

Drury University Law Enforcement Academy

Rules, Regulations and Policies

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INTRODUCTION

Drury University Law Enforcement Academy is a fully licensed training academy by the Missouri Department of Public Safety, Peace Officer Standards and Training (POST) program. As such, the Drury University Law Enforcement Academy offers training and continuing education programs for law enforcement officers and others in the criminal justice community. The Drury University Law Enforcement Academy is an Equal Opportunity Employer. No individual shall be discriminated against because of race, color, sex, national origin, age, handicap or political or religious opinions or affiliations.

MISSION STATEMENT

It is the mission of the Drury University Law Enforcement Academy to provide both law enforcement officer candidates and other members of the law enforcement community with exceptional instruction in all aspects of police work, and to instill in them a strong commitment to the responsibilities of public service, community protection and quality service delivery through the development of the following values in all of our programs.

Quality Service

We will provide quality, professional service to our community by:

- Enforcing the law.
- Preventing crime, thereby improving the quality of life
- Responding promptly to calls for service and other public needs
- Providing state of the art training and continuing education programs.
- Leading by example.

Integrity

Having sound moral principles that earn the trust, respect and confidence of the community and each other through:

- Being honest and demanding the same from each other.
- Living by the rules we enforce

Fairness

To provide equal treatment of all persons without prejudice or bias by:

- Treating all persons with dignity and respect
- Expressing compassion in our attitudes and in our communication
- Ensuring consistency in decision making without favoritism.

Communication

Sharing information and knowledge with the community, other agencies, and within our department as allowed by law through:

- Actively listening to all concerned
- Keeping crime victims informed about their cases and where to go for additional help
- Educating the community about crime risks and prevention
- Informing the community about the inner working of our department
- Encouraging the open exchange of ideas and information

Helpful Attitude

A helpful attitude is fundamental to earning the respect and confidence of the community. We will accomplish this by:

- Treating everyone's problems as being important.
- Being polite and courteous to others.
- Showing empathy and concern for the needs of others
- Showing pride in our profession tempered with humility.

CODE OF ETHICS:

All law enforcement officers and students are subject to a “code of ethics” that demands honesty. Students will report any infractions / violation of the rules and regulation of the Academy to the Academy Director or through the instructor.

The Law Enforcement “Code of Ethics” governs the moral and ethical conduct of all law enforcement agencies. As such, the Code will be of great importance to a student. The Code of Ethics has been adopted by the Drury University Law Enforcement Academy. Students will be required to read the Code of Ethics, (to be handed out) but more importantly should start living by them. Of significant importance to the student is the line for the Code that states, ***“Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulation of my department.”*** Dishonesty in any form and or failure to obey the Academy rules, regulations and policies will not be tolerated. Violations of these rules, regulations and policies may result in disciplinary action or dismissal from the Academy. Your success as a student and your acceptance as a law enforcement officer depend upon your close adherence to these rules, regulations and policies and your performance in the Academy.

Your time, your energy and your commitment to performance are all essential components to your success in the Academy. It is not sufficient that you pass with a satisfactory score. You are expected to excel and to strive for the very best each or you have to offer.

Drury University Law Enforcement Academy staff and Academy Instructors are committed to providing the best training possible. Ultimately, each of you will be our “final product”. We do not seek to eliminate anyone from the Academy; each of you has an equal opportunity to succeed or fail. The Drury University Law Enforcement Academy staff and instructors are here to coach, instruct, guide and assist you. They are not here to perform on your behalf. That responsibility lies with you.

All of us here at Drury University Law Enforcement Academy are proud to have you on board and are eagerly anticipating your successful completion of the Academy. Each class brings with it a renewed hope and promise. If you strive, perform, and excel, that hope and promise will be all the brighter. Congratulations on your acceptance to the Drury University Law Enforcement Academy!

Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession - law enforcement.

ACADEMY DIRECTOR

Job Description: The Academy Director reports to the Dean of the Drury University College of Continuing Professional Studies. The Academy Director is to plan, direct, control and coordinates the activities of the **Drury University Law Enforcement Academy**, to include pre-service officer basic training and in-service peace officer continuing education training programs. The Academy Director's job function is to ensure all training conducted on behalf of the **Drury University Law Enforcement Academy** is compliant with POST standards and Academy rules and regulations. In addition, the Academy Director is expected to ensure the day-to-day operation of the Academy. It is the Academy Director's responsibility to ensure Academy classes are conducted within the parameters of the Academy's rules and regulations. The Academy Director shall take all steps necessary to ensure strict adherence to Drury University Law Enforcement Academy curriculum and course content as provided by the POST.

ASSISTANT ACADEMY DIRECTOR

Job Description: The Assistant Academy Director reports to the Academy Director. The Assistant Academy Director is to plan, direct, control and coordinates the activities of the **Drury University Law Enforcement Academy**, to include pre-service officer basic training and in-service peace officer continuing education training programs. The Assistant Academy Director's job function is to ensure all training conducted on behalf of the **Drury University Law Enforcement Academy** is compliant with POST standards and Academy rules and regulations. In addition, the Assistant Academy Director is expected to assist the Academy Director to ensure the day-to-day operation of the Academy. It is the Assistant Academy Director's responsibility to assist the Academy Director to ensure Academy classes are conducted within the parameters of the Academy's rules and

regulations. The Assistant Academy Director shall take all steps necessary to ensure strict adherence to Drury University Law Enforcement Academy curriculum and course content as provided by the POST.

INSTRUCTOR

Job Description: Basic Academy Instructors report directly to the Academy Director. The Instructor's job function is to prepare, plan and present Academy approved course materials to the students. In addition, instructors will be responsible for conducting roll at the beginning of each class and documents absents and tardy students. Ensure class meets for 50 minutes per every hour of instruction with a 10 minute break. Instructors shall verify that all information on the sign-in sheets is accurate and complete. Instructors are representatives of the **Drury University Law Enforcement Academy** and, as such, are expected to perform their duties in a professional manner and treat each student with respect and dignity. The Academy recognizes each Instructor as a professional in their field of expertise and will support and assist Instructors in achieving course objectives.

ADMINISTRATIVE ASSISTANT

Job Description: The Administrative Assistant shall be under the direct supervision of the Academy Director. This position will provide secretarial services to the Academy Director. Duties will include assigning, directing, and reviewing the work of subordinates, organizing and coordinating work flow; setting up and maintaining files; composing and preparing letters, reports, and other documents; keeping personnel time records.

RULES, REGULATIONS AND POLICIES

The following Rules and Regulations reflect the standards prescribed for state licensed training academies by the Missouri Department of Public Safety. They apply to all state licensed training academy programs and are designed to promote the efficient operation of the Academy and to provide an effective learning environment.

It is the responsibility of each student to become familiar with the Rules and Regulations, as they are required to be adhered. Violation of any of these Rules and Regulations may lead to disciplinary proceedings, dismissal, or both from the Academy program.

ADMISSIONS

The Drury University Law Enforcement Academy is an equal opportunity educator. No student will be refused entrance to a class because of sex, race, color, religious preference, or any other such criteria as specified by law.

The Academy Director reserves the right to refuse admittance to Academy Program(s) any applicant student who does not meet the standards as set out in Administrative Rules (11 CSR 75 Peace Officer Licensing) established by the Missouri Department of Public Safety for becoming a licensed peace officer or for maintaining peace officer licensing, or to any applicant student who would be prohibited by state or federal statutes from being a licensed peace officer in Missouri.

Minimum basic training program admissions requirements include:

- Being at least 20 years of age (those under 21 cannot take the POST exam to become certified until they reach their 21st birthday).
- Holding a diploma from an accredited high school or its equivalent GED. (No internet based diploma will be accepted.)
- Completion of Asset testing.
- Is a United States citizen
- Possessing a valid driver's license and a good driving record.
- Not having been previously convicted of a felony or a misdemeanor involving moral turpitude.
- Not been convicted of a Domestic Violence Assault.
- Submitting a completed Basic Training Academy Application form.
- Submitting a completed Police Records Check form and successfully passing a criminal background check.
- Submitting required deposit fees, as determined by the Director.

To be licensed as a peace officer in Missouri you must successfully complete the **Drury University Law Enforcement Academy (or other licensed Missouri academy)** and pass the Missouri Peace Officer License Exam. The exam covers POST mandated objectives. The questions are multiple choice and true false. There are 200 questions on the exam. You are allowed four hours to complete the exam. You will be allowed to take the exam two additional times within one year if you fail the first exam. If you fail the third exam you have to wait one year before testing again or retake a basic academy.

The office of the **Director of Public Safety** will deny the basic training center application of any individual who has been convicted of "driving while intoxicated," driving with excessive blood alcohol content" or "possession of a controlled substance" within three (3) years of the date of application. This shall include those offenses where the imposition or execution of sentence was suspended. This denial shall be in accordance with Section 590.080 and 590.100.1, RSMo, and 11 CRS 75-13.090 and the applicant shall have the ability to appeal this denial with the Administrative Hearing Commission.

- Felony or misdemeanor arrests or convictions, suspended imposition of sentence (SIS), or involvement in incidents involving questions of moral turpitude may result in disqualifying persons from entering, or remaining in, the academy program.
- A Driving While Intoxicated (DWI) conviction, or having more than five moving violations within the 18 months, or a derogatory pattern of violations as evidenced by the number, type, and frequency of the infraction may result in disqualifying persons from entering, or remaining in, the academy program.
- The Academy Director reserves the right to reject any applicant at any stage of the selection process. No appeal of such a decision will be entertained.

Any use of fraud, subterfuge, or misrepresentation by the applicant student at any point in the application process will result in the refusal of admittance to, or immediate dismissal from the Academy program.

Any applicant student with a pre-existing medical condition, which may (or will) preclude him/her from participating in any aspect of mentally or physically stressful activity, or any such medical condition which could or would be exacerbated or otherwise provoked through mentally or physically stressful activity, is required to report such condition(s) to the Academy Director at the time of application or registration for the Academy program.

The Academy Director reserves the authority and discretion to require said applicant to undergo a physical examination, at the applicant student's expense, from a licensed medical professional and/or to acquire written approval from the same prior to participation in such activities.

FINANCIAL AID, TUITION AND FINANCING

- Financial aid is available for students who qualify. Applying for financial aid requires a student to be officially admitted in good standing to Drury University. For requirements and available aid contact Drury University financial aid office (417-873-7312).

Upon entering the Academy, the student assumes a financial obligation to the **Drury University Law Enforcement Academy** for tuition and expenses.

Academy tuition is due in full on the first day of class. (a two week grace period is allowed) unless the student, Financial Aid Office or Business Office and the Academy Director have entered into a written agreement outlining a specific payment schedule equal to the tuition and fees. Or if financial aid has been approved but not received yet. It is further agreed that the student may be dismissed at the discretion of the Training Director for being in arrears. If dismissed for financial reasons, the student will have no right to appeal.

For Full-time academy students, will attend the academy over two semesters. If for some reason the student drops out of the academy on their own accord, (not terminated) before the end of the first week of the regular scheduled classes they will be eligible for full reimbursement of amount paid except for the application fee. The student will still be responsible for the application fee if not yet paid. If a student withdraws after the first week but before the end of the second week of scheduled classes they will be eligible for ½ of the TUITION. The same applies for the second semester. The student will be responsible for the remaining academy fees or will not receive reimbursement for those fees. After the end of the second week of scheduled classes no refund will be provided. This applies to both the fall and spring Full-time academies.

Part-time academy students will attend the academy over two semesters. For Part time students who for some reason drops out of the academy on their own accord, (not terminated) before the end of the first week of the regular fall semester will receive a full reimbursement of amount paid except for the application fee. The student will still be responsible for the application fee if not yet paid. If withdrawal is after the first week but before the end of the second week then they will be eligible for ½ of the tuition for the semester. The same applies for the second and third semesters The student will be responsible for the remaining academy fees or will not receive reimbursement for those fees. The same applies for the spring semester.

Should a student fail to meet financial obligations for tuition or other incurred expenses, (remedial training, missed classroom hours, additional uniforms, parking fines, etc.) the Academy Director shall notify POST that the student will not be eligible for graduation and is therefore not eligible to sit for the state licensing examination.

Any student terminated from the academy for failing test or testable portions of the academy or for any other violation of rules will not be eligible for reimbursement.

GENERAL RULES AND REGULATIONS

All students, as representatives of the Academy and the law enforcement profession, are expected to adhere to the highest standards of professional conduct, courtesy and demeanor. Therefore, students are required to adhere strictly to the rules prescribed herein.

Any student who fails to conform to these rules is subject to disciplinary action in the form of disciplinary memos, counseling, and/or dismissal from the Academy.

In addition to these rules, students are subject to all lawful and/or reasonable orders from the Academy staff, as well as any additional rules and amendments to these rules as may be promulgated by the Academy Director and communicated to the student during the course of training.

Insubordinate behavior or an inappropriate response to any instructor or to any Academy staff member, or Drury University staff member will result in disciplinary action as determined by the Academy Director, up to and including dismissal from the Academy.

Students will comply with the rules and regulations of their respective employing law enforcement agencies while enrolled in the Academy, to the extent that such rules and regulations are not in conflict with the Academy rules and regulations.

SMOKING: Drury University is a tobacco (smoking and chewing) free campus. Tobacco in any form is **not** allowed in any Academy classroom or in any Drury University building or Drury University open area. Use of tobacco products are permitted **INSIDE** of personal vehicles when parked away from high pedestrian use areas. Cigarette butts and related items and spit must be disposed of inside the vehicle.

Students assigned to the Academy will park only in designated student parking areas, as instructed by the Academy Director or class Instructor. Students will be issued a parking placard from Drury University Security indicating authorized parking areas.

Students who park in handicapped, faculty, or otherwise "No Parking" areas will be subject to disciplinary actions by the Academy Director and may result in the student's vehicle being ticketed and/or towed at the owner's expense.

Students who receive an injury during any phase of the Academy program will notify the instructor-in-charge **immediately**. This rule applies to any injuries received **before** arriving at and/or **after** leaving the Academy program for that day. **Medical attention is at the students own expense.**

HEALTH INSURANCE

Due to the physical nature of some of the training, students are encouraged to have some form of medical insurance. Short term policies are available from Mercy Hospital, Cox Hospital, Blue Cross/ Blue Shield and others. Drury University or the Academy will not be responsible for expenses incurred for treatment of your injuries. Suggest you obtain a flu shot.

A written memorandum, describing the cause and extent of any injury received while attending the Academy program, will be submitted by the injured student to the Academy Director within 24 hours of the infliction of the injury. Should the Academy Director be unavailable, the injured party shall notify the Academy staff member teaching the class at the time or the injury and submit the required documentation to the Dean of the Drury University College of Continuing Professional Studies.

If you are allergic to bee stings or other outdoor allergies please have an Eppy pen available at the academy or with you. If you need an inhaler for exertion activities please have one available to you. You **WILL** be outside at the range, during pt and numerous other activities and may come into contact with your allergy triggers.

FEMALE STUDENTS: If you are pregnant or become pregnant during the course of the academy, be aware that exposure to lead and loud noises can be hazardous or fatal to your unborn child. If you are pregnant or become pregnant, the academy will need specific medical release from your doctor stating you can participate in the firearms portion of the academy as well as physical activity including defensive tactics. You will also be required to sign a waiver releasing Drury University of any and all liability of injury or death of your unborn child.

Violations of the following regulations will result in immediate dismissal:

Students will not appear for or attend any class while under the influence of drugs or alcohol, or have the odor of intoxicants on their breath. Students will not consume alcoholic beverages **within eight (8) hours of the start of the academy daily training or during lunch or other breaks.** (Students selected for the designated drinkers for the DWI Wet Lab will only consume alcohol under the direct supervision and control of the instructor.)

Any student exhibiting evidence of having consumed or being under the influence of alcoholic beverages may be requested to submit to a reasonable test, including a test to determine blood alcohol content. Refusal to submit to such test could result in disciplinary action up to and including dismissal.

Any student believing another student is intoxicated or drinking during class shall notify an instructor immediately of the situation so they may take appropriate actions to ensure the safety of the entire class.

DRUG USE

The use of any controlled substance is forbidden, unless the student produces documentation that such use was prescribed by a licensed physician or dentist. Students must report all use of controlled prescribed drugs or drugs that may affect the student's ability to maintain attention or causes drowsiness or loss of motor skills to the Academy Director via memo immediately.

The use of any illegal drug is forbidden. All students will be given a random drug test at the beginning of the academy and toward the end. Students testing positive for the presence of illegal drugs or controlled medications will be contacted privately and advised of the test results. If the test result is for a controlled medication, the student will be offered the opportunity to produce a current medical prescription for the controlled medication. If they do not have a prescription or if the result is for an illegal drug the student will be given the following options;

1) The student may request to drop from the academy due to medical reasons. The student would then be allowed to apply to any future academy at Drury after completing a drug treatment program. The student will be held financially responsible for the entire cost of the academy.

2) Remain in the academy (believing the test result is false) and ask for a laboratory test of the sample. If the lab results indicate the presence of the illegal drug the student will be terminated from the academy and the Missouri Department of Public Safety-POST Program, will be notified of the results and reason for dismissal. (The student will be given 3 days to request the sample be sent to a laboratory of their choice for testing at their own expense.) The student would not be eligible to apply to any future Drury academy. The student will be held financially responsible for the entire cost of the academy.

If the student is terminated from the academy for either option the student is responsible for the entire cost of the current academy.

Students suspected of using illegal drugs at any time maybe asked to submit to a drug test. Refusal to submit to the test will be grounds for immediate dismissal.

PERSONAL BEHAVIOR AND CONDUCT

Honor is the hallmark of police conduct: it means that a peace officer's word may be accepted without question. A student's spoken and written statements of fact must be entirely honest and complete.

Courtesy and professionalism are a way of life with staff members and students of the Academy. As such, students are expected to treat the public with the utmost courtesy.

The form of address "Sir" or "Ma'am" or rank is consistent with courtesy and will be used by all students when speaking to instructors, superior ranking officers or the general public unless otherwise directed.

There will be no loud talking, noise, profane language, or horseplay within the Academy at any time. This includes during the break time.

Treat other students with respect. This includes offensive "nic names", practical jokes and the like.

Maintain a high level of personal hygiene. You will be spending a lot of time seated next to each other.

Swearing, profanity, obscene or suggestive remarks, conversation, jokes, cartoons or other offensive behavior will result in disciplinary action.

Members of the **Drury University Law Enforcement Academy** are constantly being observed by the public. Students are expected to maintain proper professional, and civil etiquette while on and off the Drury University campus and will follow proper etiquette rules while wearing the Academy uniform.

Students will knock on the door before entering any office or private room.

The Academy Director may promptly report, to the employing agency of the student, any behavior judged to be inappropriate for law enforcement officers, including any behavior deemed to be "conduct unbecoming an officer," regardless of whether the conduct occurred in class or on the student's free time.

Staff and students are **required** to report any violation of Academy policy, misconduct, or behavior suggestive of misconduct attributable to other class members that occurs either during class or on the student's free time, immediately, to the Academy Director or Academy staff. Failure to report may be cause for dismissal.

Students, who are detained, questioned, or arrested for a violation of any criminal law, state or federal statute, or municipal ordinance will report the incident to the Academy Director, in writing, within 24 hours of the occurrence. Students who are arrested and or formally charged with a violation of any criminal law, state or federal statute or municipal ordinance may be suspended from the Academy pending final court disposition. If arrested for Domestic Violence, Driving While Intoxicated, Drug violations or any Felony, the student will be suspended immediately from the academy until the case is fully adjudicated in court. If found NOT GUILTY you may reapply to the State of Missouri to complete the academy and test. The Student will have to provide ALL police reports, court documentation of finding and letter in your own words describing all of the events. If found guilty or take a plea on a lesser charge you may reapply but will be held to a higher standard for readmittance. If charges are dismissed or not filed, a letter from the Prosecuting Attorney's office must be submitted indicating charges will never be filed on that case or the case was dismissed "with prejudice".

If allowed to continue with the academy training, the student will have to reapply and pay all tuition and fees for the semester they were suspended from and any other semesters not yet completed.

Serious violations may result in immediate disciplinary action up to and including dismissal. Failure to advise the director of any arrest **will** result in dismissal.

Students who are not commissioned officers will not represent themselves as peace officers or undertake to advise the public on matters relating to police actions or police department procedures or legal advice.

SEXUAL HARASSMENT

The Academy has enacted a stringent sexual harassment policy. Sexual harassment in any form will not be tolerated and violators will be subject to disciplinary action, up to and including **dismissal from the Academy**.

No Academy employee or student shall subject any person to harassment because of that person's race, sex, age, religion, disability or sexual orientation.

Harassment includes, but is not limited to, any verbal, visual, physical or written action, which intends or works to demean or intimidate the person to whom it is directed or creates a hostile or offensive work or learning environment. This includes bullying in any form.

Sexual harassment also includes, but is not limited to, unwelcome sexual advances, request for sexual favors, or any other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made, either explicitly or implicitly, to a term or condition of an individual's employment, with or a student's retention in the Academy program, or

Submission to, or rejection of, such conduct by an individual is used as the basis for decisions concerning any employee's or student's evaluation during, or retention in, the Academy program, or

The conduct has the purpose or effect of interfering with any employee or student's work performance or creates an intimidating or offensive learning environment.

More information on Drury University's sexual harassment / misconduct can be found at the below link.

Title IX – Sexual Misconduct Policy

<http://www.drury.edu/du/community-standards/Title-IX-Sexual-Misconduct-Policy/>

ATTENDANCE

Unless students are notified otherwise, full time Academy classes will begin at 7:30 a.m. on weekdays and at 8:00 a.m. on weekends. Part time evening classes will begin at 6:00 p.m. on weeknights and 8:00 a.m. on weekends.

Students arriving late for Academy classes, after the scheduled starting time, must first report to the Instructor in-charge for sign in prior to participation in the class. Students registering less than 10 minutes late maybe required to perform additional classroom assignments at the direction of the instructor and or Academy Director. Students signing in more than 20 minutes late shall complete a memorandum explaining the reason for being late and will have to report to the Academy Director for consultation and or disciplinary action. Chronic lateness will be cause for dismissal from the Academy.

Failure to report and sign in will result in the students being classified as **absent** for the block of training.

In the event of severe weather and/or natural disaster, students shall contact the Academy Director or his/her designate to determine if the scheduled class will meet. (Note; range will only be cancelled if temperature is 10 degrees or colder. Classroom activities will be conducted as scheduled.) Any class that is cancelled will be rescheduled at a later date.

The Instructor-in-charge will maintain a daily attendance roster. All absences will be documented by the student on an Academy Memorandum and be submitted to the Academy Director no later than the start of the next scheduled training day. The Memorandum will become part of the student's permanent record.

Except during the lunch period, no student shall leave the training building or grounds during training hours without first signing out with the Instructor-in-charge. Upon returning, the student will sign back in and submit the required Memorandum.

To be eligible for graduation, Students **must complete all contact hours** of instruction in the following:

- All Firearms Courses
- All Defensive Tactics Courses
- Introduction to Report Writing (writing assignments)
- Driver Training (skills)
- Building Searches (skills)
- Vehicle Stops (skills)
- Driving While Intoxicated (Classroom and lab)
- Practical exercises
- NIMS Incident Command Training
- Weapons of Mass Destruction AWR-160
- First Responder
- Physical Fitness (may miss 2 hours)
- Schedule with days marked (*) are mandatory attendance days.

Students missing any of these hours will have to make up the hours on their own time and expense. (\$30 per hour per instructor, plus ammunition if needed)

If the student is unable to make up the hours, they will be unable to complete the academy and may be dismissed. Make up hours must be completed before the end of the academy / Certificate ceremony

Students are expected to be present at all scheduled classes. In case of illness, absences shall be reported to the training staff prior to the start of the class. In emergencies, notification can be made later or a message can be left on the Academy Director's voice mail at 417-873-7542.

The Missouri Department of Public Safety Peace Officer Standards and Training (POST) regulations require that a student miss no more than 5 % of the total mandated curriculum hours of the Academy. Regardless of the circumstances, if a student misses more than 5% of the total instruction hours, the student **shall be** dismissed from the Academy and not be allowed to take the POST exam, whether or not each absence is authorized. The student **MAY** be allowed to attend another Drury academy to complete all of the training but must be completed within one year of the original graduation date. To successfully complete a state licensed training program, a student's absence must not exceed thirty (30) hours of the total certified hours of instruction (600 hours) for any reason valid or otherwise. It is the responsibility of each student to track the total hours they have missed. The Academy Director / Assistant Academy Director shall also track a student's attendance for each basic training class in progress.

If a student's absences are within ten (10) hours of the maximum number allowed, the Academy Director, or his/her designee, shall notify the student of such. Students **must** make-up missed hours of instruction in a manner to be determined by and to the satisfaction of the Academy Director. Make-up instruction will be hour-for-hour- instructor / student-based instruction. All make-up instruction must be scheduled through the Academy Director and approved in advance by the Academy Director. **Any additional expense associated with make-up training will be the student's responsibility.** Students may, and should make up missed classroom hours before reaching 24 missed hours.

If the instructor fails to show up for class 10 minutes after when the class was due to start, the director of the academy is to be notified immediately by a student in the academy. The director will then advise the students what to do in regards to leaving or waiting for a replacement. Missed classroom time will have to be made up.

If a student is unable to complete any portion of the academy or is unable to make up missed time over the 30 hours before graduation from the academy, they will have to return to the next scheduled academy. They will not be able to take the POST test but will be able to attend their Certificate ceremony but will not receive the Certificate or POST license. Students having to return to complete training will have to register for the college class /classes they missed. The student will have to pay full tuition for the additional class/ classes and may or may not be eligible for Financial Aid.

CLASSROOM RULES

All talking must cease upon entering the classroom. Talking in class, unless authorized by the instructor for a special project, is prohibited.

All cell phones and pagers are to be turned off, or placed on silent mode, upon entering the classroom. Phones are to be placed in the cell phone rack during classroom time. Only emergency phone calls will be received at the **Drury University Law Enforcement Academy** business phone- 417-873-7542. If academy office is closed or unavailable, the family person may call Drury Security at 417-873-7400 and have security come to the classroom and notify the student of the emergency. All personal calls shall be made during break times **ONLY**.

Phones are not to be answered during class unless pre- approved by the class instructor for emergency reasons only. (Significant other is going to hospital for serious situation and calling to update, family member is in hospital and taken turn for worse, insurance person is coming to inspect car for damage in accident etc. Non-emergency example would be- pick up food on way home, calling to say they got a job or anything that can be sent via text or voice message left to call back on break.)

During range training at the range, phones shall be placed in gear bags and left in the range building. If emergency arises, caller is to call Director Bowers at 417-777-1231 or Asst. Director Steve Pratt at 417-830-4158 and they will notify the instructor and or student. During all other training times away from the academy classroom, phones are to be kept in the students vehicle or gear bag and not on the students person. For emergencies, caller is to call Director Bowers at 417-777-1231 or Asst. Director Steve Pratt at 417-830-4158 and they will notify the instructor and or student.

Phones not in the rack and on the students person or effects at their table will not be allowed. Students violating this will receive a verbal warning the 1st time. Second offense will result in everyone in the class doing 25 pushups. Third offense an official letter of reprimand will be issued and copy placed in student file. Fourth offense will be grounds for dismissal from the academy for failure to follow rules.

Classes will begin promptly on the hour or half hour, unless otherwise instructed/notified. For each 50 minutes of classroom instruction, the Instructor will normally allow a 10-minute break each hour.

Academy Instructors will maintain the **Drury University Law Enforcement Academy** Attendance Sheet for each class of instruction presented.

Students are normally assigned seats in the classroom. These seats are permanent seating assignments and will not be changed except by an instructor. All students must be in their seats when the instructor arrives for class.

During classes, students must be alert, attentive, and ready to answer any reasonable questions pertaining to the subject matter being covered or previously taught.

For order maintenance purposes, when a student desires to ask or answer a question in the classroom s/he should raise their hand and keep it raised until recognized by the instructor. Students will address the instructor by their law enforcement rank if known or by "Instructor (last name) or by Mr./ Ms. (last name) and respond with "sir" and "ma, am" when appropriate.

Students are not to sit on or place their feet on desk, tables, or counter tops at any time, and are not to stand with their feet braced against the wall.

Students should take complete notes during all classes. These notes are to supplement any handout materials and lecture materials presented during the course of instruction.

Laptop Computers: use of laptops to take notes, review documentation and etc. is encouraged. Wireless maybe available in the classroom and some classroom information maybe accessed from the internet. You will need to have Drury University Computer Services install some software to access Drury University's web page services. Misuse of laptops; playing games during class / writing reports during non-report writing classes / visiting non-police related -topic area web sites during class / checking and responding to emails during class / and like misuse will result in loss of privilege. Visiting pornographic sites anytime during class or during break time may result in immediate dismissal from the academy. Students may use their laptops for any other use during their break times or lunch. Drury University is not responsible for any damage caused to student's laptops.

You will be provided a USB Jump Drive, which will have all of the handouts for the academy classes as well as other material for you to study and retain for future use. to transfer the material for your use. Academy laptops are not to be removed from the academy classroom.

There will be no sleeping, or dozing, or placing the head upon the desktop in the classroom during classes.

If students feel drowsy, they will stand and move to the rear of the classroom. Students will return to their seats as soon as possible. This procedure will be treated as a privilege and may not be abused.

All papers or items on the instructor's podium or desk are confidential and not subject to be inspected by the student. Students will not approach or loiter near the above areas without the Instructor's permission.

Any homework assignments given are to be completed and submitted within the time specified. Failure to do so will result in a 10 point reduction for being late. Assignments not turned in or rewritten if required to do so, will result in the student not being able to take the final or POST test and will result in a failing grade in LEA 293 and will have to reregister and pay for the class and complete all of the assignments. Upon completion of the assignments will be allowed to take the final and the POST test.

Students will "actively participate" in all structured Academy programs, including Firearms, Defensive Tactics, Physical Fitness and situational / practical training assignments.

Failure, or the inability, to participate and meet performance standards may result in denial of performance certification and/or dismissal from the Academy.

Students will not participate in, nor demonstrate by any means, political campaign affiliation or candidate preference as it may pertain to local, state or federal campaigns, while on Academy training sites or in Academy classrooms.

The display of political badges banners, posters, pamphlets or other means of communicating a political affiliation or candidate preference or any other method not mentioned is strictly prohibited except on their personal vehicle.

Foodstuff and drinks: closable drink containers will be allowed in the classroom during class. Empty containers will be placed into recycling bins or waste receptacles. Food stuff will not be allowed in the classroom during class.

CLASS SCHEDULE: each student will receive a copy of the Academy schedule. Changes to the schedule will be posted in the Academy classroom and should be checked daily.

Violations of these rules will result in disciplinary action and could result in dismissal from the Academy.

ACADEMIC TESTING

Reasonable Accommodation

- The Drury University Law Enforcement Academy, in its effort to meet the varied needs of its community, will make reasonable accommodation to the special needs of students who:
- Declare those special needs to the Academy staff, in writing, prior to the beginning of the training program; and
- Provide certified documentation of the diagnosis of those needs to the Academy Director prior to the start of the program in which the student seeks to enroll; and
- The reasonable accommodation would be such as the student could utilize and still meet the job task requirements of the law enforcement profession.

To successfully complete Basic Academy training programs, students must achieve a passing score of a seventy percent (70%) on all written examinations. (See below for exceptions) Written exams will account for 90% of the over-all score.

Students who do not achieve a **passing score on any examination must retake that examination** at a pre arranged time, prior to the next scheduled examination.

The second examination will be graded on a pass/fail basis, and will be included in the final overall average as a minimum passing score of seventy percent (70%).

Test material may not be removed from the academy classroom.

Students will only be allowed to retake any examination one time. **Students who fail to achieve a passing score upon retaking an examination will be dismissed from the Academy.** Students who fail a third examination will be dismissed from the Academy. This includes Defensive Tactics, Range, AWR and First Responder written test.

A Student who has been dismissed for academic reasons may apply to be allowed to return to complete the training at a subsequent academy. Readmission would be at the discretion of the Academy Director and at an additional cost to the student.

Students who are dismissed a second time for academic reasons or violations of the rules and regulations will not be allowed to return.

Students must also pass all performance tests administered during the Academy, including those in the defensive tactics, First Responder, firearms classes, Driving, Practical Exercises and Physical Fitness to successfully complete the basic training program.

All performance tests given to students will be judged on a pass/fail basis. The determination of the pass/fail on any performance test will be at the discretion of the respective Academy instructor(s).

In order to successfully complete the Defensive Tactics portion of the Academy students must pass the performance test and must achieve a minimum score of eighty percent **80%** on the written exam. Failing the performance test or written a second time is grounds for dismissal. A minimum score of **80%** is required for the DWI/SFST test.

For firearms training, the student must achieve a qualifying score. Qualifying scores vary but will be **AT LEAST 70%**. Some courses require two consecutive passing scores. Minimum score will be explained prior to the course. Students failing to qualify on all courses on second attempt will be dismissed from the academy.

A minimum score of 70% is required for First responder training. You may retake the test one time.

A minimum score of 75% is required for the on line NIMS 100 and 700a (National Incident Management System). This class will be taken on line as a homework assignment. Upon successful completion the student will submit the certificate or the email / web link to the certificate.

The minimum passing grade on any report writing segment is pass/fail with the student being required to redo the report until it passes. All written assignments must be completed in order to complete the academy.

Physical fitness; 30 hours of physical fitness is required by POST for a Class A license. Due to varying minimum standards of law enforcement agencies there will be no minimum standard set. Each student will be required to actively participate in **all** hours of Physical Fitness to complete the academy. Each student will be evaluated on an individual basis with the goal to improve throughout the duration of the academy. Each student will be tested at the beginning of the academy on maximum sit-ups, pushups and 1 1/2-mile run, 300m sprint and vertical leap. Throughout the academy each student will engage in running, jogging exercises and strength building exercises. At the end of the academy each student will be tested again on sit-ups, pushups and 1 1/2 mile run and 300 m sprint and vertical leap with the goal being a marked improvement based on the students starting level. (A maximum of 2 hours of PT can be missed before the time **MUST** be made up or face termination from the Academy.) Students who are injured will engage in activities that do not aggravate the existing injury. If injury prevents any activity (must have a doctor's evaluation and order for no activity) then student will engage in other classroom activities at the discretion of the instructor and or Director.

Planning, execution, and evaluation of practical exercises and skill performance evaluations are the responsibility of the primary instructor teaching the topic. The Training Staff will assist in planning and implementation.

All skill performance tests and evaluations will be designated by the Training Staff. All skill performance testing will be judged on a PASS-FAIL basis, using a structured evaluation device. Students are required to successfully PASS each practical or skill performance test in order to graduate from the Academy.

The decision to allow a student to retake a skill performance test will be made by the Academy Director, with input from the Training Staff. Upon completion of the second test, the student **MUST** successfully pass. Failure to do so will be grounds for dismissal from the Academy.

The student must pass a final comprehensive examination to satisfactorily complete the academy.

Cheating on any examination or performance test or practical exercises is professionally and academically unacceptable and will result in **immediate dismissal** from the Academy. Cheating includes, but not limited to; copying other student written assignments, copying other student answers on test, changing answers on test after they have been graded, telling other students of practical exercise scenario's and "answers" to problems in the scenario's.

All tests, test materials and answers sheets are the property of the Academy and will not be removed from the training environment, copied, photographed, or altered without written authorization from either the Academy Director or the Academy Assistant Director.

Disputes concerning examination questions will be resolved only on the basis of the information as presented by the instructor, not through the use of outside materials.

As a law enforcement officer, you will be expected to produce clearly written, well organized, correctly spelled reports. Responses to test questions and written exercises will also be evaluated on that basis. A student will not be granted credit for a test answer that is not readable to the training staff, Director or instructor grading the test or written exercise.

Integrity is not a luxury; it is the bottom line. It is a basic occupational qualification. Any student who cheats and or any other student who purposely assists in any way will be dismissed from the Academy immediately. Some examples include but are not limited to:

- Using unauthorized materials during a test.
- Examining the test answers of another student.
- Copying homework or class assignments of another student.
- Signing the name of another student to the attendance roster.
- Falsifying any **Drury University Law Enforcement Academy** record.
- Misrepresenting the truth to any instructor, and training staff, Director or any Drury University staff.
- Intentionally covering for wrongful behavior of another recruit by withholding information.

All talking is strictly forbidden during examination periods. After receiving an examination, students must remain in the classroom until they have completed the material.

Students who have completed and turned in the examination shall leave the classroom and may not return until all other class members have completed the examination. Students may not retrieve their test once it is submitted to the instructor for grading.

Students must follow these rules and any other directions given by the test administrator.

Students will not ask for their examination grades. The Academy Director will post examination results as soon as they are available.

After the posting of examination scores, students will have three (3) class days to make an appointment with the Academy Director in order to review their examinations. After that time, examination results will be final and no further discussion will be allowed.

Students who, for any reason, fail to complete the entire basic Academy program, in which they are enrolled, will receive a failing grade from Drury University and will not receive any college Credit. Students failing any portion of the academy a second time will be dismissed from the academy. Upon dismissal you may not attend any further instruction. (You cannot continue in the academy in order to get college credit or other training when dismissed.) College credit will not be awarded until the entire semester has been satisfactorily completed. No financial reimbursement will be made after the second week of the academy and the student is responsible for full payment to Drury University for the entire amount of the academy. If a student is unable to complete a definable segment (Firearms, Defensive Tactics, Driving, Physical Fitness, Practicals, DWI) of the academy due to events beyond the student's control (death in family, long term illness, physical injury) the student **may** be able to attend that portion in another academy. The student **may** graduate with the original class but cannot take the POST exam until all training is received. College credit will be withheld until the requirements for the segment have been met. These situations will be evaluated on a case by case basis. The student may have to reregister and pay for the missed portion again.

Chapter 590 RSMo. provides for the certification of all peace officers in Missouri. The certification is awarded after scoring 70% or above on the Missouri Peace Officer Examination administered by the Peace Officers Standards and Training (POST) Section of the Missouri Department of Public Safety. The examination will be administered during the last week of the Academy covering all of the POST objectives that are taught during the entire Academy. All students must score 70% or above on this test to be certified by the State of Missouri. Students who fail the test may retake the test two additional times. Additional testing is arranged through POST at the student's expense.

UNIFORM AND PERSONAL APPEARANCE

Students attending all certified basic academies will be required to wear the prescribed **Drury University Law Enforcement Academy** Uniform.

The Academy uniform consists of the following items:

Classroom:

- Academy Polo Style Shirt
- Black BDU pants
- Black lace up, high shine boots
- Black Belt

Range

- Ball cap for the range
- Lace up boots with lug soles of any color.
- BDU pants, any color
- Academy polo

PT and DT

- Academy t-shirt
- Black shorts
- Running shoes for PT
- Mat shoes for DTs

A black long-sleeve style shirt may be worn under the Academy shirt, or the Academy t-shirt may be worn. Only BLACK or WHITE t-shirts under the Academy polo.

Three Academy Polo shirts, three academy t-shirts, will be issued to each student upon their entry to the academy. Students will be allowed to keep these items upon completion of the academy program. Additional uniform pieces may be purchased by the students. Students are **REQUIRED** to purchase at least two pair of black BDU pants, black lace up boots (police style), black belt, running shoes, and running/athletic black shorts, black sweat shirt and pants. Students may wear caps with their uniform.

outside of the classroom if they match the uniform. Any logos are to be of professional police nature or no offensive. An Academy cap is available for purchase. Caps are not to be worn indoors at anytime while in academy uniform.

Uniform for PT will be the academy t-shirt, black shorts, and running shoes. The sweat shirt and sweat pants can be worn in inclement weather. Bring all PT clothes on PT day as weather changes may dictate what is to be worn that day. A dark colored stocking cap maybe worn as well as dark colored gloves. Appropriate caps are to be worn at the range for safety. Logos on hats will be allowed if professional police in nature. Black sweat shirt or t-shirt with BDU Pants, sweat pants or black shorts are to be worn during DT training.

Students are responsible for the care and maintenance of their uniforms. Any uniform parts or articles lost or damaged will be replaced by the student as soon as possible. Students will be subject to uniform inspection during the course of the Academy program, so all uniforms are to be kept clean and pressed: shoes must be kept properly shined. Personal hygiene is also important and is required. Please consider fellow students by wearing deodorant.

Failure to wear the required uniform, as well as the wearing of partial uniforms, is not acceptable and will result in disciplinary action. If necessary, students may bring their uniforms to class and change either before class starts or at the first break.

One ring, and a wristwatch may be worn (remove during Defensive Tactics training). Other jewelry, including rings, **earrings**, nose rings, lip rings or other visible piercing accessories including the **tongue** will not be allowed.

Male student's hair shall be medium short to short cut on the sides. Hair at the nape of the neck will be taper cut to the natural curvature of the head. Hair shall not touch the collar when the head is held in the position of attention. Hair in front shall not fall below the eyebrows. Trendy hair coloring or styles such as Mohawks or Mullets will not be allowed.

Female student's hair will be cut or worn up in such a way as to not touch the collar when the head is held in the position of attention. Trendy hair styles or coloring such as Shadowing will not be allowed. High "pony tails" are acceptable if hair does not fall to collar.

Fingernails will be kept short to prevent injury to the student and / or other students.

Facial hair is limited to a mustache. No beards will be allowed. Male students will be **clean shaven everyday prior to reporting to class**.

Mustaches will be neatly trimmed and shall not extend below the upper lip line at the corner of the mouth.

No other facial hair is authorized.

Sideburns will be neatly trimmed and not extend below the bottom of the ear. No "lamb chop" sideburns will be allowed.

Appropriate **undergarments / underwear** must also be worn with each uniform. All athletic undergarments and t-shirt must be kept in a **clean** and sanitary condition.

While wearing the prescribed Academy uniform, designated Academy shirts, or other visible identification, students shall not enter questionable business places or places of amusement, especially those that **primarily** sell or provide alcoholic beverages. Student will not wear a firearm away from the academy or range while in academy uniform.

After class "parties" or graduation celebrations involving alcohol will not be attended in the Academy uniform. Students will not wear a personal firearm, in plain view, while wearing the academy polo or t-shirt except.

FIREARMS TRAINING STANDARDS

Students must successfully complete and attend **all** phases of the firearms training and qualification program, as prescribed by the Missouri Department of Public Safety Peace Officer Standards and Training Commission, as a condition of graduation from the basic Academy training program.

Students must achieve a qualifying score in the firearms training program, (courses of fire differ on minimum score qualification but will be at least 70%) which includes handgun qualification, shotgun qualification, and night fire qualification with both the handgun and shotgun.

Students who fail to achieve a qualifying score may attempt to re-qualify at the discretion of the Range Officer and at the expense of the student.

Students will be provided a handgun for the classroom and range portion of the academy as well as a holster and magazine pouch. Ammunition provided at the range on an as needed basis.

Students will not wear firearms during any portion of the Academy program, except during Academy firearms training. Firearms will be handled only under the direct supervision of an Academy staff member. **Students will not wear any firearm away from the range while in academy uniform. This includes before and after class with personally owned firearms.**

Students will **never** bring a firearm onto Drury University campus, into classrooms, or any academy location and its grounds for dismissal from the academy. Live ammunition brought into the classroom at any time will be grounds for dismissal from the academy.

During range classroom portion, academy weapons are to remain inside the classroom at all times. **NO AMMUNITION!** Possession of live ammunition in the classroom during this time will be grounds for **immediate dismissal**. Do not bring any personally owned ammunition to the range. Ammunition will be supplied at the range.

Firearms range rules and safety regulations are specifically outlined in the Academy handout "**Range Safety rules and commands**."

Students will be given a thorough indoctrination lecture on the rules and regulations for the range. Students are to observe these rules at all times. The rules are designed to ensure safety and will be strictly enforced.

Students who violate range safety regulations, or who handle a weapon in an unsafe manner, may be removed immediately from the firing line and possibly expelled from the range and **terminated** from the Academy.

Students, who violate a range safety regulation, as designated by the range safety officer, will forfeit any consideration for the highest firearms award.

DISCIPLINARY PROCEDURES

The Academy Director of the Drury University Law Enforcement Academy specifically reserves the right to either deny admittance to, or remove from class, any individual who fails to meet the requirements for admittance to the basic training program and to dismiss any student for violation of either Academy rules and regulations or RSMo 590.

At the discretion of the Academy Director, the discipline imposed may vary according to the circumstances and the nature of the violation.

The forms of disciplinary action include, but are not limited to, re-instruction, probation, written reprimand or dismissal from the Academy program.

All students have the right to appeal the Academy Director's decision to dismiss the student.

In the event that the student feels he/she was wrongfully terminated, the student must first present his/her grievance in writing within two (2) working days to the Academy Director for re-evaluation.

The Academy Director shall have three (3) working days in which to re-evaluate his/her decision to terminate the student. The Academy Director's decision shall be submitted in writing to the student by the end of the third day.

In the event the Academy Director's decision does not resolve the dispute, the student may submit a written notification of the dispute to the Dean of College of Continuing Professional Studies, who may resolve the dispute based on the written records submitted by both the student and the Academy Director.

The policy on academic dishonesty is to be applied to occasions when cheating, plagiarism, theft of examinations, giving or receiving illicit aid on academic assignments, and any other instances of academic dishonesty occur. The policy and procedure regarding academic dishonesty is followed in addition to the usual student disciplinary procedures.

Academic dishonesty undermines the values of Drury University as well as the educational endeavor. Dishonesty and theft of any kind are not to be tolerated, but the act of cheating in academic work is detrimental to the educational process and ultimately cheats both the student involved and the entire community of scholars.

The authority and responsibility of making decisions regarding academic dishonesty and its penalties lie with the faculty member in the course involved, the department head, and the dean of the college, the academic standing committee and the president of the university.

The initial judgment regarding both guilt and penalty will be made by the faculty member in the course. That judgment should be clearly communicated to the student. Faculty members shall notify the department head and the office of the dean of the college of instances of academic dishonesty.

A student who thinks she or he has been unfairly treated by the faculty member in questions of academic dishonesty may appeal that judgment through the appeal process by contacting the dean of the college.

The faculty member is encouraged to keep in mind the seriousness of academic dishonesty and its relationship to the entire academic community and its intentions. The faculty member will make the initial judgment regarding the appropriate penalty for academic dishonesty within the following guidelines; requiring that the assignments in which the offense occurred be redone; failure on the assignment in which the offense occurred; lowering of a course grade; failure in the course; such other actions as the faculty member deems appropriate to a particular case.

All instances of academic dishonesty shall be reported to the dean of the college. Faculty members should have and retain evidence to support their charges of academic dishonesty and be prepared to present that evidence should a review or an appeal occur.

Review

An offense(s) as documented by the faculty member(s) in question and as reported to the Dean of the College may be considered grounds for dismissal from the university. The Dean of the College may request the academic standing committee to convene to review the evidence and make a recommendation regarding dismissal. The Dean will make the final decision regarding dismissal; that decision may be appealed to the president of the university.

Appeals

Due process and the rights of students will be observed throughout this procedure. Records of academic dishonesty as reported by the faculty will be kept in the Dean's office. These records will be destroyed upon the graduation of the student.

Complaint Policy

It is the philosophy of Drury University to be responsive to student concerns. If students feel that they have been treated in an inappropriate or unfair manner, they should file a formal written complaint with the appropriate officer of the university. Those officers are the president, the vice president for academic affairs, the vice president for student affairs and the vice president for administration. When in doubt regarding the appropriate officer for a particular complaint, the student is encouraged to contact any of the officers mentioned above.

Upon the presentation of whatever evidence the student and Academy Director present, Dean of College of Continuing Professional Studies shall resolve the dispute. All decisions of the Dean of College of Continuing Professional Studies are final.

Students dismissed from the Academy shall be notified in writing by certified mail of the reason(s) for dismissal.

The appropriate agency head, if employed by a law enforcement agency, and the Missouri Department of Public Safety shall also be notified in writing of the student's dismissal.

Students dismissed from the Academy may, if eligible and at the student's expense, apply to a subsequent program offered by the Academy, at the discretion of the Academy Director.

COMPLAINT PROCEDURES

Complaints will be resolved in the following manner:

Students shall have the right to voice their opinion in relation to concerns and problems encountered while participating in Academy classes. The Drury University Law Enforcement Academy recognizes that right.

Memorandum forms will be issued to students at orientation and additional copies placed in an area of the classroom known to students.

The Academy Director will provide these forms for every class. In addition, a photocopy form of the Memorandum is included in each student handouts.

Students who are observed taking forms from the classroom will not be challenged or questioned by instructors, coordinators or Academy staff as to why they are taking the form.

When a student has a complaint, concern or suggestion, it should be put in writing on a memorandum and given to the Academy Director.

Students should not give memorandums to the Instructor. Students who contact Instructors with problems or concerns will be directed by the instructor to contact their Academy Director.

All complaints and memorandum information are to be kept confidential until the Dean of College of Continuing Professional Studies, with mutual agreement of the Academy Director authorizes its release.

For emergencies or issues that need immediate attention, cell phone numbers and day and evening contact numbers for Academy Director, will be provided.

GRADUATION

Upon successful completion of the Academy program, each student will be awarded a Certificate in recognition of his/her achievement.

Each student will be provided with a copy of a grade report sheet denoting certain scores and comments relative to the student's overall performance in the following areas:

- All test scores
- Firearms scores
- Disciplinary memos
- Overall average
- Attendance Records
- Class ranking

Copies of the student's grades will be made available to perspective employers per the student's signed "Authorization for Release of Information".

The following attire will be required for graduation ceremonies:

Academy uniform with BLACK under t- shirt.

Students receiving a commission from a law enforcement agency may wear their department uniform, without duty belt or any weapons. An official representative from the agency must to be present to "pin" the student with his / her badge or award a commission. If commissioned the morning of graduation you may wear the duty weapon and gear.

COLLEGE CREDIT HOURS

Upon **completion** of the academy, students will receive 24 college credits from Drury University.

For academies that span two semester's, partial college credit will be given each semester. Students must successfully complete ALL portions of the academy to receive the full 24 college credit hours. They will also receive the Certificate in Law Enforcement from Drury University.

AWARDS

Upon graduation, students achieving excellence in the following training areas will receive special recognition:

Special recognition will be given to the student who successfully completes the program and has attained the highest overall academic average. In the event of a tie, the student with the highest test score on the first test will be the winner, if both tied, will continue with each subsequent test until one has a higher score.

Special recognition will be given to the student who successfully completes the program and has attained the highest firearms score.

- Adding the student's scores on the handgun qualification course, the shotgun qualification course and the night fire qualification course for the handgun and shotgun will derive the firearms score.
- In the case of a tie, the best score in the following courses in the following order will be used: shotgun skeet, handgun stress course, POST handgun qualification course, practice day qual 1, practice day qual 2 practice day qual 3. If a tie is still in place both shall receive the award.

INSTRUCTOR AND ACADEMY EVALUATION

The students will evaluate each instructor at least once per academy session. The Academy Director will use these evaluations to make changes to the academy and educate the instructors. The Academy Director will evaluate each instructor at least once in the first year of employment. After the first year of employment, the evaluations will be done once every two years.

DRURY UNIVERSITY LAW ENFORCEMENT ACADEMY

RULES, REGULATIONS AND POLICY AGREEMENT

On this date, _____, 20 __, I received a copy and have read the Rules and Policies of the Drury University Law Enforcement Academy. I agree to abide by and follow the rules and policies set forth in the document. I understand I may receive sanctions up to and including dismissal from the Drury University Law Enforcement Academy for violations of the rules and policies.

Printed full name

Signature

Academy Director Signature