



Acadiana Law Enforcement Training Academy

Lafayette Parish Sheriff's Office

Mark Garber, Sheriff

ALETA SIGNATURE PACKET

This page will help guide the Sponsoring Agency (Agency) in understanding, completing and submitting the required documents contained in the *ALETA Signature Packet*.

Please read, complete and submit all completed forms prior to sending your Officers to ALETA. Each of the following forms must be completed and received **two weeks prior to the start of the Academy**. The Agency should ensure all information on the form is completed properly prior to submitting to ALETA. Typed information is preferred; however, if handwritten, please write legibly.

Email, fax or mail all completed forms to the ALETA Administrative Assistant at:

EMAIL: Kathryn.Rung@lafayettesheriff.com

FAX: FAX: (337) 236-5647

MAIL: ALETA / LPSO

ATTN: ALETA Administrative Assistant

1825-2 W. Willow Street

Scott, LA 70583-5348

ALETA-003 Agency Registration: Sponsoring Agency completes, signs, dates and submits to ALETA.

ALETA-006 Doctor Referral: Officer completes a physical prior to reporting to the Academy and provides the form to the physician at the time of the physical. The physician completes the form and returns it to the Officer. The Officer returns the completed form to the Agency. The Agency submits to ALETA.

ALETA-029 Memorandum of Understanding (MOU): This is an understanding between ALETA and the Agency. This form must be completed annually by the Agency and ALETA. The Agency completes the form as required and submits it to ALETA.

ALETA-047 ALETA Registration: Officer completes in its entirety and returns the completed form to the Agency. Agency submits to ALETA.

ALETA-048 Academy Rules & Regulations Agreement: Officer reads the *ALETA-033 Cadet Handbook* and initials next to each letter listed on the form, signs, dates and returns the completed form to the Agency. Agency submits to ALETA. (The *ALETA-033 Cadet Handbook* will be provided as a separate document. The Officer prints and reads the handbook in its entirety and completes the *ALETA-048 Academy Rules & Regulations Agreement* before starting the Academy.)

ALETA-049 Physical Activities Questionnaire and Informed Consent: Officer completes top portion and answers each question with a check in the appropriate box, then reads the consent portion and acknowledges by printing their name, signing, and dating on the last page. Officer returns the completed form to the Agency. Agency submits to ALETA.

ALETA-050 ALETA Firearms Survey: Officer completes top portion, answers each question with a check in the appropriate box, enters Instructor Name (if applicable), signs, dates and returns completed form to the Agency. Agency submits to ALETA.

ALETA-051 Agency Preferences: The Agency Supervisor or Agency Head answers each question with a check for "yes" or "no", signs and dates the form and submits the completed form to ALETA.

HR-010 Background Investigation Request: Officer completes the *Applicant Information* section only and returns it to the Agency. The Agency submits the form to ALETA.

POST Form PC-562: Certification of Employment: The Agency enters information for all Officers that will be attending ALETA. Since the signed original of the form is required by POST, the Agency must mail the completed form with the original signature to ALETA, **OR** the Agency may place the completed form with original signature in a sealed envelope addressed to the ALETA Administrative Assistant and send it with the Officer on the first day of the Academy.

Additional Information:

The Standardized Field Sobriety Testing (SFST) course is free of charge and hosted by the Lafayette Police Department or State Police. If interested in sending your cadets to this course, contact the Lafayette Police Department at (337) 291-8600 or State Police at <https://lsp.org/services/training/training-registration/>

The Intoxilyzer 9000 course is hosted through the State Police. You can register your cadets on their website at:

<https://lsp.org/services/training/training-registration/>



Acadiana Law Enforcement Training Academy

Lafayette Parish Sheriff's Office

Mark Garber, Sheriff

AGENCY REGISTRATION

Title of Course Attending: Acadiana Law Enforcement Training Academy (ALETA)

Agency Enrolling: _____

Contact Person: _____ Phone #: _____

Number of Cadets: _____ Today's Date (mm/dd/yyyy): _____

CADET NAME	SELECT FROM DROPDOWN MENU

No applicant shall be accepted if criminal charges are pending against them, applicant is a convicted felon or convicted of a crime involving domestic violence, or applicant is under internal investigation or under probation from a disciplinary action. The agency enrolling the cadet(s) is responsible for conducting the background check on each cadet for all above-mentioned restrictions and signing below as confirmation.

Agency Representative:

Print Name: _____

Signature: _____ Date (mm/dd/yyyy): _____

MAIL OR FAX COMPLETED FORM TO:

ALETA / LPSO
ATTN: ALETA ADMINISTRATIVE ASSISTANT
1825-2 W. Willow Street
Scott, LA 70583-5348
FAX: (337) 236-5647



Acadiana Law Enforcement Training Academy

Lafayette Parish Sheriff's Office

Mark Garber, Sheriff

DOCTOR REFERRAL

Date (mm/dd/yyyy): _____

Dear Doctor _____
Physician Name (Print)

Patient Name: _____ is about to participate in a police officer physical fitness program for a period of fifteen weeks. He/She will be required to give a maximum effort on push-ups, sit-ups, stretching, and running several miles per day. Additionally, he/she will be required to execute numerous self-defenses, suspect arrest, restraints, take-downs, and other physically demanding activities including exposure to Oleoresin Capsicum (OC). OC is classified as an inflammatory: a substance which causes burning sensation, redness, swelling and pain to all contaminated skin and tissues. The primary target when deploying OC is the facial area assuring coverage of the eyes, brow and mouth, if accepted into the Acadiana Law Enforcement Training Academy.

Please examine this individual and advise us if he/she can participate in the required testing and training. If this individual has limitations that would not allow him/her to participate, please make that clear to us.

In addition, all participants in the academy shall have been certified by a physician within the last 180 days of the academy start date that they have been tested for and are free of active tuberculosis.

This person will not be permitted to participate until he/she is medically cleared to participate. To expedite matters, please make your comments and recommendations in the space below.

Thank you for your cooperation in this matter. If you have any questions, please contact the Training Coordinator at 231-6363 or 236-5607.

TO BE COMPLETED BY PHYSICIAN:

Patient Name (Print): _____

Please select one of the following:

- ☐ **YES**, the patient may participate fully with no limitations or contraindications.
- ☐ **NO**, the patient cannot participate.

COMMENTS:

Location of Assessment: _____
Street Address, City, State, Zip Code

Physician (Print Name): _____

Physician Signature: _____ **Date** (mm/dd/yyyy): _____



Acadiana Law Enforcement Training Academy

Lafayette Parish Sheriff's Office

Mark Garber, Sheriff

MEMORANDUM OF UNDERSTANDING

Between

Acadiana Law Enforcement Training Academy

And

Sponsoring Agency

By this memorandum, it is hereby understood and agreed that:

- A. The Sponsoring Agency is a law enforcement agency, _____
Sponsoring Agency
located at: _____
Sponsoring Agency Street Address, City, State, Zip Code
- B. The Acadiana Law Enforcement Training Academy, also known as ALETA, is physically located at 1825-2 West Willow Street, Scott, Louisiana, and is operated under the Louisiana State POST authority by the Lafayette Parish Sheriff's Office.
- C. _____ agrees to sponsor peace officers duly hired by
Sponsoring Agency
said office to ALETA. for the purpose of training and instruction in a basic law enforcement curriculum duly approved by the Louisiana State POST Commission. The Sponsoring Agency agrees the peace officer(s) they sponsor remain employees of the Sponsoring Agency and not ALETA.
- D. _____ shall comply with *Louisiana Revised Statutes Title 40: Chapter 18: §2405.4. A Additional Requirements of Peace Officers*, which states "Notwithstanding any provision of law to the contrary, any person being hired as a peace officer with a law enforcement

agency on or after August 15, 2003 shall provide the law enforcement agency with a sample of his DNA material and fingerprint prior to the commencement of the discharge of his duties.” This section further states in section D, “The DNA material collected pursuant to the provisions of this Section shall be stored in a secure and protective manner and location.”

E. _____ agrees to supply ALETA with the
Sponsoring Agency
Academy forms, *ALETA-003 Agency Registration* and *ALETA-006 Doctor Referral*, for each cadet prior to the first day of the Academy.

F. _____ agrees to supply ALETA with the POST
Sponsoring Agency
verification letter form, *PC-201: Certification Status Request*, from POST prior to the Academy. The Sponsoring Agency agrees to also file with POST, the form, *PC-201B: Employment / Status Change Report*, for each cadet when the form is applicable.

G. _____ agrees to pay ALETA the sum of \$1,000.00 for
Sponsoring Agency
each cadet it sponsors for training. If, for whatever reason, a cadet fails to complete the course of instruction, the Sponsoring Agency is still responsible for the training fee. Any arrangement for "set offs" or reimbursement for fees paid must be fully stated in writing, signed by both parties and attached to this agreement, as a supplement thereto.

1. The fee to attend the Academy is \$1,000 per cadet for a “full-time cadet”. The fee to attend the Academy is \$500 per cadet for a refresher or transitional cadet.
2. The LPSO Finance Department will be responsible for receiving all monies, maintaining monies received in a secure location pending deposit, and depositing all monies.

3. The Academy maintains a reimbursement policy of:
- a. If a cadet fails, voluntarily withdraws, or is otherwise removed from the Academy while attending weeks 1 and 2 (or 0 through 80 hours of instruction), the Sponsoring Agency will be given a full refund for tuition paid.
 - b. If a cadet fails, voluntarily withdraws, or is otherwise removed from the Academy while attending weeks 3 and 4 (or 81 through 160 hours of instruction), the Sponsoring Agency will be given a refund at the rate of 50% of the tuition paid.
 - c. If a cadet fails, voluntarily withdraws, or is otherwise removed from the Academy after week 4 (or after 160 hours of instruction), the Sponsoring Agency will not be refunded for tuition paid.

H. _____ agrees to assist ALETA in recovering any
Sponsoring Agency
issued equipment the cadet fails to return when ending attendance at ALETA, and also agrees that if the required recovery fails or if the equipment is damaged, the Sponsoring Agency agrees to replace the item at replacement cost. Items requiring recovery include a blue polymer firearm and an orange training tourniquet. Any additional issued equipment will be documented on a form and signed by each cadet showing they received item(s).

I. A background check will be conducted as required by *Louisiana Revised Statutes Title 40: Chapter 18: §2405.4.A Additional Requirements of Peace Officers* on each sponsored cadet. A background check will be completed on each cadet no more than 90 days prior to the start of each academy. 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 will be

allowed into the Academy. Officers currently under internal investigation for misconduct will not be accepted into the Academy.

- J. By this agreement, ALETA agrees to provide POST accredited instruction to peace officers appropriately designated by the Sponsoring Agency. In so doing, ALETA agrees to maintain records of instruction and related academy activity pertaining to each and every cadet it trains.
- K. ALETA agrees and accepts responsibility for providing appropriately trained and certified instructors for the courses taught. Rules and regulations of the Academy along with other appropriate information relating to the relationship between ALETA and the cadet are contained in the Cadet Handbook.
- L. All outside agencies must provide a Certificate of Liability Insurance or law enforcement liability insurance to provide coverage for bodily injury, personal injury, or property damage.
- M. The terms and conditions of this agreement are to become active upon signing by both parties and is to remain active and operable for a period of 12 months from signing, or earlier, upon filing of official notification of termination or modification by either of the parties.
- N. This agreement can be terminated by giving ninety (90) days written notice to the other, sent by U.S. Mail, certified, return receipt requested, at the address hereinafter set forth in this contract.
- O. The agreement shall be reviewed as need by ALETA staff to ensure procedures and processes are up to date.
- P. Exclusive jurisdiction and venue for any and all suits between ALETA and the Sponsoring Agency

arising out of, or related to this agreement, shall in the 15th Judicial District Court, Parish of Lafayette, State of Louisiana. This agreement and all claims arising out of, or relating to this agreement shall exclusively be governed by and interpreted in accordance with the laws of the State of Louisiana, without regard to conflicts of law principles.

ALETA Representative:

Print Name: _____

Signature: _____

Date (mm/dd/yyyy): _____

Sponsoring Agency Representative:

Print Name: _____

Signature: _____

Date (mm/dd/yyyy): _____

SCHEDULE A

A. Specifications – Intent of Specifications

The intent of these specifications is to: (1) define the basic functions of ALETA; (2) set forth terms and conditions for ALETA, and (3) identify specific tasks to be accomplished by ALETA. Any variation from these specifications shall require the express written consent of the Academy Director, or his designee.

B. Related Documents Provided to the Sponsoring Agency

1. Sponsoring Agency acknowledges receiving one copy of each of the following documents:
 - a. POST Mandated Curriculum
 - b. LPSO General Order# 143 Acadiana Law Enforcement Training Academy (ALETA)

C. Sponsoring Agency shall guarantee that employees assigned to ALETA shall be exclusively employees of the Sponsoring Agency. Sponsoring Agency shall be deemed to be acting only in the capacity of an independent contractor, and any of its employees shall continue to be only employees of the Sponsoring Agency subject to the Sponsoring Agency's control.

D. Basic Functions / Services

1. The basic functions of ALETA. shall be:
 - a. Self-discipline that assures respect for authority.
 - b. Law enforcement skills necessary to perform essential functions of the job.
 - c. A fitness program that enables the cadet to successfully complete the standards established by the Academy.
 - d. Physical fitness techniques teaching the cadet how to maintain physical fitness, endurance, and weight distribution.
 - e. Proper wear and maintenance of uniforms and practice personal hygiene.
 - f. Esprit de Corps to develop a common spirit inspiring enthusiasm, willingness to work with, and for others, and to reach a common goal.
 - g. All necessary equipment and use of facilities during the academy shall be provided by ALETA.
 - h. Dedicated classroom space, lockers, a break room, and restrooms are provided by ALETA.
 - i. The use of office space is available, if needed, and can be requested through ALETA. staff.
 - j. A computer lab is available for cadet use, upon request.

E. Terms and Conditions – Specific Services:

1. Course Management:
 - a. The primary responsibility of the Academy staff is to prepare potential recruits for a professional law enforcement career.

- b. Produce confident, highly trained, motivated and competent law enforcement officers.
- c. Provide training that meets the needs of the service areas through course critiques, observation, and changing times.
- d. Maintain and improve procedures for efficient maintenance of training records.
- e. Provide the most qualified instructors.
- f. Conduct classes in an efficient manner using a formal schedule of classes and a list of qualified instructors.

2. File Security and Management:

- a. Contents of files are confidential and can only be accessed by the Academy Training Coordinator, ALETA Administrative Assistant, and the LPSO Accreditation Manager.
- b. Academy files are located in the ALETA Administrative Assistant's office.
- c. Copies of the file will only be released for a subpoena duces tecum.
- d. Requests for copies of Academy files shall be submitted to Legal Affairs for acknowledgment and approval.
- e. Release of Academy files shall be coordinated by Legal Affairs.
- f. The Academy staff will retain files on each individual cadet as described in the section entitled, "Records Retention and Digital Copying".
- g. The hard copy files and information pertinent to each Academy class are filed together chronologically by class number.
 - 1) The main folder will be in the front and will consist of all items required and listed on the checklist.
 - 2) The cadets' folders are filed alphabetically behind the main folder and contain all items on the checklist.
 - 3) The master copy and key for each test will be filed in the main class folder.
 - 4) Scantrons for each cadet will be filed in the individual cadet's folder and the written tests will be shredded.

F. The Academy staff will forward all original certificates to the cadet and retain a copy in their file.

- 1. It is the cadet's responsibility to forward a copy of certificates to the appropriate person in their Sponsoring Agency.
- 2. Unless copies are requested by the Sponsoring Agency Head or their designee, the Academy will not provide certificates to the Sponsoring Agency.

G. The Academy staff will maintain communication with client agencies for progress reports upon request.



Acadiana Law Enforcement Training Academy

Lafayette Parish Sheriff's Office

Mark Garber, Sheriff

ALETA REGISTRATION

NAME: _____
Last First Full Middle

SSN: _____ DOB (mm/dd/yyyy): _____ AGE: _____

GENDER: _____ DL#: _____

HOME ADDRESS: _____
Street Address or Box #, City, State, Zip

HOME PHONE: _____ CELL: _____

EMAIL ADDRESS: _____
Work Personal

EMERGENCY CONTACT: _____
Name Phone # Relation

PHYSICIAN: _____
Name Address (Street, City, State, Zip) Phone

AGENCY: _____
Agency Employed With Agency Phone Date Hired (mm/dd/yyyy)

_____ *Contact Person at Agency (include Rank) Immediate Supervisor (include Rank)*

HAVE YOU EVER ATTENDED A POLICE ACADEMY?	<input type="checkbox"/> YES	If yes, which level? Pass or Fail?	Pass or fail, name of Academy attended:
	<input type="checkbox"/> NO	Level 1 <input type="checkbox"/> (Pass <input type="checkbox"/> Fail <input type="checkbox"/>	
	Level 2 <input type="checkbox"/> (Pass <input type="checkbox"/> Fail <input type="checkbox"/>		
	Level 3 <input type="checkbox"/> (Pass <input type="checkbox"/> Fail <input type="checkbox"/>		

MILITARY Are you a Veteran? ☐ YES ☐ NO Are you an active member of the Military? ☐ YES ☐ NO

PRIOR EXPERIENCES AND/OR TRAINING	DATES EMPLOYED / ATTENDED

CADET: _____
Print Name Signature Date (mm/dd/yyyy)

ACADEMY STAFF: _____
Initials Date (mm/dd/yyyy)



Acadiana Law Enforcement Training Academy

Lafayette Parish Sheriff's Office

Mark Garber, Sheriff

ACADEMY RULES AND REGULATIONS AGREEMENT

NAME: _____

LAST FOUR OF SS #: _____

My initials next to each section of the **ALETA-013 Cadet Handbook** is my confirmation that I have read the handbook and understand the rules of the Academy, including the dress code, required equipment for firearms, physical fitness, defensive tactics and conduct expected of me as a Cadet, and will abide by all and accept repercussions should I violate any rule. I understand I am responsible for all handouts provided to me.

	CADET HANDBOOK SECTION	CADET INITIALS
A.	Mission	
B.	Goals and Philosophy	
C.	Core Values	
D.	Objectives	
E.	Eligibility	
F.	Resources	
G.	Required Reading and Acknowledgment	
H.	Honor Code	
I.	Law Enforcement Oath of Honor	
J.	Conduct Unbecoming of an Officer	
K.	Academy Behavior	
L.	Rules and Regulations	
M.	Disciplinary Procedures	
N.	Attendance Requirements	
O.	Graduation Requirements	
P.	Awards	
Q.	Equipment	
R.	Electronic Devices	
S.	Use of Tobacco Products	
T.	Snacks, Coffee, etc.	
U.	Seating	
V.	Academy Offices and Office Hallway	
W.	Guest Instructors	
X.	Breaks	
Y.	Early Dismissal	
Z.	Classroom Participation	
AA.	Care of Facility	
BB.	Firearms Policy for the Acadiana Law Enforcement Training Academy	
CC.	Firearms Equipment	
DD.	Remedial Physical Training (RPT)	
EE.	Re-application	
FF.	Injuries During Training	
GG.	Core Values Adopted by Acadiana Law Enforcement Training Academy	
Appendix A	Strength Test Points Total; Push-Ups 1-minute time limit; Sit-Ups 1-minute time limit	
Appendix B	Scoring Chart for Agility Run	
Appendix C	Scoring Chart for 20-Count Burpee and Dummy Drag Test	

CADET SIGNATURE: _____

DATE (mm/dd/yyyy): _____

ACADEMY STAFF INITIALS: _____

DATE (mm/dd/yyyy): _____

If you answered "yes" to any question(s), please explain. Attach an additional page, if needed.

Informed consent for physical activities:

I have read and answered all above questions as truthfully and completely as my memory permits.

The undersigned hereby gives informed consent to completing a written medical health history and performing a series of physical activities. Some of the physical activity will consist of running, sit-ups, push-ups and stretching. The purpose of the physical activity testing is to allow the cadets to participate in all required physical activities, to include a physical fitness program and defensive tactics program of the Acadiana Law Enforcement Training Academy (Academy). Failure to participate in the physical activity tests or the programs will result in dismissal from the Academy.

The possibility exists that certain physiological changes may occur during any physical activity. These can include cardiovascular, respiratory and musculature changes, as well as heat-related and/or cold-related changes in the body. If any abnormal changes were to occur, the Academy staff are trained to recognize signs and symptoms and take appropriate action, including administering CPR and First Aid, if necessary.

I have read this form and understand there are inherent risks associated with any physical activity. I acknowledge it is my responsibility to provide accurate and complete health/medical history information. Furthermore, it is my responsibility to monitor my individual physical performance during any activity.

In the event of a medical problem, I further recognize that any medical care that may be required is my personal responsibility. Finally, I give informed consent for testing data to be used in an anonymous manner for purposes or research.

CADET:

Print Name

Signature

Date (mm/dd/yyyy)

ACADEMY STAFF:

Received by:

Print Name

Signature

Date (mm/dd/yyyy)



Acadiana Law Enforcement Training Academy

Lafayette Parish Sheriff's Office

Mark Garber, Sheriff

ALETA FIREARMS SURVEY

Name: _____

Agency Employed With: _____

1. Have you purchased or been issued your weapon for use in the firearms portion of the Academy? ☐ Yes ☐ No

If Yes: _____
Make Model Caliber

2. Does your firearm have a red dot sight? ☐ Yes ☐ No

If No, does your agency allow red dot sights to be used? ☐ Yes ☐ No

3. Is this the first handgun you have ever owned or been issued? ☐ Yes ☐ No

4. What is your level of firearms experience with a handgun?

- ☐ No firearms experience at all
- ☐ Shot rifles and/or shotguns, but not a handgun
- ☐ Shot a handgun a few times, but do not have any formal training
- ☐ Was given some handgun training by my agency, but have never qualified
- ☐ Previously successfully qualified on the Louisiana POST course
- ☐ Had some formal training from a private instructor. (List instructor name): _____

Cadet Signature: _____ Date (mm/dd/yyyy) _____



Acadiana Law Enforcement Training Academy

Lafayette Parish Sheriff's Office

Mark Garber, Sheriff

AGENCY PREFERENCES

1. In the first week of training at ALETA, cadets will be given a Level 1 exposure to OC (Oleoresin Capsicum). The Level 1 exposure will be administered to the cadet immediately prior to the cadet completing a course that will include defensive tactics techniques. Defensive tactics will include, but not limited to, strikes, kicks, blocks, baton handling, threat recognition and officer in distress. The exposure given will be with First Defense OC .2%. Upon completing the course and a written examination, the cadet will be certified to carry the chemical agent.

☐ YES, I want my cadet to be exposed to a Level I contamination

☐ NO, I do not want my cadet to receive a Level I contamination

2. The Peace Officers Standards and Training (POST) requires your cadet to have an account on their website (<https://training.lcle.la.gov>). Prior to taking their POST final examination, POST will need a screenshot of your cadet logged in to the website. If your agency has already created an account for your cadet, please give your cadet his or her login information upon entering the Academy. If your agency has not created your cadet an account, ALETA will create one for him or her.

☐ YES, I will provide my cadet with his or her POST account information

☐ NO, I have not created an account yet. ALETA can create the account for the cadet

3. In an effort to provide a higher level of training and provide your agency with a more well-rounded and prepared law enforcement officer, ALETA will be offering an optional Taser X26/X26P New User Certification class. If you choose to have your cadet certified in the Taser X26 or X26P CEW, it will be the responsibility of your agency to provide a functional Taser CEW and a minimum of two live Taser cartridges to use for the live fire drills during the certification. The new user certification class for Taser CEWs is a 6-8 hour class, which will include the following:

- Taser User PowerPoint, updates, warnings and releases
- Functional demonstrations
- Taser Law Enforcement products warnings
- Written examinations
- Functionality test of the Taser, which the student must pass
- Deployment of Taser live CEW cartridges (2 minimum)
- Transition and reactionary drills with the CEW device

Our agency does not require, nor will our agency be allowing students to take any exposure to the CEW. This will be a basic new user certification course of which the student must pass all written and functional tests as well as participate in all instructor drills.

☐ YES, I would like my cadet to participate in the Taser Certification Course

☐ NO, I do not want my cadet to participate in the Taser Certification Course

4. In the second week of Firearms Training, ALETA offers an optional "Patrol Rifle Certification Course". There will be no additional charge for this course and your cadet can either use a departmental issued or personal rifle (*must be of AR-15 variant and must be chambered in either 5.56 or .223), or ALETA can provide a loaner AR for the course. Please be advised this course will require approximately 800 rounds of 5.56/.223 ammunition that your agency must provide. (If your agency is providing your cadet with an issued patrol rifle, the ammunition **MUST** match the chamber of the rifle. For example, 5.56 ammunition will not be allowed accompanied with a .223 rifle.)

☐ YES, I would like my cadet to participate in the Patrol Rifle Course

☐ NO, I do not want my cadet to participate in the Patrol Rifle Course

Agency Head / Supervisor:

Print Name: _____ Signature: _____

Date (mm/dd/yyyy): _____



Background Investigation Request

The applicant below has either applied for employment with LPSO or applied to attend the Acadiana Law Enforcement Training Academy (ALETA). Please submit the following on the applicant:

- ☒ 1. Louisiana Driver's License Record
- ☒ 2. N.C.I.C. Wanted and Criminal History Check
- ☒ 3. Louisiana State Criminal History Check
- ☒ 4. Out of state driver's license record (if applicable)

Applicant Information

Last		First		Middle	
Race:	Sex:	DOB (mm/dd/yyyy):		OLN#:	State:
SSN:		Address:			

Employee Requesting

Employee #:	Employee signature:	
Date (mm/dd/yyyy):	Phone Ext:	

Communications

Operator:	Date (mm/dd/yyyy):	Time:
-----------	--------------------	-------

ALETA

Reviewed by:	Reviewed Date (mm/dd/yyyy)	Approved	Not Approved
		<input type="checkbox"/>	<input type="checkbox"/>



Louisiana Peace Officer Standards and Training
FORM PC-562: Certification of Employment
(Must be original signature and NOT facsimile)

I hereby certify that the below-named individuals are employed by this department/agency as provided by law and are eligible to attend a POST Basic training course, as authorized by law. (Employment status may be Full-Time, Part-Time, or Reserve/Auxiliary)

Name	Social Security #	Driver's License # and State	Employment Status	Employment Date

I understand that (if monies are available through the Louisiana Commission on Law Enforcement) my department may be reimbursed a maximum of \$500 for each Level 1 and \$250 for each Level 2 (local) full-time certified graduate who meets the criteria outlined herein, depending on which specific training is completed.

The following personnel will not be deemed to be peace officers for purposes of Louisiana Commission on Law Enforcement reimbursement: personnel hired primarily to perform purely clerical or non-enforcement duties, including but not limited to typists, office machine operators, filing clerks, steno clerks, stenographers, animal shelter personnel, school crossing guards, secretaries, cooks, mechanics, and maintenance personnel whether or not duly commissioned.

RESERVE/PART-TIME OFFICERS, and STATE AND FEDERAL AGENCY PERSONNEL, ARE INELIGIBLE FOR REIMBURSEMENT by LAW.

This form (PC-562) shall be utilized as a cross-reference to determine compliance with the POST Law for reimbursement purposes, and eligibility for training.

AGENCY HEADS: Forward original(s) to the applicable POST Academy.

ACADEMY DIRECTOR: Forward original(s) with PC-10 (Exam Request) to POST.

Signature of Agency Head

Agency

Printed Name of Agency Head

Date