

BASIC RECRUIT PROGRAM GUIDE

PUBLIC SAFETY TRAINING CENTER



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Introduction

The Florida Gateway College Public Service Training Center welcomes you to this Basic Recruit program. You are here for the purpose of receiving up-to-date and specialized training in modern law enforcement procedures and techniques

In recent decades, criminal justice has become one of our society's most critical concerns. As a result, widespread and rapid changes in the operational and administrative functions of the criminal justice profession have dramatically altered long standing, traditional concepts and practices. To meet the complex job demands of today's law enforcement profession requires educated, skilled, and sensitive professionals.

You are now entering one of the finest vocational law enforcement programs in the nation. This college and all its instructors are certified by the State of Florida Criminal Justice Standards and Training Commission (CJSTC). Each of your instructors has been carefully selected to teach in his or her area of operational and instructional expertise. These programs are 770 hours for Law Enforcement and 420 hours for Corrections and are comprised of a broad range of academic and proficiency skills topics. In order to receive credit for the program, students must complete the entire educational program, meeting all of the requirements established by the Florida Criminal Justice Standards and Training Commission and the Florida Gateway College Criminal Justice Division.

Upon successful completion of this training program, you will possess:

1. The basic vocational educational qualifications required to enter the criminal justice profession anywhere in the State of Florida.
2. The basic framework of knowledge and skills upon which to successfully complete the State of Florida certification examination.

Florida Gateway College is committed to providing its students the most up-to-date, practical, and effective criminal justice training possible so that those who complete the program can go on to function as competent and professional criminal justice officers within our complex and multi-ethnic society. **In order to achieve this goal, Florida Gateway College maintains very rigid student performance standards.**

Students who are unwilling or unable to meet our standards in academics, leadership, general performance, and physical skill will be terminated from the program. Those who do measure up, however, can be proud to join the ranks of one of the most distinguished professions in the world.

Student office hours: (Monday, Tuesday, Thursday) 8:00am-10:00am and 2:00pm-3:00pm.

Wednesday 10:00am-12:00pm and 3:00pm-5:00pm.

Public Safety Training Center Main Number: 386-754-4292

Academy Director 386-754-4303 (jay.swisher@fgc.edu)

Program Coordinator 386-754-4383 (lachrisha.gwinn@fgc.edu)



Public Safety Training Center

Section 1: **Academy and Classroom Rules**

1.1 **Academy Rules:**

- **TOBACCO USE:** The Public Service Training Center is a Tobacco Free campus. No tobacco use is allowed, except in designated areas. The designated area for the Olustee campus is limited strictly to the parking lot.
- **WEAPONS:** Students are prohibited from having weapons of any kind in Florida Gateway College classrooms. Weapons used for the sole purpose of firearms training within this program will be specifically limited and students will be informed as to time, dates, locations, and circumstances where firearms will be required.

1.2

Academy Conduct:

- Students shall treat all other students, staff, instructors, and others with respect at all times.
- Students shall refrain from any loud, boisterous, and/or disruptive conduct while on campus and while off campus in uniform. Students are to conduct themselves in a professional and courteous manner.
- Open profanity and vulgarity will not be tolerated on campus and is subject to disciplinary action.
- Driving: All students are to comply with posted speed limits at all times.

1.3

Classroom Rules:

- Each student will be assigned seating in the classroom which will be reassigned or adjusted from time to time.
- Students will be seated at least five minutes prior to the beginning of class, at which time the official class roster will be circulated.
- To ask a question during class, students should raise a hand and await acknowledgment by the instructor. Once acknowledged, preface the question with the title, "Sir/Ma'am" as appropriate. Students may remain seated while asking question, but should speak in a manner that allows all other individuals in the classroom to hear the question.
- Students shall not talk amongst themselves, or otherwise be disruptive, when class is in session.
- Students will maintain alert and attentive attitude at all times during class.
- Dozing off or sleeping in class will not be tolerated. If a student finds himself/herself dozing off, he/she should quietly step to the rear of the room and remain standing there until sufficient energy has been regained.
- The classroom shall always be left in a neat and orderly manner at the conclusion of each class.
- Cell phones and pagers, (including vibrating models) are prohibited from the classroom. If a student feels that he/she must be available for an emergency message, the student shall get the permission of the instructor or Academy Coordinator, through the established classroom chain of command, prior to bringing any communications device which may interfere with classroom delivery.
- Break periods will be provided at the discretion of the instructor and will typically be 15 minutes at the end of each hour.
- All trash and refuse, including cigarette butts, generated by students on breaks shall be placed in appropriate trash receptacles.
- Students are to return promptly to the classroom after breaks.
- Any student returning late following breaks will be governed by the attendance/tardiness rules.
- **FOOD AND DRINKS:** Food is prohibited in the classroom, during class hours. A drink is allowed, if that drink has a lid that would stay securely in place should the drink be knocked to the floor.



Public Safety Training Center
Section 2: **Program Dismissal**

2.1 CIRCUMSTANCES THAT COULD RESULT IN DISMISSAL FROM THE PROGRAM

- Withdrawing of student sponsorship by a sponsoring agency.
- Absences that do not comply with the Attendance Policy.
- Failing to complete make up work in compliance with the Attendance Policy.
- Failing to meet Academic Progress as outlined in these policies.
- Failing any proficiency skills area.
- Cheating on any kind of examination (refer to the FGC student handbook).
- Consumption or possession of alcoholic beverages on college property.
- Reporting to class with the odor of alcoholic beverage on one's breath.
- Illegal gambling.
- The use of ethnic, sexual, racial, or other disciplinary comments or remarks that is demeaning or derogatory in nature.
- Any violation of the good moral character requirements established by the Criminal Justice Standards and Training Commission and F.S. 943.13. This includes behavior both on campus and off-campus.
- Any other act or situation, whether on or off campus, that compromises the integrity and high standards of the Academy.
- Any student signing in for another student, regardless of the reason, will result in immediate termination from the program for the student falsely signing in and the student receiving the benefit of being signed in.

2.2 CHEATING

Refer to the FGC Student Handbook.

Any suspicious behavior will be thoroughly investigated by academy staff. If sufficient evidence exists to substantiate cheating, the student will immediately be dismissed from the program and the results reported to the Florida Department of Law Enforcement.



Public Safety Training Center

Section 3: Program Requirements and Objectives

3.1 STATE REQUIREMENTS:

Listed below are the Florida Department of Law Enforcement mandated minimum requirements for completion of the Basic Law Enforcement and Corrections program. Florida Gateway College is authorized, and in several areas, does require a higher level of proficiency than the state of Florida requires.

- **Comprehensive Examinations** The Florida Criminal Justice Standards and Training Commission's (CJSTC) Administrative Rule 11B-35.002 requires that students achieve a minimum score of 80% on each examination. This is exclusive of demonstration of proficiency in the high liability skills testing.
- **High Liability Proficiency Skills** The Florida CJSTC Administrative Rule 11B-35.0024 requires that students qualify through demonstration and comprehensive examination or examinations in each of the commission-required high liability proficiency skills blocks of instruction. ***Students must pass the demonstration portion of testing with 100% efficiency.*** The commission designated high liability courses are:
 1. Criminal Justice Defensive Tactics
 2. Criminal Justice Weapons
 3. First Aid
 4. Vehicle Operations (Law Enforcement Only)
 5. DUI Traffic Stops
- A timed examination is administered at the conclusion of every section **(100 questions= 1 1/2 hours, 50 questions= 1 hour, 25 questions=30 minutes)**. The student must achieve a minimum score of 80% in order to pass. If a student fails to achieve the minimum score they will have failed the exam. If a student fails an exam (first exam), the student will be afforded the opportunity to retake the exam the first Monday following the test failure . If the student again fails the exam, the student will have failed that particular course of study.
- Students will be allowed only **ONE** retake throughout the entire program. Upon failing a second exam the student will not be allowed to retake that test and will have failed that specific block of instruction. The student may continue in the academy but must re-enroll at a later date to retake that block of instruction. **This retake policy extends to THREE total failures only to include High Liabilities. The student will be dismissed from the academy after the third test failure.**
- **Per the Florida Department of Law Enforcement's Criminal Justice Standards and Training Commission, during the High Liability sections (Defensive Tactics, Fire Arms, First Aid, and Vehicle Operations), no student may fail BOTH their proficiency demonstration (triggering a remediation plan) and the section written exam. One retake is afforded for EACH failed high liability test that meets the aforementioned guideline.**

3.2 OBJECTIVES:

The Public Safety Training Center's Basic Recruit Training Program is one of the most comprehensive and innovative in the State of Florida. The objectives of this program are as follows:

- The Public Safety Training Center will meet the State of Florida certification requirements, as outlined in Florida Statutes, so that recruits that successfully complete the program will be eligible to participate in the State Certification examination.
- Recruits will obtain a basic framework of knowledge, skills and abilities required for them to function as criminal justice professionals in today's society.
- Recruits will meet the many and varied informational requirements of entry-level officers through successful completion of an integrated, task oriented, job related basic curriculum.
- Recruits will demonstrate, through competency-based instructional techniques, practical exercises, supervised performance, and field assignments that they have the understanding and comprehension of the duties required for successful job performance.
- The Public Safety Training Center will instill the necessary self-discipline required of each recruit to adapt and competently perform as an officer within a criminal justice agency.
- The Public Safety Training Center will provide the recruits with the confidence necessary to cope with the physical, emotional, and psychological demands of the job.
- The Public Safety Training Center will foster inter-agency communication and relationships by meeting the needs of the various agencies served by the college while maintaining uniformly consistent instruction throughout the program.
- The Public Safety Training Center will teach recruits the skills required to be proficient in all areas of performance, with particular emphasis on those of high liability and sensitive in nature.
- The Public Safety Training Center will ensure the understanding of multi-ethnic cultures within the demographic area served by the college.
- Recruits will successfully proceed through and complete all relevant knowledge modules, while demonstrating discipline, physical fitness, and a capacity to think and respond positively, report accurately, handle oneself in a crisis, and use equipment in a proper and safe manner.

To be an officer in today's society one must be professional, responsible, and dedicated. This program mirrors this philosophy by being rigid in its requirements. The college will consider each incident on a case by case basis. If a recruit encounters problems, beyond their control, the college and this program will make attempts to work with the student. However, any exceptions are rare and not to be expected.



Public Safety Training Center

Section 4: Attendance

4.1 CLASS HOURS

An official class schedule shall be provided to each student at the beginning of the program. Each student shall subsequently be responsible for attending class during all scheduled class sessions.

- Schedule changes may occur since most of the program instructors are full-time operational personnel and are subject to a variety of job related operational demands.
- The Academy Coordinator will inform the class officers and/or students of schedule changes as far in advance as possible.
- In those cases in which the class schedule must be adjusted :
 1. Students will be responsible for adjusting to the required changes.
 2. The Academy Coordinator will reschedule blocks of instruction and inform students of the required rescheduled class times.
 3. Students will be responsible for attending rescheduled classes.

4.2 ATTENDANCE REQUIREMENTS

Students are to consider their enrollment in this program in the same manner as a duty assignment. As such, operational integrity demands prompt arrival and consistent attendance.

- Students are required to attend all scheduled classes during their scheduled times and they are to be on time to class. **To ensure being on time to class, students should be at their assigned area five minutes prior to the beginning of each class.**
- Students are to conduct personal business on their own time, not during scheduled class time.

4.3 ATTENDANCE POLICY

Students must attend all sessions of any training course in which they are enrolled, with the exception of absences approved by the Academy Director. No student shall be considered to successfully complete a training course if he/she has any unexcused absences. No student shall continue in the program once he/she has missed more than **ten (10) percent of the scheduled hours of the program**. In the event of an absence, the Academy Coordinator may schedule make-up work to be completed during the course in which the student is enrolled. In the event of an excused absence during a General Topic block of instruction, written make-up work will be required to be completed.

Make up work must be comparable in content and quality to the instruction missed. To ensure this standard is met the make-up work will consist of hand-written, single spaced essays for the portion of the topic missed.

- **An essay consisting of one (1) page per hour missed will be due for each excused absence. These essays are to be handwritten and completed on the "Make-Up" form provided along with a completed "Petition". The essay will reflect the current topic of instruction being taught when missed.**
- **Make up work will be due the first Monday following the absence. If the student fails to turn in the make up work on the due date, they will not be eligible to take the end of block examination. Failure to complete the end of block examination will result in the failure of that specific block of instruction.**
- When turning make-up work in, students will complete a “**Petition for Excuse of Absence**” form, located at the front of the classroom. They will then turn the make-up work in to their current instructor, who will complete and detach the bottom portion “Receipt” and provide it back to the student. This receipt should be retained by the student as evidence that the make-up work was completed. **FDC students:** Use provided "Academic Make-Up Work Form".

*Note: There should be one petition and essay per day missed. **Multiple absences will not be combined on one petition.**

The State of Florida mandates 100% attendance in all six of the high-liability areas.

1. Criminal Justice Defensive Tactics
2. Criminal Justice Weapons
3. First Aid
4. Vehicle Operations (Law Enforcement Only)
5. Physical Fitness Training
6. Dart-Firing Stun Gun (Law Enforcement Only)

Any time missed in these areas (High Liability) will be made-up physically in the classroom. This will require the student to hire a high liability instructor and schedule the make-up time. The student will be responsible for paying the instructor at a rate of \$25/hour for a minimum of 2 hours. The college will make every attempt to assist the student with this. However, it is not the responsibility of Florida Gateway College to schedule these classes for the student.

Additionally, some parts of this program’s curriculum may be listed as optional by the CJSTC. It is the opinion of Florida Gateway College and its instructional staff that all required curriculum and scheduled additional curriculum is vital for the student to complete.

To graduate from the Florida Gateway College’s Basic Recruit programs, the student must complete **ALL** scheduled training and/or the appropriate make-up work.

This includes, but not limited to, chemical agent exposure, and participation in any practical exercises.

4.4 ATTENDANCE RESPONSIBILITY

- **Missed Work** : When a student misses class time, he/she is solely responsible for acquiring the missed material and making the arrangements necessary to make-up any missed class time through appropriate written assignments.
- **Advanced Notification**: Each student is responsible for notifying a class officer or the Academy Coordinator prior to the beginning of the class when they are going to be absent and to provide a brief explanation. If a class officer or the Academy Coordinator cannot be contacted directly, a message should be left for the Academy Coordinator at (386)754-4383.
- **Sign In**: Each student must sign-in at the beginning and end of each class period. Only the student can sign-in. **Signing in for someone else is strictly prohibited and will be considered a moral character violation and is subject to dismissal from the academy. All moral character violations will be reported to the Florida Department of Law Enforcement for further disposition.**

4.5 TARDINESS POLICY

Tardiness is considered a reflection of one's personal character, indicating a lack of responsibility and/or lack of commitment to the training program.

- The student will be considered tardy if they are not in their assigned area when the class commences. **If a student is tardy they will have been considered as absent for the first 1 hour block and will be required to complete a one (1) page essay for each hour or portion thereof missed.**
- Each incident involving attendance irregularities will become a permanent part of the student's file and, in the case of students who are sponsored by agencies, will be reported to the sponsoring agency by way of a periodic "Recruit Status Report."

4.6 MILITARY RESERVE OBLIGATIONS

Any student that has "weekend" military reserve obligations which conflict with scheduled academy hours must submit a typewritten memorandum to the Academy Coordinator, through the established classroom command, at least 48 hours in advance of the date(s) of absence. A copy of the military orders must be attached to the memorandum. **Military Reserve obligations do not exclude a student from the above listed 10% rule.** If a student foresees a problem, it is the student's responsibility to bring this to the attention to the Program Coordinator.



Public Safety Training Center

Section 5: Notifications and Notices

5.1 RESIDENTIAL AND PERSONAL INFORMATION CHANGES:

Any changes in a student's name, address, telephone number, personal doctor, or "person to notify in case of emergency" must be reported to the Academy Coordinator in a typewritten memorandum, through the established classroom chain of command, prior to the beginning of the class day following any such change.

5.2 NOTIFICATION OF DEATH IN THE FAMILY:

- In the event of a death in a student's or the spouse of a student's immediate family, which will result in the student's absence, the student will submit a typewritten memorandum to the Academy Coordinator, through the established classroom chain of command, providing the following information:
 - Name of the deceased.
 - Relationship of the deceased to the student.
 - Time, date, and location of funeral services.
- Up to 24 hours of class time missed will be designated as bereavement leave and will be excused, however, make-up rules will apply.

5.3 PREGNANCY OF FEMALE STUDENTS:

- Students who are pregnant will not be allowed to enroll in any basic recruit class. Students who become aware that they are pregnant after they have enrolled in the program must withdraw from the program immediately.
- Students who are affected by this rule will have an open invitation to attend a future program, pending a proper medical assessment. **The intent of this rule is not to discriminate against any student for being pregnant. This rule exists to safeguard the health and welfare of infants and expectant mothers, since certain portions of the training program are inherently dangerous to an unborn fetus and to the expectant mother.**

5.4 INJURIES TO STUDENTS:

Criminal Justice training can present certain levels of danger particularly in the high liability sections: Defensive Tactics, Firearms, First Aid, and Vehicle Operations. Students **must** adhere to proper procedures of reporting injuries. In the event that a student is injured during class hours or while on campus (no matter how seemingly insignificant), the student must immediately report the injury to the Program Coordinator or Academy Director and a Notice of Injury Report shall be completed. Any injury sustained, whether in training or out of training, that affects the student's ability to perform any training requirements shall require a medical or other evaluation determined appropriate. It shall be the student's responsibility to make any required notification to employers if applicable. Academy staff will not provide medical recommendations. That decision rests solely with the student. In the event that a student seeks medical attention for an injury, the student must furnish a doctor's release (letter) to return to classes. This protects the student from possible further damage to the injury sustained.

5.5 RECRUIT INSURANCE COVERAGE NOTICE:

Students are hereby put on notice that they are responsible for providing their own medical/life insurance while attending the academy. **Florida Gateway College does not provide insurance coverage for students.**



Public Safety Training Center

Section 6: **Uniforms**

6.1 UNIFORMS

Participation in this program is considered job preparatory training for service in a uniformed law enforcement service. As such, students will be expected to wear the required uniform at all times while attending class. Students will be required to wear the class uniform as identified at the pre-registration/orientation meeting during all classroom attendance unless otherwise directed for some special purpose.

- **Failure to wear the prescribed uniform** will be documented in every instance by the student on the petition for excuse of Absence form explaining the reason for not wearing the uniform as required. The Academy Coordinator will evaluate each petition and, subject to their evaluation, will notify the student that subsequent incidents may subject the student to being denied admission to the class. Depending upon the circumstances, such absence from class may be deemed “unexcused” and the student may be dropped from the program.
- **Uniform Wear.** The uniform shirt will be worn tucked into trousers, which will be worn with a belt. A black t-shirt will be required to be worn underneath the uniform shirt. The undershirt **MUST** be plain and the collar hem will not appear ragged or unkempt. The only outer garment that will be allowed in the classroom will be a blue or black jacket. **Headgear of any kind is prohibited from being worn in the classroom.**
- **Physical Training Clothing.** Proper physical training clothing will be brought to campus every class day. Physical Fitness training will be scheduled in advance. However, this does not prevent an instructor from conducting physical training at any point or time. If at any time physical training clothing is required and not present, the student will not be permitted to participate in the training and will be deemed absent for the period physical training was conducted. Appropriate make-up work will then be completed. Compression shorts and/or yoga style pants may only be worn under outer garments of clothing.
- **All equipment/materials issued to the student must be brought to every class.** This includes, but not limited to, the gun belt, red gun, student manual, Florida Statute book, complete uniform, body armor, etc.. If a student does not have any of their issued equipment it will be considered an absence and appropriate make-up work will be completed. The student will be permitted to remain in class. The fact that a particular item may not have been used recently, will not be a valid excuse to this rule.



Public Safety Training Center

Section 7: Appearance

7.1 PERSONAL GROOMING STANDARDS:

Students shall maintain a neat and clean appearance at all times while attending class and at all times, regardless of location, while in uniform.

➤ **Hair**

- **Male Students:** must be neat, well groomed, and may not extend beyond the top of shirt collar at the back of the neck. Hair may be of sufficient thickness to reflect current hairstyling, but should be close cut and not protrude from the scalp as to cover the ears or present an unkempt appearance.
- **Female Students:** must be neat, well groomed, and it must be secured in a style that is not likely to contribute to an injury during physical contact or other types of physical training.

- **Hair Styles:** Eccentric hair styles and exotic hair colors are not permitted. Graphic designs and hair ornaments are not permitted. All students((male and female) will have hair that is neat and well kept. Students who have long hair will wear the hair in a style that will keep the hair up off the collar. Hair will be styled so as not to interfere with the proper wear of all uniform headgear. All headgear will fit snugly and comfortably around the largest part of the head without bulging or distortion from the intended shape of the headgear and without excessive gaps. When headgear is worn, hair should not protrude at distinct angles from under the edges. Hairstyles that do not allow the headgear to be worn in this manner are prohibited.
- **Sideburns:** may not extend down past the earlobe, may not be more than one (1”) inch wide, and may not extend in any direction but downward.
- **Mustaches:** may not extend down more than one-quarter inch (1/4”) below the corners of the mouth, or be so long as to extend out or downward over the top edge of the upper lip.
- **Facial Hair:** no beards, goatees, or other facial hair shall be permitted, except mustaches as outlined above.
- **Fingernails:** should be manicured and should be worn short enough to prevent injury to others or one’s self during physical training. No fingernail polish allowed except clear or natural colors.
- **Jewelry:** A watch and wedding ring may normally be worn during class and/or while in uniform.
- **Earrings** may be worn providing they are small post style earrings. Hoops or dangling earrings are not permitted. A maximum of one pair is allowed.
- **No watches or jewelry of any description may be worn during Defensive Tactics classes.**
- **Facial and Body Cosmetics:** must be worn appropriately and maintained in a conservative manner. exotic, faddish, and exaggerated usage will not be permitted.



Public Safety Training Center

Section 8: **Conduct**

8.1 CONDUCT, BEHAVIOR, AND DISCIPLINARY PROCEDURES

Refer to the FGC Student Handbook.

- **Student Status Reports:** In the case of students who are formally sponsored by agencies, or other entities, periodic “Student Status Reports” shall be sent to sponsoring agencies for the purpose of keeping the sponsoring agency apprised of the student’s:
 - Attendance patterns regarding absenteeism and tardiness.
 - Academic performance on written tests and proficiency skills tests.
 - Attitude towards the program, including demonstrated levels of interest, involvement, and commitment.
 - Attitude towards and ability to get along with others.
 - Compliance with Academy Rules and Regulations.
 - Personal conduct and behavior patterns.

- **If at any time a sponsoring agency withdraws sponsorship of any student due to unsatisfactory status reports, or for any other reason, the student will be withdrawn from the program.**

- **DISABILITY STATEMENT:** Florida Gateway College will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by calling Disability Services, at (386) 754-4215. The Disability Services Office is located in Building 015, Room 130, 149 SE College Place, Lake City, Florida 32025.

- **EA/EO STATEMENT:**
Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, religion, national origin, gender, age, disability, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Sharon Best, Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, Fl 32025, and may be reached at sharon.best@fgc.edu or (386) 754-4313.

- **SACS STATEMENT:**
Florida Gateway College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associates Degrees. Contact the Commission on College at 1866 Southern Lane, Decatur, Georgia 3033-4097 or call (404) 679-4500 for questions about the accreditation of the Florida Gateway College.