

Lafayette Parish Sheriff's Office

Corrections Academy

Mark Garber, Sheriff



CORRECTIONS ACADEMY

CADET HANDBOOK

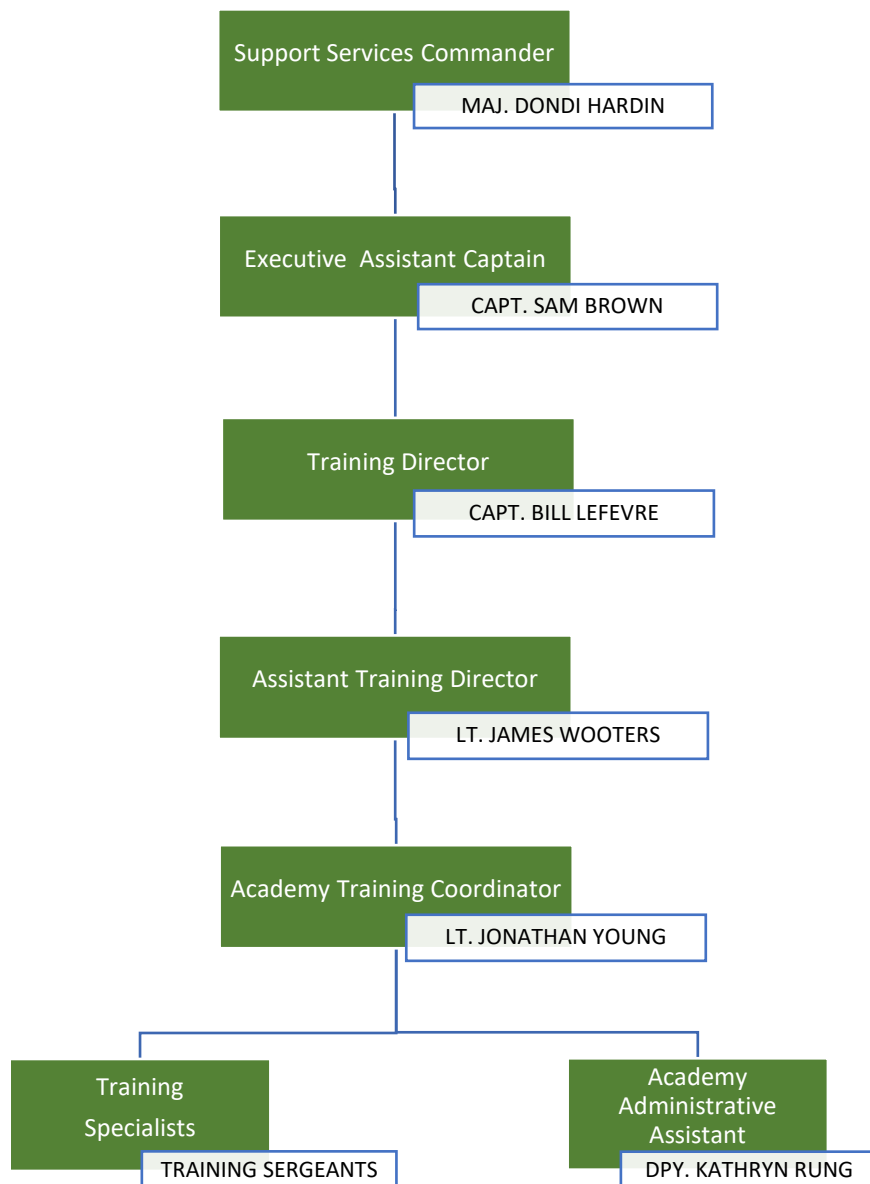
CADET HANDBOOK

This Corrections Academy Cadet Handbook contains pertinent information needed to successfully complete the Lafayette Parish Sheriff's Office Corrections Academy (LPSOCA).

While enrolled in the Academy, your title is "cadet".

Cadets shall adhere to the Academy rules and regulations as outlined in the Corrections Academy Cadet Handbook. Information contained in the handbook should assist you in knowing what to expect and what is expected of you.

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



THE ACADEMY PROGRAM

A. **Mission**

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

B. **Goals and Philosophy**

The Academy philosophy emphasizes the pursuit of knowledge and the achievement of physical skills and conditioning necessary to perform tasks related to 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.

C. **Core Values**

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

D. **Objectives**

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. How 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.

E. **Eligibility**

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

F. **Required Reading and Acknowledgment**

Cadets shall read all policies listed on the *LPSOCA-002 Corrections Cadet Acknowledgment of Reading* form and sign and return the acknowledgment form in the time frame determined by the instructor. By signing the form, the cadet agrees to follow all policies and will be held accountable for any policy violations, even if the cadet is not an employee of the Lafayette Parish Sheriff's Office.

G. **Academy Behavior**

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

H. Honor Code

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

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

I. Law Enforcement Oath of Honor

This Oath must be memorized by each cadet and said in unison as a class at the beginning and end of each duty day as well as prior to departing each 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.*

J. Conduct Unbecoming of an Officer

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

K. Rules and Regulations

1. All cadets shall adhere to the Academy rules and regulations as outlined in the Corrections Academy Cadet Handbook.
2. Cadets shall address Academy instructors and staff by their **Rank** or as **Mr.** or **Mrs./Ms.**
3. Vehicles: Cadets shall only park in their designated parking spots located in the second parking area to the RIGHT as entering the parking lot from W. Willow Street and back their vehicles into each parking spot. Cadets are responsible for the proper road-worthiness of their vehicles and shall ensure their vehicles comply with all state statutes. Cadets utilizing agency units, regardless of their agency's policy, shall not leave any unit keys or weapons in plain view inside the unit due to the use of offender labor on Academy grounds. Cadets **shall run** to and from their vehicles **at all times**. Any deviation from this shall be at the discretion of the Academy Training Coordinator or designee.
4. Buy-ins and Buy-outs: Prior to entering and departing any room of instruction, cadets must perform strength and conditioning exercises also known as "Buy-ins and Buy-outs". These exercises are in place to help build not only the cadet's physical strength, but also assist in improving teambuilding and the cadets' handling of "stress inoculation". "Buy-ins and Buy-outs" will be performed in sets of 10 repetitions of each exercise according to the following schedule:

Monday: push-ups	Tuesday: sit-ups	Wednesday: squats	Thursday: 4 count flutter kicks	Friday: burpees
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5. Cadet Movement: Cadets shall walk to the right-hand side of the hall with hands placed in the interview position. If carrying an item, the item shall be held in the off-hand only, unless the item requires two hands to carry. Cadets shall 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 says, "good morning", Cadets may reply "good morning sir/ma'am or rank", but no further conversation is authorized without the permission of Academy staff. Exception: Cadets may engage in a short conversation with their chain of command.
6. Dress Code Regulations:

Dress code regulations are provided to the cadets prior to commencement of the Academy and required to be honored from the first day to the last day of attendance and/or completion of the Academy.

 - a. The dress code for Corrections Academy cadets is the currently approved departmental uniform.
 - b. If the cadet has not been issued a uniform, the cadet shall wear business casual (slacks, a polo or button-down dress shirt, a black belt, and duty boots). Outside agencies shall adhere to their agency policy.
 - c. Footwear: All cadets must wear boots that can be polished and will ensure they are polished to a high-gloss at all times without exception. The use of leather luster, liquid boot shine, or any similar high-gloss coating product is strictly prohibited at the Academy. All boots worn in training or official Academy functions shall be shined using traditional boot wax or standard boot polish only.
 - d. The only cold weather gear approved is an agency-issued jacket.
 - e. Male cadets must be clean-shaven every day, unless otherwise advised due to a verifiable medical condition. If a cadet has a verifiable medical condition, the cadet shall immediately turn in a valid waiver to Academy staff.
 - 1) A cadet shall be exempt from being clean-shaven if the cadet is diagnosed by a certified medical professional as having a valid medical dermatological condition such as Pseudofolliculitis barbae (PFB) and submits a valid waiver signed by the medical professional to Academy staff.
 - 2) It is however required the cadet utilize some form of hair clippers (beard trimmer) to keep the facial hair within a standard. Studies show the optimal length to be about 0.5mm to 1mm to prevent the hair growing back into the skin. Using a beard trimmer at the lowest setting (0.5mm to 1mm) instead of shaving is an efficient alternative. The resulting faint stubble can be shaped using a standard electric razor on non-problematic areas (cheeks, lower neck). For these cadets, the standard will be that of a "5 o'clock shadow" with stubble being no longer than 1mm in length at any given time.
 - f. Male cadet haircuts:
 - 1) Sideburns shall be neat and squared (no muttonchops) and in no event shall they extend below the bottom of the ear.
 - 2) Hair may be worn in such fashion as to permit it to extend to the middle of the ear.
 - 3) Regardless of hairstyle, the hair shall be neatly trimmed and shall not extend below the top of the collar in the back.
 - 4) The hair on top of the head shall present a groomed appearance.
 - 5) The wearing of a wig or hairpiece by male personnel while on duty is prohibited except to cover natural baldness or physical disfigurement caused by accident or medical procedure.
 - 6) Hair shall not be dyed an abnormal color.
 - g. Female cadet hair:
 - 1) The length, bulk, or appearance of natural hair will not be excessive, ragged, or unkempt.
 - 2) Hair shall be neatly groomed and not hang over the collar.

- 3) A bun or twist will be permitted on top or back of the head, in a neat and attractive manner, providing it does not hang over the collar.
- 4) Braided hair is only acceptable if worn securely in a bun.
- 5) Hairpieces or wigs worn on duty must conform to the same standards as stipulated for natural hair.
- 6) Hair coloring must appear natural.
- 7) Any ribbons or ornaments worn in the hair shall be in good taste and appropriate to a business environment.
- h. Cadets may not wear earrings or any other type of body jewelry. Cadets may wear a watch and a wedding ring only. No other jewelry is accepted, with the exception of a key fob bracelet and sunglasses for outdoor activities.
- i. Females who choose to wear makeup shall apply it so it looks natural.
- j. Fingernails shall be kept clean and may not extend past the tip of the fingers. Only clear polish may be applied.
- k. During DT classes, cadets shall wear the approved standard uniform, unless directed by Academy staff.
- l. If a cadet is non-compliant with these standards, as interpreted by the Training Sergeants or the Academy Training Coordinator, the cadet shall be counseled privately and given one day to rectify the situation.

L. Disciplinary Procedures

Disciplinary procedures shall be in accordance to established Lafayette Parish Sheriff's Office policies.

M. 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 percent 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 hours missed.
3. Unexcused absences are grounds for dismissal by state mandate.
4. Cadets are provided a phone number to report to for emergencies, tardiness, absences, or other situations. Cadets shall contact their designated supervisor within their agency **first**, then contact the Academy, (337) 236-5607.
5. Cadets shall complete the *LPSOCA-003 Corrections Academy Absentee Information Sheet* and provide the following documentation, as applicable, one week prior to an absence or immediately upon return. Failure to do so is grounds for dismissal from the Academy.
 - a. A copy of a subpoena for court appearance.
 - b. A medical excuse or release for injury or illness.
 - c. A copy of military orders for drill.
6. The Academy Administrative Assistant will log attendance in the attendance record.
7. Cadets are be 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.

N. Graduation Requirements

1. Academic Requirements

- a. Cadets must complete the POST Basic Corrections Course with a minimum of 70% on the test. Below 70% is not a passing score.
- b. Cadets must attend and pass the CPR & First Aid training in accordance with the BLS guidelines with a minimum score of 84 percent. If cadets receive lower than an 84% in BLS, the cadet must retest in that block of instruction. The cadet must achieve at least an 84% on the retake or will be dismissed from the Academy.

O. Electronic Devices

Electronic devices, including cell phones, iPods, iPads, smart watches, etc., are not allowed in the cadet's possession in the classroom, including in bags or purses, during Academy hours. These items shall be left in vehicles.

P. Use of Tobacco Products:

1. The use of tobacco products is prohibited in the Academy building and on the property of the Lafayette Parish Sheriff's Office.
2. State laws prohibit smoking or use of tobacco products in the Academy building.

Q. Snacks, Coffee, etc.:

1. Only coffee and water in a clear closable container is allowed in the classroom.
2. Energy drinks or pre-workout supplements are prohibited.
3. Coffee cups or bottles must have a coaster or paper towel placed under it for condensation.
4. Gum, food, or other drinks are not allowed in class.
5. Food shall be eaten in the break room.
6. If you bring your own food, cadets may store the food on the break room counter and/or refrigerator.
7. Food shall be removed daily and is not allowed to be left overnight. Cadets are responsible for cleaning the areas used.
8. Coffee pots and supplies are provided by the Academy.

R. Seating:

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

S. Academy Offices and Office Hallway:

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

T. Guest Instructors:

1. All guest instructors in the Academy are volunteers.
2. They are instructors because they have an interest in upgrading the performance of law enforcement in the Acadiana area.
3. Cadets will show respect for the guest instructor's field of knowledge by paying attention and participating as needed.
4. Cadets will stand quietly in the interview stance behind their assigned seat after breaks and wait until the instructor directs them to be seated.

5. At the end of a training session, cadets will show their appreciation by applause; this also alerts staff the class has concluded.

U. Classroom Breaks:

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

V. Early Dismissal:

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

W. Classroom Participation:

1. Cadets are encouraged to participate in classroom lectures and exercises.
2. When cadets wish to be recognized by an instructor, the cadet shall 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.

X. Care of Facility:

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

Y. Injuries During Training:

Any injury to a cadet shall be reported to Academy staff as soon as practical. The Academy staff shall document the incident on a *FIN-006 Duty-Related Injury/Illness Report* form and forward the completed form to the Academy Training Coordinator.

CORE VALUES ADOPTED BY THE CORRECTIONS ACADEMY

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 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 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 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 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 things aren't always as they seem and 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 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 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 and 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 there is strength in being unrelentingly kind.

COMMITMENT

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

1. **COMPLIANCE**

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.

2. **COMMITMENT**

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 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 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 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 45minutes 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 you can without actually doing something about what you believe leads you nowhere. Work hard and never give up until you accomplish your dream.

9. DISCIPLINE YOURSELF

Nothing significant can be achieved without great discipline. All successful people understand 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.