provided on each form their last name e.g. "Recruit Jones", followed by their Recruit identification number. The Recruit identification number will consist of the Academy Class number and their individual identification number e.g. 109-10 (109 = class number, 10 = individual Recruit identification number).
- H. Each report shall have a unique case number in the upper right corner. The report case number shall consist of the Class number – Recruit ID number – Year –

Sequential number. For example 109-23-15-24 would indicate Class 109, written by Recruit #23 in the year 2015 and it was 24<sup>th</sup> report written by Recruit 23.

- I. All written work submitted by Academy Recruits that does not meet the requirements listed in sections A through G will be returned to the Recruit for rewrite. All rewrites are due the next Academy day, if the rewrite memorandum is returned on a last day of the workweek, the new memorandum is due on the following Monday. The rewritten memorandum is to be placed on top of the memorandum that was originally returned for rewrite and stapled in the top left hand corner.
- J. See attached written memorandum exemplar and block lettering style for the proper Allan Hancock College Law Enforcement Academy memorandum format. (Appendix 14a)
- K. When a Recruit is assigned a memorandum by a RTO or Academy Staff member the Recruit will:
  - 1. Turn in the assigned memorandum next day to their respective squad leader for review and approval.
  - 2. After reviewing and approving the Recruit's memorandum, the Squad Leader will write their last name, their Recruit identification number and their Squad number in the box "reviewed by" of the memorandum: e.g. "109-11"
  - 3. If the Squad Leader discovers an error such as a missing or misspelled word after reviewing a Recruit's memorandum, the Squad Leader will circle the error in black ink and turn the memorandum in with the morning paperwork to the RTO. The RTO will review the memorandum and return the memorandum to the original Recruit for a rewrite.
  - 4. When a memorandum is returned to a Recruit for rewrite, the Recruit will rewrite the memorandum incorporating the corrections and then staple the corrected memorandum on top of the original memorandum that was returned for rewrite. The corrected memorandum will be turned in the next day.
    - a. If a Squad Leader or Guidon are assigned a memorandum they will turn in their memorandum the next day to the Class Sergeant for review and approval. The Class Sergeant will follow the same procedure for reviewing or returning memorandums for rewrite.
    - b. If the Class Sergeant is assigned a memorandum, the Class Sergeant will turn their memorandum directly into the TAC for approval.
- L. Recruits shall refer to the Recruit Report Writing Manual for examples and sample report forms.