

# Student Handbook & Policy Manual



*Todd G. Everly, Director*



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Revision: 07-11-2016

## A MESSAGE FROM THE DIRECTOR

I personally wanted to congratulate you for your interest in joining The Southwest Florida Public Service Academy. Enrolling in a training academy is the first step in beginning a career in Public Service. The Academy staff is devoted to providing the absolute best training possible to prepare you for your new career in Criminal Justice and Firefighting. At the Academy you can train to become a certified Law Enforcement Officer, Correctional Officer, or a Firefighter. The demands in these fields are great but the satisfaction is even greater.

In order that you can continue your education throughout your entire career, the Southwest Florida Public Service Academy provides additional training in Advanced and Specialized courses. The instructors at this Academy are certified by the Criminal Justice Standards and Training Commission and the Bureau of Fire Standards and Training, and they are currently working in the field and are considered experts in their field of study. The purpose of these highly qualified instructors is to ensure that you receive the most accurate up-to-date information that is pertinent to your occupation.

We are proud of the fact that this is the 7<sup>th</sup> largest Criminal Justice Academy out of the 41 in the entire State of Florida and one of the top rated state fire schools. The passing rate of our students on the state certification examinations places us as one of the top academies consistently over the past several years.

If you have any concerns, please always feel free to contact me or my staff in order that we may better serve you. I wish you the best of luck in your pursuit in a career in the Public Service profession.

*Todd G. Everly, M.P.A.*

Director, SWFPSA  
School District of Lee County

# Southwest Florida Public Service Academy

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## **ARTICLE I: INTRODUCTION**

### **SECTION 1.01 INTRODUCTION:**

The Southwest Florida Public Service Academy's recruit programs are designed to provide entry level training to students who have not yet entered the law enforcement, corrections, or firefighting fields.

### **SECTION 1.02 PHILOSOPHY:**

We believe in Education, Duty, Honor and Teamwork. The responsibility of the Southwest Florida Public Service Academy is to earn the public's trust by maintaining a high standard of training for recruits to be effective law enforcement officers, correctional officers, firefighters and honorable public officials.

Upon graduation our recruits will:

- I. Master the physical and mental tasks required of entry-level employees as prescribed by Florida State Statutes and the agencies contained in the Academy's service area.
- II. Represent their profession with honor and dignity.
- III. Strive to better themselves, their profession, and their community.

### **SECTION 1.03 PURPOSE:**

The Basic Recruit Programs provide the minimum standards of training required for employment as a law enforcement officer, correctional officer, or firefighter. The programs focus on developing the skills, work habits, and the knowledge necessary to insure successful employment.

The Southwest Florida Public Service Academy strives to provide learning experiences which will qualify students for general duty in the fire service and in the sworn criminal justice fields of corrections and law enforcement.

The Southwest Florida Public Service Academy shall also provide advanced and specialized training which is needed to advance the management and technical skills of law enforcement officers, correctional officers, probation and parole officers and certified firefighters already serving in the field.

### **SECTION 1.04 MISSION STATEMENT:**

The mission of the Southwest Florida Public Service Academy is to offer high quality programs that:

- I. Train individuals for employment in the Criminal Justice fields of Law Enforcement, Corrections, Probation, Parole and Fire Service.
- II. Enable those currently employed to upgrade job skills for career advancement.

- III. Respond to the public service educational needs of the agencies, citizens, communities, and industries in the Academy's service area.

## **ARTICLE II: ADMISSIONS POLICIES AND PROCEDURES**

### **SECTION 2.01 ADMISSION REQUIREMENTS FOR THE EMERGENCY MEDICAL TECHNICIAN PROGRAM, EACH APPLICANT MUST:**

- (a) Be at least 18 years of age.
- (b) Have a standard high school diploma or GED.
- (c) Have a valid Florida Driver's License
- (d) Not have been convicted of any felony or of a misdemeanor involving perjury or false statement.
- (e) Be a legal US resident
- (f) Highly recommended to be tobacco free for a minimum of 12 months prior to attending class.
- (g) Be drug free a minimum of 3-5 years prior to attending class
- (h) Achieve scores above 10<sup>th</sup> grade level on the Test of Adult Basic Education (TABE).(Combined FF/EMT)
- (i) Not have a dishonorable discharge from any of the armed forces in the US
- (j) Adhere to Specific requirements for Immunity (separate form) Immunizations records must be attached to application
- (k) Present a current AHA CPR- BLS for the Healthcare Provider Card

### **SECTION 2.02 ADMISSION REQUIREMENTS FOR THE FIREFIGHTER RECRUIT PROGRAM, EACH APPLICANTS MUST:**

- (a) Be a minimum of 18 years of age.
- (b) Have no felony convictions, or misdemeanor convictions involving moral turpitude.
- (c) Have a standard high school diploma or GED.
- (d) Be of good moral character
- (e) Have passed a physical examination by a licensed Florida physician - EKG included.
- (f) Possess a valid Florida driver's license.
- (g) Submit fingerprints for a successful background investigation.
- (h) Pass a Certified Drug Screen Test
- (i) Achieve scores above 10<sup>th</sup> grade level on the Test of Adult Basic Education (TABE). (Combined- FF/EMT).
- (j) Be affiliated or be willing to become affiliated with an active fire department.

- (k) Present a current American Heart Association BLS for healthcare providers CPR certification, complete the first responder course or have proof of a current certification as an EMT.

**SECTION 2.03 ADMISSION REQUIREMENTS FOR THE CRIMINAL JUSTICE BASIC LAW ENFORCEMENT PROGRAM, EACH APPLICANTS MUST:**

- (a) Be a minimum of 19 years of age.
- (b) Be a citizen of the United States.
- (c) Have a standard high school diploma or GED.
- (d) Have a valid Florida driver's license.
- (e) Must not have a driver's license suspended within the last three (3) years.
- (f) Must not have three or more moving violations in the past three (3) years.
- (g) Must not have been convicted of a felony crime.
- (h) Must not have pled 'nolo contendere,' 'guilty,' or been convicted of a misdemeanor involving moral turpitude, false statements, perjury, or domestic violence.
- (i) Drug free for a minimum of three to five (3-5) years prior depending on the substance used.
- (j) Must be released or discharged from the armed forces under conditions other than dishonorable.
- (k) Must not have used, possessed, or cultivated any illegal controlled substance within the past five (5) years (marijuana is three (3) years).
- (l) No history of drug sales.
- (m) No L.S.D. use at any time.
- (n) Complete an Affidavit of Applicant form CJSTC-68.
- (o) Pass a Certified Drug Screen Test
- (p) Pass the Standardized Physical Abilities Test (PAT).
- (q) No DUI conviction in the last five (5) years.
- (r) Pass the CJBAT within the last 4 years.
- (s) Must have current accidental insurance or you will be required to purchase school insurance

**SECTION 2.04 ADMISSION REQUIREMENTS FOR THE CRIMINAL JUSTICE BASIC CORRECTIONS PROGRAM, EACH APPLICANTS MUST:**

- (a) Be a minimum of 19 years of age.
- (b) Be a citizen of the United States.
- (c) Have a standard high school diploma or GED.
- (d) Have a valid Florida driver's license.
- (e) Have not had any excessive traffic citations, no more than three in the last two years.
- (f) No felony convictions or a misdemeanor involving perjury or false statement.
- (g) Must be released or discharged from the armed forces under conditions other than dishonorable.
- (h) Drug free for a minimum of 1-5 years prior, depending on the type of drug.
- (i) No arrests in the last two (2) years.
- (j) No DUI Conviction in the last five (5) years.
- (l) No misdemeanor convictions in the last five (5) years.
- (m) Pass the standardized Physical Abilities Test (PAT).

- (n) Pass a Certified Drug Screen Test
- (o) Must have current accidental insurance or you will be required to purchase school insurance.
- (p) Pass the CJBAT within the last 4 years.

### **ARTICLE III: WITHDRAWALS AND FEES**

#### **SECTION 3.01 TUITION FEES:**

Tuition charges at the Academy are kept at a minimum for students. In-State Tuition is listed for Out-of-State Tuition please see the individual program brochures.

- (a) Emergency Medical Technician:
  - I. \* Our current costs are \$1,212.50 (Plus additional testing, physical and application fees)
- (b) Firefighter:
  - I. \* Our current costs are \$2,669.96 for the Firefighter program with a \$30.00 application processing fee (included). Plus an additional \$50.50 for Fingerprints.
- (c) Firefighter/EMT Combined:
  - I. \*Our current costs are \$3,834.46 (Plus additional testing, physical, application fees, and \$50.50 for fingerprints.)

\* Additional fees may be incurred for incidental items such as TABE tests, books, uniforms, physical and gear rental.

- (c) Law Enforcement:
  - I. \* Our current costs are \$3,398.00 for the Basic Law Enforcement program.
- (d) Law Enforcement to Corrections Crossover:
  - I. \* Our current costs are \$1,182.00 for the LE to CO Crossover program.
- (e) Corrections:
  - I. \* Our current costs are \$2,340.60 for the Basic Correctional Officer Program.
- (f) Corrections to Law Enforcement CMS Crossover:
  - I. \* Our current costs are \$2,263.90 for the CO to LE Crossover Program.

\* Additional fees may be incurred for incidental items such as CJBAT tests, fingerprints, physical abilities test, uniforms, physical, additional gear, and required State of Florida Certification Exam for Law Enforcement Officers.

*\*\* Tuition and fees are subject to change at any time throughout the year due to regulatory requirements from the Department of Education or local decisions. Please see the program fee sheet for current pricing.*

#### **SECTION 3.02 FEE REGULATIONS:**

Fees are regulated by the Florida State Legislature and the Southwest Florida Public Service Academy and are subject to increase from one school year to the next, and in exceptional instances may increase during a school year.

#### **SECTION 3.03 PAYMENT REQUIREMENTS:**

All fees are due on or before class orientation day. There will be no admission without payment of fees. Students that are unable to pay the fee must complete an application for financial aid and obtain permission to attend prior to class orientation. The admission process will be interrupted until financial aid has been confirmed.

**SECTION 3.04 UNIFORM LIST - LAW ENFORCEMENT/CORRECTIONS:**

Item Description	Manufacturer	Issued
Khaki BDU Pants	CJP / Hamilton	2 ea.
Khaki BDU Shirt	CJP / Hamilton	2 ea.
Baseball Cap and Patch (*included)	KC Caps / CJP	1 ea.
Black Web under belt	CJP / Hamilton	1 ea.
Silk Screened PT T-shirt (*included)	Image Depot Express	4 ea.
Silk Screened PT Shorts (*included)	Image Depot Express	2 ea.
Silk Screened Sweatshirt (*Included)	Image Depot Express	1 ea.
Total Uniform Cost per Student	\$150.00 - \$175.00	

*\* For individual prices please see the current price list.*

**SECTION 3.05 UNIFORM LIST - FIREFIGHTER:**

Item Description	Manufacturer	Issued
Navy Blue BDU Pants	CJP	2 ea.
Navy Blue BDU Shirt	CJP	2 ea.
Baseball Cap and Patch (*included)	KC Caps / CJP	1 ea.
Blue Web Belt w/ Silver Tip & Buckle	CJP	1 ea.
Silk Screened PT T-shirt (*included)	Image Depot Express	3 ea.
Silk Screened PT Shorts (*included)	Image Depot Express	3 ea.
Total Uniform Cost per Student	\$175.00	

*\* For individual prices please see the current price list.*

**SECTION 3.06 UNIFORM LIST - EMT:**

Item Description	Manufacturer	Issued
Navy Blue BDU Pants	CJP	2 ea.
Light Blue Polo Shirt	CJP	2 ea.
Blue Web Belt w/ Silver Tip & Buckle	CJP	1 ea.
Silk Screened PT T-shirt (*included)	Image Depot Express	3 ea.
Total Uniform Cost per Student	\$175.00	

*\* For individual prices please see the current price list.*

Open enrollment students must pay for their uniforms by money order on or before orientation day.

*\* = included in the tuition fee*

**\*\* Uniform fees are subject to change at any time throughout the year. For current pricing please see the program course sheet.**

### **SECTION 3.07 DEFAULT ON FINANCIAL AID IMPLICATIONS:**

Students who have defaulted on their financial aid repayment programs will not have transcripts released to any other educational institution or licensing agency until Fort Myers Institute of Technology is officially notified to do so by the financial aid program.

### **SECTION 3.08 RETURNED CHECKS:**

A processing fee on a returned check may be charged. Checks returned will require a cash payment to clear.

### **SECTION 3.09 TUITION REFUND POLICY:**

Students who withdraw from the program after five (5) days or are separated from the program due to failure to meet the standards or a disciplinary infraction forfeit all fees and tuition.

## **ARTICLE IV: FINANCIAL AID**

### **SECTION 4.01 GENERAL:**

Financial aid is available to eligible students, including veterans. Information regarding sources, eligibility and requirements to receive financial aid may be obtained from the guidance department

### **SECTION 4.02 REQUIREMENTS:**

Some forms of financial aid are not available for one-semester programs and programs with less than 600 clock hours in length. The school's standard for satisfactory progress must be maintained throughout the length of the program to remain eligible for federal financial aid.

Other forms of financial aid may have additional requirements.

Failure to maintain satisfactory progress may result in cancellation of future financial aid disbursement. "Satisfactory progress" means maintaining at least an 85-percent average and you must be in compliance with Fort Myers Institute of Technology's attendance policy.

### **SECTION 4.03 SOURCES:**

Sources of financial aid are identified and offered through the Financial Aid/Guidance Office.

Scholarships may be available for students who do not qualify for any other assistance. Students are eligible to receive assistance from the Florida Vocational Tuition Assistance Fund (FAF), Federal Pell Grants, Social Security, Vocational Rehabilitation, Workers' Compensation, and the Veteran's Administration due to individual circumstances.

### **SECTION 4.04 ELIGIBILITY:**

For specific financial aid information refer to the Fort Myers Institute of Technology's Student Guide to Financial Aid.

An individual appointment is necessary for the purpose of giving out general information, application explanation, application review, entrance interviews, and exit interviews.

The Financial Aid Administrator is available by appointment at Fort Myers Institute of Technology.

#### **SECTION 4.05 DEFAULT ON FINANCIAL AID:**

Students who have defaulted on their financial aid repayment programs will not have transcripts released to any other educational institution or licensing agency until Fort Myers Institute of Technology is officially notified to do so by the financial aid program.

### **ARTICLE V: VETERAN AFFAIRS**

#### **SECTION 5.01 GENERAL:**

All veterans receiving educational benefits while attending Fort Myers Institute of Technology and the Academy are subject to the general policies and procedures of the school and the specific requirements of the Veterans Administration. These specific regulations are as follows:

- a. The veteran student must be under the direct supervision of the instructor at all times and be enrolled as a full time student (i.e., 25 hours per week appropriate to the program).
- b. Breaks away from the classroom or laboratory are not permitted. In-class rest period under the supervision of the instructor is permitted.
- c. All time away from class will be recorded and reported by the instructor. Actual clock times will be deducted for late arrivals (tardiness), leaving before the class day ends, arriving late from lunch break, or any other unauthorized absences from school.
- d. Records received from previous educational institutions are evaluated, and proper credit is awarded and placed in the student's file. The Veterans Administration is notified of a veteran student's reentering a class and appropriate credit for previous training is given. Re-entry and resumption of benefits from the Veterans Administration is the responsibility of the veteran. If the student is re-entering after termination for unsatisfactory progress, Fort Myers Institute of Technology will inform the U.S. Department of Veterans Affairs of the student's acceptance back to class.
- e. Veteran students are required to attend all classes. Excused absences will be granted only for extenuating circumstances, which must be substantiated by entries in the student's file. Early departures, class cuts, and tardiness for any portion of an hour will be counted as a full hour of absence. Educational benefits of veteran students who accumulate three (3) days of unexcused absences in any calendar month will be terminated from veteran's benefits for unsatisfactory progress.
- f. Veteran students receiving an incomplete ("I") must remove the "I" grade within ten (10) days or a failing grade will be issued for that marking period.
- g. Veteran students not meeting the Standards of Progress for the program will be placed on probation for the next marking period. Failure to meet program requirements at the end of the probationary marking period will result in the veteran student being terminated from veteran's benefits. Re-enrollment into the program is not permitted without prior counseling and approval from the instructor.

## ARTICLE VI: STUDENT RECORDS

### **SECTION 6.01 PRIVACY OF RECORDS:**

By law, student records may not be released without written consent from the student. An exception to this will be school officials and teachers having legitimate educational interest. All others, such as police or officers of the court, must show proper authorization in order to examine student records.

### **SECTION 6.02 REQUESTS:**

Transcripts of grade and program results will be issued only upon the written request of the student and payment of any applicable fees.

Records received from previous educational institutions are evaluated, and proper credit is awarded and placed in the student's file.

## ARTICLE VII: THE LEARNING CENTER

### **SECTION 7.01 LEARNING CENTER (SAIL LAB) GENERAL:**

The Learning Center is designed to provide academic support services for students. Its purpose is to provide opportunities for each student to achieve the basic academic skills needed to succeed in his/her chosen career program.

Through the use of self-instructional materials and independent programs of study, students are instilled with the knowledge that they can learn to learn. We provide each student with a variety of educational experiences appropriate to his or her chosen program field. These experiences will enable students to prepare themselves for the achievement of their goals.

The Learning Center provides individualized instruction in reading, arithmetic, and language arts.

### **SECTION 7.02 THE LEARNING CENTER ADMISSIBILITY:**

The Learning Center is open to any adult or secondary student sixteen years of age or older who plans to enter an applied technology program.

All prospective students are given a series of diagnostic tests in Reading, Arithmetic, and Language. Based on the test results and program requirements, a student will be referred to the Learning Center for skill upgrading by the Guidance, Health Occupations, Criminal Justice or Firefighter departments. When the student elects to upgrade, he/she is enrolled for three hours per day maximum. While most students attend the Learning Center prior to entering an instructional program, current students may also attend either during regular class with the approval of their instructor or after class is characterized by open-entry/open-exit, non-timed based instructional modules.

### **SECTION 7.03 HOURS OF OPERATION:**

Flexible schedules, performance-based evaluations, and a non-graded system. It is the belief of the staff that each student is unique in abilities and stages of development.

Learning Center Hours: Students must arrive at least ½ hour prior to testing. No testing when school is not in session. Tests can take up to 3 ½ hours. Dress appropriately: No shorts, tank tops, or spaghetti straps. There is a \$15.00 fee for testing (**cash only**).

The Learning Center is available for student remediation if T.A.B.E. scores are low.

**Test Times:** Tuesday - 8:30 a.m. or 4:30 p.m.  
Thursday - 8:30 a.m.

**Learning Center Times:** Monday through Thursday - 8:10 a.m. - 2:30 p.m.  
Friday - 8:10 a.m. - 11:10 a.m.

## **ARTICLE VIII: HARASSMENT BASED UPON SEX, RACE, COLOR, NATIONAL ORIGIN AND DISABILITY**

### **SECTION 8.01 GENERAL:**

Sexual harassment and harassment based on race, color, national origin and disability are against the law. Discrimination based on race, color and national origin is against the law.

### **SECTION 8.02 PURPOSE:**

Everyone who works and learns in The School District of Lee County has a right to feel respected and safe. A harasser may be a student or an instructor. Harassment may include the following when related to sex, race, national origin, or disability.

### **SECTION 8.03 SEXUAL HARASSMENT:**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is used as a factor in decisions concerning educational opportunities, awards, grades, and other opportunities provided by the School District.

Examples of conduct which may constitute sexual harassment include:

- a. Touching oneself sexually or talking about one's sexual activities in front of others
- b. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
- c. Sexually dirty jokes or gestures
- d. Graffiti of sexual nature or notes and cartoons of a sexual nature
- e. Forcing or attempting to coerce or force sexual intercourse or a sexual act on another person
- f. Offensive or graphic posters or book covers
- g. Violent acts

- h. Unwelcomed sexual behavior or words, including demands for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status

#### **SECTION 8.04 HARASSMENT BASED ON RACE OR COLOR:**

Racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when:

- a. The harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment
- b. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance
- c. The harassing conduct otherwise adversely affects an individual's learning opportunities

Examples of conduct which may constitute harassment because of race or color include:

- a. Graffiti containing racially offensive language
- b. Name calling, jokes, or rumor
- c. Threatening or conduct directed at another because of the other's race or color
- d. Notes or cartoons
- e. Racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
- f. Written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of a protected class
- g. Any physical act of aggression or assault upon another because of, or in a manner reasonably related to, race, or color
- h. Other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color

#### **SECTION 8.05 HARASSMENT BASED UPON NATIONAL ORIGIN OR ETHNICITY:**

Ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when:

- a. The harassing conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity
- b. Creates an intimidating, threatening, or abusive educational environment

- c. The harassing conduct has the purpose or effect of substantially and/or unreasonable interfering with an individual's work or academic performance
- d. The harassing conduct otherwise adversely affects an individual's learning opportunity

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- a. Graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity
- b. Threatening or intimidating conduct directed at another because of the other's national origin or ethnicity
- c. Jokes, name calling, or rumors based upon an individual's national origin or ethnicity
- d. Ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity
- e. Written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of a protected class
- f. A physical act of aggression or assault upon another because of, or in a manner reasonably related to ethnicity or national origin
- g. Other kinds of aggressive conduct such as theft damage to property which is motivated by national origin or ethnicity

#### **SECTION 8.06 HARASSMENT BASED ON DISABILITY:**

Harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

- a. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.
- b. The harassing conduct has the purpose of substantially or unreasonably interfering with an individual's work or academic performance.
- c. The harassing conduct otherwise adversely affects an individual's learning opportunities.

#### **EXAMPLES OF CONDUCT WHICH MAY CONSTITUTE HARASSMENT BECAUSE OF DISABILITY INCLUDE:**

- a. Graffiti containing offensive language which is derogatory to others because of their physical or mental disability
- b. Threatening or intimidating conduct directed at another because of their physical or mental disability
- c. Jokes, rumors, or name calling based upon an individual's physical or mental disability
- d. Slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability

- e. Graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- f. A physical act of aggression or assault upon another because of, or in a manner
- g. Reasonably related to an individual's physical or mental disability
- h. Other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability

#### **SECTION 8.07 INSTRUCTOR COMPLAINTS:**

Instructor evaluation forms are for students to evaluate their training. If any student has a complaint that they wish to have heard, they can report to the program coordinator or director. Complaints are confidential at the request of the student.

#### **SECTION 8.08 REPORTING HARRASSMENT:**

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the equity coordinator. You may also make a written report. It should be given to a teacher, counselor, the principal, or the equity coordinator. Your right to privacy will be respected as much as possible.

#### **SECTION 8.09 THE ACADEMY RESPONSE TO HARASSMENT REPORTS:**

We take seriously all reports of sexual harassment and harassment based upon race, color, national origin, and disability, and will take all appropriate action to investigate such claims to eliminate that harassment and to discipline any persons found to have engaged in such conduct.

#### **SECTION 8.10 THE SCHOOL DISTRICT OF LEE COUNTY RESPONSE TO HARASSMENT REPORTS:**

The School District of Lee County does not tolerate harassment and will take action to remedy the situation. The School District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

### **ARTICLE IX: COUNSELING & GUIDANCE**

#### **SECTION 9.01 GENERAL:**

The school maintains professional counseling services for the student so that assistance can be rendered to the student in the areas of testing, test interpretation, financial aid, program placement, and career development. For counseling, please call 334-4544, for an appointment.

#### **SECTION 9.02 PURPOSE**

The counseling program assists students in clarifying educational and vocational objectives, developing study skills and habits, and dealing with personal concerns.

Counselors meet with individuals or small groups to provide assistance. Post-secondary students will be assigned alphabetically and divided equally between the two counselors.

Information on career choices, advantages of nontraditional training and assisting students in preparing individualized career plans is also available through the Guidance Office. Individual counseling is available to program participants.

## **ARTICLE X: ACADEMY RULES AND REGULATIONS**

### **SECTION 10.01 GENERAL CONDUCT & REQUIREMENTS:**

Recruits/students will not be disruptive, uncooperative, engage in horseplay, loaf, waste time, gossip, or conduct personal business during scheduled class hours.

Recruits/students will conduct themselves on and off-duty in such a manner that their actions and behavior reflect favorably on the SWFPSA. Recruits will not engage in conduct which discredits the SWFPSA or which impairs the operations/administration of the SWFPSA.

The most important public or human relations principle is to "do unto others as you would have them do unto you". All recruits/students will:

- a. Treat the Academy Staff, and fellow recruits in a polite and courteous manner.
- b. Communicate in a calm professional manner.
- c. Will not use sarcasm.
- d. Maintain a businesslike demeanor.
- e. Will not use or communicate insults.
- f. Will not treat the Academy Staff or fellow recruits in an inferior or patronizing manner.
- g. Provide information to which the Academy is entitled when available.
- h. In the performance of their duties, recruits will not use coarse, violent, profane or insolent language or gestures, and will not express any prejudice concerning race, religion, politics, national origin, or lifestyle.

Recruits/students will not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the Academy, or any other governmental agency or any individual authorized to conduct such an inquiry as to the condition of their health.

Except as necessary in the performance of official duties, or where unavoidable because of family relationships, recruits/students will avoid regular or continuous associations or dealings with persons whom they know, or should know, are under criminal investigation or indictment, or present or past involvement in felonious or criminal behavior.

Recruits/students will not publicly criticize or ridicule the SWFPSA, its policies, or other recruits by speech, writing or other expression which is defamatory, obscene, unlawful, or undermines the effectiveness of the SWFPSA.

Recruits/students will operate SWFPSA vehicles, and equipment in a careful and prudent manner, and will obey all laws and all SWFPSA policies, rules, and directives pertaining to such operation. Revocation or suspension of any driver license shall be reported to the SWFPSA immediately.

When a recruit becomes the subject of a criminal investigation, has been arrested, or has been issued a citation for an infraction, the member will immediately notify his or her coordinator and inform the coordinator of the circumstances surrounding the incident.

Recruits will not engage in any conduct that constitutes racial, ethnic, age, disability, marital status, political affiliation or gender harassment. The term racial, ethnic, or gender harassment, within the context of SWFPSA enrollment, includes any action which may reasonably be interpreted as derogatory to a particular race, ethnicity or gender and such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive recruit environment.

#### **SECTION 10.02 PROFESSIONALISM, FRATERNIZATION AND PERSONAL USE OF SOCIAL MEDIA:**

The policy of this academy is to maintain a high level of professionalism both during normal operating hours of the academy and non-operational hours. Internet, personal profiles, blogs, forums, chat rooms, twitter, the worldwide web, electronic dating services, social networking sites and any other medium of electronic communication shall not be used in a manner which is detrimental to the mission and function of this academy.

Academy students shall not post, or in any other way broadcast information on the internet or other medium of communication the business of this agency or its personnel, either directly or indirectly to include but not limited to:

- a. No sexual, violent, racial, ethnically derogatory material, weaponry, offensive comments, pictures, artwork and absolutely no reference to the Academy.
- b. No photos that depict uniforms, logos, patches, marked units, or other identifying symbol(s) of this academy.
- c. No accounts of events which occur within this academy.
- d. No photos of agency training, activities, or work related assignments.
- e. Any other material, text, audio, video, photograph, or image which would be identifiable to this agency or which would be detrimental to the mission and function of this academy.

Recruits shall maintain professional conduct at all times while on campus or off campus while participating in academy sponsored events. All interactions between Students and Staff are to be maintained at a professional level and related to academy business; to include the following:

- a. Recruits shall not fraternize with Academy staff and instructors on or off campus.
- b. To fraternize means to spend time socially or to enter into a sexual relationship with someone whom you should not be friendly or intimate due to their position or rank.

- c. All interactions between Academy staff or instructors and students will be confined to program related activities, at approved locations for the full duration of the recruit's enrollment in the academy.
- d. Instructor involved study groups and assistance will be permitted only at the Southwest Florida Public Service Academy building or other Academy training facilities.
- e. Recruits are required to inform the Coordinator and/or Director of a previous personal relationship(s) with any Academy staff or instructors. If a previous personal relationship exists, that instructor or Academy staff will not be placed in a position which would involve evaluating or grading the performance or examination of said Recruit.

### **SECTION 10.03 USE OF DRUGS, SMOKING AND GAMBLING:**

The use of drugs or alcohol is prohibited. Recruits reporting to class smelling of alcoholic beverages or in a state of apparent intoxication will be removed from the class immediately, and may be separated from the program. Firefighter and Criminal Justice recruits are subject to drug testing.

Recruits taking prescription drugs which may impair judgment or motor skills must report their condition to their program coordinator or instructor immediately.

The use of tobacco products is prohibited for firefighter recruits. All other recruits are allowed the use of tobacco products in designated smoking areas only. This includes the use of chewing & dipping tobacco.

Illegal gambling is prohibited.

### **SECTION 10.04 DAMAGE TO PROPERTY:**

Damage to school property as a result of negligence or carelessness will result in a negative notation on your STAR Card for Criminal Justice or the issuance of an incident report for Fire. The responsible party will be liable for replacement or repair costs.

### **SECTION 10.05 FIREARMS POLICY:**

No firearms are permitted on campus unless carried by a certified Law Enforcement Officer in accordance with their agencies policies and Florida State Statutes, or a retired officer who meets the requirements under H.R. 218.

### **SECTION 10.06 RECRUIT CONDUCT ON CAMPUS**

Recruits will conduct themselves in a professional and courteous manner at all times while on campus and understand that the Academy is run in a paramilitary fashion with the same principles of conduct that govern the military, law enforcement agencies and other such institutions. In keeping with the high standards of such agencies Academy **RECRUITS WILL:**

- a. Be covered "hat on" while outside of buildings and will uncover while inside of buildings or during uniform inspection when the command is given to uncover.
- b. Not carry any equipment on the right side. This will aid in rendering proper honors and salutes.

- c. “Double time” to any location where urgency is needed or when the command is given by an instructor.
- d. Be responsible for the proper care of the equipment issued to them by the Academy or agency.
- e. Notify Academy staff of any changes in address or phone numbers as soon as the change becomes effective.
- f. NOT enter the Academy office front door area. Recruits will use the rear office entrances. Recruits will wait to be acknowledged before entering. Additionally, recruits will stand at “attention” while addressing any Academy Staff, unless the Staff member places the Recruit to command “at Ease”.
- g. Be assigned classroom, shower, and grounds cleanup on a rotational basis at the discretion of the instructor, program coordinator, or Director.
- h. Address all Academy staff as “Sir” or “Ma’am” in hallways, on campus, out of campus, or while in uniform at any sponsored event.
- i. Give “right of way” to any instructor by standing at “attention” upon visual contact of the instructor.
- j. Be in Class “A” uniform off campus for lunch and will make an extra effort to be polite and professional during citizen contact. Any report by any citizen which states that a recruit was unprofessional will result in an immediate conference with the Director, possible disciplinary action, or separation from the program.
- k. Not exceed the posted speed limit of 10 mph. Any obnoxious driving, loud music, or unsafe maneuvers will result in a negative notation on your STAR Card for Criminal Justice or the issuance of an incident report for Fire/EMT, and possible separation from the program.
- l. Park only in designated parking areas. Parking on the grass is not permitted. Recruits will avoid walking on the grass.
- m. Will sound off “Recruit (name) reporting as ordered Sir or Ma’am” and will remain at attention until told to “carry on” or placed “at ease” as requested by an instructor
- n. Will report as required a rule violation by others to the instructor.
- o. Obey all Federal, State, and local laws as well as the Public Service Academy’s rules and regulations. Any violation of any of these rules shall as a minimum result in disciplinary action by the issuance of a negative notation on your STAR Card for Criminal Justice or the issuance of an incident report for Fire/EMT and could result in removal from the program.

**Section 10.07 RECRUIT GROOMING, UNIFORM, AND CLOTHING REQUIREMENTS:**

Recruits at the Southwest Florida Public Service Academy represent Firefighters, EMT’s and the Criminal Justice Personnel. Proper uniform wear and recruit appearance will be checked during regular inspections.

Failure to adhere to the following uniform and grooming requirements could result in a negative notation on your STAR Card for Criminal Justice or the issuance of an incident report for Fire, further disciplinary action, and possible separation from the program.

#### **GENERAL:**

- All recruits shall maintain a professional appearance at all times while attending Academy functions or while wearing the Academy uniform.
- All recruits shall maintain personal hygiene and keep themselves neat and clean
- Recruits will avoid eccentricities in their personal appearance.
- Recruits are allowed to wear one ring and one watch, which may have to be removed for various exercises. All other jewelry is prohibited.
- Both male and female recruits will not wear any piercing ornaments to include earrings.

#### **HAIR:**

- Hair will be neat, clean, trimmed, and present a groomed appearance.
- If the hair is dyed, only natural shades will be permitted.

#### **MALE RECRUIT:**

- Hair will not completely cover any part of the ear and will not extend below the ear.
- Hair will not extend ½ inch below the top of the collar.
- Sideburns shall not extend below the bottom of the ear, shall not be flared, and shall not connect with a mustache.
- A neatly trimmed mustache may be worn, but shall not extend below the upper lip or beyond the corners of the mouth.
- The face will be clean shaven other than the wearing of an acceptable mustache and sideburns. Beards and goatees are prohibited.

#### **FEMALE RECRUITS:**

- Females shall wear their hair in a clean, neat, and professional manner.
- Female recruits will wear their hair so it does not extend ½ inch beyond the collar, does not interfere with the wearing of hats or protective equipment, and does not present a safety hazard.

#### **CLOTHING:**

- The Academy uniform represents a recruit's readiness for work. Any recruit who is found to be out of uniform or who is wearing the incorrect uniform combination will receive a negative

notation on your STAR Card for Criminal Justice or the issuance of an incident report for Fire/EMT, and will be sent home to retrieve the correct uniform.

- Clothing will be neat, clean, starched, pressed, and heavily creased as is appropriate for the particular garment.
- Recruits will wear the appropriate uniform combination as designated by the schedule or the instructor.
- The Southwest Florida Public Service Academy Patch will be worn on the right shoulder of the BDU uniform shirt.
- If the recruit is sponsored by an agency, the recruit will wear their agency patch on the left shoulder.
- If the recruit is an EMT student, the uniform will be clearly worn while on Field or clinical internship.

**IF THE RECRUIT IS AN OPEN ENROLLMENT STUDENT:**

- The Southwest Florida Criminal Justice Academy Patch will be worn on the left shoulder for Law Enforcement and Correctional Officer recruits.
- The Fort Myers Fire Academy Patch will be worn on the left shoulder for Firefighter Recruits.
- BDU shirts will be worn tucked in the pants and will appear as a good fit when standing at attention.
- When wearing the class A or Class B uniform, BDU pants will be tightly bloused, will not be wrinkled where the pant meets the boot, and will appear as a good fit when standing at attention.
- It is strictly forbidden to mix civilian clothing with academy uniforms.
- When wearing the Class C uniform, BDU pants will not be bloused and will be hemmed to appear as a good fit when standing at attention.
- A blue web belt with a silver buckle and tip is to be worn by firefighter recruits.
- A black under belt is to be worn by criminal justice recruits.

**ACADEMY UNIFORM COMBINATIONS:**

Clothing Item	Class A	Class B	Class C	Class PT
BDU Shirt	X			
BDU Pants	X	X	X	
Belt	X	X	X	
Academy T Shirt	X	X	X	X
Academy Shorts				X
* Boots	X	X		
Athletic Shoes			X	X
Socks			X	X

- The belt shall be trimmed to fit the buckle and present a uniform gig line.

## **FOOTWEAR:**

- Running shoes of a style and brand to be determined by the recruit shall be worn as part of the PT and Class “C” uniform.
- Running shoes should be of a good supportive quality to promote foot care. It is recommended that an additional set of sneakers be obtained, for use with the class C uniform.
- Running Shoes will only be worn as a part of the PT and Class “C” uniform.
- Class “A” footwear shall be a standard 8 inch Black boot, of the style and type approved by the employing agency. Low cut or ankle boots are not acceptable.
- Boots will be serviceable, polished to a shine, always laced, and appear in serviceable condition.

## **SECTION 10.08 ROLL CALL AND INSPECTIONS:**

### **FIRE ACADEMY/EMT ACADEMY GENERAL:**

The fire academy uses a “Personal Accountability Report” (PAR) to take attendance every morning and after each break throughout the day. The PAR system is used to assure every crew member is safe and accounted for and was derived from the Incident Command System employed by the fire service today. The PAR system is such a critical component of any fire ground operation that recruits learn to use the system in the academy. The officer of the day will let the lead instructor know that their class has a “PAR” when asked. When asked if the class has a PAR the OD will respond:

“We have a PAR (Sir or Mam)” if all are present

“We have a PAR minus (1,2,3, ETC) Sir or Mam” if a recruit is missing or absent

### **CRIMINAL JUSTICE (CORRECTIONS & LAW ENFORCEMENT) GENERAL:**

The Criminal Justice Academy uses a roll call system for attendance and inspections. The roll call system employed by the Criminal Justice Academy mirrors the system used by the Military and other such agencies. The system is intended to make certain that all personnel is accounted for and present for attendance and inspection purposes.

### **ROLL CALL AND INSPECTIONS PROCEDURE:**

Morning roll call for Criminal justice and Personal Accountability Report for fire will be held every day at 7:00 am. Personal Accountability Report for EMT will be held every day at beginning of class.

The Officer of the Day (OD) will have the class in formation for roll call and will note any absent or tardy recruits on the class roster.

After the completion of roll call for Criminal Justice and Personal Accountability Report for Fire/EMT, physical conditioning, drill & ceremony, or other predetermined activities will begin.

Uniform inspections will take place daily. Recruits failing to comply with uniform requirements will receive a negative notation on your STAR Card for Criminal Justice or the issuance of an incident report for Fire.

## **SECTION 10.09 ATTENDANCE:**

### **General:**

The Bureau of Fire Standards and Training, the Criminal Justice Standards & Training Commission and the Florida Department of Health dictates the number of class hours required for certification. Programs do not allow for any absences.

The Academy staff will deal with absenteeism on a case by case basis. The recruit must be aware that missing just one day, depending on the subject matter, could result in removal of the program.

### **Policy:**

- Recruits must make up all material covered in High Liability subject areas on an hour by hour basis. The cost of such make up time may be the responsibility of the student.
- Any absenteeism is to be reported to the program coordinator at least one hour prior to roll call.
- If the program coordinator cannot be reached, the recruit will call the Academy Office and speak to an Academy Staff member.
- The recruit is also responsible to report their absenteeism to their employing agency if they have one.
- If the absenteeism is not approved by the Academy coordinator, the recruit will be removed from the program.
- In the event a recruit is absent and the absenteeism is approved by the program coordinator, the recruit will complete an incident report explaining the circumstances resulting in the absence, and list the names of the Academy and Agency staff members they personally notified.
- A two-page double-spaced typed report in APA format will be required for each hour of lecture or practicum time missed (other than the high-liability areas).
- The report topic will be the subject(s) missed and is due one business day after the recruit returns to class.
- Each recruit will obtain a makeup work cover sheet from the Officer of the Day, and attach it to their makeup work for the Coordinator's and Director's approval.
- Failure to turn an assignment in on time will result in a negative notation on your STAR Card for Criminal Justice or the issuance of an incident report for Fire and can result in a separation from the program.
- Makeup work must be original work. Recruits who plagiarize or otherwise "Copy & Paste" material and claim it as their own violates the moral character clause and they will be immediately removed from the Academy.

## **SECTION 10.10 TARDINESS:**

### **General:**

The fire, ems, and police services have never tolerated tardiness and neither does the Public Service Academy. Our professions are built on a tradition of public trust. When called to the scene of an incident, we arrive promptly, prepared, and without delay.

Furthermore, tardiness shows a lack of respect for the Academy, the training program, the instructors, and your fellow students.

### **Policy:**

- The Academy will insure that a negative notation be placed on your STAR Card for Criminal Justice or the issuance of an incident report for Fire/EMT for every instance of an unexcused tardiness.
- Recruits are required to notify the Academy coordinator if they anticipate being more than 30 minutes late.
- If the Academy coordinator cannot be notified, the recruit is required to call the Academy office.
- The recruit will complete an Incident Report for every instance of tardiness explaining the circumstances surrounding incident and who they notified.
- The Officer of the Day is required to document tardiness on the class roster and personally notify the program coordinator.

## **SECTION 10.11 CLASSROOM ETIQUETTE:**

### **General:**

Officer of the Day will call the class to attention twice a day; at the beginning of the morning session and the beginning of the afternoon session. The class will be called to attention as the instructor enters the room or drill area. The instructor will have the students take their seats, or set the class at ease.

### **Policy:**

- Students will report to class in the appropriate uniform as indicated by the schedule or the instructor.
- Breaks shall be given at the discretion of the instructor. Students must return to class prior to the end of each break. Tardiness in returning from breaks will not be tolerated.
- All instructors are to be addressed by their title as appropriate, together with their last name. Examples: Captain Jameson, Mr. McGee, Instructor Thomas. A Recruit will NEVER refer to a staff member by their first name, even if the instructor prefers this.
- Profane, obscene, or vulgar language and/or conduct will not be tolerated and can result in disciplinary action and removal from the program.

- The student shall be prepared for class; this includes pencils, pens, study materials, and all of the required training gear.
- Students shall sit in chairs and not rock or recline. Recruits will not place their feet on tables.
- No fire boots or turnout gear is to be worn in the classroom unless specifically instructed to do so.
- Recruits are required to complete workbooks which will be periodically checked and graded on test days.
- Food and drink is not allowed in classrooms. The ONLY exception is bottled water.
- Recruits found with cell phones or pagers in class without specific permission will receive immediate disciplinary action, and may be separated from the program. Pagers and cell phones will never be worn, and will remain in vehicles. Special consideration can be given for extenuating circumstances such as a pregnant spouse, etc. Approval must be obtained in writing by the program coordinator.
- Recording devices are not allowed in the classroom or drill area without the permission of the instructor.
- Portable Music Devices such as CD players, MP3 Players, or any devices requiring the use of headphones are strictly prohibited and are not allowed on campus. Any student found to have these devices on campus or at any auxiliary training location will receive immediate disciplinary action.
- Each student may be assigned a seat in the classroom and will keep that seat for the duration of the training program.

#### **SECTION 10.12 DRILL FIELD PROCEDURES:**

Full turnout gear will be worn for all practical drills, unless otherwise indicated by the instructor.

Horseplay is a behavior and safety violation which can lead to disciplinary action or separation from the program. Horseplay will not be tolerated.

Recruits will obey all orders given by Academy staff immediately.

Students who need to leave the training area for any reason must first secure permission from the instructor. This is a serious safety violation and could be cause for disciplinary action or removal from the program.

Any equipment used by the student that is not provided by the Academy must be approved by the instructor prior to use.

## **SECTION 10.13 TELEPHONE USAGE:**

### **General:**

Recruit time at the Academy is expected to be attentive to classroom instruction, exercises, activities, and all other aspects of learning and training required to be successful in your respective Academy. Therefore, telephone usage must be limited to emergency situations and requires permission from your instructor. The following Policy must be adhered to.

### **Policy:**

- Office telephones will not be used for personal calls at any time.
- Recruits will not, under any circumstances, make a long distance personal call that is billed to the Academy.
- Telephone messages will not be delivered to recruits during class periods except in emergencies. Please advise family members of this policy. The emergency phone number is 334-3897. Family members will be asked to explain the nature of the emergency before class will be interrupted.
- Please check the message board/bulletin board in the main Academy building often.
- Cell phones are not part of the authorized academy uniform and will not be worn.
- Cell phones will be kept in the personal vehicle and never used in class or around the Academy Building. Please refer to Section 10.11 Classroom Etiquette.
- Under no circumstance will cell phones be allowed in the bathroom or shower areas. Any student found with a cell phone in these areas will be removed from the Academy Training Program.
- Cell phones that ring during any training session, indoors or outdoors, will result in the responsible party receiving a negative notation on your STAR Card for Criminal Justice or the issuance of an incident report for Fire.

## **SECTION 10.14 PHYSICAL TRAINING (PT):**

Physical conditioning exercises will be conducted immediately after roll call for Criminal Justice and Personal Accountability Reporting for Fire.

Stretching and warm-up exercises will be conducted prior to running.

Exercises required by the school will be done correctly utilizing full movements to accomplish the desired effect. The Instructor will observe exercises to insure students fulfill this Academy requirement.

Running is a requirement of the Academy. ALL TRAINEES will participate.

## **SECTION 10.15 FIRE ACADEMY/EMT ACADEMY INCIDENT REPORTING:**

### **INCIDENT REPORTING GENERAL:**

All Incidents either positive or negative are documented on Incidents Reports which are found in the Fire/EMT recruit classroom, OD clipboard or from the Fire/EMT Coordinator. All incident reports are to be turned into the Fire/EMT Coordinator to be reviewed and placed in the recruits file and if needed forwarded to the Academy Director. If a recruit has more than 3 negative Incidents Reports the recruit will be counseled by the Fire/EMT Coordinator. If a Fire/EMT recruit obtains a total of 5 negative incident reports the recruit will have a meeting scheduled with the Fire/EMT Coordinator and Academy Director and possibly removed from the program.

### ***Examples which will likely lead to the issuance of an incident report:***

- Failure to follow orders as issued by the Director, Coordinator, Instructor, Officer of the Day, or Academy Staff.
- Blatant Safety Violations as determined by the Instructional Staff.
- Talking on cell phones without specific permission in any area other than a personal vehicle.
- Uniform violations such as the wearing of civilian clothing in combination with the Academy Uniform.
- Sleeping in class.
- Disrespect to fellow students, staff, or citizens.
- Conduct which brings shame to the profession, the agency, or the academy.
- Failure to participate in classroom or physical training.
- Unapproved absences or tardiness.
- Eating or drinking in the classroom.
- Failing a uniform inspection.
- Failure to meet hygiene and grooming requirements.

## **SECTION 10.16 CRIMINAL JUSTICE STAR (*Student Activity Report*) CARD SYSTEM:**

### **General:**

The STAR Card system is designed to insure a highly disciplined learning environment by documenting rule violations and progressively increasing disciplinary actions until the unacceptable behavior is corrected or the recruit is removed from the program. The STAR Card is also utilized to denote positive performance.

## **STAR Card System:**

- Each recruit will be issued two STAR cards. You are required to have your two STAR cards in your possession at all times while in the Class “A”, Class “B” or Class “C” uniforms.
- When an Academy staff member, instructor, coordinator, or the Director perceives a rule violation, they will ask for the STAR card of the offending recruit(s). The recruit will surrender the card immediately and without debate.
- Whenever a recruit surrenders a STAR card, the recruit will immediately complete an incident report explaining the circumstances surrounding the incidence.
- Any recruit wishing to appeal the negative notation on the STAR card must request the incidence be appealed in the incident report, and explain why the appeal should be granted.
- A recruit who receives one negative notation on the STAR card will have a documented counseling session with the program coordinator.
- A recruit who receives two negative notations on the STAR card will have a documented counseling session with the program coordinator.
- A recruit who receives three negative notations on the STAR card will have a documented counseling session with the Academy Director and program coordinator and their Agency will be notified.
- A recruit who receives four negative notations on their STAR card will have a documented counseling session with the Academy Director
- A recruit who receives five negative notations on their STAR card will be removed from the program.
- Any violations of any of the rules listed in this handbook are grounds for the issuance of a negative notation on you STAR card.

### ***Examples which will likely lead to the issuance of a negative notation on your STAR card:***

- Failure to follow orders as issued by the Director, Coordinator, Instructor, Officer of the Day, or Academy Staff.
- Blatant Safety Violations as determined by the Instructional Staff.
- Talking on cell phones without specific permission in any area other than a personal vehicle.
- Uniform violations such as the wearing of civilian clothing in combination with the Academy Uniform.
- Sleeping in class.
- Disrespect to fellow students, staff, or citizens.
- Conduct which brings shame to the profession, the agency, or the academy.

- Failure to participate in classroom or physical training.
- Unapproved absences or tardiness.
- Eating or drinking in the classroom.
- Failing a uniform inspection.
- Failure to meet hygiene and grooming requirements.

\* **NOTE:** The STAR card will also be used to denote positive performance by the recruit.

## **ARTICLE XI: INJURY OR ILLNESS**

### **SECTION 11.01 REPORTING INJURIES/ILLNESS:**

Any injury or illness, whether occurring during class or not, must be reported.

If a recruit is injured during class, a First Report of Injury form must be submitted.

When consultation or treatment by a physician is needed, the recruit shall submit an Incident Report and attach a signed statement from the physician explaining the injury/illness and any physical limitations on activity.

The physician must specify the date full training may be resumed.

## **ARTICLE XII: SITE AND EQUIPMENT PREVENTATIVE MAINTENANCE**

### **SECTION 12.01 PREVENTIVE AND REGULAR MAINTENANCE OF FACILITIES AND EQUIPMENT:**

Trainees will share in the responsibility of maintaining classrooms, facilities, and equipment.

Assignments will be given by the instructor.

Vehicles and equipment will be cleaned and returned to their proper place after each activity. Any damage to any equipment will be reported immediately to the Instructor or the Academy Staff.

For Fire Academy Recruits: All hoses will be washed after use and hung on the drying rack and later returned the storage room or apparatus.

For EMT Academy Recruits: All equipment used during lab activities will be placed back where found in an organized and restocked manner.

## **ARTICLE XIII: FIREFIGHTER/EMT PROGRAM EVALUATION**

### **Section 13.01 FIREFIGHTER:**

All tests, both written and practical, shall require maintenance of a percentage score of 70% on each subject listed in the prescribed Firefighter I and Firefighter II courses. Students whose average falls below 70% shall be removed from the program. (FSS 69A-37.056)

If a minimum score of 70% is not achieved on any test, the student shall be afforded a one-time makeup examination to achieve the required 70%. Tests used shall be designed to encompass all the significant contents of the subjects being taught. (FSS 69A-37.056)

There are 28 exams. Academic excellence is expected and a substantial amount of studying is required to pass the course. Students not meeting the physical or academic requirements as outlined in FSS 69A-37 will be separated from the program.

Three (3) test failures in the Minimum Standards Program (Firefighter I & Firefighter II) will result in the student being dismissed from the program.

All students must pass all final exams, both written and practical with at least a minimum score of 70%. Students will be allowed one re-test.

The Southwest Florida Public Service Academy requires recruits to maintain an academic average of at least 70%; failure to do so will result in academic probation.

Upon graduation, recruits who are on academic probation will not be recommended for hire by the Academy.

Cheating will result in immediate removal from the program.

No online test shall be taken at home under any circumstance, doing so could cause immediate removal from the program.

### **Section 13.02 Emergency Medical Technician:**

All tests, both written and practical, shall require maintenance of a percentage score of 70% on each subject listed in the prescribed EMT Course. Students whose average falls below 70% shall be removed from the program.

If a minimum score of 70% is not achieved on any test, the student shall be afforded a one-time makeup examination to achieve the required 70%.

Three (3) test failures in the EMT program will result in the student being dismissed from the program.

All students must pass all final exams, both written and practical with at least a minimum score of 70%. Students will be allowed one re-test.

The Southwest Florida Public Service Academy requires recruits to maintain an academic average of at least 70%; failure to do so will result in removal from the program.

Cheating will result in immediate removal from the program.

No online test shall be taken at home under any circumstance, doing so could cause immediate removal from the program.

**ARTICLE XIV. RULES OF THE DEPARTMENT OF LAW ENFORCEMENT CRIMINAL JUSTICE  
STANDARDS AND TRAINING COMMISSION CHAPTER 11B-35 (EVALUATION RULES)**

**SECTION 14.01 GENERAL REQUIREMENTS**

(a) 11B-35.001(12)(a) General Training Programs/Requirements and Specifications

1. Each student shall be required to attend all sessions of any training course in which he/she is enrolled.
2. No student shall be considered to have successfully completed a training course if he/she has any unexcused absences.
3. If a student has any unexcused absences, the student must retake that training course.
4. The training center Director, or designee, must maintain accurate daily attendance records for each training course.
5. The training center Director has the authority to excuse student absences and approve appropriate course make-up work.
6. The training center Director must maintain documentation, in class files, for any unexcused student absence(s).
7. This policy does not supersede any stricter attendance requirement established by the training school or local Regional Training Council.

**SECTION 14.02 CERTIFICATION AND COURSE REQUIREMENTS:**

(b) 11B-35-002 Basic Certification Programs/Law Enforcement, Correctional and Correctional Probation

1. There is established by the Criminal Justice Standards and Training Commission Basic Certification Program, as specified in the Policy and Procedures Manual, as incorporated 11A 1.006, F.A.C. Programs are developed for the purpose of providing the minimum required employment skills necessary for officer certification, defined within section 943.10(l)(2)(3), F.S.

(c) Officer Certification:

1. The Criminal Justice Standards and Training Commission shall approve office certification as defined in section 943.1395(2), F.S.
2. A student enrolled in a Basic Certification Program must successfully complete all Commission required courses for the discipline in which the student is seeking certification.
3. Effective July 1, 1993, all persons entering into a basic training program, applying for equivalency, or activating a previously issued officer certification must successfully pass the Commission approved statewide certification for that discipline. To be eligible for

the statewide certification examination, the applicant must comply with prerequisites stated in 11B-30.006, F.A.C.

(d) Course Requirements:

1. All training schools offering a Basic Certification Program must include all certification courses required by that discipline for certification. Training schools in compliance with this requirement may also offer any combination of the certification courses upon agency need and student remediation.
2. The training center Director or designee is responsible for ensuring the instruction of all Commission-required certification content for all certification courses.
3. For each certification course, a student must pass a comprehensive examination or examinations.
4. Only the Commission-required certification courses determine a student's eligibility for taking the state certification examination in a discipline.
5. Commission certification courses may include additional course content as approved by the local Regional Training Council. However, additional content beyond that required by the Commission cannot exceed twenty percent of the total course curriculum. If the added content exceeds twenty percent of the total course curriculum, the training school shall create a new course containing only the added content.

**SECTION 14.03 EXAMINATIONS/RE-EXAMS:**

(e) 11B-35.001(9)(a) Basic Certification Programs/Student Performance-Comprehensive Examination or Examinations

1. To successfully complete any Commission-required certification course, a student must achieve a score of at least 80 percent on the course's comprehensive examination or examinations, intended to measure the student's acquisition of knowledge, skills, and abilities.
2. This is exclusive of demonstration of proficiency in the high liability skills testing
3. The training center Director, or designee, is responsible for the development, maintenance, and administration of the comprehensive examination or examinations for each of the certification courses.

(f) 11B-35.001(13)(14) Student Re-examination Policy for commission-approved Basic Recruit Training Program Courses

1. A student shall achieve a passing score, pursuant to subsection 11B-35.001(9), F.A.C., on all end-of-course examinations in a Commission-approved Basic Recruit Training Program to successfully complete a program. A student who has failed a written end-of-course examination may be granted a re-examination by the training center Director if:
  - a) There is technical difficulty in the administration of the test.

- b) A condition of the student adversely impacts the student's ability to achieve a passing score on an end-of-course examination.
  - c) The end-of-course testing instrument is shown to be invalid.
- 2. Exclusive of the Commission's Basic Recruit Training courses requiring proficiency demonstration and re-examinations in paragraph (F)(1) of this section, a student may be granted one written end-of-course re-examination during a single Basic Recruit Training Program. Students who have failed the written end-of-course examination after a second attempt shall be deemed to have failed the course.
  - 3. The training center Director is authorized to approve a student's request for re-examination.
- (g) Student re-examination policy for Commission-approved Advanced and Specialized Training Program Courses
- 1. A student who has failed a written end-of-course examination in a Commission-approved Advanced or Specialized Training Program Course may be granted a re-examination of the course by the training center Director as set forth in paragraph (f)(1) of the section.
  - 2. Each training school shall develop its own administrative procedures for processing a student's request for a re-examination as set forth in subsection (f)(1) of this section.
  - 3. Training school procedures for processing student request for re-examination as set forth in subsection (f) (1) of this section.
  - 4. Training school procedures for processing student requests for re-examination shall be and maintained on file at the training school for review by Commission staff and the student.

**SECTION 14.04 STUDENT TRANSFERS:**

- (h) 11B-35.0023 Basic Certification Programs/Student Transfer:
- 1. The Basic Certification Programs shall be offered only at training schools certified by the Criminal Justice Standards and Training Commission for the respective discipline.
  - 2. Students enrolled in a Basic Certification Program may transfer certification courses successfully completed at one Commission-certified training school to another certified training school provided the student has met all program entrance requirements of the receiving training school and exits the previous training school in good standing.
- (i) This does not preclude an employing agency from requiring any training it deems appropriate, regardless of the student's prior training or experience.
- 1. Both the transferring student and the receiving training school can request the previous training school to complete and submit the appropriate student records. The previous training school is then responsible for submitting the transferring student's records.

2. The training school must establish criteria that specify the conditions which constitute leaving a program in “good standing.” For this purpose, “good standing” is defined as a student being eligible to continue at the previous training school without any special consideration. Example:
  - a) A student who is dismissed from a training institution as a result of a disciplinary action.
  - b) A student who is currently the subject of a criminal investigation.
  - c) A student who is no longer certifiable as a Law Enforcement, Correctional, or Probation & Parole Officer.

#### **SECTION 14.05 HIGH LIABILITY PROFICIENCY SKILLS:**

##### **(j) 11B-35.0024 Basic Certification Programs/Student Performance-High Liability Proficiency Skills**

1. Students enrolled in a Basic Certification Program shall qualify, through demonstration and written examination or examinations, in the Commission-required high liability proficiency skills for the respective disciplines. The Commission-designated high liability courses are:
  - a) Criminal Justice Defensive Tactics
  - b) Criminal Justice Weapons
  - c) First Aid Provider
  - d) Vehicle Training Operations
2. Training schools shall establish written policies providing for remedial training and the opportunity for only one re-qualification for each of the four Commission-required high liability courses.
3. Proficiency skills for high liability courses and a student's minimum performance requirements have been established. All performance requirements are available to interested and affected persons.
4. Copies of the performance requirements are maintained at the Division of Criminal Justice Standards and Training and at all Commission certified training schools.
5. Training schools shall maintain documentation of proficiency demonstration on Commission-approved high liability on performance checklists:
  - a) Firearms CJSTC-4
  - b) Medical First ResponderCJSTC-5
  - c) Defensive Tactics CJSTC-6

d) Vehicle Operation CJSTC-7 as incorporated in 11A- 1.006, F.A.C.

6. Documentation shall be made available for inspection upon request by a Commission representative.

(k) Students that can't participate for two sessions cannot make up participation for the High Liability and training will be removed from the program.

(l) This policy does not supersede any stricter re-qualification requirement established by the training school or local Regional Training Council.

#### **SECTION 14.06 SCHOOL ADMINISTRATION AND SECURITY OF EXAMS:**

(m) 11B-35.0085(2) Criminal Justice Training School Requirements for Local Administration and Security of Examinations for Training Courses.

1. The Test Bank will be maintained on a secure server by the Lee County School District. The Test Bank is accessible by the Academy Director and his designee(s). Those individuals that the Director has chosen to have access are the instructor/coordinators.

2. The exams are prepared by the Director or his designee. The exam questions are chosen utilizing the LXR test system. The questions are selected randomly.

3. The exam administration is conducted by the Director or his designee's. They administer the exams and grade the exams.

4. No examinations are reviewed by staff prior to the examination being administered.

5. Examinations are counted prior to exam being administered and once again after the exam is completed. The Director or Designee maintains complete control of the classroom and students are not allowed to leave with any examination material.

6. After the exam is completed (1) copy of the exam is placed in the class file along with the answer sheets. This allows for inspection by C.J.S.T.C. staff. The remaining exams are placed in a secured area until a contracted shredding company arrives on campus to properly destroy/shred the exams. The shredding is also done under the supervision of the Director or his designee. A copy of the exam is also available to C.J.S.T.C. staff in a digital format which is available on the server.

Readers of this manual are encouraged to submit recommendations to improve the publication. Comments should be keyed to the page, paragraph, and line(s) of the text where a change is recommended. Reasons should be provided for each comment to insure understanding and complete evaluation. Comments should be forwarded to the Director.



Southwest Florida Public Service Academy  
Student Handbook and Policy Manual



Recruit Handbook & Policy Manual - Certification Form

To ensure that all recruits have read and understood the SWFPSA Student Handbook and Policy Manual, this form must be completed and signed by each recruit attending the Southwest Florida Public Service Academy.

I, \_\_\_\_\_ hereby certify that I have read and understand the information contained in the Southwest Florida Public Service Academy's Student Handbook & Policy Manual which explains (a) the rules and regulations, which each recruit will be requested to adhere to, (b) the policies and procedures of the SWFPSA recruit training academy, and (c) the performance of each student participating in the academy program.

Recruit:

_____	_____	_____
Name	Signature	Date

Witnessed by, Class Advisor:

_____	_____	_____
Coordinator	Signature	Date