



Law Enforcement Training Academy

Student handbook program addendum

Rules and Regulations for Police Cadets of the WCSCC Law Enforcement Training Academy

Academy Commander: Chief Ryan Pearson

Student Services Coordinator: Anna Phillips

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ACKNOWLEDGMENT OF RECEIPT

As a police Cadet it is your duty to thoroughly familiarize yourself and comply with this handbook and with all official directives and rules. The Student Handbook has been written to maximize training and instill in cadets the requisite desired traits of a Law Enforcement Officer.

The public trust of law enforcement is built over time through demonstrated professionalism and integrity; yet, it can be shattered with a single, thoughtless act of an officer or civilian employee. The public expects law enforcement officers to behave in an exemplary manner at all times. The Academy Staff expects exceptional adherence to our values and ethical standards at all times. The Academy is designed to instill this in cadets long before they come into contact with the public.

Any cadet who, through their off duty behavior, brings discredit to the WCSCC and the Academy shall be subject to discipline or termination. A standard of objective reasonableness will be used to determine an occurrence of questionable behavior.

I ACKNOWLEDGE RECEIPT OF THE STUDENT HANDBOOK AND ADDENDUM. I UNDERSTAND THAT ALL POLICIES, PROCEDURES, RULES OR REGULATIONS, AND STANDARDS CONTAINED IN THIS HANDBOOK APPLY TO ME UNTIL I AM GRADUATED FROM THE PROGRAM.

I HAVE READ AND ACKNOWLEDGE THE ABOVE STATEMENT OF DISCIPLINARY ADMONISHMENT. I ACKNOWLEDGE THAT I AM RESPONSIBLE FOR COMPLIANCE WITH THE CONTENTS OF THIS HANDBOOK, ALL APPLICABLE RULES AND REGULATIONS, AND LAWFUL ORDERS.

SIGNATURE: _____

PRINTED NAME: _____

CLASS NUMBER: _____

DATE: _____

All students are responsible for following the Rules and Procedures as set forth in the Wayne County Career Center Adult Education Student Handbook and the Law Enforcement Training Academy addendum.

Mission: Provide Knowledge, skill development, and experiences necessary for a lifetime of personal and professional growth.

Values: The values of the WCSCC Law Enforcement Training Academy are:

Integrity
Courage
Accountability
Respect
Excellence

NATIONAL LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement.

Adopted October 1957 International Association of Chiefs of Police

CADET CODE OF CONDUCT

I will conduct myself in accordance with WCSCC policy and the Academy rules and regulations as stated in the Student Handbook without exception.

I will conduct myself in a manner that exemplifies the Values of the WCSCC Law Enforcement Training Academy.

I will exhibit ethical behavior in all that I do and will be an example for all citizens and fellow Cadets to emulate.

GENERAL FITNESS FOR DUTY and a DRUG FREE WORKPLACE

Section 1 MISUSE OF ALCOHOL, CONTROLLED SUBSTANCES, DRUGS, AND OVER THE COUNTER MEDICATIONS

Section 2 REPORTING PRESCRIPTION or OVER THE COUNTER MEDICATIONS THAT MAY IMPAIR PERFORMANCE

Section 3 ACADEMY APPLICANT TESTING PROGRAM

All cadets are required to be alert and free from impairment caused by drugs, alcohol, or any other substance or compound throughout their academy. Cadets are responsible for managing their various medications to ensure that their ability to make decisions and perform appropriately is not compromised. It is the cadet's duty to consult with their physician to determine if medication will impair the cadet's ability to perform the essential functions needed in the classroom.

DEFINITIONS

Alcohol	The intoxicating agent of any beverage, mixture, or preparation, including medication, containing alcohol.
At Risk Cadet	This may include (but is not limited to) a cadet whose actions, verbalizations, suspected abuse of prescribed or over-the-counter medications, misuse of alcohol, etc. may pose a danger to himself or others.
Controlled Substance	Controlled substances are drugs that are regulated by state and federal laws that aim to control the danger of addiction, abuse, physical and mental harm, the trafficking by illegal means, and the dangers from actions of those who have used the substances. Such drugs may be declared illegal for sale or use, or may only be dispensed under a physician's prescription or a valid registry identification card from the subject's attending physician.
Drug	<ol style="list-style-type: none">1. Drug means substances:<ol style="list-style-type: none">(a) Recognized as drugs in the official United States Pharmacopoeia, official Homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them;(b) Intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease in humans or animals;(c) Other than food, intended to affect the structure or any function of the bodies of humans or animals; and(d) Intended for use as a component of any article specified in paragraph (a), (b) or (c).2. "Drug" does not include devices or their components, parts or accessories.
Drug Test	A test of urine, hair, blood, breath or a combination thereof, selected by the WCSCC, unless otherwise noted, and conducted under approved conditions.
Impairment	The condition resulting from ingesting a substance to a degree that renders a cadet incapable of effectively performing his classroom duties.
Prescription Medication	Medication prescribed to the cadet by a physician for a medical condition.
Sample Collector	<ol style="list-style-type: none">a. Personnel responsible for the collection, preservation, and impounding of drug test samples.

Section 1

MISUSE OF ALCOHOL, CONTROLLED SUBSTANCES, DRUGS, AND OVER THE COUNTER MEDICATIONS

REPORTING FOR DUTY

No cadet shall report to the classroom while impaired.

ALCOHOL

Any violations covered in this regulation, or any other consumption of alcohol either on or off duty which brings, or tends to bring discredit or disrepute to the WCSCC, will subject the cadet to disciplinary action.

CONTROLLED SUBSTANCES

Cadets will not:

- Illegally possess any controlled substance;
- Ingest any controlled substance unless properly prescribed by a physician for an injury or illness;
- Manufacture any controlled substance;
- Distribute any controlled substance;
- Dispense any controlled substance.

Note: Marijuana remains a controlled substance and the use, sale, and possession of which are federal crimes, regardless of state law to the contrary.

Cadets having a reasonable suspicion to believe that another cadet is illegally manufacturing, distributing, dispensing, possessing or using any controlled substance will immediately report the facts and circumstances to their Academy Commander.

OVER-THE-COUNTER MEDICATIONS

No cadet will ingest any over-the-counter medication in amounts beyond the recommended dosage.

NOTE: Although over-the-counter medications are not required to be reported, cadets are reminded they can cause impairment and cadets are responsible for ensuring that they are not at work impaired even if the cause is an over-the-counter medication.

Section 2

REPORTING PRESCRIPTION MEDICATIONS THAT MAY IMPAIR PERFORMANCE

Cadets must notify the Academy Commander when required to use prescription medication which they have been informed by a physician or pharmacist (to include prescription warning labels) has the potential to cause impairment while in the classroom. Additionally, the cadet shall have the prescribing physician provide their medical opinion regarding the following:

1. If the use of the prescribed medication has any side effects that could potentially impair the judgment or performance of the cadet, and
2. The prescribed duration of use.

IMPAIRMENT FOR CONTROLLED SUBSTANCES OTHER THAN ALCOHOL

If the Academy Commander, or an instructor, has reason to believe that a cadet may be experiencing adverse effects or is under the influence of any controlled substance, prescription drugs, over-the-counter medications, or any other substances used by the cadet that impairs their ability to perform their duties, contact will be made with the Safety Coordinator and/or the Adult Education Manager.

IMPAIRMENT FOR ALCOHOL

If the Academy Commander, or an instructor, has reason to believe a cadet may be under the influence of alcohol, contact will be made with the Safety Coordinator and/or the Adult Education Manager.

Section 3

ACADEMY APPLICANT TESTING PROGRAM

The law enforcement profession has uniquely compelling interests, supported by United States Supreme Court decisions, to implement the use of applicant substance abuse testing. The WCSCC LETA testing program allows for testing under the following circumstance:

1. Applicants for the WCSCC LETA will be tested as a condition of acceptance into the academy;

NOTE: Applicants should be aware that the use of hemp oil, medical use of marijuana through a registry identification card from the applicant's attending physician, or a prescription for any medication where tetrahydrocannabinol (THC) is a component will not be an acceptable defense for a positive THC drug test.

All applicants must present photographic identification (driver's license, etc.) at the time of collection. Refusal to test or evidence of sample tampering/alteration will be dealt as a failed test.

APPLICANT DRUG TESTING

1. Ohio Peace Officer Training Commission (OPOTC) requires an applicant to submit to a drug screen and to furnish a sample of urine for analysis to a testing facility in order to be eligible to attend peace officer basic training. Drug screening will occur at MedPro, located at 2201 Benden Dr. Wooster, Ohio 44691.
2. Applicants will be required to pass a "nine-panel" urine drug screen. The sample will be screened for the following substances: Marijuana metabolites, Cocaine metabolites, Codeine/Morphine, Hydrocodone/Hydromorphone, Oxycodone/Oxymorphone, 6-Acetylmorphine, Phencyclidine/Amphetamine/Methamphetamine, and MDMA/MDA
3. Applicants will be discontinued in the application process for:
 - a. Refusal to submit to a required drug test

- b. Evidence of sample tampering or alteration, or
- c. A positive drug test indicating drug use prohibited by this procedure.

DRUG TESTING PROCEDURE

- An applicant will present at MedPro Group (MPG) and execute an authorization for drug testing and reporting of results to the WCSCC authorized representative
- Applicant will empty pockets and remove any outer garments (hoodies, coats, etc...)
- Applicant will be instructed on specimen collection procedure
- Applicant will enter bathroom to fill specimen container as instructed and finish in toilet, but not flush
- If applicant flushes, the process will begin again following shy bladder protocols
- Specimen will be packaged into two separate vials (A & B), sealed and packaged for laboratory pick-up
- Specimen will be picked up at end of day and shipped to MedTox Labs for testing
- MedTox will perform a screen of specimen A and if negative, report results to MPG
- If specimen screen is positive, MedTox will move to retest using confirmatory testing procedures
- MedTox will report confirmatory test result to MPG
- MPG Medical Review Officer (MRO) will review original paper work, lab results and if positive, will perform phone interview with applicant to determine if there is a medical reason for positive result other than illegal use or abuse
- Applicant may be asked, if applicable, to present proof of prescription for substance identified.
The OPOTC requires the applicant to provide proof within 72 hours that he/she is taking a controlled substance as directed pursuant to a lawful prescription issued in their name if that substance causes a positive result.
- MRO will report final result, either as negative or positive and no information gained during the MRO interview will be shared with WCSCC representative

If there are any questions regarding the process or results of a drug test, an applicant may contact Dr. Perry Williams at 330-263-7270

CHAIN OF CUSTODY/STORAGE

Each step in collecting and processing specimens will be documented to establish procedural integrity and the chain of custody.

DRUG TEST RESULTS/CONFIDENTIALITY

All records pertaining to required drug tests will remain confidential, and will not be provided to other employers or agencies without the written permission of the person whose records are sought.

DISPOSAL OF SAMPLES

In the event of a negative test the samples and reports generated will be destroyed by the Forensic Laboratory as soon as practical.

OFF-DUTY BEHAVIOR / INCIDENTS

Off-duty behavior is expected to be beyond reproach. Cadets will not become involved in incidents that bring discredit upon the WCSCC or the Academy.

Cadets will immediately notify the Academy Commander, regardless of the time of day, if they become involved in any significant off-duty incident. These include, but are not limited to, contact with any police agency or civil action. Common sense will dictate what constitutes a “significant incident”. When in doubt, Cadets should contact their Academy Commander.

Cadets who have any off-duty contact with law enforcement will advise the officer of their status as a Law Enforcement Training Academy Cadet and obtain the officer’s name and personnel or badge number for Academy Commander follow-up. **Cadets WILL NOT use their association with the WCSCC Law Enforcement Training Academy in an attempt to alter, influence, or persuade the officer in an enforcement decision.**

Cadets may be required to submit a written account of the incident with complete details and an explanation as soon as possible.

REPRESENTATION ON DIGITAL OR SOCIAL MEDIA AND WEBSITES

Cadets WILL NOT represent themselves or others as members of this academy or any law enforcement agency, on any digital or similar social media (e.g. websites, LinkedIn, Facebook, Twitter, Wikipedia, etc.), nor will they make any posting, comment, innuendo, or insinuation which tends to indicate an association with a policing agency or its training program while attending the WCSCC Law Enforcement Training Academy.

Cadets will not post anything online of any nature that would bring discredit to the WCSCC Law Enforcement Training Academy. Failure to comply with any part of this section will result in counseling or discipline, up to and including termination.

The following Rules and Regulations are prescribed for the purpose of instilling and promoting efficiency and professionalism within the Law Enforcement training you will be receiving. All students will strictly abide by this policy and procedure handbook in addition to any and all rules set forth by the Ohio Peace Officer Training Commission.

ACADEMIC REGULATIONS

The OPOTC Regulations require that all students maintain a notebook. The student's notebook will prove to be a valuable resource. It will provide both a study reference and a reinforcement of lecture material, which is the main source of the test material. It will also provide a referral resource after completing the training and working law enforcement. The notebook guidelines, which must be followed, have been set forth by OPOTC. Notebooks should be kept up-to-date daily. Notebooks are subject to examination by the academy commander or the OPOTC Field Agent at any time. Notebooks are to be tab indexed by topic number and title (Obtained from Training Calendar). When taking notes, the header on each sheet in your notebook shall follow the format illustrated below, e.g.:

Name: *Last, First MI.*

Date: *Monday, October 8, 20XX*

Topic Number & Title: *1.1 Intro. To Basic Training*

Instructor's Name: *Commander R. Pearson*

(Then Your Notes)

Pearson, Ryan C.

Monday, October 15, 20XX

1.1 Intro to Basic Training

Commander R. Pearson

(Then Your Notes)

The order of your notebook shall be:

- Notes
- Student worksheets
- OPOTA handouts
- Practice exam
- Outside material--You are encouraged to make an effort to obtain outside material on each topic area and supplement your notebook as time provides.

Your notes are to be your own personal work and not shared with other students to copy.

All notes are to be typed or neatly printed.

The student worksheets are to be completed. The student practice exams can be saved to assist in testing the cadet for mid-term or final exam preparation.

The notebooks are graded periodically and at the completion of the academy and must receive a passing score in order for the student to be permitted to take the OPOTC examination.

CHEATING

Cheating in any form is considered serious misconduct and grounds for dismissal from the Academy. Academic cheating is defined, but not limited to;

- Altering any answers or scores on tests, including range scores.
- Altering scores on another student's test or aiding another student to cheat.
- Copying another student's answer during test.
- Using unauthorized aids during test.
- Falsifying any official Academy record, document or log.
- Receiving any academic documents, manuals, notes, etc., from any former Cadet.

Plagiarism. **Plagiarism** is the deliberate attempt to deceive the reader through the appropriation and representation as one's own the work and words of others. Academic plagiarism occurs when a writer repeatedly uses more than four words from a printed source without the use of quotation marks and a precise reference to the original source in a work presented as the author's own research and scholarship.

Cadets who become aware of an incident involving cheating of any kind shall report it to the Academy Commander IMMEDIATELY.

COMMUNICATION SKILLS

The Academy places great emphasis on each cadet's ability to communicate effectively, both verbally and in writing. The Academy does not teach basic reading, writing, or language skills. Cadets are expected to arrive at the Academy with the ability to read, write and speak English at the level of a high school graduate or better. Verbal communications training consists of teaching skills such as basic interviews, conflict management, communications assertiveness, and advanced verbal skills. Written communications training focuses on the cadet's ability to accurately complete dozens of police documents in a clear and concise manner. Throughout the Academy, cadets will be given training on how to properly complete these reports. Almost all testing requires cadets to complete one or more documents. Cadets will be tested and graded on their spelling, grammar, articulation of actions, and ability to elicit details from an incident and record them in the applicable report.

WRITTEN EXAMINATIONS

The OPOTC administers the state examination. It is a comprehensive examination covering all curriculums (written from the SPO's). A passing score of 70% or above is required. The testing date will be determined

at the conclusion of the academy classes.

If you fail, the state examination you are permitted to take one re-test. The re-test examination will be administered within approx. two weeks of the date from which you took the original state examination.

If you have any special needs the OPOTC has options available to you. Please contact the Commander as soon as possible to set up testing dates. Notification must be made to the OPOTC prior to testing date.

A mid-term and mock exam will be administered by Academy staff to prepare the Cadets for the state examination. Attendance will be required at the mid-term and mock exam and a review of the testing packet will be completed at that time.

SKILLS PERFORMANCE

In the skills performance areas of the curriculum you must successfully pass various topics prior to being eligible to take the written State Examination. Those topics are:

- Firearms (Practical course of fire graded on the range)
- Subject Control (Must successfully perform various techniques at the direction of instructors)
- First Aid/CPR (Must pass American Heart Association Exam and receive certification)
- Defensive Driving (Must successfully perform various vehicle maneuverability exercises on the driving range.)
- Physical Conditioning (Must meet OPOTC requirements for your age group)
- Stops & Approaches (Must successfully perform various techniques at direction of instructors)
- Standard Field Sobriety Testing (Must pass written SFST Exam and Practicals)
- Hazardous Materials & WMD Awareness (Must pass HazMat Exam & receive certification)
- Incident Command System (Must pass ICS Exam and receive certification)
- National Incident Management System (Must pass NIMS Exam and receive certification)

If you fail any of the practical tests in the above topics, you will receive remedial training in the topic and be afforded ONE re-test. If you fail the re-test you fail the topic. Any remedial training that requires time in addition to that allocated in the training calendar will be at the expense of the student at \$ 50/hour plus any additional costs required for vehicles/ammunition or other equipment.

After the re-test, failure to successfully pass any of the Skills Performance areas will be considered an academic failure and therefore you will not be permitted to sit for the written State Certification Examination.

PHYSICAL FITNESS TESTING & STANDARDS

Cadets are expected to enter the Academy in a physically fit condition. To ensure a high level of fitness is maintained while in the Academy, cadets will be administered physical fitness tests throughout the academy. **Cadets should physically train during their time away from the academy to ensure reaching their respective OPOTA physical fitness requirements.**

WEAPONS

- A. Weapons and duty gear are subject to inspection upon appropriate notice of any Firearms Instructor. Weapons shall be properly maintained and kept clean at all times.
- B. CARELESS OR IMPROPER HANDLING OF FIREARMS SHALL BE CAUSE FOR DISMISSAL FROM THE TRAINING PROGRAM.
- C. No one taking this training is a certified peace officer. Therefore, in regards to the Wayne County Career Center Law Enforcement Training Academy/Ohio Peace Officer Training Commission Training Program, you are forbidden to carry a firearm on your person or in your vehicle at any time. CCW Permit holders are bound to follow all pertinent laws that pertain to firearms in vehicles and on school property. NO WEAPONS ARE TO BE ON Wayne County Career Center PROPERTY. Loaded weapons will be permitted only on the Firearms Range and then only under the direction and control of the Range Master.
- D. Students are not permitted to carry or display any type of knife, air soft gun or any other weapon while on Wayne County Career Center property.

ATTENDANCE

If you are late for class up to fourteen (14) minutes, the cadet and original instructor can stay after class and make up the missed time. If a cadet is fifteen (15) or more minutes late, the cadet CAN NOT stay after class and make up missed time and will be counted as ½ hour absent. All make-up time outside of scheduled class hours is \$50/hr. payable prior to the make-up time being completed.

CLASSROOM EXPECTATIONS

All students are to conform to the Rules and Regulations of the OPOTC and the Adult Education Handbook while attending the Law Enforcement Training Academy Program of Wayne County Schools Career Center.

Cadets must sign-in and sign-out on the OPOTC provided attendance form. Times in and out are to be recorded accurately. Any false listings of times will be considered a violation of law, and subject the student to criminal charges and immediate dismissal from the class. Students are to sign beside their printed name, and nothing is to be written on the roster by students but their signature and times in and out. Instructors

will then sign the roster to verify the accuracy of student entries, and make any comments required.

All students must obey the directives and orders of any person who has authority over the class as designated by the Safety Coordinator/Academy Commander.

One student will be randomly selected by the commander to be the “class president”. The class president will be responsible for making sure all cadets are properly signed in on the attendance roster before class begins and at the end of all class sessions. At the beginning of class sessions, the class president will have all cadets fall in for inspection and the Pledge of Allegiance. Once completed the class president will direct the students to “fall out” and be seated. The class will also be split into two squads with a squad leader appointed for each squad. Each squad leader will report to the class president each night with any issues or absences. The class president will also work closely with the Commander and assist in coordinating equipment and such. The class president may also serve as a “liaison” between cadets and Commander/Instructors.

Classroom decorum will be as follows:

After each class session begins, students are required to recognize anyone who enters the classroom in the following manner:

Commander/Instructor/Visitor – All stand and come to full attention. ANY STUDENT observing entry will shout out: “Attention on deck”. The class will remain at attention until the Commander/Instructor responds: “As you were” after which students will sit and resume class session. If a visitor enters the Instructor will respond “As you were”.

Any student violating any classroom procedures will be reported to the Academy Commander. Classroom decorum will be observed during all classroom sessions including break periods.

Instructors are to be addressed by appropriate greeting (e.g. “Sir” or “Ma’am”) or their title (e.g. Captain, Lieutenant, and Sergeant). Remember, PROFESSIONALISM in the classroom will be carried over into PROFESSIONALISM on the street, a continual reflection needed in today’s Law Enforcement.

If a Cadet has a questions he will raise their hand and when addressed will state “Sir, Cadet NAME Sir”; and proceed with question. Students will stand at attention at their desk until their question is completely answered by the instructor. This is only when a Cadet has a question. If an Instructor calls on the Cadet, then the Cadet can remain seated and address the Instructor.

No food is to be eaten during class. Soft drinks or bottled water may be brought into the classroom UNOPENED, then consumed in the classroom. Coffee from the Snack Shack is also acceptable.

Cadets are responsible for the cleanliness of the classroom at the end of each session. All paper, pencils, wrappers, and other debris will be placed in appropriate locations. Tables are to be straightened. Squads can rotate cleaning duties each week.

Cadets may not send or receive electronic/phone messages during class. No emails, texting, etc. All electronic devises shall be on vibrate or silent during classroom instruction. This rule only applies to class time and not break. Cadets can check, send and receive messages while on ten (10) minute breaks or lunch periods.

Sleeping during class will not be tolerated. If a Cadet is found to be sleeping in class, the Instructor can and may send said Cadet home. The Cadet will be responsible for any instructional make-up and associated costs.

Cadets are expected to conduct themselves in a PROFESSIONAL MANNER at all times. While you are wearing the class uniform, the public will recognize you not only as a student at the Wayne County Career Center Law Enforcement Training Academy, but as a future member of your chosen profession. Improper behavior, failing to pay for a meal or other dishonest actions, or discourteous or reckless driving habits cast an unfavorable shadow upon all of us.

No form of harassment of other Cadets, staff, or the general public will be tolerated. No Sexual Harassment will be tolerated. If a Cadet is found to be harassing another Cadet in any manner, they will be dismissed immediately.

CLASSROOM ATTIRE & HYGIENE (TO BE STRICTLY ADHERED TO)

A. Students are required to wear approved academy uniforms when attending academy classes or functions. This includes hourly lunch breaks during Saturday sessions. Students who fail to meet the approved dress code may be asked to leave. Appropriate approved alternate clothing will be permitted for physical conditioning or other specialized classes. Caps, hats, excessive jewelry, or any other additions or subtractions to/from the uniform is not permitted. For the duration of the Academy class:

1. Students are to be in neat, clean uniforms during all class sessions
2. Shoes are to be clean and exhibit a shine
3. While in use, physical training clothing will be laundered daily
4. Grooming Standards – **Female Cadets:**

Jewelry

Wedding or engagement rings can be worn in class

No body jewelry may be worn during the academy. This is a safety as well as a professional issue.

Hair Styles

Hair must be clean and cut short enough, or secured on the head so it does not touch the shirt collar. Hair, when pinned up cannot extend below the collar and must present a neat, professional appearance. Ponytails are not allowed for personal safety reasons.

Grooming Standards – Male Cadets:

Jewelry

Wedding rings can be worn in class

No body jewelry may be worn during the academy. This is a safety as well as a professional issue.

Hair Styles

Hair must be clean, neatly trimmed, and must not touch the back shirt collar. Sideburns may not descend below the middle of the ear.

Beards and moustaches are prohibited except for documented medical conditions or confirmed religious purposes. Cadets who claim either a medical condition or a religious exemption must inform the WCSCC Safety Coordinator prior to the start of the academy.

Male cadets are expected to shave daily and to maintain a “clean shaven” appearance, with the exceptions noted above.

- B. All cadets are expected to adhere to accepted personal hygiene practices throughout the academy session, to include:

Bathe and/or shower daily

Wash hair regularly

Use of deodorant or anti-perspirant

Nails should be trimmed

HEALTH AND SAFETY

The instructors in this Academy are all professionals and consider your personal safety and the safety of others as top priority. They will not permit horseplay or any other act, which may result in personal injury.

Injuries or illnesses may happen during the course of this academy. If you are injured or ill, report it immediately to the instructor, regardless of the seriousness of the injury/illness. DO NOT continue with the activity causing the injury / illness.

Cadets will report all off-duty injuries or illnesses, which require medical attention, to the Academy Commander as soon as practical given the circumstances. Cadets must provide the Academy Commander with paperwork from their physician specifically stating any limitations (i.e. no lifting, running, defensive tactics, etc.) and the release date from those specified limitations.

CONDUCT UNBECOMING

Any action or behavior on the part of a cadet deemed detrimental to the wellbeing of the Academy and/or other cadets will result in the matter being referred to the Academy Commander for consideration.

Resolutions/Hearings:

Informal Resolutions

Academy cadets are encouraged to resolve minor differences, conflicts, and misunderstandings directly and informally with the Class Captain when deemed appropriate by the Academy Commander.

Formal Resolution

When a cadet has violated the rules and regulations or the violation is one that cannot be resolved informally, the formal resolution process begins. This process is described as progressive in nature and may involve:

1. Investigation
2. Counseling
3. Written Warning(s)
4. Administrative Hearing
5. Appeals Process

Administrative Hearing

The WCSCC Adult Education Manager or his/her designee conducts an administrative hearing. Any cadet who has violated any rule or regulation will be notified in writing of the violation, results of the investigation, and the recommended discipline involved.

The notification letter shall require the cadet to schedule an appointment with the AE Manager within 3 business days. Should the cadet fail to schedule the appointment or fail to appear at the appointment, the hearing will be held in his/her absence.

The hearing conducted by the AE Manager or their designee will cover:

1. The Manager will explain the process and answer any questions about the process.
2. The Manager will review the information received about the violation.
3. The cadet will have an opportunity to present information in his/her defense.
4. The Manager will confirm or amend the discipline recommended by the Academy Commander.
5. The Manager's decision will be documented to the cadet in a follow-up letter.

Appeals Process

Appeals must be presented in writing to the AE Manager within five business days of the date on the discipline letter. Your formal request should explain the circumstances and a description of your plan to overcome the identified barriers to your success.

Your request will be presented to the Appeal Committee, which consists of an Adult & Community Education Administrator, and two or more of the following individuals: Skill Training Coordinator, Instructor(s), Career Services Advisor, and the Financial Aid Clerk. If you would like to challenge the Appeal Committee's decision you may submit a detailed request to the District Superintendent.

The Wayne County Schools Career Center complies with Title II, Title VI and Title VII of the Civil Rights act of 1964. Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, American with Disabilities Act, Age Discrimination in Federal Assisted Program Act, and the Genetic Information Nondiscrimination Act of 2008 in its policies and practices of non-discrimination and harassment against students and employees on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information.