



Acadiana Law Enforcement Training Academy

Lafayette Parish Sheriff's Office

Mark Garber, Sheriff

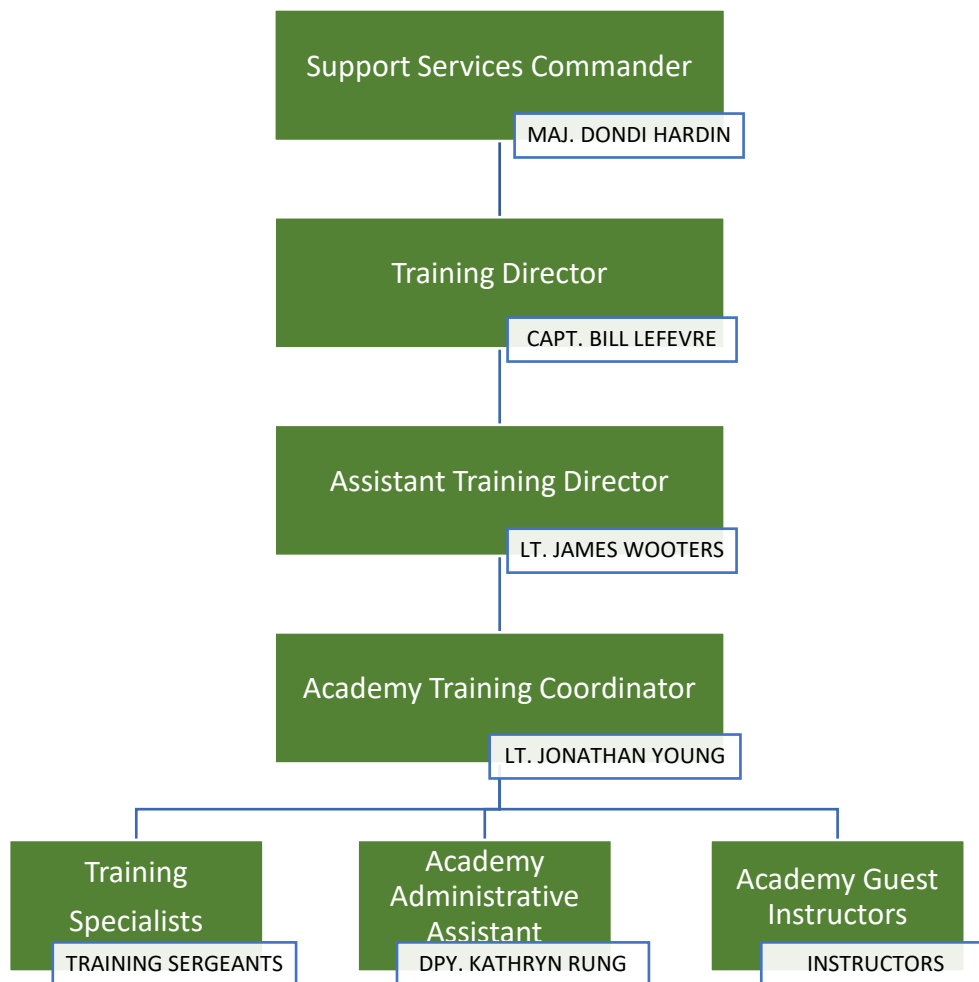
CADET HANDBOOK

This Cadet Handbook contains pertinent information needed to successfully complete the Acadiana Law Enforcement Training Academy (ALETa).

Cadets shall adhere to the Academy rules and regulations as outlined in the Cadet Handbook.

While enrolled in ALETa, your title is "cadet".

The Academy operates under the Lafayette Parish Sheriff's Office Training Unit as outlined below:



THE ACADEMY PROGRAM

A. Mission

The Mission of the Academy is to prepare each cadet, at the basic entry level, to assume the duties as a Patrol Officer or Corrections Officer and provide the academic knowledge, skill sets, and physical abilities required to pass the Louisiana POST Council examination.

B. Goals and Philosophy

The Academy philosophy emphasizes the pursuit of knowledge and the achievement of physical skills and conditioning necessary to perform tasks related to enforcement or corrections level policing. Professionalism, character, discipline, intellectual and physical skills are the results the Academy staff strives to instill in its graduates. Achieving these results allows us to accomplish our primary goal – providing Academy graduates with the necessary basic skills that will help them become professional law enforcement officers.

C. Core Values

The core values of ALETA are three simple words with many meanings: **integrity, commitment, and excellence**. Core values are what support the vision, shape the culture and reflect the Lafayette Parish Sheriff's Office, ALETA, and law enforcement as a whole. They are the essence of our identity, our principles, beliefs or philosophy of our values. The core values are explained in more detail later in the handbook.

D. Objectives

The learning objectives of the Academy are as follows:

1. Cadets will understand the meaning of self-discipline and respect for authority.
2. Cadets will become more proficient in the necessary skills to perform essential law enforcement duties.
3. Cadets will follow a regimented fitness program to enhance physical health and score an acceptable or higher score during testing.
4. Cadets will follow physical fitness methods in order to maintain wellness, fitness, endurance, and weight distribution.
5. Cadets will understand how to maintain personal hygiene and grooming as well as how to properly wear issued uniforms.
6. Cadets will have a clear understanding of Esprit de Corps in law enforcement to develop a common spirit inspiring enthusiasm, willingness to work with and for others, and to reach a common goal.

E. Eligibility

Applicants with any criminal charges pending, convicted felons, persons convicted of a crime involving domestic violence, or a current restraining order shall not be accepted into the Academy. Applicants currently under internal investigation for misconduct shall not be accepted into the Academy.

F. Resources

The following learning resources are available to cadets:

1. Learning and Resource Center (located in the main conference room)
2. Police 1 (www.police1.com)
3. Louisiana State Legislature (www.legis.la.gov)

4. Louisiana Commission on Law Enforcement (www.lcle.la.gov)
5. We allow the use of training aids for the classes and only issue blue guns and tourniquets.
6. A computer lab is available in the facility if needed.

G. Required Reading and Acknowledgment

Cadets must read and sign each of the following policies and procedural orders prior to attending the Academy. By signing, cadets acknowledge they understand the policy and can be held accountable for any violations of the policy, even if the cadet is sponsored by an outside agency.

<i>GO #102 Code of Conduct</i>		<i>A207 Communicable Disease</i>
<i>GO #103 Complaint Handling</i>		<i>A211 Violations and Complaint Handling</i>
<i>GO# 152 Unlawful or Sexual Harassment</i>		<i>A300 Academy Inventory</i>
<i>GO# 174 Social Networking</i>		<i>A700 Plagiarism, Copyright Laws, and Social Media Use</i>
<i>A202 Risk Management</i>		<i>A800 Workplace Safety</i>
<i>A203 Academy Equipment</i>		<i>A801 Canon of Ethics</i>

H. Honor Code

“A CADET SHALL NOT LIE, CHEAT, STEAL, NOR TOLERATE ANYONE THAT DOES”

1. A breach of the honor code is punishable by dismissal from the Academy.
2. If a cadet becomes the target of, or a witness in an investigation, the cadet must cooperate fully. The cadet must be truthful in all statements or evidence given during any investigation.
3. Any verification of cheating by a cadet will result in permanent banning from the Academy.
4. If a cadet fails to report a violation of the Honor Code and it is proven, the cadet will be dismissed.

I. Law Enforcement Oath of Honor

This Oath must be memorized by each cadet and said in unison as a class at the beginning and end of each duty day as well as prior to departing each and every class of instruction. Each cadet must have this memorized by the end of the first week of training.

Law Enforcement Oath of Honor

On my honor, I will never betray my badge, my integrity, my character or the public trust.

I will always have the courage to hold myself and others accountable for our actions.

I will always uphold the constitution, my community and the agency that I serve.

J. Conduct Unbecoming of an Officer

1. Cursing, slouching, propping up feet, sleeping in the classroom, talking to other cadets during lectures, and similar undesirable behavior will not be tolerated.
2. Cadets shall not solicit nor take any gratuity while enrolled in the Academy.
3. Hazing, intimidation, assault, and physical altercations will not be tolerated.
4. Cadets will not socialize (e.g., date, party, etc.) with any member of the Academy staff or cadets until the completion of the Academy. Academy staff includes course instructors and role-players who are temporarily or permanently assigned to the Academy. This is not intended to discourage routine social interaction between cadets, such as lunches, dinners, study groups, and/or attendance at social events sponsored or encouraged by the Academy or commonly acceptable in the work environment.

K. Academy Behavior

1. While attending the Academy, cadets are expected to look, talk, and act in a professional manner.
2. Cadets will be honest and forthright in all of his or her dealings with the Academy and its staff.
3. Cadets must obtain permission from the instructor before leaving the classroom.

L. Rules and Regulations

1. The Academy instructors and staff will be addressed by their **Rank** or as **Mr.** or **Mrs./Ms.**
2. On the first day of the Academy, cadets will receive and sign for a Cadet Handbook that includes the following information:
 - a. The organizational structure of the Academy
 - b. The rules and regulations
 - c. The Academy's rating, evaluating, and testing system
 - d. Physical fitness and proficiency skill requirements according to POST
 - e. The daily training schedule and any changes or notes that may occur, as seen on the "Read Board"
 - f. Legal terms, spelling words, supplemental reading, notebook guidelines, classroom supplies, note-taking tips, and Oath
 - g. Academy violations, disciplinary procedures, disciplinary actions and appeals process
 - h. Withdrawal policy/dismissal
 - i. Issued equipment, care, and replacement

3. Vehicles

Cadets will park in designated parking spots located in the first parking area to the right after entering the parking lot from W. Willow Street. Cadets will back into each parking spot and ensure their vehicles are in a suitable operating condition following all state statutes. Cadets utilizing agency units, regardless of their agency's policy, no unit keys or weapons shall be left in plain view due to the utilization of offender labor on the Academy grounds. Cadets **will** run to and from their vehicles at **all times**. Any deviation from this will be at the discretion of the Academy Training Coordinator, or designee.

4. Buy-ins and Buy-outs

Prior to entering and departing any room on instruction, cadets must perform strength and conditioning exercises also known as "Buy-ins and Buy-outs". These exercises are in place to help build not only the cadet's physical strength, but also to assist in improving teambuilding and the cadets' handling of "stress inoculation". "Buy-ins and Buy-outs" will be performed in sets of 10 repetitions of each exercise according to the following schedule:

Monday – push-ups

Tuesday – sit-ups

Wednesday – squats

Thursday – 4 count flutter kicks

Friday – burpees

5. Cadet Movement

Cadets will walk to the right-hand side of the hall with hands placed in the interview position. When carrying an item, the item shall be held in the off-hand only unless the item requires two hands to carry. Cadets are to walk in silence with a purpose, squaring off corners and stopping only to speak with Academy staff and to check for "right of way" at hallway intersections. Cadets may only speak to Academy staff but may reply pleasantries to anyone. For example, if a non-Academy staff individual says, "good morning, Cadets may reply "good morning sir/ma'am or utilize the individual rank" in return, but no further conversation is authorized without the

permission of Academy staff. Exception: Cadets may engage in a short conversation with their chain of command.

6. Dress Code Regulations:

The mandated uniform list is provided to the prospective cadets prior to commencement of the Academy and are required to be worn from the first day to the last day of attendance and/or graduation. If a cadet is not in compliance with these standards, as interpreted by the Training Sergeants, or the Academy Training Coordinator, the cadet will be counseled privately and given one day to rectify the situation.

- a. The dress code for ALETA cadets is the pre-purchased Class "C" uniforms: navy blue polo style shirts and khaki cargo style pants, black undershirt, black socks, and a black inner belt (in accordance to agency policy).
- b. The only cold weather gear approved is the pre-purchased hooded sweatshirt available through Guidry's Uniforms or an agency issued jacket.
- c. Cadets **must** wear boots that can be polished and will ensure they are polished to a high gloss at **all times** without exception. The use of leather luster, liquid boot shine, or any similar high-gloss coating products is strictly prohibited at ALETA. All boots worn in training or official Academy functions shall be shined using traditional boot wax or standard boot polish only.
- d. Cadets must always have a minimum of two (2) properly filled out *ALETA-045 Excellence / Discrepancy Report* forms and an issued Miranda Warning card in their right cargo pocket and a "properly stored" orange training tourniquet (bearing the cadet's roster number) in their left cargo pocket at all times. Exception: Cadets may wear their issued orange training tourniquet (bearing the cadet's roster number) in an actual tourniquet holder on their duty belt in lieu of utilizing left cargo pocket if applicable.
- e. Once issued a polymer training firearm, it will be stored in the cadet's duty holster and accessible at all times.
- f. Male Cadets:
 - 1) Males must be clean-shaven every day, unless otherwise advised due to a verifiable medical condition. All valid medical conditions must immediately be turned in to staff by cadets.
 - a) If a cadet is diagnosed by a certified medical professional as having a valid medical dermatological condition such as Pseudofolliculitis barbae (PFB) and obtains a valid waiver signed by said medical professional, then the Cadet is exempt from being clean shaven.
 - (1) It is however required that the cadet utilize some form of hair clippers (beard trimmer) to keep the facial hair within a standard. Studies show the optimal length to be about 0.5mm to 1mm to prevent the hair growing back into the skin. Using a beard trimmer at the lowest setting (0.5mm to 1mm) instead of shaving is an efficient alternative. The resulting faint stubble can be shaped using a standard electric razor on non-problematic areas (cheeks, lower neck). For these cadets, the standard will be that of a "5 o'clock shadow" with stubble being no longer than 1mm in length at any given time.
 - (2) The cadet will however be required to be clean shaven for his class and individual photo as well as the graduation ceremony, both will take place in the last week of the Academy.
 - 2) Sideburns shall be neat and squared (no muttonchops) and in no event shall they extend below the bottom of the ear.

- 3) Hair may be worn in such fashion so as to permit it to extend to the middle of the ear.
 - 4) Regardless of hairstyle, the hair must be neatly trimmed and shall not extend below the top of the collar in the back.
 - 5) The hair on top of the head will present a groomed appearance.
 - 6) The wearing of a wig or hairpiece by male personnel while on duty is prohibited except to cover natural baldness or physical disfiguration caused by accident or medical procedure.
 - 7) Hair will not be dyed an abnormal color.
 - 8) No designs, symbols, shapes, or anything unnatural to include foreign objects will be allowed to be styles in to the hair.
- g. Female Cadets:
- 1) The length, bulk, or appearance of natural hair will not be excessive, ragged, or unkempt.
 - 2) Hair shall be neatly groomed and not hang over the collar.
 - 3) A bun or twist will be permitted on top or back of the head, in a neat and attractive manner, provide it does not hang over the collar.
 - 4) Braided hair is only acceptable if worn securely in a bun.
 - 5) Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair.
 - 6) Hair coloring, if used, must appear natural.
 - 7) Any ribbons or ornaments worn in the hair shall be in good taste and appropriate to a business environment.
 - 8) No designs, symbols, shapes, or anything unnatural to include foreign object will be allowed to be styles in to the hair. Exception: the only object allowed will a barrette, hair clip or tie as close to the natural hair color.
 - 9) Females that choose to wear makeup must apply it so that it looks natural.
 - 10) Fingernails must be kept clean and may not extend past the tip of the fingers, only clear polish may be applied.
- h. No cadet may use unnatural colored contact lenses.
- i. No cadet may wear earrings or any other type of body jewelry.
- j. Cadets may wear a watch and a wedding ring only. No other jewelry is accepted. Exception: key FOB bracelets and sunglasses for outdoor activities.
- k. During firearms and DT classes, cadets will wear the standard Class "C" uniform, unless directed by Academy staff.
- 1) Regardless of status, cadets must purchase the physical training top, specific to warm weather firearms training.
 - 2) During physical training, cadets must wear:
 - a) Good quality running shoes of any brand or color
 - b) Standard pre-purchased P.T. uniform with black socks
 - c) Optional cadet physical training clothing can include black $\frac{3}{4}$ or full-length sleeve shirt and/or black full-length leggings. During cold or inclement weather, cadets may wear a black beanie or knit cap or any department issued beanie or knit cap.
- l. Cadets MUST have duty gear, including belt keepers, available at all times. Cadets will wear items on their duty belt as they receive each certification, with exceptions.

M. Disciplinary Procedures

1. Cadet violations are classified as follows:

a. **Class I Violation:**

A serious violation for which a cadet could be dismissed from the Academy. Violation of any criminal statutes of the State of Louisiana or the United States of America, whether classified as misdemeanor or felony, are included. Any violation of the police code of ethics or Honor Code, although not a violation of criminal law, would constitute a violation under this section (e.g., drunk driving, domestic violence, cheating, etc.)

b. **Class II Violation:**

Any violation that can be construed as conduct unbecoming by a cadet or peace officer are included. Conduct prohibited by the rules and regulations as part of the Cadet Handbook are also included (e.g., unexcused absences, dress code violations, eating in class, tobacco use on ALETA property, profanity, etc.) Penalties will be determined at the discretion of the Academy Training Coordinator, to include, but not limited to, written or verbal reprimand, written or verbal report to agency supervisor, and/or special duty assignment.

c. **Class III Violation:**

These violations are classified as infractions. An infraction is misconduct that disrupts, disturbs, or interferes with any phase of Academy scheduling, including classroom presentations (e.g., talking in class, late for class, minor dress code or grooming violations, etc.) Penalties for any infraction will be administered immediately by the Academy Training Coordinator or his designee, to include, but not limited to, individual or group remedial physical training (RPT) exercises, verbal reprimand, and special/extra duty assignment. Repeated infractions will be reported to the agency supervisor.

2. Disciplinary:

The *ALETA-027 Disciplinary Report* shall be utilized to document any cadet charged with a Class I, II, or III violation, which shall state the nature of the violation, bear the signature of the citing ALETA official, and require a response from the cited cadet.

3. Appellate Process:

An appellate process for disputing a citation requires the cadet to dispute the accusation in writing on the *ALETA-027 Disciplinary Report*. The matter shall be referred to the Academy Training Coordinator for appellate review. Final review of matters involving possible dismissal from the Academy or referral to Internal Affairs shall be made by the Training Director.

N. Attendance Requirements

1. POST Level I cadets must attend all POST mandated courses. POST dictates what classes are necessary for out of state and Interruption of Full-time service cadets on a case-by-case basis.
2. POST allows a cadet to miss 10 percent of the total hours of the Academy with a valid excuse; any absence beyond 10 percent requires mandatory removal from the Academy. Cadets need to be aware that POST includes all hours missed, regardless of the reason, in the total number of hours missed. Cadets shall be dismissed from the Academy and shall not be eligible for certification if their absences, excused or otherwise, exceed 10 percent of the total hours of instruction. The total hours may vary from Academy to Academy.
 - a. Departments may authorize a cadet to miss for any reason they deem necessary but the hours are still included in the total hours missed.

3. Unexcused absences are grounds for dismissal by state mandate.
 - a. Any time missed due to a valid reason will require written documentation upon return.
 - b. Unpredictable emergency situations will be reviewed on a case-by-case basis.
4. Physical training requires full participation
 - a. If a cadet cannot participate due to an injury, they will be given up to five working days to recover with a written doctor's excuse stating they will be able to participate after that time.
 - 1) This does not allow the cadet to miss additional hours over the 10 percent allowed by POST.
 - 2) During the five days of recover, the cadet is allowed to attend class without participating in the physical training activity.
 - b. If the recovery exceeds five working days, the cadet will be released from the Academy.
 - c. If a cadet is performing a modified physical training regiment, the cadet does not have to completely sit out of physical training and may perform some form of physical exercise. The modified physical training regimen may not exceed the physical limitations on the medical waiver at any time and the dates listed on the waiver will be strictly adhered to by the cadet and Academy staff.
 - d. Cadets on a medical waiver listing physical limitation will be closely monitored by the Academy staff. The Academy Training Coordinator, in conjunction with the cadet's agency, will decide if the cadet will be released from the Academy on a case-by-case basis based on the length and limitations stated in the waiver and what is being taught or performed in that time frame of the course.
 - e. Certifications by the State of Louisiana will not be awarded to cadets who are physically unable to complete every aspect of the basic training course.
5. Cadets are provided contact information to report emergencies, tardiness, absences or other situations.
 - a. Cadets shall contact their designated supervisor within their agency **first**, then email the ALETA cadre. Email addresses will be provided to cadets.
 - b. Cadets shall provide the following documentation immediately upon return from or prior to absence as applicable:
 - 1) A copy of a subpoena for court appearance
 - 2) A medical excuse or release for illness or injury
 - 3) A copy of military orders for drill
6. To report issues affecting student well-being, fairness, concerns, or other situations that may arise and subsequently affect the cadet's experience, the cadet shall notify Academy staff who will determine a course of action, if necessary.
7. Cadets are required to fill out the *ALETA-007 Absentee Information Sheet* form immediately upon returning to the Academy after an absence.
 - a. Failure to do so will be reported to the sponsoring agency.
 - b. Failure to do so is grounds for dismissal from the Academy.
8. The ALETA Administrative Assistant will log cadet attendance in the attendance record book.

O. Graduation Requirements

1. Academic Requirements
 - a. Cadets must achieve a 70 percent or better average in each block of instruction as required by POST. If cadets receive lower than 70 percent in a block of instruction, the cadet must retest in that block of instruction. The cadet must achieve a 70 percent on the retake or be dismissed from the Academy. The retake is not averaged into the cumulative grade and only demonstrates to POST the cadet has met the minimum standard of knowledge in that

block of instruction. The cadet's original average in that block is the score used in their overall average.

- b. Cadets must receive a 70 percent or better cumulative average for all material taught during the Academy. If the cadet fails to have a 70 percent or better average, the cadet will be dismissed from the Academy.
 - c. Cadets may fail and retest for each specific exam. If a 3rd exam is failed, the cadet will not be allowed to retest and will be dismissed from the Academy for failure to meet the academic requirements.
 - d. Cadets must maintain an Academy Course Evaluation in order to take the POST exam. Cadets must successfully complete the CPR & First Aid training in accordance with the BLS guidelines with a minimum score of 84 percent.
2. Physical Fitness Requirements
- a. Cadets must participate fully in the physical fitness program.
 - b. Cadets shall be scored in the following three physical tests:
 - 1) The strength-test consisting of 1-minute sit-ups and 1 minutes of push-ups.
 - 2) An agility run course consisting of sprinting, maneuvering around cones, and a serpentine run through cones, simulating obstacles.
 - 3) A 20-count burpee test, a 50-foot sprint, followed by dragging a 70-pound dummy for 50 feet, simulating aiding a partner to safety.
 - c. The acceptable score is a minimum score needed for a 70 percent grade.
 - d. The acceptable scores for the strength tests will be determined by the modified Cooper test described in:
 - 1) Appendix A Score Sheet for the strength test
 - 2) Appendix B Conversion Chart for strength test
 - e. The scoring for the agility run and 20-count burpee plus dummy drag will be calculated using the following:
 - 1) Appendix C Score Chart for the agility run
 - 2) Appendix D Score Chart for the 20-count burpee and dummy drag test
 - f. The acceptable scoring for the strength portion of testing will be derived from adding the scores from the two above mentioned strength tests, push-ups and sit-ups.
 - g. The acceptable score for the agility run test will be 25 seconds or less for the course.
 - h. The acceptable score for the 20-count burpee and dummy drag test will be completing the course in 2 minutes (120 seconds) or less.
 - i. The scores will be recorded and used to determine the final grade the cadet received in the Academy physical training.
 - j. Grading Procedure:
 - 1) The cadet will receive their final physical fitness grade via the following standards for each of the tests (strength test, agility run and 20-count burpee and dummy drag test).

Poor = 05
Acceptable = 70%
Good = 80%
Above Average = 90%
Excellent = 100%
 - 2) The cadet's final grade is composed of the average of both tests (e.g., If a cadet scores acceptable on the strength test (70%) and an above average on the agility run/20-count burpee and drag test (90%), the cadet's final physical fitness grade will be an 80% ($70\% + 90\% / 2 = 80\%$).

- 3) The standards and the formula are calculated by a spreadsheet and managed by Academy staff.
3. Firearm Requirements
 - a. POST requires a minimum of 80 hours of firearms training.
 - b. Cadets are required to successfully pass the Louisiana POST firearms course.
 - c. The course consists of firing 60 rounds with a maximum score of 120 points.
 - d. The course has to be fired four consecutive times. The four scores are averaged for a final score.
 - 1) If a cadet fails to average the POST minimum score of 96 after all four rounds on the scheduled qualification day, the cadet will be given one additional attempt. Before the second attempt is given, the cadet will be given additional firearms training to correct deficiencies in their shooting ability. The second attempt to qualify must be in the presence of an academy firearms instructor.
 - 2) Cadets who fail to qualify on the second attempt will be dismissed from the Academy.
4. Failure to Meet Requirements

If a cadet fails to meet requirements to graduate from ALETA, the cadet will not be issued any of their certificates.

P. Awards

The following awards are presented to selected cadets upon completion of the Academy at the graduation. The Academy staff has the right to overturn any vote if deemed necessary.

1. Class President:
 - a. The class president is required to be the leader of the class and must give a speech at graduation as a representative of the class.
 - b. The cadet who receives the majority of votes from his or her classmates is selected as class president. In a case where there is a tie, the class then votes on the individuals that were tied. The cadet receiving the most votes becomes the class president.
 - c. The class president is presented with a plaque by the Academy in recognition of this achievement.
2. John Dooley Hardy (Hardest Worker):

The John Dooley Hardy award will be awarded to the cadet with the most votes from his or her classmates.

 - a. The Hardest Worker award is chosen by the cadets.
 - b. Each cadet is instructed to submit one name as the hardest working and most dedicated person in the class.
 - c. The cadet with the most votes is awarded the John Dooley Hardy award at graduation.
3. Most Physically Fit:

The award for Most Physically Fit will be awarded to the cadet with the highest total number of points for all testing phases combined.

 - a. The total points will be calculated as follows:
 - 1) Total points according to the modified Cooper standards testing chart, added to
 - 2) Number of points earned in the 20-count burpee and dummy drag test, according to time taken to complete the course, utilizing the 20-count burpee and dummy drag scoring chart, added to
 - 3) Number of points earned in the agility run test, according to time take to complete the course, utilizing the agility run scoring chart.
 - 4) Equaling total points earned for all testing phases.

- b. Scoring charts for all tests are located in Appendix A-D and will be utilized for all calculation of points earned in all previously mentioned testing phases. All final calculations will be conducted by the Physical Fitness Coordinator and will be confirmed by the Academy Training Coordinator or designee.
4. Big Dog:
- a. In order to be eligible for the Big Dog award for physical fitness, the cadet must meet excellent for their age group in the strength categories of testing, which include the one-minute push-up and one-minute sit-up tests. In addition, the cadet must also meet a minimum of 70% in both the 20-count burpee and dummy drag test, as well as the agility run test. In order to be eligible for the Big Dog award in these two categories, the maximum time for the agility run test will be 17 seconds, and the maximum time for the 20-count burpee and dummy drag test is 84 seconds.
 - b. The points will be calculated as follows:
 - 1) Utilizing the modified Cooper testing standards in LPSO GO #143 ALETA, push-up repetitions equaling "X" amount of points
 - 2) Utilizing the modified Cooper testing standards chart in LPSO GO #143 ALETA, sit-up repetitions equaling "X" amount of points.
 - c. Add total points together for push-up and sit-up tests, in conjunction with the cadet's age category will give a result of poor, acceptable, good, above average, or excellent. Cadet must fall into the above average or excellent categories to be eligible for the Big Dog award for this portion of testing.
 - d. Utilizing the 20-count burpee and dummy drag scoring chart, the total time taken to complete the course, in seconds (rounded to the nearest second (e.g., 82.3 seconds = 82 seconds or 82.9 seconds = 83 seconds) will yield the number of points earned for this test. The cadet must complete this course of testing in 84 seconds or less to be eligible for the Big Dog award in this phase of testing.
 - e. Utilizing the agility run scoring chart, the total time taken to complete the course, in seconds (rounded to the nearest second (e.g., 18.2 seconds = 18 seconds or 18.7 seconds = 19 seconds) will yield the number of points earned for this test. The cadet must complete this course of testing in 17 seconds or less to be eligible for the Big Dog award in this phase of testing.
 - f. The Big Dog award recipients must meet the minimum requirements in all testing phases to be eligible for the Big Dog award.
5. Top Gun:
- a. The cadet with the highest average from their first four attempts on the POST firearms qualification course will be awarded the Top Gun award.
 - b. In the case of a tie, the cadets that are tied will fire the following course as the tie breaker. On a bullseye target, the cadets will be given one minute to fire five rounds from the 25-yard line, non-supported. At the end of one minute, the cadets will be given a five-minute break. After the break, the cadets will repeat the above course (5 shots in one minute). The cadet who finishes with the higher score out of a possible one-hundred-point score wins the tie breaker.
6. Top Academics:
- a. The Top Academic award is awarded to the cadet with the highest overall academic score.
 - b. The winner is determined by the average of all written examination scores.

7. Top Cadet:

- a. The Top Cadet award is based on the cadet with the best scores in three main areas of the Academy:
 - 1) Academics
 - 2) Firearms
 - 3) Physical fitness
- b. Cadets are ranked in each category above by the order in which they placed, 1st through the number of cadets.
- c. The rank numbers are added together for each cadet. The lowest possible score of 3 can only be achieved if the cadet placed 1st in each category.
- d. Cadets receive the number of point equal to their placement in each category.
- e. 1st equals 1; 2nd equals 2; 3rd equals 3, etc.
- f. The cadet with the lowest score is awarded the Top Cadet award based on the overall performance required to achieve a low score.
- g. If a tie occurs, the POST exam score will be used as tiebreaker.

Q. Equipment

The cadet will be responsible for proper upkeep of all equipment allowed on the property. ALETA will not be held responsible for any damage to or theft of items on the premises.

R. Electronic Devices

Cell phones, iPods, iPads, smart watches, or any electronic devices are not allowed in the cadet's possession, including inside bags and/or purses while in the classroom. These items must be left in vehicles during Academy hours. Exception: An activity tracker or health tracker can be worn during physical training only; however, this does not include smart watches that connect to cell phones. The devices must be approved by ALETA staff.

S. Use of Tobacco Products:

1. Tobacco product use is not allowed in the building or on the property of the Lafayette Parish Sheriff's Office. This includes any nicotine products and nicotine-related products.
2. State laws prohibit smoking or use of tobacco products in the Academy building.

T. Snacks, Coffee, etc.:

1. Only coffee, water, or water with hydration supplementation in a clear closable container is allowed in the classroom.
2. Energy drinks or pre-workout supplements are not allowed.
3. Coffee cups or bottles must have a coaster or paper towel placed under if for condensation.
4. Gum, food, or other drinks are not allowed in class.
5. Food shall be eaten in the break room.
6. Food may be stored on the break room counter or in the refrigerator.
7. Food shall be removed daily and shall not be left overnight. Cadets are responsible for cleaning the areas used.
8. Coffee is supplied by the Academy.
9. Food or drinks shall not be stored in the cadet lockers.

U. Seating:

1. Seating is assigned the first day of class and may only be changed at the instructor's discretion.
2. Anyone having a sight or hearing problem may request a special seating arrangement.

V. Academy Offices and Office Hallway:

1. The administrative staff offices are restricted areas unless summoned by a staff member to enter.
2. The use of the telephone is limited to emergencies or official calls only.
3. Cadets must get permission from staff prior to making a phone call.
4. Academy phones will not be utilized by cadets for personal calls.

W. Guest Instructors:

1. Guest instructors in the Academy are volunteers who have an interest in upgrading the performance of law enforcement in the Acadiana area.
2. Cadets will show respect for the guest instructor's field of knowledge by paying attention and participating as needed.
3. Cadets will stand quietly at the position of attention behind their assigned seat after breaks and wait until the instructor states to be seated.
4. At the end of a training session, cadets will show their appreciation by applause; this also alerts the staff that the class has concluded.

X. Breaks:

1. Class breaks will be at the determination of the instructor.
2. At the end of the break, cadets will return to their table of assignment and stand at the position of attention until the instructor directs them to be seated.
3. Bathroom breaks during class are not allowed unless it is an emergency.

Y. Early Dismissal:

1. Occasionally instructors will complete their presentation ahead of schedule.
2. Cadets are not allowed to leave the premise without approval from the Academy staff or arrangements have been made with the instructor ahead of time.

Z. Classroom Participation:

1. Cadets are encouraged to participate in classroom lectures and exercises.
2. When cadets wish to be recognized by an instructor, raise a hand, and after being recognized, address the instructor/class.
3. Cadets are discouraged from proposing too many what if situations as it will delay the class excessively.

AA. Care of Facility:

1. Cadets are expected to take proper care of the building and will be held responsible for doing otherwise.
2. Do not sit on the tables; they are extremely fragile.
3. Do not put your feet on the walls, chairs or tables.
4. Do not leave coffee cups or bottles on the floor, tables or on the Academy grounds.
5. Cadets shall leave areas of instruction in the condition in which they found them.
6. Facility upkeep will be assigned by the Academy Training Coordinator.

BB. Firearms Policy for the Acadiana Law Enforcement Training Academy:

1. The goal of the firearms program is to provide cadets with the fundamentals of marksmanship, safety, weapon maintenance, and combat shooting that will offer each cadet an opportunity to meet the State's standard of proficiency.

2. No weapons will be allowed in the building without personal supervision of a staff member.
 - a. Weapons include: firearms, knives (including pocket knives), TASER energy weapons, batons, chemical munitions (pepper spray), ammunition magazines, live rounds.
3. For safety reasons, weapons must be secured in the vehicle's trunk, back-up weapons are included in this regulation.
4. When cadets are required to bring weapons, procedures shall be disclosed and followed.

CC. Firearms Equipment:

1. Cadets must have the following equipment on the first day of firearms instruction:
 - a. A quality handgun, in good condition, and in one of the following calibers: .38, .357, 9mm, or .45. Weapons shall be equipped with barrels no shorter than three inches and no longer than five inches. Semi-automatic weapons must be double-action on the first round, then single-action or always double-action. Single-action only weapons are not allowed. Weapons are subject to approval by an Academy Firearms Instructor. (LPSO cadets must follow LPSO General Order #302 Firearms as well as the LPSO Approved Firearms and Weapons List.)
 - b. A quality duty holster designed to fit the selected weapon.
 - c. A minimum of two magazines for autoloaders and two speed loaders for revolvers.
 - d. A duty belt with belt keepers.
 - e. Firearm cleaning supplies to include powder solvent (not aerosol), bore brush, small wire or nylon brush, patches, patch rod, and gun lubricant.
 - f. A good quality pair of ear muffs or ear plugs. ALETA will not supply hearing protection.
 - g. A good quality pair of prescription eye glasses or safety glasses. Glasses must be either clear or tinted yellow for low light shooting. ALETA will not supply eye protection.
 - h. A hat with a brim that extends over the eyes. Hats must be professional in appearance and allow hearing protection to be utilized while the hat is on.
 - i. A good quality pair of boots.
 - j. Cold weather gear, rain gear, rain boots, sun block, and insect repellent may be needed.

DD. Remedial Physical Training (RPT)

RPT will be assigned at the discretion of the ALETA Cadre or ALETA staff.

EE. Reapplication:

1. A cadet who withdraws or is dismissed from the Academy due to an inability to maintain a satisfactory level of academic performance or an inability to demonstrate motor skill proficiency must wait until the next available Academy to reapply for admission.
2. Any cadet who withdraws or is dismissed from the Academy due to a medical condition or injury must obtain an updated physical exam and written medical clearance confirming they are medically fit to return to full-duty status.
 - a. An updated written medical clearance is required regardless of whether the cadet's original physical exam remains valid within the six-month period.
 - b. The updated written medical clearance must specifically address the medical condition(s) or injury(ies) that resulted in the cadet's withdrawal or dismissal and confirm the cadet's ability to safely perform all duties associated with Academy training and full-duty law enforcement responsibilities.

FF. Injuries During Training:

As soon as practical, all injuries must be reported on the Duty-Related Injury/Illness Report (DRI Report) and forwarded to the Academy Training Coordinator.

GG. Core Values adopted by Acadiana Law Enforcement Training Academy

10 BEHAVIORS THAT SIGNIFY SOMEONE HAS TRUE INTEGRITY (Positivity, 2018)¹

The quality of being honest and having strong moral principles; moral uprightness.

1. TAKING RESPONSIBILITY FOR YOUR ACTIONS

Integrity is all about having a high level of honesty. When someone takes responsibility for their actions, you know that they are an honest person. It's not always easy to take responsibility for things that happen, but it is the right thing to do. People with integrity choose to do the right thing, even when it's hard.

2. PUTTING OTHERS' NEEDS ABOVE THEIR OWN

In a world that is so focused on individualism, it can be rare to find someone who focuses on what's good for the collective community. People who put the needs of others above their own needs or desires show true integrity. Of course, they don't do this simply to get praise and recognition. Someone with true integrity is only interested in doing the right thing.

3. OFFERING TO HELP OTHERS IN NEED

Seth Meyers, Psy.D, says that volunteer work is a great place to find people who have integrity. This is because people with true integrity have no qualms offering their time to help people in need. They want to help those who are less fortunate than themselves. What is more, they do so happily. Whether it's working with others to build a house in a developing country, or helping out at the local food bank, someone with true integrity will be found helping those in need.

4. GIVING OTHERS THE BENEFIT OF THE DOUBT

Seth Meyers also says that someone with integrity doesn't jump to conclusions. They always give others the chance to explain themselves, and move forward considering those other points of view. Someone with integrity knows that things aren't always as they seem and that each person has a unique point of view that deserves to be heard. As such, they choose to give the benefit of the doubt instead of doubting.

5. CHOOSING HONESTY IN ALL THINGS

Little white lies can be tempting, but someone with true integrity doesn't give in to this particular impulse. Integrity means being honest, and someone with true integrity will live this quality every day. You can always trust these kinds of people to give you their honest opinion, and it will be a point of view that you can value.

6. SHOWING RESPECT TO EVERYONE

Respect is often considered something that must be earned, but someone with integrity gives respect to everyone they meet. Someone with true integrity knows that everyone deserves respect and deserves to be treated like a human being.

7. MANIFESTING HUMILITY

A person with integrity will be proud of their accomplishments, but they will at the same time be humble. In other words, they know the difference between confidence and arrogance. A person with true integrity will know their strengths as well as their shortcomings. They recognize their strong points, yet they're always striving to better themselves in some way.

8. BEING ABLE TO ADMIT THEY'RE WRONG

Who likes to admit they have been wrong? It isn't fun, and it can be a humbling experience. But a person with true integrity has no problem admitting when they're wrong, or when they made a

mistake. You will find they are always the first to stop, admit their mistakes, and apologize if need be.

9. SHOWING REGULAR RELIABILITY

A person with true integrity will always show up to an obligation. When they say you can count on them for something, you know they will keep their word. Integrity is all about being the best person you can be, and reliability is part of that. People with true integrity will never flake on you if they can help it. You can confidently rely on them.

10. CONVEYING TRUE KINDNESS

Above all, people with integrity are kind. They're not the type of person to say something they don't mean. They won't say something nice to your face and something cruel to your back. A person with true integrity knows that there is strength in being unrelentingly kind.

COMPLIANCE VS COMMITMENT (International, 2021)²

Is the state or quality of being dedicated to a cause, activity, etc.

1. **COMPLIANCE** is when people adopt a process or recommendation without really believing in it. This happens when change is implemented due to positional power and staff feel they have to go along with it. **COMMITMENT** is when there is a feeling of being bound, emotionally or intellectually, to a course of action.

HOW TO BECOME EXCELLENT IN ANYTHING (Dr. Kenneth Acha, Unknown)³

The quality of being outstanding or extremely good.

1. BE ADAPTABLE

Adaptability is the most important trait of successful people. There is one thing that is sure to happen, that is change. Things are always changing. We are changing, the people around us are changing, and our environment is changing. Besides perhaps an unchanging God, everything else changes. Nothing is stable or constant. Successful people, successful relationships, and successful businesses are made up of people who have learned to be great at adapting to change and new circumstances and situations. The good thing is that adaptability can be learned!

2. FOCUS: FOCUS, FOCUS, FOCUS

You cannot become excellent in many things. Life is short. Prioritize and focus your efforts on what really matters and work at it until you become a master.

What is the best area to focus on? The area of your calling. To help with your focus, write your dream down and make it plain and read it frequently.

Focus means, doing fewer things better. Less is more. It means lean management. It means simplifying things and focusing on what is really essential and becoming great at it.

3. PASSION: RELENTLESSLY PURSUE LOVE

Passionately learn to love every day. Love is the root of the kind of passion that you need to do anything well. You need to be passionate about what you desire to be excellent in. Without that, you won't go very far. The good news is that you can learn to love. Passion doesn't have to be a happenstance. You can intentionally develop a passion for pretty much anything you want.

4. MINDSET (GROWTH MINDSET)

Mindset is crucial to excellence.

- **Believe that you can.**

Everything is possible to the person who believes. The only thing that stands between us and our success is our mindset. *What we believe is what we become.* The good news is that you can learn to believe in something. Faith is something you can develop. Faith is like a muscle; you can grow it.

- **Believe that your dream is necessary.**
Believe that it is necessary to become excellent in your subject because lives will be changed and a positive impact will be made. Think about the posterity, about the potential lives you can change when you develop excellence in the area of your calling.
 - **Believe that you must become excellent.**
Because there is a lot riding on your decision to become excellent in an area, believe that you must achieve that dream, not only for yourself but for everyone who will be impacted by it now and in the future.
5. **STAY POSITIVE**
Always be positive about yourself. Always be positive when working with others.
6. **STAY HUNGRY. STAY FOOLISH**
If you want to be excellent at anything, be hungry. In the words of Steve Jobs, “Stay Hungry. Stay Foolish.” Develop an insatiable desire for excellence in that area. *Want to succeed as bad as you want to breathe.*
7. **EAT VORACIOUSLY. EAT, EAT, AND EAT AGAIN!**
Devour any source of information or instruction you can find on the subject. Learn without ceasing.
Here are some effective ways to pursue knowledge and understanding on any subject.
- **Read everything you can read on the subject of interest.**
 - **Go where leadership is taught.**
Go to conferences, take classes, listen to videos and tapes, and go to churches or synagogues where the subject is taught.
 - **Approach leaders who are ahead of you and ask them questions.**
Identify a leader you want to learn from and seek to buy them lunch and have the opportunity to ask them a few questions. Let them know you simply need 45 minutes to an hour of their time. You are not seeking a mentor or any commitment after that.
8. **GRIT: WORK HARD, ENDURE, AND NEVER QUIT**
The best way to learn anything is to do it. Believing that you can without actually doing something about what you believe leads you nowhere. Work hard and never give up till you accomplish your dream.
9. **DISCIPLINE YOURSELF**
Nothing significant can be achieved without great discipline. All successful people understand that discipline is the way to greatness. Learn to discipline yourself to focus on your task.
10. **SURROUND YOURSELF WITH THE RIGHT PEOPLE**
Nothing great can be achieved alone. Surround yourself with people who can help you on your journey toward excellence

HH. To register a complaint or commendation regarding the Academy, employees, instructors, volunteers, or cadets, use the form on the Lafayette Parish Sheriff's Office website.

APPENDIX A

STRENGTH TEST POINTS TOTAL

To determine fitness category, total up points from push-up and sit-up conversion charts and compare total to the strength index below:

FITNESS CATEGORY	AGE			
	<i>Under 30</i>	<i>30-39</i>	<i>40-49</i>	<i>Over 50</i>
<i>Poor</i>	0 - 50	0 - 43	0 - 33	0 - 26
<i>Acceptable</i>	51 - 83	44 - 73	34 - 63	27 - 43
<i>Good</i>	84 - 100	74 - 90	64 - 83	44 - 53
<i>Above Average</i>	101 - 167	91 - 150	84 - 127	54 - 93
<i>Excellent</i>	168 - 200	151+	128+	94+

PUSH-UPS

1-MINUTE TIME LIMIT

Reps	1	2	3	4	5	6	7	8	9	10
Points	8	10	12	14	16	18	20	22	24	26
Reps	11	12	13	14	15	16	17	18	19	20
Points	28	30	32	34	36	38	40	41	42	43
Reps	21	22	23	24	25	26	27	28	29	30
Points	44	45	46	47	48	49	50	51	52	53
Reps	31	32	33	34	35	36	37	38	39	40
Points	54	55	56	57	58	59	60	61	62	63
Reps	41	42	43	44	45	46	47	48	49	50
Points	64	65	66	68	70	72	74	76	78	80
Reps	51	52	53	54	55	56	57	58	59	60
Points	82	84	86	88	90	92	94	96	98	100

SIT-UPS

1-MINUTE TIME LIMIT

Reps	1	2	3	4	5	6	7	8	9	10
Points	0	0	0	0	0	0	0	0	0	0
Reps	11	12	13	14	15	16	17	18	19	20
Points	2	4	6	8	10	12	14	16	18	20
Reps	21	22	23	24	25	26	27	28	29	30
Points	22	24	26	28	30	32	34	36	38	40
Reps	31	32	33	34	35	36	37	38	39	40
Points	42	44	46	48	50	52	54	56	58	60
Reps	41	42	43	44	45	46	47	48	49	50
Points	62	64	66	68	70	72	74	76	78	80
Reps	51	52	53	54	55	56	57	58	59	60
Points	82	84	86	88	90	92	94	96	98	100

APPENDIX B **SCORING CHART FOR AGILITY RUN**

TIME(SECONDS)	POINTS	TIME(SECONDS)	POINTS	TIME(SECONDS)	POINTS
1	100	9	68	17	36
2	96	10	64	18	32
3	92	11	60	19	28
4	88	12	56	20	24
5	84	13	52	21	20
6	80	14	48	22	16
7	76	15	44	23	12
8	72	16	40	24	8
				25	4

APPENDIX C **SCORING CHART FOR 20-COUNT BURPEE AND DUMMY DRAG TEST**

TIME(SECONDS)	POINTS	TIME(SECONDS)	POINTS	TIME(SECONDS)	POINTS
1	100	41	66.8	81	33.6
2	99.17	42	65.97	82	32.77
3	98.34	43	65.14	83	31.94
4	97.51	44	64.31	84	31.11
5	96.68	45	63.48	85	30.28
6	95.85	46	62.65	86	29.45
7	95.02	47	61.82	87	28.62
8	94.19	48	60.99	88	27.79
9	93.36	49	60.16	89	26.96
10	92.53	50	59.33	90	26.13
11	91.7	51	58.5	91	25.3
12	90.87	52	57.67	92	24.47
13	90.04	53	56.84	93	23.64
14	89.21	54	56.01	94	22.81
15	88.38	55	55.18	95	21.98
16	87.55	56	54.35	96	21.15
17	86.72	57	53.52	97	20.32
18	85.89	58	52.69	98	19.49
19	85.06	59	51.86	99	18.66
20	84.23	60	51.03	100	17.83
21	83.4	61	50.2	101	17
22	82.57	62	49.37	102	16.17
23	81.74	63	48.54	103	15.34
24	80.97	64	47.71	104	14.51
25	80.08	65	46.88	105	13.68
26	79.25	66	46.05	106	12.85
27	78.42	67	45.22	107	12.02
28	77.59	68	44.39	108	11.19
29	76.76	69	43.56	109	10.36
30	75.93	70	42.73	110	9.53
31	75.1	71	41.9	111	8.7
32	74.27	72	41.07	112	7.87
33	73.44	73	40.24	113	7.04
34	72.61	74	39.41	114	6.21
35	71.78	75	38.58	115	5.38
36	70.95	76	37.75	116	4.55
37	70.12	77	36.92	117	3.72
38	69.29	78	36.09	118	2.89
39	68.46	79	35.26	119	2.06
40	67.63	80	34.43	120	1.23

If you have any questions, comments or concerns about anything in the Cadet Handbook, feel free to ask the Academy staff for interpretation or clarification.