

# MEMORANDUM OF UNDERSTANDING

Between

**Acadiana Law Enforcement Training Academy**

And

---

**Sponsoring Agency**

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

1. **The Sponsoring Agency** is a Law Enforcement agency located at:  
\_\_\_\_\_.
2. The **Acadiana Law Enforcement Training Academy**, also known as **A.L.E.T.A.**, is physically located at 1825-2 West Willow Street, Scott, Louisiana and is operated under Louisiana State P.O.S.T. authority by the Lafayette Parish Sheriff's Office.
3. \_\_\_\_\_ agrees to sponsor peace officers duly hired by said **Sponsoring Agency** office to **A.L.E.T.A.** for the purpose of training and instruction in a basic law enforcement curriculum duly approved by the Louisiana State P.O.S.T. Commission.
4. \_\_\_\_\_ 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."

5. \_\_\_\_\_ agrees to supply **A.L.E.T.A.** with the *Agency Registration Form LPSO ALETA-003* and the *Doctor Referral Form LPSO ALETA-006* for each cadet prior to the first day of the Academy. Copies of the forms are attached to the Memorandum.  
**Sponsoring Agency**
6. \_\_\_\_\_ agrees to supply A.L.E.T.A. with POST Form PC-201: **Sponsoring Agency** Certification Status Request verification letter from POST prior to the Academy. The Sponsoring Agency agrees to also file with POST Form PC-201B: Employment / Status Change Report for each cadet when the form is applicable. Copies of the forms are attached to the Memorandum.
7. \_\_\_\_\_ agrees to pay to **A.L.E.T.A.** the sum of **Sponsoring Agency** \$1,000.00 for 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.
8. \_\_\_\_\_ agrees to assist **A.L.E.T.A.** in recovering any issued **Sponsoring Agency** equipment that the cadet fails to return when ending attendance at **A.L.E.T.A.**, 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 can include, laptop computer, computer bag, text book, uniforms and any equipment loaned to the cadet for training.
9. 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 prior to starting 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.

10. By this agreement, **A.L.E.T.A.** agrees to provide P.O.S.T. accredited instruction to peace officers appropriately designated by the sponsoring agency. In so doing, **A.L.E.T.A.** agrees to maintain records of instruction and related academy activity pertaining to each and every cadet it trains.
  
11. **A.L.E.T.A.** 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 A.L.E.T.A. and the Cadet, is contained in a "Cadet Orientation Guide," a copy of which is attached hereto and made part of this Memorandum of Understanding.
  
12. All outside agencies must provide a Certificate of Insurance naming the Lafayette Parish Sheriff's Office and A.L.E.T.A. as an additional insured under their Workman's Compensation policy.
  
13. The terms and conditions of this agreement are to become active upon signing by both parties, and it is to remain active and operable for a period of 12 months from signing, or earlier, upon filing of official notification of termination by either of the parties.

---

**A.L.E.T.A. Representative**

---

**Date**

---

**Sponsoring Agency Representative**

---

**Date**

