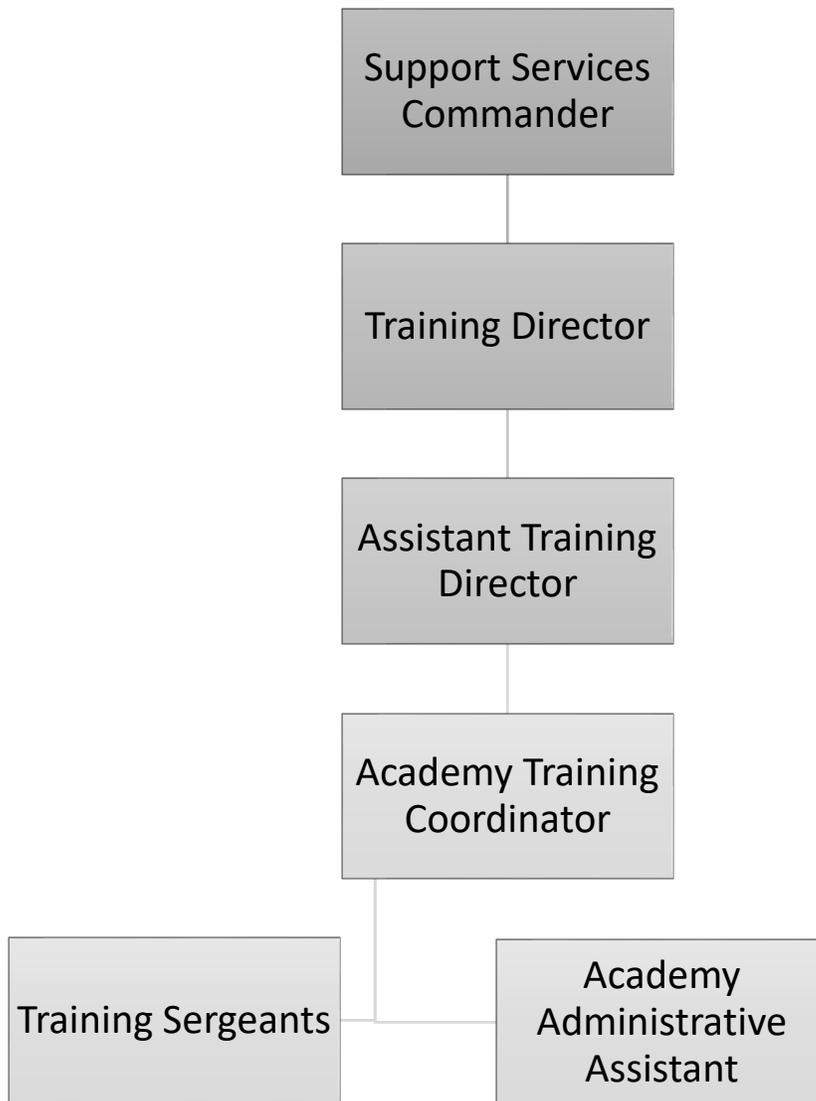




LAFAYETTE PARISH SHERIFF'S OFFICE CORRECTIONS ACADEMY HANDBOOK

**LAFAYETTE PARISH SHERIFF'S
OFFICE CORRECTIONS 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 Corrections Academy your title is CADET.



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 Corrections Officers 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. Professionalism, character, discipline, intellectual and physical skills are the results the Academy staff strives to instill in its cadets. Achieving these results allows us to accomplish our primary goal - providing Academy cadets with the necessary basic skills that will help them become professional corrections officers.

Academy Core Values

The core Values of the Lafayette Parish Sheriff's Office Corrections Academy 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, the Training Unit 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 9, 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. Instructing the cadet to properly wear and maintain uniforms and practice personal hygiene.
5. 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)
Uniforms and Grooming (LPSO #105)
Attendance and Leave (LPSO #231)
Code of Conduct (LPSO #102)
Use of Force (LPSO #301)
Prison Rape and Elimination Act (LPCC #A3500)

RULES AND REGULATIONS:

A. The instructors and staff will be addressed by their **Rank** or as **Mister** or **Mrs. /Ms.**

B. Vehicles: Cadets will only park in their designated parking spots. (Parking will be located in the second parking area to the RIGHT as entering the parking lot from W. Willow St.) All cadets will back their vehicles into each 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 the Corrections Academy. Any deviation from this will be at the discrimination of the Academy Training Coordinator or designee.

C. 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	Thursday- 4 count flutter kicks
Tuesday- sit ups	Friday- burpees
Wednesday- squats	

D. 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.

E. Dress Code Regulations are provided to the 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 completion.

1. The dress code for Corrections Academy cadets is the LPCC Class “C” uniforms; Black polo style shirts embroidered with appropriate and authorized LPSO logo and green cargo style pants, approved green undershirt, black socks, and a black belt in accordance agency policy. Class “C” uniform shirts will be worn with the top button “unbuttoned” and the bottom two buttons “buttoned.” If the cadet has not received a uniform, business casual will be required (slacks, and a polo or button down dress shirt, a black belt and duty boots).

Outside agencies will adhere to their departmental policy.

2. All cadets **MUST** wear boots that can be polished and will ensure they are polished to a high gloss at all times without exception.

3. 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.

4. 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.
5. 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.
6. Females that choose to wear makeup must apply it so that it looks natural.
7. Fingernails must be kept clean and may not extend past the tip of the fingers, only clear polish may be applied.
8. 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
9. During Firearms and DT classes' cadets will wear the standard class "C" uniform, unless directed by Academy Staff.
11. 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.
12. All cadets will adhere to the Academy rules and regulations as outlined in the Cadet Handbook.

F. Attendance Requirements:

1. Post Level III cadets must attend all POST mandated courses.
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. Exceptions may be made for military service or emergencies.
 - b. 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.
4. 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.
 - 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
5. Cadets are required to fill out an “Absentee Information Sheet,” (LPSO ALETA-007C) 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.
6. The Corrections Academy Training Clerk will log cadet attendance in the attendance record book.
7. The Cadets are responsible for all material and tests for any class they miss.
8. Cadets shall adhere to all standards, rules and regulations established by the Academy.

G. Graduation Requirements:

1. Academic Requirements:

- a. Cadets must achieve a 70 percent or better average in each block of instruction. If cadets receive lower than a 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 may be dismissed from the academy. The retake is not averaged into the cumulative grade and only demonstrates that 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 attend and pass the CPR & First Aid training in accordance with the BLS guidelines and must achieve a minimum score of an 84%. If cadets receive lower than an 84 percent in BLS, they must retest in that block of instruction. The cadet must achieve at least an 84 percent on the retake or will be dismissed from the academy.

H. 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.

I. 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.

J. Snacks, Coffee, etc....:

1. Only coffee and water 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.
3. No gum, food, or other drinks in class.
4. All food will be eaten in the break room.
5. If you bring your own food, you may store it on the break room counter and/or icebox.
6. No food is to be left overnight and the cadets are responsible for cleaning the areas used.
7. Coffee pots and supplies are supplied by the Academy

K. 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.

L. 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.

M. Guest Instructors:

1. All guest instructors in the Corrections 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 in the interview stance 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.

N. 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 in the interview stance behind their assigned seating until the instructor directs them to be seated.
3. Bathroom breaks during class are not allowed unless it is an emergency.

O. 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.

P. 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.

Q. Care of Facility:

1. All Cadets are expected to take proper care of the facility and will be held responsible for doing otherwise.
2. Do not sit on tables, they are extremely fragile, you will break them.
3. Do not put your feet on walls, chairs or tables.
4. Do not leave coffee cups on the floor or leave them on tables or the Academy Grounds.
5. Facility upkeep will be determined by the Academy Training Coordinator or designee.

R. 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.

S. 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.

T. 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 and building, obtain permission from a member of the Academy staff.

U. 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 Gratuities 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.

V. 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.

W. Law Enforcement Oath:

****The following 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 a date determined by your Training Sergeant***.*

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