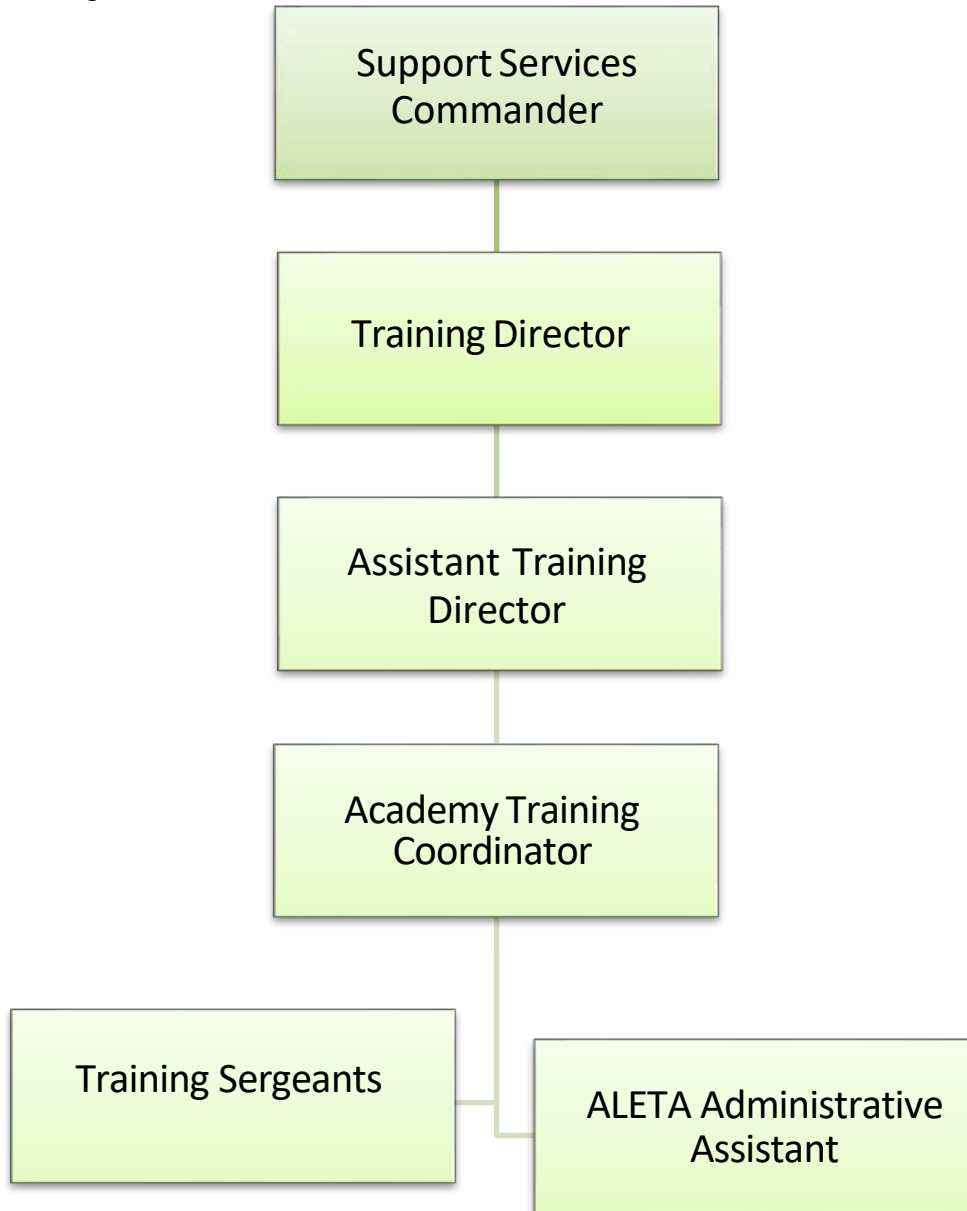


## ACADIANA LAW ENFORCEMENT TRAINING ACADEMY

The following information should assist you in knowing what you are to expect and what is expected of you. While you are here at the Acadiana Law Enforcement Training Academy (ALETA) your title is CADET. The Academy is under the Lafayette Parish Sheriff's Office Training Unit.



## REQUIREMENTS AND CONTENTS OF THE ACADEMY'S PROGRAM

### 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.

### 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 corrections or enforcement 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.

### Academy 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 what the Lafayette Parish Sheriff's Office, ALETA and Law Enforcement as a whole values. They are the essence of our identity – our principles, beliefs or philosophy of our values. Towards the end of this handbook, beginning on page 20, is a more in-depth explanation of these three words and how they should be interpreted.

### Objectives of the Academy

The basic objectives of the Academy are to teach cadets the following:

1. Self-discipline that assures respect for authority.
2. Law enforcement skills necessary to perform essential functions of the job.
3. A fitness program that enables the cadet to successfully complete standards established by the Academy.
4. Physical fitness techniques teaching the cadets how to maintain physical fitness, endurance, and weight distribution.
5. Instructing the cadet to properly wear and maintain uniforms and practice personal hygiene.
6. Esprit de Corps to develop a common spirit inspiring enthusiasm, willingness to work with, and for others, and to reach a common goal.

**Required Reading and Acknowledgement:**

*Cadets must read and sign for each of the following policies in order to attend the Academy. By signing, Cadets are agreeing to follow and will be held accountable for the policy, even if the Cadet is not an employee of the Lafayette Parish Sheriff's Office.*

Workplace Safety (Training # A800)  
Communicable Disease (Training # A207)  
Unlawful or Sexual Harassment (LPSO # 152)  
Complaint Handling (Training # A211)  
Complaint Handling (LPSO # 103)  
Plagiarism and Copyright Laws (Training # A700)  
Academy Equipment (Training # A203)

**RULES AND REGULATIONS:**

- A.** The instructors and staff will be addressed by their **Rank** or as **Mister** or **Mrs./Ms.**
- B.** On the first day of the Academy the cadets will receive and sign for a Student Handbook Guide that shall include but is not limited to:
1. The organization of the Academy (Policy)
  2. The rules and regulations (Student Handbook)
  3. The Academy's rating, evaluating, and testing system (Policy)
  4. Physical fitness and proficiency skill requirements according to POST (Student Handbook) (Policy)
  5. Cadets are required to follow the daily training schedule and any changes or notes that may occur, as seen on the "Read Board".
  6. Legal terms, spelling words, supplemental reading, notebook guidelines, classroom supplies, note-taking tips, and Oath (see page 18 of this handbook)
  7. Academy violations, disciplinary procedures, disciplinary actions and appeals process (Student Handbook)
  8. Withdrawal Policy /Dismissal (Student Handbook)
  9. Any additional equipment that may be issued
  10. Cadets are responsible for the care and replacement of all equipment issued to them.
- C.** **Vehicles:** Cadets will only park in their designated parking spots. (Parking will be located in the first parking area to the right as entering the parking lot from W. Willow St.) All cadets will back into each parking spot and are responsible for the proper road-worthiness in regards to all state statutes. It is also the responsibility of all cadets, utilizing agency units, that regardless of your agency policy, no spare keys to that unit will be left in plain view, nor weapons in plain view inside of the unit as well. This is due to the utilization of inmate labor on the academy grounds. All cadets **will** run to and from their vehicles at **all times** while in attendance of ALETA. Any deviation from this will be at the discrimination of the Academy Training Coordinator or designee.

**D. Buy-ins and Buy-outs:** Prior to entering and departing any room of instruction, all 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 will assist in improving teambuilding and the cadets handling of “stress inoculation”. Buy-in and Buy-outs will be performed in sets of 10 repetitions of each exercise utilizing the below schedule:

- Monday – pushups
- Tuesday – sit ups
- Wednesday – squats
- Thursday – 4 count flutter kicks
- Friday – burpees

**E. Cadet Movement:** All cadets will walk to the right hand side of the hall with hands placed in the interview position, unless holding an item in their hands in their off-hand only. Exception: If 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.

**F. Dress Code Regulations** are provided to the prospective cadets prior to commencement of the Academy and are required to be honored from the first day to the last day of attendance and/or graduation. The Cadet will be responsible for proper upkeep of all equipment that is allowed on the property. ALETA will not be held responsible for any damage to or theft of items on the premises.

1. 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 under-belt (in accordance with your specific agencies policy).
2. The only cold weather gear approved is the pre-purchased hooded sweatshirt available through Guidry’s Uniforms or agency issued jacket.
3. All cadets **MUST** wear boots that can be polished and will ensure they are polished to a high gloss at **all times** without exception.
4. Cadets must always have a minimum of two (2) properly filled out ALETA form 45s and an issued Miranda Warning card in their right cargo pocket and a “properly stored” issued 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.
5. Once issued a polymer training firearm, it will be stored in the cadet’s duty

holster and accessible at all times.

6. Males must be clean-shaven every day, unless otherwise advised due to a verifiable medical condition. All valid medical conditions must immediately be turned into 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.
  - b. 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 0.5 mm to 1 mm to prevent the hair growing back into the skin. Using a beard trimmer at the lowest setting (0.5mm or 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 1 mm in length at any given time.
  - c. 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.
7. Male Cadets haircut:
  - a. Sideburns shall be neat and squared (No muttonchops) and in no event shall they extend below the bottom of the ear.
  - b. Hair may be worn in such fashion so as to permit it to extend to the middle of the ear.
  - c. Regardless of hairstyle, the hair must be neatly trimmed and shall not extend below the top of the collar in the back.
  - d. The hair on top of the head will present a groomed appearance.
  - e. 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.
  - f. Hair will not be dyed an abnormal color.
  - g. No designs, symbols, shapes, or anything unnatural to include foreign objects will be allowed to be styled in to the hair.
8. Female Cadets hairstyle:
  - a. The length, bulk, or appearance of natural hair will not be excessive, ragged, or unkempt.
  - b. Hair shall be neatly groomed and not hang over the collar.
  - c. A bun or twist will be permitted on the top or back of the head, in a neat and attractive manner, provided it does not hang over the collar;
  - d. Braided hair is only acceptable if worn securely in a bun
  - e. Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair.

- f. Hair coloring, if used, must appear natural.
  - g. Any ribbons or ornaments worn in the hair shall be in good taste and appropriate to a business environment.
  - i. No designs, symbols, shapes, or anything unnatural to include foreign objects will be allowed to be styled in to the hair.  
Exception: The only object allowed will be 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.
  11. No cadet may use unnatural colored contact lenses.
  12. No cadet may wear earrings or any other type of body jewelry. Cadets may wear a watch and a wedding ring only. No other jewelry is accepted.  
**Exception:** Key FOB bracelets, and sunglasses for outdoor activities.
  13. During Firearms and DT classes' cadets will wear the standard class "C" uniform, unless directed by Academy Staff.
    - a. Regardless of status, cadets must purchase the PT top, specific to warm weather firearms training.
  14. 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.
  15. 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.
  16. If a cadet is not in compliance with these standards, as interpreted by the Training Sergeants, or the Academy Training Coordinator, he/she will be counseled privately and given one day to rectify the situation.
  17. All cadets will adhere to the Academy rules and regulations as outlined in the Cadet Handbook.

**G. 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 bases.
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% 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 missed.
3. Unexcused absences are grounds for dismissal by state mandate.
  - a. Any time missed due to a valid reason will required written documentation upon return.
  - b. Unpredictably emergency situations will be reviewed on case by case basis.

4. Physical Training requires full participation.
  - a. If due to an injury a cadet cannot participate, they will be given up to five working days to recover, if a doctor will state that they will be able to participate after that time.
    - 1) This is not additional time that the cadet may miss; the time will be included in the maximum 10 percent POST allows.
    - 2) The five days refers to class attendance without participation in the PT activity.
  - b. In order for the cadet to return to training they shall supply the Academy with a written doctor's release stating they may return to full participation.
  - c. If five working days is insufficient for recovery the cadet will be released from the Academy after the sponsoring agency is notified.
  - d. If a Cadet is performing a "modified PT regiment", meaning they do not have to completely sit out of PT but may perform some form of physical exercise, the "modified PT regiment", may not exceed the medical waiver physical limitations at any time and the waivers dates will be strictly adhered to by the cadet and Academy Staff.
  - e. All cadets on a medical waiver containing physical limitations will be closely monitored by the Academy Staff. The Training Academy Coordinator (in conjunction with the cadet's agency) will make a determination 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.
  - f. Certification 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 a phone number to report to for emergencies, tardiness, absence, or other situations.
  - a. Cadets are to contact their designated supervisor within their agency **first**, then contact the Academy, (337) 236-5607 or (337) 231-6363.
  - b. Cadets are to 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. Cadets are required to fill out an "Absentee Information Sheet," (LPSO ALETA-007) 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.
7. The ALETA Administrative Assistant will log cadet attendance in the attendance record book.
8. The cadets are responsible for all material and tests for any class they miss.
9. Cadets shall adhere to all standards, rules and regulations established by the Academy.

## **H. 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, they must retest in that block of instruction. The cadet must achieve at least 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 achieve 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 they will be dismissed from the Academy.
- c. Cadets may fail and re-test a maximum of 2 exams and remain in the Academy if they pass the re-test for each specific exam. If a 3<sup>rd</sup> exam is failed, the cadet will not be allowed to re-test the 3<sup>rd</sup> exam and will be dismissed from the Academy for failure to meet the academic requirements.
- d. Cadets must turn in their Academy Course Evaluation in order to take the P.O.S.T. exam.
- e. Cadets must attend and pass the CPR & First Aid training in accordance with the BLS guidelines and must achieve a minimum score of an 84%.
- f. Cadets must participate fully in the physical fitness program.
  - 1) Participation is defined as a concerted effort to comply, "as in a full stride walk through the entire exercise or test."

## 2. **Physical Fitness Requirements:**

- a. ALETA cadets shall be scored in the following three physical tests:
  - 1) The Strength Test consisting of 1 minute sit ups and 1 minute of push-ups.
  - 2) An Agility Run course consisting of sprinting, maneuvering around cones and a serpentine run through cones, signifying obstacles.
  - 3) A 20 burpee test, followed by a 50 foot sprint and a 50 foot seventy-pound dummy drag, signifying getting a partner to safety.
- b. The "Acceptable" score is a minimum score needed for a 70% grade.
- c. 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
- d. The scoring for the Agility and 20 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 burpee and dummy drag test
- e. The "Acceptable" score 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
- f. The "Acceptable" score for the Agility run test will be 25 seconds or less for the course



- g. The “Acceptable” score for the 20 burpee and dummy drag test will be completing the course in 2 minutes (120 seconds) or less.
- h. The scores will be recorded and used to determine the final grade the cadet receives in the Academy Physical Training.
- i. 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 Burpee and Dummy Drag Test)
    - Poor = 0%
    - Acceptable = 70%
    - Good = 80%
    - Above Average = 90%
    - Excellent = 100%
 The cadet’s final grade is composed of the average of both tests. For example: If an Cadet scores “Acceptable” on the Strength Test (70%) and an above Average on the Agility Run/20 Burpee and Drag Test (90%), his/her final Physical Fitness grade would be an 80% ( $70\% + 90\% / 2 = 80\%$ ).
  - 2) The standards and the formula for the calculation shall be kept by ALETA on computer and calculated by spread sheet.
  - 3) The charts for requirements are kept by the physical fitness instructor and the Academy Training Coordinator.

3. **Firearms Requirements:**

- a. POST requires a minimum of 80 hours of firearms training.
  - b. All cadets are required to shoot the Louisiana POST firearms course successfully.
  - c. This course consists of firing 60 rounds with a maximum possible score of 120 points. The course has to be fired four consecutive times.
  - d. The four scores are then added up and divided by four giving the cadet an overall average.
4. If a cadet fails to average the POST minimum 96 after all four rounds on the scheduled qualification day, that cadet will be given one additional attempt. Before the second attempt is given, the cadet will be given more firearms training to correct deficiencies in their shooting ability. The second attempt to qualify must be done in the presence of an academy firearms instructor. Cadets who fail to qualify on the second attempt will be dismissed from the Academy.

5. **Failure to meet all Requirements:**

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

I. **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 should it be deemed necessary.

1. **Class President:**

- a. The Class President is required to be a leader of the class and also has to give a speech at the graduation as a representative of the class.
- b. The Class President is the cadet that receives the most votes from his or her fellow class mates. 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):**

- 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.

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 Burpee and Dummy Drag test, according to time taken to complete the course, utilizing the 20 Burpee and Dummy Drag scoring chart, added to
3. Number of points earned in the Agility Run test, according to time taken to complete the course, utilizing the Agility Run scoring chart
4. Equaling total points earned for all testing phases.

Scoring charts for all tests are on located in Appendix A-D for reference, and are to be utilized for all calculations of points earned in all previously mentioned testing phases. All final calculations will be conducted by the Physical Fitness coordinator and will be checked and by the ALETA Coordinator or designee.

3. **Big Dog:**

In order to be eligible for the Big Dog Award for Physical Fitness, the Cadet must meet the “Above Average” or “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 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 Burpee and Dummy Drag test is 84 seconds.

The points will be calculated as follows:

- a. Utilizing the Modified Cooper Testing Standards chart in General Order 143, Push-up repetitions equaling “X” amount of points
- b. Utilizing the Modified Cooper Testing Standards chart in General Order 143, Sit-up repetitions equaling “X” amount of points
- c. Add total points together for push-up and sit-up tests, in conjunction with the cadets 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 Burpee and Dummy Drag scoring chart, the total time taken to complete the course, in seconds (rounded to the nearest second i.e. 82.3 seconds = 82 seconds or 82.9 seconds = 83 seconds) will yield the number of points earned for this test. 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 i.e. 18.2 seconds = 18 seconds or 18.7 seconds = 19 seconds) will yield the number of points earned for this test. 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.

4. **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 the one minute the cadets will be given a five minute break. After the break is over the cadets will repeat the above course (5 shots in one minute). The cadet that finishes with the higher score out of a possible one hundred point score will have won the tie breaker.

5. **Top Academics:**

- a. The top academic award is given to the cadet with the best overall academic score achieved.
- b. The winner is determined by the written examination scores.

6. **Top Cadet:**

- a. The top cadet award is based on the cadet with the best score taken from their placement in the three main areas of the Academy.
- b. These areas are:
  - 1) Academics
  - 2) Firearms

3) Physical Fitness

- c. All cadets are ranked in each category by the order in which they placed, 1<sup>st</sup> through the number of cadets.
- d. The rank numbers are added together for each cadet. The lowest possible score of 3 can only be achieved if the cadet places 1<sup>st</sup> in each category.
- e. Cadets receive the number of points equal to their placement in each category.
- f. 1<sup>st</sup> equals 1, 2<sup>nd</sup> equals 2, 3<sup>rd</sup> equals 3 etc.
- g. The higher they place the lower the score they receive.
- h. The cadet with the lowest score is awarded the Top Cadet award based on the overall performance that is required to achieve a low score.
- i. If a tie were to occur, then the P.O.S.T. exam score would be used as a tiebreaker.

**J. Electronic Devices:**

1. No cell phones, iPods, iPads, Smart Watches or **any electronic devices** are allowed in the cadet's possession in the classroom including in bags or purses during Academy hours. These items must be left in vehicles.

**K. Use of Tobacco Products:**

1. No tobacco product use is allowed in the building or on the property of the Lafayette Parish Sheriff's Office.
2. State rules prohibit smoking or use of tobacco products in the Academy Building.

**L. Snacks, Coffee, etc....:**

1. Only coffee, water, or water with hydration supplementation in a clear closable container is allowed in the classroom.
2. No energy drinks or pre-workout supplements will be allowed.
3. The coffee cup or bottle must have a coaster or paper towel placed under it for condensation.
4. No gum, food, or other drinks in class.
5. All food will be eaten in the break room.
6. If you bring your own food, you may store it on the break room counter and/or icebox.
7. No food is to be left overnight and the cadets are responsible for cleaning the areas used.
8. Coffee pots and supplies are supplied by the Academy

**M. Seating:**

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

**N. Academy Offices and Office Hallway:**

1. The administrative staff offices are restricted areas unless you are requested by a staff member to enter.
  2. The use of the telephone will be limited to emergencies or official calls only.
  3. Cadets must get permission from a staff member prior to making a phone call.
  4. Academy phones will not be utilized by cadets for personal calls.
- O. Guest Instructors:**
1. All guest instructors in the Basic Academy are volunteers.
  2. They are instructors because they have an interest in upgrading the performance of law enforcement in the Acadiana area.
  3. You will show respect for their knowledge in their field by paying attention and participating as needed.
  4. Cadets will stand quietly at the position of attention behind their assigned seating after breaks and wait until the instructor says to be seated.
  5. At the end of a training session it is expected that cadets will show their appreciation by applause; this also alerts the staff that the class is concluded.
- P. Classroom Breaks:**
1. All class breaks will be at the determination of the instructor.
  2. At the end of said break, all 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.
- Q. Early Dismissal:**
1. Occasionally, instructors will complete their presentation ahead of schedule.
  2. Cadets **are not** allowed to leave the premises unless they have approval from the Academy Staff or arrangements have been made with the instructor ahead of time.
- R. Classroom Participation:**
1. Cadets are encouraged to participate in all 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.
- S. Care of Facility:**
1. All 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, you will break them.
  3. Do not put your feet on the walls, chairs, or tables.
  4. Do not leave coffee cups or bottles on the floor or leave them on tables or the Academy grounds.
  5. All areas of instruction will be left in the manner in which they were found.
  6. Facility upkeep will be determined by the Academy Training Coordinator.
- T. 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.
3. Weapons include: firearms, knives (including pocket knives); conducted energy weapons (taser); batons; chemical munitions (pepper spray) ammunition magazines; live rounds.
4. All weapons must be secured in the trunk of your vehicle; back-up weapons are included in this regulation.
5. This rule must be strictly adhered to for everyone's safety.
6. When cadets are required to bring weapons they will be instructed as to the procedure and must adhere to it exactly.

**U. Eligibility:**

No applicant shall be accepted into the Academy who has any criminal charges pending against him or her. No convicted felon will be accepted into the Academy. No person convicted of a crime involving domestic violence or a current restraining order will be allowed into the Academy. Officers currently under internal investigation for misconduct will not be accepted into the Academy.

**V. 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 totally and completely.
3. The Cadet must be totally truthful in all statements or evidence given during any investigation.
4. Any verification of cheating by a Cadet will result in permanent banning from this Academy.
5. If a Cadet fails to report a violation of the Honor Code and it is proven they will be dismissed.

**W. Academy Behavior:**

1. While at the Academy, you are expected to look, talk, and act in a professional manner.
2. Every Cadet will be honest and forthright in all of his or her dealings with the Academy and its staff.
3. Before leaving the classroom, obtain permission from the instructor.

**X. Conduct Unbecoming an Officer:**

1. Cursing, slouching, propping up of feet, sleeping in the classroom, talking to other students during lectures, and similar undesirable behavior will not be tolerated.
2. **NO CADET** will solicit or take any Gratuity while enrolled in the Academy.
3. **Hazing**, intimidation, assault, and physical altercations will not be tolerated.
4. Cadets will not socialize (i.e. date, party, etc.) with any member of the Academy Staff or fellow cadets until completion of the Academy. Academy staff includes

all course instructors, actors, which 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 encourage by the Academy or commonly acceptable in the work environment.

**Y. Disciplinary Procedures:**

1. ALETA has adopted a “DELINQUENCY REPORT” procedure wherein any cadet charged with a violation (Class I, II or III) will be formally charged via delinquency citation, which will state the nature of the violation, and will bear the signature of the citing ALETA official. The DR or citation requires a response from the cited cadet. A copy of a blank DR is attached hereto for reference.
2. ALETA has further adopted an APPELATE process for any disputed citation. That process requires the cited cadet to dispute the accusation in writing (see Delinquency Report form). For a determination on the issue, the matter shall be referred to the Training Director for appellate review. For any matters involving possible dismissal from the Academy, or referral to Internal Affairs, final review will be made by the Training Director.
3. ALETA cadets shall be governed under a set of rules and regulations promulgated under this paragraph as including three classes of violations. These classes are as follows:

**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. Examples: drunk driving, domestic violence, cheating, etc.

**Class II Violation:** Any violation that can be construed as “conduct unbecoming a cadet or peace officer” are included. Conduct proscribed by the rules and regulations as part of the “orientation guide”, are also included. Examples: unexcused absence, dress code violation, 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 or admonishment, written or verbal report to agency supervisor, and/or special duty assignment.”

**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 class room presentations. Examples: talking in class, late for class, minor dress code or grooming violations, etc. “Penalties for any “infraction” will be administered on the spot by the

Academy Training Coordinator or his designee, to include, but not limited to, individual or group remedial physical training (RPT) exercises, verbal admonishment, and special/extra duty assignment. Repeated infractions will be reported to the agency supervisor.”

**Z. Remedial Physical Training or RPT**

RPT should follow the below schedule:

1. Weeks 1-5, Class RPT (All cadets).
2. Weeks 6-10, Squad RPT (Only the cadets from the particular squad in which the Infractions was identified).
3. Weeks 11-15, Individual RPT (Only the cadet(s) involved in the infraction(s) that was identified).
4. All cadets are advised that the above is contingent on the class itself. Depending on the severity and type of infraction, RPT may revert back. For example, though the class may be in week 15, which is individual RPT, and depending on the infraction, the RPT may revert to Class RPT.

**AA.** A student who withdraws or is dismissed from the Academy due to an inability to maintain a satisfactory level of academic performance or demonstrated motor skill proficiency must wait until the next available Academy to apply for re-admission.

**BB. Injuries During Training:** Any injury to a cadet must be reported as soon as practical to an LPSO Training Staff Member. An incident report will be filled out by the Staff Member and the cadet.

**CC. Firearms Equipment:**

Each Cadet 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, .40, or .45. Weapons shall be equipped barrels no shorter than three inches and no longer than five inches. Semi-autos must be double-action on the first round then single- action or always double-action; NO single-action only weapons will be allowed. **All weapons are subject to approval by an Academy firearms instructor.** (LPSO Cadets must follow policy I.A.W. LPSO General Order #302 (Firearms) as well as the Lafayette Parish Sheriff's Office Approved Standard Firearms and Weapons List)
- b. A quality duty holster designed to fit the selected weapon.
- c. Speed loaders and pouches, belt loops or magazine pouches to carry additional ammunition on the duty belt, with a minimum of two magazines for auto loaders and two speed loaders for revolvers.
- d. Duty belt, and belt keepers.
- e. Cleaning equipment. Powder solvent (not aerosol), Bore brush, small wire or nylon brush, patches, patch rod, and gun lubricant.
- f. Good quality personal hearing protection, either ear muffs or ear plugs with muffs being the preferable choice will be supplied by the cadet and shall be worn at all times while on the firing line. **ALETA will not supply hearing protection.**
- g. Either quality prescription eye glasses or safety glasses will be provided by the cadet



- and shall be worn at all times while on the firing line. Glasses must be either clear or of yellow tint for low light shooting. **ALETA will not supply eye protection.**
- h. A hat with a brim that extends over the eyes shall be worn at all times while on the firing line. All headwear must be professional in appearance and allow hearing protection to be utilized while the hat is on.
  - i. Footwear (**Required Boots**) shall be worn at all times while training with firearms (No flip flops or Sandals).
  - j. Cadets may need cold weather gear, rain gear, rain boots, sun block, and insect repellent. **ALETA will not supply these items.**

If you have any questions, comments, or concerns, please feel free to ask the Staff for interpretation or clarification.

**ACADIANA LAW ENFORCEMENT TRAINING ACADEMY  
LAFAYETTE, LOUISIANA**

**DELINQUENCY REPORT**

Date of Report: [Click here to enter a date.](#)

Date of Offense: [Click here to enter a date.](#)

Name of Offending Cadet:

Statement of Offense(s):

Signature of Citing Official \_\_\_\_\_

Signature of Cited Cadet \_\_\_\_\_

-----

RETURN:

To: Academy Training Coordinator

From: Cadet

( ) The statement of charge(s) is correct and I take responsibility for my actions.

Mitigating factors: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

( ) The statement of charge(s) is incorrect. See attached sheet for details.

Signature \_\_\_\_\_ Date \_\_\_\_\_

See reverse for disposition.

Disposition:

--



\*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.*

**LAFAYETTE PARISH SHERIFF'S OFFICE**  
**TRAINING UNIT CORE VALUES**  
**INTEGRITY, COMMITMENT, EXCELLENCE**

**INTEGRITY**

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.

## **COMMITMENT**

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.

## **EXCELLENCE**

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 45mins 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



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.

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

PUSH-UPS  
I-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  
I-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 C**

**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 D

### SCORING CHART FOR 20 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