This handbook provides information on the rules, performance standards, and policies applicable to cadets enrolled in the Sinclair Community College Basic Peace Officer Training Program. The information in this handbook supports the college’s overall policies for students reflected in the Sinclair Community College Bulletin and the college’s Student Handbook, as well as the training standards and requirement set by the Ohio Peace Officer Training Commission. Questions about the content of this handbook should be directed to the SCC Criminal Justice Training Academy Coordinator at (937) 512-2270.
AN OFFICER'S PLEDGE

I PLEDGE MY COURAGE:

courage to face and conquer my own fears;
courage to take me where others will not go...

I PLEDGE MY STRENGTH:

strength of body to protect others;
strength of spirit to lead others...

I PLEDGE MY DEDICATION:

dedication to my job, to do it well;
dedication to my community, to keep it safe...

I PLEDGE MY CONCERN:

for those who trust me;
and my compassion for those who need me.
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MESSAGE FROM THE TRAINING COORDINATOR

Congratulations on your acceptance to Sinclair Community College’s Criminal Justice Training Academy. An ancient proverb states, “A journey of a thousand miles begins with a single step.” You have taken that initial step to becoming a professional law enforcement officer.

The career field you are aspiring to is a demanding one, fraught with many challenges for the seasoned veteran as well as the rookie on the beat. For that reason this Academy will be very demanding upon you. There is no guarantee that every member of an academy class will be present upon graduation. Historically, very few academy classes finish the program with the same number of cadets that started the program. Perhaps your class will be the exception to the rule. I challenge you to become the exceptional class.

Law enforcement is a professional career. Even a cursory glance at today’s headlines will reflect the tremendous impact an officer’s often split second decision in the field will have on an entire community. An officer’s actions will be scrutinized and debated by the public, the media, the criminal justice system, and sometimes the entire nation. It takes a professional law enforcement officer to persevere and maintain the high goals and conduct expected of them in such an intimidating environment.

The Academy’s role is critical to the overall success of law enforcement. It is in this Academy you begin your journey towards the goal of becoming a professional law enforcement officer. This goal is not easy to achieve and must be purchased with determination and unending commitment. This Academy will demand many hours of time over and beyond what you will have in the classroom. It will demand hard work, both mentally and physically, and personal discipline in and out of the classroom. The duties and responsibilities of today’s law enforcement officers are awesome and humbling; you must earn the privilege of becoming a member of this exciting and challenging profession.

Remember: “We judge ourselves by our intentions. Others judge us by our actions. Our intentions in life are meaningless. It is only our actions that count.”

Good Luck.

Ellis L. R. Willis
Training Coordinator

Sinclair Criminal Justice Training Academy

The Sinclair Criminal Justice Training Academy is a component of the Criminal Justice Department and operates under the direction of the Training Coordinator with the supervision of the Department Chairperson. The purpose of the Academy is to meet pre-service and in-service training needs in the law enforcement, corrections, and private security fields. Located in Building 19 at 214 South Wilkinson Street, Dayton the Training Academy serves Montgomery County and surrounding areas by providing credit and non-credit instruction that reflects current and emerging issues in criminal justice.

Basic Peace Officer Training Program

Program Goals

The mission of the Basic Peace Officer Training Program at Sinclair Community College is to provide well-trained entry-level professionals for area law enforcement agencies. The program has the following specific goals:

- To provide training that conforms to the requirements of the Ohio Peace Officer Training Commission (OPOTA) for entry-level law enforcement officers
- To train cadets at a level leading to success in achieving OPOTA certification
- To instill in cadets high standards for both personal conduct as citizens and professional practice as law enforcement officers
- To instill in each cadet a sense of discipline, ethics and “esprit de corps” through the presentation of an integrated, task oriented, job related basic curriculum
- To encourage cadets to achieve advanced education and training in the field of law enforcement
- To assist each cadet in developing the following traits and skills:
  - Strong personal integrity, honesty and self-discipline
  - An ability to exercise sound, mature judgment and to act consistently in a disciplined, ethical manner
  - An ability to communicate effectively, both orally and in writing
  - An ability to understand and appreciate human differences and work well with a wide variety of professionals and citizens
  - A commitment to maintaining life-long mental and physical fitness
  - An ability to work effectively in the disciplined hierarchy that characterizes law enforcement agencies
  - A commitment to public service and improving the quality of life for all citizens
Enrollment
Cadets who have been admitted to the Basic Peace Officer Training Program are simultaneously enrolled as a student at Sinclair Community College and in an OPOTA-approved training program. Completion of the program provides credit toward the associate’s degree in Criminal Justice.

Continuation in this program is based on the following:

- Satisfactory academic performance, defined as maintaining an overall grade point average of 70% in academy coursework (C average)
- Satisfactory performance as defined by OPOTA and Sinclair Community College requirements for skill-based training, including firearms, physical fitness, subject control, CPR and first-aid and driving performance standards
- Satisfactory attendance as defined by OPOTA requirements and the Training Academy.
- Honest, ethical behavior in and out of the classroom

Cadets who fail to meet these standards will not be eligible to sit for the State of Ohio’s basic peace officer certification examination.

Class Organization
The Academy utilizes a chain of command structure. Communication through the chain of command for cadets is as follows:

- Squad Leader
- Instructor
- Class Commander
- Academy Coordinator

Each cadet will observe the chain of command for routine matters. If extenuating circumstances arise, permission may be granted to see a specific member of the chain of command.

Definitions
Squad Leader: Cadets will be assigned to serve as a squad leader. The leader is responsible for helping the Academy to function smoothly and efficiently by assigning classmates to complete necessary tasks. These tasks may include:

1. Keeping track of breaks and advising fellow cadets to go to their seats prior to the beginning of each class.
2. Assisting the instructor in maintaining order, professionalism and decorum.
3. Present all routine matters to the attention of the instructor and/or commander.
4. Ensuring the classroom is ready for the day’s activities, including the distribution of any handouts, exhibits, or other materials.
5. Policing the classroom for cleanliness and order.
Instructor: Instructors may be civilian or sworn law enforcement officers. They have the responsibility of developing/implementing lesson plans, monitoring performance objectives and coordinating and presenting training material to cadets. The instructors also observe cadet progress and behavior and notify the Class Commander and/or Training Coordinator of their observations.

Class Commander: Each class of cadets is responsible to a Commander. The Commander is responsible for overseeing all aspects of the training class, including assigning instructors to deliver each training topic.

The Commander evaluates the progress of cadets, assigns grades, provides guidance, serves as a resource for cadets on issues related to their experience in the training program, and invokes disciplinary proceedings when necessary.

Training Coordinator: The Coordinator oversees all law enforcement training programs at Sinclair Community College. The Coordinator may instruct and act as a Class Commander on occasion.

In order to be successful in this training program, cadets will need to maintain a balanced lifestyle that allows them to meet the demands of this training, along with other responsibilities such as work and family commitments. If cadets encounter difficulty in this respect or with personal problems, they should speak with the Commander privately. The details of this meeting will be held in strict confidence. The college has a number of resources that can be of assistance to cadets with personal, learning or other problems.

Attendance

Attendance is mandatory for all academy training hours. Cadets are expected to arrive on time to all classes. Arriving late may result in a reprimand. Two or more unexcused offenses will result in disciplinary action. If, in the judgment of the Commander and instructor a cadet has missed essential information due to lateness, the student will be recorded as absent from that class. Cadets are not permitted to leave class prior to being dismissed by the instructor. For each hour of instruction, cadets have a 10-minute break. Cadets that miss more than two consecutive scheduled days of training and fail to notify the academy of the reason for the absence will be declared AWOL and are subject to discipline, up to and including dismissal from the program.

Each cadet is required to sign an attendance roster that verifies to OPOTA participation in academy training. OPOTA does not permit a cadet to miss any hours of training. All training is 100% mandatory. Failure to meet this requirement will disqualify the cadet from eligibility to sit for the final OPOTA certification examination.

Cadets who need to make up hours in the program are required to pay the instructional cost for training, which is $25 per hour, per instructor. Missed training hours will be made up as quickly as possible to ensure continuity of training. Per OPOTA regulations, cadets are required to complete each training unit under the supervision of one instructor. Given this rule, if the original instructor for the class is unavailable, the cadet will have to pay another certified instructor to deliver the entire training unit. A number of the training units include many hours, so cadets are cautioned about the expense associated with making up missed training.
If an emergency arises that precludes the cadet from attending class, the cadet should contact the Academy immediately. A doctor’s excuse will be required for missing more than one day of class due to illness. The doctor’s statement must include a release for the cadet to continue physical training.

**Curriculum and Instruction**

The curriculum offered in the Sinclair Basic Peace Officer Training Program includes the training topics required by OPOTA, along with additional content deemed essential for competent, well-trained entry-level professionals. OPOTA training standards specify topics to be addressed and the time frame for each and all OPOTA approved training programs are bound by these minimum requirements. Training topics included beyond OPOTA minimum standards reflect the knowledge and competencies deemed valuable by the program’s leadership and advisory committee, which is made up of area police chiefs.

All instructors in the Sinclair Basic Peace Officer Training Program hold appropriate certifications and training. OPOTA topics are always taught by instructors who have, at minimum, certification from OPOTA in the topics they teach. SCC instructors also have substantial professional experience in law enforcement, and many hold additional certifications or degrees in their fields of expertise. Cadets have the opportunity to evaluate instructors, and this information is used by the Training Coordinator and Commander to improve the quality of instruction for future academy classes.

Instruction includes but is not limited to lecture, demonstration, video, discussion and field experiences. Most class sessions are held in the Academy classrooms of Building 19, which are equipped with state-of-the-art media. Some training topics such as firearms may be conducted off-campus.

It is the responsibility of the Academy Commander or the Training Coordinator to obtain substitute instructors when needed. In some cases, there may be a need to alter class schedules to accommodate changes in instructors. However, no cadet is authorized to leave class in the event of instructor absence until first obtaining permission from the Academy Commander or Training Coordinator.

Because of the importance of writing in the field of law enforcement, cadets in the Sinclair Basic Peace Officer Training Program are required to write frequently. The quality of writing is important and evaluated along with the content of cadets’ writing. Grammar, spelling, and sentence and paragraph structure are all considered in the review of cadets’ notebooks, exams and other writing assignments.

**Notebooks**

The Ohio Peace Officers Training Council requires cadets to create notebooks. Cadets are required to take detailed notes in class on a daily basis and submit all notes for inspection when asked to do so. All notes will follow a standard outline form. Notebooks will be kept by the cadet and not left in the classroom or Academy.

Law enforcement agencies require field reports to be completed by their sworn personnel. These field reports are often hand-written in block-print form. Therefore, all original cadet notes will be taken by hand. Notebooks are to be organized in the topic order in which the material is presented.
Final, permanent notebooks must be typed. Sinclair Academy notebooks are submitted in electronic form on the cadet’s issued flashdrive.

The contents of the notebook will be graded on a PASS-FAIL basis. Notebooks will be evaluated in the following seven areas:

- Sufficiency of Course Content
- Organization
- Appropriateness of the Material
- Regularity of Entries
- Neatness
- Accuracy
- Legibility

Competed notebooks shall be submitted prior to the end OPOTA training for final evaluation. Each recruit must receive a passing grade on is or her notebooks prior to taking the final exam. An unsatisfactory grade will result in the cadet not being permitted to take the final commissioning exam.

Copying another cadet’s notes is an automatic failure and will result in both offending cadets not being permitted to sit for the final OPOTA examination.

Examinations
Examinations are scored on a 0 – 100% basis. An average of 70% must be maintained on examinations in order for the cadet to be continued on the class roster. Tests will cover instructor lectures as well as written materials. Any score below 70% is a failure. Any cadet who fails an examination will be required to prepare a written explanation for the failure and contemplated corrective actions. The cadet will also be required to have a meeting with the Class Commander or his/her designee for discussion of the same issues. These meetings will be documented in the cadet’s training file. A failing grade may cause disciplinary action to be taken for work performance.

Periodically, homework assignments may be given to cadets. These homework assignments are intended to enhance the overall learning experience. Cadets will be expected to complete all homework assignments on time and with significant effort. All homework assignments will be graded.

In order to determine your final grade average, all examination scores and homework scores will be totaled and divided by the number of scores. Your final average will be based on that division. Ranking will be from the highest to the lowest score. Criteria that will be utilized for scoring include:

- Unit examinations
- First aid and CPR written examination
- Spelling examination (average of all spelling examinations will equal one score)
• Special topics tests (Firearms, OC, Taser, Baton, Driving, etc)
• Homework assignments
• Any other exam required by the Academy

FINAL STATE EXAMINATION: The Ohio Peace Officer Training Council administers the final examination. Chapter 109:2-1-10 of the Ohio Administrative Code, section (B) states; “No person shall participate in the final written examination who has been evaluated as unsatisfactory for units of instruction in driving, first aid, firearms and unarmed self-defense; the student notebook or any other area designated by the Ohio general assembly or the commission.”

PSYCHOMOTOR SKILLS ASSESSMENTS - PASS-FAIL EXAMINATIONS: During the Academy Training Program you will participate in several psychomotor skill assessments that are evaluated on a pass-fail basis. You are given one attempt and one retest if you fail the initial attempt. OPOTA regulations require “any student who fails both attempts shall be dismissed from the academy.”

Units that have psychomotor skill assessments include:
• Unit 4, Firearms
• Unit 5, Driving
• Unit 6, Subject Control Techniques
• Unit 7, First Aid/CPR/AED
• Topic 8-1, Patrol Techniques
• Topic 8-4, Building Searches
• Topic 8-5, Stops and Approaches
• Topic 10-8, NHTSA Standardized Field Sobriety Testing
• Topic 12-1, Physical Fitness and Conditioning

Per Ohio Peace Officer Training Commission rules, the failure of any of these mandatory psychomotor skill assessments will result in the immediate dismissal of the cadet from the OPOTA program. Dismissed cadets are permitted to periodically return to the academy during their enrolled semester session as civilian students and continue taking the necessary academic academy training pertinent to their ATS.ATS degree requirements. Upon request a modified training calendar will be provided to the dismissed cadet by the Training Coordinator. With the exception of physical fitness training, a dismissed cadet will not participate in any of the above listed psychomotor skill training sessions after dismissal.

It is the responsibility of each cadet to put forth the necessary effort to qualify for the final examination.
### Physical Fitness Training

OPOTA requires stringent fitness standards for basic trainees. By the end of the academy, cadets must successfully demonstrate the fitness standards outlined below:

**OHIO PEACE OFFICER BASIC TRAINING PROGRAM PHYSICAL FITNESS STANDARDS**

<table>
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<th></th>
<th>Males (&lt;29)</th>
<th>Females (&lt;29)</th>
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<tbody>
<tr>
<td>Sit-ups (1 min)</td>
<td>40</td>
<td>35</td>
</tr>
<tr>
<td>Push-ups (1 min)</td>
<td>33</td>
<td>18</td>
</tr>
<tr>
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<tbody>
<tr>
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<td>27</td>
</tr>
<tr>
<td>Push-ups</td>
<td>27</td>
<td>14</td>
</tr>
<tr>
<td>1.5 Mile Run</td>
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<th>Males (40-49)</th>
<th>Females (40-49)</th>
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</thead>
<tbody>
<tr>
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<td>22</td>
</tr>
<tr>
<td>Push-ups</td>
<td>21</td>
<td>11</td>
</tr>
<tr>
<td>1.5 Mile Run</td>
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<th>Females (50-59)</th>
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</thead>
<tbody>
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<td>26</td>
<td>17</td>
</tr>
<tr>
<td>Push-ups</td>
<td>15</td>
<td>13 *Modified</td>
</tr>
<tr>
<td>1.5 Mile Run</td>
<td>14:33</td>
<td>18:05</td>
</tr>
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<tr>
<th></th>
<th>Males (60+)</th>
<th>Females (60+)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit-ups (1 min)</td>
<td>20</td>
<td>8</td>
</tr>
<tr>
<td>Push-ups</td>
<td>15</td>
<td>8 *Modified</td>
</tr>
<tr>
<td>1.5 Mile Run</td>
<td>16:19</td>
<td>20:08</td>
</tr>
</tbody>
</table>

Regular fitness training is part of the curriculum. Cadets must take responsibility for their own fitness level. Depending on the cadet’s individual level of fitness, additional training over and beyond that provided by the Academy may be necessary for a cadet to meet minimum state standards. Cadets who do not pass all required fitness standards will not sit for the certification examination. Any cadet who experiences injury or other physical problem during the course of the program should speak immediately with the Commander. An injury and/or illness that prevents a cadet from successfully passing the final OPOTA Physical Fitness test does not waive this requirement. Failure of the final physical fitness test will disqualify the cadet from taking the commissioning examination. **Cadets have 364 days from the start of the Academy to take and pass the final physical fitness test – failure to do so will forfeit their eligibility to take the exam.**

It is the responsibility of each recruit to put forth the necessary effort to meet and/or exceed the final physical fitness examination.
Physical Fitness Awards
Cadets passing the final physical fitness test may elect to take a second physical fitness test for the purpose of earning a special fitness medal given at graduation. Details regarding the physical fitness medal program are posted in the Academy gym.

Standards of Cadet Conduct
While cadets in the Basic Peace Officer Training Program, students are expected to conduct themselves in a professional, disciplined and responsible manner at all times. Respect for the commander, instructors and fellow cadets is required.

When an instructor enters the classroom for the first time during a class session, cadets are to immediately stop all conversation, return to their desks and come to the position of attention. The instructor will seat the cadets at their desk and the class session will commence.

After the first entry by the day’s instructor, cadets are expected to be at their desk and prepared for instruction at the end of each break period. Cadets are expected to be attentive at all times and to participate. Failure to obey the directives of the instructor will result in disciplinary action by the Commander.

Asking questions, participating in discussions and sharing varied points of view are encouraged and expected. Questions and comments must be directed to the topic at hand and addressed to the instructor. Side comments to other cadets during class are not permitted.

In all class discussions, cadets are expected to be professional and to demonstrate respect for the views and experience of other persons. Disparaging comments, ridicule, joking and other disruptive behaviors are not permitted. If a cadet's classroom behavior is interfering with others' learning, it should be reported to the Commander. All such conversations are held in strict confidence.

Outside the classroom, cadets are expected to conduct themselves in a professional, disciplined manner. The role of a law enforcement officer requires the ability to demonstrate courtesy and respect to members of the public, and cadets are expected to consistently demonstrate this courtesy and respect in their interactions with fellow students, instructors, staff and the general public.

Personal relationships between cadets are exactly that – personal. Inappropriate displays of affection or animosity in the classroom are strictly prohibited. Violations of this provision are subject to discipline, including termination from the program.

Cadets subject to criminal process, named as defendants, codefendants or as parties to any criminal prosecution or military disciplinary action may be asked to voluntarily submit their resignations to the Commander upon notification of such action or charges. Minor traffic offenses and minor misdemeanors must be reported to the Commander but may not be subject to resignation.
Students so named as defendants, codefendants, parties to criminal prosecution, civil protection orders or military disciplinary action and who fail to notify the Commander as required shall be subject to removal from the class roster.

Students in good standing at the time of voluntary resignation shall be granted the right to reapply to a future class. The Commander shall take into consideration the final disposition of the student's case and the circumstances when considering reapplication.

**Appearance**

Cadets are required to maintain a professional appearance at all times. The uniform for the Sinclair Basic Peace Officer Training Program includes the following: green polo shirt, (issued to each cadet); Royal Robbins, Propper or Woolrich 5.11 style khaki pants provided by cadets; and polished black shoes or boots (nylon inserts on boots are permitted, as long as the toe and heel of boot or shoe are leather). The following requirements regarding personal appearance apply to all cadets:

- **Hair**
  - Men—no longer than collar length
  - Women—if longer than shoulder length, must be pinned up or otherwise fastened securely to the head
  - No unusual hair dyes, streaking or highlights permitted
  - No braids, cornrows, etc. in the hair, except where braided in order to fasten securely to the head

- Men are to be clean-shaven, with no beards, goatees or long sideburns. A mustache may be worn as long as the ends of the mustache do not extend past the ends of the upper lip.

- No facial jewelry of any kind is permitted during training hours, including tongue piercing. No earrings are permitted for men or women during training hours. There are to be no visible body piercing anywhere else on the body during training hours; all jewelry is to be removed before training begins.

- All visible tattoos should be covered during training hours, particularly those of a vulgar or offensive nature.

- Cadets in the academy must present a clean, neat, professional appearance at all times. Clothing may not have stains, tears or holes. Shower facilities are available for student use after physical training.
College Policies Regarding Standards of Behavior

As students at Sinclair, cadets are required to follow the college’s established policies for students regarding academic performance and personal behavior. Cadets are responsible for understanding and consistently following the following policies:

Honor Code
The college has developed the following Honor Code, which is applicable to all members of the college community:

“As a member of the Sinclair College community of students, faculty, and staff, I will uphold the values of citizenship, social-responsibility, and personal accountability. I will maintain the highest standards of professional and academic ethics. I will uphold my personal integrity, dignity, and self-respect by being fair and honest at all times and by treating all individuals with respect. By honoring these ideals, I will be building a better future for myself, my college, and my local, regional, and global communities.”

Key Concepts of the Honor Code:

- **Citizenship** – Participating actively in democracy through voting and community involvement and awareness and by protecting our own and other’s rights.
- **Social responsibility** – Acting in ways that promote the social good while recognizing the impact of one’s behavior on others, maintaining professional ethics at all times, and providing service to the college and the community.
- **Personal accountability** – Accepting responsibility for and answering for one’s own behavior, accepting responsibility for one’s own learning, and demonstrating academic integrity.
- **Respect of self and others** – Valuing the diverse perspectives of others, appreciating others’ ideas, and protecting the physical and intellectual property of self and others.

Academic Integrity Policy

Any form of academic dishonesty is subject to disciplinary action and could result in failure in a course. Academic dishonesty includes, but is not limited to, the following:

- **Cheating**: Dishonest conduct on an exam or assignment in any of the following ways: use of textbooks or notes not authorized by the instructor; communication with any other student during an exam; looking at another student’s paper; obtaining unauthorized copies of an exam prior to the exam time; having someone other than the student take an exam or complete an assignment.

- **Facilitating Academic Dishonesty**: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

- **Plagiarism**: Submitting an assignment as the student’s original work that is wholly or in part the work of another.

Sinclair Community College is dedicated to the pursuit of truth. The pursuit of truth is grounded in certain core values, including diligence, civility, and honesty.
Note: Any violations of the Academic Integrity Policy will result in removal of a cadet from the OPOTA roster and referral to the college for further disciplinary action.

**Non-Discrimination Policy**
Sinclair Community College is strongly committed to a policy of equal opportunity in its employment practices, educational programs and activities, and the many services it offers to the community. The College does not discriminate against applicants, employees, or students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, or non-disqualifying mental or physical disability.

**Sexual Assault Policy**
Sinclair Community College does not tolerate sexual assault, coercion, exploitation, or other forms of sexual misconduct. Sexual assault, whether occurring on campus or at college-sponsored activities, is a violation of the standards of the college.

Individuals who believe they have been the victims of a sexual assault may pursue resolution on campus and/or criminal or civil action against an alleged perpetrator.

**Student Harassment Policy**
Sinclair Community College is committed to providing an educational environment free from harassment (including sexual harassment). This policy addresses student harassment occurring at the college or at events and/or activities sponsored by or connected with the college and such conduct will not be tolerated in the academic environment and constitutes a violation of the Student Code of Conduct.

Harassment on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, or disability, or any other protected status, is strictly prohibited.

**Examples of prohibited conduct related to sexual harassment:**
Examples of prohibited conduct include, but are not limited to:

- Harassment which has the purpose or effect of being so severe, pervasive or objectively offensive that the student is unable to enjoy and access the educational opportunities and benefits provided by the college.
- Any type of physical contact, demeaning or abusive written or spoken language, or graphic communication that is unwelcome or unwanted by another student.
- Unwelcome repeated advances or propositions after advisement to cease; verbal abuse of a sexual nature; unnecessary touching of an individual; or physical assault.
- Slurs, jokes, posters, cartoons or gestures that create a hostile learning environment.
Reporting
A student who has a complaint of harassment against another student may report it to any of the following persons: Vice President for Student Services, Dean or Department Chairperson. If the complaint is brought to the attention of any person other than the Vice President for Student Services, the Vice President must be immediately informed of the complaint. Persons in any of the above listed positions can answer any questions about the policy.

Note: cadets in the Basic Peace Officer Training Program are encouraged to report incidents of harassment to the Training Coordinator and/or Commander.

Investigation
The college will promptly investigate all allegations of harassment in an as confidential manner as possible. At his discretion, the vice president for Student Services will appoint a faculty or staff member to investigate the complaint. The Equal Opportunity Officer, located in the Human Resources department, is available for consultation on allegations of harassment involving students.

If the matter is not resolved through investigation and/or mediation, a formal Student Conduct Hearing may be convened. Each party may bring a representative or attorney many accompany the student to the Student Conduct Hearing but may not advise or speak out during the hearing. They may serve as an observer only. At the conclusion of the hearing, the Student Conduct Hearing Panel will make a written recommendation to the vice president for Student Services with respect to the resolution of the complaint. This might also include a recommendation for discipline. The Student Conduct Hearing Panel will consider the totality of circumstances, including the nature and context of the alleged sexual assault and/or harassment, in determining the appropriateness of disciplinary action. A determination will be made based upon the facts, on a case-by-case basis.

Appeals from the Student Conduct Hearing Panel may be made to the director of Student Success Services in writing. Appeals must be received no later than 20 calendar days after receipt of the notification by Student Activities.

All persons involved in resolving a complaint of student harassment will preserve the confidentiality of the parties and witnesses involved to the greatest extent possible.

Retaliation & Discipline
The college will not retaliate against any student for reporting or assisting in the investigation of a complaint of harassment.

Any student who has been determined to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including suspension or dismissal in accordance with the Sinclair Student Code of Conduct.
**Substance Abuse**

Using, processing, transporting, selling, purchasing and/or being under the influence of any controlled or illegal substances, including mood-altering drugs will result in removal of the student from the roster for the Basic Peace Officer Training Program. Additionally, violations of the college’s Substance Abuse and Prevention Policy may result in dismissal from the college.

Assistance with substance abuse problems is available through Student Counseling Services. See the Student Handbook for more information. Students should be aware that illegal drug trafficking and/or possession may make them ineligible for federal educational financial aid (Pell grants, student loans, etc.) if convicted.

**Smoke Free Campus Policy**

The Sinclair Board of Trustees, upon the recommendation of a campus wide committee of faculty, staff and students, designated Sinclair to be a smoke free campus. Smoking is permitted outdoors, *away from points of ingress and egress*. (This means *no smoking* in front of the entrance or exit doors! Cadets must post in the adjacent alley to smoke.)

Note: cadets are discouraged from smoking due to the negative impact of smoking on the level of physical fitness required of academy students and law enforcement personnel. A growing number of law enforcement agencies are not accepting new personnel who smoke.

**Cadets have a duty to report all violations of program and college policies to the class Commander or Training Coordinator.** Class members shall submit to the Commander, in writing, all statements concerning such misconduct as soon after the incident as possible. Cadets may be dismissed from the academy for lying or concealing the truth or failing to report such activities when they become aware of them.
Equipment and Facilities

Each academy student is provided with all instructional materials at the beginning of the academy, as well as academy shirts, a hat, physical fitness uniforms, water bottle and a gear bag. Students are responsible for providing the following additional items:

- Khaki colored Royal Robbins, Woolrich or Propper brand 5.11 style pants, black 1.75” garrison belt and black boots and/or shoes with leather toes and heels.
- Minimum of 1 pair of woodland camo BDU pants for range and subject control training.
- Appropriate running (not inexpensive “gym”) shoes and cold weather insulated underwear for outdoor training, including cold weather physical fitness training.
- Pens, paper, large notebooks

All other equipment and supplies, including firearms and ammunition, gun belt and holster, handcuffs, batons, etc. are provided for student use during the training program at no additional expense. Unless otherwise instructed, issued equipment is not to leave the building. Any cadet going outside is to remove the gunbelt and place in a secure location.

Cadets may never bring a personal firearm, ammunition or explosive device onto the Sinclair Community College campus.

Cadets are responsible for reasonable use and care of academy equipment. Misuse or abuse of equipment will result in a reprimand and possible reimbursement for repair or replacement of damaged equipment. No equipment may be removed from the Academy by a cadet without the permission of the Training Coordinator and supervision of the Commander.

No food or drinks are permitted in classrooms, with the exception of water in the supplied water bottle. The lobby and second floor vending areas are available for breaks and meals.

Confidentiality

The records of the Academy and its training programs are confidential and may not be distributed to anyone without authorization from the Training Coordinator. All personnel and student records are considered confidential unless the student executes a waiver, which will be demanded by many law enforcement agencies. Classroom instruction and curriculum materials are open to public review upon request to the Academy Training Coordinator.

Cadet Complaints

If a cadet has a concern regarding an instructor, class content, requirements, classmates or other matter, the cadet should speak with the Commander. If the cadet and Commander are unable to resolve the matter, the cadet should speak with the Training Coordinator. If the matter is still unresolved, the department chairperson and division dean are the next persons in the chain of command.
Graduation Ceremony
All cadets who successfully complete the program and eligible for the final OPOTA state test are honored through a formal graduation ceremony. Cadets not eligible for the state exam (example – dismissed or on a medical extension) are not eligible to participate in the graduation ceremony. Cadets help plan the ceremony for their class. There are no costs associated with this ceremony for cadets or their invited guests.

Awards
All cadets are eligible to compete for Gold – Silver – Bronze medals for Academic Honors, Firearms Excellence and Physical Fitness. Cadets must be eligible for the state exam to be eligible for an award.

Personal Information
Cadets shall inform the Commander, in writing, of any change of address, telephone number, place of employment, or health conditions within 48 hours of such a change.

Limit of Cadet Responsibility
Cadets in the Basic Peace Officer Training Program are not qualified, expected or authorized to take any action requiring police attention. Any situation requiring police attention should be reported to the nearest police department.

Associate’s Degree Program
Cadets in the Basic Peace Officer Training Program are strongly encouraged to complete an associate’s degree in criminal justice if they have not already done so. In the field of law enforcement, a college degree is often required for employment or advancement. Completion of the Basic Peace Officer Training Program will provide 28 semester credit hours toward the ATS.ATS degree in Criminal Justice at Sinclair; these credits may also transfer to other institutions of higher education, depending on the specific requirements of the institutions.

Employment Following Graduation
Cadets who complete the program in good standing will, upon request, be provided a letter of recommendation by the Commander, that details the cadet’s performance and accomplishments in the training program. Many of the instructors in the Sinclair academy are officers with area law enforcement agencies and can serve as valuable contacts regarding job opportunities. Many instructors make it a point to get to know cadets who show promise for strong professional performance, so the impression a cadet makes in class can be influential in later employment. Area agencies regularly contact the Academy regarding position openings, and these notices are shared with cadets and graduates of the program via the Academy Facebook page.
Social Media Advisory

You should be aware that a growing number of law enforcement agencies, nationally and locally, often ask applicants to share access to their social media sites (Facebook, Twitter, MySpace, Skype, etc.) as part of the hiring process.

Unfortunately an increasing number of otherwise qualified applicants are being rejected as candidates for hiring due to the posting of inappropriate material on these sites. Inappropriate/objectionable material frequently involves activity consisting of nudity and/or sexual conduct.

As part of the conversion process from civilian to law enforcement we encourage all applicants to understand that most law enforcement agencies will include your social media revelations as part of the hiring process. We encourage you to understand the consequences of your postings.
Theodore Roosevelt

Excerpt from the
"The Man in the Arena"
Speech at the Sorbonne
Paris, France
April 23, 1910

“..It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds; who knows great enthusiasms, the great devotions; who spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat..”
I have read and understood the information contained in this handbook, and I agree to abide by the rules and policies of the Basic Peace Officer Training Program and Sinclair Community College.

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<tr>
<th>Cadet signature</th>
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<th>Cadet’s Name Printed</th>
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This statement will be placed in the cadet’s file and a copy given to the cadet.