

Academy Overview [Day One]

Facilitator Guide

Session Overview

1. **Arrival**
2. **Brief Acting Class President**
3. Lecture – Class Welcome
4. **First Flag Salute**
5. **Observe Flag Ceremony**
6. **Inspection**
7. Lecture – Appearance
8. **Practice Classroom & Hallway Protocols**
9. **Commander's Welcome (Academy Commander)**
10. Lecture – Expectations of Recruits
11. Lecture – Expectations of TACs
12. **Bell Ringing Ceremony**
13. **Meal Procedures (Cafeteria)**
14. **Campus Tour**
15. **PRE-READING REVIEW AND EXAM** (preferably at 1230 hrs)
16. Lecture – Rules & Regs.
17. Lecture – Sign-In Roster
18. Lecture – Attendance
19. Lecture – Illness & Injury
20. Lecture – Emergencies
21. Lecture – Exams
22. Lecture – Grading Forms
23. Lecture – Classroom Maintenance
24. Lecture – Bulletin Board
25. Lecture – Schedule
26. Lecture – Food & Beverages in Classroom
27. Lecture – Memos to Staff
28. Lecture – Memo Labeling & Order System
29. Lecture – Contacting Staff & Protocols
30. Lecture – Entering Staff Areas
31. Lecture – Mail & Paperwork
32. Lecture – Computer Lab
33. Lecture – Copy Machine and Thumb Drive Resources
34. Lecture – Smoking Areas
35. Lecture – Entrance & Exit to E Building
36. Lecture – Parking
37. Lecture – Dorm Residents
38. Lecture – Weekly Cleaning Duties
39. Lecture – Class Projects
40. Lecture – No Hands in Pockets
41. Lecture – Falling Asleep in Class
42. Lecture – Study Guides
43. Lecture – After-Hours Training Awards
44. **Select Temporary Class Billets**
45. **ASSIGNMENT** – Policy Review (Ethics, Harassment, & Rules Memos)
46. **ASSIGNMENTS** – Class Motto, Autobiography, Letter's Home, Inspections
47. **Registrar's Time (Registrar)**
48. **Equipment Issue**
49. Lecture – Conclusion
50. **Prep for Next Two Hours: Drill Practice**

NOTE: It may be necessary to adjust the order based on staff or facilities availability. Take breaks as needed.

Total Session Time: 6 hours

Main Topics of Session:

- Academy Orientation
- Bell Ringing Ceremony
- Rules and Regulations
- Behavior Protocols
- Commander's Welcome
- Cafeteria Orientation
- Equipment Issue
- Pre-Reading Exam

Facilitators Needed: 4

1. TAC (& Assistant TAC)
2. Commander
3. Registrar

Location: Classroom

Materials Needed:

- Memo[p] - Receipt of Anti-Harassment
- Memo[p] - Receipt of Ethics
- Memo[p] - Receipt of Rules and Regulations
- Pocket Press Books
- Pre-Reading Exam Booklets

Students Should Already Have:

[THUMB DRIVE]

- HANDOUT - GENERIC Mock Scene Grading Sheet
- HANDOUT - Instructions for K Drive and Library
- HANDOUT - Use of Personal Computers
- Book - BLEA Student Rules and Regulations



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NOTE TO FACILITATOR

The purpose of this session is to lay the foundation for the recruits stay here at the Academy. This document was developed as an effort to make sure that Day One of each academy class follows a consistent and standardized format. This document will ensure that all recruits are provided the same set of expectations and standards no matter who their assigned TAC Officer is.

1. Recruits Arrive, Sign-in and Find Their Seats

2. Brief Acting Class President

- Done by either Senior Class President or TAC Officer
- Meet with acting class president prior to any staff's first appearance in the classroom
- Briefly explain the classroom attention protocol



NOTE TO FACILITATOR

TAC Officer enters and sets the tone.

The remainder of this Facilitator Guide is provided in outline form. Explain the following topics to the class.

3. Class Welcome

- *Welcome to Day One. Today is the beginning of your journey to become commissioned Officers and Deputies.*

4. Introduction to Flag Salute and Daily Business Protocol

- *It is a tradition at the Basic Law Enforcement Academy that each day begins with staff and recruits paying respect to our flag and nation. I will now explain to you the flag salute protocol.*

- a. Explain Flag Salute Protocol (see Supplemental Policies and Procedures Handbook, Day One Book)
 - Read Flag Salute Protocol Memo
 - Have class conduct in-class flag salute
 - Explain that this is the only time the flag salute will be inside the classroom
 - Flag salute ceremony will be practiced later in the day
 - Flag salute ceremony is a daily formation from day two until graduation

5. Observe Flag Ceremony

Just before 0730 hours, have the class gather in the Olympic Building, near the front desk, to watch the other classes conduct the morning flag ceremony.



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6. Inspection



NOTE TO FACILITATOR

Conduct a uniform inspection in the classroom or another location.

- Inspect each recruit
- Verbally note discrepancies



NOTE TO FACILITATOR

Refer the class to the Basic Law Enforcement Academy Rules and Regulations Handbook and the Supplemental Policy and Procedures handbook [Day one Book]. Students should already have these two books. The books were issued on PAT Day. However, there may be students joining your class at the last minute that were not given these materials. Be prepared to provide these books and other essential materials if the need arises.



RESOURCE MATERIAL

- The following materials are located on the student thumb drive they received at the PAT under Pre-Academy Materials.
 - Book - BLEA Student Rules and Regulations

Instructions: Verify that the students have reviewed these materials. You will be referring to them throughout this session.

7. Appearance

- Personal Appearance (Refer to RR 5.02.100)
 - Male Students
 - Neatly cut hair
 - Sideburns not to extend below ear opening
 - Mustaches are only permissible facial hair and may not extend laterally from the corner of the mouth more than ½", below the corner of the mouth more than ¼", or over the upper lip more than ¼"
 - The wearing of earrings is prohibited



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- Female Students
 - Hair may not extend over the uniform shirt collar
 - Fingernails will not extend more than 1/8" beyond the fingertips. If worn, polish must be clear
 - If worn, earrings must be a stud/post style and no more than 1/8" in diameter
- All Students
 - Jewelry shall be limited to rings and watches
 - Only one ring on each hand
 - Watches should have a cloth band (no metal bands)
- Uniforms and Equipment (Refer to RR 5.02.200)
 - Ensure that the students have or will have all of the required listed equipment
 - Nametags will be ordered within the week at the expense of the students (pass around the class roster & have students note how many nametags they want to order)
- Uniform Appearance (Refer to RR 5.02.210)
 - Uniform will be kept clean and pressed at all times
 - Boots will be highly shined at all times
 - No strings, loose threads, lint, or starch marks on uniforms
 - Replacement of damaged uniforms is the responsibility of the student and their agency
- Off-Duty Wearing of Uniform (Refer to RR 5.02.220)
 - Students will not wear any part or portion of their Academy uniform when off-duty (including when they are commuting to and from the CJTC).
 - Off-Duty Wear Exception - Students who are commissioned/sworn law enforcement officers, and whose departments have provided them a marked or identifiable police vehicle, while commuting to and from the training facility:
 - **May** be armed with a department-approved weapon as directed by their agency
 - **May** be attired in their department uniform
 - **May** not conduct any personal business while wearing any Academy or police uniform



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8. Practice Classroom & Hallway Protocols (RR 5.12.110)

- Make eye contact and greet people appropriately (i.e. "Good morning sir/ma'am; Good afternoon Officer_____; etc.)
- No loitering in the hallways - students should be enroute somewhere or speaking with a staff member.

9. Prepare the Class for the Academy Commander's Briefing



NOTE TO FACILITATOR

At the end of this section, give the recruits a short break prior to the Commander's entrance.

SEE: Facilitator Guide Supplemental - Day One Commander's Welcome

10. Expectations of Recruits

Our Mission is to facilitate the necessary training, structure, and guidance that will afford you the best opportunity to learn and successfully complete the Basic Law Enforcement Academy. This is the beginning of a road we will travel together. Along that road, there will be obstacles to maneuver. How you choose to handle those obstacles and challenges along the way will determine if you reach your destination - Graduation Day.

- *I expect a great deal from each one of you. But it is no more than I would ask of myself. We will push you to do your best and accept nothing less.*

As your TAC Officer, I am responsible for developing each and every one of you into officers and deputies who will represent yourselves, your agencies, and your communities with honor and distinction. We will provide you with the tools you need to be successful. I will observe your progress, or lack there of, along the way. You will be under the microscope the entire time you are here - your words, actions, body language, attitude...Everything.

Law Enforcement is a team effort. You are now a single group working towards a common goal. Your individual choices and decisions now affect the entire class, as well as your TAC officers. You must be willing to help others who struggle, and you must accept help when you are struggling.

- *I expect you to act with Integrity. Do the right thing, the right way, the first time... Even when nobody is watching.*
- *Expect to be held to a higher standard. You are now part of something bigger than yourself. The public will no longer see you as an individual. They will see you as "the police."*



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- *I expect you to complete every task to the best of your ability. You must practice as much as it takes to get it right. 70% may be minimum passing - but you must do better than that.*
- *I expect you to be flexible and take on challenges with an open mind.*
- *I expect you to move with intensity and purpose. Begin developing your officer presence now.*

11. Expectations of TAC Officers

Here is what you can expect from me:

- *I will lead by example.*
- *I will provide you with every opportunity to be successful.*
- *I will be honest - sometimes painfully honest - in critiques of your performance.*
- *I will be demanding but fair.*

12. Bell Ringing Ceremony



NOTE TO FACILITATOR

Bring class onto the blue carpet area and explain the significance of the bell.

Today the bell represents the beginning of a journey for each of you. However, it is a journey you will embark upon as a team with a common goal - graduation.



NOTE TO FACILITATOR

Read the plaque. Ring it one time as the class comes together as one unit. Talk about cohesiveness and teamwork as a class.

As was mentioned earlier, law enforcement is a team effort. Individual officers may be successful in their careers because of choices they make and personal goals they set for themselves, but no one gets there alone. As officers, we rely on each other for backup, moral support, guidance, and friendship. To be successful here, you must strive toward your individual goals while working together as a team for overall success. From this point forward, we will work as one team.



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**NOTE TO FACILITATOR**

Remind the recruits that the blue carpet area is for commissioned officers and guests only.

13. Meal Procedures**NOTE TO FACILITATOR**

Move the class to the cafeteria. Have Academy Café representative explain meal procedures.

14. Campus Tour**15. PRE-READING EXAM REVIEW AND TEST****16. Rules and Regulations****NOTE TO FACILITATOR**

Discuss the rules and regulations found in the BLEA Student Handbook. At the end of this section, each recruit should be able to explain and comply with the rules and regulations as outlined in the Basic Law Enforcement Academy Rules and Regulations Handbook.

17. Sign-in Roster (Refer to RR 5.00.100 Classroom Hours)

- Initialed no later than 0800.
- Initialed late requires a student memo to TAC.
- President or designee will ensure turned in on Fridays and new weekly sheet is posted for next week.
- Recruits will only sign themselves in and out.

18. Attendance (Refer to RR 5.00.110)

- Recruits are required to attend all training.
- If total absence exceeds 24 hours recruit is subject to dismissal.
- Absences, for any reason, must be approved by the Commander or designee.
- Make-up instruction must be completed before graduation and certification.
- Refer to RR 5.00.120 Late Arrivals
- Report immediately to TAC or call if you know prior.
- Complete and turn in a student memo.
- Recruits may be subject to discipline memo.



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- Memo is due within 24-hours of late arrival.
- Refer to RR 5.00.130 Excused Time
- Examples: Family or medical emergencies.
- Student memo to the TAC Officer is required.

19. Illness and Injury

- Illness (Refer to RR 5.01.200)
 - Report Illness to TAC or Asst Commander before 0730.
 - Illness at home, remain there and call (206) 835-7300.
 - Fever and/or contagious illness should confine themselves and avoid spread of illness.
 - Student memo required if absence results.
- Injuries (Refer to RR 5.01.210)
 - All injuries, regardless of severity will be reported to staff ASAP.
 - Injury/illness paperwork required, notice to physician, Form 652, and in-house injury report. Forms are located in classroom.
 - Discipline may result if student fails to report, or is evasive or deceptive in documentation of the injury.
 - Academy staff may require any student to have an examination by a physician prior to participating in any activity or continuing to participate after an injury.
 - Failure to participate without a medically excusable reason could result in discipline or termination.
 - Illness or injury that prevents full and active participation for a substantial or indefinite period may cause the student to be recycled into a later class after recovery.
 - Injury outside of duty - memo required with doctors recommendations.

20. Emergencies (Refer to RR 5.14.100 & 5.12.170)

- In case of emergency, students can be reached by calling the main number (206) 835-7300.
- Any contact with law enforcement not related to the student's agency should be reported to the TAC at the earliest possible time and will be follow-up by memo to the TAC no later than the next business day.



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21. Exams

- Written Exams (Refer to RR 5.10.110)
 - 70% is passing. IF a block of instruction has a higher minimum passing score, that minimum will be the bench mark for that specific test and students will be advised in advance if the required passing score is more than 70%.
 - Posting of scores - in classroom on bulletin board.
 - Failure of the same exam twice will result in termination.
 - Failure of three exams will result in termination.

- Performance Exams (Refer to RR 5.10.120)
 - Given for Defensive Tactics, EVOC and Firearms.
 - 70% is passing.
 - Make-up DT and Firearms exams will be administered before graduation.
 - Make-up EVOC exam will be conducted within 30 days after graduation.
 - Only one make-up exam is available for each.

- Final Mock Scene Testing (Refer to RR 5.10.130)
 - Given in the areas of DV, building search, field interview, crisis, and field sobriety tests.
 - 70% is passing.
 - Retests will be performed prior to graduation.
 - If necessary and agreeable to both the CJTC and parent agency, a student may retest a second time within 30 days of graduation.

22. Grading Forms

- These forms show you exactly what we will be evaluating on your final night mock scenes.
- Refer to them often to ensure that you are practicing correctly.
- By the last month of your training here, you should completely understand and be able to demonstrate every skill listed on this form.



RESOURCE MATERIAL - HANDOUT - GENERIC Mock Scene Grading Sheet



This is available on the student thumb drive.



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23. Classroom Maintenance (Refer to RR 5.20.110)

- Students are responsible for keeping their classrooms neat.
- Gear is to be stored in designated locations only.
- Bucket of cleaning supplies in back of classroom. Cleaning supplies from facilities only.
- Class president will ensure classroom is squared away at all times. Majority of cleaning at end of day.
- Once squads are assigned, this responsibility should rotate.

24. Bulletin Board

- Class president will ensure class boards are neat and up to date.
- Class personal board - nothing inappropriate.

25. Schedule (Refer to RR 5.21.100) (Training Schedule)

- Normal class hours are 0800-1150 and 1230-1630, with 40 minutes for lunch.
- Class president will ensure class is aware of any changes and post them.
- Class members have a responsibility to be aware of the schedule at all times.
- Early dismissal from class is prerogative of the TAC Officer (RR 5.20.140).
- The class president is to check in with the TAC Officer at the end of each day prior to dismissing the class.
- No student shall leave campus during the day without permission from his/her TAC Officer (RR 5.17.100).

26. Food and Beverages in the Classroom (Refer to RR 5.20.130)

- No food, gum, or candy in the classrooms
- Beverages will be allowed at the TAC Officers discretion and kept in covered, matching containers only.
- Cell phones should be OFF or on SILENT when in class.

27. Memos to Staff (see memo)

- Memos should be checked for grammar and accuracy
- The class president will ensure that all memos and assignments are turned in together in numeric order by student number.
- All memos are due in the TAC Officers box by 0750 hours and should be ready for pick-up at 0800 hours.

28. Memo Labeling and Order System

- Refer to class roster and assign each class member his/her number.
- All turned-in paperwork will have this number on the upper right-hand corner.



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29. Procedures for Contacting Staff/Chain of Command (Refer to RR 5.19.100)

- Example: "Good Morning, Ma'am."
- Example: "Good Morning, Sir."
- Refer to handout for procedure involving Chain of Command

30. Protocol for Entering the Staff Area (Refer to RR 5.09.100)

- Academy staff offices will not be entered, except for official business.
- Students may utilize the telephone directory outside the staff offices to contact and/or leave messages for TAC officers or staff.
- Prior to entering and leaving the staff office, the recruit will call out "Recruit on deck" and "Recruit off deck".

31. Mail and Paperwork Procedures (Refer to RR 5.25.100)

- Mail not marked as "Personal and Confidential" may be opened by CJTC staff.
- President or designee only will pick up and drop off mail at class box and shall check the box regularly throughout the day.
- How to address mail
- Paychecks will be delivered by TAC or Assistant TAC.
- Paperwork, memos, and assignments have same procedure as mail collection and distribution.

32. Computer Lab

- Each class will be assigned a unique password for access and a class folder on computer lab network.
- CPUs in lab are hooked up to the internet. Your browsing history is tracked and logged on the servers.
- Documents saved to the computers in the lab will be erased upon each boot-up. Make sure to save your work to your thumb drive.
- CPUs in dorms are not hooked up to internet or campus network.
- Hours are 6am to 10pm.
- No weekend hours.



RESOURCE MATERIAL - HANDOUT - Instructions for K Drive and Library



This is available on the student thumb drive.



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33. Copy Machine and Thumb Drive Resources



NOTE TO FACILITATOR



Thumb drive resources are not all meant to be printed. Students may choose to print out certain documents at home, at their police station, or at Kinkos - *but not on the academy computers*. The students can use their thumb drives for any purpose. The students get to keep the thumb drives.

- BLEA copy machine
 - For work-related materials only, and is to be used sparingly
 - Recruit code for the copy machine is: **Dept ID: 101**

34. Smoking Areas (Refer to RR 5.22.100)

- Smoking is allowed only in designated smoking hut.
- Smoking hut location behind cafeteria and is marked.
- Same procedure for chewing tobacco and similar products.

35. Entrance and Exit to E Building

- Other training on campus be respectful of others.
- Students may not use the front lobby entrance to the Education Building (known as the "blue carpet area").



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36. Parking (Refer to RR 5.18.100)

- Refer to handout of campus map.
- Dorm row first, then overflow into to back (West) side of main parking lot
- Unless designated otherwise by the TAC Officer.

37. Dorm Residents

- Refer to Dorm Rules.
- Any problems/damage to the dorms must be documented (contact registrar).
- Rooms clean at all times.
- Inspections periodically and unannounced.
- Refer to bulletin board in back of room for set up.
- Weekend stays.
- A-19s required to be filled out for meals.
- Turn A-19s into TAC Officer by 0750 on the next business day.
- Must stay entire weekend for meal coverage reimbursement.

38. Weekly Cleaning Duties

- Required two days a week
- Accomplished after hours
- Week 1, Class president will contact senior class president
- Procedures explained by senior classes

39. Class Projects

- Community Project - holidays are a great time to accomplish project. Accomplish before graduation, and get pictures of the event.

40. No Hands in Pockets

- Keep gun hand free - get in the habit now.
- If you have too much to carry in one hand, the items you would rather throw down should be in your gun hand.

41. Falling Asleep in Class

- When you feel sleepy, stand up and go to the back of the classroom.
- Do not need to ask permission to do this - it is expected.

42. Study Guides

- As a class, you may work together (collaborate) to create study guides.
- But if you wish to use a study guide (or any materials) created from people outside this class (like recruits from former classes), you must first have it approved by the TAC officer from that core block of instruction:
 - We will verify the information is correct and not outdated, and
 - We will verify that there are no blatant test questions & answers contained in it.
- Once it's approved, it may be distributed to the rest of the class.



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43. After-Hours Training Awards

- Based on after-hours work.
- Honor-system tracking.
- Now until 2 days before graduation.
- Tracking sheets are already on the bulletin board: 150 Mile Club, 1,500 Minutes of Cardio Club, and 40 Hour DT Club.

44. Select Temporary Class Billets

- Chain of Command on bulletin board.
- Class President, acting president assigned until election that follows autobiographies.
- Vice President, filled by that person who garners "2nd place" for president.
- Squad leaders, selected by TAC in Week 2.
- Assign: Scribe for the class archive, Tech/A.V, Photographer/Videographer and Treasurer. Treasurer first job to collect \$4 for each nametag. Most recruits by 2.

45. Policy Review (Ethics, Anti-Harassment, Rules and Regulations)



ASSIGNMENT

- Memo[p] - Receipt of Anti-Harassment
- Memo[p] - Receipt of Ethics
- Memo[p] - Receipt of Rules and Regulations

Due: Immediately after recruits' sign memos. TAC collects memos 3 by 3 to put in recruits files.

- Instructions:**
1. A recruit reads aloud the ethics memo;
All recruits sign their ethics receipt memo.
 2. A recruit reads aloud the anti-harassment memo;
All recruits sign their anti-harassment memo.
 3. A recruit reads aloud the rules and regulations memo;
All recruits sign their rules and regulations memo.

NTF: Each recruit will already have as part of their notebook a copy of each of the above 3 copies.
NOTE: You may choose to have these memos already printed and ready in the student's binders.
NOTE: Make sure to alter the Memo document and change the TAC names, date, and class numbers appropriately.



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46. Assignments

- Class motto
 - Create, submit, try out, and vote on by end of week. Format example: President "Class!" - Class "Class 577 We Serve Together!"
- Autobiography



HOMEWORK ASSIGNMENT - Autobiography Memo & Presentation

Due: Mod 01 Ses 15 "Oral Autobiography" Session

Instructions: See memo already in Day One Book, note the due date, 3 to 4 minute oral presentation with note cards at most.

- Letters home due each 1st Monday of each Month by 0800 hours
 - If recruit's agency wants more correspondence - it's between them.
- Memorize Phonetic Alphabet (available on the student thumb drive under Mod 2/ Ses 05) and the definition of Necessary (available in the RCWs)



HOMEWORK ASSIGNMENT - Memorize Phonetic Alphabet - Memorize Definition of Necessary

Due: ASAP

Instructions: You are expected to memorize these immediately. Don't be surprised if you are required to recite this info during your first formal inspection. Both can be found within the resources on the CJTC thumb drive you have been provided.

- Inspections, inform of next inspection date
- Inform students that they may use the CJTC's Wi-Fi



RESOURCE MATERIAL - HANDOUT - Use of Personal Computers

This is available on the student thumb drive.

Instructions: Your use of computers in the classroom and while assigned at the academy is a privilege. You must follow these rules.



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47. Registrar's Time

- Taught by registrar
- Class photo

48. Equipment Issue

- Issue Mock weapons

49. Conclusion

In this session, you were oriented to the Administrative Procedures for the Basic Law Enforcement Academy (BLEA) and had an opportunity to tour the campus. In the next session, you will explore factors contributing to societal changes and corresponding changes to policing approaches.

50. PREPARATION FOR NEXT TWO HOURS: Drill and Ceremonies Practice

- Class will form-up in the main parking lot and practice marching for the remainder the day.
- They will learn the following positions and moves
 - Position of attention
 - Position of parade rest
 - Present arms
 - Order arms
 - Open ranks, move
 - At close interval, dress right, dress
 - Right, face
 - Left, face
 - Half-right, face
 - Half-left, face
 - Mark time, march
 - Forward, march
 - Class, halt
 - Column right, march
 - Column left, march
 - Counter-column, march
 - Dismissed



RESOURCE MATERIAL - CD-Rom - Marching Protocols



This is available on the student thumb drive.



END OF SESSION

