



**Suburban Law Enforcement Academy**  
**College of DuPage**



# **SLEA**

# **RECRUIT GUIDE**



**08-12-2024**



# **Suburban Law Enforcement Academy**

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### Reporting Instructions

- On Day# 1: Arrive no later than 0530 hours at the Homeland Security Education Center (HEC)
- Park in the west lot (Parking Lot Fawell E), you will back into the spaces along the north side
- By 0545 hours, line up and wait at the Main Door (Door#1, west side) and wait to be admitted
- Enter the hallway and go to the Immersive Training Lab / "Street Scene" (HEC 1005)
- Plain White "pressed" Long sleeve dress shirt with regular collar (NOT a "button down" collar), no pockets
- Black slacks "Dockers" style or uniform pants (not BDUs) pressed, single crease, no cuffs, not tapered, not tight fitting
- Plain black garrison belt (or basket weave belt if that is what your agency uses) with silver buckle
- No corfam, clarino, patent-leather, vinyl or nylon belts. Only black leather garrison belt
- Black police boots (NOT shoes) with polished shine (no corfam, clarion, patent leather or vinyl)
- White crew neck undershirt /T-shirt
- Black socks (white socks ok for PT)
- Watch-Black in color with stopwatch feature. No Smart Watches or Apple Watches.
- Proper Hygiene-See the Recruit Guide for further
- Clean shaven, short hair, no beards or mustaches
- No makeup, no fingernail polish, have nails short and clean
- No earrings, no rings, a religious necklace hidden from view may be worn in the classroom only
- Have all paperwork with you and ready so you do not have to dig in your backpack
- Have copy of THIS "Recruit Guide" printed out, one sided, 3-hole punched paper, in a 1-inch BLACK 3-ring binder
- In cold weather, NO POLICE COAT - only a civilian, dark, plain, professional coat or jacket

### Week 1 Reporting:

Tuesday 0530  
Wednesday 0530-Physical Fitness  
Thursday 0530  
Friday 0530-Physical Fitness

### Equipment Needs:

Spiral Notebook/Paper  
Black Ink Pens

Multi-colored Highlighters  
Backpack

Paper Map of your Town/Jurisdiction

Bring a healthy Lunch, no junk food.

Water in a disposable bottle

Piece of paper with Chief and Liaison names, agency address, email, office and cell phone numbers

**\*\*Read/Study Recruit Guide and Bring it to Class\*\***

**NO PERSONAL ELECTRONIC DEVICES INSIDE ACADEMY BUILDING**  
(Phones, Tablets, iPad, etc.)

**Tobacco Free Campus, no vaping, chewing or smoking**



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### Recruit Pledge

By entering here, you agree to give 100% of what you have. There are no excuses or second chances! Every Day, Every Moment, is an opportunity to excel, to be more, to achieve your best. DO NOT squander your time going through the motions. Train Hard and get results. At the end of the day ask yourself: Did I give it my all?" If you do not have this level of commitment, do not waste your time.....or ours.



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### **Suburban Law Enforcement Academy Core Values**

#### ***Professionalism***

We are highly motivated professionals; as such we hold ourselves and each Recruit accountable for the pursuit of excellence in not only our words but also in our deeds.

#### ***Instructional Excellence***

We are committed to providing a challenging learning and practical environment, taught by the best available law enforcement professionals.

We will show transparency in our teachings by providing consistent and timely feedback to our Recruits and their employing agencies.

#### ***Integrity and Discipline***

Integrity and discipline are the foundation of law enforcement and without them we cannot secure the public's trust. Integrity and discipline are woven into our teachings and actions at the Suburban Law Enforcement Academy.

#### ***Respect for People***

At the Suburban Law Enforcement Academy, we embrace diversity and believe that everyone should be treated with respect and dignity. Staff and Recruits alike are expected to exemplify these values.

#### ***Reverence for the Law***

Our duty at the Academy is not only to teach the law and its application to our Recruits, but to also teach them to respect the very laws they will be expected to enforce.

#### ***Leadership***

Our duty is to provide certified law enforcement officers to our clients, as well as to provide each and every Recruit with the guidance and opportunities to become future leaders.



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## Prepare for Success

Commit 100% of your available time to the next months, as they will serve as the foundation for the next 20 to 30 plus years of your career. If your foundation is not strong you will crumble and will not become the police officer, you were meant to be.

- Have the proper attitude and drive during the Academy, as well as during the FTO training phase and during your career. Always remember, it was your choice to become a police officer.
- Check the schedule and read ahead - being prepared will provide greater interaction opportunities with the instructors.
- Get into the habit of tabbing your books - provides quick study reference for tests as well as a quick reference guide during your FTO and solo patrol phase.
- Spend time each night reviewing the materials covered in class - Do not rely on the PowerPoints as they contain only a portion of the material you are expected to know. Read the actual books and manuals provided as they will serve to guide you doing practical exercises as well as for the remainder of your law enforcement career.
- Discipline yourselves to pay attention to details while at the Academy - discipline and attention to detail will be expected of you for the rest of your professional career.
- You are joining a paramilitary organization, learn to follow directions.
- **Remember, this is not another high school or college class, you will succeed or fail based on your level of commitment and integrity. The instructors and staff are not here to entertain you, but rather to provide you with world-class training.**

While at the academy, if your agency does not object. invest some of your free time and:

- Familiarize yourself with your city/village's local ordinances.
- Familiarize yourself with your jurisdiction's geography and landmarks, such as schools, hospitals, major intersections and apartment complexes.
- Familiarize yourself with the report forms and other forms used by your agency.
- Stay connected to your department by visiting while you are attending the Academy.
- Familiarize yourself with military time (24 hr. clock).
- Familiarize yourself with the phonetic alphabet used by your agency (refer to page 29 and 30) **KNOW IT AND BE PREPARED TO USE IT ON DAY # 1!**

Master your craft by constantly seeking to improve your skills through training and education. The amount of **personal effort will equal the amount of success you will achieve**



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### Basic Academy Recruit Uniform and Equipment List

This is a guide for new recruits and agencies to help estimate costs. This list is not exhaustive, and items may cost more or cost less.

- 1) **Mandatory SLEA Uniform Package:** ordered at POWER Test/Orientation. Package includes: 3 polo shirts, 3 T-shirts, 1 sweatshirt, 2 shorts, 1 sweatpants, 1 hat, 1 water bottle, and 1 gear bag.
- 2) **WHITE BUTTON-DOWN DRESS SHIRT:** Worn the first 2 weeks of the academy until gray uniform shirts come in. Can be worn later for court, or police training. Plain long sleeve white civilian dress shirt. No insignia, no monograms, no epaulets, no button-down collar, no French cuffs. Not a white police uniform shirt. \* May want to buy 2 or 3
- 3) **DRESS PANTS:** Every day at the academy, Recruits will wear dark navy blue or black uniform pants (or Dockers style pants) with a single crease down the middle, no cuffs. No BDUs, not 5-11 pants. If they are the only ISSUED uniform pants by the department, then they can be cargo pants. \* may want to buy 2 or 3
- 4) **BDU PANTS:** Recruits need dark navy blue or black BOU pants, tougher construction, with cargo pockets during scenario days, Defensive tactics (DT), and firearm training days. \* may want to buy 2
- 5) **BELT:** A plain black leather (or basket weave) Garrison belt / trouser belt with a silver buckle (gold color allowed if issued by agency). Not corfam, clarino, patent-leather or vinyl.
- 6) **BOOTS:** Black police boots with leather toe area capable of being shined. No corfam, clarino, patent-leather or vinyl (May want to buy 2nd pair 1/2 way through) .
- 7) **UNDER-SHIRTS:** Package of 5 crew neck white undershirts (worn every day). No tank tops, no V-necks. TIP: buy a size smaller than normal so they fit tightly, buy "tall" size or extra-long so they stay tucked in better.
- 8) **DRESS SOCKS:** Package of 5 pairs of black socks.



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- 9) **ATHLETIC SOCKS:** Package of 5 pairs white cotton socks for Physical Training (PT)
- 10) **ATHLETIC GEAR:** Plain black, dark blue or gray: T-shirt, sweatshirt, shorts & sweatpants to be worn for the first 2 weeks of the academy until gray academy PT uniforms come in. Can be worn later for police training. No large logos on any clothing.
- 11) **WATCH:** Plain simple black athletic style wristwatch with a stop-watch feature. No alarms. No "Apple" or smart watches.
- 12) **BLACK PENS** package of black ink pens (always black / never blue at SLEA).
- 13) **SPIRAL NOTEBOOK** Standard 8 ½ inch x 11-inch pages.
- 14) **ASSORTED HIGHLIGHTERS** Yellow, pink, green or blue.
- 15) **BACKPACK** Black, dark blue, olive, or tan. Nylon is good. Military or school style is preferred. Small Nike or other logo/insignia is ok.
- 16) **BODY ARMOR:** Starting in WEEK# 4 Recruits will need body armor during scenario days and firearm training days. It takes several weeks to come in after ordering. In the academy, most recruits wear concealable body armor under their uniform shirt.
- 17) **DUTY BELT:** Nylon or leather (Sam Browne belt), holds the firearms holster, handcuff case and other accessories.





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- 18) **BELT KEEPERS:** Nylon or leather (minimum of 4), they "keep" the duty belt married to the garrison belt. NOTE: Some nylon systems utilize an inner velcro belt. We highly recommend a set of at least 4 keepers in addition to the velcro. Many recruits use 6 keepers during training.
- 19) **HANDCUFF CASE:** Nylon or leather case that holds the handcuffs.
- 20) **DUTY FIREARM & MAGAZINES:** Starting in WEEK# 6 Recruits will need a police handgun (approved by the agency) and THREE (3) magazines. Recruits will need a case to carry the gun in for training, and a LOCK for the case. Agency owned/provided or personally owned. The handgun may have a tactical flashlight mounted on the gun. If so, be sure the holster and "Red-Gun" are compatible NOTE: Illinois residents will need an FOID card or proof the recruit has applied for a FOID. The academy typically provides ammunition for most calibers (9mm, .40, or .45)
- 21) **MAGAZINE POUCH:** Nylon, plastic or leather, holds two or three firearm magazines on the duty belt.
- 22) **HOLSTER:** Duty holster for the specific make and model police firearm on the duty belt. When holsters were made of soft leather and more universal, firearms could be made to fit into a variety of holsters. Now they are typically made of hard plastic, and are made for a specific make and model police firearm. NOTE: If a firearm has a tactical light on it, the holster has to be made to accommodate that.
- 23) **RED-GUN:** Training gun which is used in scenarios. A single piece of molded plastic (red, blue, or other color depending on manufacture – all acceptable) that is shaped and detailed to resemble a real firearm. Fits exactly into the holster made for that specific make and model police firearm.
- 24) **GUN CLEANING KIT:** Starting in WEEK# 6 Recruits will need a gun cleaning kit consisting of a minimum of: cleaning rod, swabs, patches, bore brush, solvent & gun oil. A group order will be made in WEEK# 1. Recruits may opt to order with the group or obtain a kit on their own.
- 25) **DUMMY ROUNDS:** Used during firearm training by Recruits to practice loading, unloading and malfunction drills. A mandatory group order will be made in class in Week# 2 to ensure consistency and quality of the dummy rounds. Recruits then retain those dummy rounds to utilize the rest of their career for practice.



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- 26) **SHOOTING SAFETY GLASSES:** Worn during firearms training by Recruits who do not have prescription eyeglasses. Recruits who do have prescription eyeglasses may opt to wear them in place of safety glasses, or wear safety glasses over their prescription eyeglasses.
- 27) **SHOOTING HEARING PROTECTION:** Worn during firearms training. Ear-muff style. Electronic type is allowed. Small foam earplugs may be used in combination with ear-muff style, but not alone - or in place of. Hearing protection must be visible by range safety officers (Red-Shirts) from a distance.
- 29) **HANDCUFFS:** One set of chain-link handcuffs. ONLY silver or black are acceptable, other colors are not. Smith & Wesson, Peerless, ASP are all good brands. No hinged handcuffs are utilized during academy training, ONLY chain-link.
- 30) **TACTICAL HANDCUFF KEY:** Two-inch-long handcuff key used during training blocks when cuffs are applied and removed repeatedly. The keys that come with the handcuffs are too small.
- 31) **FLASHLIGHT:** Police flashlight needed in WEEK# 4.
- 32) **LOCKER SUPPLIES:** For use during Physical training (PT) Recruits will need a lock (combination is best) for the gym locker, towel, soap, shampoo, deodorant, shower shoes (slides/ flip-flops) and other hygiene supplies.
- 33) **WRESTLING SHOES:** New or used, worn when in the Defensive Tactics room and PT mat room to prevent knee injuries (twisting), protect the mats, and provide ankle support. Black, dark navy blue, or any other color are acceptable.
- 34) **CROSS-TRAINER SHOES:** Athletic shoes worn on the gymnasium floor and outside for all activities.
- 35) **STRIKE/BOXING GLOVES:** One pair of training gloves - can be black, red, white or dark blue colors, can be new or used. If unsure, wait until day# 1 of PT to check with instructor for exact types allowed.



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- 36) **MOUTHPIECE:** Boxing or football style plastic mouthpiece. Often "boil & bite" style to form-fit and protect teeth/mouth during Red-man and other Defensive Tactics full-contact training.
- 37) **ASP EXPANDABLE BATON & BELT HOLDER:** Issued, purchased or borrowed. Used only for one day during the academy as part of the Defensive Tactics block on impact weapons.
- 38) **TOURNIQUET:** SOFTT-Special Operations Tactical Tourniquet, CAT Combat Application Tourniquet, or Agency approved/provided tourniquet.
- 39) **RUNNING SHOES:** \*OPTIONAL\* athletic shoes worn specifically for running. Provide arch support. Some recruits wear cross-trainers to run.
- 40) **JUMP ROPE:** \*OPTIONAL\* Rope style jump rope used in PT. The academy has a supply of jump ropes, many Recruits prefer to use their own.
- 41) **PROTECTIVE CUP:** Protective cup for males placed in compression shorts during Defensive Tactics and/or Physical Training.
- 42) **COMPRESSION SHORTS:** \*OPTIONAL\* Underwear worn with Physical Training (PT) uniform, under the gym-shorts, for support and modesty. \*may want to buy 2
- 43) **HELMET: MANDATORY:** The academy will provide a "Dyna Head" HELMET model from Macho brand (or similar) in black, red, or dark blue. To be used during "Red-Man" scenarios and ground fighting. Mandatory to be worn. Recruits may opt to obtain a new one at their own expense, or a used helmet from a prior Recruit. Used ones may be found on eBay.
- 44) Funds will be needed for coffee fund, snack fund, class gift, and other miscellaneous costs.
- 45) Funds for optional T-shirt orders, specialty hats, etc.....

NOTE: The long sleeve law enforcement agency uniform shirt, tie, tie bar, metal name tag, metal badge, hat & hat badge will be worn with uniform trousers starting in week# 13.



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Watch BOTH YouTube videos:

- o # 1 Suburban Law Enforcement Academy - Orientation Speech (50 min),  
[https://www.youtube.com/watch?v=6l{kN-Mr\\_D7c&t=85s](https://www.youtube.com/watch?v=6l{kN-Mr_D7c&t=85s)
- and
- o #2 College of DuPage Day in the Life at SLEA (15 min)
- o <https://www.youtube.com/watch?v=-tt44JtoaO0>



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### **Inappropriate Relationships, Fraternization and Public Displays of Affection Policy**

1. **APPLICABILITY:** This policy applies to all Recruits, Faculty, Staff and other personnel employed, assigned, detailed or attached to the Suburban Law Enforcement Academy (SLEA).
2. **PURPOSE:** The Suburban Law Enforcement Academy (SLEA) has a zero-tolerance policy strictly prohibiting Inappropriate Relationships, Fraternization and Public Displays of Affection (PDA). These behaviors are unprofessional and have no place in a police academy. They are a serious distraction to the educational, training and workplace environments.
3. **PUBLIC DISPLAYS OF AFFECTION:** Prohibited PDA includes any physical contact, wanted or unwanted, that may make others uncomfortable, or serves as a distraction.
4. Some specific examples of prohibited PDA include but are not limited to: intimate touching, touching of the groin, buttocks or breast area, hand holding, walking arm-in-arm (escorting), fondling, cuddling, hugging, "bro-hug", embracing, kissing, air-kisses, blowing-kisses, touching noses (butterfly kisses), chest-bumping, sitting on another's lap, massages, shoulder rubs, touching the face, caressing, pinching, tickling, grooming, rubbing, or fixing/stroking hair.
5. The only types of social physical contact allowed by Recruits (and Faculty/Staff when interacting with Recruits) are traditional professional handshakes, and the occasional congratulatory fist-bump or "high five".
6. **INNAPPROPRIATE LANGUAGE:** Prohibited language includes any term of endearment, romance or familiarity that are unprofessional and have no place in a police academy. They are a serious distraction to the educational, training and workplace environments. Some specific examples include but are not limited to: "sweetie", "honey", "babe", "cutie", "sweetheart" and "sugar". Recruits should be addressed as "Recruit {last name}" and others by their rank/title, rank/title & last name (example: Sergeant Smith) or simply "sir" / "ma'am".
7. There will be physical contact between Recruits and other Recruits, as well as Recruits and Instructors during Defensive Tactics (DT), Physical Training (PT), and other tactical training. All such contact shall always be conducted in a professional manner.
8. **RECRUIT RELATIONSHIPS:** SLEA Recruits shall refrain from inappropriate relationships, fraternization and PDA while on campus or while attending and/or participating in a SLEA related activity.



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9. Any relationship that interferes with the culture of teamwork or the harmonious work environment of the academy will be addressed by the Academy Director. Adverse behavior, or behavior that affects the academy because of a personal relationship will not be tolerated.
10. Recruits are sometimes put in leadership positions such as Class Officer, Duty Recruit, Drill and Ceremony Recruit, Squad Leader, or Team / Group Leader and are responsible for the supervision and accountability of fellow Recruits. Those in a position of power, with the ability to impact careers, must understand that close relationships with fellow Recruits may be perceived as involving undue favoritism, misuse of authority, or sexual harassment.
11. A Recruit who dates, becomes romantically involved, is in a close friendship, or in an overly familiar, intimate, or a sexual relationship with another Recruit while at the academy creates a potential serious problem. Such relationships can result in allegations of favoritism or sexual harassment years or decades after the fact.
12. **FACULTY AND STAFF:** Faculty and Staff are responsible for the teaching, training, evaluation, supervising and disciplining of Recruits. Those in a position of power, with the ability to impact careers, must understand that close relationships with Recruits may be perceived as involving undue favoritism, misuse of authority, or sexual harassment.
13. Fraternization includes socializing, friendly associating, eating and drinking outside of the academy environment. Faculty, Staff or other personnel employed, assigned, detailed or attached to the Suburban Law Enforcement Academy (SLEA) shall maintain a professionally distant relationship with current SLEA Recruits at all times. Recruits shall maintain a professionally distant relationship with Faculty, Staff or other personnel employed, assigned, detailed or attached to the Suburban Law Enforcement Academy (SLEA).
14. Faculty and Staff shall refrain from inappropriate relationships, fraternization and/or PDA with Recruits. There will be no dating, romantic involvement, close friendship, or overly familiar, intimate, or a sexual relationship between a current SLEA Recruit and any member of the Faculty, Staff or other personnel employed, assigned, detailed or attached to the Suburban Law Enforcement Academy (SLEA).
15. **FAMILY:** Those in a position of power, with the ability to impact careers, must understand that close family relationships with Recruits (Faculty, Staff, and fellow Recruit) may be perceived as involving undue favoritism, or misuse of authority. "Family" includes but is not limited to relationships through blood, marriage or civil union such as spouse, grandparent-grandchild, parent-child, sibling, uncle/aunt, and cousin. It also includes "in-law" relationships (brother-in-law, sister-in-law, father-in-law, and mother-in-law) and "step" relationships (stepbrother, stepsister, stepfather, and stepmother). It also includes "ex" relationships (ex-wife, ex-husband, etc.)



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16. NOTIFICATION: It is in the best interest of SLEA to be free from allegations of real or perceived favoritism. Therefore, in order to be transparent, all Recruits, Faculty, Staff or other personnel employed, assigned, detailed or attached to the Suburban Law Enforcement Academy (SLEA) shall make immediate written notification to the Suburban Law Enforcement Academy Director if they are (or were) in a relationship that can be characterized as dating, romantic involvement, close friendship, or overly familiar, intimate, or a sexual relationship with a current SLEA Recruit, Faculty, Staff or other personnel employed, assigned, detailed or attached to the Suburban Law Enforcement Academy. NOTE: To protect privacy - Faculty, Staff or other personnel employed, assigned, detailed or attached to the Suburban Law Enforcement Academy ONLY have to make such a notification if the other party is a SLEA Recruit.
17. It is in the best interest of SLEA to be free from allegations of real or perceived favoritism. Therefore, in order to be transparent, all Recruits, Faculty, Staff or other personnel employed, assigned, detailed or attached to the Suburban Law Enforcement Academy (SLEA) shall make immediate written notification to the Suburban Law Enforcement Academy Director if they are (or were) in a relationship that can be characterized as "family" with a current SLEA Recruit, Faculty, Staff or other personnel employed, assigned, detailed or attached to the Suburban Law Enforcement Academy. "Family" includes but is not limited to relationships through blood, marriage or civil union such as spouse, grandparent-grandchild, parent-child, sibling, uncle/aunt, and cousin. It also includes "in-law" relationships (brother-in-law, sister-in-law, father-in-law, and mother-in-law) and "step" relationships (step-brother, step-sister, step-father, and step-mother). It also includes "ex" relationships (ex-wife, ex-husband, etc.. ) NOTE: To protect privacy - Faculty, Staff or other personnel employed, assigned, detailed or attached to the Suburban Law Enforcement Academy ONLY have to make such a notification if the other party is a SLEA Recruit.
18. If there is an inappropriate public display of affection, or violation of this or any other any SLEA policy, it is the responsibility of every Recruit to report it to staff immediately. Recruits should immediately self-report if they are involved.
19. If a potential inappropriate relationship or other violation of policy is perceived, or suspected, but has not been reported, as required by this policy, SLEA reserves the right to inquire about such incidents or relationships.



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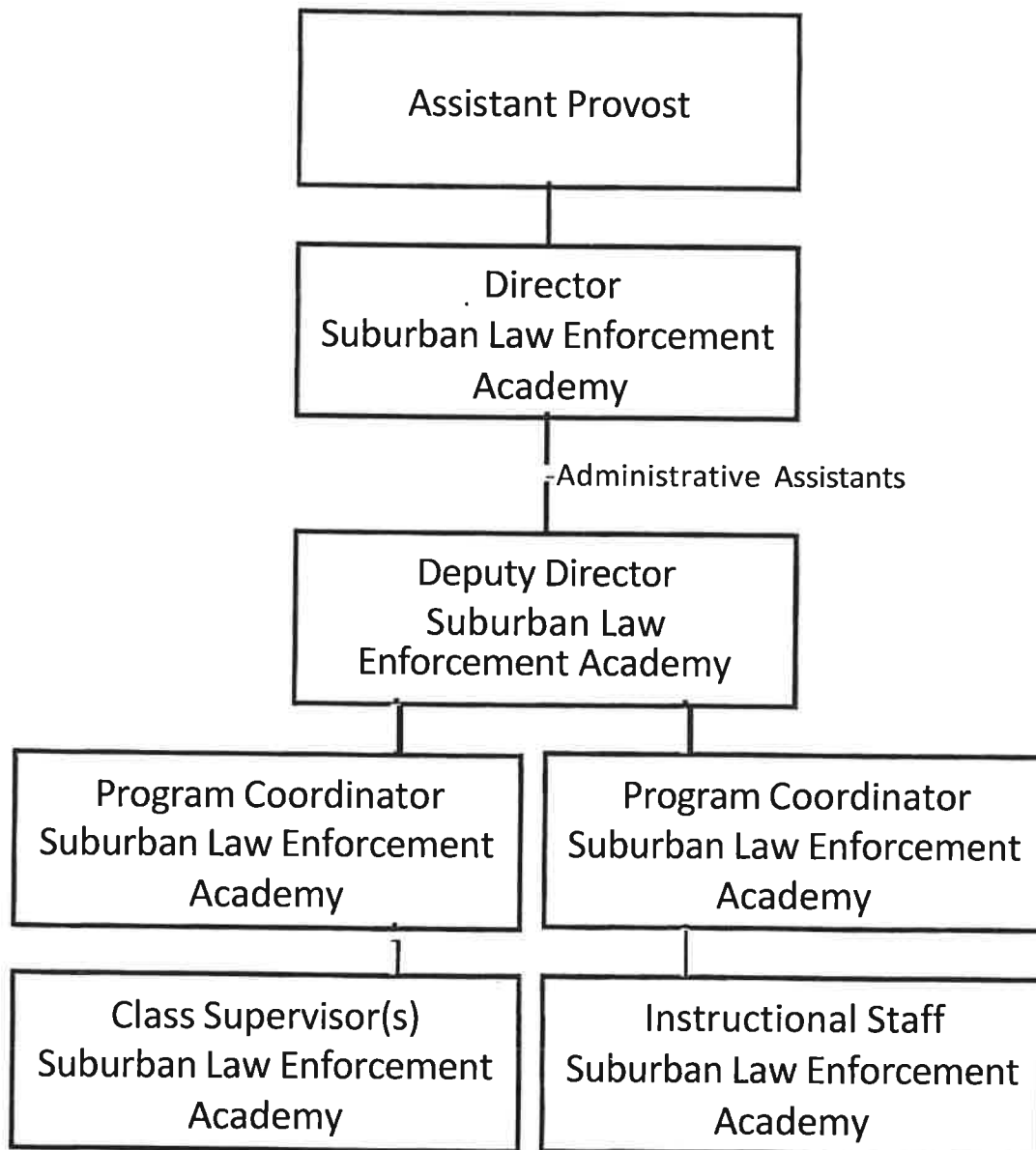


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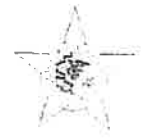
### Organizational Structure





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### **Introduction**

The staff at College of DuPage welcomes you to the Suburban Law Enforcement Academy. Our staff is dedicated to providing quality instruction and guidance to prepare you for a rewarding career in law enforcement.

You have successfully passed all phases of the screening process for your agency. Therefore, we now assume that you have a sincere desire to become a police officer in the State of Illinois. This being true, your training experience will be both rewarding and enjoyable. Rewarding in terms of learning a profession to which you aspire enjoyable in terms of becoming familiar with the subject matter pertaining to that field of endeavor.

The Recruit Guide is published in order to familiarize you with the rules and regulations, disciplinary process, evaluation format, and general guidelines.

Each Recruit will be responsible for reading the Recruit Guide in its entirety and adhering to all rules and procedures contained in this guide.



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### **Mission Statement**

The Suburban Law Enforcement Academy (SLEA) shall provide law enforcement agencies with educational opportunities that are of the highest standard in order to facilitate the delivery of professional public safety services.

Through the delivery of Basic Recruit Training and Continuing Education Programs, in compliance with the Illinois Police Training Act, SLEA will provide law enforcement officers and support personnel with the necessary foundation for career development.



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### Guidelines and Regulations

On behalf of the Staff, we welcome you to the Suburban Law Enforcement Academy. We are pleased to have you and hope that your training experience will be educational.

In order to maintain a proper training schedule and atmosphere, Recruits are expected to adhere to the following standards:

### Guidelines

#### Evaluation

The Academy's system of evaluation has been designed to ensure that each Recruit meets the standards promulgated by the Illinois Law Enforcement Officer's Training and Standards Board. Throughout the program, weekly examinations (in addition to the Firearms, Haz-Mat, and First Aid exams) will be given covering the previous week's material. Only those Recruits who maintain a minimum academic average of 70, or **above**, will be allowed to take the mandatory State Comprehensive Examination. The examination questions are generally of the multiple choice or true/false type, however, periodic variations should be expected.

Because of its importance, you will be required to perform satisfactorily in all phases of the firearms training. In order to be eligible to take the State of Illinois Comprehensive Certification Exam, Public Act 79-652 requires that Recruits qualify with a minimum score of 80%, or above, on both the practical and written portions of the State Firearms Exams.

You will also be required to maintain a permanent notebook. The notebook shall contain any notes taken by the student, and all handout materials issued by instructors and staff. The notebook is a State of Illinois requirement, and subject to periodic examination and grading by the Academy instructors and staff. The notebook grade will be based on organization, neatness, maintenance, and content. Grading will be pass/fail. You must also complete LE.A.D.S. (less than full access) Computer Based Training (CBT). In addition, you must complete National Incident Management System (NIMS) IS-10Dc, IS-200, and IS-70Db. The academy will provide resources to complete this training. If you have a certification from LEAD.S., the CBT (less than full access) will be waived. This certification must be presented to academy staff to waive the training.

#### Academy Staff

The Academy Staff is made up of a Director, Deputy Director, Program Coordinator(s), Class Supervisor(s), instructors, and Administrative Assistants. All members of the Academy Staff are in place to ensure your success, as well as to ensure the proper implementation of Academy policy and procedures. In addition, together we are responsible for securing the highest quality education and training for Recruits.

The Academy Staff are to conduct themselves in a professional manner at all times. To protect the integrity of Suburban Law Enforcement Academy training and to avoid the appearance of favoritism and impropriety, personal relationships are prohibited between instructors/staff and Recruits in basic training programs.



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### Academy Director

The Academy Director oversees the Basic Academy and ensures that proper steps leading to the State of Illinois certification process are followed, and sets the Academy standards.

### Deputy Director - Basic Academy

The Deputy Director of the Basic Academy oversees the day-to-day operation of the Basic Academy, Training Program, as well as evaluates its Instructors and Class Supervisors. In the absence of the Director, the Deputy Director assumes the duties of the Director of the Academy.

### Program Coordinator(s) - Basic Academy

The Program Coordinator(s) assists the Deputy Director in the day-to-day operation of the Academy. In the absence of the Deputy Director, the Program Coordinator assumes the duties of the Deputy Director.

### Class Supervisor(s)

The primary duty of the Class Supervisor(s) is to supervise the daily training activities of the Recruits attending the Academy. In addition, the Class Supervisor(s) are responsible for Recruit evaluations, enforcing all rules and regulations outlined in this guide, and acts as a liaison between Academy Staff and the Recruits. The Deputy Director may assign additional duties to the Class Supervisor(s).

### Instructors

Instructors at the Academy have been selected for competence, interest, and expertise in their field of instruction. The instructors' primary responsibility is to provide Recruits with the training as outlined in the ILETSB basic law enforcement curriculum. Instructors will be responsible for ensuring that Recruits conduct themselves according to the rules and regulations outlined within this guide during classroom sessions.

### Duty Recruit/Assistant Duty Recruit Assignments

Every Recruit will have the opportunity to be assigned Duty Recruit responsibilities for at least one day during the length of the course. This assignment will be in effect from 0001 to 2400 hours on the date of the assignment as posted in the classroom. The Assistant Duty Recruit will complete the Contact Time Form (Appendix B, page 36) and assist the Duty Recruit as needed. The Duty Recruit will assist the Class Supervisors in the day-to-day operations of the class. Additionally, the Duty Recruit will perform the following functions:

1. Call the class to the position of **Attention** at the beginning of class.
2. Post the class flag every morning and retire it at the end of class each day.
3. Lead the class in the Pledge of Allegiance.
4. Read the Fallen Officer reports, post reports at the memorial in the morning, then onto the front board in the evening. Circulate sympathy card per established procedures. (see below).
5. Greet and introduce classroom visitors or dignitaries.
6. Print the following on the upper right corner of the front instructional writing board at the front of the classroom prior to each instructors' presentation: Class Number; Instructor's name, rank or title; and, instructional title.





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7. Maintain classroom supplies to include SLEA forms, handout materials for current blocks of instruction, and other materials as specified by Academy staff.
8. Coordinate with Academy staff in providing appropriate special instructional aids and supplies for blocks of instruction (i.e. – first aid kit, athletic tape and wrap, REDMAN equipment, etc.)
9. Distribute and collect completed Course Evaluation forms (Appendix B, page 37) from all Recruits after each block of instruction as directed by Academy staff. Count and ensure that one is received from each Recruit prior to dismissal of class at the end of each day.
10. Ensure that the classroom doors are closed whenever the classroom is vacant.
11. Ensure that classroom instructional writing boards are clean at the end of each day and that the general appearance of the classroom is maintained in a neat and orderly fashion.
12. Ensure that the hall closet is clean and neat in appearance at the end of each day to ensure all waste and personal items are removed. Any personal items should be released to Academy staff.
13. Any other duties assigned by Academy staff.

### Sympathy Card Procedures

Class BA 03-02 presented sympathy cards to the Academy as their class gift. On the front of the card is the SLEA logo. Inside is a quotation from the Law Enforcement Memorial in Washington, D.C. These cards should be sent to the family of any identified fallen officer who has lost his/her life in the line of duty during the course of the specific class.

The Duty Recruit shall pass around one card for each fallen officer. Recruits shall sign on the inside left of the card. Traditionally, Recruits have included their badge numbers next to their signature.

Class Supervisors will obtain a mailing address for each parent agency for the fallen officer(s). The Academy will pay for the postage and mail the cards. The objective is to send the cards the same day the Academy receives the fallen officer notification report.



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### Introduction of Instructors

The Duty Recruit will follow the below listed protocol when introducing instructors:

1. Report to the classroom early and confirm the identity of the instructor and the name of the topic he/she will be instructing. If an instructor is not the first instructor of the day, the Duty Recruit will meet with the instructor as soon as the instructor enters the classroom.
2. When all Recruits are present and the instructor is ready to begin class, the Duty Recruit will call the class to the position of **Attention** from his/her position behind his/her assigned chair.

Example: Duty Recruit: "Class, **Stand by.** - Class, **Attention!** - Class BA \_\_\_\_\_ wishes to Welcome Officer Smith from the Downers Grove Police Department. He/She will be instructing the class on Crime Scene Processing."

\*State the introduction loud, crisp and with authority!

### Introduction of Visitors or Dignitaries

The Duty Recruit **will** follow the below listed protocol when introducing visitors or dignitaries:

1. Meet with visitors or dignitaries outside the classroom and introduce him/herself.
2. Obtain names of visitors or dignitaries and what agency each represents along with the purpose for the visit.
3. Duty Recruit will enter the classroom and stand behind his/her assigned seat and raise his/her hand to be recognized by the instructor.
4. After receiving recognition from the instructor, the Duty Recruit will advise the instructor that visitors are present to be introduced to the class. The Duty Recruit will then call the class to the position of **Attention** and introduce each visitor or dignitary with a statement regarding the purpose of their visit. (i.e. - "to observe the class" or "to address the class")

Example: Duty Recruit: "Class, **Stand by.** - Class, **Attention!** Class BA \_\_\_\_\_ wishes to welcome Chief Newton from the Lombard Police Department and Director Hayden from the Addison Police Department. They will be observing our class today."

\*State the introduction loud, crisp and with authority!

### Class Officers

During the fifth week of training, the Academy Director or his/her designee will authorize an election for the position of Class President, Vice President, and Treasurer. The respective positions will typically be assumed Monday of week six. There will be one ballot for President, with the Recruit receiving the second highest number of votes becoming Vice-President.

**Class President** will act as the class spokesperson, as well as liaison between the class and Class Supervisors and ensures proper class conduct in the event an instructor fails to appear. In the absence of a Class Supervisor, he/she will then notify an Academy staff member immediately.



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**Vice President(s)** - The Vice President(s) assumes the responsibilities of the President when he/she is unavailable. The Vice President(s) is responsible for establishing committees to handle functions such as: planning the graduation party, identify the class and supervisor gifts and budget, identify whether or not to cater food to off-site training events.

**Treasurer** - The Treasurer will work with the Vice President(s) to set a budget for the above listed activities, will collect the funds from each Recruit to fund those activities, disburse the funds to vendors for supplies/ goods received and will provide the Class an account balance every two weeks or as required by the Class President.

### Class Schedule

Generally, class hours are 0800-1700 hours, Monday through Friday. Several exceptions do occur, such as physical fitness training, and scenario training. Recruits are directed to the class schedule for specific class time information. Classroom instruction will consist of 50 minutes of instruction and a 10-minute break every hour. However, the instructor may, if necessary, alter this schedule with prior concurrence of the appropriate Academy staff member.

### Classroom Protocol

Any form of photography, video, or audio recording of any SLEA training by Recruits is strictly prohibited unless otherwise authorized by the Director or his designee.

The protocol for asking questions of instructor/member of staff during class is outlined below and may be modified by the instructor.

1. Raise your hand.
2. When recognized by the instructor/member of staff, STAND and then address him/her by **Sir** and/or **Ma'am**.
3. You will announce yourself by saying in a command voice, "Recruit \_\_ of the \_\_ Police Department \_\_\_\_\_"
4. Ask your question.

Additionally, the protocol for beginning any classroom course of instruction will be done in this fashion:

1. Upon entering the classroom, walk to your assigned seat and remain standing at the position of **Attention** facing the front of the classroom and maintain silence. The only exception will be when entering the classroom for the first time each day. All Recruits will place themselves at the At Ease position until the Duty Recruit calls the Class to the position of Attention.\*
2. Duty Recruit will make sure everyone is standing at his/her assigned seat position until the instructor or staff member enters the classroom.
3. Duty Recruit will then command the class to **Take Seats**.
4. If there is a delay of more than a minute between the designated time of return to the classroom and the arrival time of the instructor, the Duty Recruit will command the class to **Take Seats**.
5. Any conversation will be limited to necessary and pertinent training issues while awaiting further direction from the Academy staff or Class Supervisors. Conversation will be as minimal as possible and at a low volume. All conversation will cease upon arrival of the instructor.

• The Class Motto will be stated in unison by the Recruits immediately after being called to **Attention**.



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### Procedure for Reporting to Academy Office

Occasionally, it may be necessary for a Recruit to report to one of the Academy's administrative offices to speak to a supervisor or as directed by a member of staff. The reporting Recruit shall follow the below listed protocol:

1. Knock on the door and wait for it to be opened. You will announce yourself by saying In a command voice, "Recruit \_\_\_\_\_ requests to speak to \_\_\_\_\_."
2. Remain at this location (at the position of **Parade Rest** until greeted by a member of the Academy staff. Academy staff personnel will acknowledge your presence and direct you to the person requested.
3. Follow this procedure at all academy staff offices.

Please see your Class Supervisor should you have any questions regarding this procedure.

### Awards

Six awards are given for each class. They are described as follows:

1. **Raymond A. Murrell Leadership** Presented to the Recruit who most effectively and efficiently fulfills the role of a leader in meeting Academy goals and objectives. Voted by staff
2. **Academic Achievement:** Presented to the Recruit who has achieved the highest cumulative average on the weekly tests over the fourteen-week cycle of training.
3. **Marksmanship:** Presented to the Recruit who displays the highest levels of safe and proficient use of firearms exhibited through achievement of the highest overall qualification scores on the State qualification course.
4. **George Graves:** Presented to the Recruit who best exhibits the integrity, character, dedication and ethical attitude which a law enforcement professional should demonstrate. The award is named in honor of Chief George Graves (Retired) – one of the most influential people and a primary driving force in the establishment of the Suburban Law Enforcement Academy. Voted by peers.
5. **Timothy Jones Physical Fitness (2):** Two awards are presented to the Recruit(s) who have consistently exhibited a positive attitude, strong desire to excel and achieved the highest levels of fitness in all phases of conditioning.

### Lunchroom Facilities

Recruits will be confined to lunch facilities within the Homeland Security Training Center (HTC), unless otherwise authorized by the Director or his designee. All Academy rules and regulations remain in effect if Recruits leave campus for lunch or dinner. When Recruits remain on campus, consumption of food and beverages will be confined to designated areas. Refuse is to be disposed of in the proper containers.



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### Parking

Students will park his/her vehicles only in designated areas. Student parking is located at the west side (Fawell) of the HEC building. Parking lot #1 will be used when attending training at the Physical Education building. To prevent thefts from autos do not leave articles, packages, or any valuables in open view. Always remember to lock your vehicle before leaving it unattended.

### Personal Telephone Calls

Incoming telephone calls and messages to the Academy office for Recruits will not be accepted, except in cases of emergency. If a Recruit's presence is needed at home or elsewhere, due to an emergency, the administrative assistants at the Suburban Law Enforcement Academy office will accept the call and notify the affected Recruit. Outgoing calls will be allowed only for business or emergency situations and must be approved by Academy staff. If an agency calls the message will be given to the recruit by the class supervisor and the recruit will be allowed to contact his/her department.

### Dress Code

All Recruits are required to comply with the Academy's dress code. The following items will be required during the weeks determined by the Academy staff.

**Shirt:** Recruits will wear the Academy designated shirt with Academy logo.

**Pants:** In the classroom, Recruits will wear black dress/uniform pants with a black belt. Ornamental belt buckles are prohibited. During practical training, Recruits may wear black BDU utility/cargo type pants. No jeans will be worn at any time.

**Boots:** Black police boots are required. Boots must be hand polished to a glossy finish. Suede, corfam, clarino, vinyl, patent leather or canvas materials are not allowed. No ornamental enhancements are allowed (e.g. metal buckles or buttons).

Upon order of the Academy Staff, police Recruits will wear their individual Department's uniform.

Recruits will be in their Department's long sleeve shirt "Dress" uniform for the graduation ceremony on the final day of the training program. Full leather gear, including firearm (unloaded) is to be worn.

No shorts, tank tops, sweat clothes, T-shirts, cut-off shorts, or physical training clothing are allowed in the classroom unless otherwise authorized by the Academy Director. To prevent the display of offensive attire, clothing containing logos (except for the academy logo or a class logo approved by the Director of the academy), lettering, or any other graphic art is prohibited. All authorized apparel will be worn in the manner for which it was designed unless otherwise directed by Academy Staff. Anytime "civilian dress" is worn at or in conjunction with the Academy, it must be professional, conservative and appropriate.

### Injuries/ Sickness

A Recruit who is injured and or becomes ill at any time while assigned to the academy must immediately report the illness to a Class Supervisor or other Academy staff in their absence. The recruit shall immediately report the injury or illness to their respective agency.

Inability to participate in the physical training sessions due to an injury must be verified by a licensed medical doctor. No Recruit will be able to resume participation until released to do so by a licensed medical doctor.

All injuries will be reported to the injured Recruits' respective departments **IMMEDIATELY** by the appropriate Academy representative. Any documentation concerning medical attention for the treatment of an injury must be forwarded to the Class Supervisor and the Recruit's respective agency as soon as possible.



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### Written Memorandums

Four types of memos will be required for specific incidents. All memos will be submitted before 1700 hours on the day when the Recruit is notified or the incident occurs. All memos submitted will be printed in black ink and must be grammatically correct. Correction fluid will not be used. Copies of all memos will be sent to the Recruit's department with his/her evaluations (3 times during the Academy). (See Appendix 8.)

#### A. Types (of memorandums)

1. **Memorandum:** To be submitted when an issue arises as specified by any Academy staff or faculty member.
2. **Report of Medical Treatment** To be submitted when a Recruit has been ill or injured.
3. **Request for Excused Absence:** To be submitted if a Recruit has been subpoenaed to court, if a family emergency occurs, or any other event necessitating an absence.
4. **Incident Form:** To be submitted when reporting an incident requiring further action.



# Suburban Law Enforcement Academy



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### Rules and Regulations

#### Introduction:

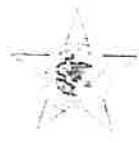
The high standards of conduct required of a Recruit are the same as those expected of a police officer. A Recruit's conduct must always be above reproach both on and off campus. To accomplish this, the Recruit must be thoroughly familiar with the rules, policies, and procedures outlined in the Recruit Guide.

The purpose of the Academy discipline system is to promote and maintain order and provide an optimum learning environment for the Recruit. The aim is, therefore, to develop the self-discipline necessary for the Recruit to function effectively in a position of public trust and for each Recruit to accept full responsibility for his or her actions, or failure to act. It is intended to be a just, instructional and corrective police discipline system providing practical applications of the concept of personal accountability.

The following rules and regulations have been established by the Academy. They are classified by levels of disciplinary action.

#### Definitions

- A. **ACADEMY** - The Suburban Law Enforcement Academy including the entire College of DuPage Campus, Firearms Range, and any other site designated or used for training purposes.
- B. **CONTROLLED SUBSTANCE** - Any substance defined as "controlled substances" in Title 21, Section 802, United States Code; Title 21, Part 1301.02, Code of Federal Regulations; 720 ILCS 570/ 102, of the Illinois Compiled Statutes; and cannabis" as defined in 720 ILCS 550/ 3, of the Illinois Compiled Statutes.
- C. **INTOXICATION** - The consumption of alcohol or alcoholic beverages or controlled substances, or the use of prescribed or non-prescribed drugs or chemicals which cause such impairment of mental or physical faculties as diminishes a person's ability to act with ordinary care.
- D. **ORDER** - Any command, direction or change given by the Academy Director, Deputy Director, Program Coordinator(s), Class Supervisor(s) or Instructor(s).
- E. **RECRUIT** - Any person enrolled at The Suburban Law Enforcement Academy for the purpose of becoming a sworn peace officer in the State of Illinois.
- F. **STAFF** - Academy Director, Deputy Director, Program Coordinators, Class Supervisors, Instructors, Role Players and Administrative Staff.
- G. **IMPROPER ACTION** - Any action or omission to act which is contrary to the rules and regulations, policies, procedures and orders of this Academy, including any Federal, State or Municipal laws. Unlawful action is not solely limited to criminal activity.
- H. **DISCIPLINARY ADVISORY COMMITTEE** - Committee composed of the Deputy Director, Program Coordinator(s), and Class Supervisors. When required the committee will obtain and evaluate the facts of a particular Recruit violation and either determine or suggest the disciplinary action.
  - I **RECRUIT CARD** - Recruits will always carry issued 3x5 recruit cards. When an Academy staff member observes or has knowledge that a noteworthy incident has occurred, the Recruit will surrender the card on demand to that Academy staff member.



# Suburban Law Enforcement Academy

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### Rules of Conduct

**Class I Rules:** Violation of Class I rules is grounds for dismissal from the Academy.

#### **Rule 1: Honor Code of Conduct**

The Academy has established the Recruit Honor Code based on the United States Military Honor Code to foster a commitment to moral-ethical excellence essential to peace officers.- A Recruit shall not violate any tenets of the Recruit Honor Code that states, "a Recruit will not lie, cheat or steal nor tolerate those who do". The Honor Code is contained in Appendix G.

#### **Rule 2: Firearms**

A Recruit shall not be in possession of, or have under his or her control, a firearm, deadly weapons or ammunition at the Academy or on College of DuPage property unless directed to do so by the Academy Director, Deputy Director, Range Master, or Firearms Training Coordinator. Firearms or other weapons will not be stored at the Academy unless authorized by the Academy Director or Deputy Director. Non-commuting Recruits (those staying in local hotels or other temporary lodging) will not bring any firearms to the Academy until directed to do so for training purposes. Upon arrival at the Academy the Recruit will surrender the unloaded firearm to the Firearms Training Coordinator, Class Supervisors, Range Master, or Deputy Director for storage in the Academy's weapons vault. When recruits are responsible for a firearm, they shall always keep control of it and be responsible for knowing the location at all times and never leave it unsecured or unattended.

Recruits shall follow all Firearm's Range Safety rules (See Appendix P) and all directions, instructions and procedures as given by any Master Firearm's Instructor (MFI) or Firearm's Training Coordinator. Any Class II Unsafe Conduct rule violation that a Recruit commits with a firearm shall cause that Class II Rule violation to become a Class I Rule violation.

#### **Rule 3: Substance Abuse**

Recruits shall not abuse any substance, whether legal or illegal while at the Academy. This includes but is not limited to the consumption of alcohol, as well as prescription/non-prescription drugs. Violation of the rule includes but is not limited to being intoxicated, engaging in substance abuse and/or possessing a controlled substance and/or cannabis. In addition to being dismissed from the Academy, any student found to be in possession of a controlled substance will be prosecuted to the full extent of the law.

#### **Rule 4: Gambling**

A Recruit shall not participate in or promote gambling in any form while attending at the Academy.

#### **Rule 5: Insubordination**

A Recruit shall not willfully, or intentionally disregard, or refuse to obey Academy staff orders, rules or general guidelines whether expressed or implied, which are given or promulgated under lawful authority related to attendance at the Academy. This includes an order relayed by another Recruit. If Academy Staff issues an order that conflicts with a previously issued order, Recruits should respectfully call attention to the conflict. If the second order is not rescinded, then that order shall stand.





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### Rule 6: Misconduct (Harassment)

A Recruit shall not engage in any activity or behavior involving the use of degrading language or actions with regard to race, ethnicity, religion, gender, sexual orientation, rank, job duties, position in an organization, or physical challenge to address, refer to, or otherwise affect any person, directly or indirectly. This includes any forms of sexual harassment including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, physical conduct, graphic written displays of a sexual nature, or other means of communication; text messages or social media.

### Rule 7: Violation of Statutes

A Recruit shall not violate any federal, state, or local statutes while attending the Academy. A Recruit who is accused of violating a statute, except for minor traffic violations, will be suspended from the Academy pending disposition of the charge(s).

NOTE: Recruits are not required to obey any order, rule or general guideline that they know would require them to commit an illegal act.

## CLASS II RULES:

### Rule 1: Improper conduct

Recruits are required to conduct themselves responsibly and professionally at all times. Each Recruit will be held accountable for his/her actions while attending the Academy. Recruits will also maintain this same standard while away from the Academy to avoid bringing any discredit upon himself/herself or the Academy. **Academy or departmental uniforms will only be worn while the Recruit is traveling to or from his residence to the Academy. Uniforms will not be worn at any other places or times, unless directed by the Recruit's agency or the Academy Director.** Recruits are not to use their badge or identification to exercise any law enforcement action prior to graduating from the Academy.

Specifics: Recruits will sit upright and pay close attention to the instructor. Loud talk, profanity, and boisterous behavior will not be tolerated. Recruits **will** avoid private conversations while class is in session and will not leave the classroom without the instructor's permission.

Sleeping during class is prohibited.

If you cannot hear what an instructor or staff member is saying, politely ask that they repeat the information and/or speak louder. Not hearing instruction **is not** an excuse for being late or not performing a task.

Unless authorized by the Academy Director (or designee) Recruits shall not possess or consume food (including gum) in the classroom. Recruits will be allowed to have drinking water in the classroom. The water must be contained in a water bottle supplied by the Academy. Recruits may write their name on the bottles, which must remain otherwise unaltered.

Recruits with documented medical needs will be allowed to have food in the classroom; however, they must inform the Academy Director of said need in writing on the first day of class or as soon as practical. The Recruit must also furnish a medical note to the Director outlining the specific needs.



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### **Rule 2: Absences/Tardiness**

A Recruit shall not be absent from the Academy without the authorization of the Academy Director or his designee and with the concurrence of his/her agency. The Illinois Law Enforcement Training and Standards Board may allow a Recruit a cumulative excused absence time not exceeding 10% of the basic curriculum, or sub-sets thereof (Haz-Mat, firearms, defensive tactics, SFST, CPR, etc..)

#### Notification of and Proper Authorization for Absences

A Recruit may be excused from his/her daily assignments only for good cause, (i.e., death in the family, mandatory court appearances etc.). Requests for excused absences must be submitted in writing to the Class Supervisor at least 24 hours in advance of the date to be excused.

If a Recruit is unable to report for duty due to illness or circumstances beyond his/her control, the Recruit must notify his/her agency and Academy personnel via instructions provided by the Deputy Director (calling tree memorandum). Notification must be made at least 1 (one) hour prior to the start of scheduled activities.

A Recruit shall not be tardy or late for any Academy training function, whether conducted on or off campus without prior permission of the Academy Director or his designee. Any Recruit who is tardy or late for any academy training function three (3) times shall receive a four (4) hour suspension from academy training on the third incident of being tardy or late. Any further incidents of the Recruit being tardy or late shall increase suspension time for each such incident. Excessive incidents of being tardy or late (five or more) may result in the Recruit's dismissal from the Academy.

### **Rule 3: Tobacco**

College of DuPage is a smoke free environment. Possession of tobacco or smokeless tobacco is prohibited in any area owned or operated by the College of DuPage.

### **Rule 4: Unsafe Conduct**

A Recruit shall not engage in any activity or behavior or fail to take action that places or may place his or her safety or the safety of another person at risk. (See Class I Firearm's Rule for enhancement of this Class II Rule).

### **Rule 5: Notification of Illness, Injury, Change in Physical Condition, or Use of Medication(s)**

Recruits shall immediately notify a Class Supervisor or, in their absence, a member of the Academy staff of any illness, injury or change in his/her medical or physical condition. Likewise, a Recruit will notify a Class Supervisor or, in their absence, a member of the Academy staff of his/her use of any medication and the necessity for this medication. Notification will be verbal followed up with a written memorandum. For prescription medications, the notification shall include a copy of the prescription indicating the name of the medication, the medication's strength and dosage and the prescribing physician with address and phone number; for a nonprescription or an over-the-counter medication, the notification shall include, if applicable, the name of the medication and the medication's strength and dosage. Notification will include any known effect that could impact his/her ability to participate in training. The need for a (and location of) an emergency rescue inhaler and/or epi-pen shall be made known to the class supervisors and the primary instructor of all physical training (PT) and defensive tactics (DT) classes.



# **Suburban Law Enforcement Academy**

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### **Rule 6: Duty to Report**

All Recruits shall report any and all unusual incidents, on duty or off duty, which involve any police contact to their assigned Class Supervisor immediately. Examples include but are not limited to; a traffic citation, victim of a crime, suspect of a crime, or verbally warned of a violation of any criminal/traffic offense. If the incident occurs off duty, the Recruit will contact the Class Supervisor(s) at one of the telephone numbers provided by the Supervisor. The Recruits will complete a memo detailing the event prior to the end of the next scheduled Academy date. The Class Supervisor will immediately contact the Basic Academy Deputy Director

## **CLASS III RULES**

### **Rule 1: Duty**

A Recruit shall complete any and all assignments as directed by a Class Supervisor or Academy staff in a thorough and timely manner.

### **Rule 2: Chain of Command**

A Recruit shall adhere to the chain of command as established by the Academy Director

### **Rule 3: Treatment of Illness or Injury**

A Recruit shall follow through with an authorized treatment for any illness or injury.

### **Rule 4: Timely Submission of Reports**

A Recruit shall submit all required reports and/or class assignments to a Class Supervisor or other designated person at the time specified.

### **Rule 5: Courtesy**

A Recruit shall be courteous at all times. While at the Academy or other designated training site, Recruits will greet any and all persons encountered with, "Good morning/afternoon/evening, sir/ma'am". When three or more Recruits are together, only the first Recruit to encounter the person will give the greeting. When walking in the hallways of the Academy, Recruits will walk to the right of the hallway as close to the wall as possible.



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### **Rule 6: Appearance**

**A** Recruit while at the Academy shall present a professional appearance. All authorized apparel will be worn in the manner and style for which it was designed, or as otherwise directed by Academy Staff. The Recruits shall adhere to acceptable standards of good personal hygiene and grooming while at the Academy to include mandatory showering following physical fitness training. The only jewelry or adornment that is allowed is: a black watch (mandatory), any medically necessary device (note from physician and approval of SLEA Director required) and any religious symbol worn in the classroom only (must be 100% concealed out of view).

A Recruit shall meet the following grooming standards:

#### **Male:**

Hair will be short, neatly groomed, and must not cover the ear nor go below the top of the collar, except for the closely cut hair on the back of the neck. Sideburns will not extend below the lowest part of the ear, be of even width (not flared) and end with a clean-shaven horizontal line. No facial hair is permitted, and Recruits will shave every morning within 3 hours of reporting for class.

#### **Female:**

Hair will be neatly groomed and styled so it does not extend below the bottom edge of the back of the shirt collar. No ribbons or ornaments will be worn in the hair except for neat and inconspicuous bobby pins and barrettes. No make-up. If worn, clear nail polish only.

#### **Male and Female:**

Hairstyles and/or fashions, which impede a Recruit's ability to safely perform his/her academy assignments, shall be prohibited. In no case should the length or bulk of the hair interfere with any functions of the academy. Hairpieces or wigs worn on duty must conform to the same standards stipulated for natural hair. Hair coloring, if used, must look natural. Fingernails will be clean, neatly trimmed, and not extend past the tip of the finger. Recruits with offensive tattoos, as determined by the Academy Director, *may* be required to wear long sleeve shirts. If employing agency has a policy prohibiting visible tattoos in uniform, that policy will be enforced at SLEA by mandatory wearing of a sleeve to conceal.

### **Rule 8: Inspection**

All Recruits shall be prepared for inspection each day. Uniforms will be clean and neatly pressed. Each Recruit will ensure that he/she conforms to the prescribed uniform requirements established by the Academy. Recruits will present a neat, clean-shaven, and well-groomed appearance. This includes clean personal hygiene to include mandatory showering following physical fitness training. The Class Supervisor(s) and/or Academy staff will designate the time of the daily inspection.



# Suburban Law Enforcement Academy

## College of DuPage



### DISCIPLINARY PROCESS

A violation of Academy rules and regulations as set out in the Recruit Guide may result in the following disciplinary process:

#### **Class I Sanctions**

Following a Class I rule violation the Disciplinary Advisory Committee (DAC) will investigate the allegation and prepare a written disciplinary recommendation for the Academy Director's review and action. The Academy Director may suspend the Recruit from the academy pending the results of the internal investigation.

Once the internal investigation is complete and the DAC has rendered a recommendation, the Academy Director will provide the Recruit with a written notice of the violation(s) and the disciplinary action. If the Recruit is absent from the academy the Academy Director will advise the Recruit of the violation(s) and the disciplinary action verbally and document this verbal conversation.

If the Academy Director intends to Dismiss the Recruit the Academy Director shall forward the recommendation to the Dismissal Review Board (DRB) for approval before formal dismissal of the recruit. The DRB shall be comprised of: (1) A college of DuPage Civilian Administrator (2) The Chairman of the SLEA Advisory Committee; and (3) A civilian Suburban Administrator. A member of the DRB can assign their review to a designee if they are unavailable or a conflict exists. The DRB shall review the Director's recommendation and render a finding within three (3) business days of receiving the case review. A majority of the DRB (2 of the 3 members) is necessary to render a Formal approval of Dismissal. Once approval is rendered from the DRB the academy Director shall Formally Dismiss the Recruit from the Academy.

A Recruit may appeal his or her Recommended Dismissal within two (2) business days of receiving notice from the Academy Director of the Recommended Dismissal. The appeal must be reviewed and supported by the Recruit's Chief of Police or Sheriff of the Recruit's sponsoring agency. With the Chief's or Sheriff's approval, the appeal shall be sent to the COD Dean of Continuing Education for review. The Dean shall give the Appeal information to the members of the DRB more consideration before rendering their decision. The decision of the DRB is final with no further review available.



# Suburban Law Enforcement Academy

## College of DuPage



### Class II Sanctions

**First offense:** The Class Supervisor will inform the Recruit of the violation and provide the necessary counseling. The Recruit will prepare a memorandum that will include: (1) the violation; (2) the reason it is a problem or could be a problem in his/her law enforcement career; and (3) the action the Recruit will take to prevent this problem in the future.

**Second offense:** The Class Supervisor will inform the Recruit of the violation and direct the Recruit to prepare a memorandum as in the first offense. The memorandum will be forwarded to the Disciplinary Advisory Committee for determination of disciplinary action. The Committee will notify the Recruit in writing of its decision. A copy of the notification will be forwarded to the Academy Director.

**Third offense:** The Class Supervisor will inform the Recruit of the violation and prepare a written memorandum detailing the facts of the violation. The Recruit will also prepare a memorandum as in the first and second violations. Both memorandums will be forwarded to the Disciplinary Advisory Committee for recommendation of disciplinary action. This written recommendation will be forwarded to the Academy Director for review. The Academy Director, after reviewing the Committee's recommendation will, determine the discipline up to and including dismissal from the Academy. The Director will notify the Recruit in writing of the decision.

### Class III Sanctions

**First offense:** The Class Supervisor will inform the Recruit of the violation and provide necessary counseling. The Recruit will prepare a memorandum that will include: (1) the violation; (2) the reason it is a problem or could be a problem in his/her law enforcement career; and (3) the action the Recruit will take to prevent this problem in the future.

**Second offense:** The Class Supervisor will inform the Recruit of the violation and give the Recruit a verbal warning and the necessary counseling. The Recruit will prepare a memorandum as outlined for the First Offense.

**Third offense:** The Class Supervisor will inform the Recruit of the violation and give the Recruit a verbal warning. The Recruit will also prepare a memorandum as in the first offense. All memorandums will be forwarded to the Deputy Director for review and possible disciplinary action.



# Suburban Law Enforcement Academy College of DuPage



## Recruit Evaluation Format

### Overview

The Academy's system of evaluation has been designed to ensure that each Recruit meets the standards set forth by the Illinois Law Enforcement Officer's Training Board. Throughout the program, weekly examinations will be given. The examinations will be comprised of questions that relate directly to the materials presented by the instructors. Only those Recruits, who maintain a cumulative average of 70% or above, will be eligible to take the Mandatory State Law Enforcement Officers Certification Examination. Additional examinations include the State Firearms Certification, CPR/ First Aid Certification, Hazardous Material Certification, and Field Sobriety Certification.

Because of its importance, you will be required to perform satisfactorily in all phases of the firearms training. In order to be eligible to take the State of Illinois Comprehensive Certification Exam, Public Act 79-652 requires that Recruits qualify with a minimum score of 80%, or above, on both the practical and written portions of the State Firearms Exams.

### Evaluations

Class Supervisors will complete an evaluation on each Recruit at the conclusion of weeks five, ten, and sixteen. The evaluations will address the following:

1. Spirit
2. Leadership
3. Effort
4. Attitude
5. Command Bearing
6. Appearance
7. Communication
8. Relationships
9. Physical Fitness and Skills
10. Academic Performance

For the aforementioned ten categories, Recruits will receive one of the following ratings:

5	<b>Excellent</b>	Recruit's performance consistently exceeds expectations of his/her position.
4	<b>Good</b>	Recruit's performance meets and occasionally exceeds expectations of his/her position.
3	<b>Satisfactory</b>	Recruit's performance meets expectations of his/her position.
2	<b>Fair</b>	Recruit's performance is below the expectations of his/her position.
1	<b>Poor</b>	Recruit's performance does not meet the minimum acceptable level for his/her position.

**NOTE:** Recruits may be rated in the Fair (#2) category if they are significantly below the class average on exam scores, even though they may be at or above the 70% minimum. In addition to the above categories, the Class Supervisor will also complete a "summary comments" section. This section will be reserved for any additional information concerning a Recruit's performance, which may not be covered in the aforementioned categories.



# Suburban Law Enforcement Academy

## College of DuPage



### Grading System

*The grading system for all Academy tests will follow those of College of DuPage. There will be no rounding of test scores. The system is as follows:*

- ▶ A 100- 90%
- ▶ B 89- 80%
- ▶ C 79- 70%

**NOTE: Any score below 70% on a test will be deemed a failure.** *Only those Recruits, who maintain a cumulative average of 70% or above, will be eligible to take the Mandatory State Law Enforcement Officers Certification Examination.*

### Notebooks

*Recruits will also be required to maintain a permanent e-notebook as prescribed by the State of Illinois. All Notebooks will be checked for organization, neatness, maintenance and content as part of the weekly evaluation process. Any deficiencies in the e- notebooks will be noted in the "summary comments" section of the Recruit's evaluations. The e- notebooks will be graded as pass or fail.*

#### A. Purpose

*Notebooks serve several functions. They compile a permanent reference for the Recruit, compile study material, and assist the Academy staff in periodic and final evaluation of the Recruit. The notebook is to be retained by the Recruit.*

#### B. General requirements

*Notes will be taken on all subjects and will be deemed satisfactory by content, spelling, and accuracy.*

## RECRUIT PEER REVIEW PROGRAM

### Overview

*The overall goal of the Peer Review Program is to gain an unbiased insight into the character, performance, attitude and work ethic of each Recruit, as seen from the perspective of the Recruits' own classmates. The Peer Review Program has the additional benefits of teaching Recruits to objectively and fairly evaluate their fellow Recruits, hold one another accountable for their actions, constructively criticize sub-standard performance and recognize exceptional performance. A counseling session is a meeting with the recruit to discuss the strengths and deficiencies of the Peer Review.*

### Implementation

*There will be a one-hour orientation with the Class Supervisors during the first two weeks of the academy concerning the Peer Review Program. The orientation will be instructed by the Deputy Director or his designee.*

**First Peer Review:** *Last Day of Week five, Counseling Sessions the following work week.*

**Second Peer Review:** *Last Day of Week ten, Counseling Sessions the following work week.*

**Third Peer Review:** *Wednesday of Week sixteen.*





# Suburban Law Enforcement Academy

## College of DuPage



### Recruit Orientation Objectives

1. Explain the purpose of the Suburban Law Enforcement Academy's Recruit Peer Review Program, including its benefits as part of the overall Recruit Evaluation process.
2. Explain the potential consequences for individual Recruit evaluations which are substandard.
3. Explain the criteria for accurately and objectively evaluating fellow Recruits.

### Process

1. Recruits will only review fellow Recruits within their designated squads.
2. Squads will be assigned in the first week of Recruit training by the Program Coordinator and will generally consist of no fewer than 8 officers or more than 15 officers. The Coordinator will initially make the squads as close to the maximum number as possible.
3. No Recruit may review fellow Recruits if he or she was absent from training to such an extent that they did not have at least four weeks to train with the class.
4. All Peer reviews will be anonymous.
5. Each Recruit will be given one Peer Review form for each member of his or her squad.
6. Each Recruit will rank each member of the squad from first (#1) to last and place the ranking on the Peer Review form. **(Appendix M)**
7. Each Recruit will rate the fellow Recruits in the squad in the listed areas.
8. The peer reviews will have a narrative section that must be completed by the Recruit conducting the review.
9. The peer reviews will be collected by a class supervisor. Copies will be provided to the Deputy Director for review prior to the Recruit Evaluation being completed.
10. Class Supervisors will utilize information from the Peer Review process as part of their overall Recruit's Evaluation preparation.
11. Counseling will commence as necessary during the Recruit -Supervisor meetings conducted to present the Recruit Evaluation(s).
12. Peer review records will be maintained permanently in the Recruit's individual Recruit file.
13. Peer reviews may be considered for any remedial or disciplinary action that the Academy Director deems to be warranted. However, poor ranking within the squad will not be the sole determining factor. Rather, the summary of statements made regarding the Recruit should be the most important factor to consider.



# **Suburban Law Enforcement Academy**

## **College of DuPage**



## **APPENDIX A**



# Suburban Law Enforcement Academy

## College of DuPage



### Required Physical Training/Defensive Tactics Equipment

All police Recruits are required to have the following equipment in order to participate in the physical training and defensive tactics programs. All Recruits will be fitted for his/her physical training equipment' upon passing the State of Illinois Power Test. A vendor will be on hand during the power test.

1. One long sleeved Academy cotton sweatshirt, Gray in color.
2. One pair of full-length Academy cotton sweatpants. Black in color.
3. Three Gray Academy "T-shirts".
4. Two pairs of Academy gym shorts. NOTE May wear "compression shorts" underneath.
5. **A good quality athletic shoe for physical fitness training. The sole must be a rubberized type material, non-marring soles.**
6. One pair of wrestling shoes for defensive tactics training in the mat room **(mandatory)**.
7. White or black sweat socks that have no stripes, logos or ornamentation.
- B. Males may wear athletic supporters/cups as needed.
9. Females must wear sports bras.
10. A combination or key lock is required for use in the daily locker room.
11. You must bring your own shower supplies - towels, soap, shower shoes, etc.
12. One-piece rubber mouthpiece.
13. Two pair of full-length BDU/utility/cargo pants, black in color.
14. Plain black or navy blue pullover knit hat, no logos or ornamentation, for cold weather outside activities.
15. Strike Gloves **(mandatory)**.
16. Jump Rope **(optional)**.
17. Protective Head Gear (Sparring Helmet) for "Red Man" & ground fighting **(mandatory)**.

#### **NOTE:**

- A. When you are fitted for your uniform for physical training, be sure to order the sweat suit one size larger than you normally wear. The sweat suits have a tendency to shrink at least one size. You may order additional attire during the first week of the academy at your cost.
- B. The Academy is not responsible for any items left in the lockers, whether secured or unsecured.



**Suburban Law Enforcement Academy**  
**College of DuPage**



**APPENDIX B**



# Suburban Law Enforcement Academy College of DuPage



## Memorandum Form

Basic Course# BA 00-00

To: Director

From: Recruit Doe

Via: Chain of Command

Date: 06/02/2023

Re: Tardiness

<input type="checkbox"/> Original
<input type="checkbox"/> 2 <sup>nd</sup> Draft
<input type="checkbox"/> 3 <sup>rd</sup> Draft
<input type="checkbox"/> 4 <sup>th</sup> Draft
<input type="checkbox"/> 5 <sup>th</sup> Draft

Narrative:

On Friday, June 2, 2023, at 0810 hours, I, Recruit Doe was late to class. The class start time is 0800 and I arrived at 0810. I was ten minutes late. I was late because I failed to respond to my alarm clock. This is unacceptable in law enforcement because crime or citizens will not wait for me. I will correct this by using two alarm clocks to wake me up in the morning. This infraction will not happen again.

- 
- \* No: Strikeovers, erasure marks, abbreviations, contractions, erasable pens, or white out.
  - \* Write in firstperson (e.g. I)
  - \* Include, if an infraction: State what the infraction is, relevance to law enforcement, preventative measures to assure it will not happen again, and finish by telling us this infraction will not happen again.
  - \* When completed, place it in your supervisor's mailbox.
  - \* Print only      \* Print legibly
  - \* Black ink      \* Attention to Detail

Signature - Recruit

Police Department / Sheriff's Office

Approved

☐

Director

☐

Deputy Director

☐

Coordinator(s)

☐

Class Supervisor(s)

Not Approved

☐☐☐☐

Comments

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Signature - Academy Director



# Suburban Law Enforcement Academy

## College of DuPage



### Memorandum Form

Basic Course # BA 00-00

To: Director

From: Recruit Doe

Via: Chain of Command

Date: 05/02/2017

Re: Failure To be Prepared

<input type="checkbox"/> Original
<input type="checkbox"/> 2 <sup>nd</sup> Draft
<input type="checkbox"/> 3 <sup>rd</sup> Draft
<input type="checkbox"/> 4 <sup>th</sup> Draft
<input type="checkbox"/> 5 <sup>th</sup> Draft

Narrative:

I, Recruit Doe, on Thursday, 05/02/2017 at approximately 1100 hours failed to bring my bullet resistant vest on the second day of firearms training. I failed to be prepared. As a police officer, I must be prepared at all times. I must expect the unexpected. If I am not prepared, I could cause injury to myself or a fellow officer. I will place my bullet resistant vest in my c a r each morning while we are training with our firearms. This infraction will not happen again.

"Examples of infractions that require memos:

- Uniform Infraction • Improper Hygiene • Classroom Protocol
- Lost/Missing Equipment • Medications • Police Contact
- Any other infraction as identified by Academy Staff

Signature - Recruit

Police Department / Sheriff's Office

Approved

Not Approved    Comments

- ☐ Director
- ☐ Deputy Director
- ☐ Coordinator(s)
- ☐ Class Supervisor(s)

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Signature - Academy Director



# Suburban Law Enforcement Academy

## College of DuPage



### Report of Medical Treatment

Agency Notified:    Yes            No

Basic Course #    BA 00-00

Recruit Name:    Recruit Smith

Date:    05/02/2017

Nature of Illness:    Sprain to right wrist

\_\_\_\_\_  
\_\_\_\_\_  
Supervisor's  
Signature

\_\_\_\_\_  
\_\_\_\_\_  
Recruit's Signature

Course of Action:    (As described by Academy Director)

\_\_\_\_\_  
\_\_\_\_\_  
Signature - Academy Director: \_\_\_\_\_

Medical Assessment:    (Filled out by physician)

\_\_\_\_\_  
\_\_\_\_\_  
Signature - Attending Physician: \_\_\_\_\_

Suggested Status:    (Filled out by Academy Director)

\_\_\_\_\_  
\_\_\_\_\_  
Signature - Academy Director: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ By Academy Staff Member: \_\_\_\_\_

Recruits will initiate this report when sickness/illness warrants absence from any portion of scheduled course time.  
Recruit will forward the report to the Academy Director who will determine the course of action.



# Suburban Law Enforcement Academy

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### Request for Excused Absence

Basic Course#: BA 00-00

Recruit Name: \_\_\_\_\_ Date: \_\_\_\_\_

Period: FROM \_\_\_\_\_ TO \_\_\_\_\_  
Date Time Date Time

Hours of Absence: \_\_\_\_\_ Previous Hours Absent \_\_\_\_\_

Reason for requesting excused absence: \_\_\_\_\_

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Police Department Notified \_\_\_\_\_

Person Contacted: \_\_\_\_\_ By Whom: \_\_\_\_\_ Date/Time \_\_\_\_\_

Signature - Recruit

Department -Recruit

Course of Action: Approved: Disapproved

Conditions: Recruit and Class Supervisor must notify parent agency and Recruit must  
confer with Class Supervisor and classmates regarding missed instruction.

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Signature - Academy Director

Recruit will initiate this Request for Excused Absences.





# Suburban Law Enforcement Academy

## College of DuPage



### Incident Form- Staff

Basic Course# BA 00-00

Recruit Name: Recruit Jones Date: Month, Day, Year

Type of Incident: Traffic Stop Incident Date & Time: 05/02/2017

Incident Location: Fawell and Lambert

Names of Persons Involved: Recruit Jones

Names of Witnesses: Officer Johnson

Incident Narrative: Recruit Jones advised me that he had a traffic altercation with another motorist.  
The College of DuPage Police Department responded to the scene. No tickets were issued. Recruit  
Jones was advised to submit a memorandum about the incident.

Staff \_\_\_\_\_

LOWER PORTION TO BE COMPLETED BY ACADEMY DIRECTOR

Date/Time Received: \_\_\_\_\_ Method: \_\_\_\_\_

Course of Action: \_\_\_\_\_

Academy Director \_\_\_\_\_



# Suburban Law Enforcement Academy

## College of DuPage



### Recruit Card

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





# Suburban Law Enforcement Academy

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### Class BA 00-00 Contact Time

Date: \_\_\_\_\_

Day of Week: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Lunch Time Start: \_\_\_\_\_

#### Break Times:

Break Number	Start	End	Total Minutes
1			
2			
3			
4			
5			
6			
7			
8			
9			

Total Break Time: \_\_\_\_\_

Assistant Duty Recruit Signature: \_\_\_\_\_

*\*this section to be completed by Class Supervisor*

Break Time: \_\_\_\_\_

Lunch Time: \_\_\_\_\_

Total Actual Contact Time: \_\_\_\_\_



# Suburban Law Enforcement Academy

## College of DuPage



### Course Evaluation

Course Title: \_\_\_\_\_

Academy Class: **B A**

Instructor: \_\_\_\_\_

Recruit: \_\_\_\_\_

Date: \_\_\_\_\_

Your evaluation of the Instructor helps determine the effectiveness of the program for future classes. Each Evaluation will be reviewed, thoughtfully consider each question before answering.

Course of Instruction: Identify two key learning points of this class.

1.

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2.

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Describe two ways on how we can improve the effective delivery of this course:

1.

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2.

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# Suburban Law Enforcement Academy

## College of DuPage



### Illinois Police & Fire Radio Codes

10-0	UNABLE TO COPY
10-2	SIGNAL GOOD
10-3	STOP TRANSMITTING
10-4	OK, AFFIRMATIVE
10-5	RELAY
10-6	BUSY, UNLESS URGENT
10-7	OUT OF SERVICE
10-8	IN SERVICE
10-9	REPEAT
10-10	FIGHT IN PROGRESS
10-11	DOG CASE
10-12	STAND-BY
10-13	ROAD & WEATHER CONDITIONS
10-14	PROWLER REPORT
10-15	CIVIL DISTURBANCE
10-16	DOMESTIC
10-17	MEET WITH COMPLAINANT
10-18	QUICKLY
10-19	RETURN TO ____
10-20	LOCATION
10-21	CALL BY TELEPHONE
10-22	DISREGARD
10-23	ARRIVED AT SCENE
10-24	ASSIGNMENT COMPLETED
10-25	MEET IN PERSON
10-28	DETAINING SUBJECT, EXPEDITE
10-27	DRIVERS LICENSE INFO.
10-28	VEHICLE REGISTRATION INFO.
10-29	CHECK FOR WARRANTS
10-30	UNNECESSARY USE OF RADIO
10-31	CRIME IN PROGRESS
10-32	MAN WITH GUN
10-33	EMERGENCY
10-35	MAJOR CRIME ALERT
10-36	CORRECT TIME
10-37	SUSPICIOUS VEHICLE
10-38	STOPPING VEHICLE
10-39	URGENT, USE LIGHTS & SIREN
10-40	SILENT RUN
10-41	BEGINNING DUTY
10-42	ENDING DUTY
10-43	INFORMATION
10-44	PERMISSION TO LEAVE FOR
10-45	DEAD ANIMAL CARCASS AT ____
10-46	ASSIST MOTORIST
10-47	ROAD REPAIR AT
10-48	TRAFFIC STANDARD REPAIR
10-49	TRAFFIC LIGHT OUT AT ____
10-50	ACCIDENT



# Suburban Law Enforcement Academy

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10-51 WRECKER NEEDED  
10-52 AMBULANCE NEEDED  
10-53 ROAD BLOCKED AT\_  
10-54 LIVESTOCK ON HIGHWAY  
10-55 INTOXICATED DRIVER  
10-56 INTOXICATED PERSON  
10-57 HIT& RUN  
10-58 DIRECT TRAFFIC  
10-59 CONVOY OR ESCORT  
10-60 SQUAD CAR IN VICINITY  
10-61 PERSONNEL IN AREA  
10-62 REPLY TO MESSAGE  
10-63 MAKE WRITTEN COPY  
10-64 MESSAGE FOR LOCAL  
10-65 NEW MESSAGE ASSIGNMENT  
10-66 CANCEL MESSAGE  
10-67 CLEAR FOR NET MESSAGE  
10-68 DISPATCH INFORMATION  
10-69 MESSAGE RECEIVED  
10-70 FIRE ALARM  
10-71 ADVISE NATURE OF FIRE  
10-72 REPORT PROGRESS ON FIRE  
10-73 SMOKE REPORT  
10-74 NEGATIVE  
10-75 IN CONTACT WITH  
10-76 EN ROUTE  
10-77 ETA  
10-78 NEED ASSISTANCE  
10-79 NOTIFY CORONER  
10-80 CHASE IN PROGRESS  
10-81 BREATHALYZER REPORT  
10-82 RESERVE LODGING  
10-83 WORK SCHOOL CROSSING AT\_  
10-85 DELAYED DUE TO\_  
10-86 OFFICER ON DUTY  
10-87 PICK UP CHECKS  
10-88 RESENT PHONE NUMBER OF\_  
10-89 BOMB THREAT  
10-90 BANK ALARM AT\_  
10-91 PICK UP PRISONER/SUBJECT  
10-92 IMPRO  
10-93 BLOCKADE  
10-94 DRAG RACING  
10-95 PRISONER/SUBJECT IN CUSTODY  
10-96 MENTAL SUBJECT  
10-97 TEST  
10-98 PRISON/JAIL BREAK  
10-99 WANTED/STOLEN INDICATE ALSO  
SUBJECT WITH WARRANT  
10-100 SUBJECT UNDER ARREST

# Suburban Law Enforcement Academy



## College of DuPage Phonetic Alphabet



ALPHA

NOVEMBER

BRAVO

OSCAR

CHARLIE

PAPA

DELTA

QUEBEC

ECHO

ROMEO

FOXTROT

SIERRA

GOLF

TANGO

HOTEL

UNIFORM

INDIA

VICTOR

JULIET

WHISKEY

KILO

X-RAY

LIMA

YANKEE

MIKE

ZULU



# Suburban Law Enforcement Academy

## College of DuPage



### Phonetic Alphabet

**A**dam

**J**ohn

**S**am

**B**oy

**K**ing

**T**om

**C**harles

**L**incoln

**U**nion

**D**avid

**M**ary

**V**ictor

**E**dward

**N**ora

**W**illiam

**f**ranks

**O**cean

**X**-ray

**G**eorge

**F**ranks

**Y**oung

**H**enry

**Q**ueen

**Z**ebra

**I**da

**R**obert





# Suburban Law Enforcement Academy

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### STATES ABBREVIATIONS

ALABAMA	AL
ALASKA	AK
AMERICAN SAMOA	AS
ARIZONA	AZ
ARKANSAS	AR
CALIFORNIA	CA
COLORADO	CO
CONNECTICUT	CT
DELAWARE	DE
DISTRICT OF COLUMBIA	DC
FLORIDA	FL
GEORGIA	GA
GUAM	GU
HAWAII	HI
IDAHO	ID
ILLINOIS	IL
INDIANA	IN
IOWA	IA
KANSAS	KS
KENTUCKY	KY
LOUISIANA	LA
MAINE	ME
MARSHALL ISLANDS	MH
MARYLAND	MD
MASSACHUSETTS	MA
MICHIGAN	MI
MINNESOTA	MN
MISSISSIPPI	MS
MISSOURI	MO
MONTANA	MT
NEBRASKA	NE
NEVADA	NV
NEW HAMPSHIRE	NH
NEW JERSEY	NJ
NEW MEXICO	NM
NEW YORK	NY
NORTH CAROLINA	NC
NORTH DAKOTA	ND
NORTHERN MARIANA ISLE	MP
OHIO	OH
OKLAHOMA	OK
OREGON	OR
PALAU	PW
PENNSYLVANIA	PA
PUERTO RICO	PR
RHODE ISLAND	RI
SOUTH CAROLINA	SC
SOUTH DAKOTA	SD
TENNESSEE	TN
TEXAS	TX
UTAH	UT
VERMONT	VT
VIRGIN ISLANDS	VI
VIRGINIA	VA
WASHINGTON	WA
WEST VIRGINIA	WV
WISCONSIN	WI
WYOMING	WY

### SOCIAL SECURITY # ISSUE

001-003 New Hampshire
004-007 Maine
008-009 Vermont
010-034 Massachusetts
035-039 Rhode Island
040-049 Connecticut
050-134 New York
135-158 New Jersey
159-211 Pennsylvania
212-220 Maryland
221-222 Delaware
223-231 Virginia
232-236 West Virginia
232-237-246 North Carolina
247-251 South Carolina
252-260 Georgia
261-267 589-595 Florida
268-302 Ohio
303-317 Indiana
318-361 Illinois
362-386 Michigan
387-399 Wisconsin
400-407 Kentucky
408-415 Tennessee
416-424 Alabama
425-428 587-588 Mississippi
429-432 Arkansas
433-439 Louisiana
440-448 Oklahoma
449-467 Texas
468-477 Minnesota
478-485 Iowa
486-500 Missouri
501-502 North Dakota
503-504 South Dakota
505-508 Nebraska
509-515 Kansas
516-517 Montana
518-519 Idaho
520 Wyoming
521-524 Colorado
525,585 New Mexico
526-527 Arizona
528-529 Utah
530 Nevada
531-539 Washington
540-544 Oregon
545-573 California
574 Alaska
575-576 Hawaii
577-579 District of Columbia
580 Virgin Islands
580-584 596-599 Puerto Rico
586 Guam
586 American Samoa
586 Philippine Island



# **Suburban Law Enforcement Academy**

## **College of DuPage**



## **APPENDIX C**



# Suburban Law Enforcement Academy

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### **Items Required for First Day**

1. Report in the following clothing:
  - a. Plain white "pressed" long sleeve, civilian dress shirt with collar. No polo-pullovers.
  - b. Black slacks "Docker" style or uniform pants-pressed, single crease in the middle, no cuffs. No BDU's
  - c. Black police boots (leather toe) with polished shine (no corfam, clarino, patent leather or vinyl)
  - d. Black garrison belt (plain, or basket weave)
  - e. Black socks.
2. Backpack, black pens, spiral notebook/paper, and multicolored highlighters.
3. Watch, black in color with stopwatch feature. **NO** smart Watches or Apple Watches.
4. Clean shaven, no beards or mustaches, must have short hair, females - hair in a bun.
5. No make-up, no fingernail polish, nails must be short and clean.
6. No earrings and no rings. A religious necklace may be worn in the classroom only (hidden from view).
7. Piece of paper with Chief/Liaison names, agency address, email, office and cell phone numbers.
8. Have a copy of THIS "Recruit Guide" printed out, one sided. 3-hole punched paper, in a 1-inch BLACK 3-ring binder.
9. Bring your lunch and disposable bottle of water.

### **Items Required for Defensive Tactics**

1. Straight or Collapsible Baton, also Practice Baton and holder (only needed for one DT day).
2. Protective cup for males.
3. Leather gear: duty belt, holster, cuff case, keepers, magazine holder.
4. Handcuffs (chain linked ONLY) and long cuff key, needed by day two.
5. Red Gun practice firearm for your holster make/model (mandatory).
6. **NO** guns or ammunition; **NO** stun guns, **NO** O.C. Spray, **NO** Tasers
7. **NO** jewelry, **NO** watches in DT.
8. Fingernails must be cut to top of finger, no longer. Hair must be tightly secured up.
9. Mouthpieces (mandatory).
10. Two pairs of black BDU's.
11. One pair of wrestling shoes for use on padded floor mats is **mandatory**.
12. Running Shoes or Cross-Trainer Shoes.

### **Items Required for Firearms Training**

1. Firearm (upon Academy request):
2. FOID Card
3. Ammunition will typically be provided by the academy in the following caliber(s): .40, .45, and 9mm. Shotgun ammunition will also be provided. Any other type of ammunition must be provided by the employing agency (e.g. 10mm, or carbine). The ammunition must be lead free, and preferred and newly manufactured. There will be DQ exceptions.
4. Body Armor mandatory for training on range days and must be provided by the Recruit.
5. Two pair of BDU/utility/cargo pants, black in color.
6. SLEA baseball hat, or cold weather gear or rain gear, knit hat, as designated by Academy Staff.
7. Firearm Cleaning Kit including cleaning rod, swabs, patches, bore brush, solvent & gun oil. (Group order will be made in class in week one).
8. Shooting Glasses, ear protection, small police flashlight, holster, cuff case, keepers, gun belt, and magazine holder.
9. Firearm practice "dummy" rounds (group order in class).

### **Items Required for Week Twelve**

Department uniform per departmental policy. Long sleeve uniform shirt, tie, tie-bar, badge, hat, hat-badge and hat-band.

### **Items Required for Graduation**

Full dress uniform: This includes everything above and duty belt, unloaded firearm, firearm magazines and any other uniform ornament that the employing agency may wear.



# Suburban Law Enforcement Academy

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## APPENDIX D



# Suburban Law Enforcement Academy College of DuPage



## VISITATION POLICY

### Policy

It shall be the policy of the Suburban Law Enforcement Academy to encourage and welcome law enforcement administrators and members of the criminal justice system to visit the Academy whenever possible. SLEA Recruits are not allowed to receive visitors While at the academy (or during academy functions) without prior authority from the Director or his designee.

### Purpose

The purpose of this policy is to provide for an orderly method of visitation to the Academy classroom and training venue. Furthermore, it is imperative that visits are conducted in such a manner as to not disrupt the training process.

### Procedure

Guests of the Academy are asked to comply with the following guidelines where appropriate:

1. Notify the Academy Staff of any impending visit.
2. Check in with the Academy staff upon arrival. The office is located in HEC building, room 2034.
3. Present identification indicating affiliation with a unit of local government.
4. Notify the Academy Staff when you leave.



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**APPENDIX E**



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### Evaluation Process

The Suburban Law Enforcement Academy has put together an effective Recruit Evaluation process. These evaluations will be completed three times after weeks, five, ten, and fourteen during the class. The academy has ten categories in which a Recruit will be evaluated:

1. Spirit
2. Leadership
3. Effort
4. Attitude
5. Command Bearing
6. Appearance
7. Communication
8. Relationships
9. Physical Fitness and Skills
10. Academy Performance

For the aforementioned ten categories, Recruits will receive one of the following ratings:

- |          |                     |  |
|----------|---------------------|--|
| <b>5</b> | <b>Excellent.</b>   | Recruit's performance consistently exceeds expectations of his/her position.           |
| <b>4</b> | <b>Good.</b>        | Recruit's performance meets and occasionally exceeds expectations of his/her position. |
| <b>3</b> | <b>Satisfactory</b> | Recruit's performance meets expectations of his/her position.                          |
| <b>2</b> | <b>Fair</b>         | Recruit's performance is below the expectations of his/her position.                   |
| <b>1</b> | <b>Poor</b>         | Recruit's performance does not meet the minimum acceptable level for his/her position. |

**NOTE:** Recruits may be rated in the Fair (#2) category if they are significantly below the class average on exam scores, even though they may be at or above the 70% minimum. In addition to the above categories, the Class Supervisor Will also complete a "summary comments" section. This section will be reserved for any additional information concerning a Recruit's performance, which may not be covered in the aforementioned categories.

## Recruit Performance Review

## RECRUIT INFORMATION

Name: \_\_\_\_\_ Recruit#: \_\_\_\_\_

B.A. Class: \_\_\_\_\_ Sponsoring Agency: \_\_\_\_\_

## RATINGS

	1 = Poor	2= Fair	3 = Satisfactory	4=Good	5 = Excellent	N/A		
Spirit								
Leadership								
Effort								
Attitude								
Command Bearing								
Appearance								
Communication								
Relationships								
Physical Fitness and Skills								
Academic Performance								

Recruit's Test Average: \_\_\_\_ %    Class Test Average: \_\_\_\_ %    Total Score This Evaluation: 0 /50  
Possible points

(continued on page 2)

## VERIFICATION OF REVIEW

*By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.*

Recruit Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



425 Fawell Blvd., Glen Ellyn, IL 60137  
Phone: (630) 942-2677  
Fax: (630) 942-3766  
Spirit • Leadership • Effort • Attitude  
[www.cod.edu/slea](http://www.cod.edu/slea)



## **Recruit Performance Review (*Continued*)**

### **EVALUATION**

Summary of classroom topics covered during this evaluation period:

14

Summary of practical exercises covered during this evaluation period:

15

Summary of defensive tactics skills covered during this evaluation period:

Strengths:

16

Goals: *(as agreed upon by recruit and supervisor)*

Additional Comments:

(Recruits at the Suburban Law Enforcement Academy (SLEA) are evaluated using a scale of 1-5 for ten (10) categories. Supervisors should evaluate Recruits based on where a typical (or average) Recruit should be at the particular stage of the training program.)

**1. Spirit**

*Dedicated, hardy, enthusiastic, exhibits organizational pride & commitment to the profession.*

**2. Leadership**

*Character, integrity, ethical behavior, accountable, dependable, organized, meets deadlines, and is a role model.*

**3. Effort**

*Shows initiative, determined, prepared, studies hard, volunteers, & is punctual.*

**4. Attitude**

*Motivated, overcomes disappointment, accepts constructive criticism, cheerful, and maintains a positive attitude.*

**5. Command Bearing**

*Professional demeanor, respectful, maintains composure, courteous, mature, assertive, secure, confident & decisive.*

**6. Appearance**

*Conforms to the SLEA dress code, uniforms and equipment in good order, "squared away" and passes inspection.*

**7. Communication**

*Prepares written memoranda and reports that are accurate, comprehensive, neat, logical and well-organized.  
Speaks clearly in appropriate volume and tone, has the ability to express ideas in a concise manner.*

**8. Relationships**

*Demonstrates good interpersonal skills while interacting with SLEA Staff and fellow Recruits.  
Respects, supports & encourages peers, and Is a good team player.*

**9. Physical Skills**

*Defensive Tactics (handcuffing, strikes, defensive measures)  
Physical Training (fitness, athleticism)*

**10. Academic Performance**

*Demonstrates an understanding of the curriculum and all class materials.  
(Recruit's Average \_\_\_\_% vs. Class Average\_\_\_\_%)*



# **Suburban Law Enforcement Academy**

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## **APPENDIX F**



# Suburban Law Enforcement Academy

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### SQUAD DRILL FORMATIONS AND MOVEMENTS

#### I. GENERAL

- A. Individual drill movements are executed while performing as a squad member.
- B. The squad has two prescribed formations-line and column. However, the squad may be formed into a column of twos from a column formation.
- C. When the squad is in line, squad members are numbered from left to right, when in column, from front to rear.
- D. The squad normally *marches* in columns, but for short distances it may *march* in line.
- E. When the squad is in a line formation, the squad leader assumes a post three steps in front of and centered on the squad. When in a column or column of two's, the squad leader assumes post three steps to the left and centered on the squad.
- F. When the squad drills as part of a larger unit, the squad leader occupies the number one (base) position of the squad.

#### II. FORMING THE SQUAD

- A. The squad normally forms in line formation; however, it may *re-form* in column when each member of the squad can identify his/her exact position (equipment grounded) in the formation.
  - 1. To form at *normal interval*, the squad leader comes to the position of *attention* and commands **FALL IN**. On the command **FALL IN**, the following actions occur simultaneously.
    - a. Each member *double times* to his/her position in the formation.
    - b. When the squad is formed, the right flank person should be three steps in front of and centered on the squad leader.
    - c. The right flank person comes to the position of *attention*, raises the left arm laterally at shoulder level in line with the body, elbow locked, fingers and thumb extended and joined, and palm facing down.
    - d. The person to the immediate left of the right flank person comes to the position of *attention*, turns the head and eyes to the right, and raises the left arm in the same manner as the right flank person. This person obtains proper alignment by taking short steps forward or backward to the line with the right flank person. This person then obtains *exact interval* by taking short steps left or right until the shoulder touches the extended fingertips of the right flank person. As soon as the person to the left has obtained *normal interval*, each person individually lowers his/her arms to the side, sharply turns the head and eyes to the front and assumes the position of *attention*.



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- e. The right flank person then sharply returns to the position of *attention*.
- f. All other members of the squad form in the same manner except the left flank person does not raise the left arm.

**NOTE:** The right flank person raises the arm and looks straight to the front unless the squad is to align on an element to its right.

- 2. To form at *close interval*, the formation is completed in the manner prescribed for *normal interval*, except the command is **At close interval, FALL IN**. Squad members obtain *close intervals* by placing the heel of the left hand on the left hip even with the waist, fingers and thumb joined and extended downward, and elbow in line with the body, touching the arm of the person to the left.
- 3. To form *in column*, the squad leader *faces* the proposed flank of the column and commands **In column, FALL IN**. On the command of execution **FALL IN**, squad members *double time* to his/her original positions (grounded equipment) in formation and *cover* on the person to his/her front.

### III. COUNTING OFF

- A. The squad may *count off* in line or column formation. The command is **From Front to Rear, Count, OFF**.
- B. When the squad is in a line formation, the counting is executed from right to left. On the command of execution **OFF**, each member, except the right flank person, turns the head and eyes to the right, and the right flank person counts off **"ONE."** After the person on the right counts off his/her number, the person to the left counts off with the next higher number and simultaneously turns the head and eyes to the front. All the other members execute *count off* in the same manner until the entire squad has counted off.
- C. When the squad is in column formation, the counting is executed from front to rear. On the command of execution **OFF**, the person at the head of the column turns the head and eyes to the right and counts over his/her shoulder **"ONE."** After counting off that number, that person immediately comes to the position of *attention*. All other members count his/her numbers in sequence in the same manner as the number one person; the last person in the file does not turn the head and eyes to the right.



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### IV. ALIGNING THE SQUAD

**NOTE:** The squad leader commands the squad to the appropriate interval prior to giving the command for alignment.

- A. To align the squad at *normal interval*, the commands are **Dress right, DRESS** and **Ready, FRONT**. On the command of execution **DRESS**, the right flank person *stands fast*. Each member, except the right flank person, turns the head and eyes to the right and aligns with the person on the right. Each member, except the left flank person, extends the left arm laterally at shoulder level, elbow locked, fingers and thumb extended and joined, palm facing down. This person ensures the left arm is in line with the body and takes short steps right or left until the right shoulder touches the fingertips of the person on the right. On the command of execution **FRONT**, each member returns sharply to the position of *attention*.
- B. To align the squad at *close interval*, the commands are **At close arm interval, Dress right, DRESS**, and **Ready, FRONT**. The movement is executed in the same manner prescribed for alignment at *normal interval* except the squad members obtain *close interval*.
- C. To align the squad at *double interval*, the commands are **At double arm interval, Dress right, DRESS**, and **Ready, FRONT**. On the command of execution **DRESS**, each member, except the right flank person, turns the head and eyes to the right and aligns on the person to the right. At the same time, each member, except the right and left flank people, extends both arms and takes short steps right or left until his/her fingertips are touching the fingertips of the members on the right and left. (The right flank person raises the left arm; the left flank person raises the right arm.)
- D. To align the squad in column, the commands are **COVER** and **RECOVER**. On the command **COVER**, each member (except the number one person) raises the left arm to a horizontal position, elbow locked, fingers and thumb extended and joined, palm facing down, and obtains an arm's length plus about six inches (from the fingertips) to the back of the person to the front. At the same time, each person aligns directly behind the person to the front. To resume the position of *attention*, the command **RECOVER** is given. On this command, each member sharply returns to the position of *attention*.



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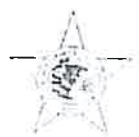
### Class Drill FORMATIONS

#### I. GENERAL

- A. Individual drill movements are executed while performing as squad members during the conduct of class drill.
- B. For the most part, class drill provides the procedures for executing drill movements in conjunction with other squads formed in the same formation.
- C. The class has two prescribed formations - line and column. However, the class may be formed into a file or a column of twos from a column formation.
- D. When a line formation, the elements (squads) of a class are numbered from front to rear; in a column formation, from left to right.
- E. In a line formation, the post for the Duty Recruit is six steps in front of and centered on the class. When in a column formation, the Duty Recruit is six steps on the left flank and centered on the class.
- F. The Duty Recruit commands **Open ranks, Backward, Right (Left) step, Forward, MARCH** or causes the class to change interval and moves at the same time (with the appropriate step) so as to maintain proper position.
- G. The leader of the first squad serves as the base when the class is a line formation. The leader of the fourth squad serves as the base when the class is in a column formation.

#### II. FORMING THE CLASS

- A. The class normally forms in a line formation; however, it may *re-form* in a column when each person can identify the exact position (equipment grounded) in the formation.
- B. The class forms basically the same as a squad. The Duty Recruit assumes the position of *attention* and commands **FALL IN (At close arm interval, FALL IN or In column, FALL IN)**. On the command **FALL IN (At close arm interval, FALL IN)**, the squad leader and the first squad (when formed) is three steps in front of and centered on the Duty Recruit. Other squad leaders cover on the first squad leader at the correct distance, which is obtained by estimation. The members of the first squad *fall in* on his/her squad leader as prescribed for squad drill. Members of the other squads *fall in* on his/her squad leader, assume the position of *attention* and turn his/her heads and eyes to the right. Squad members obtain correct distance by taking short steps forward or backward and align themselves on the person to his/her right. They sharply turn his/her heads and eyes to the front as in the position of *attention* and obtain proper interval by taking short steps left and right to cover on the person to his/her front. Members of all squads, other than the first squad, will not raise his/her left arms unless the person to his/her immediate left has no one to the front in the formation on which to cover.



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- C. When a report is appropriate, the Duty Recruit, commands **Squad Leaders, REPORT.** The squad leaders, in succession from front to rear, turn his/her heads and eyes toward the Duty Recruit and report. For example:
1. **Situation 1.** When all squad members are in formation, the report is; '**Sir/Ma'am, First Squad, All present.**'
  2. **Situation 2.** When squad members are absent, the Recruits name and reasons for absence are reported:

**Recruit Smith - Supervisor's office**  
**Recruit Jones - Court**  
**Recruit Williams - Unaccounted for**

- D. After receiving the report from the squad leaders, the Duty Recruit *faces about* and awaits the arrival of the instructor. When the instructor has *halted* at the designated post, the Duty Recruit reports, "**Sir/Ma'am, All present,**" or "**Sir/Ma'am, (number of) Recruits absent.**"

### III. BREAKING RANKS

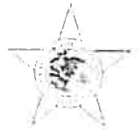
- A. A situation may require one or more individuals to leave the formation or receive specific instructions from the instructor. The instructor directs: "**Recruit Doe (pause), Front and center,**" or "**The following personnel front and center - Recruit Doe (pause), Recruit Smith.**"
- B. When the individual's name is called, that person assumes the position of *attention* and replies, "**Here, Sir/Ma'am.**" That individual then takes a (15-inch) step backward, *halts*, *faces* to the right (left) in *marching*, and exits the formation by *marching* to the nearest flank. The individual must clear the formation and begin to *double time*, and then *halts* two steps from and centered on the instructor.

**NOTE:** When a group of individuals are called from the formation, the group forms centered on the instructor. The instructor should direct (point) the first person into position so the rank will be centered when the last person has joined the group.

### IV. COUNTING OFF

- A. The class count off is in the same manner as the squad.
- B. When in a line formation, the squad counts in unison from right to left. Each squad leader sounds off, "**ONE.**"
- C. When in a column formation, the people abreast of each other count in unison from front to rear; each squad leader sounds off, "**ONE.**"





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## V. ALIGNING THE CLASS

- A. *The class is aligned similar to the squad.*
- B. *On the command of execution **DRESS**, the first squad leader stands fast and serves as the base. Other squad leaders obtain correct distance by estimation. The members of the first squad execute in the same manner as in squad drill to obtain exact interval. All other squads execute as the first squad, except each squad member raises the left arm only for uniformity, actually covering (glancing out of the corner of the left eye) on the person to the front.*
- C. *In order to obtain exact alignment, the Duty Recruit faces to the half left (half right) in marching and marches (on the command of execution **DRESS**) by the most direct route to a position online with the first squad, halts one step from the squad leader or left flank person, and faces down the line. From this position, the Duty Recruit verifies the alignment of the first squad, directing the people to move forward or backward, as necessary, calling them by name: "**Recruit Jones, forward two inches; Recruit Smith, Backward four inches.**" The Duty Recruit remains at attention, taking short steps to the right or left as necessary, to see down the squad. Having aligned the first squad, the Duty Recruit centers on the first squad, faces to the left (right) in marching, taking two (three if at open ranks) short steps to the next squad, halts, faces, down the line, and aligns the squad in the same manner. After the last squad is aligned, the Duty Recruit centers on the squad leader by taking short steps left or right, faces to the right (left) in marching, returns to the position (centered on the class), halts perpendicular to the formation, faces to the left (right), and commands **Ready, FRONT.***
- D. *To align the class in column, the commands are **COVER** and **RECOVER**. On the command **COVER**, the fourth squad leader stands fast and serves as base. The squad leaders with the exception of the left flank squad leader, raise his/her arms laterally and turn his/her heads and eyes to the right. The members of the fourth squad raises his/her left arms horizontally (as in squad drill) to the front and cover the person to his/her front at correct distance. Squad members of the third, second and first squads raise his/her arms horizontally to the front (for uniformity only), cover on the person to the front, and, at the same time, glance out of the corner of his/her right eyes aligning on the person to his/her right. To resume the position of attention, the command is **RECOVER**. On this command, each person sharply returns to the position of attention.*

## VI. OPENING AND CLOSING RANKS

- A. ***Open ranks, MARCH** is executed from a line formation while at the halt. It may be executed while at any of the prescribed intervals. The commands for these movements are **Open ranks, MARCH** and **Close ranks, MARCH.***
- B. *On the command of execution **MARCH**, the front rank takes two steps forward, the second rank takes one step forward, the third rank stands fast, and the fourth rank takes one step backwards. If additional ranks are present, the fifth rank takes two steps backward, and the sixth rank takes four steps backward.*

**NOTE:** *After taking the prescribed steps, the recruits do not raise his/her arms. If the Duty Recruit wants exact interval or alignment, that person commands **At close intervals (At double interval), Dress right, DRESS.***



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- C. To close ranks, the command is ***Close ranks, MARCH***. On the command of execution **MARCH**, the first rank takes two steps backwards, the second rank takes one step backwards, the third rank *stands fast*, and the fourth rank takes one step forward.
- D. On the command of execution **MARCH**, the Duty Recruit takes the appropriate number of steps to maintain his/her posts.

### VII. RESTING THE CLASS

The class rests in the same manner prescribed for the squad.



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### **INSPECTIONS**

#### **II. PERSONNEL INSPECTION**

##### **A. Recruit inspections are conducted:**

1. Regularly by academy staff.
2. Outdoors at a location established by Academy Staff, weather permitting; or  
in the HEC building immersive Interior Training Lab on the 1<sup>st</sup> floor.

##### **B. Uniform Inspection violations will be corrected by the end of the first break.**

##### **C. Inspection sequence and procedure.**

1. Under the direction of the Drill and Ceremony (D and C) Recruit, the Class will assemble in formation, facing the DC Recruit.
2. The DC Recruit will be inspected first by a member of Academy Staff. The DC Recruit will then order squad leaders to front and center. Squad 1 will command the squad leaders to front and center and right and face the DC Recruit. The DC Recruit will inspect the squad leaders after which he will instruct them to inspect their squads. Squad 1 leader will then command the squad leaders to right face and march to their respective squads for inspection.
3. Assistant squad leaders will accompany the squad leaders on personnel inspections. The assistant squad leaders will make note of all deficiencies. Each squad leader will order his squad to be at ease upon completion of inspection.
3. All inspections will be conducted under the supervision of Academy Staff.
5. Upon completion of inspection, all ranks will be called to attention and dismissed by the DC Recruit per protocol outlined in this guide.



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### DRILL - GLOSSARY

#### TERMINOLOGY

<b>alignment</b>	The arrangement of several elements on the same line.
<b>base</b>	The element on which a movement is planned or regulated.
<b>cadence</b>	The uniform rhythm in which a movement is executed, or the number of steps or counts per minute at which a movement is executed. Drill movements are normally executed at the cadence of quick time or double time. Quick time is the cadence of 120 counts or steps per minute; double time is the cadence of 180 counts or steps per minute.
<b>commander</b>	Person in charge.
<b>cover</b>	Aligning oneself directly behind the person to one's immediate front while maintaining correct distance.
<b>depth</b>	The space from front to rear of a formation, including the front and rear element.
<b>directive</b>	An oral order given by a Commander to direct or cause a subordinate leader or lead element to take action.
<b>distance</b>	The space between elements when the elements are one behind the other. Between squads, it varies with the size of the formation, between individual's, it is an arm's length to the front plus 6 inches, or about 36 inches, measured from the chest of one person to the back of the person immediately to the front.
<b>double time</b>	The command given when changing cadence from halt or march to run.
<b>drill</b>	Certain movements by which a squad or individual is moved in a uniform manner from one formation to another, or from one place to another. Movements are executed in unison and with precision.
<b>element</b>	An individual or squad forming as part of the next higher unit.
<b>file</b>	A column which has a front of one element.
<b>flank</b>	The right or left side of any formation as observed by an element within the formation.
<b>formation</b>	The arrangement of elements of a unit in a prescribed manner.
<b>line</b>	A formation in which the elements are side by side or abreast of each other. In a class line, the members of each squad are abreast of each other with the squads one behind the other.
<b>column</b>	A formation in which the elements are one behind the other. In a class column, the members of each squad are one behind the other, with the squads abreast of each



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other. To change a line formation to a column formation, the command is **Right, FACE**. To change a column formation to a line formation, the command is **Left, FACE**.

<b>front</b>	The space from side to side of a formation, including the right and left elements.
<b>guide</b>	The person responsible for maintaining the prescribed direction and rate of march.
<b>head</b>	The leading element of a column.
<b>inflection</b>	The rise and fall in pitch and the tone changes of the voice.
<b>interval:</b>	
<b>close</b>	The lateral space between Recruits, measured from right to left by the Recruit on the right placing the heel of the left hand on the hip, even with the top of the belt line, fingers and thumb joined and extended downward, with the elbow in line with the body and touching the arm of the Recruit to the left.
<b>double</b>	The lateral space between Recruits, measured from right to left by raising both arms shoulder high with the fingers extended and joined (palms down) so fingertips are touching the fingertips of the Recruits to the right and to the left.
<b>normal</b>	The lateral space between Recruits, measured from right to left by the Recruit on the right holding the left arm shoulder high, fingers and thumb extended and joined, with the tip of the middle finger touching the right shoulder of the Recruit to the left.
<b>quick time</b>	The command given when marching at normal cadence.
<b>rank</b>	A line which is one element in depth.
<b>re-form</b>	A command to restore the previous element or formation (used only during drill instructions)
<b>stand fast</b>	The command given when at attention to stay in the current position until further commands are given.
<b>step</b>	The prescribed distance measured from one heel to the other heel of a marching Recruit.



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### INDIVIDUAL DRILL **STATIONARY MOVEMENTS**

#### I. GENERAL

- A. This section contains most of the individual positions and stationary movements required in drill. These positions and the correct execution of the movement, in every detail, should be learned before proceeding to other drill movements.
- B. Movements are initiated from the position of *attention*. However, some *rest* movements may be executed from other *rest* positions.
- C. The explanation of a possible movement executed toward either *flank* is given in this chapter for only one *flank*. To execute the movement toward the opposite *flank*, substitute *left* for *right*, or *right* for *left*, in the explanation.

#### 11. POSITION OF ATTENTION

- A. Assume the position of *attention* on the command **FALL IN** or the command Squad (Class), **ATTENTION** (see note following III. Rest Positions and Halt).
- B. To assume this position, bring the heels together sharply online, with the toes pointing out equally, forming an angle of 45 degrees. Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square.
- C. Keep the head erect and *face* straight to the front with the chin drawn in so alignment of the head and neck is vertical.
- D. Let the arms hang straight without stiffness. Curl the fingers so the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers.
- E. Remain silent and do not move unless otherwise directed.



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### III. REST POSITION AND THE HALT

**NOTE:** Any of the positions of *rest* may be commanded and executed from the position of *attention*.

- A. **Parade Rest and Ceremonial Parade Rest.** *Parade Rest* is commanded only from the position of *attention*. The command for this movement is **Parade, REST** (or **Ceremonial Parade, Rest**). On the command of execution **REST**, move the left foot about 10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet. Simultaneously, place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so the palm of the right hand is outward. Keep the head and eyes as in the position of *attention* (except for **Ceremonial Parade Rest**, the head bows down slowly while silently counting to 3). Remain silent and do not move unless otherwise directed. *Stand at ease*, *at ease*, and *rest* may be executed from this position.
- B. **Stand at Ease.** The command for this movement is **Stand at, EASE**. On the command of execution **EASE**, execute *parade rest*, but turn the head and eyes directly toward the person in charge of the formation. *At ease* or *rest* may be executed from this position.
- C. **At Ease.** The command for this movement is **AT EASE**. On the command **AT EASE**, the Recruit may move, but must remain standing and silent with the right foot in place. *Rest* may be executed from this position.
- D. **Rest.** The command for this movement is **REST**. On the command **REST**, the Recruit may move, talk, or drink unless otherwise directed. The Recruit must remain standing with the right foot in place. *At ease* may be executed from this position.

**NOTE:** On the preparatory command for *attention*, immediately assume *parade rest* when at the position of *stand at ease*, *at ease*, or *rest*. If, for some reason, a subordinate element is already at *attention*, the members of the element remain so and do not execute *parade rest* or the preparatory command, nor does the subordinate leader give a supplementary command.

### IV. FACING AT THE HALT

- A. *Facing* to the flank is a two-count movement. The command is **Left (Right), FACE**. On the command of execution **FACE**, slightly raise the right heel and left toe and turn 90 degrees to the left on the left heel, assisted by a slight pressure on the ball of the right foot. Keep the left leg straight without stiffness and allow the right leg to bend naturally. On the second count, place the right foot beside the left foot, resuming the position of *attention*. Arms remain at the sides, as in the position of *attention*, throughout this movement.
- B. *Facing* to the rear is a two-count movement. The command is **About, FACE**. On the command of execution **FACE**, move the toe of the right foot to a point touching the marching surface about half the length of the foot to the rear and slightly to the left of the left heel. Rest most of the weight of the body on the heel of the left foot and allow the right knee to bend naturally. On the second count, turn to the right 180 degrees on the left heel and ball of the right foot, resuming the position of *attention* throughout this movement.



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**NOTE:** Throughout these movements, the remainder of the body remains as in the position of *attention*.

### V. HAND SALUTE

- A. The *hand salute* is a one-count movement. The command is **Present, ARMS**. When wearing headgear with a visor (with or without glasses), on the command execution **ARMS**, raise the right hand sharply, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so neither the back of the hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward and the upper arm horizontal.
- B. When wearing head gear without a visor (or uncovered) and not wearing glasses, execute the *hand salute* in the same manner as previously described in subparagraph A. except touch the tip of the right forefinger to the forehead near and slightly to the right of the right eyebrow.
- C. When wearing headgear without a visor (or uncovered and wearing glasses, execute the *hand salute* in the same manner as described in subparagraph A. except touch the tip of the right forefinger to the point on the glasses where the temple piece of the frame meets the right edge of the right brow.
- D. *Order arms* from the *hand salute* is a one-count movement. The command is **Order, ARMS**. On the command of execution **ARMS**, return the hand sharply to the side, resuming the position of *attention*.
- E. When reporting or rendering courtesy to an individual, turn the head and eyes toward the person addressed and simultaneously *salute*. In this situation, the actions are executed without command. The *salute* is initiated by the subordinate at the appropriate time and terminated upon acknowledgment.
- F. The *hand salute* may be executed while *marching*. When *double timing*, a Recruit must come to *quick time* before *saluting*.

• **NOTE:** When a formation is *marching* at *double time*, only the individual in charge assumes *quick time* and *salutes*.





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### Morning Inspection Procedure/Commands

Drill & Ceremony (DC) Recruit stands front and center of formation and directs the class as follows:

1. **Class, FALL IN** or class will march in by squads as directed.
2. **At regular arm interval, DRESS RIGHT, DRESS**
3. **Ready, FRONT**
4. **COVER**
5. **Squad Leaders, REPORT** (i.e. **Squad 1, Sir/Ma'am, All Present**, or, **# Missing**)
6. **Open Ranks, MARCH**  
DC Recruit executes an **About Face** and reports to Staff person
7. **Sir/Ma'am, All Present or# Missing**  
Staff person instructs DC Recruit:
8. **Prepare Class for Inspection.**  
DC Recruit executes **About Face** and commands:
9. **Squad Leaders, FRONT AND CENTER.**  
Squad Leader# 1 commands:
10. **Squad Leaders, Forward, MARCH.** Squad Leaders march front and center of formation.
11. **Squad Leaders, HALT.** Take two steps and stop. **Right, FACE.**  
DC Recruit executes **About Face** and reports to staff person:
12. **Sir/Ma'am, Class is ready for inspection.**  
DC Recruit is instructed to inspect Squad Leaders  
DC Recruit executes **About Face** and inspects squad leaders from his left to right  
DC Recruit returns to front and center facing class and commands Squad Leaders:
13. **Squad Leaders, INSPECT SQUADS.**  
Squad Leader #1 commands:
14. **Squad Leaders, Right, FACE - Forward, MARCH.**  
Squad Leaders march to positions in front of their respective squads.  
Squad Leader #1 commands:
15. **Squad Leaders, About, FACE.**  
DC Recruit assumes position of **At Ease**.  
Squad Leaders inspect their respective squads with Assistant Squad Leaders.  
Inspect front sides first and proceed around squad to inspect rear sides.  
Upon completion of inspection, each Squad Leader commands their squad:
16. **Squad#\_, PARADE REST.** Squad Leaders command squads individually when ready.  
Academy Staff address class regarding announcements or directions.  
DC Recruit then commands:
17. **Class, ATTENTION.**
18. **Close Ranks, MARCH.**
19. **Right, FACE.** DC Recruit then commands the class to **Fall Out** per 20a. or 20b.
- 20a. **By Squads to the classroom, FALL OUT.**  
-Squad Leader #1: **Squad One, Forward, MARCH.**  
-Subsequent Squad Leaders follow in sequence while maintaining normal interval between him/herself and last Recruit in the preceding squad
- 20b. **FALL OUT.** (e.g. when not falling out to the classroom).



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### Physical Training Commands

1. PT leader stands at attention while facing area of formation and commands:
  - Class Stand By!
  - Class BA\_\_\_\_, FALL IN.
  - CLASS, ATTENTION
  - At double arm interval, DRESS RIGHT, DRESS
  - Ready, FRONT.
  - Left, Face.
  - At double arm interval, DRESS RIGHT, DRESS
  - Ready, Front
  - Right Face
  - Cover
  - Even squads, one side step to the left, MOVE
  - Cover
2. Walk to the side of the squad leaders and do a quick inspection.
3. PT leader walks back to the center of where he/she was before and resumes their position at attention.
4. Squad Leaders report: Sir/Ma'am, Squad 1, All Present, or, # Missing. Each subsequent Squad Leader reports in similar fashion.
5. PT leader then introduces fitness instructors (female first, followed by ranks)
  - CLASS BA \_\_\_\_\_ WISHES TO WELCOME \_\_\_\_\_ and \_\_\_\_\_
  - They/He/She will be instructing us on physical fitness this morning.
  - "Good morning Ma'am(s) / Sir / Gentleman
  - Class responds likewise in unison immediately after.
6. PT Recruit then states: **Sir/Ma'am: All Present, or, # Missing. Class is ready for**
7. Physical Training.  
PT Recruit commands Recruits: **Class, AT EASE.**  
PT Recruit then calls up a recruit to do warm-ups and stretching. PT Recruit falls back into formation.
8. Respects and Regrets are conducted on the last day of PT for the week by the instructors or a staff designee. Each Recruit expressing **Respects/Regrets** will be recognized by raising his/her hand while coming to the position of **Attention** and instructed to **Fall Out**
9. Following **Respects/Regrets**, PT instructor(s) will conduct scheduled training for the day.



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## **APPENDIX G**



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### **Honor Code**

The Suburban Law Enforcement Academy has adopted the Honor Code (Code) outlined below.  
Acknowledgement

This Honor Code was adapted from the United States Military Academy Honor Code, USCC Pamphlet 632-1,  
August 1993.  
West Point, New York

### **THE PURPOSE AND GOALS OF THE HONOR CODE**

*The purpose of the Student Honor Code is to foster a commitment to moral and ethical excellence essential to law enforcement.*

#### **Goals of the Student Honor Code is:**

1. To have Recruits develop a strong desire to maintain an honorable lifestyle as manifested in the Code.
2. To have Recruits achieve the level of commitment to the honorable conduct necessary to prepare themselves for greater challenges to his/her integrity throughout their careers as law enforcement officers.

#### **"A STUDENT WILL NOT LIE, CHEAT OR STEAL NOR TOLERATE THOSE WHO DO."**

The Code is a simple standard by which to live. It demands strict compliance, but it does not demand ethical perfection. In order for the Code to fulfill its role in the moral-ethical development of Recruits, each Recruit must commit himself or herself to tirelessly exceeding this standard.

The Suburban Law Enforcement Academy operates under the assumption that those who have chosen to serve their communities as law enforcement officers are already instilled with a basic set of ethical values. It is expected that all students will strive to live far above the minimum standard of ethical behavior defined by the Code; and that each Recruit will develop a high personal sense of honor.



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### THE SPIRIT OF THE CODE

The Spirit of the Code goes beyond the mere external adherence to rules and guides a true leader's character. It is an expression of integrity and values from within and manifests itself in the actions of honorable men and women. People who accept the spirit of the Code think of the Code as a set of broad and fundamental guiding principles, and not as a list of prohibitions. In deciding to take any action, they ask if it is the right thing to do.

It is the Spirit of the Code that gives rise to the specific tenets of the Honor Code itself:

1. The Spirit of the Code embraces truthfulness in all its aspects. The Honor Code prohibits lying.
2. The Spirit of the Code calls for complete fairness in human relations. The Honor Code prohibits cheating.
3. The Spirit of the Code requires respect for other people and his/her property. The Honor Code prohibits stealing.
4. The Spirit of the Code demands a personal commitment to uphold these ethical standards. The Honor Code prohibits toleration of violations of these standards.

### THE TENETS OF THE CODE

#### LYING

**Description:** Recruits violate the Honor Code by lying if they deliberately deceive another by stating an untruth. Recruits also violate the Honor Code when they communicate in a partial truth or through the vague or ambiguous use of information or language with the intent to deceive or mislead.

**A Recruit's Word:** A Recruit's word is accepted without challenge until evidence exists to prove otherwise. Although accepted at his/her word, there may be occasions when Recruits are questioned as to performance, behavior, conduct, or to the accuracy or completeness of submitted work. In any such case, Recruits are required to answer directly and truthfully. The questioner may be trying to clarify a particular point or issue. Generally classifying all such questioning as "doubting a student's integrity" is unprofessional and should be avoided. Experience demonstrates that human communication is imperfect at best, and actions are often misinterpreted. To desire clarification in such instances does not always indicate doubt about one's personal integrity.

Trust is linked to one's integrity and that trust must be earned. Only through consistently accurate oral and written statements can one earn the trust of another. Trust comes from a commitment to truthfulness, being completely candid and forthright in all instances. Recruits are reminded that in all instances they must be truthful in all oral and written statements.

**Accuracy of Reports:** Whether oral or written, reports are official statements and must always be complete and accurate. Recruits are individually responsible for ensuring the correctness of a report both before and after it is rendered. Additionally, if a report is given and is later found to be incorrect, the Recruit rendering the false report must make the error known as soon as possible.



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**Implications of the Signature:** An individual's signature or initials affirm a written communication as having been reviewed or written by them. In this way, when students affix his/her signature or initials to a document they make an official statement that, to the best of his/her knowledge, the document is true and accurate; verified by the signer. Additionally, Recruits are never authorized to sign another person's name.

**Equivocation:** To be equivocal is to use purposely vague, misleading, or ambiguous language. Equivocation is dishonorable and would be a violation of the Honor Code.

**Other Direct Forms of Communication:** Direct communication that creates an impression or conveys a message to someone else, in lieu of an oral or written statement, must be truthful. The Honor Code offense of lying includes nonverbal actions that are substitutes for oral or written statements.

Examples include nodding one's head, raising one's hand, or giving a "thumbs-up." All such nonverbal actions must be truthful.

Remember that verbal and nonverbal communications carry the same weight. Each is intended to communicate an idea or thought to another person. Recruits should strive at all times to make his/her communication clear and unambiguous.

### CHEATING

**Description:** Recruits violate the Honor Code by cheating if they wrongfully act out of self-interest, do work or obtain results with the intent to gain or to give unfair advantage, or with the intent to deceive or mislead. Actions which assist another student to do these things also, constitute cheating.

Cheating includes such acts as, for example, intentional plagiarism (presenting someone else's ideas, words, data, or work as one's own), misrepresentation (failing to document the assistance of another in the preparation of an assignment), and using unauthorized references (crib sheets, notes, texts) or observing another student's exam during an examination.

**Basic Principles:** The principles of good scholarship demand that each writer provide correct and complete information regarding the sources of information and ideas. Through the process of documentation, writers identify contributing sources used and acknowledge any assistance received. Although different academic disciplines adopt different systems, all adhere to the basic principle that writers must document all sources and assistance.

### Standard of Proof

To be in violation of the Code, the accused Recruit must have been found to have lied, cheated, stolen, attempted to do so, or tolerated such action on the part of another Recruit. The offenses of lying, cheating, and stealing involve acts accompanied by a specific intent to achieve a particular wrongful purpose as defined for each offense.

"Intent" does not refer to the intent to violate the Code, but intent to commit the act itself. Recruits, who have the intent to lie, cheat, or steal, and commit any act in furtherance of that intent, have violated the Code. The fact that they fail in his/her attempt to lie, cheat, or steal does not exonerate them.



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**Testing Situations:** On many occasions, a time limit is placed upon the completion of graded work. The extent of mastery of course material is often measured best in the environment of a timed test. If a Recruit inadvertently takes more time than prescribed, he or she should bring this to the attention of the instructor before the assignment is submitted.

Specifically, Recruits should immediately stop work and put down his/her writing instruments upon instruction. Failure to do so can constitute cheating.

Frequently a Recruit is required to complete written examinations in conditions where it is possible to observe another Recruit's work. Recruits must be aware that observing another Recruit's exam, even if only to confirm that his/her work is correct, is improper and may constitute an honor violation. Unintentional observation of another Recruit's exam must be brought to the attention of the instructor.

### STEALING

**Description:** Recruits violate the Honor Code by stealing if they wrongfully take, obtain, or withhold, by any means, from the possession of the owner or any other person any money, personal property, article, or service of value of any kind, with the intent to permanently deprive or defraud another person of the use and benefit of property or to permanently appropriate it to either his/her own use or the use of any person other than the owner.

**Found Property:** If a Recruit finds property of another person, the Recruit has a duty to attempt to identify the owner. If a Recruit keeps the property rather than turning it in or returning it to the owner, then the Recruit is subject to a violation of the Honor Code.

### TOLERATION

**Philosophy:** Perhaps the most difficult standard is the Honor Code's non-toleration clause. The non-toleration clause serves as a student's daily reminder that he or she is charged with an awesome duty. This is a duty far superior to his or her personal feelings or friendships. The non-toleration clause preserves the ethical community in which law enforcement officers must live and work.

The non-toleration clause represents the codification of the concept of "policing the ranks" within the profession. In any profession, it is the responsibility of its members to maintain the standards that have been set. No longer is a Recruit limited to maintaining personal integrity. That responsibility has expanded to include maintaining the integrity within the profession. When another member of the profession compromises his or her integrity, it is imperative that action be dealt with in order to restore the integrity of the profession.

**Description:** Recruits violate the Honor code if they fail to report an unresolved incident with honor implications to proper authority within a reasonable length of time. "Proper authority" will usually be the Deputy Director, via the Chain of Command.

However, unusual circumstances may arise when such an incident should also be reported to the Director, Program Coordinator, Class Supervisor, or an instructor. A "reasonable length of time" is the time it takes to approach the Recruit suspected of the honor violation and clarify whether the incident was a misunderstanding or actually a possible violation of the Honor Code. A reasonable length of time is usually considered not to exceed 24 hours. Here, recruits should keep in mind that speedy resolution of the issue is in the best interest of all concerned. In the event that a Recruit witnesses what he or she knows to be a questionable act in his or her presence, a "reasonable length of time" may be much shorter. One should seek to clarify a questionable act made in one's presence as soon as possible.



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**Approach for Clarification:** Approaching a Recruit, whom you have reason to suspect of an honor violation, is a difficult duty but an inescapable responsibility never to be avoided. When attempting to resolve a question of honor, keep two things in mind:

1. That the honor violation must consist of both the act and the intent to commit the act.
2. That because that student's integrity is being questioned, one must be prepared for a defensive or negative initial response.

A Recruit who believes an honor violation may have occurred will approach the individual and give the suspected Recruit an opportunity to explain his or her actions. When approaching a Recruit for clarification, one should point out in a non-accusatory manner the exact action that is considered improper and request an explanation. If possible, give the Recruit an opportunity to explain the situation before alleging it to be an "honor violation." Such an allegation is serious and, therefore, should be made only after considering both sides of the incident.

**Resolution:** The obligation of students not to tolerate violations of the honor code requires that a Recruit who is aware of a suspected violation report it within a reasonable time to the proper authority unless he or she is successful in resolving the apparent violation in one of two ways, as follows:

1. Seek clarification by asking the suspected Recruit to explain the circumstances which raised suspicions to see whether a misunderstanding or misperception is involved. If suspicion remains, take the following step.
2. Encourage the suspected Recruit to report him or herself. If the suspected Recruit fails to do so in a reasonable time, consider asking him or her about the matter again to ensure that the suspected Recruit understands the importance of personally reporting the incident. If he or she still does not report the incident in a reasonable time, report the incident.

Situations will sometimes arise which at first glance may appear to be violations of the Honor Code, but upon closer examination prove to be nothing more than a misunderstanding or misperception. In this eventuality, the student should drop the matter. It is important to recognize that the presence of any doubts regarding the matter necessitates the continued pursuit of proper resolution. Giving a Recruit "the benefit of the doubt" is not in keeping with proper reporting procedures and may constitute toleration. The resolved approach for clarification should be brought to the attention of the Deputy Director and explained as "clarified." This procedure lets the Deputy Director know that the Recruit is living according to the spirit of the non-toleration clause. This procedure also covers the approacher in the event of an investigation resulting from someone else's unresolved perspective of the same act.

*The essence of non-toleration is the seeking of resolution of acts that may be honor violations and/or the clarification of questionable acts with honor implications.*





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**APPENDIX H**



# **Suburban Law Enforcement Academy**

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### **Academy Vehicles**

Some training activities will include the use of Academy vehicles.

If operated by Recruits:

1. Recruit drivers will be selected by the Class Supervisor(s).
2. Recruit drivers will obey all traffic laws and exercise sound good judgment when operating Academy vehicles.
3. Recruit drivers are responsible for informing the Class Supervisor when vehicles are less than half-full of fuel. The vehicles will be filled with fuel at the College of DuPage gas pumps.
4. Recruit drivers will check the oil prior to each use of any Academy vehicles and notify the Class Supervisor if the oil level does not indicate "full".
5. Recruits will report any malfunctions or deficiencies to the Class Supervisor verbally and follow this verbal notice with a written memorandum.

If operated by Class Supervisors:

1. Class Supervisors will obey all traffic laws and exercise sound good judgment when operating Academy vehicles.
2. Class Supervisors are responsible for informing the Deputy Director when vehicles are less than half-full of fuel. The vehicles will be filled with fuel at the College Of DuPage gas pumps.
3. Class Supervisors will report any malfunctions or deficiencies to the Deputy Director verbally and follow this verbal notice with a vehicle service form.



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**APPENDIX I**



# **Suburban Law Enforcement Academy**

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### **E-Notebooks**

Recruits will also be required to maintain a permanent e-notebook as prescribed by the State of Illinois. All Notebooks will be checked for organization, neatness, maintenance and content as part of the quarterly evaluation process. Any deficiencies in the notebooks will be noted in the "summary comments" section of the Recruit's evaluations. The notebooks will be graded as pass or fail. The notebook inspections will occur periodically by the Class Supervisors in conjunction with quarterly evaluations.

#### **A. Purpose**

Notebooks serve several functions. They compile a permanent reference for the Recruit, compile study material, and assist the Academy staff in periodic and final evaluation of the Recruit. The notebook is to be retained by the Recruit.

#### **B. General requirements**

Notes will be taken on all subjects and will be deemed satisfactory by content, spelling, and accuracy.



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**APPENDIX J**



# Suburban Law Enforcement Academy

## College of DuPage



### Classroom Laptop Computer Policy

**A. Purpose:** *To establish guidelines for the use and maintenance of College of DuPage (the College) owned Laptop computers (LTC.)*

1. *Define standards, procedures, and restrictions for the use of SLEA LTC, and connecting to the internal network or related technology resources.*
2. *The goal is to protect the College, SLEA and the Recruit from unauthorized use and/or malicious attacks.*
3. *This policy applies to all SLEA Recruits, Class Supervisors, instructors and staff.*
4. *This policy is complementary to any other policies (regulations) issued by the College.*

**B. Privacy:** *Recruits using the laptops do not have a reasonable expectation of privacy when using the LTC.*

1. *The Academy Director or designee have a right to monitor in class use, messages, in/out mail, and review data including hardware, files and any software installed.*
2. *The Director or designee may conduct random inspections of the equipment owned by the College as well as e-mails, messages, notes, stored data and any software.*
3. *Recruits will be responsible for the care and safeguard of the L TC, the software therein, and all issued accessories.*
4. *Any damage or mechanical problems, hardware issues must be immediately reported to a Class Supervisor or in their absence the Academy Deputy Director in writing using the Academy memorandum.*
5. *Repair or replacement as a result of negligence may be borne by the individual Recruit responsible for damaging or losing the equipment.*
6. *The Class Supervisor will conduct a preliminary inquiry into the damage and/loss of the property and will forward the memorandum to the Deputy Director along with his / her own memorandum documenting the extent of the problem, damages and circumstances under which it occurred as well as a recommendation of action to be taken.*

**C. Use and Restrictions:**

1. *Addition of new hardware, software or related components will be managed by the Director or his designee.*
2. *Non-sanctioned installation of hardware, software, or related components is strictly forbidden.*
3. *It is the responsibility of any Recruit to utilize the L TC appropriately, responsibly, professionally and ethically. Failure to do so may result in suspension of the use of the LTC and result in disciplinary action.*
4. *The Recruit agrees to immediately report any incident or suspected incident of unauthorized access or disclosures of SLEA resources or information to a supervisor*
5. *The use of LTC are expected to be used for official academy business and instructions; such as:*
  - a. *Lesson plans*
  - b. *Instructor PowerPoint presentations*
  - c. *Note Taking*
  - d. *Academic Research and learning*
  - e. *Facilitate performance of Basic Academy functions*
  - f. *Communication of information in a timely manner (e.g. Court decisions. Changes in Federal and State laws and statutes, current Criminal Justice related issues and events).*
  - g. *Coordinate note taking efforts and study groups among fellow Basic Academy Recruits.*



# **Suburban Law Enforcement Academy**

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- h. Communicate with instructors, Class Supervisors and Recruits on a professional level for purposes of facilitating learning and promoting instructional topics in the Basic Law Enforcement Officers course curriculum.
1. Communicate with SLEA staff regarding practical exercises and training endeavors regarding equipment needs, training locations, reporting times and/or program changes which may occur.

### **D. Prohibited Use:**

1. Illegal activities
2. Defamation of character directed at a fellow Recruit, Class Supervisor, Academy staff member, the College or a Criminal Justice agency.
3. Commercial, personal activities, personal emails, and/or social networking sites
4. Use of non-academy software, e.g. Games or entertainment software
5. Non-academy On-line use
6. Unprofessional, unethical web sites, e.g. On-line gambling, pornography, etc.
7. Communication with private parties not related to Basic Academy training.
8. Visiting an internet site during class when not allowed by the instructor.

**Only authorized use by Academy Instructors, Faculty and Staff is permitted.**



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**APPENDIX K**





# Suburban Law Enforcement Academy

## College of DuPage



### Harassment Including Sexual Harassment

The Suburban Law Enforcement Academy at the College of DuPage will not tolerate any form of harassment. You will receive preprinted brochures from the College of DuPage on these issues. After allowing ample time to review the documents, you will submit a preprinted form, entitled **Harassment/Sexual Harassment Pamphlets Acknowledgement Agreement**, to the Deputy Director acknowledging you have read the documents and understand the contents. Also, the form will state that you will not participate in any form of sexual harassment/ harassment while assigned to the Suburban Law Enforcement Academy. This form will then be placed in your personnel file.

Any violations of the College of DuPage harassment policy will be reported to the Director immediately following the Chain of Command.



# Suburban Law Enforcement Academy

## College of DuPage



## APPENDIX L



# Suburban Law Enforcement Academy

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### MEDICAL EMERGENCY PROCEDURES

The basic training program is made up of both classroom instruction and practical exercise training including physical fitness training, personal defense, police vehicle operation, and the use of firearms. This type of training, due to its inherent nature, does pose a danger to the instructor and Recruit. Although every precaution is taken to protect the instructors and Recruits, injuries sometimes occur.

When an Injury occurs, documented procedures must be followed to ensure that the injured person(s) receives immediate medical attention. This memorandum sets out the procedures for responding to a medical emergency.

#### Procedures

1. At the start of every basic academy class the staff will determine if any Recruit(s) or Class Supervisor(s) have any advanced emergency Medical technician training and the level of this training. If it is a Recruit, this information will be noted in his file.
2. Class Supervisor(s) will ensure that a first aid kit is on site if needed.
3. Class Supervisors will ensure that there is a functioning cellular phone on site and readily available for all training sessions, on or off campus.
4. When an injury occurs, the designated Primary Instructor will immediately determine the extent of injury and provide immediate care as possible. If required, and at the direction of the Primary Instructor, a Class Supervisor(s) and/or Recruit(s) with advanced emergency Medical technician training may assist the Primary Instructor.
5. If on the COD campus when emergency medical assistance is required the Primary Instructor or his designee will call extension 2000 from any campus phone, or 942-2000 on any cellular phone, to the COD Police Department for dispatch of an ambulance. If off campus call 911.
6. The designated Primary Instructor will be in charge of any critical Incident with regard to directing the activities or actions of other instructor(s)/role player(s), Class Supervisor(s), and Recruit(s).
7. One Class Supervisor will accompany the injured person(s) to the hospital or medical care facility. Injured person(s) will not drive themselves to the hospital. The Class Supervisor will remain with the injured person(s) until they are released or the Director or Deputy Director authorizes him to leave. In the absence of a Class Supervisor, a member of the Academy staff, secondary instructor, or role player will accompany the injured person(s). No Recruits will accompany the injured person unless otherwise directed by the Primary instructor or Staff member.
8. The Primary Instructor will immediately notify the Director, Deputy Director or Program Coordinator(s) of any critical incident. (appropriate phone numbers will be provided).
9. Only the Director, Deputy Director or their designee will notify the sponsoring department and will coordinate with that department the notification of the injured person's relatives.
10. Recruits shall notify Academy Staff if they use a rescue inhaler, epi-pen or other immediate need emergency medical device.



# **Suburban Law Enforcement Academy**

## **College of DuPage**



## **APPENDIX M**



# Suburban Law Enforcement Academy

## College of DuPage



### College of DuPage Suburban Law Enforcement Academy Recruit Peer Review

This is an official document, which could potentially be part of the training record for the Recruit who is the subject of this peer review. Take your time, think carefully, and provide an accurate assessment of the Recruit, based on your first-hand personal observations. You must complete one peer review for each member of your squad. You must rank each Recruit in your squad from first to last and no two Recruits can have the same number. Additionally, you must complete every portion of this peer review and provide a meaningful narrative that will assist in the evaluation of the Recruit. You are anonymous.

Name of Recruit: \_\_\_\_\_ Class: BA 00-00 Squad: \_\_\_\_\_

Recruit's Rank Within the Squad: \_\_\_\_\_ of \_\_\_\_\_ Peer Review #: \_\_\_\_\_ Date: \_\_\_\_\_

Rate the Recruit in each of the specific areas listed below. Note: Do not confuse the rating numbers with the squad ranking of the Recruit.

5 - Superior    4 - Above Average    3 - Average    2 - Below Average    1 - Unsatisfactory

Characteristic	Rating: 5 (Superior) to 1 (unsatisfactory)	Additional Comments
Initiative		
Judgment		
Tact		
Integrity		
Teamwork		
Attitude		

List any additional information to support your peer review, including specific instances, either positive or negative, that you have personally observed.

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Would you trust this individual to ride in a squad car with you and/or supervise you?

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# Suburban Law Enforcement Academy

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## **APPENDIX N**



# Suburban Law Enforcement Academy

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Date: .....  
Class: \_\_\_\_\_

### HARASSMENT/SEXUAL HARASSMENT PAMPHLETS ACKNOWLEDGEMENT AGREEMENT

I, \_\_\_\_\_ have read the Suburban Law Enforcement Academy (SLEA) College of DuPage Sexual Harassment/Harassment Pamphlets. I understand the information contained in both pamphlets and acknowledge that any violation of the policies described therein may result in my dismissal from the Suburban Law Enforcement Academy. As such, I will not participate in any form of harassment and will report any such behavior to my supervisor or SLEA staff.

### RECEIPT OF COLLEGE OF DUPAGE OWNED LAP-TOP COMPUTER FOR BASIC ACADEMY TRAINING

I, \_\_\_\_\_ while in attendance of the Suburban Law Enforcement Academy (SLEA) I take custody of the following assigned Personal Lap-top computer. I acknowledge receipt of and understand that the policies described in the Basic Recruit Guide may result in my dismissal from the Suburban Law Enforcement Academy. As such, I will not misuse the assigned computer equipment and I or related software and will report any damage to the equipment to my supervisor or SLEA staff.

Lap-top Computer No# \_\_\_\_\_

### RECRUIT GUIDE ACKNOWLEDGEMENT AGREEMENT

I, \_\_\_\_\_ have read the Suburban Law Enforcement Academy Recruit Guide. I understand the information contained therein and that any violation of the Recruit Guide may result in my dismissal from the Suburban Law Enforcement Academy.

Recruit (sign): \_\_\_\_\_

Director (sign): \_\_\_\_\_



# Suburban Law Enforcement Academy

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## APPENDIX O





# Suburban Law Enforcement Academy

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### HSTI/SLEA Range Safety Rules

#### Fundamental safety rules:

- 1) **All** weapons are treated as if loaded.
- 2) Never point your muzzle at anything you are not willing to destroy.
- 3) Keep your finger straight and outside the trigger guard until your sights are on target with the intention to shoot.
- 4) Be sure of your target and consider its background and foreground.

#### Range Rules:

1. Eye and ear protection must be worn at all times during firing.
2. All unloading (clearing) and loading of firearms must be conducted only on the range. No Exceptions.
3. Only lead-free ammunition is permitted on the HSTI range.
4. No one should move forward of the firing line while shooters are on the line. If they do, they must first obtain permission from the range staff then announce, "DOWN RANGE", before moving forward.
5. Do not handle/manipulate weapons when personnel are down range.
6. Keep the muzzle pointed down range at all times, especially during reloading.
7. Never bend down to retrieve items unless directed to do so while on firing line.
8. No cell phones on the firing line.
9. Do not mix alcohol and certain medications during weapons training.
10. No horseplay will be tolerated on the range.
11. Upon hearing the command, "CEASE FIRE", or air horn burst, immediately stop what you are doing, place your weapon on safe and echo the command of "CEASE FIRE".
12. Everyone is a safety officer while on the range. If you observe an unsafe act or condition, announce, "CEASE FIRE" and bring it to the attention of the range staff.
13. Are there any medics within your group?
14. Location of trauma kit.
15. Location of nearest Level 1 Trauma Center Advocate Good Samaritan Hospital, 3815 Highland Ave, Downers Grove, IL 60515, (630) 275-5900