Recruit Training Unit (RTU) Material

• Recruit Training Manual

CORE VALUES

With integrity, compassion, and courage,

we serve our communities-protecting life and

property, being diligent and professional in our acts

and deeds, holding ourselves and each other accountable

for our actions at all times, while respecting the dignity

and rights of all.

Earning the Public's Trust Every Day!

UNIT COMMANDER'S MESSAGE

As Captain of the Training Bureau I extend to you my welcome to the Los Angeles County Sheriff's Department Academy. You are now involved in the finest law enforcement training program in the nation. During Academy training you will receive many hours of quality training in all phases of law enforcement. Upon graduation you will have the basic background and foundation upon which to build your career as a law enforcement professional.

It is the goal of this Academy to prepare you to serve our communities in the most professional way possible. Nothing short of our maximum effort and your maximum effort will achieve this goal. Our standards are high, therefore, the training ahead of you will be demanding. Together we will be successful, provided you are willing to meet our standards in the areas of academics, ethics, leadership, general performance and physical training.

If you accept the expertise we will provide you, honestly give all you have, and truly care about your future in law enforcement, you will achieve that which only a few people have attained. Upon completion of this Academy you will join the ranks of the most professional law enforcement officers in the world.

Welcome aboard and good luck to each of you.

Our Mission

to enforce the law fairly and within constitutional authority;

to be protective in our approach to crime prevention;

to embrace public trust through accountability;

to maintain a constitutionally sound

and rehabilitative approach to incarceration;

to provide a safe and secure court system;

to maintain peace and order;

and to work in partnership with

the communities we serve to ensure

the highest possible quality of life.

-

-

-

-

-

-

-

-

Our Creed

My goals are simple

I will always be painfully honest

Work as hard as I can

Learn as much as I can and hopefully

Make a difference in people's lives.

-Deputy David W. March

EOW April 29, 2002

SHERIFF'S DEPARTMENT RANK STRUCTURE

SHERIFF (5 STARS)

UNDERSHERIFF (4 STARS)

ASSISTANT SHERIFF (3 STARS)

CHIEF (2 STARS)

COMMANDER (1 STAR)

CAPTAIN (2 BARS)

LIEUTENANT (1 BAR)

SERGEANT (3 STRIPES)

BONUS DEPUTY (2 STRIPES)

DEPUTY SHERIFF

DEPUTY SHERIFF TRAINEE

LOS ANGELES COUNTY SHERIFF'S ACADEMY

ACADEMY STAFF CODE OF CONDUCT

The purpose of Academy training is to teach the basics of law enforcement and enhance each recruit's character development so graduating recruits will know what is right and will do the right thing. Staff must encourage and develop recruits to look beyond their own self interests.

The staff and instructors must emphasize the development of character in each recruit. The goal is only attainable in an environment of trust, choice and reasonableness. The environment must be conducive to learning and allow the recruit to grow strong physically and emotionally.

Academy staff and instructors shall adhere to the following code of conduct:

Embrace and implement leadership, blend the Department's Core Values and Mission Statement into the lesson plan, and embody the philosophies and expectations of the Training Bureau. Negative references about the Department, other employees and/or one's own personal opinions which are contrary to the Department's objectives during recruit lectures are prohibited.

Commit to an environment that promotes learning, trust, and a climate that allows each recruit to be the best they can be. Personal ridicule without a direct nexus to a specific learning domain is strictly prohibited.

Teach ethics by being a worthy role model and by helping recruits to reason clearly about what is right and wrong.

Practice and teach ethical values such as respect for life and liberty, responsibility, honesty, fairness, tolerance, courtesy, self-discipline, integrity, kindness, compassion, courage, and accountability for one's actions.

Help recruits learn about and understand the different customs, attitudes, and lifestyles of the varied communities we serve.

Encourage the development of empathy; looking beyond individual biases and responding to fellow human

beings on a personal, respectful level.

Raise the level of a recruit's self-esteem. With high self-esteem, they are more resistant to improper peer pressure and better able to follow their own ~~judgement~~judgment.

Practice and teach recruits to be self-managed. Model and teach personal leadership skills.

Assist the recruits in developing a strong will. Teach the importance of keeping emotion under control and to see and think through the ethical dimensions of a situation. It takes will to resist temptation and stand up to improper peer pressure.

At no time will an instructor stress a recruit solely for their own satisfaction. There shall never be negative references made toward a recruit's family members. Such behavior is grounds for removal from Academy instruction.

LOS ANGELES COUNTY SHERIFF'S ACADEMY

RECRUIT CODE OF CONDUCT

As an Academy recruit, you are entitled to be treated with respect and dignity regardless of age, race, gender, physical disability, religion, marital status, sexual orientation or national origin. You are also entitled to an environment that is not demeaning or hostile. Behavior which detracts from the dignity or self-esteem of others will not be tolerated. Respect the rights of others. Your relationships with other recruits, staff, and civilian personnel, on or off Academy grounds shall be professional. Your conduct at all times reflects not only on yourself, but on this Academy, the Department and all of law enforcement.

All recruits shall adhere to the following code of conduct:

Abide by the ethical principles reflected in the Constitution and the Department's Core Values and Mission Statement. Resist any tendency to focus on ~~self serving~~self-serving desires, and do not take advantage of situations for personal satisfaction.

Be ethical in actions, words and deeds. Work and live by ethical conduct. Respect human life and liberty. Be honest, fair and tolerant of other differences. Couple courage with compassion and self-control.

Practice integrity. If you make a decision later determined to be incorrect, admit to the error regardless of the consequences. Take responsibility and stand accountable for your actions.

Be courageous both physically and ethically. Physical courage requires you to take appropriate action despite the possibility of physical harm. Ethical courage requires you to do what you know to be right even in the face of resistance or improper peer pressure.

Commit to excellence. Give your all in everything you do. Do not judge yourself by comparison to others but by your own sense of self-esteem and personal accomplishment.

Be decisive. Make decisions based on what is ethically right, not on your own personal desires. Be responsible to those that need your help.

Be honest. Never lie, cheat or tolerate among you another recruit who does.

Respect the Academy and its staff, the Department and its history, and the profession of law enforcement as a whole.

-

-

I

RULES, REGULATIONS AND CLASSROOM PROCEDURES

“THE STRENGTH OF A CLASS IS DERIVED FROM THE INTEGRITY OF ITS RECRUITS”

RULES, REGULATIONS AND CLASSROOM PROCEDURES

A professional demeanor will be maintained at all times in or out of the classroom. Polite and courteous conduct will be required of recruits at all times. A recruit shall not act or behave privately or officially in such a manner as to bring discredit upon himself/herself or the Department.

A. Conduct Toward Others

1. Recruits shall conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and the Units of the Department.

2. Recruits shall not intentionally antagonize any person with whom they come in contact and shall treat all persons in a respectful, courteous and civil manner.

3. In the presence of persons from outside the Department, recruits shall address deputy personnel by their rank and civilian personnel by the title (i.e., Mr., Mrs., Miss, Ms.).

4. A recruit shall not willfully subject any person or animal to cruel treatment.

B. Harassment

The policy of the Los Angeles County Sheriff's Department and the California Fair Employment and Housing Act strictly prohibits unlawful harassment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.

1. Unlawful harassment may take many forms, including:

a. VERBAL CONDUCT such as: repeated, unsolicited, derogatory comments or slurs or continued requests for social or sexual contact after being advised such is unwelcome.

b. VISUAL CONDUCT such as derogatory posters, cartoons, drawings or gestures, staring, leering or written material.

c. PHYSICAL CONDUCT such as assault, blocking normal movement or interference with work directed at you because of your sex or other protected basis.

d. THREATS AND DEMANDS to submit to sexual requests in order to keep your job or avoid some other loss and offers of job benefits in return for sexual favors.

e. RETALIATION for having reported the harassment.

C. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.

2. Submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting such individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

CLASS HOURS

Monday - Friday, unless adjusted accordingly to accommodate the training schedule, which may include a weekend day, reporting time will be indicated by your Academy staff. Special classes will be announced by Recruit Training staff members and/or posted on the classroom bulletin board. Class schedules will be posted on a weekly basis.

A. The security detail is responsible for unlocking the classroom and gym. Keys may be obtained from the Recruit Training Unit staff offices located in the "A" or "D" buildings at Biscailuz Center.

B. On those days when morning inspection precedes the first period, recruits shall be prepared for inspection at the scheduled time.

AUTOBIOGRAPHY

Every recruit will be required to submit an autobiography. It will include educational background, former employment, prior police experience, main factors motivating you

towards police work, relatives in law enforcement and other information that you feel pertinent.

PARKING LOT PROCEDURES

Recruits will park their vehicles only in the areas indicated by the staff. No valuables, weapons or uniforms are to be left inside their vehicles unless directed by Staff. Liquor and narcotics are expressly prohibited on the facility. The speed limit is 15 mph on the facility. Security of your vehicle and personal belongings is paramount. Therefore, it shall be the responsibility of each recruit to lock his/her vehicle.

A. Recruits shall have a 3" x 5" card visible from outside their car containing information instructed by their respective staff. The card will be placed on top of the dashboard on the driver's side.

B. When required to carry any items, the gun hand will remain free at all times. This includes trips to and from the parking lot or to recruit training facilities. You will not place your hands in your pockets at any time.

C. Recruits will not be allowed to return to their vehicles after formation without the permission of their staff instructor.

ILLNESS, TARDINESS, ABSENCE OR OTHER EMERGENCY

In case you are unable to report for duty, you shall immediately report the fact and reasons to a Recruit Training staff member at (323) 307-8700, one-half hour prior to regular reporting time. This procedure will be followed every day of the absence. A doctor's excuse shall be submitted on the day of return. In the event there is no answer, you shall leave a detailed message (including your name and class number) regarding the situation on the voicemail recorder and make an effort to contact your staff at the next available opportunity. Relaying the information through other means (i.e. fellow recruits, family friend, etc.) may not be acceptable, after review by the staff.

If your tardiness or absence is due to an emergency or unforeseen event (ex. hospitalization, your arrest) after normal business hours, call the Los Angeles County Sheriff's Department – Department of Operations Center at (323) 980-2101. You shall make an attempt to call the Recruit Training Unit first followed by the DOC.

A. Recruits are required to submit a memo to their Recruit Training Officer any time they are absent or tardy. Recruits will be required to submit a memo at the time they request permission to re-enter the class. Participating agency recruits will also notify their agency in the event of absence from the Academy.

B. A tardy recruit will advise the class sergeant that he/she has arrived and shall report to a Recruit Training Officer prior to reporting to class.

C. Any recruit who is not at the Academy or an alternate training site at the time prescribed by the class sergeant is considered tardy. This recruit's name shall appear on the morning report accordingly.

D. Peace Officers Standard and Training mandate that a recruit may not miss more than 5% of the POST prescribed Basic Course curriculum.

CLASSROOM PROCEDURES

The classroom environment is relaxed to provide recruits with an atmosphere that is conducive to

learning. Recruits are encouraged to ask questions of all instructors to clarify information or to request additional information about a particular subject to increase understanding.

A. Recruits are reminded they shall conduct themselves in a professional manner even inside the relaxed environment of a classroom. Recruits shall exercise common courtesy and respect for all Academy instructors.

B. Pledge to the flag:

1. Class sergeant will lead the class in the pledge to the flag and the Core Values at the beginning of each classroom training day.

a. Pledge is recited in a loud and clear voice by the entire class.

b. Core Values is recited in a loud and clear voice by the entire class.

2. Class sergeant will then direct the class to be seated and prepare for the arrival of the first instructor of the day.

C. Anytime a Recruit Training Officer or lecturer is observed approaching the class, the first recruit who observes him/her (usually the class sergeant) will command “STAND BY!”, stopping whatever they are doing and give their full attention to the instructor. When the RTO or lecturer enters the room the entire class will announce “CLASS!”.

D. While a lecturer or Recruit Training Officer is at the podium, the recruits are expected to give the speaker their undivided attention. Recruits shall not look to the rear of the classroom or eat in class; it is impolite to the instructor.

E. If a recruit desires to ask a question in class, the recruit will raise his/her hand and when recognized by the instructor, stand and identify himself/herself, “SIR/MA’AM RECRUIT _____ (Agency) _____.” The question will be asked in a loud voice so that everyone in the classroom will hear. The development of a command voice will be emphasized during all phases of training. Recruits will speak with a forceful delivery, capable of being easily heard in the most distant corner of the classroom. By this process, each recruit will be given maximum opportunities to face the class and to demonstrate his/her professional demeanor, attentiveness and the ability to organize and voice his/her thoughts.

F. There will be no sleeping or dozing in class. If a recruit feels drowsy, he/she will stand and move to the rear of the classroom without requesting permission. He/she will return to his/her seat as soon as possible. This procedure will be treated as a privilege and will not be abused.

BREAK TIME

It will be the responsibility of the class sergeant to ascertain from the lecturer or a Recruit Training Officer the length of time for the class break.

A. All breaks will be taken in the area designated by the staff and conducted in a quiet and orderly manner.

B. Smoking is not allowed on the facility.

C. Chewing gum is prohibited

D. Two minutes prior to the end of the break, the class sergeant will announce, “CLASS #_____, TWO MINUTES,” which will be repeated by the class so that everyone will know the break is over. The recruits nearest the locker room, restroom and outside doors will relay, “TWO MINUTES” announcing to these specific areas so that all will know training is about to resume.

E. The class will return to the classroom and will immediately prepare for the next instructor.

F. Eating and drinking of beverages will only be permitted outside of the classroom and in the areas designated by the staff.

REPORTING PROCEDURE

A recruit can speak to a staff member at any time. Recruits are encouraged to enter the recruit staff office in order to contact the Recruit Training Officer. If their Recruit Training Officer is unavailable, then the recruit can contact any class staff member including the sergeant or lieutenant. The chain of command shall not preclude a recruit from contacting any staff member for direction, counseling or assistance.

A. How to report:

1. Knock three times on the staff door while standing to the side of the door. Immediately enter the office after knocking on the door (do not stand in the doorway).

2. Go directly to the Recruit Training Officer's desk you wish to speak to and center yourself approximately 2" away at the position of attention or as directed by the staff.

3. In a clear and confident voice state, "SIR/MA'AM RECRUIT _____ (REQUESTING PERMISSION TO SPEAK TO DEPUTY _____ or REPORTING AS ORDERED) SIR/MA'AM (when speaking to a staff instructor always begin and end your sentence with SIR or MA'AM).

4. When you are done speaking to a Recruit Training Officer**,** prior to leaving you will state, "SIR/MA'AM WILL THAT BE ALL SIR/MA'AM."

5. The following is how to step away from a Recruit Training Officer's desk: look over your left shoulder then your right shoulder; take a step backwards leading with the left foot; make a facing movement (left or right) in the direction of the door; march out.

MEMOS AND RESEARCH PAPERS

All paperwork will be turned into your platoon sergeant prior to morning inspection. The platoon sergeant will then place the paperwork on the Recruit Training Officer's desk. Papers turned in after inspection will be considered late. Everything submitted shall be in alphabetical order.

A. Memos are to be informational in nature and shall be submitted on the standard memo form (E-11). Memos are also to be attached to paperwork turned into the staff explaining the topic for the paperwork and why the paperwork was assigned.

B. Papers are used as an educational device. They are designed to better acquaint the recruit with a particular subject and are used by the instructor in evaluating the recruit's ability to put information into composition form. The heading of the paper will be the same as on the standard memo form. At the conclusion of the paper, indicate the books, articles, etc.., where you obtained your material. A brief introductory paragraph will be included stating the reason why the paper was assigned. Unless otherwise stated the subject matter paper will be submitted on

8 ½" x 11" college ruled white lined notebook paper.

1. Each paper shall be a minimum of one (1) and a maximum of three (3) pages. The minimum and maximum does not include the heading or the list of references.

2. Papers submitted shall be returned to be rewritten if, in the opinion of the staff instructor, the paper does not adequately cover the subject or it does not conform to accepted rules of grammar, punctuation or spelling.

3. No information shall be written on the reverse side of either memos or paper. All paperwork is to be paper clipped together and **not** stapled.

4. Memos and assigned paperwork are to be hand printed (uppercase letters) in pencil unless instructed to do otherwise.

a. cross outs are unacceptable

b. erasures must be undetectable

c. printing must be legible

5. Every page of submitted paperwork will include the following on the upper right hand corner of the page: recruit's name, class #, platoon #, staff instructor, and date.

D. In the event of any incident occurring off duty (GOOD or BAD) requiring civil or criminal police action, the recruit shall notify his/her Recruit Training Officer as soon as possible. Recruits are to submit a complete memo explaining the incident to their Recruit Training Officer. This shall be done on the first class meeting following the incident.

E. All memos submitted shall have the recruit, platoon sergeant, or class sergeant also give a verbal notification of the submission of the memo to a staff instructor.

COURT APPEARANCE

A. If you receive a subpoena, notify your Recruit Training Officer and give him/her the following information via memo:

1. Recruit's name and class number

2. Case number and defendant's name

3. Court location

4. Date and time of appearance.

B. When appearing in court, male recruits will wear a business suit and tie and female recruits will wear a business pant or dress suit.

C. The day prior to the appearance a memo will be submitted to the Recruit Training Officer reminding him/her of the appearance.

D. The platoon sergeant will also be advised so that the morning report will reflect the court appearance.

E. Return your subpoena to your Recruit Training Officer upon returning from court.

MILITARY OBLIGATION

Any recruit who has a weekend military obligation will submit a memo to his/her Recruit Training Officer the Monday prior to each weekly obligation. If Monday is a holiday, the memo will be submitted on the next class day. If a recruit is absent on Monday, he/she will notify the Recruit Training Officer of this obligation as soon as possible. If there are any questions by the military unit, the recruit may provide the phone number of the Recruit Training Office (323) 307-8700 for further assistance.

TIME OFF REQUESTS

A. If for any reason you must be absent from class and you know of this in advance, submit a memo to your Recruit Training Officer. This memo will be submitted a minimum of five (5) business days prior to the date of absence. A verbal notification will not be sufficient.

B. Granting of time off for any reason will be dependent upon the nature of the request.

LUNCH

A. Recruits will be responsible for providing their own lunch every day.

B. Eating will only be done in an area designated by the staff.

C. Recruits will not be allowed to leave the Academy grounds during lunch break.

INJURIES

It will be the responsibility of the recruit receiving an injury to report the injury to his/her Recruit Training Officer as soon as possible.

A. In no case shall a recruit leave the facility without notifying their Recruit Training Officer the nature of the injury, circumstances and causal factors of the injury.

B. The Recruit Training Officer will fill out the appropriate forms and refer the recruit to an authorized county doctor or medical facility.

C. All injuries will be reported immediately even if medical attention is not desired at the time.

D. If a recruit is hospitalized away from the academy, notify any Academy staff. If it is an extreme emergency after hours and all attempts to contact Academy staff has failed, Los Angeles County Sheriff's Department – Department of Operations Center may be contacted at (323) 980-2101 (24 hour number).

PHYSICAL TRAINING

Physical training is an integral part of the Academy training and all recruits are required to participate. A POST (Peace Officers Standard Training) physical training program will be administered to all recruits. Recruits are required to meet the minimum standards set forth by POST and the Recruit Training Unit to graduate.

A. Any recruit unable to participate in physical training because of a physical disability must have a doctor's excuse.

B. Lockers will be locked at all times. Empty lockers will not be used as trash receptacles. Every recruit will have a clean bath towel in his/her locker at all times. Always double check your locker to be positive it is secured.

SPECIAL RECRUIT ASSIGNMENTS

Several recruits will be assigned special duties during the training period. If one of these recruits should be absent, it will be the class sergeant's responsibility to appoint a temporary replacement. Some of the assignments are as follows:

A. Board Recruit - It will be the responsibility of the board recruit to ascertain from the

schedule what the classes will be for that day. The schedule will be obtained from the Ramrod and posted inside the classroom.

1. The schedule will be posted on a weekly basis.

2. Any questions regarding a schedule change or any confusion should be brought to the attention of a Recruit Training Officer.

3. The board recruit will print on the upper right hand corner of the right hand grease board the title of every lecture and the instructor's name prior to each class. This information can be obtained from the schedule.

B. Visual Aid Recruit – Will be responsible for the presentation equipment inside the classroom, which may include but not limited to class computer, projector, audio/visual equipment. The assigned recruit will assist the instructor.

C. Copy Recruit - Assigned recruit will pick up all handout material from the visual aids section and make sure that it is in the classroom at time of lecture. If there is an early class scheduled for the following day, it is the responsibility of the media resources recruit to obtain all material needed the preceding day. This recruit is also responsible for seeing that extra material is returned at the end of the day.

D. Security Detail - Prior to dismissal for the day, the staff of the last class to leave the Academy will assign a security detail who will be responsible for checking all exterior doors of the Academy buildings. One member of this detail will report to a staff member prior to leaving the Academy and advise the staff of any unlocked doors or problems. The Security Detail may also be required to secure contained areas at the beginning of the work day.

PERSONNEL CHANGES

A. Recruit's addresses, telephone number changes, marital status, change of vehicle, must be submitted to

a Recruit Training Officer (on a Recruit Information Form) within 24 hours of the change. These forms are available from a Recruit Training Officer.

B. In the event of the death of a family member or close relative, a memo will be submitted to the Recruit Training Officer as soon as possible. Give pertinent information: name, relationship, time, date, location, funeral home or mortuary and time of memorial services.

RECRUIT COUNSELING

Staff members are available for recruit counseling at any time. Recruits are advised to contact the Recruit Training Officer they wish to talk to and make an appointment for the counseling. In most cases, recruits are to follow the chain of command and deal with their respective Recruit Training Officer. An example of an exception to following the chain of command for counseling would be if a recruit should desire to talk to a specific Recruit Training Officer concerning a specific subject or class that is taught by that Recruit Training Officer.

A. Reasons for Counseling - Recruit's personal problems, advice or suggestions that Recruit Training Officers are authorized to give, or an inquiry a recruit wishes to make regarding his/her Academy progress, standing in class, career direction, problems encountered, etc.

PERSONAL HYGIENE

Personal hygiene is an important part of the Academy training and poor hygiene practices in the areas of cleanliness, haircut, clean shaven, fingernails, etc., will not be tolerated.

A. Mustaches, beards and sideburns shall not be worn by recruit personnel

B. Male recruit's hair shall be neat, clean, properly trimmed and well groomed. (Hair shall not touch or extend below the collar or touch the ears).

C. Female recruits shall wear their hair above the collar pulled to the back in a secured bun. Hair accessories (i.e., elastic bands, pins, clips) used to hold the hair in place must blend in with the recruits' hair color.

WEAPONS

A. All weapons will be carried unloaded, holstered and must have a yellow or orange gun plug inserted into the barrel and/or an orange safety electric tape placed over the magazine well.

B. No ammunition will be issued or magazines carried except at authorized Sheriff's ranges.

C. The following laws apply to firearms:

1. 832.3 PC - defines a peace officer as a person who has successfully completed the basic POST course.

2. 25850 PC - prohibits any person from carrying a loaded firearm in a public place.

3. 16590 PC - prohibits any person from selling, manufacturing or possessing certain weapons/firearms.

D. Firearms shall be unloaded and stored in a locked container or in an authorized holster during approved training when not in use. This applies to both on and off

duty (refer to 25610 PC and “Range Rules” chapter of this manual).

ANY VIOLATION OF THE WEAPONS POLICY, OR STATE LAW MAY BE GROUNDS FOR DISMISSAL.

Firearm with Barrel Plug and Orange Tape

GENERAL CONDUCT

Recruits shall not gather in doorways, aisles or other thoroughfares and shall not impede the progress of staff members or other persons walking about the Academy grounds.

A. When any staff member, uniformed officer or other person not a recruit (excluding inmate workers or work furloughs) approaches a recruit or group of recruits, those recruits shall stand so as to make a clear path for the person. If the recruits are standing in a group and are unaware of the approaching person, the first recruit to see him/her shall announce “STAND CLEAR” and the other recruits in the group shall then stand aside and out of the way of the approaching person.

B. If a recruit wishes to walk passed any person (as mentioned above) within close proximity, the recruit closest to that person shall request permission by stating “Sir/Ma’am, by your leave, sir/ma’am”.

C. When a recruit's name is called, it is the responsibility of the class to insure that the recruit is advised that a staff instructor wishes to see him/her. This could be achieved by loudly repeating the recruit's name. The recruit closest to the locker room, restroom or outside doors will call the name in those respective places. The recruit called will then report to the Recruit Training Officer who called him/her.

D. Every recruit will have a complete Class "B" uniform and appropriate civilian attire available at all times on the facility.

E. Recruits will not have their uniform, or any other police equipment visible in their private vehicle either on their person or hanging in their vehicles.

F. Recruits shall not wear their uniform or any other law enforcement equipment while off duty. In addition, recruits shall not identify themselves as a law enforcement officer.

G. Recruits will not loiter in the vicinity of the Academy (5 mile radius). It is the Training Bureau's goal to not be intrusive or disturb the peace of the surrounding neighborhood. Therefore it is recommended that you go straight home from the Academy. Exception to this rule is strictly with the permission of a staff instructor.

ACADEMIC PROGRAM

This program is designed to increase the academic averages of the recruits and to enhance the learning process during your Academy training. Each examination has a minimum passing score (cut-score) established by POST. Recruits must pass each examination by the cut-score in the primary and re-test. If a recruit fails both, he/she will be separated from the Academy.

A. Recruits who do not achieve the cut-score will review and discuss the primary exam (remediation) with the Testing Staff Instructor in an effort to help the recruit achieve the cut-

score.

B. Within a few days after the review session the recruit will take the re-test.

1. The re-test covers the same topic as the primary test but with different questions.

TEST AND STUDY GUIDE

A. Why Study - It is of the utmost importance that you acquire not only basic police knowledge, but also learn problem solving techniques and develop habits that will be vital to your professional growth.

B. How Long to Study - This depends upon how much material you have to study and how much time you have available. It is impossible to set a time limit that will prove satisfactory to each and every recruit. Depending upon the examination results, recruits may find that more study time is necessary or that too much time was spent on a given subject.

C. How to Study Effectively - You must have a planned approach to study. Budget your time, organize the material and make an effort to eliminate outside distractions. Plan to work in terms of one and one-half to two hour blocks of concentrated effort. Plan your study environment so that you are as comfortable as possible to encourage continuity of thought and concentration.

D. Study Techniques - There are techniques which will increase your learning efficiency. For example, once you sit down to study, GET STARTED. Start by surveying what you intend to accomplish during this particular study period. Glance through all of the material, noting particularly any questions to be answered. Pick out the more difficult material to study. Proceed methodically and systematically.

1. Ask yourself questions about topic headings so that you read with a

purpose.

2. Read with an active search for information.

3. Use memory aids or devices (flash cards, highlighting, etc.)

4. After you have read something, briefly recite high points in a condensed form so you are sure you know what you just read. Think of how the material may be used in future situations and relate it to what you have learned before.

5. Review the lesson as a whole unit. Look back over your reading notes and underlining. It has been found that more is forgotten in one day when study is not followed by review than is forgotten in two months when retention is aided by prompt and continuing review.

E. Preparing for examination - Preparing for examinations is a matter of vital importance to all students. Unfortunately, it is the only time when some students study, and their last minute efforts are hurried and superficial. A good student is not apprehensive about exams because he/she realizes that they serve the following purposes:

1. To motivate and stimulate learning

2. To provide practice in applying things learned

3. To indicate student progress

4. To emphasize important points

5. To serve as a basis for grades

F. Review Often and Intelligently - Review new material as soon as you have completed studying it. Review old material before going on to new material. Don't put off studying for exams. Study with other recruits and pool your information in the form of group discussions. Memorize only where it is necessary and don't be afraid to seek help. Your Recruit Training Officer is available at all times.

G. Taking Examinations

1. Take examinations in stride and assume the correct mental attitude. Don't worry about how well you will do, just do your best. Don't read into questions, but above all, read the question thoroughly and accurately.

2. Glance through the entire test to determine the general type of questions.

3. Work vigorously and concentrate.

4. Budget time. Adequate time will be given to complete the examination, but use the time wisely. Don't spend too much time on difficult questions. Check the question and go on with the test, coming back to the skipped question after you have completed the test.

CHEATING

Cheating on any portion of the Academy training curriculum shall not be tolerated and shall be grounds for immediate termination.

A. Cheating Defined - To defraud, mislead, deceive or act dishonestly.

B. Examples of cheating include, but are not limited to: copying answers from another's paper or allowing someone to copy your answers; not accurately recording test results/scores; any deceptive behavior that would give an individual an unfair or unethical advantage over other recruits.

TECHNOLOGY AND SOCIAL MEDIA

Technology and social media platforms are growing. Although they impact our way of life, there is still a time and place for them. In order to maintain a safer training environment and to instill practices already implemented within our Department and other police agencies, you shall abide by the following:

A. Smart watches, cellular phones, or any other device that has the ability to record or store data is prohibited unless approved permission is obtained by the staff.

B. The usage of social media sites depicting any correlation with the Department or Academy may be grounds for dismissal/separation. This may include but is not limited to:

1. Posting of pictures of one's self in uniform

2. Posting of pictures depicting the LASD badge and/or firearms

3. Posting comments about the Academy, the Department, or its members

CLASS SERGEANT'S DUTIES

"IF YOU ARE AFRAID TO FAIL, YOU WILL NEVER SUCCEED"

-

-

-

-

-

-

CLASS SERGEANT DUTIES

CLASS SERGEANT RESPONSIBILITIES

A. The control and demeanor of the class under the direct supervision of the staff. He or she will insure complete compliance to the rules and regulations of the Academy.

B. Insure that orders are carried out promptly and efficiently.

C. Positioning the class in the proper area, at the designated time, in proper uniform and with the required equipment.

D. In the event of inclement weather, contact a Recruit Training Officer for class morning formation direction (s).

E. At morning formation make sure all platoon sergeants have all memos/homework assignments alphabetized and ready to be turned into their respective Staff Instructor.

F. A supply of all required forms will be kept in the classroom and maintained by the copy recruits.

G. Make sure that the Copy Recruit has all handout material passed out prior to class. If the Copy Recruit is absent, it will be the duty of the class sergeant to appoint another.

H. In the absence of staff instructors, the class sergeant is in charge of the class. The class sergeant shall maintain control over the class so as to be a credit to this Academy's training and his/her department.

I. In the event that the class sergeant is absent, the first platoon sergeant will assume the duties of class sergeant and the first squad leader will assume the duties of first platoon sergeant.

J. It shall be the class sergeant's responsibility to insure that all platoon sergeants become familiar with class sergeant duties.

K. At the conclusion of the training day, the class sergeant will inform the class of the starting time and location for the next training day. The information shall include the uniform to be worn and any other pertinent information.

-

MORNING REPORT

The morning report is a breakdown of how many male/female recruits are assigned and present at the start of each day of the Academy (E-12).

A. The morning report for the entire class will be recited to the Ramrod at the beginning of each training day.

B. Morning report shall contain those recruits absent, as well as those tardy (names in full, department and reasons for absence or tardiness).

C. The morning report must be signed by the class sergeant.

BREAKS

The class sergeant will ascertain the number of minutes the lecturer or Recruit Training Officer desires the class to take during the break and advise the class in a clear and professional manner.

A. It will be the responsibility of the break recruits to report to their staff and inform them of the length of the break and inquire if the staff needs any recruit (ex. “Sir/Ma’am, Recruit _____ <Agency> advising Class #_____ is on a 10 minute break. Is there anyone you wish to speak to, sir/ma’am?”)

B. Two minutes prior to the end of the break, the class sergeant will warn the class members that the break is over.

C. The class will return to their respective desks and be prepared to give the instructor their undivided attention.

D. Breaks may be utilized for remedial instruction and practice if the class is experiencing difficulty in any area of training.

COMMANDS

When a recruit is selected as class sergeant it is not a sign of punishment. Recruits are put into this position to allow them the opportunity to improve on their leadership abilities and command presence. When directing the class, the class sergeant shall do so in a loud, clear and confident voice. The commands are as follows:

Dismissing the Class - “Class, clear your desks. Class, atten - hut. Class, upon my command we will be dismissed for the day. Reporting time for (DAY/DATE) will be (TIME) hours on the grinder in a (FORMATION) facing (DIRECTION). Uniform of the day will be (professional business attire/our full and complete class B uniform with sam brown gun belt excluding magazines and OC spray). Class, upon my command we will fall out of this classroom and onto the (sidewalk/grinder) just (DIRECTION) of this classroom in a marching formation facing (DIRECTION). (NUMBER) platoon you have cleanup detail. Tend to your duties. Security detail tend to your duties. Door recruits post. Class, fall out.”

(Any additional duties, details or instructions will be added as needed)

Breaks - “Class, clear your desks. Class, atten - hut. Class, upon my command we will fall out of this classroom and into our designated break area for a ____ minute break. Upon completion of our break, we fall back into this classroom in front of our assigned seats at the position of attention. Door recruits post. Class, fall out.”

Conclusion of Track PT Session - “Class, upon my command we will fall out of this PT formation and recover our sweats and water bottles in our non-gun hand. We will then fall onto the east side of the track east of the cement pad in a running formation facing north. Class, fall out.”

Showers After PT/DT - “Class, upon my command we will fall out of this (running/PT/DT) formation and into our respective locker rooms where we will change out of our (PT/DT) attire, shower, change into our (professional business attire/full and complete class B uniform with sam brown gun belt). We will then fall into our classroom in front of our assigned seat at the position of attention. We have ____ minutes to complete this task. Shower recruits post. Class, fall out.”

Classroom to Locker room - “Class, clear your desks. Class, atten - hut. Class, upon my command we will fall out of this classroom and into our respective locker rooms where we will change out of our (professional business attire/class B uniform) and into our (full and complete DT attire/PT attire). We will then fall out of our respective locker rooms and (into the gymnasium through the east doors and into DT formation facing west/onto the grinder in a PT formation facing {DIRECTION}). We have ____ minutes to complete this task. Door recruits post. Class, fall out.”

Lunch - “Class, clear your desk. Class, atten - hut. Class upon my command, we will fall out of this classroom and into our designated break area for a _____ minute lunch break. Upon completion of our lunch break, we will fall back into our classroom in front of our assigned seat at the position of attention. Door recruits post. Class, fall out.”

Stretching Exercises - “Class, our first stretching exercise will be _____, position of exercise, move.....ready stretch.....relax.....ready switch.....relax.

Note: from the last stretching position you will give the command for the next exercise (“Class, our next exercise will be.....”). When all exercises are complete, instead of saying relax, give the command, “Class, recover.” The class will quickly move to the position of attention and await further instructions.

Calisthenics – “Class, our first exercise will be _____, position of exercise, move.....recover.” (Same as stretching exercises).

PLATOON SERGEANT'S DUTIES

PLATOON SERGEANT'S DUTIES

PLATOON SERGEANT RESPONSIBILITIES

A. Control and demeanor of the members of his/her platoon

B. The proper uniform appearance of his/her platoon.

C. Positioning his/her platoon at the proper time, place, and in the prescribed uniform with required equipment.

D. Turn in and recite the morning report to his/her platoon staff instructor at the beginning of each training day.

E. Know the names of every recruit in his/her platoon to facilitate a more accurate morning report.

F. Collect and arrange all paperwork in alphabetical order and submit them to the platoon's staff instructor during the morning report. Everything not submitted with the morning report will be considered late.

G. Report the name of absent and tardy recruits to the class sergeant so they may be included on the class sergeant's command morning report.

H. Keep enough copies of all handout material for all absent recruits in his/her platoon. It will be the platoon sergeant's responsibility to see that absent recruits receive this material the next day.

I. The platoon sergeant, as will every other recruit, carry a pencil and piece of paper or small notebook each at inspection. These items are not to be visible while in the pocket.

1. During inspection all uniform discrepancies and paperwork will be noted. Contact your platoon's staff instructor regarding what is to be done with this information (i.e., submitted on a memo or placed in an attachment). It is imperative that paperwork be indicated as this is a reflection of the platoons sergeant's dependability.

J. Each platoon sergeant shall become familiar with the duties of the class sergeant.

K. The 1st platoon platoon sergeant will assume the duties and responsibilities of class sergeant in the event that the latter is absent. The first squad leader will then assume the duties of the 1st platoon platoon sergeant.

IV

FLAG DETAIL DUTIES

“ONE’S INTEGRITY CANNOT BE COMPROMISED”

FLAG DETAIL

It will be the privilege of the senior class to raise and lower the colors at the beginning and end of each day. In the absence of the senior class, the junior class will assume the privilege. A recruit on flag detail will be assigned as flag detail commander who will take command of the detail during flag ceremonies and arrange for alternates if a detail member is absent.

A. Raising the Flags - The flag detail will fall out of the morning class formation and obtain the flags from the staff office in the “D” building. They will march in a military formation to the flag pole, located north of the Grinder, at which time the flags will be attached and raised slightly off the ground. The flag detail commander will command “ATTENTION TO COLORS” (this is to advise everyone in the immediate area that the flags are about to be raised). The commander will then command “PRESENT ARMS.” When the commander salutes, the flags will then be raised to the top of the flag pole. The flag detail commander will then give the command “ORDER ARMS” (pause) “CARRY ON.”

B. Lowering the Flags - Before being dismissed for the day, the flag detail will march to the flag pole where the detail commander will command “ATTENTION TO COLORS” (this is to advise everyone in the immediate area that the flags are about to be lowered). The commander will then command “PRESENT ARMS.” The flags will be lowered, after which the detail commander will command “ORDER ARMS” (pause) “CARRY ON.” The flags will be properly folded, and the detail will march back to the staff office in the “D” building where the flags will be secured.

C. Half Staff - If the flags are to fly at HALF STAFF, they will first be raised to the top of the flag pole and then lowered slowly to half-staff. Upon lowering the flags at the end of the day, they will first be raised to the top of the flag pole and then lowered.

D. When marching with the flags either to or from the “D” building, the recruit carrying the flags will always exit or enter the building first.

E. If the flag detail is marching towards a recruit(s) and they are not carrying the flags, the recruit(s) will make a path and allow the flag detail to complete their duties. If the flag detail is carrying the flags, the recruit(s) will come to attention and allow the flag detail to pass by.

F. All recruits who are in the immediate area when the flag detail commander commands “ATTENTION TO COLORS” will stop whatever they are doing and face the flag pole. If the recruit is in business attire he/she will put their right hand over their heart or if the recruit is in uniform he/she will salute with their right hand at the command of “PRESENT ARMS.”

V

ACADEMY UNIFORM REGULATIONS & EQUIPMENT

“OUTSIDE SHOW IS A POOR SUBSTITUTE FOR INNER WORTH”

-

-

-

-

-

-

-

-

-

-

ACADEMY UNIFORM REGULATIONS

ALL UNIFORMS WILL BE WORN IN CONFORMANCE WITH THE DEPARTMENT UNIFORM MANUAL, EXCEPT AS OTHERWISE DIRECTED BY THE ACADEMY STAFF.

UNIFORM

A. Uniform will be neat, clean and properly tailored. All buttons on uniform shirt will be buttoned at all times except for the collar button. Military creases are required on all shirts. Uniform shirt is to be tucked tightly in trousers so as not to produce a blouse (shirt stays recommended)

B. Trousers shall be properly tailored and pressed. Pockets shall be buttoned and free from items that produce an obvious bulge.

C. Trouser belt shall be dyed black and highly polished. The end of the belt shall point the recruit's left and the belt buckle shall align with the overlay flaps of the trousers and shirt creating a straight line ("Gig Line") down the center of the recruit's uniform.

D. Class B uniform shirt will be worn without Sheriff's Department or participating agency shoulder patches or cloth badge. Uniform shirt will only display a name tape over the recruit's right breast pocket and will not contain a badge holder

E. Only the senior class will wear shoulder patches and cloth badge once they have completed their "Colors Run."

F. Every recruit will carry a pen and mechanical pencil in the recruit's left breast pocket. They will be under the pocket flap and will not be visible. A thin pad of paper will be carried so as not to produce an obvious bulge. A handkerchief may be carried in the left rear pants pocket.

G. Socks shall be black, heavy duty cotton with no ornamentations.

H. Shoes shall be plain black leather lace that will take a good water shine and containing no ornamentation. Patent leather and “corform/corfam” type shoes shall not be worn.

1. Uniform shoes shall not be worn with civilian attire.

I. Uniform jackets shall be clean, pressed and properly tailored with pockets buttoned at all times. Pockets shall be free from all items that produce a bulge or protrusion. The jacket will be zipped up at all times with the zipper even with the top of the pockets.

J. Shooting ribbons will be worn on Class A and B uniform shirts only. Ribbons shall be worn centered on the left breast pocket along the top seam. Ribbons are a privilege earned during training and authorization to wear them must be obtained from the Ramrod.

K. Clothing bag (not transparent) to be used for carrying uniforms to and from the Academy.

L. Rain equipment, jacket and physical training uniform shall be available at the facility on all training days.

M. Wedding bands are the only jewelry items allowed to be worn by recruits.

N. All recruits with tattoos which are visible while wearing a short sleeve uniform shirt are required to wear a long sleeve uniform shirt to cover the tattoo.

CLASS A UNIFORM FORMAL INSPECTIONS (GRADUATION)

Inspections are intended to instill personal and group pride, while fostering attention on cleanliness and neatness of dress and equipment. Inherent in inspections is the development of a proper mental attitude resulting in a disciplined response to individual and group actions.

A. Class A uniform will follow the uniform regulations as previously explained except for the following:

1. Necktie - Will only be worn for honor guard and ceremonial occasions. Uniform shall be clean and free from wrinkles. Must be “break-away” or “clip-on” type and conceal the top collar button of the uniform shirt. The length of the necktie should not hang below the top edge of the sam brown.

2. Tie Bar - Shall be highly polished and free from smudge or fingerprints and worn even with the top of the shirt pockets. Tie Bar shall not exceed width of the tie.

a. Necktie and Tie Bar are only worn with long sleeve Class A uniform shirt.

3. Badge - Shall be clean and free from fingerprints and worn on Class A shirt at all times. Do not remove protective plastic coating from the Sheriff’s Department badge.

4. Name Plate - Shall be highly polished and free from smudge or fingerprints. The metal name plate shall be worn with the top edge centered, parallel and even with the second border seam (lower seam) of the right breast pocket. (Participating agencies wear their name plates according to their department’s regulations)

GUN BELT

"Sam Brown" is for male recruits while the "Sally Brown" is for female recruits. The only difference between the two is that the "Sam Brown" gun belt is wider. Both gun belts are assembled the same and shall be kept clean and polished.

A. The following items shall be placed on the belt in the following order:

1. OC spray holder

2. Gun holster

3. Handcuff cases (2)

4. Key holder - Only items carried on the key holder will be a black whistle on one ring and a handcuff key on another ring.

5. Radio holder

6. Baton holder

7. Magazine case

8. Metal buckle

B. There are four (4) belt keeper straps which come with the gun belt. These straps are used to hold the gun belt in place by securing the gun belt to the trouser belt. The straps shall be fastened with the snaps in the downward position.

1. The four (4) keeper straps shall be placed in the following locations:

a. one keeper strap shall be in between the OC spray holder and gun holster.

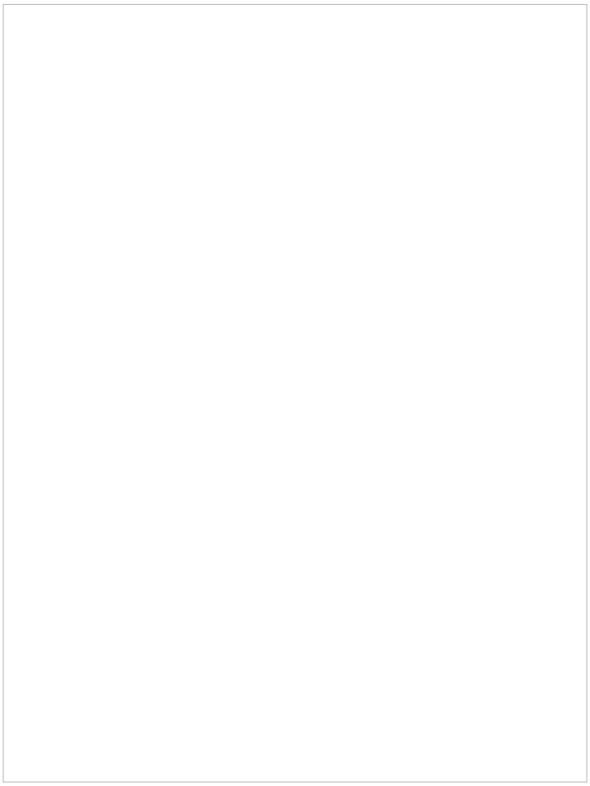
b. one keeper strap shall be in between the baton holder and magazine case.

c. two keeper straps shall be in the middle of the lower back separating the two handcuff cases.

GUN BELT FOR RIGHT HANDED

GUN BELT FOR LEFT HANDED

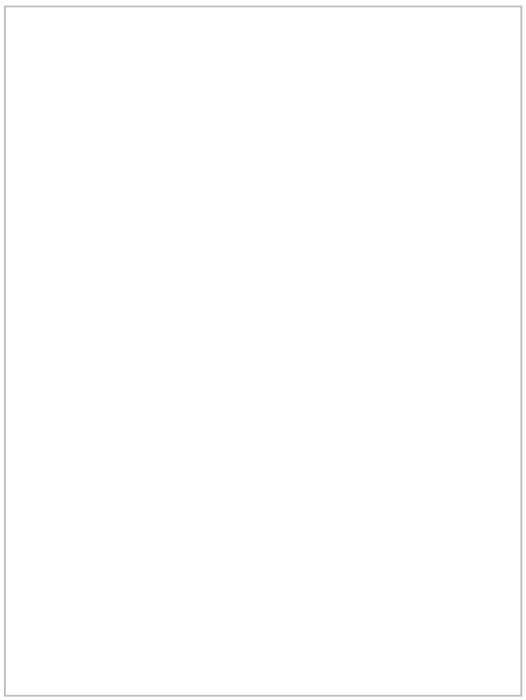
Uniform without gun belt (“Gig Line”) Class B uniform without patches.

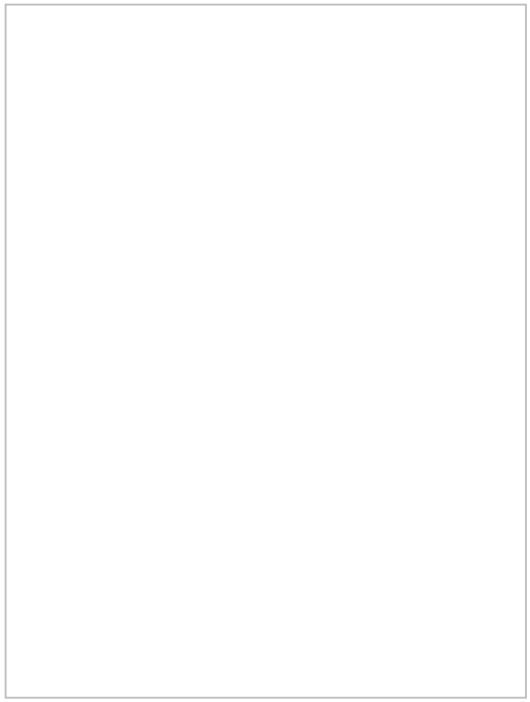


FULL AND COMPLETE PHYSICAL TRAINING (PT) ATTIRE

-

-





-

~~FULL AND COMPLETE PHYSICAL TRAINING (PT) ATTIRE~~

-

-

-

-

-

-

~~FULL AND COMPLETE PHYSICAL TRAINING (PT) ATTIRE~~

———

-

-

-

———Recruits will wear their sweatshirt and sweat

pants overtop their t-shirt and shorts until

———commanded to remove them.

When recruits are wearing their PT t-shirts and shorts, they must cover any tattoos which are visible. Recruits can wear a white long sleeve spandex type shirt under their t-shirt to cover the tattoos on their arms. Tattoos on the legs may be covered by black spandex type pants or at the direction of your Staff.

———NOTE: Recruits will also wear this attire along with their gun belt during Defensive Tactics (DT) training unless otherwise instructed by the staff.

RECRUIT CHECKLIST

On persons (business attire)

- Professional business attire
- Dress shoes
- Water bottle
- Pocket notebook with pen & pencil

Stat Code/Radio Code book

- Name badge

Briefcase

- Binder with paper (8 ½" x 11" college ruled)
- Pencils, pens and highlighter
- Penal & Vehicle code books

Notebook

- Study guide (LD book)
  - Recruit Training Manual

Garment Bag

- 3 sets of class B uniforms (with name tape only)
- 1 complete class B uniform (with patches, cloth badge & name tape)

War Bag

- 2 plain white t-shirts

- 2 compression shorts
- 3 PT shorts
- 3 PT t-shirts with last name
-
-

- 2 PT sweats with last name

- 2 pair of white ankle socks
- 1 extra pair of dress socks
- Shirt stays
- Soap & towel
- Hand wraps & mouthpiece
- Bag gloves
- Flashlight
- Wristwatch
- Gun belt
- OC spray & baton
- Handcuffs (2 sets)
- Class B shoes
- Gym shoes (for Defensive Tactics)
- Jacket, rain gear, and safety traffic vest
- Firearm with locking case

<u>SUGGESTED ITEMS FOR LOCKER</u>

- Extra pair of black and gym sock
- Lint removing tape or brush
- Sewing kit with extra buttons
- Nail clippers to cut small threads
- Extra set of underwear
- Shoe shine kit
- Extra laces for dress and PT shoes
- Toothbrush and paste
- Razor and shaving cream
- Personal grooming items
- Extra PT gear & towel

Range Bag

- Eye & ear protection
- Gun cleaning kit
- Snap caps & dummy rounds

VI

DRILL, CEREMONIES, FORMATIONS AND INSPECTIONS

"FAILING TO PREPARE IS PREPARING TO FAIL"

DRILL AND CEREMONIES

This section presents principles and techniques for Los Angeles County Sheriff's Department drill and ceremonies. The objective is to develop a command voice and individual and unit pride.

A. Drill consists of certain precision movements by which a unit is moved in an orderly manner, from one formation to another, or from one place to another. Each member of the unit does his/her part with exactness, so that on command the formation moves instantly, smartly and smoothly. The members of the class are trained to stand, step off, march, halt and to handle their service weapon smoothly as individuals and in unison as members of the formation.

DRILL COMMANDS

A drill command is an oral order from a unit leader. The leader gives all the commands to his/her unit. Most drill commands have two parts: 1) the preparatory command and 2) the command of execution.

Neither of these parts are actually a command by itself, but together they complete one order which obtains the desired response from the formation.

The preparatory command states the movement or formation to be carried out and mentally prepares the individual for its execution. Example: In the command "**FORWARD, MARCH**", the preparatory command is **FORWARD**. The command of execution tells when the movement is to be carried out. In "**FORWARD, MARCH**", the command of execution is **MARCH**.

In some commands, the preparatory command and the command of execution are combined, for example: "**FALL IN**", "**AT EASE**", and "**REST**". These commands are given without inflection and at a uniformly high pitch and loudness comparable to that of a normal command of execution. In some instances there may not be a preparatory command, such as in commanding the class to "**SEAT**". In these instances the word "**CLASS**" will be used; i.e., "**CLASS, SEATS**" or "**CLASS, HALT**".

This supplemental preparatory command is not always necessary, such as in "**CLASS**, **FORWARD MARCH**" as "**FORWARD**" is the preparatory command. The unit leader or class sergeant faces the formation when giving commands.

To revoke a preparatory command that he/she has given, the unit leader gives the command "**AS YOU WERE.**" This instructs the persons commanded to return to whatever they were doing prior to the initial command.

-

———VOICE CONTROL

The loudness of a command is adjusted to the number of recruits in the formation. Normally, the unit leader or class sergeant places himself/herself centered on the unit. He/she speaks while facing his/her unit so that his/her voice reaches all the recruits.

INFLECTION

Inflection is the rise and fall in pitch of the voice. When giving a preparatory command it should be delivered in a sharper tone and in a slightly higher pitch than the last syllable of the command of execution. It must have plenty of snap. The best way to develop a command voice is to practice commands.

In some commands, such as "**FALL IN**" and "**FALL OUT**" the preparatory command and command of execution are combined. Give these commands without inflection and a uniformly high pitch and loudness comparable to that for a normal command of execution.

SNAP

Snap is that extra quality in a command that demands immediate response. It expresses confidence, alertness, decisiveness and complete control of yourself and the situation.

CADENCE

Cadence in commands means a uniform and rhythmic flow of words, the interval between commands is generally of uniform length for any given unit. This is necessary so that everyone in the formation will be able to understand the preparatory command and will know when to expect the command of execution. For the unit while marching, the best interval of time is that which allows one step to be taken between the preparatory command and the command of execution. For example:

one	two	three
CLASS		**HALT**

The same interval is best for commands given at the Halt. For example:

one	two	three
RIGHT		**FACE**

Longer commands, such as "**BY THE RIGHT FLANK, MARCH**" must be started so the preparatory command will end on the proper foot and leave a full count between the preparatory command and the command of execution.

POSITION OF ATTENTION

A. To come to attention, bring your heels together on the same line.

B. Turn your feet out equally forming an angle of 45 degrees.

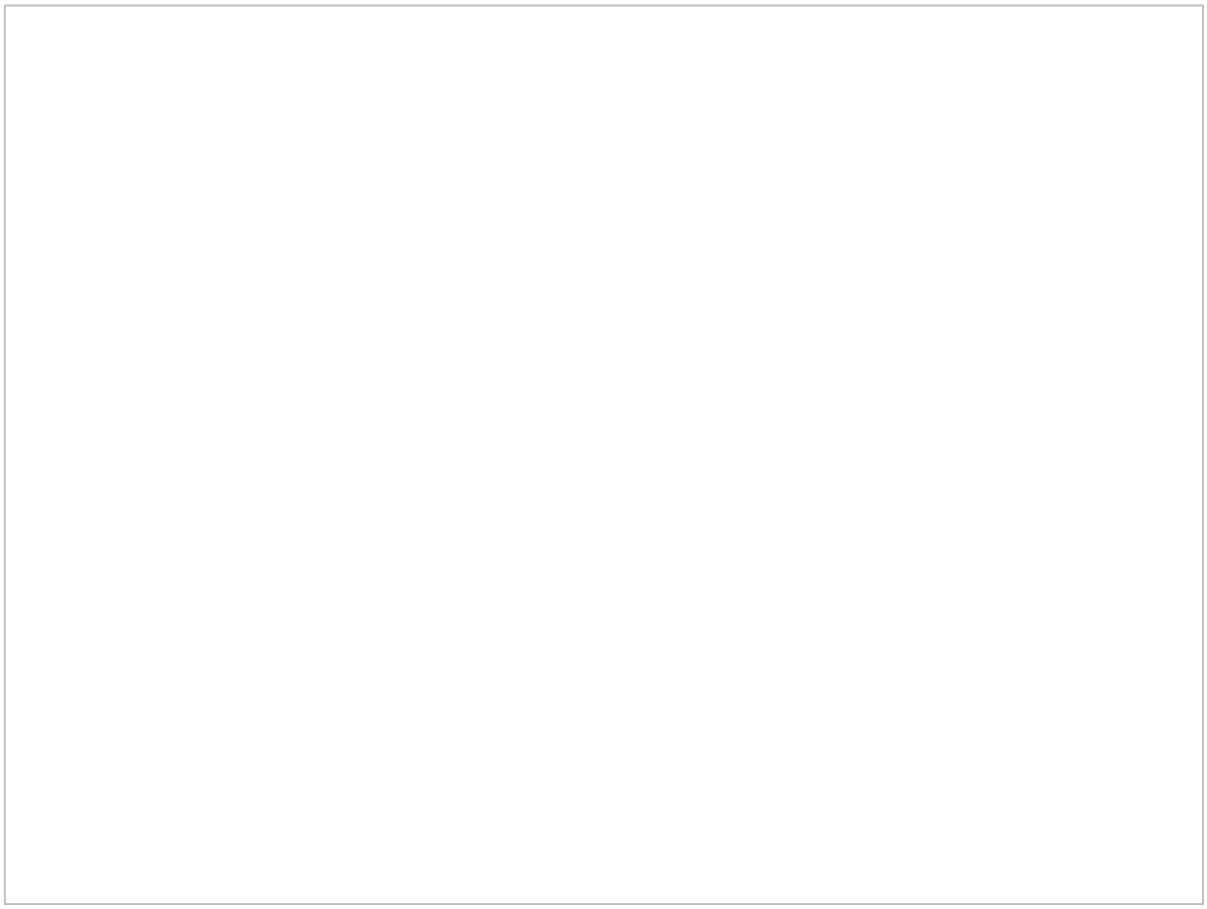
C. Keep your legs straight without stiffening or locking your knees.

D. Hold your body erect with your hips level, chest lifted and arched, your shoulders square and even.

E. Let your arms hang straight without stiffness along your sides, with the palms of your hands turned inward, your fingers curled so that the tips of your fingers touch the palms of your hands. Keep your thumbs along the seams of your trousers.

F. Keep your head erect and hold it squarely to the front with your chin drawn in so that the axis of your head and neck are vertical. Look straight to the front.

G. Rest the weight of your body equally on the heels and the balls of your feet.



REST AT THE HALT

At the command "**PARADE, REST**" move your left foot 12 inches to the left of your right foot. Keep your legs straight so the weight of your body rests equally on the heels and the balls of your feet. At the same time, place your arms behind your back with your hands extended and joined, interlocking your thumbs so that the palm of your right hand is outward. Hold your head and eyes at the position of attention. Remain silent and do not move.

At the command "**PARADE, REST**" move your left foot 12 inches to the left of your right foot. Keep your legs straight so the weight of your body rests equally on the heels and the balls of your feet. At the same time, place your arms behind your back with your hands extended and joined, interlocking your thumbs so that the palm of your right hand is outward. Hold your head and eyes at the position of attention. Remain silent and do not move.

At the command "**AT EASE**", keep your right foot in place. You may talk and move.

- "**AT EASE**" may be commanded from the position of attention or parade rest.

In resuming the position of attention from at ease take the position of parade rest at the preparatory command of **"SQUAD**", "**PLATOON**", "**DETAIL**" or "**CLASS.**" At the command "**ATTENTION**", assume that position.

At the command "**FALL OUT**", given from attention only, you may leave your position in the formation but remain in the immediate are. Resume your former place in the formation at the position of attention on the command "**FALL IN**".

FACING RIGHT AT THE HALT

The command is "**RIGHT FACE**". This is a two-count movement. The preparatory command is "**RIGHT**". The command of execution is "**FACE**".

At the command "**FACE**", slightly raise your left heel and right toe and turn 90 degrees to the right, pivoting on your right heel, assisted by a slight pressure on the ball of your left foot for the first count. Then come to attention for the second count. Hold your arms as if you were at attention when executing this movement.

FACING LEFT AT THE HALT

The command is "**LEFT FACE**". This is a two-count movement. The preparatory command is "**LEFT**". The command of execution is "**FACE**".

At the command "**FACE**" slightly raise your right heel and left toe and turn 90 degrees to the left, pivoting on your left heel, assisted by a slight pressure on the ball of your right foot for the first count. Then come to attention for the second count. Hold your arms as if you were at attention when executing this movement.

FACE TO THE REAR

The command is "**ABOUT FACE**". At the command "**FACE**" move the toe of your right foot back to a position touching the ground one-half the length of your foot to the rear and slightly to the left of your left heel. Raise your left toe and spin 180 degrees to the right, pivoting on the left heel and right toe. When you come to a half, you will be standing at attention with your feet spread at a 45 degree angle. Hold your arms at attention when exercising this movement.

HAND SALUTE OR PRESENT ARMS

The command is "**PRESENT ARMS**". On the command "**ARMS**" raise your right hand and arm in the most direct manner until the tip of your middle finger touches your right eyebrow. Keep your fingers and thumb extended and joined, your forearm, wrist and hand straight, and your upper arm horizontal. This type of salute is only done when in uniform otherwise you place your right hand over your heart. On the command, "**ORDER ARMS**" drop your right hand in the most direct manner to your side as in the position of attention.

MARCHING

When executed from a halt, all steps and marching, except right step, begin with the left foot. For

movements involving a turn while marching, the command of execution is given on the foot in the direction of the turn.

MARCHING WITH A THIRTY-INCH STEP AT QUICK TIME

To march with a thirty-inch step in the cadence of quick time of normal marching, the command is "**FORWARD MARCH**". At the command "**FORWARD**", shift the weight of your body to your right leg without noticeable movement. At the command "**MARCH**" step off with your left foot and march straight forward with 30 inch steps without stiffness or exaggerating your movements. Swing your arms easily in the natural arcs, six inches straight to the front and three inches to the rear of the seams of your trousers. Keep your arms straight without stiffness, your fingers curled as in the position of attention and just clearing your trousers when swinging.

To halt from quick time, the command is "**SQUAD**", "**PLATOON**", "**DETAIL**", or "**CLASS, HALT**", given as either foot strikes the ground. At the command of execution, take one more step and then bring your rear foot alongside the stationary foot as in the position of attention, halting in two counts.

MARCHING WITH A FIFTEEN-INCH STEP (HALF STEP)

To march with a fifteen-inch step, the command "**HALF STEP, MARCH**" is given on either foot and only while marching at quick time. At the command "**MARCH**" take one more 30-inch step, and then take 15-inch steps in the cadence of quick time. Allow your arms to swing naturally.

To resume the 30-inch step, the command "**FORWARD, MARCH**" is given as either foot strikes the ground. At the command of execution, take one more 15-inch step, and then step off with a full 30-inch step.

MARCHING IN PLACE

To march in place at quick time, the command "**MARK TIME, MARCH**" is given as either foot strikes the ground while marching at quick time or at half steps.

When marching at quick time or half step, and the command "**MARK TIME, MARCH**" is given, take one more step after the command of execution, plant the trailing foot alongside your stationary foot and march in place. Raise each foot alternately, approximately two inches off the ground, executing the movement in quick time. Allow your arms to swing naturally.

The command "**FORWARD, MARCH**" is given to resume marching with the 30-inch step. Take one more step in place and then step off with a full step. This command is given as either foot strikes the ground.

The halt from mark time is executed similarly to the halt from quick time.

-

-

MARCH TO THE RIGHT OR LEFT (12-INCH STEP)

The command "**RIGHT STEP, MARCH**" is given only from the halt. On the command "**MARCH**" slightly bend your right knee and raise your right leg only enough to allow freedom of movement. Place your right foot 12-inches to the right of the left foot and then move the left foot, keeping your left leg straight to a position alongside the right foot as in the position of attention. Continue this movement in the cadence of quick time, keeping your arms by your sides until the command "**HALT**" is given.

To "**HALT**" from the right or left step, the preparatory command is given when the heels are together, and the command of execution (**HALT**) when the heels are together the next time. The halt from the right or left step is executed in two counts. On the command "**HALT**" take one more step with your right foot and place your left foot alongside the right, in the position of attention. Reverse the procedure for left step.

TO MARCH IN THE OPPOSITE DIRECTION

The command "**TO THE REAR MARCH**" is given as the right foot strikes the ground and only while marching at quick time.

At the command of execution, take one more step with your left foot, pivot on the balls of both feet, turning 180 degrees to the right and step off with the left foot in the new direction. The pivot takes a full count. Hold your arms at your sides while executing the movement.

TO CHANGE STEPS

The command "**CHANGE STEP, MARCH**" is given as the right foot strikes the ground, while marching at quick time.

At the command of execution, take one more step with your left foot, then in one count, place your right toe near the heel of your left foot (the result is one skip) and step off again with your left foot.

-

-

-

COLUMN MOVEMENTS FROM A HALT

The command "**COLUMN RIGHT, MARCH**" from a halt is executed by stepping off one pace with the left foot and pivoting to the right on the ball of the left foot and step off in the indicated direction with your right foot, execute the pivot and the step in one count and continue marching in the new direction.

The command "**COLUMN LEFT, MARCH**" from a halt is executed by stepping with the left foot, followed by a 30-inch step with the right foot. Then pivoting to the left on the ball of the right foot, step off in the indicated direction with the left foot.

COLUMN MOVEMENTS FROM A MARCH

The command is "**COLUMN RIGHT (COLUMN LEFT, COLUMN HALF-RIGHT, OR COLUMN HALF-LEFT), MARCH**". The base element during the turn is the squad on the flank in the direction of the turn. The pivot man for the movement is the first man in the base squad.

When marching, the command of execution is given on the foot in the direction of the turn. At the command "**MARCH**" the pivot man faces to the right (left) in marching and steps out one full step with his/her right (left) foot in the direction of the turn. Then he/she half steps. When other members of his/her rank are abreast, he/she resumes the full step. Other members of the leading rank, twice oblique to the right (left) without changing interval and place themselves abreast of the pivot man and conform to his/her step. They execute the first oblique at the command of execution. The second oblique is executed when opposite their new line of march so that when the oblique is completed they will be marching toward the new front with proper interval. Ranks in rear of the leading rank execute the movement on the same ground and in the same way as the heading rank.

DOUBLE TIME THIRTY-SIX INCH STEPS (RUNNING)

The command "**DOUBLE TIME, MARCH**" is given from a halt or as either foot strikes the ground while marching in quick time.

When double time is given from a halt, shift the weight of your body to your right leg without noticeable movement. At the command "**MARCH**" raise your forearms to a horizontal position with your fingers and thumbs closed, knuckles out and step off with your left foot. Continue to march with 36-inch steps in an easy jog at the cadence of double time. Let your arms swing naturally straight to the front and rear, but keep your forearms horizontal.

When marching at quick time and the command "**DOUBLE TIME, MARCH**" is given, take one more 30-inch step and step off with your trailing foot in double time as instructed above.

To resume quick time from double time, the command "**QUICK TIME, MARCH**" is given as either foot strikes the ground. At the command of execution, take two more steps then resume quick time, dropping your arms to your sides.

To halt from marching double time, at the command of execution "**HALT**" take two more double time steps, then drop your arms and halt in two counts in the cadence of quick time.

ROUTE STEP

The command "**ROUTE STEP, MARCH**" is given at either quick time or double time and is commanded when marching in cadence is not practical due to rough terrain or other circumstances. Prescribed intervals and distances will be maintained.

FORMATIONS

Every morning the class will fall into formation on the grinder for the morning report. Unless otherwise dictated by the training schedule for the day, the class will fall into a PLATOON FORMATION.

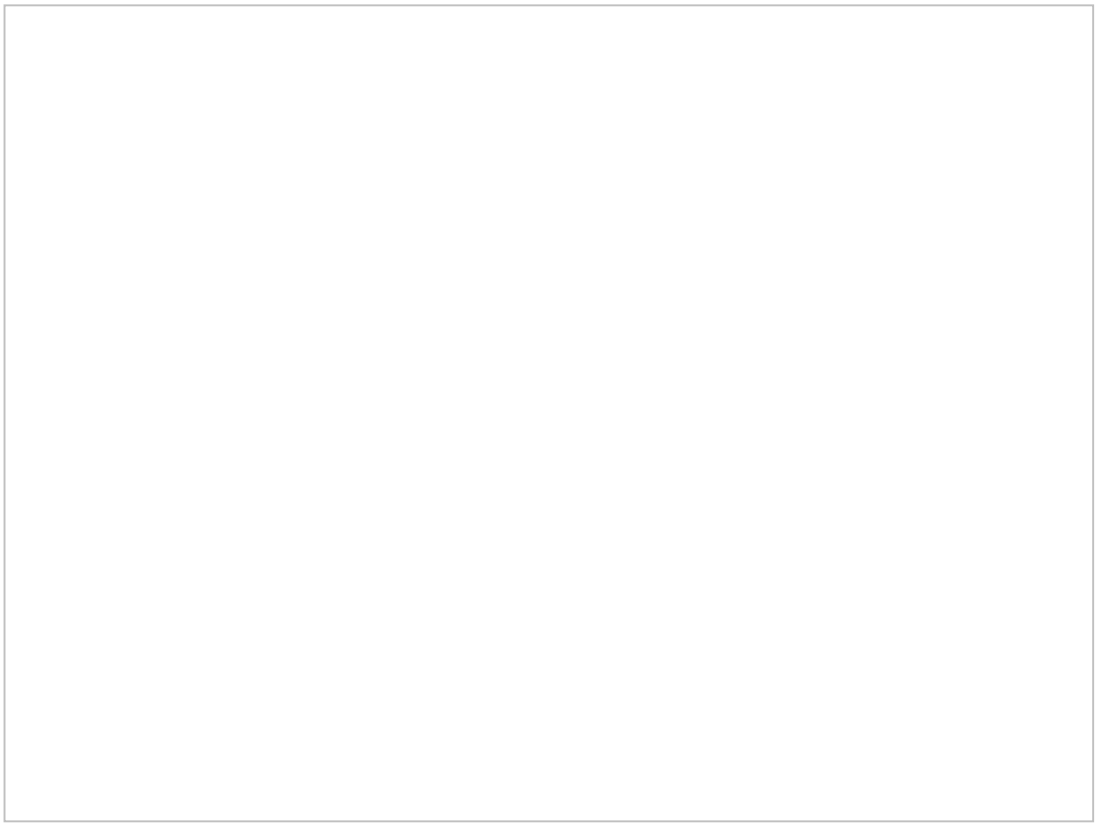
A. PLATOON FORMATION

1. Each platoon will have 4 squads (rows).

a. Each squad leader (the recruit furthest to the right) will be the tallest recruit in his/her squad with the first squad leader being the tallest.

- The distance between squads is determined by the 2nd, 3rd and 4th squad leaders extending their right arm forward, fingers joined and extended, palm down. The fingertips of the squad leader should just touch the back of the squad leader in front of them. The first squad leader is the base element of the formation.

b. The platoon should descend from tallest to shortest recruit from right to left with the first squad being the tallest recruit in his/her rank (column). **NOTE: every recruit should be taller than the recruit behind them and to the left of them.**



—

c. The interval (distance from shoulder to shoulder) is determined by each recruit, except the recruit furthest left (LEFT FLANK) of each squad, places their left hand on his/her left hip

with the elbow in line with their body (rest the heel of the palm on the hip with fingers extended, joined and pointed down). Each recruit, except the squad leader, turns his/her head to the right and aligns himself/herself (using side shuffle steps) so their right arm touches the elbow of the recruit to his/her right. Once the interval is determined return to the position of attention.

1. This is considered CLOSE INTERVAL.

2. Platoon sergeants are positioned three (3) paces forward, centered and facing away from the platoon once the platoon is at the position of attention.

3. There shall be three (3) paces separating each platoon. First squad leader of each platoon paces the interval from the last person in the first squad of the platoon to his/her right. The first squad leader of the first platoon is the base element for the entire formation.

4. Class sergeant is positioned six (6) paces forward, centered and facing the class.

5. Guidon (if applicable) is positioned approximately one (1) pace to the rear of and approximately 30 inches left of the class sergeant.

B. PHYSICAL TRAINING (PT) / DEFENSIVE TACTICS (DT) FORMATION

This formation will be used on the grinder or on the PT field for stretching and/or calisthenics or in the gymnasium for DT instructions.

1. Each platoon will be in two (2) columns.

2. Tallest recruits in the front descending down to shortest recruits in the rear of each column.

3. The platoon sergeant takes the first position of the first column (from right to left) regardless of height.

4. The interval between ALL columns is two (2) paces from the column to the right and two (2) paces to the rear of the recruit in front. The first platoon sergeant is the base element of this formation.

5. The class sergeant is forward, centered and facing the class.

C. MARCHING FORMATION

1. This formation will consist of the entire class in four (4) columns. The column furthest to the right is the 4th squad and the base element. The formation aligns and covers based on this element.

a. Align - making sure your shoulders are abreast and in line with the shoulders of the recruit to your right.

b. Cover - making sure you are directly behind the recruit in front of you.

2. The first recruit n each of these columns is designated as the squad leader.

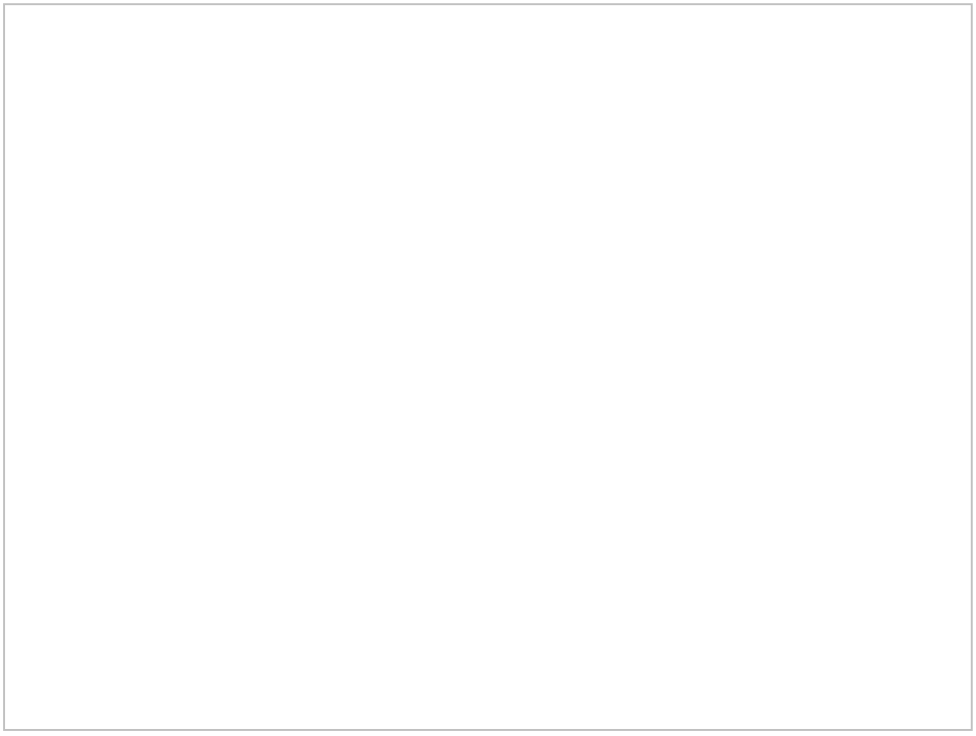
Squads are numbered 1-4 from left to right.

3. The rest of the class fills in behind the four squad leaders in tallest to shortest descending order from left to right. **NOTE: every recruit should be taller than the recruit behind them and the recruit to their right.**

4. The distance between recruits (back to chest) should be 40 inches throughout the formation.

5. The class is at the position of attention while in formation waiting for direction from the unit leader.

6. When marching the class, the unit leader will center himself/herself six paces from the left side of the formation.



~~a. Align - making sure your shoulders are abreast and in line with the shoulders of the recruit to your right.~~

~~b. Cover - making sure you are directly behind the recruit in front~~

~~2. The first recruit in each of these columns is designated as the squad leader. Squads are numbered 1-4 from left to right.~~

~~3. The rest of the class fills in behind the four squad leaders in tallest to shortest descending order from left to right.~~ **~~NOTE: every recruit should be taller than the recruit behind them and the recruit to their right~~**~~.~~

~~4. The distance between recruits (back to chest) should be 40 inches~~

~~throughout the formation.~~

~~5. The class is at the position of attention while in formation waiting for direction from the unit leader.~~

~~6. When marching the class, the unit leader will center himself/herself six paces from the left side of the formation.~~

D. RUNNING FORMATION

1. The same as marching formation but in reverse. The shortest recruit in the

~~class is the leadcclass is the~~ leader of column one ascending to the tallest recruits at the rear of the formation.

INSPECTION

Inspection is used to instill pride in the recruits as individuals and as a platoon. Throughout the Academy training program the staff will conduct random inspections to ensure the recruit's uniform appearance, grooming standards and weapon manipulation is in accordance with Department guidelines.

A. While in platoon formation the Executive Recruit Training Officer will advise the class sergeant "**PREPARE FOR INSPECTION**". The class sergeant will take two steps forward, execute an about face and command "**PLATOON SERGEANTS, PREPARE YOUR PLATOONS FOR INSPECTION**".

B. On command, platoon sergeants will take two (2) steps forward, execute an about face and command in platoon order (1st platoon, 2nd platoon, 3rd platoon,...etc.), " **#_____ PLATOON OPEN RANKS, MARCH**"

C. On command "MARCH," the **first squad** of the platoon will take two (2) 30-inch steps forward. The **second squad** will take one (1) 30-inch step forward. The **third squad** will stand fast and the **fourth squad** will take two (2) fifteen-inch steps to the rear (leading with the left foot). All squads will come to CLOSE INTERVAL, DRESS RIGHT DRESS after taking their respective steps.

D. The platoon sergeant will verify the alignment of the platoon by sighting down each squad from the squad leaders side of the formation (RIGHT FLANK). He/she will do so with sharp facing movements.

1. If the platoon sergeant needs to align a recruit in the formation he/she will do so as follows:

Ex. "**FIRST SQUAD RECRUIT _____ MOVE FORWARD A HALF STEP**"

2. After alignment verification the platoon sergeant marches three (3) paces in front of the first squad leader, halts, faces left and commands " **#_____ PLATOON, READY, FRONT**", at which point platoon members lower their arms and face head and eyes to the front. The platoon sergeant follows with the command **"COVER"** at which point members of the 2nd, 3rd, and 4th squads cover down directly behind the person in front of them.

3. Upon commanding the platoon, the platoon sergeant immediately takes two (2) paces forward, halts and executes a right face, (the platoon sergeant shall be three (3) paces in front of the first squad leader).

E. When all platoons are ready for the inspection the class sergeant will face about and report to the Executive Recruit Training Officer "**SIR/MA'AM CLASS #_____, STANDING BY FOR INSPECTION, SIR/MA'AM**". The Executive Recruit Training Officer will inspect the class sergeant.

F. At this time, the platoon staff instructors will approach the platoon sergeants. The platoon sergeant will report "**SIR/MA'AM #_____ PLATOON IS STANDING BY FOR INSPECTION, SIR/MA'AM**".

G. After inspecting the platoon sergeant, the staff instructor will direct the platoon sergeant to accompany him/her while inspecting the platoon and record all information relative

to the inspection.

1. When asked a question during inspection, the recruit will repeat the question in the form of a statement prior to giving the answer.

Ex. "**SIR/MA'AM, THE ELEMENTS OF BURGLARY ARE ____**"

Ex. "**SIR/MA'AM, THE SERIAL NUMBER OF MY WEAPONS IS _____**"

H. Upon the completion of the class inspection, the class sergeant will bring the class to attention (if needed) and command "**CLASS #_____, CLOSE RANKS, MARCH**"

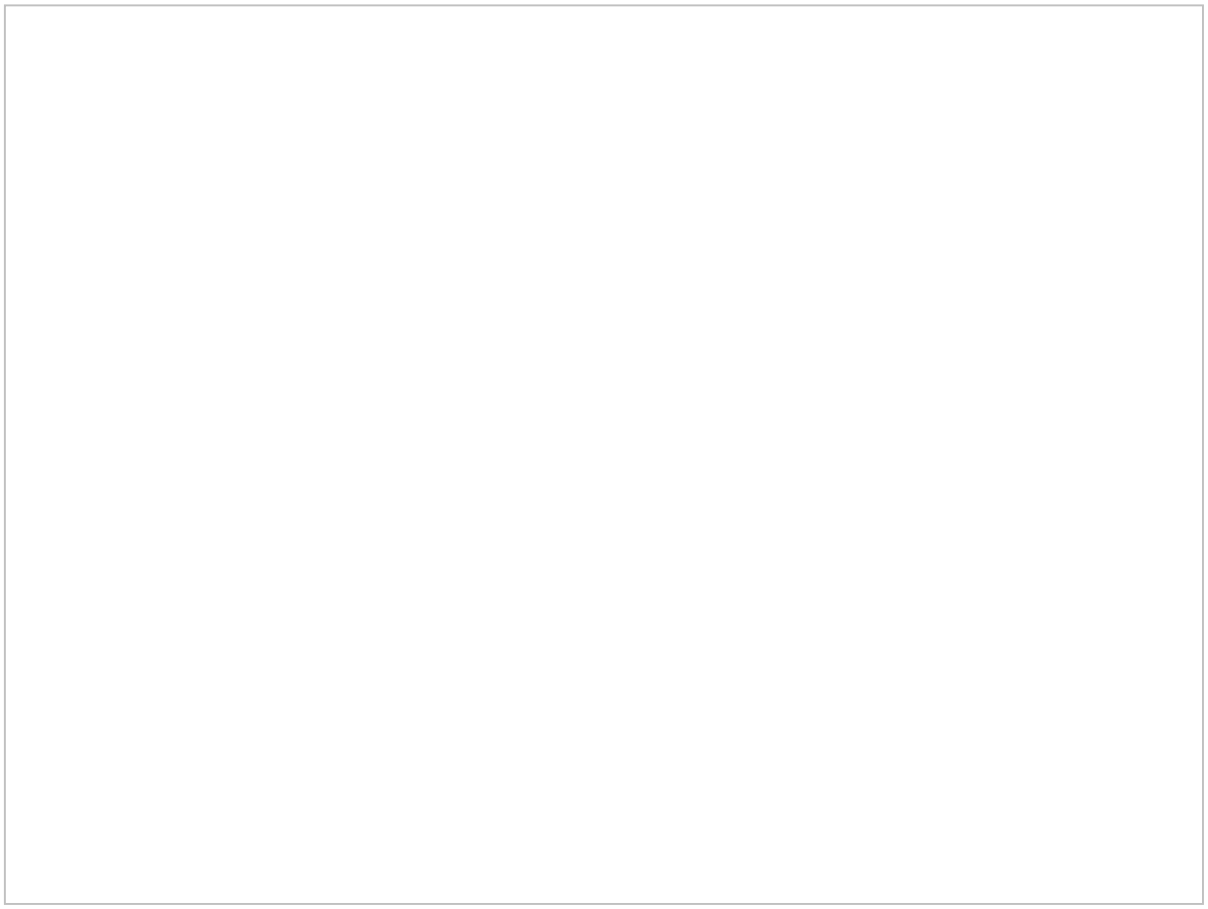
I. Upon command, the first squad of each platoon will stand fast. The 2nd, 3rd, & 4th squads will take one, two or three 30-inch steps forward respectively.

WEAPONS INSPECTION

May be executed one squad at a time, by platoons or en masse. Ensure there is no magazine in the magazine well prior to executing the command. This can safely be done, if needed, while the firearm is secured in the holster by simply pressing the magazine release button. The command is "**INSPECTION,** (pause) **ARMS**". It involves several movements which are executed quickly and smoothly. It shall be executed only when halted at the position of attention with weapon in holster.

A. At the preparatory command, "**INSPECTION**", the recruit will unsnap their holster strap and grasp the butt of their weapon with their gun hand. DO NOT REMOVE THE WEAPON FROM THE HOLSTER.

B. At the command of execution, "**ARMS**", draw the weapon from the holster and raise your gun, gun barrel approximately 6" from you chin and pointing 45 degrees to your non-gun side. KEEP YOUR FINGER OFF THE TRIGGER.



C. Without moving the muzzle in any other direction, grasp the slide with the thumb and fingers of your non-gun hand and lock the slide to the rear. Drop the non-gun hand back to the position of attention.

D. If magazines are in the magazine pouches, with your non-gun hand, unsecure the snaps and remove the magazines. Manipulate in a manner that the open ports of the magazines are facing upward.

~~A. At the preparatory command, "**INSPECTION**", the recruit will unsnap their holster strap and grasp the butt of their weapon with their gun hand. DO NOT REMOVE THE WEAPON FROM THE HOLSTER.~~

~~B. At the command of execution, "**ARMS**", draw the weapon from the holster and raise your gun hand to a position level with and six (6) inches in front of your gun side shoulder. KEEP YOUR FINGER OFF THE TRIGGER AND MUZZLE POINTED UP.~~

C. Without lowering the muzzle, grasp the slide with the thumb and fingers of your non-gun hand and lock the slide to the rear. Drop the non-gun hand back to the position of attention.

D. Inspect the chamber to ensure a fully unloaded weapon. Smartly return the hand to the gun side shoulder position.

E. When the staff instructor takes possession of the weapon, the recruit will release the weapon and drop their gun hand to the position of attention. When the weapon is handed back, it will be grasped firmly by the recruit's gun hand and held at the position of inspection.

F. Once all weapons have been inspected, the command "**ORDER,** (pause) **ARMS**" will be given.

G. At the preparatory command, "**ORDER**", recruits shall activate the slide release with the thumb of their gun hand.

H. At the command of execution, "**ARMS**", the recruit shall bring the weapon down into the holster with his/her thumb on the hammer and button the holster strap. Once the weapon is secured in the holster, return to the position of attention.

AT NO TIME SHALL LIVE AMMUNITION OR A MAGAZINE BE LOADED INTO THE FIREARM

OUTSIDE OF RANGE TRAINING.

-

-

-

-

-

-

-

-

-

-

-

-

-

VII

RANGE RULES

"MOVE ONLY AS FAST AS YOU CAN ACCURATELY SHOOT"

RANGE RULES AND PROCEDURES

A. The designated range officer at any Sheriff's range facility will enforce all rules and regulations concerning range operations.

B. Use of Sheriff's range facilities is a privilege, subject to withdrawal for failure to adhere to safety procedures or administrative controls.

C. All personnel entering a Sheriff's range facility shall carry all firearms in a safe manner, adhering to the following:

1. Auto loader pistols shall be carried either holstered or with the slide locked in the rear position and the magazine carried separately.

2. Special weapons, such as shotguns or rifles, shall be carried with the action opened when possible and all magazines or clips removed.

D. Classroom decorum and demeanor shall be maintained. When on or off the firing line, recruits shall speak softly.

E. The firing line shall not be entered until a target has been assigned.

F. Only those firearms designated as official sidearms of the shooters' law enforcement agency shall be permitted.

G. The hammer shall be cocked or the slide mechanism activated only when the weapon is pointed at the target. In no case shall the weapon be cocked while resting on the bench (BC range only).

H. Shooters shall not rest against the bench (BC range only) while firing.

I. When leaving the firing line, the weapon shall be carried in the manner set forth in

item C above.

J. The range officer may inspect any weapon or type of ammunition to ensure conformance to safety standards. The final determination as to the use of any weapon or type of ammunition rests with the range officer.

K. Sheriff's Department reloads or brass, in any quantity, shall not be removed from the range.

L. All firing shall be upon official targets supplied and/or approved by the range sergeant.

M. In case of misfire or malfunction, notify the range officer by raising your non gun hand while keeping the firearm pointed toward the target at all times.

N. The shooting card shall be properly filled out. The Academy's policy on cheating, as described in chapter I, applies at the range also.

RANGE TERMINOLOGY

1. Blade yourself to the target— This action means that you turn away from or

sideways to your target by 90 degrees. In this manner a right handed shooter would have their left shoulder closest to the target and their right shoulder farthest away from the target. Left handed shooters would be just the opposite. During this action the weapon is kept on safe with the muzzle pointed down range in front of the shooters chest or stomach area. The purpose of blading one's self to the target is to enable the shooter to lock the slide to the rear in a safe manner.

2. De-cock— The deliberate action of rotating the safety lever both down and up. This function safely drops the hammer which is cocked and in single action and brings the weapon back to a double action firing mode.

3. Drop your magazine to the ground— - –This is the action of pressing the magazine release button and allowing the magazine to fall freely to the ground. This command is often given at the end of a shooting course and is used to clear potential live rounds from the weapon.

4. Dummy rounds or snap caps— - –These items are replica bullets that are inert. These items are used for training purposes such as dry fire practice with the weapon or to skip load the magazine. Snap caps also protect the firing pin from being damaged whereas dummy rounds do not.

5. Dry fire practice— - This type of practice is used for the recruit to get a feel for the trigger. Typically when dry fire practicing, a snap cap is placed in the weapon in order to protect the firing pin.

6. Lever down —- –The deliberate action of rotating the safety lever down to put the weapon on safe.

7. Lock your slide to the rear— - –This action is conducted by pushing the slide release lever up after moving the slide to the rear. During this action the muzzle is kept pointed in a safe direction. This action is generally conducted in conjunction with blading yourself to the target.

-

_____

8. Press or chamber check— - –This action is conducted by placing your thumb on the tang area of the grip of the weapon and placing your index and middle finger on the de-cocking levers. The slide of the weapon is moved to the rear by squeezing your fingers toward your thumb. The purpose of the press check is to allow the shooter to verify that a live round is in the chamber.

9. Safely holster— - –The weapon is first placed on safe. The thumb on the hand holding the weapon goes on the rear of the hammer and the support hand guides the weapon back to the holster.

10. Scan and breathe —– Scan is the deliberate action of scanning left and right after firing a weapon. The purpose is to aide in breaking tunnel vision during or after a gunfight and to locate additional suspect(s). Breathe is to remind the shooter to control their breathing.

-

-

-

-

-

-

-

-

VIII

FORMS, CHARTS & DIAGRAMS

"LIFE SHRINKS OR EXPANDS IN PROPORTION TO ONE'S COURAGE"

PLATOON RECAP

PLATOON # _____

DATE: _____

SUBJECT: _____

#	NAME	TITLE	TITLE	TITLE	TITLE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

22

23

24

25

TITLE AVERAGE: _____ _____ _____ _____

TOTAL PLATOON AVERAGE: _____

SUBMITTED BY: _____

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT - TRAINING BUREAU E - 11

DATE: _____

REPLY BY ENDORSEMENT

TO: COMMANDING OFFICER FROM:
_____

DIRECTED BY: _____

SUBJECT: _____

EXPLANATION:
_____

_____

_____

_____

_____

SIGNED: _____

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT - TRAINING BUREAU E - 11

DATE: _____

REPLY BY ENDORSEMENT

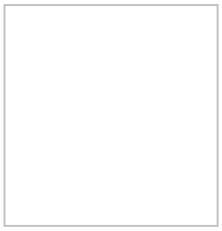
TO: COMMANDING OFFICER FROM:
_____

DIRECTED BY: _____

SUBJECT: _____

EXPLANATION:

SIGNED: _____



RECRUIT MORNING REPORT **E-12**

RECRUIT MORNING REPORT **E-12**

DATE

DATE_____

CLASS_____

CLASS_____

PLATOON_____

PLATOON_____

TOTAL LASD RECRUITS ASSIGNED
____ TOTAL LASD RECRUITS ASSIGNED_____
____

TOTAL LASD MALES ASSIGNED
____ TOTAL LASD MALES ASSIGNED__ ____

TOTAL LASD FEMALES ASSIGNED
____ TOTAL LASD FEMALES ASSIGNED_____
____

TOTAL PARTICIPATING AGENCY ASSIGNED
____ TOTAL PARTICIPATING AGENCY ASSIGNED____

TOTAL P/A MALES ASSIGNED
____ TOTAL P/A MALES ASSIGNED _____

TOTAL P/A FEMALES ASSIGNED
____ TOTAL P/A FEMALES ASSIGNED
_____

TOTAL LASD MALES PRESENT
____ TOTAL LASD MALES PRESENT _____

TOTAL LASD FEMALES PRESENT
____ TOTAL LASD FEMALES PRESENT _____
____

TOTAL P/A MALES PRESENT
____ TOTAL P/A MALES

PRESENT _____

TOTAL P/A FEMALES PRESENT
____ TOTAL P/A FEMALES PRESENT
_____

PLATOON TOTAL
____ PLATOON TOTAL
_____

CLASS TOTAL
____ CLASS TOTAL
_____

LASD ABSENTEES AND REASON ABSENT LASD ABSENTEES AND REASON ABSENT

P/A ABSENTEES AND REASON ABSENT

P/A ABSENTEES AND REASON ABSENT

RECRUITS TARDY AND REASON TARDY

RECRUITS TARDY AND REASON TARDY

LASD DETAILED RECRUITS AND LOCATION

LASD DETAILED RECRUITS AND LOCATION

PLATOON/CLASS SERGEANT SIGNATURE PLATOON/CLASS SERGEANT SIGNATURE

COOPER'S TEST ASSESSMENT SHEET / FITNESS PROFILE

Name:_____Employee #:_____Date:_____

Age:_____ Height (inches): _____ Weight (lbs): _____
Class #: _____

Fitness Component	**Test raw score**	**Current Fitness Cat.**
Cardiovascular mile run	_____	1.5
Dynamic Strength min sit-ups	_____	1

Dynamic Strength 1
min push-ups

Anaerobic Power
300 meter run

Percentile	Fitness Category	1.5 Mile run	Dynamic Strength sit ups	Dynamic Strength push ups	300 meter run (seconds)
95	Superior				
80	Excellent				
60	Good				
40	Fair				
20	Poor				
1	Very Poor				

TEST ASSESSMENT PLATOON RECAP

PLATOON
#_____
DATE:_____

Name	1.5 Mile	Sit-ups	Push-ups	300 Meter

-

-

LOS ANGELES COUNTY SHERIFF'S ACADEMY

FITNESS ASSESSMENT

RECRUIT_____
DATE_____

CLASS _____ PLATOON _____ ASSESSMENT # _____

EXERCISE	POINTS	MAX. SCORE	NUMBER COMPLETE	SCORE
PULL UPS (OVERHAND) (NO TIME LIMIT)	MAXIMUM OF 20 PULL UPS 3 POINTS EACH	60		
SIT UPS (BENT LEG) (2 MINUTES / 75 MAX)	FIRST 50 - 1 POINT EACH LAST 25 - 2 POINTS EACH	100		
MOUNTAIN CLIMBERS (2 MINUTES)	FIRST 40 - 1 POINT EACH LAST 20 - 3 POINTS EACH	100		
PUSH UPS (2 MINUTES)	MAXIMUM OF 50 PUSH UPS 1 POINT EACH	50		
1.5 MILE RUN (10 MINUTE MAXIMUM)	SEE CONVERSION CHART	140		
220 YARD DASH (28 SECOND MAXIMUM)	SEE CONVERSION CHART	50		

1.5 MILE LAP SPLITS
TOTAL SCORE _____

1. _____

2. _____

3. _____

4. _____

5. _____ RECRUIT PARTNER
_____

6. _____

FITNESS ASSESSMENT PLATOON RECAP

PLATOON #_____
DATE:_____

Name	Push-ups	Sit-ups	Mountain Climbers	Pull-ups	1.5 Mile	220 yard	Total

CONVERSION CHART FOR FITNESS ASSESSMENT

(time = points)

1.5 MILE RUN

10:00 = 140 12:10 - 12 = 96 14:22 - 24 =

52 16:34 - 36 = 8

10:01 - 03 = 139 12:13 - 15 = 95 14:25 - 27 = 51 16:37 - 39 = 7

10:04 - 06 = 138 12:16 - 18 = 94 14:28 - 30 = 50 16:40 - 42 = 6

10:07 - 09 = 137 12:19 - 21 = 93 14:31 - 33 = 49 16:43 - 45 = 5

10:10 - 12 = 136 12:22 - 24 = 92 14:34 - 36 = 48 16:46 - 48 = 4

10:13 - 15 = 135 12:25 - 27 = 91 14:37 - 39 = 47 16:49 - 51 = 3

10:16 - 18 = 134 12:28 - 30 = 90 14:40 - 42 = 46 16:52 - 54 = 2

10:19 - 21 = 133 12:31 - 33 = 89 14:43 - 45 = 45 16:55 - 57 = 1

10:22 - 24 = 132 12:34 - 36 = 88 14:46 - 48 = 44

10:25 - 27 = 131 12:37 - 39 = 87 14:49 - 51 = 43

10:28 - 30 = 130 12:40 - 42 = 86 14:52 - 54 = 42

10:31 - 33 = 129 12:43 - 45 = 85 14:55 - 57 = 41

10:34 - 36 = 128 12:46 - 48 = 84 14:58 - 00 = 40

220 YARD DASH

10:37 - 39 = 127

12:49 - 51 = 83
15:01 - 03 = 39
28.0 =50

10:40 - 42 = 126
12:52 - 54 = 82
15:04 - 06 = 38
29.0 =45

10:43 - 45 = 125
12:55 - 57 = 81
15:07 - 09 = 37
30.0 =40

10:46 - 48 = 124
12:58 - 00 = 80
15:10 - 12 = 36
31.0 =35

10:49 - 51 = 123
13:01 - 03 = 79
15:13 - 15 = 35
32.0 =30

10:52 - 54 = 122
13:04 - 06 = 78
15:16 - 18 = 34
33.0 =25

10:55 - 57 = 121
13:07 - 09 = 77
15:19 - 21 = 33
34.0 =20

10:58 - 00 = 120
13:10 - 12 = 76
15:22 - 24 = 32
35.0 =15

11:01 - 03 = 119
13:13 - 15 = 75
15:25 - 27 = 31
36.0 =10

11:04 - 06 = 118
13:16 - 18 = 74
15:28 - 30 = 30
37.0 = 5

11:07 - 09 = 117
13:19 - 21 = 73
15:31 - 33 = 29
38.0 = 0

11:10 - 12 = 116 13:22 - 24 = 72
15:34 - 36 = 28

11:13 - 15 = 115 13:25 - 27 = 71
15:37 - 39 = 27

11:16 - 18 = 114 13:28 - 30 = 70
15:40 - 42 = 26

11:19 - 21 = 113 13:31 - 33 = 69
15:43 - 45 = 25

11:22 - 24 = 112 13:34 - 36 = 68
15:46 - 48 = 24

11:25 - 27 = 111 13:37 - 39 = 67
15:49 - 51 = 23

11:28 - 30 = 110 13:40 - 42 = 66
15:52 - 54 = 22

11:31 - 33 = 109 13:43 - 45 = 65
15:55 - 57 = 21

11:34 - 36 = 108 13:46 - 48 = 64
15:58 - 00 = 20

11:37 - 39 = 107 13:49 - 51 = 63
16:01 - 03 = 19

11:40 - 42 = 106 13:52 - 54 = 62
16:04 - 06 = 18

11:43 - 45 = 105 13:55 - 57 = 61
16:07 - 09 = 17

11:46 - 48 = 104 13:58 - 00 = 60
16:10 - 12 = 16

11:49 - 51 = 103 14:01 - 03 = 59
16:13 - 15 = 15

11:52 - 54 = 102 14:04 - 06 = 58
16:16 - 18 = 14

11:55 - 57 = 101 14:07 - 09 = 57
16:19 - 21 = 13

11:58 - 00 = 100 14:10 - 12 = 56
16:22 - 24 = 12

12:01 - 03 = 99 14:13 - 15 = 55
16:25 - 27 = 11

12:04 - 06 = 98 14:16 - 18 = 54
16:28 - 30 = 10

12:07 - 09 = 97 14:19 - 21 = 53
16:31 - 33 = 09

P.O.S.T. WORK SAMPLE TEST BATTERY

RECRUIT'S NAME:
_____ EMPLOYEE #:_____

CLASS #:_____
PLATOON # _____ STAFF _____

S.S. #:_____ DATE OF PHYSICAL AGILITY TEST _____

SEX _____ DOB
_____AGE_____HEIGHT_____WEIGHT_____

EVENTS:
M/T 1ST TRIAL
2ND TRIAL POINTS

(MAXIMUM TIME)

AGILITY RUN
.22 _____
_____ _____

BODY DRAG
.12
_____
_____ _____

CHAIN LINK FENCE
.10 _____
_____ _____

SOLID WALL
.13 _____
_____ _____

500 YARD RUN
1.45 _____
_____ _____

TOTAL

SCORE
_____

MONITOR: _____

COMMENTS: _____

_____

_____

_____

P.O.S.T. WORK SAMPLE TEST BATTERY PLATOON RECAP

PLATOON #
_____
DATE:_____

Name	Agility Run	Body Drag	Chain Link Fence	Solid Wall	500 yard	Total

P.O.S.T. WORK SAMPLE TEST BATTERY CONVERSION CHARTS

-

SOLID FENCE CLIMB

(Ceonversion of time to points)

Tenths of a Second										
Seconds	**.0**	**.1**	**.2**	**.3**	**.4**	**.5**	**.6**	**.7**	**.8**	**.9**
4	224	223	221	220	218	217	216	214	213	211
5	210	208	207	206	204	203	201	200	198	197
6	196	194	193	191	190	188	187	186	184	183
7	181	180	178	177	176	174	173	171	170	

~~**7**~~	~~181~~	~~180~~	~~178~~	~~177~~	~~176~~	~~174~~	~~173~~	~~171~~	~~170~~	
8	167	166	164	163	161	160	158	157	156	154
9	153	151	150	148	147	146	144	143	141	140
10	138	137	136	134	133	131	130	128	127	126
11	124	123	121	120	118	117	116	114	113	111
12	110	108	107	106	104	103	101	100	98	97
13	96	94	93	91	90	88	87	86	84	83
14	81	80	78	77	76	74	73	71	70	68
15	67	66	64	63	61	60	58	57	56	54
16	53	51	50	48	47	46	44	43	41	40
17	38	37	36	34	33	31	30	28	27	26
18	24	23	21	20	18	17	16	14	13	11
19	10	8	7	6	4	3	1	0	0	0

-

-

-

-

-

CHAIN LINK FENCE CLIMB

(~~e~~Conversion of time to points)

	Tenths of a Second									
7	88	87	86	85	84	83	82	80	79	78
Seconds	**.0**	**.1**	**.2**	**.3**	**.4**	**.5**	**.6**	**.7**	**.8**	**.9**
4	120	119	118	117	116	115	114	113	112	111
5	109	108	107	106	105	104	103	102	101	100
6	99	98	97	96	94	93	92	91	90	89
8	77	76	75	74	73	72	71	70	69	68
9	66	65	64	63	62	61	60	59	58	57
10	56	55	54	52	51	50	49	48	47	46
11	45	44	43	42	41	40	39	37	36	35
12	34	33	32	31	30	29	28	27	26	25
13	23	22	21	20	19	18	17	16	15	14
14	13	12	11	10	8	7	6	5	4	3
15	2	1	0	0	0	0	0	0	0	0

99 YARD OBSTACLE COURSE

(Ceonversion of time to points)

	Tenths of a Second									
18	197 -	196	195	193	192	191	189	188	187	186
Seconds	**.0**	**.1**	**.2**	**.3**	**.4**	**.5**	**.6**	**.7**	**.8**	**.9**
14	248	246	245	244	243	241	240	239	238	236
15	235	234	232	231	230	229	227	226	225	224
16	22	221	220	219	217	216	215	213	212	211
17	210	208	207	206	205	203	202	201	200	198
19	184	183	182	181	179	178	177	176	174	173
20	172	170	169	168	167	165	164	163	162	160
21	159	158	157	155	154	153	152	150	149	148
22	146	145	144	143	141	140	139	138	136	135
23	134	133	131	130	129	128	126	125	124	122
24	121	120	119	117	116	115	114	112	111	110
25	109	107	106	105	103	102	101	100	98	97
26	96	95	93	92	91	90	88	87	86	85
27	83	82	81	79	78	77	76	74	73	72
28	71	69	68	67	66	64	63	62	60	59
29	58	57	55	54	53	52	50	49	48	47
30	45	44	43	42	40	39	38	36	35	34
31	33	31	30	29	28	26	25	24	23	21

32	20	19	17	16	15	14	12	11	10	9
33	7	6	5	4	2	1	0	0	0	0

165 POUND BODY DRAG

(Ceonversion of time to points)

	Tenths of a Second									
6	53	53	53	52	52	52	51	51	51	51
Seconds	**.0**	**.1**	**.2**	**.3**	**.4**	**.5**	**.6**	**.7**	**.8**	**.9**
2	63	62	62	62	62	61	61	61	61	60
3	60	60	60	59	59	59	59	58	58	58
4	58	58	57	57	57	57	56	56	56	56
5	55	55	55	55	54	54	54	54	54	53
7	51	50	50	50	50	49	49	49	49	48
8	48	48	48	47	47	47	47	47	46	46
9	46	46	45	45	45	45	44	44	44	44
10	44	43	43	43	43	42	42	42	42	41
11	41	41	41	40	40	40	40	39	39	39
12	30	38	38	38	38	37	37	37	37	36
13	36	36	36	36	35	35	35	35	34	34

14	34	34	33	33	33	33	32	32	32	32
15	31	31	31	31	31	30	30	30	30	29
16	29	29	29	28	28	28	28	27	27	27
17	27	26	26	26	26	25	25	25	25	25
18	24	24	24	24	23	23	23	23	22	22
19	22	22	21	21	21	21	20	20	20	20
20	20	19	19	19	19	18	18	18	18	17
21	17	17	17	16	16	16	16	15	15	15
22	15	15	14	14	14	14	13	13	13	13
23	12	12	12	12	11	11	11	11	10	10
24	10	10	9	9	9	9	9	8	8	8
25	8	7	7	7	7	6	6	6	6	5
26	5	5	5	4	4	4	4	4	4	3
27	3	3	2	2	2	2	1	1	1	1
28	0	0	0	0	0	0	0	0	0	0

500 YARD RUN

(Ceonversion of time to points)

Seconds	Points	**Seconds**	Points
53.0 - 55.8	50	**126.5 - 129.3**	25
55.9 - 58.7	49	**129.4 - 132.3**	24
58.8 - 61.7	48	**132.4 - 135.2**	23
61.8 - 64.6	47	**135.3 - 138.1**	22
-	-	-	-
64.7 - 67.7	46	**138.2 - 141.1**	21
67.7 - 70.5	45	**1441.2 - 144.0**	20
70.6 - 73.5	44	**144.1 - 147.0**	19
73.6 - 76.4	43	**147.1 - 149.9**	18
76.5 - 79.3	42	**150.0 - 152.8**	17
79.4 - 82.3	41	**152.9 - 155.8**	16
82.4 - 85.2	40	**155.9 - 158.7**	15
85.3 - 88.2	39	**158.8 - 161.7**	14
88.3 - 91.1	38	**161.8 - 164.6**	13
91.2 - 94.0	37	**164.7 - 167.5**	12
94.1 - 97.0	36	**167.6 - 170.5**	11
97.1 - 99.9	35	**170.6 - 173.4**	10
100.0 - 102.9	34	**173.5 - 176.4**	9
103.0 - 105.8	33	**176.5 - 179.3**	8
105.9 - 108.7	32	**179.4 - 182.2**	7

108.8 - 111.7	31	**182.3 - 185.2**	6
111.8 - 114.6	30	**185.3 - 188.1**	5
114.7 - 117.6	29	**188.2 - 191.1**	4
117.7 - 120.5	28	**191.2 - 194.0**	3
120.6 - 123.4	27	**194.1 - 196.9**	2
123.5 - 126.4	26	**197.0 - 199.9**	1

PHYSICAL TRAINING WARM-UP/COOL DOWN STRETCHES

STRETCHING EXERCISE	HOW TO PERFORM STRETCHING EXERCISE	TARGETED AREAS
Jog to exercise site or around grinder	Keep upper body relax and breathing slow and control.	Warms up body for exercise
Seated toe touch	Both legs straight out in front; knees slightly bent; toes pointed back towards you; reach forward with both hands	Low back, gluteal & hamstrings
Seated groin stretch	Bring heels together in front; pull heels inward as close as possible to groin; while holding feet with hands push down on knees with elbows	Abductors
Lying gluteal stretch	Pull knees to chest while lying on your back.	Gluteal
Lying Alternate knee to chest	Lay on your back; bend your left leg and bring your knee toward your chest; clasp both hands just below the left knee and gently pull knee toward chest while keeping right leg straight and on the ground. Switch	Low back, gluteal

Seated leg over hip and back stretch	Right leg straight out in front; knee slightly bent; take left foot and place on the outside of right knee; left foot must be flat on ground; rotate upper body left placing right elbow on the outside of left knee. Switch legs	Spine, gluteal
Standing quad stretch	Bring right heel to right buttock; hold with right hand. Switch legs	Quadriceps
Standing calve stretch	While in a sprinter's stance (right leg forward left leg back) with left heel on the ground lean forward over the right knee. Switch legs	Calves & Achilles
Alternate shoulder stretch	Grab right arm with left hand; pull arm across body and behind head. Switch arms	Deltoids & triceps
Static trunk rotation	With arm slightly bent in front of chest slowly rotate upper body from left to right.	Obliques
Three way neck stretch	Without raising your shoulders tilt your head to the right in an attempt to have your right ear touch your right shoulder. Switch; tilt your head forward in an attempt to touch your chin to your chest.	All neck muscles
Overhead side bends	Stand with feet shoulder width apart; clasp hand/arm above head; lean to the left until you feel the stretch along the right side of your body. Switch.	Ilio-Tibial band (ITB)

ALWAYS WARM UP BEFORE STRETCHING; NEVER STRETCH COLD MUSCLES

"It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood, who strives valiantly; who errs and comes short again and again; because there is not effort without error and shortcomings; but who does actually strive to do the deed; who knows the great enthusiasm, the great devotion, who spends himself in a worthy cause, who at the best knows in the end the triumph of high achievement and who at the worst, if he fails, at least he fails while daring greatly. So that his place shall never be with those cold and timid souls who know neither victory nor defeat."

Theodore Roosevelt

26th President of the United States of America

-

-

• Recruit Training Manual

Our Creed

My goals are simple

I will always be painfully honest

Work as hard as I can

Learn as much as I can and hopefully

Make a difference in people's lives.

-Deputy David W. March

EOW April 29, 2002

SHERIFF'S DEPARTMENT RANK STRUCTURE

SHERIFF (5 STARS)

UNDERSHERIFF (4 STARS)

ASSISTANT SHERIFF (3 STARS)

CHIEF (2 STARS)

COMMANDER (1 STAR)

CAPTAIN (2 BARS)

LIEUTENANT (1 BAR)

SERGEANT (3 STRIPES)

BONUS DEPUTY (2 STRIPES)

DEPUTY SHERIFF

DEPUTY SHERIFF TRAINEE

LOS ANGELES COUNTY SHERIFF'S ACADEMY

ACADEMY STAFF CODE OF CONDUCT

The purpose of Academy training is to teach the basics of law enforcement and enhance each recruit's character development so graduating recruits will know what is right and will do the right thing. Staff must encourage and develop recruits to look beyond their own self interests.

The staff and instructors must emphasize the development of character in each recruit. The goal is only attainable in an environment of trust, choice and reasonableness. The environment must be conducive to learning and allow the recruit to grow strong physically and emotionally.

Academy staff and instructors shall adhere to the following code of conduct:

Embrace and implement leadership, blend the Department's Core Values and Mission Statement into the lesson plan, and embody the philosophies and expectations of the Training Bureau. Negative references about the Department, other employees and/or one's own personal opinions which are contrary to the Department's objectives during recruit lectures are prohibited.

Commit to an environment that promotes learning, trust, and a climate that allows each recruit to be the best they can be. Personal ridicule without a direct nexus to a specific learning domain is strictly prohibited.

Teach ethics by being a worthy role model and by helping recruits to reason clearly about what is right and wrong.

Practice and teach ethical values such as respect for life and liberty, responsibility, honesty, fairness, tolerance, courtesy, self-discipline, integrity, kindness, compassion, courage, and accountability for one's actions.

Help recruits learn about and understand the different customs, attitudes, and lifestyles of the varied communities we serve.

Encourage the development of empathy; looking beyond individual biases and responding to fellow human beings on a personal, respectful level.

Raise the level of a recruit's self-esteem. With high self-esteem, they are more resistant to improper peer pressure and better able to follow their own ~~judgement~~judgment.

Practice and teach recruits to be self-managed. Model and teach personal leadership skills.

Assist the recruits in developing a strong will. Teach the importance of keeping emotion under control and to see and think through the ethical dimensions of a situation. It takes will to resist temptation and stand up to improper peer pressure.

At no time will an instructor stress a recruit solely for their own satisfaction. There shall never be negative references made toward a recruit's family members. Such behavior is grounds for removal from Academy instruction.

LOS ANGELES COUNTY SHERIFF'S ACADEMY

RECRUIT CODE OF CONDUCT

As an Academy recruit, you are entitled to be treated with respect and dignity regardless of age, race, gender, physical disability, religion, marital status, sexual orientation or national origin. You are also entitled to an environment that is not demeaning or hostile. Behavior which detracts from the dignity or self-esteem of others will not be tolerated. Respect the rights of others. Your relationships with other recruits, staff, and civilian personnel, on or off Academy grounds shall be professional. Your conduct at all times reflects not only on yourself, but on this Academy, the Department and all of law enforcement.

All recruits shall adhere to the following code of conduct:

Abide by the ethical principles reflected in the Constitution and the Department's Core Values and Mission Statement. Resist any tendency to focus on ~~self-serving~~self-serving desires, and do not take advantage of situations for personal satisfaction.

Be ethical in actions, words and deeds. Work and live by ethical conduct. Respect human life and liberty. Be honest, fair and tolerant of other differences. Couple courage with compassion and self-control.

Practice integrity. If you make a decision later determined to be incorrect, admit to the error regardless of the consequences. Take responsibility and stand accountable for your actions.

Be courageous both physically and ethically. Physical courage requires you to take appropriate action despite the possibility of physical harm. Ethical courage requires you to do what you know to be right even in the face of resistance or improper peer pressure.

Commit to excellence. Give your all in everything you do. Do not judge yourself by comparison to others but by your own sense of self-esteem and personal accomplishment.

Be decisive. Make decisions based on what is ethically right, not on your own personal desires. Be responsible to those that need your help.

Be honest. Never lie, cheat or tolerate among you another recruit who does.

Respect the Academy and its staff, the Department and its history, and the profession of law enforcement as a whole.

-

-

I

RULES, REGULATIONS AND CLASSROOM PROCEDURES

"THE STRENGTH OF A CLASS IS DERIVED FROM THE INTEGRITY OF ITS RECRUITS"

RULES, REGULATIONS AND CLASSROOM PROCEDURES

A professional demeanor will be maintained at all times in or out of the classroom. Polite and courteous conduct will be required of recruits at all times. A recruit shall not act or behave privately or officially in such a manner as to bring discredit upon himself/herself or the Department.

A. Conduct Toward Others

1. Recruits shall conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and the Units of the Department.

2. Recruits shall not intentionally antagonize any person with whom they come in contact and shall treat all persons in a respectful, courteous and civil manner.

3. In the presence of persons from outside the Department, recruits shall address deputy personnel by their rank and civilian personnel by the title (i.e., Mr., Mrs., Miss, Ms.).

4. A recruit shall not willfully subject any person or animal to cruel treatment.

B. Harassment

The policy of the Los Angeles County Sheriff's Department and the California Fair Employment and Housing Act strictly prohibits unlawful harassment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or age.

1. Unlawful harassment may take many forms, including:

a. VERBAL CONDUCT such as: repeated, unsolicited, derogatory comments or slurs or continued requests for social or sexual contact after being advised such is unwelcome.

b. VISUAL CONDUCT such as derogatory posters, cartoons, drawings or gestures, staring, leering or written material.

c. PHYSICAL CONDUCT such as assault, blocking normal movement or interference with work directed at you because of your sex or other protected basis.

d. THREATS AND DEMANDS to submit to sexual requests in order to keep your job or avoid some other loss and offers of job benefits in return for sexual favors.

e. RETALIATION for having reported the harassment.

C. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment.

2. Submission to, or rejection of, such conduct by an individual is used as a basis for employment decisions affecting such individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

CLASS HOURS

Monday - Friday, unless adjusted accordingly to accommodate the training schedule, which may include a weekend day, reporting time will be indicated by your Academy staff. Special classes will be announced by Recruit Training staff members and/or posted on the classroom bulletin board. Class schedules will be posted on a weekly basis.

A. The security detail is responsible for unlocking the classroom and gym. Keys may be obtained from the Recruit Training Unit staff offices located in the "A" or "D" buildings at Biscailuz Center.

B. On those days when morning inspection precedes the first period, recruits shall be prepared for inspection at the scheduled time.

AUTOBIOGRAPHY

Every recruit will be required to submit an autobiography. It will include educational background, former employment, prior police experience, main factors motivating you

towards police work, relatives in law enforcement and other information that you feel pertinent.

PARKING LOT PROCEDURES

Recruits will park their vehicles only in the areas indicated by the staff. No valuables, weapons or uniforms are to be left inside their vehicles unless directed by Staff. Liquor and narcotics are expressly prohibited on the facility. The speed limit is 15 mph on the facility. Security of your vehicle and personal belongings is paramount. Therefore, it shall be the responsibility of each recruit to lock his/her vehicle.

A. Recruits shall have a 3" x 5" card visible from outside their car containing information instructed by their respective staff. The card will be placed on top of the dashboard on the driver's side.

B. When required to carry any items, the gun hand will remain free at all times. This includes trips to and from the parking lot or to recruit training facilities. You will not place your hands in your pockets at any time.

C. Recruits will not be allowed to return to their vehicles after formation without the permission of their staff instructor.

ILLNESS, TARDINESS, ABSENCE OR OTHER EMERGENCY

In case you are unable to report for duty, you shall immediately report the fact and reasons to a Recruit Training staff member at (323) 307-8700, one-half hour prior to regular reporting time. This procedure will be followed every day of the absence. A doctor's excuse shall be submitted on the day of return. In the event there is no answer, you shall leave a detailed message (including your name and class number) regarding the situation on the voicemail recorder and make an effort to contact your staff at the next available opportunity. Relaying the information through other means (i.e. fellow recruits, family friend, etc.) may not be acceptable, after review by the staff.

If your tardiness or absence is due to an emergency or unforeseen event (ex. hospitalization, your arrest) after normal business hours, call the Los Angeles County Sheriff's Department – Department of Operations Center at (323) 980-2101. You shall make an attempt to call the Recruit Training Unit first followed by the DOC.

A. Recruits are required to submit a memo to their Recruit Training Officer any time they are absent or tardy. Recruits will be required to submit a memo at the time they request permission to re-enter the class. Participating agency recruits will also notify their agency in the event of absence from the Academy.

B. A tardy recruit will advise the class sergeant that he/she has arrived and shall report to a Recruit Training Officer prior to reporting to class.

C. Any recruit who is not at the Academy or an alternate training site at the time prescribed by the class sergeant is considered tardy. This recruit's name shall appear on the morning report accordingly.

D. Peace Officers Standard and Training mandate that a recruit may not miss more than 5% of the POST prescribed Basic Course curriculum.

CLASSROOM PROCEDURES

The classroom environment is relaxed to provide recruits with an atmosphere that is conducive to

learning. Recruits are encouraged to ask questions of all instructors to clarify information or to request additional information about a particular subject to increase understanding.

A. Recruits are reminded they shall conduct themselves in a professional manner even inside the relaxed environment of a classroom. Recruits shall exercise common courtesy and respect for all Academy instructors.

B. Pledge to the flag:

1. Class sergeant will lead the class in the pledge to the flag and the Core Values at the beginning of each classroom training day.

a. Pledge is recited in a loud and clear voice by the entire class.

b. Core Values is recited in a loud and clear voice by the entire class.

2. Class sergeant will then direct the class to be seated and prepare for the arrival of the first instructor of the day.

C. Anytime a Recruit Training Officer or lecturer is observed approaching the class, the first recruit who observes him/her (usually the class sergeant) will command “STAND BY!”, stopping whatever they are doing and give their full attention to the instructor. When the RTO or lecturer enters the room the entire class will announce “CLASS!”.

D. While a lecturer or Recruit Training Officer is at the podium, the recruits are expected to give the speaker their undivided attention. Recruits shall not look to the rear of the classroom or eat in class; it is impolite to the instructor.

E. If a recruit desires to ask a question in class, the recruit will raise his/her hand and when recognized by the instructor, stand and identify himself/herself, “SIR/MA’AM RECRUIT _____ (Agency) _____.” The question will be asked in a loud voice so that everyone in the classroom will hear. The development of a command voice will be emphasized during all phases of training. Recruits will speak with a forceful delivery, capable of being easily heard in the most distant corner of the classroom. By this process, each recruit will be given maximum opportunities to face the class and to demonstrate his/her professional demeanor, attentiveness and the ability to organize and voice his/her thoughts.

F. There will be no sleeping or dozing in class. If a recruit feels drowsy, he/she will stand and move to the rear of the classroom without requesting permission. He/she will return to his/her seat as soon as possible. This procedure will be treated as a privilege and will not be abused.

BREAK TIME

It will be the responsibility of the class sergeant to ascertain from the lecturer or a Recruit Training Officer the length of time for the class break.

A. All breaks will be taken in the area designated by the staff and conducted in a quiet and orderly manner.

B. Smoking is not allowed on the facility.

C. Chewing gum is prohibited

D. Two minutes prior to the end of the break, the class sergeant will announce, “CLASS #_____, TWO MINUTES,” which will be repeated by the class so that everyone will know the break is over. The recruits nearest the locker room, restroom and outside doors will relay, “TWO MINUTES” announcing to these specific areas so that all will know training is about to resume.

E. The class will return to the classroom and will immediately prepare for the next instructor.

F. Eating and drinking of beverages will only be permitted outside of the classroom and in the areas designated by the staff.

REPORTING PROCEDURE

A recruit can speak to a staff member at any time. Recruits are encouraged to enter the recruit staff office in order to contact the Recruit Training Officer. If their Recruit Training Officer is unavailable, then the recruit can contact any class staff member including the sergeant or lieutenant. The chain of command shall not preclude a recruit from contacting any staff member for direction, counseling or assistance.

A. How to report:

1. Knock three times on the staff door while standing to the side of the door. Immediately enter the office after knocking on the door (do not stand in the doorway).

2. Go directly to the Recruit Training Officer's desk you wish to speak to and center yourself approximately 2" away at the position of attention or as directed by the staff.

3. In a clear and confident voice state, "SIR/MA'AM RECRUIT _____ (REQUESTING PERMISSION TO SPEAK TO DEPUTY _____ or REPORTING AS ORDERED) SIR/MA'AM (when speaking to a staff instructor always begin and end your sentence with SIR or MA'AM).

4. When you are done speaking to a Recruit Training Officer**,** prior to leaving you will state, "SIR/MA'AM WILL THAT BE ALL SIR/MA'AM."

5. The following is how to step away from a Recruit Training Officer's desk: look over your left shoulder then your right shoulder; take a step backwards leading with the left foot; make a facing movement (left or right) in the direction of the door; march out.

MEMOS AND RESEARCH PAPERS

All paperwork will be turned into your platoon sergeant prior to morning inspection. The platoon sergeant will then place the paperwork on the Recruit Training Officer's desk. Papers turned in after inspection will be considered late. Everything submitted shall be in alphabetical order.

A. Memos are to be informational in nature and shall be submitted on the standard memo form (E-11). Memos are also to be attached to paperwork turned into the staff explaining the topic for the paperwork and why the paperwork was assigned.

B. Papers are used as an educational device. They are designed to better acquaint the recruit with a particular subject and are used by the instructor in evaluating the recruit's ability to put information into composition form. The heading of the paper will be the same as on the standard memo form. At the conclusion of the paper, indicate the books, articles, etc.., where you obtained your material. A brief introductory paragraph will be included stating the reason why the paper was assigned. Unless otherwise stated the subject matter paper will be submitted on

8 ½" x 11" college ruled white lined notebook paper.

1. Each paper shall be a minimum of one (1) and a maximum of three (3) pages. The minimum and maximum does not include the heading or the list of references.

2. Papers submitted shall be returned to be rewritten if, in the opinion of the staff instructor, the paper does not adequately cover the subject or it does not conform to accepted rules of grammar, punctuation or spelling.

3. No information shall be written on the reverse side of either memos or paper. All paperwork is to be paper clipped together and **not** stapled.

4. Memos and assigned paperwork are to be hand printed (uppercase letters) in pencil unless instructed to do otherwise.

a. cross outs are unacceptable

b. erasures must be undetectable

c. printing must be legible

5. Every page of submitted paperwork will include the following on the upper right hand corner of the page: recruit's name, class #, platoon #, staff instructor, and date.

D. In the event of any incident occurring off duty (GOOD or BAD) requiring civil or criminal police action, the recruit shall notify his/her Recruit Training Officer as soon as possible. Recruits are to submit a complete memo explaining the incident to their Recruit Training Officer. This shall be done on the first class meeting following the incident.

E. All memos submitted shall have the recruit, platoon sergeant, or class sergeant also give a verbal notification of the submission of the memo to a staff instructor.

COURT APPEARANCE

A. If you receive a subpoena, notify your Recruit Training Officer and give him/her the following information via memo:

1. Recruit's name and class number

2. Case number and defendant's name

3. Court location

4. Date and time of appearance.

B. When appearing in court, male recruits will wear a business suit and tie and female recruits will wear a business pant or dress suit.

C. The day prior to the appearance a memo will be submitted to the Recruit Training Officer reminding him/her of the appearance.

D. The platoon sergeant will also be advised so that the morning report will reflect the court appearance.

E. Return your subpoena to your Recruit Training Officer upon returning from court.

MILITARY OBLIGATION

Any recruit who has a weekend military obligation will submit a memo to his/her Recruit Training Officer the Monday prior to each weekly obligation. If Monday is a holiday, the memo will be submitted on the next class day. If a recruit is absent on Monday, he/she will notify the Recruit Training Officer of this obligation as soon as possible. If there are any questions by the military unit, the recruit may provide the phone number of the Recruit Training Office (323) 307-8700 for further assistance.

TIME OFF REQUESTS

A. If for any reason you must be absent from class and you know of this in advance, submit a memo to your Recruit Training Officer. This memo will be submitted a minimum of five (5) business days prior to the date of absence. A verbal notification will not be sufficient.

B. Granting of time off for any reason will be dependent upon the nature of the request.

LUNCH

A. Recruits will be responsible for providing their own lunch every day.

B. Eating will only be done in an area designated by the staff.

C. Recruits will not be allowed to leave the Academy grounds during lunch break.

INJURIES

It will be the responsibility of the recruit receiving an injury to report the injury to his/her Recruit Training Officer as soon as possible.

A. In no case shall a recruit leave the facility without notifying their Recruit Training Officer the nature of the injury, circumstances and causal factors of the injury.

B. The Recruit Training Officer will fill out the appropriate forms and refer the recruit to an authorized county doctor or medical facility.

C. All injuries will be reported immediately even if medical attention is not desired at the time.

D. If a recruit is hospitalized away from the academy, notify any Academy staff. If it is an extreme emergency after hours and all attempts to contact Academy staff has failed, Los Angeles County Sheriff's Department – Department of Operations Center may be contacted at (323) 980-2101 (24 hour number).

PHYSICAL TRAINING

Physical training is an integral part of the Academy training and all recruits are required to participate. A POST (Peace Officers Standard Training) physical training program will be administered to all recruits. Recruits are required to meet the minimum standards set forth by POST and the Recruit Training Unit to graduate.

A. Any recruit unable to participate in physical training because of a physical disability must have a doctor's excuse.

B. Lockers will be locked at all times. Empty lockers will not be used as trash receptacles. Every recruit will have a clean bath towel in his/her locker at all times. Always double check your locker to be positive it is secured.

SPECIAL RECRUIT ASSIGNMENTS

Several recruits will be assigned special duties during the training period. If one of these recruits should be absent, it will be the class sergeant's responsibility to appoint a temporary replacement. Some of the assignments are as follows:

A. Board Recruit - It will be the responsibility of the board recruit to ascertain from the

schedule what the classes will be for that day. The schedule will be obtained from the Ramrod and posted inside the classroom.

1. The schedule will be posted on a weekly basis.

2. Any questions regarding a schedule change or any confusion should be brought to the attention of a Recruit Training Officer.

3. The board recruit will print on the upper right hand corner of the right hand grease board the title of every lecture and the instructor's name prior to each class. This information can be obtained from the schedule.

B. Visual Aid Recruit – Will be responsible for the presentation equipment inside the classroom, which may include but not limited to class computer, projector, audio/visual equipment. The assigned recruit will assist the instructor.

C. Copy Recruit - Assigned recruit will pick up all handout material from the visual aids section and make sure that it is in the classroom at time of lecture. If there is an early class scheduled for the following day, it is the responsibility of the media resources recruit to obtain all material needed the preceding day. This recruit is also responsible for seeing that extra material is returned at the end of the day.

D. Security Detail - Prior to dismissal for the day, the staff of the last class to leave the Academy will assign a security detail who will be responsible for checking all exterior doors of the Academy buildings. One member of this detail will report to a staff member prior to leaving the Academy and advise the staff of any unlocked doors or problems. The Security Detail may also be required to secure contained areas at the beginning of the work day.

PERSONNEL CHANGES

A. Recruit's addresses, telephone number changes, marital status, change of vehicle, must be submitted to

a Recruit Training Officer (on a Recruit Information Form) within 24 hours of the change. These forms are available from a Recruit Training Officer.

B. In the event of the death of a family member or close relative, a memo will be submitted to the Recruit Training Officer as soon as possible. Give pertinent information: name, relationship, time, date, location, funeral home or mortuary and time of memorial services.

RECRUIT COUNSELING

Staff members are available for recruit counseling at any time. Recruits are advised to contact the Recruit Training Officer they wish to talk to and make an appointment for the counseling. In most cases, recruits are to follow the chain of command and deal with their respective Recruit Training Officer. An example of an exception to following the chain of command for counseling would be if a recruit should desire to talk to a specific Recruit Training Officer concerning a specific subject or class that is taught by that Recruit Training Officer.

A. Reasons for Counseling - Recruit's personal problems, advice or suggestions that Recruit Training Officers are authorized to give, or an inquiry a recruit wishes to make regarding his/her Academy progress, standing in class, career direction, problems encountered, etc.

PERSONAL HYGIENE

Personal hygiene is an important part of the Academy training and poor hygiene practices in the areas of cleanliness, haircut, clean shaven, fingernails, etc., will not be tolerated.

A. Mustaches, beards and sideburns shall not be worn by recruit personnel

B. Male recruit's hair shall be neat, clean, properly trimmed and well groomed. (Hair shall not touch or extend below the collar or touch the ears).

C. Female recruits shall wear their hair above the collar pulled to the back in a secured bun. Hair accessories (i.e., elastic bands, pins, clips) used to hold the hair in place must blend in with the recruits' hair color.

WEAPONS

A. All weapons will be carried unloaded, holstered and must have a yellow or orange gun plug inserted into the barrel and/or an orange safety electric tape placed over the magazine well.

B. No ammunition will be issued or magazines carried except at authorized Sheriff's ranges.

C. The following laws apply to firearms:

1. 832.3 PC - defines a peace officer as a person who has successfully completed the basic POST course.

2. 25850 PC - prohibits any person from carrying a loaded firearm in a public place.

3. 16590 PC - prohibits any person from selling, manufacturing or possessing certain weapons/firearms.

D. Firearms shall be unloaded and stored in a locked container or in an authorized holster during approved training when not in use. This applies to both on and off

duty (refer to 25610 PC and “Range Rules” chapter of this manual).

ANY VIOLATION OF THE WEAPONS POLICY, OR STATE LAW MAY BE GROUNDS FOR DISMISSAL.

Firearm with Barrel Plug and Orange Tape

GENERAL CONDUCT

Recruits shall not gather in doorways, aisles or other thoroughfares and shall not impede the progress of staff members or other persons walking about the Academy grounds.

A. When any staff member, uniformed officer or other person not a recruit (excluding inmate workers or work furloughs) approaches a recruit or group of recruits, those recruits shall stand so as to make a clear path for the person. If the recruits are standing in a group and are unaware of the approaching person, the first recruit to see him/her shall announce “STAND CLEAR” and the other recruits in the group shall then stand aside and out of the way of the approaching person.

B. If a recruit wishes to walk passed any person (as mentioned above) within close proximity, the recruit closest to that person shall request permission by stating “Sir/Ma’am, by your leave, sir/ma’am”.

C. When a recruit's name is called, it is the responsibility of the class to insure that the recruit is advised that a staff instructor wishes to see him/her. This could be achieved by loudly repeating the recruit's name. The recruit closest to the locker room, restroom or outside doors will call the name in those respective places. The recruit called will then report to the Recruit Training Officer who called him/her.

D. Every recruit will have a complete Class "B" uniform and appropriate civilian attire available at all times on the facility.

E. Recruits will not have their uniform, or any other police equipment visible in their private vehicle either on their person or hanging in their vehicles.

F. Recruits shall not wear their uniform or any other law enforcement equipment while off duty. In addition, recruits shall not identify themselves as a law enforcement officer.

G. Recruits will not loiter in the vicinity of the Academy (5 mile radius). It is the Training Bureau's goal to not be intrusive or disturb the peace of the surrounding neighborhood. Therefore it is recommended that you go straight home from the Academy. Exception to this rule is strictly with the permission of a staff instructor.

ACADEMIC PROGRAM

This program is designed to increase the academic averages of the recruits and to enhance the learning process during your Academy training. Each examination has a minimum passing score (cut-score) established by POST. Recruits must pass each examination by the cut-score in the primary and re-test. If a recruit fails both, he/she will be separated from the Academy.

A. Recruits who do not achieve the cut-score will review and discuss the primary exam (remediation) with the Testing Staff Instructor in an effort to help the recruit achieve the cut-

score.

B. Within a few days after the review session the recruit will take the re-test.

1. The re-test covers the same topic as the primary test but with different questions.

TEST AND STUDY GUIDE

A. Why Study - It is of the utmost importance that you acquire not only basic police knowledge, but also learn problem solving techniques and develop habits that will be vital to your professional growth.

B. How Long to Study - This depends upon how much material you have to study and how much time you have available. It is impossible to set a time limit that will prove satisfactory to each and every recruit. Depending upon the examination results, recruits may find that more study time is necessary or that too much time was spent on a given subject.

C. How to Study Effectively - You must have a planned approach to study. Budget your time, organize the material and make an effort to eliminate outside distractions. Plan to work in terms of one and one-half to two hour blocks of concentrated effort. Plan your study environment so that you are as comfortable as possible to encourage continuity of thought and concentration.

D. Study Techniques - There are techniques which will increase your learning efficiency. For example, once you sit down to study, GET STARTED. Start by surveying what you intend to accomplish during this particular study period. Glance through all of the material, noting particularly any questions to be answered. Pick out the more difficult material to study. Proceed methodically and systematically.

1. Ask yourself questions about topic headings so that you read with a

purpose.

2. Read with an active search for information.

3. Use memory aids or devices (flash cards, highlighting, etc.)

4. After you have read something, briefly recite high points in a condensed form so you are sure you know what you just read. Think of how the material may be used in future situations and relate it to what you have learned before.

5. Review the lesson as a whole unit. Look back over your reading notes and underlining. It has been found that more is forgotten in one day when study is not followed by review than is forgotten in two months when retention is aided by prompt and continuing review.

E. Preparing for examination - Preparing for examinations is a matter of vital importance to all students. Unfortunately, it is the only time when some students study, and their last minute efforts are hurried and superficial. A good student is not apprehensive about exams because he/she realizes that they serve the following purposes:

1. To motivate and stimulate learning

2. To provide practice in applying things learned

3. To indicate student progress

4. To emphasize important points

5. To serve as a basis for grades

F. Review Often and Intelligently - Review new material as soon as you have completed studying it. Review old material before going on to new material. Don't put off studying for exams. Study with other recruits and pool your information in the form of group discussions. Memorize only where it is necessary and don't be afraid to seek help. Your Recruit Training Officer is available at all times.

G. Taking Examinations

1. Take examinations in stride and assume the correct mental attitude. Don't worry about how well you will do, just do your best. Don't read into questions, but above all, read the question thoroughly and accurately.

2. Glance through the entire test to determine the general type of questions.

3. Work vigorously and concentrate.

4. Budget time. Adequate time will be given to complete the examination, but use the time wisely. Don't spend too much time on difficult questions. Check the question and go on with the test, coming back to the skipped question after you have completed the test.

CHEATING

Cheating on any portion of the Academy training curriculum shall not be tolerated and shall be grounds for immediate termination.

A. Cheating Defined - To defraud, mislead, deceive or act dishonestly.

B. Examples of cheating include, but are not limited to: copying answers from another's paper or allowing someone to copy your answers; not accurately recording test results/scores; any deceptive behavior that would give an individual an unfair or unethical advantage over other recruits.

TECHNOLOGY AND SOCIAL MEDIA

Technology and social media platforms are growing. Although they impact our way of life, there is still a time and place for them. In order to maintain a safer training environment and to instill practices already implemented within our Department and other police agencies, you shall abide by the following:

A. Smart watches, cellular phones, or any other device that has the ability to record or store data is prohibited unless approved permission is obtained by the staff.

B. The usage of social media sites depicting any correlation with the Department or Academy may be grounds for dismissal/separation. This may include but is not limited to:

1. Posting of pictures of one's self in uniform

2. Posting of pictures depicting the LASD badge and/or firearms

3. Posting comments about the Academy, the Department, or its members

CLASS SERGEANT'S DUTIES

"IF YOU ARE AFRAID TO FAIL, YOU WILL NEVER SUCCEED"

-

-

-

-

-

-

CLASS SERGEANT DUTIES

CLASS SERGEANT RESPONSIBILITIES

A. The control and demeanor of the class under the direct supervision of the staff. He or she will insure complete compliance to the rules and regulations of the Academy.

B. Insure that orders are carried out promptly and efficiently.

C. Positioning the class in the proper area, at the designated time, in proper uniform and with the required equipment.

D. In the event of inclement weather, contact a Recruit Training Officer for class morning formation direction (s).

E. At morning formation make sure all platoon sergeants have all memos/homework assignments alphabetized and ready to be turned into their respective Staff Instructor.

F. A supply of all required forms will be kept in the classroom and maintained by the copy recruits.

G. Make sure that the Copy Recruit has all handout material passed out prior to class. If the Copy Recruit is absent, it will be the duty of the class sergeant to appoint another.

H. In the absence of staff instructors, the class sergeant is in charge of the class. The class sergeant shall maintain control over the class so as to be a credit to this Academy's training and his/her department.

I. In the event that the class sergeant is absent, the first platoon sergeant will assume the duties of class sergeant and the first squad leader will assume the duties of first platoon sergeant.

J. It shall be the class sergeant's responsibility to insure that all platoon sergeants become familiar with class sergeant duties.

K. At the conclusion of the training day, the class sergeant will inform the class of the starting time and location for the next training day. The information shall include the uniform to be worn and any other pertinent information.

-

MORNING REPORT

The morning report is a breakdown of how many male/female recruits are assigned and present at the start of each day of the Academy (E-12).

A. The morning report for the entire class will be recited to the Ramrod at the beginning of each training day.

B. Morning report shall contain those recruits absent, as well as those tardy (names in full, department and reasons for absence or tardiness).

C. The morning report must be signed by the class sergeant.

BREAKS

The class sergeant will ascertain the number of minutes the lecturer or Recruit Training Officer desires the class to take during the break and advise the class in a clear and professional manner.

A. It will be the responsibility of the break recruits to report to their staff and inform them of the length of the break and inquire if the staff needs any recruit (ex. “Sir/Ma’am, Recruit _____ <Agency> advising Class #_____ is on a 10 minute break. Is there anyone you wish to speak to, sir/ma’am?”)

B. Two minutes prior to the end of the break, the class sergeant will warn the class members that the break is over.

C. The class will return to their respective desks and be prepared to give the instructor their undivided attention.

D. Breaks may be utilized for remedial instruction and practice if the class is experiencing difficulty in any area of training.

COMMANDS

When a recruit is selected as class sergeant it is not a sign of punishment. Recruits are put into this position to allow them the opportunity to improve on their leadership abilities and command presence. When directing the class, the class sergeant shall do so in a loud, clear and confident voice. The commands are as follows:

Dismissing the Class - “Class, clear your desks. Class, atten - hut. Class, upon my command we will be dismissed for the day. Reporting time for (DAY/DATE) will be (TIME) hours on the grinder in a (FORMATION) facing (DIRECTION). Uniform of the day will be (professional business attire/our full and complete class B uniform with sam brown gun belt excluding magazines and OC spray). Class, upon my command we will fall out of this classroom and onto the (sidewalk/grinder) just (DIRECTION) of this classroom in a marching formation facing (DIRECTION). (NUMBER) platoon you have cleanup detail. Tend to your duties. Security detail tend to your duties. Door recruits post. Class, fall out.”

(Any additional duties, details or instructions will be added as needed)

Breaks - “Class, clear your desks. Class, atten - hut. Class, upon my command we will fall out of this classroom and into our designated break area for a ____ minute break. Upon completion of our break, we fall back into this classroom in front of our assigned seats at the position of attention. Door recruits post. Class, fall out.”

Conclusion of Track PT Session - “Class, upon my command we will fall out of this PT formation and recover our sweats and water bottles in our non-gun hand. We will then fall onto the east side of the track east of the cement pad in a running formation facing north. Class, fall out.”

Showers After PT/DT - “Class, upon my command we will fall out of this (running/PT/DT) formation and into our respective locker rooms where we will change out of our (PT/DT) attire, shower, change into our (professional business attire/full and complete class B uniform with sam brown gun belt). We will then fall into our classroom in front of our assigned seat at the position of attention. We have ____ minutes to complete this task. Shower recruits post. Class, fall out.”

Classroom to Locker room - “Class, clear your desks. Class, atten - hut. Class, upon my command we will fall out of this classroom and into our respective locker rooms where we will change out of our (professional business attire/class B uniform) and into our (full and complete DT attire/PT attire). We will then fall out of our respective locker rooms and (into the gymnasium through the east doors and into DT formation facing west/onto the grinder in a PT formation facing {DIRECTION}). We have ____ minutes to complete this task. Door recruits post. Class, fall out.”

Lunch - “Class, clear your desk. Class, atten - hut. Class upon my command, we will fall out of this classroom and into our designated break area for a _____ minute lunch break. Upon completion of our lunch break, we will fall back into our classroom in front of our assigned seat at the position of attention. Door recruits post. Class, fall out.”

Stretching Exercises - “Class, our first stretching exercise will be _____, position of exercise, move.....ready stretch.....relax.....ready switch.....relax.

Note: from the last stretching position you will give the command for the next exercise (“Class, our next exercise will be.....”). When all exercises are complete, instead of saying relax, give the command, “Class, recover.” The class will quickly move to the position of attention and await further instructions.

Calisthenics – “Class, our first exercise will be _____, position of exercise, move.....recover.” (Same as stretching exercises).

PLATOON SERGEANT'S DUTIES

PLATOON SERGEANT'S DUTIES

PLATOON SERGEANT RESPONSIBILITIES

A. Control and demeanor of the members of his/her platoon

B. The proper uniform appearance of his/her platoon.

C. Positioning his/her platoon at the proper time, place, and in the prescribed uniform with required equipment.

D. Turn in and recite the morning report to his/her platoon staff instructor at the beginning of each training day.

E. Know the names of every recruit in his/her platoon to facilitate a more accurate morning report.

F. Collect and arrange all paperwork in alphabetical order and submit them to the platoon's staff instructor during the morning report. Everything not submitted with the morning report will be considered late.

G. Report the name of absent and tardy recruits to the class sergeant so they may be included on the class sergeant's command morning report.

H. Keep enough copies of all handout material for all absent recruits in his/her platoon. It will be the platoon sergeant's responsibility to see that absent recruits receive this material the next day.

I. The platoon sergeant, as will every other recruit, carry a pencil and piece of paper or small notebook each at inspection. These items are not to be visible while in the pocket.

1. During inspection all uniform discrepancies and paperwork will be noted. Contact your platoon's staff instructor regarding what is to be done with this information (i.e., submitted on a memo or placed in an attachment). It is imperative that paperwork be indicated as this is a reflection of the platoons sergeant's dependability.

J. Each platoon sergeant shall become familiar with the duties of the class sergeant.

K. The 1st platoon platoon sergeant will assume the duties and responsibilities of class sergeant in the event that the latter is absent. The first squad leader will then assume the duties of the 1st platoon platoon sergeant.

IV

FLAG DETAIL DUTIES

“ONE’S INTEGRITY CANNOT BE COMPROMISED”

FLAG DETAIL

It will be the privilege of the senior class to raise and lower the colors at the beginning and end of each day. In the absence of the senior class, the junior class will assume the privilege. A recruit on flag detail will be assigned as flag detail commander who will take command of the detail during flag ceremonies and arrange for alternates if a detail member is absent.

A. Raising the Flags - The flag detail will fall out of the morning class formation and obtain the flags from the staff office in the “D” building. They will march in a military formation to the flag pole, located north of the Grinder, at which time the flags will be attached and raised slightly off the ground. The flag detail commander will command “ATTENTION TO COLORS” (this is to advise everyone in the immediate area that the flags are about to be raised). The commander will then command “PRESENT ARMS.” When the commander salutes, the flags will then be raised to the top of the flag pole. The flag detail commander will then give the command “ORDER ARMS” (pause) “CARRY ON.”

B. Lowering the Flags - Before being dismissed for the day, the flag detail will march to the flag pole where the detail commander will command “ATTENTION TO COLORS” (this is to advise everyone in the immediate area that the flags are about to be lowered). The commander will then command “PRESENT ARMS.” The flags will be lowered, after which the detail commander will command “ORDER ARMS” (pause) “CARRY ON.” The flags will be properly folded, and the detail will march back to the staff office in the “D” building where the flags will be secured.

C. Half Staff - If the flags are to fly at HALF STAFF, they will first be raised to the top of the flag pole and then lowered slowly to half-staff. Upon lowering the flags at the end of the day, they will first be raised to the top of the flag pole and then lowered.

D. When marching with the flags either to or from the “D” building, the recruit carrying the flags will always exit or enter the building first.

E. If the flag detail is marching towards a recruit(s) and they are not carrying the flags, the recruit(s) will make a path and allow the flag detail to complete their duties. If the flag detail is carrying the flags, the recruit(s) will come to attention and allow the flag detail to pass by.

F. All recruits who are in the immediate area when the flag detail commander commands “ATTENTION TO COLORS” will stop whatever they are doing and face the flag pole. If the recruit is in business attire he/she will put their right hand over their heart or if the recruit is in uniform he/she will salute with their right hand at the command of “PRESENT ARMS.”

V

ACADEMY UNIFORM REGULATIONS & EQUIPMENT

“OUTSIDE SHOW IS A POOR SUBSTITUTE FOR INNER WORTH”

-

-

-

-

-

-

-

-

-

-

ACADEMY UNIFORM REGULATIONS

ALL UNIFORMS WILL BE WORN IN CONFORMANCE WITH THE DEPARTMENT UNIFORM MANUAL, EXCEPT AS OTHERWISE DIRECTED BY THE ACADEMY STAFF.

UNIFORM

A. Uniform will be neat, clean and properly tailored. All buttons on uniform shirt will be buttoned at all times except for the collar button. Military creases are required on all shirts. Uniform shirt is to be tucked tightly in trousers so as not to produce a blouse (shirt stays recommended)

B. Trousers shall be properly tailored and pressed. Pockets shall be buttoned and free from items that produce an obvious bulge.

C. Trouser belt shall be dyed black and highly polished. The end of the belt shall point the recruit's left and the belt buckle shall align with the overlay flaps of the trousers and shirt creating a straight line ("Gig Line") down the center of the recruit's uniform.

D. Class B uniform shirt will be worn without Sheriff's Department or participating agency shoulder patches or cloth badge. Uniform shirt will only display a name tape over the recruit's right breast pocket and will not contain a badge holder

E. Only the senior class will wear shoulder patches and cloth badge once they have completed their "Colors Run."

F. Every recruit will carry a pen and mechanical pencil in the recruit's left breast pocket. They will be under the pocket flap and will not be visible. A thin pad of paper will be carried so as not to produce an obvious bulge. A handkerchief may be carried in the left rear pants pocket.

G. Socks shall be black, heavy duty cotton with no ornamentations.

H. Shoes shall be plain black leather lace that will take a good water shine and containing no ornamentation. Patent leather and “corform/corfam” type shoes shall not be worn.

1. Uniform shoes shall not be worn with civilian attire.

I. Uniform jackets shall be clean, pressed and properly tailored with pockets buttoned at all times. Pockets shall be free from all items that produce a bulge or protrusion. The jacket will be zipped up at all times with the zipper even with the top of the pockets.

J. Shooting ribbons will be worn on Class A and B uniform shirts only. Ribbons shall be worn centered on the left breast pocket along the top seam. Ribbons are a privilege earned during training and authorization to wear them must be obtained from the Ramrod.

K. Clothing bag (not transparent) to be used for carrying uniforms to and from the Academy.

L. Rain equipment, jacket and physical training uniform shall be available at the facility on all training days.

M. Wedding bands are the only jewelry items allowed to be worn by recruits.

N. All recruits with tattoos which are visible while wearing a short sleeve uniform shirt are required to wear a long sleeve uniform shirt to cover the tattoo.

CLASS A UNIFORM FORMAL INSPECTIONS (GRADUATION)

Inspections are intended to instill personal and group pride, while fostering attention on cleanliness and neatness of dress and equipment. Inherent in inspections is the development of a proper mental attitude resulting in a disciplined response to individual and group actions.

A. Class A uniform will follow the uniform regulations as previously explained except for the following:

1. Necktie - Will only be worn for honor guard and ceremonial occasions. Uniform shall be clean and free from wrinkles. Must be “break-away” or “clip-on” type and conceal the top collar button of the uniform shirt. The length of the necktie should not hang below the top edge of the sam brown.

2. Tie Bar - Shall be highly polished and free from smudge or fingerprints and worn even with the top of the shirt pockets. Tie Bar shall not exceed width of the tie.

a. Necktie and Tie Bar are only worn with long sleeve Class A uniform shirt.

3. Badge - Shall be clean and free from fingerprints and worn on Class A shirt at all times. Do not remove protective plastic coating from the Sheriff’s Department badge.

4. Name Plate - Shall be highly polished and free from smudge or fingerprints. The metal name plate shall be worn with the top edge centered, parallel and even with the second border seam (lower seam) of the right breast pocket. (Participating agencies wear their name plates according to their department’s regulations)

GUN BELT

"Sam Brown" is for male recruits while the "Sally Brown" is for female recruits. The only difference between the two is that the "Sam Brown" gun belt is wider. Both gun belts are assembled the same and shall be kept clean and polished.

A. The following items shall be placed on the belt in the following order:

1. OC spray holder

2. Gun holster

3. Handcuff cases (2)

4. Key holder - Only items carried on the key holder will be a black whistle on one ring and a handcuff key on another ring.

5. Radio holder

6. Baton holder

7. Magazine case

8. Metal buckle

B. There are four (4) belt keeper straps which come with the gun belt. These straps are used to hold the gun belt in place by securing the gun belt to the trouser belt. The straps shall be fastened with the snaps in the downward position.

1. The four (4) keeper straps shall be placed in the following locations:

a. one keeper strap shall be in between the OC spray holder and gun holster.

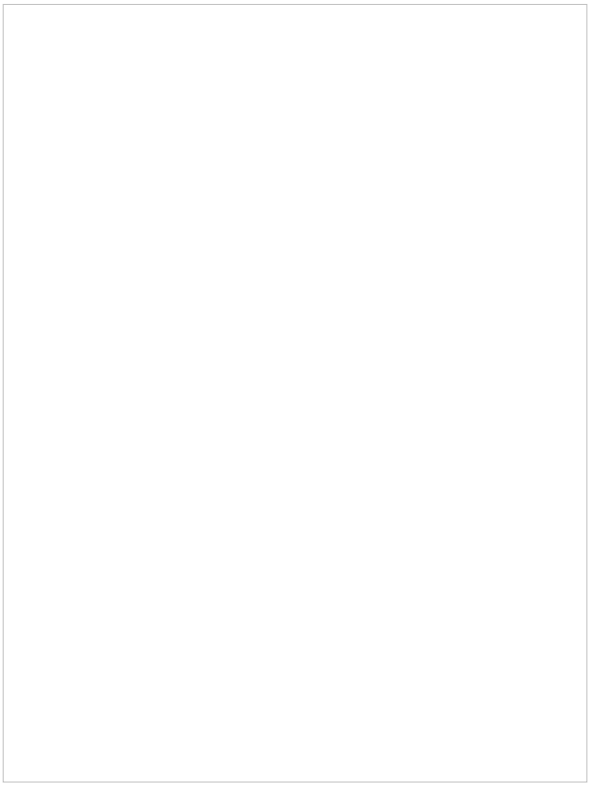
b. one keeper strap shall be in between the baton holder and magazine case.

c. two keeper straps shall be in the middle of the lower back separating the two handcuff cases.

GUN BELT FOR RIGHT HANDED

GUN BELT FOR LEFT HANDED

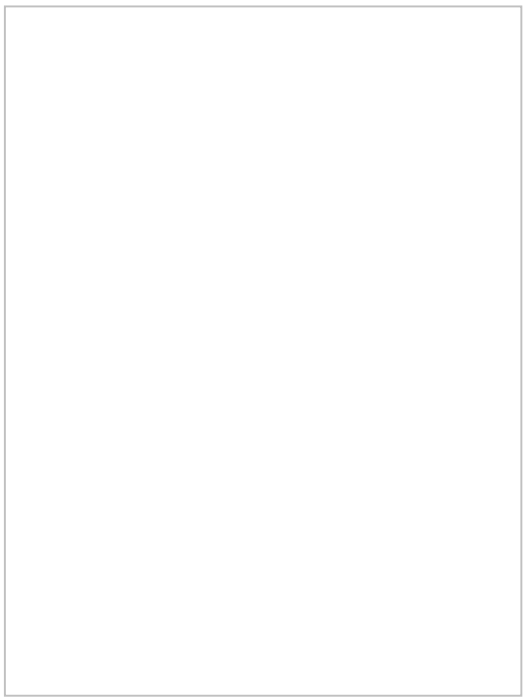
Uniform without gun belt (“Gig Line”) Class B uniform without patches.

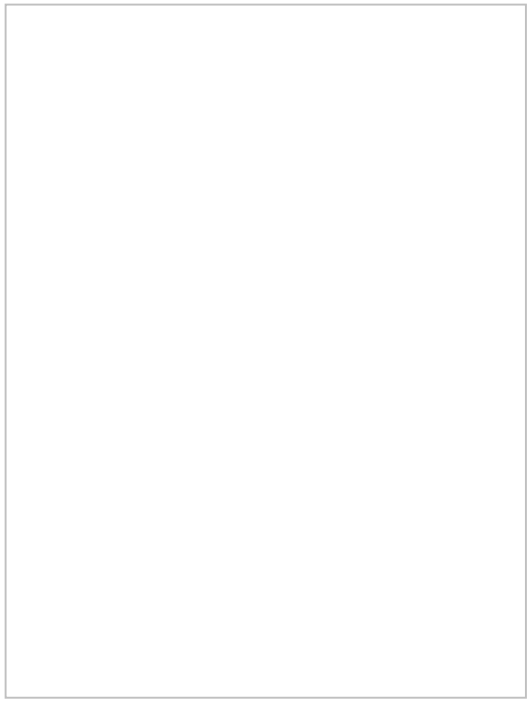


FULL AND COMPLETE PHYSICAL TRAINING (PT) ATTIRE

-

-





-

~~FULL AND COMPLETE PHYSICAL TRAINING (PT) ATTIRE~~

-

-

-

-

-

-

~~FULL AND COMPLETE PHYSICAL TRAINING (PT) ATTIRE~~

———

-

-

-

———Recruits will wear their sweatshirt and sweat

pants overtop their t-shirt and shorts until

———commanded to remove them.

When recruits are wearing their PT t-shirts and shorts, they must cover any tattoos which are visible. Recruits can wear a white long sleeve spandex type shirt under their t-shirt to cover the tattoos on their arms. Tattoos on the legs may be covered by black spandex type pants or at the direction of your Staff.

———NOTE: Recruits will also wear this attire along with their gun belt during Defensive Tactics (DT) training unless otherwise instructed by the staff.

RECRUIT CHECKLIST

On persons (business attire)

- Professional business attire
- Dress shoes
- Water bottle
- Pocket notebook with pen & pencil

Stat Code/Radio Code book

- Name badge

Briefcase

- Binder with paper (8 ½" x 11" college ruled)
- Pencils, pens and highlighter
- Penal & Vehicle code books

Notebook

- Study guide (LD book)
  - Recruit Training Manual

Garment Bag

- 3 sets of class B uniforms (with name tape only)
- 1 complete class B uniform (with patches, cloth badge & name tape)

War Bag

- 2 plain white t-shirts

- 2 compression shorts
- 3 PT shorts
- 3 PT t-shirts with last name
-
-

- 2 PT sweats with last name

- 2 pair of white ankle socks
- 1 extra pair of dress socks
- Shirt stays
- Soap & towel
- Hand wraps & mouthpiece
- Bag gloves
- Flashlight
- Wristwatch
- Gun belt
- OC spray & baton
- Handcuffs (2 sets)
- Class B shoes
- Gym shoes (for Defensive Tactics)
- Jacket, rain gear, and safety traffic vest
- Firearm with locking case

<u>SUGGESTED ITEMS FOR LOCKER</u>

- Extra pair of black and gym sock
- Lint removing tape or brush
- Sewing kit with extra buttons
- Nail clippers to cut small threads
- Extra set of underwear
- Shoe shine kit
- Extra laces for dress and PT shoes
- Toothbrush and paste
- Razor and shaving cream
- Personal grooming items
- Extra PT gear & towel

Range Bag

- Eye & ear protection
- Gun cleaning kit
- Snap caps & dummy rounds

VI

DRILL, CEREMONIES, FORMATIONS AND INSPECTIONS

"FAILING TO PREPARE IS PREPARING TO FAIL"

DRILL AND CEREMONIES

This section presents principles and techniques for Los Angeles County Sheriff's Department drill and ceremonies. The objective is to develop a command voice and individual and unit pride.

A. Drill consists of certain precision movements by which a unit is moved in an orderly manner, from one formation to another, or from one place to another. Each member of the unit does his/her part with exactness, so that on command the formation moves instantly, smartly and smoothly. The members of the class are trained to stand, step off, march, halt and to handle their service weapon smoothly as individuals and in unison as members of the formation.

DRILL COMMANDS

A drill command is an oral order from a unit leader. The leader gives all the commands to his/her unit. Most drill commands have two parts: 1) the preparatory command and 2) the command of execution.

Neither of these parts are actually a command by itself, but together they complete one order which obtains the desired response from the formation.

The preparatory command states the movement or formation to be carried out and mentally prepares the individual for its execution. Example: In the command "**FORWARD, MARCH**", the preparatory command is **FORWARD**. The command of execution tells when the movement is to be carried out. In "**FORWARD, MARCH**", the command of execution is **MARCH**.

In some commands, the preparatory command and the command of execution are combined, for example: "**FALL IN**", "**AT EASE**", and "**REST**". These commands are given without inflection and at a uniformly high pitch and loudness comparable to that of a normal command of execution. In some instances there may not be a preparatory command, such as in commanding the class to "**SEAT**". In these instances the word "**CLASS**" will be used; i.e., "**CLASS, SEATS**" or "**CLASS, HALT**".

This supplemental preparatory command is not always necessary, such as in "**CLASS**, **FORWARD MARCH**" as "**FORWARD**" is the preparatory command. The unit leader or class sergeant faces the formation when giving commands.

To revoke a preparatory command that he/she has given, the unit leader gives the command "**AS YOU WERE.**" This instructs the persons commanded to return to whatever they were doing prior to the initial command.

-

———**VOICE CONTROL**

The loudness of a command is adjusted to the number of recruits in the formation. Normally, the unit leader or class sergeant places himself/herself centered on the unit. He/she speaks while facing his/her unit so that his/her voice reaches all the recruits.

INFLECTION

Inflection is the rise and fall in pitch of the voice. When giving a preparatory command it should be delivered in a sharper tone and in a slightly higher pitch than the last syllable of the command of execution. It must have plenty of snap. The best way to develop a command voice is to practice commands.

In some commands, such as "**FALL IN**" and "**FALL OUT**" the preparatory command and command of execution are combined. Give these commands without inflection and a uniformly high pitch and loudness comparable to that for a normal command of execution.

SNAP

Snap is that extra quality in a command that demands immediate response. It expresses confidence, alertness, decisiveness and complete control of yourself and the situation.

CADENCE

Cadence in commands means a uniform and rhythmic flow of words, the interval between commands is generally of uniform length for any given unit. This is necessary so that everyone in the formation will be able to understand the preparatory command and will know when to expect the command of execution. For the unit while marching, the best interval of time is that which allows one step to be taken between the preparatory command and the command of execution. For example:

one	two	three
CLASS		**HALT**

The same interval is best for commands given at the Halt. For example:

one	two	three
RIGHT		**FACE**

Longer commands, such as "**BY THE RIGHT FLANK, MARCH**" must be started so the preparatory command will end on the proper foot and leave a full count between the preparatory command and the command of execution.

POSITION OF ATTENTION

A. To come to attention, bring your heels together on the same line.

B. Turn your feet out equally forming an angle of 45 degrees.

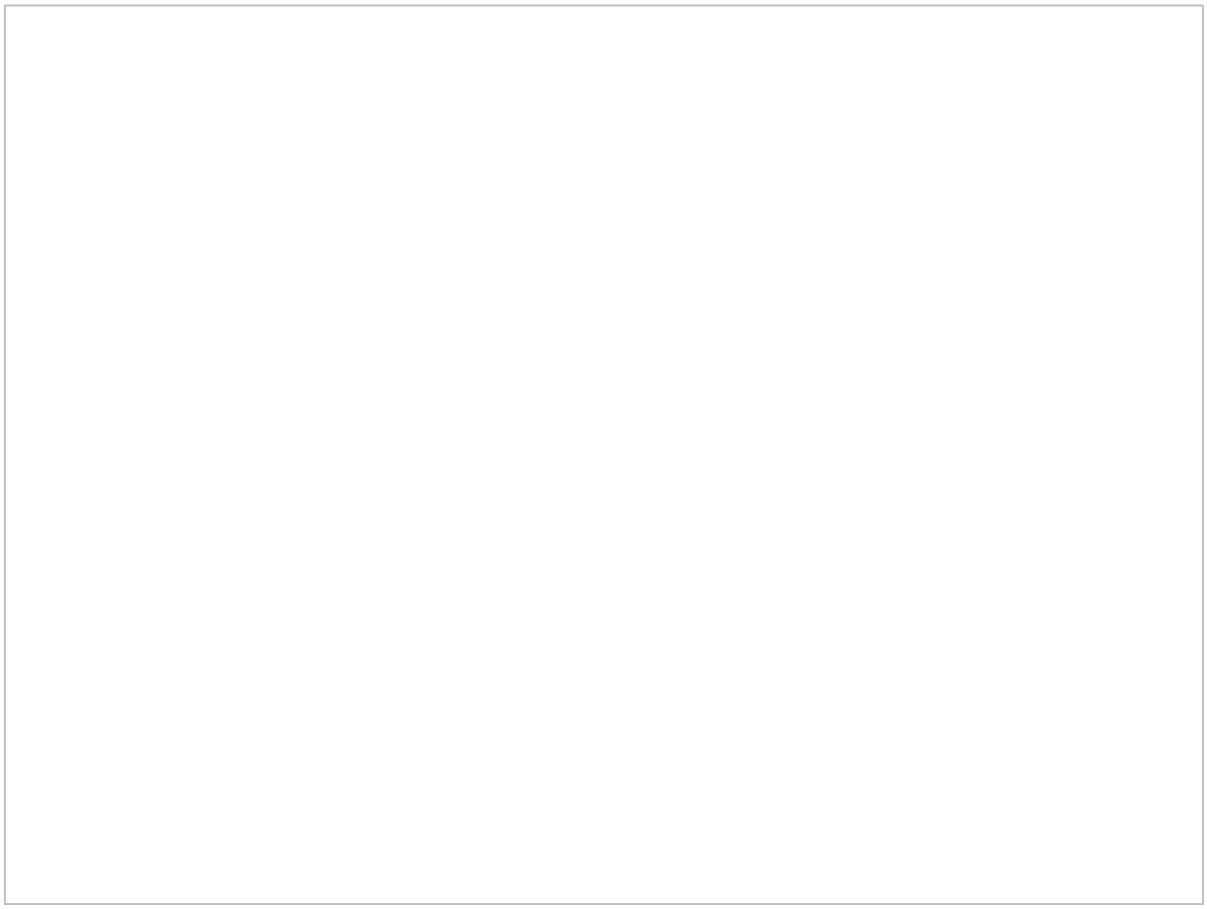
C. Keep your legs straight without stiffening or locking your knees.

D. Hold your body erect with your hips level, chest lifted and arched, your shoulders square and even.

E. Let your arms hang straight without stiffness along your sides, with the palms of your hands turned inward, your fingers curled so that the tips of your fingers touch the palms of your hands. Keep your thumbs along the seams of your trousers.

F. Keep your head erect and hold it squarely to the front with your chin drawn in so that the axis of your head and neck are vertical. Look straight to the front.

G. Rest the weight of your body equally on the heels and the balls of your feet.



REST AT THE HALT

At the command "**PARADE, REST**" move your left foot 12 inches to the left of your right foot. Keep your legs straight so the weight of your body rests equally on the heels and the balls of your feet. At the same time, place your arms behind your back with your hands extended and joined, interlocking your thumbs so that the palm of your right hand is outward. Hold your head and eyes at the position of attention. Remain silent and do not move.

~~At the command "**PARADE, REST**" move your left foot 12 inches to the left of your right foot. Keep your legs straight so the weight of your body rests equally on the heels and the balls of your feet. At the same time, place your arms behind your back with your hands extended and joined, interlocking your thumbs so that the palm of your right hand is outward. Hold your head and eyes at the position of attention. Remain silent and do not move.~~

At the command "**AT EASE**", keep your right foot in place. You may talk and move.

- "**AT EASE**" may be commanded from the position of attention or parade rest.

In resuming the position of attention from at ease take the position of parade rest at the preparatory command of **"SQUAD**", "**PLATOON**", "**DETAIL**" or "**CLASS.**" At the command "**ATTENTION**", assume that position.

At the command "**FALL OUT**", given from attention only, you may leave your position in the formation but remain in the immediate are. Resume your former place in the formation at the position of attention on the command "**FALL IN**".

FACING RIGHT AT THE HALT

The command is "**RIGHT FACE**". This is a two-count movement. The preparatory command is "**RIGHT**". The command of execution is "**FACE**".

At the command "**FACE**", slightly raise your left heel and right toe and turn 90 degrees to the right, pivoting on your right heel, assisted by a slight pressure on the ball of your left foot for the first count. Then come to attention for the second count. Hold your arms as if you were at attention when executing this movement.

FACING LEFT AT THE HALT

The command is "**LEFT FACE**". This is a two-count movement. The preparatory command is "**LEFT**". The command of execution is "**FACE**".

At the command "**FACE**" slightly raise your right heel and left toe and turn 90 degrees to the left, pivoting on your left heel, assisted by a slight pressure on the ball of your right foot for the first count. Then come to attention for the second count. Hold your arms as if you were at attention when executing this movement.

FACE TO THE REAR

The command is "**ABOUT FACE**". At the command "**FACE**" move the toe of your right foot back to a position touching the ground one-half the length of your foot to the rear and slightly to the left of your left heel. Raise your left toe and spin 180 degrees to the right, pivoting on the left heel and right toe. When you come to a half, you will be standing at attention with your feet spread at a 45 degree angle. Hold your arms at attention when exercising this movement.

HAND SALUTE OR PRESENT ARMS

The command is "**PRESENT ARMS**". On the command "**ARMS**" raise your right hand and arm in the most direct manner until the tip of your middle finger touches your right eyebrow. Keep your fingers and thumb extended and joined, your forearm, wrist and hand straight, and your upper arm horizontal. This type of salute is only done when in uniform otherwise you place your right hand over your heart. On the command, "**ORDER ARMS**" drop your right hand in the most direct manner to your side as in the position of attention.

MARCHING

When executed from a halt, all steps and marching, except right step, begin with the left foot. For

movements involving a turn while marching, the command of execution is given on the foot in the direction of the turn.

MARCHING WITH A THIRTY-INCH STEP AT QUICK TIME

To march with a thirty-inch step in the cadence of quick time of normal marching, the command is "**FORWARD MARCH**". At the command "**FORWARD**", shift the weight of your body to your right leg without noticeable movement. At the command "**MARCH**" step off with your left foot and march straight forward with 30 inch steps without stiffness or exaggerating your movements. Swing your arms easily in the natural arcs, six inches straight to the front and three inches to the rear of the seams of your trousers. Keep your arms straight without stiffness, your fingers curled as in the position of attention and just clearing your trousers when swinging.

To halt from quick time, the command is "**SQUAD**", "**PLATOON**", "**DETAIL**", or "**CLASS, HALT**", given as either foot strikes the ground. At the command of execution, take one more step and then bring your rear foot alongside the stationary foot as in the position of attention, halting in two counts.

MARCHING WITH A FIFTEEN-INCH STEP (HALF STEP)

To march with a fifteen-inch step, the command "**HALF STEP, MARCH**" is given on either foot and only while marching at quick time. At the command "**MARCH**" take one more 30-inch step, and then take 15-inch steps in the cadence of quick time. Allow your arms to swing naturally.

To resume the 30-inch step, the command "**FORWARD, MARCH**" is given as either foot strikes the ground. At the command of execution, take one more 15-inch step, and then step off with a full 30-inch step.

MARCHING IN PLACE

To march in place at quick time, the command "**MARK TIME, MARCH**" is given as either foot strikes the ground while marching at quick time or at half steps.

When marching at quick time or half step, and the command "**MARK TIME, MARCH**" is given, take one more step after the command of execution, plant the trailing foot alongside your stationary foot and march in place. Raise each foot alternately, approximately two inches off the ground, executing the movement in quick time. Allow your arms to swing naturally.

The command "**FORWARD, MARCH**" is given to resume marching with the 30-inch step. Take one more step in place and then step off with a full step. This command is given as either foot strikes the ground.

The halt from mark time is executed similarly to the halt from quick time.

-

-

MARCH TO THE RIGHT OR LEFT (12-INCH STEP)

The command "**RIGHT STEP, MARCH**" is given only from the halt. On the command "**MARCH**" slightly bend your right knee and raise your right leg only enough to allow freedom of movement. Place your right foot 12-inches to the right of the left foot and then move the left foot, keeping your left leg straight to a position alongside the right foot as in the position of attention. Continue this movement in the cadence of quick time, keeping your arms by your sides until the command "**HALT**" is given.

To "**HALT**" from the right or left step, the preparatory command is given when the heels are together, and the command of execution (**HALT**) when the heels are together the next time. The halt from the right or left step is executed in two counts. On the command "**HALT**" take one more step with your right foot and place your left foot alongside the right, in the position of attention. Reverse the procedure for left step.

TO MARCH IN THE OPPOSITE DIRECTION

The command "**TO THE REAR MARCH**" is given as the right foot strikes the ground and only while marching at quick time.

At the command of execution, take one more step with your left foot, pivot on the balls of both feet, turning 180 degrees to the right and step off with the left foot in the new direction. The pivot takes a full count. Hold your arms at your sides while executing the movement.

TO CHANGE STEPS

The command "**CHANGE STEP, MARCH**" is given as the right foot strikes the ground, while marching at quick time.

At the command of execution, take one more step with your left foot, then in one count, place your right toe near the heel of your left foot (the result is one skip) and step off again with your left foot.

-

-

-

COLUMN MOVEMENTS FROM A HALT

The command "**COLUMN RIGHT, MARCH**" from a halt is executed by stepping off one pace with the left foot and pivoting to the right on the ball of the left foot and step off in the indicated direction with your right foot, execute the pivot and the step in one count and continue marching in the new direction.

The command "**COLUMN LEFT, MARCH**" from a halt is executed by stepping with the left foot, followed by a 30-inch step with the right foot. Then pivoting to the left on the ball of the right foot, step off in the indicated direction with the left foot.

COLUMN MOVEMENTS FROM A MARCH

The command is "**COLUMN RIGHT (COLUMN LEFT, COLUMN HALF-RIGHT, OR COLUMN HALF-LEFT), MARCH**". The base element during the turn is the squad on the flank in the direction of the turn. The pivot man for the movement is the first man in the base squad.

When marching, the command of execution is given on the foot in the direction of the turn. At the command "**MARCH**" the pivot man faces to the right (left) in marching and steps out one full step with his/her right (left) foot in the direction of the turn. Then he/she half steps. When other members of his/her rank are abreast, he/she resumes the full step. Other members of the leading rank, twice oblique to the right (left) without changing interval and place themselves abreast of the pivot man and conform to his/her step. They execute the first oblique at the command of execution. The second oblique is executed when opposite their new line of march so that when the oblique is completed they will be marching toward the new front with proper interval. Ranks in rear of the leading rank execute the movement on the same ground and in the same way as the heading rank.

DOUBLE TIME THIRTY-SIX INCH STEPS (RUNNING)

The command "**DOUBLE TIME, MARCH**" is given from a halt or as either foot strikes the ground while marching in quick time.

When double time is given from a halt, shift the weight of your body to your right leg without noticeable movement. At the command "**MARCH**" raise your forearms to a horizontal position with your fingers and thumbs closed, knuckles out and step off with your left foot. Continue to march with 36-inch steps in an easy jog at the cadence of double time. Let your arms swing naturally straight to the front and rear, but keep your forearms horizontal.

When marching at quick time and the command "**DOUBLE TIME, MARCH**" is given, take one more 30-inch step and step off with your trailing foot in double time as instructed above.

To resume quick time from double time, the command "**QUICK TIME, MARCH**" is given as either foot strikes the ground. At the command of execution, take two more steps then resume quick time, dropping your arms to your sides.

To halt from marching double time, at the command of execution "**HALT**" take two more double time steps, then drop your arms and halt in two counts in the cadence of quick time.

ROUTE STEP

The command "**ROUTE STEP, MARCH**" is given at either quick time or double time and is commanded when marching in cadence is not practical due to rough terrain or other circumstances. Prescribed intervals and distances will be maintained.

FORMATIONS

Every morning the class will fall into formation on the grinder for the morning report. Unless otherwise dictated by the training schedule for the day, the class will fall into a PLATOON FORMATION.

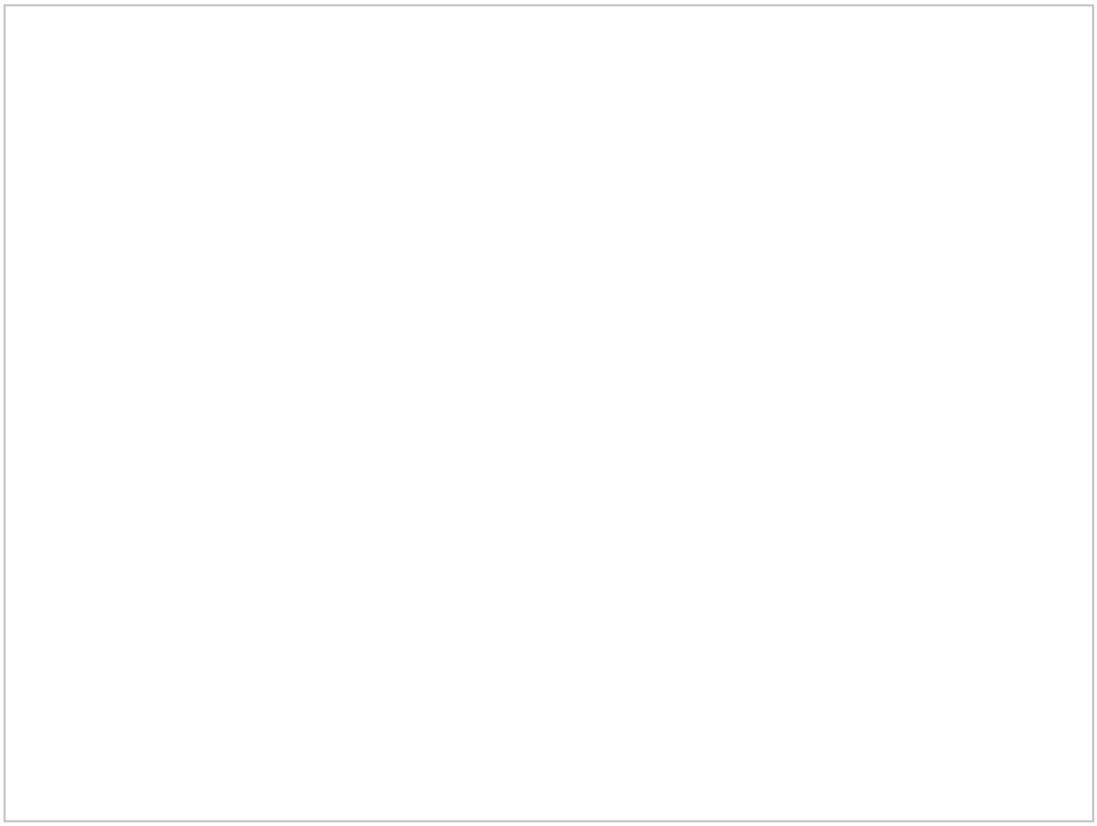
A. PLATOON FORMATION

1. Each platoon will have 4 squads (rows).

a. Each squad leader (the recruit furthest to the right) will be the tallest recruit in his/her squad with the first squad leader being the tallest.

- The distance between squads is determined by the 2nd, 3rd and 4th squad leaders extending their right arm forward, fingers joined and extended, palm down. The fingertips of the squad leader should just touch the back of the squad leader in front of them. The first squad leader is the base element of the formation.

b. The platoon should descend from tallest to shortest recruit from right to left with the first squad being the tallest recruit in his/her rank (column). **NOTE: every recruit should be taller than the recruit behind them and to the left of them.**



—

c. The interval (distance from shoulder to shoulder) is determined by

each recruit, except the recruit furthest left (LEFT FLANK) of

each squad, places their left hand on his/her left hip

with the elbow in line with their body (rest the heel of the palm on the hip with fingers extended, joined and pointed down). Each recruit, except the squad leader, turns his/her head to the right and aligns himself/herself (using side shuffle steps) so their right arm touches the elbow of the recruit to his/her right. Once the interval is determined return to the position of attention.

1. This is considered CLOSE INTERVAL.

2. Platoon sergeants are positioned three (3) paces forward, centered and facing away from the platoon once the platoon is at the position of attention.

3. There shall be three (3) paces separating each platoon. First squad leader of each platoon paces the interval from the last person in the first squad of the platoon to his/her right. The first squad leader of the first platoon is the base element for the entire formation.

4. Class sergeant is positioned six (6) paces forward, centered and facing the class.

5. Guidon (if applicable) is positioned approximately one (1) pace to the rear of and approximately 30 inches left of the class sergeant.

B. PHYSICAL TRAINING (PT) / DEFENSIVE TACTICS (DT) FORMATION

This formation will be used on the grinder or on the PT field for stretching and/or calisthenics or in the gymnasium for DT instructions.

1. Each platoon will be in two (2) columns.

2. Tallest recruits in the front descending down to shortest recruits in the rear of each column.

3. The platoon sergeant takes the first position of the first column (from right to left) regardless of height.

4. The interval between ALL columns is two (2) paces from the column to the right and two (2) paces to the rear of the recruit in front. The first platoon sergeant is the base element of this formation.

5. The class sergeant is forward, centered and facing the class.

C. MARCHING FORMATION

1. This formation will consist of the entire class in four (4) columns. The column furthest to the right is the 4th squad and the base element. The formation aligns and covers based on this element.

a. Align - making sure your shoulders are abreast and in line with the shoulders of the recruit to your right.

b. Cover - making sure you are directly behind the recruit in front of you.

2. The first recruit n each of these columns is designated as the squad leader.

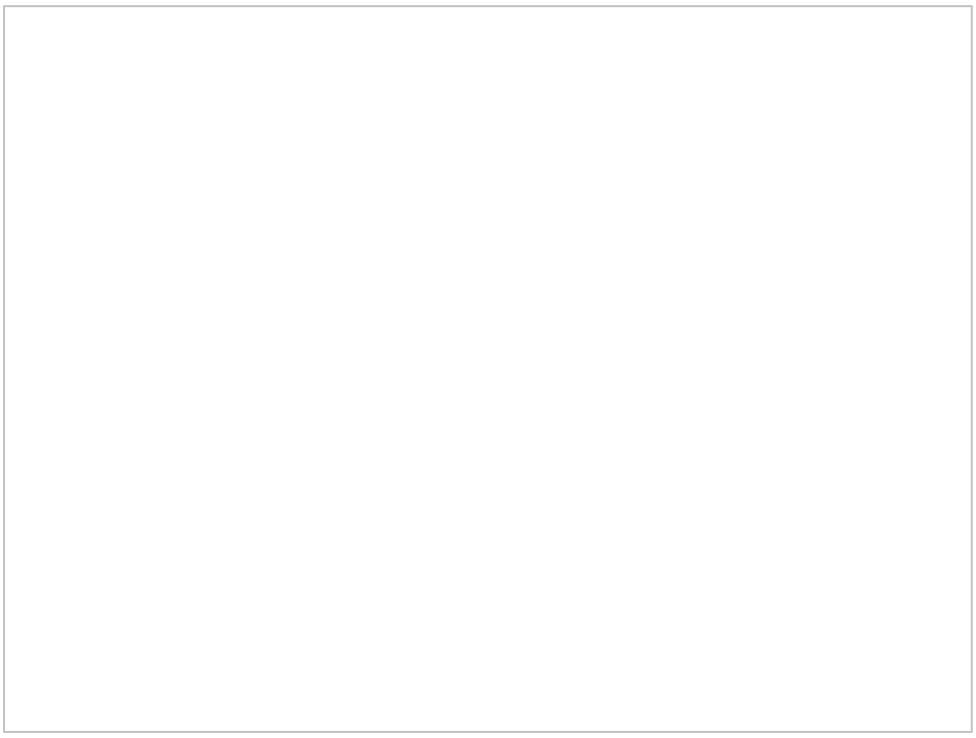
Squads are numbered 1-4 from left to right.

3. The rest of the class fills in behind the four squad leaders in tallest to shortest descending order from left to right. **NOTE: every recruit should be taller than the recruit behind them and the recruit to their right.**

4. The distance between recruits (back to chest) should be 40 inches throughout the formation.

5. The class is at the position of attention while in formation waiting for direction from the unit leader.

6. When marching the class, the unit leader will center himself/herself six paces from the left side of the formation.



~~a. Align - making sure your shoulders are abreast and in line with the shoulders of the recruit to your right.~~

~~b. Cover - making sure you are directly behind the recruit in front~~

~~2. The first recruit in each of these columns is designated as the squad leader. Squads are numbered 1-4 from left to right.~~

~~3. The rest of the class fills in behind the four squad leaders in tallest to shortest descending order from left to right.~~ **~~NOTE: every recruit should be taller than the recruit behind them and the recruit to their right~~**~~.~~

~~4. The distance between recruits (back to chest) should be 40 inches~~

~~throughout the formation.~~

~~5. The class is at the position of attention while in formation waiting for direction from the unit leader.~~

~~6. When marching the class, the unit leader will center himself/herself six paces from the left side of the formation.~~

D. RUNNING FORMATION

1. The same as marching formation but in reverse. The shortest recruit in the

~~c~~class is the ~~leadcclass is the~~ leader of column one ascending to the tallest recruits at the rear of the formation.

INSPECTION

Inspection is used to instill pride in the recruits as individuals and as a platoon. Throughout the Academy training program the staff will conduct random inspections to ensure the recruit's uniform appearance, grooming standards and weapon manipulation is in accordance with Department guidelines.

A. While in platoon formation the Executive Recruit Training Officer will advise the class sergeant "**PREPARE FOR INSPECTION**". The class sergeant will take two steps forward, execute an about face and command "**PLATOON SERGEANTS, PREPARE YOUR PLATOONS FOR INSPECTION**".

B. On command, platoon sergeants will take two (2) steps forward, execute an about face and command in platoon order (1st platoon, 2nd platoon, 3rd platoon,...etc.), " **#_____ PLATOON OPEN RANKS, MARCH**"

C. On command "MARCH," the **first squad** of the platoon will take two (2) 30-inch steps forward. The **second squad** will take one (1) 30-inch step forward. The **third squad** will stand fast and the **fourth squad** will take two (2) fifteen-inch steps to the rear (leading with the left foot). All squads will come to CLOSE INTERVAL, DRESS RIGHT DRESS after taking their respective steps.

D. The platoon sergeant will verify the alignment of the platoon by sighting down each squad from the squad leaders side of the formation (RIGHT FLANK). He/she will do so with sharp facing movements.

1. If the platoon sergeant needs to align a recruit in the formation he/she will do so as follows:

Ex. "**FIRST SQUAD RECRUIT _____ MOVE FORWARD A HALF STEP**"

2. After alignment verification the platoon sergeant marches three (3) paces in front of the first squad leader, halts, faces left and commands " **#_____ PLATOON, READY, FRONT**", at which point platoon members lower their arms and face head and eyes to the front. The platoon sergeant follows with the command **"COVER"** at which point members of the 2nd, 3rd, and 4th squads cover down directly behind the person in front of them.

3. Upon commanding the platoon, the platoon sergeant immediately takes two (2) paces forward, halts and executes a right face, (the platoon sergeant shall be three (3) paces in front of the first squad leader).

E. When all platoons are ready for the inspection the class sergeant will face about and report to the Executive Recruit Training Officer "**SIR/MA'AM CLASS #_____, STANDING BY FOR INSPECTION, SIR/MA'AM**". The Executive Recruit Training Officer will inspect the class sergeant.

F. At this time, the platoon staff instructors will approach the platoon sergeants. The platoon sergeant will report "**SIR/MA'AM #_____ PLATOON IS STANDING BY FOR INSPECTION, SIR/MA'AM**".

G. After inspecting the platoon sergeant, the staff instructor will direct the platoon sergeant to accompany him/her while inspecting the platoon and record all information relative

to the inspection.

1. When asked a question during inspection, the recruit will repeat the question in the form of a statement prior to giving the answer.

Ex. "**SIR/MA'AM, THE ELEMENTS OF BURGLARY ARE ____**"

Ex. "**SIR/MA'AM, THE SERIAL NUMBER OF MY WEAPONS IS _____**"

H. Upon the completion of the class inspection, the class sergeant will bring the class to attention (if needed) and command "**CLASS #_____, CLOSE RANKS, MARCH**"

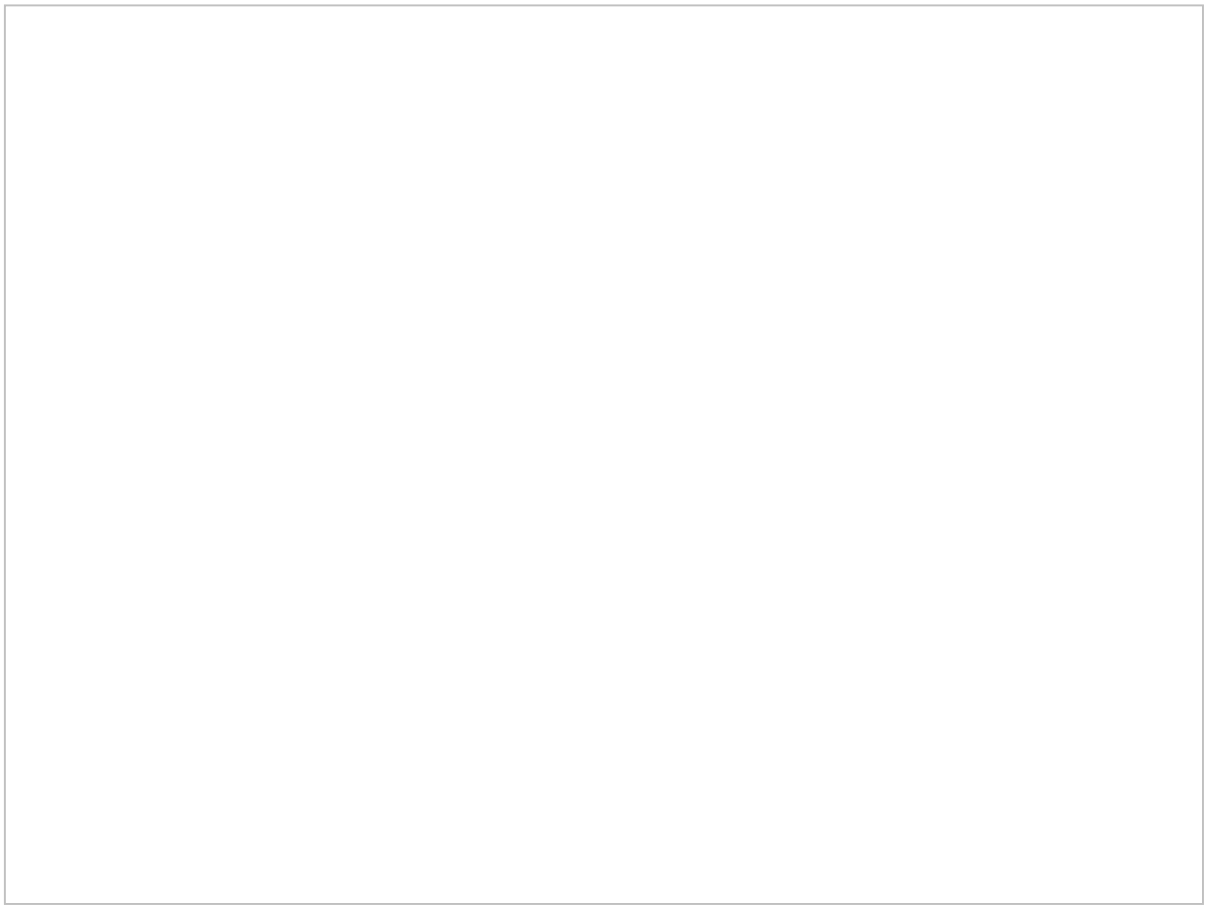
I. Upon command, the first squad of each platoon will stand fast. The 2nd, 3rd, & 4th squads will take one, two or three 30-inch steps forward respectively.

WEAPONS INSPECTION

May be executed one squad at a time, by platoons or en masse. Ensure there is no magazine in the magazine well prior to executing the command. This can safely be done, if needed, while the firearm is secured in the holster by simply pressing the magazine release button. The command is "**INSPECTION,** (pause) **ARMS**". It involves several movements which are executed quickly and smoothly. It shall be executed only when halted at the position of attention with weapon in holster.

A. At the preparatory command, "**INSPECTION**", the recruit will unsnap their holster strap and grasp the butt of their weapon with their gun hand. DO NOT REMOVE THE WEAPON FROM THE HOLSTER.

B. At the command of execution, "**ARMS**", draw the weapon from the holster and raise your gun, gun barrel approximately 6" from you chin and pointing 45 degrees to your non-gun side. KEEP YOUR FINGER OFF THE TRIGGER.



C. Without moving the muzzle in any other direction, grasp the slide with the thumb and fingers of your non-gun hand and lock the slide to the rear. Drop the non-gun hand back to the position of attention.

D. If magazines are in the magazine pouches, with your non-gun hand, unsecure the snaps and remove the magazines. Manipulate in a manner that the open ports of the magazines are facing upward.

~~A. At the preparatory command, "**INSPECTION**", the recruit will unsnap their holster strap and grasp the butt of their weapon with their gun hand. DO NOT REMOVE THE WEAPON FROM THE HOLSTER.~~

~~B. At the command of execution, "**ARMS**", draw the weapon from the holster and raise your gun hand to a position level with and six (6) inches in front of your gun side shoulder. KEEP YOUR FINGER OFF THE TRIGGER AND MUZZLE POINTED UP.~~

C. Without lowering the muzzle, grasp the slide with the thumb and fingers of your non-gun hand and lock the slide to the rear. Drop the non-gun hand back to the position of attention.

D. Inspect the chamber to ensure a fully unloaded weapon. Smartly return the hand to the gun side shoulder position.

E. When the staff instructor takes possession of the weapon, the recruit will release the weapon and drop their gun hand to the position of attention. When the weapon is handed back, it will be grasped firmly by the recruit's gun hand and held at the position of inspection.

F. Once all weapons have been inspected, the command "**ORDER,** (pause) **ARMS**" will be given.

G. At the preparatory command, "**ORDER**", recruits shall activate the slide release with the thumb of their gun hand.

H. At the command of execution, "**ARMS**", the recruit shall bring the weapon down into the holster with his/her thumb on the hammer and button the holster strap. Once the weapon is secured in the holster, return to the position of attention.

AT NO TIME SHALL LIVE AMMUNITION OR A MAGAZINE BE LOADED INTO THE FIREARM

OUTSIDE OF RANGE TRAINING.

-

-

-

-

-

-

-

-

-

-

-

-

-

VII

RANGE RULES

"MOVE ONLY AS FAST AS YOU CAN ACCURATELY SHOOT"

RANGE RULES AND PROCEDURES

A. The designated range officer at any Sheriff's range facility will enforce all rules and regulations concerning range operations.

B. Use of Sheriff's range facilities is a privilege, subject to withdrawal for failure to adhere to safety procedures or administrative controls.

C. All personnel entering a Sheriff's range facility shall carry all firearms in a safe manner, adhering to the following:

1. Auto loader pistols shall be carried either holstered or with the slide locked in the rear position and the magazine carried separately.

2. Special weapons, such as shotguns or rifles, shall be carried with the action opened when possible and all magazines or clips removed.

D. Classroom decorum and demeanor shall be maintained. When on or off the firing line, recruits shall speak softly.

E. The firing line shall not be entered until a target has been assigned.

F. Only those firearms designated as official sidearms of the shooters' law enforcement agency shall be permitted.

G. The hammer shall be cocked or the slide mechanism activated only when the weapon is pointed at the target. In no case shall the weapon be cocked while resting on the bench (BC range only).

H. Shooters shall not rest against the bench (BC range only) while firing.

I. When leaving the firing line, the weapon shall be carried in the manner set forth in

item C above.

J. The range officer may inspect any weapon or type of ammunition to ensure conformance to safety standards. The final determination as to the use of any weapon or type of ammunition rests with the range officer.

K. Sheriff's Department reloads or brass, in any quantity, shall not be removed from the range.

L. All firing shall be upon official targets supplied and/or approved by the range sergeant.

M. In case of misfire or malfunction, notify the range officer by raising your non gun hand while keeping the firearm pointed toward the target at all times.

N. The shooting card shall be properly filled out. The Academy's policy on cheating, as described in chapter I, applies at the range also.

RANGE TERMINOLOGY

1. Blade yourself to the target— This action means that you turn away from or

sideways to your target by 90 degrees. In this manner a right handed shooter would have their left shoulder closest to the target and their right shoulder farthest away from the target. Left handed shooters would be just the opposite. During this action the weapon is kept on safe with the muzzle pointed down range in front of the shooters chest or stomach area. The purpose of blading one's self to the target is to enable the shooter to lock the slide to the rear in a safe manner.

2. De-cock— The deliberate action of rotating the safety lever both down and up. This function safely drops the hammer which is cocked and in single action and brings the weapon back to a double action firing mode.

3. Drop your magazine to the ground— - –This is the action of pressing the magazine release button and allowing the magazine to fall freely to the ground. This command is often given at the end of a shooting course and is used to clear potential live rounds from the weapon.

4. Dummy rounds or snap caps— - –These items are replica bullets that are inert. These items are used for training purposes such as dry fire practice with the weapon or to skip load the magazine. Snap caps also protect the firing pin from being damaged whereas dummy rounds do not.

5. Dry fire practice— - This type of practice is used for the recruit to get a feel for the trigger. Typically when dry fire practicing, a snap cap is placed in the weapon in order to protect the firing pin.

6. Lever down —- –The deliberate action of rotating the safety lever down to put the weapon on safe.

7. Lock your slide to the rear— - –This action is conducted by pushing the slide release lever up after moving the slide to the rear. During this action the muzzle is kept pointed in a safe direction. This action is generally conducted in conjunction with blading yourself to the target.

-

_____

8. Press or chamber check— - –This action is conducted by placing your thumb on the tang area of the grip of the weapon and placing your index and middle finger on the de-cocking levers. The slide of the weapon is moved to the rear by squeezing your fingers toward your thumb. The purpose of the press check is to allow the shooter to verify that a live round is in the chamber.

9. Safely holster— - –The weapon is first placed on safe. The thumb on the hand holding the weapon goes on the rear of the hammer and the support hand guides the weapon back to the holster.

10. Scan and breathe —– Scan is the deliberate action of scanning left and right after firing a weapon. The purpose is to aide in breaking tunnel vision during or after a gunfight and to locate additional suspect(s). Breathe is to remind the shooter to control their breathing.

-

-

-

-

-

-

-

-

VIII

FORMS, CHARTS & DIAGRAMS

“LIFE SHRINKS OR EXPANDS IN PROPORTION TO ONE’S COURAGE”

PLATOON RECAP

PLATOON # _____

DATE: _____

SUBJECT: _____

#	NAME	TITLE	TITLE	TITLE	TITLE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

22

23

24

25

TITLE AVERAGE: _____ _____ _____ _____

TOTAL PLATOON AVERAGE: _____

SUBMITTED BY: _____

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT - TRAINING BUREAU E - 11

DATE: _____

REPLY BY ENDORSEMENT

TO: COMMANDING OFFICER FROM:
_____

DIRECTED BY: _____

SUBJECT: _____

EXPLANATION:
_____

_____

_____

_____

_____

SIGNED: _____

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT - TRAINING BUREAU E - 11

DATE: _____

REPLY BY ENDORSEMENT

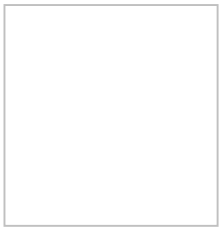
TO: COMMANDING OFFICER FROM:
_____

DIRECTED BY: _____

SUBJECT: _____

EXPLANATION:

SIGNED: _____



RECRUIT MORNING REPORT **E-12**
RECRUIT MORNING REPORT **E-12**

DATE

DATE_____

CLASS_____
CLASS_____

PLATOON_____
PLATOON_____

TOTAL LASD RECRUITS ASSIGNED
____ TOTAL LASD RECRUITS ASSIGNED_____
____

TOTAL LASD MALES ASSIGNED
____ TOTAL LASD MALES ASSIGNED__ ____

TOTAL LASD FEMALES ASSIGNED
____ TOTAL LASD FEMALES ASSIGNED_____
____

TOTAL PARTICIPATING AGENCY ASSIGNED
____ TOTAL PARTICIPATING AGENCY ASSIGNED____

TOTAL P/A MALES ASSIGNED
____ TOTAL P/A MALES ASSIGNED _____

TOTAL P/A FEMALES ASSIGNED
____ TOTAL P/A FEMALES ASSIGNED
_____

TOTAL LASD MALES PRESENT
____ TOTAL LASD MALES PRESENT _____

TOTAL LASD FEMALES PRESENT
____ TOTAL LASD FEMALES PRESENT _____
____

TOTAL P/A MALES PRESENT
____ TOTAL P/A MALES

PRESENT _____

TOTAL P/A FEMALES PRESENT
____ TOTAL P/A FEMALES PRESENT
_____

PLATOON TOTAL
____ PLATOON TOTAL
_____

CLASS TOTAL
____ CLASS TOTAL
_____

LASD ABSENTEES AND REASON ABSENT LASD ABSENTEES AND REASON ABSENT

P/A ABSENTEES AND REASON ABSENT P/A ABSENTEES AND REASON ABSENT

RECRUITS TARDY AND REASON TARDY RECRUITS TARDY AND REASON TARDY

LASD DETAILED RECRUITS AND LOCATION

LASD DETAILED RECRUITS AND LOCATION

PLATOON/CLASS SERGEANT SIGNATURE PLATOON/CLASS SERGEANT SIGNATURE

COOPER'S TEST ASSESSMENT SHEET / FITNESS PROFILE

Name:_____Employee #:_____Date:_____

Age:_____ Height (inches): _____ Weight (lbs): _____
Class #: _____

Fitness Component	**Test raw score**	**Current Fitness Cat.**
Cardiovascular mile run	_____	1.5
Dynamic Strength min sit-ups	_____	1

Dynamic Strength 1
min push-ups

Anaerobic Power
300 meter run

Percentile	Fitness Category	1.5 Mile run	Dynamic Strength sit ups	Dynamic Strength push ups	300 meter run (seconds)
95	Superior				
80	Excellent				
60	Good				
40	Fair				
20	Poor				
1	Very Poor				

TEST ASSESSMENT PLATOON RECAP

PLATOON
#_____
DATE:_____

Name	1.5 Mile	Sit-ups	Push-ups	300 Meter

-

-

LOS ANGELES COUNTY SHERIFF'S ACADEMY

FITNESS ASSESSMENT

RECRUIT_____
DATE_____

CLASS _____ PLATOON _____ ASSESSMENT # _____

EXERCISE	POINTS	MAX. SCORE	NUMBER COMPLETE	SCORE
PULL UPS (OVERHAND) (NO TIME LIMIT)	MAXIMUM OF 20 PULL UPS 3 POINTS EACH	60		
SIT UPS (BENT LEG) (2 MINUTES / 75 MAX)	FIRST 50 - 1 POINT EACH LAST 25 - 2 POINTS EACH	100		
MOUNTAIN CLIMBERS (2 MINUTES)	FIRST 40 - 1 POINT EACH LAST 20 - 3 POINTS EACH	100		
PUSH UPS (2 MINUTES)	MAXIMUM OF 50 PUSH UPS 1 POINT EACH	50		
1.5 MILE RUN (10 MINUTE MAXIMUM)	SEE CONVERSION CHART	140		
220 YARD DASH (28 SECOND MAXIMUM)	SEE CONVERSION CHART	50		

1.5 MILE LAP SPLITS
TOTAL SCORE _____

1. _____

2. _____

3. _____

4. _____

5. _____ RECRUIT PARTNER
_____

6. _____

FITNESS ASSESSMENT PLATOON RECAP

PLATOON #_____
DATE:_____

Name	Push-ups	Sit-ups	Mountain Climbers	Pull-ups	1.5 Mile	220 yard	Total

CONVERSION CHART FOR FITNESS ASSESSMENT

(time = points)

1.5 MILE RUN

10:00 = 140 12:10 - 12 = 96 14:22 - 24 =

52 16:34 - 36 = 8

10:01 - 03 = 139 12:13 - 15 = 95 14:25 - 27 = 51 16:37 - 39 = 7

10:04 - 06 = 138 12:16 - 18 = 94 14:28 - 30 = 50 16:40 - 42 = 6

10:07 - 09 = 137 12:19 - 21 = 93 14:31 - 33 = 49 16:43 - 45 = 5

10:10 - 12 = 136 12:22 - 24 = 92 14:34 - 36 = 48 16:46 - 48 = 4

10:13 - 15 = 135 12:25 - 27 = 91 14:37 - 39 = 47 16:49 - 51 = 3

10:16 - 18 = 134 12:28 - 30 = 90 14:40 - 42 = 46 16:52 - 54 = 2

10:19 - 21 = 133 12:31 - 33 = 89 14:43 - 45 = 45 16:55 - 57 = 1

10:22 - 24 = 132 12:34 - 36 = 88 14:46 - 48 = 44

10:25 - 27 = 131 12:37 - 39 = 87 14:49 - 51 = 43

10:28 - 30 = 130 12:40 - 42 = 86 14:52 - 54 = 42

10:31 - 33 = 129 12:43 - 45 = 85 14:55 - 57 = 41

10:34 - 36 = 128 12:46 - 48 = 84 14:58 - 00 = 40

220 YARD DASH

10:37 - 39 = 127

12:49 - 51 = 83
15:01 - 03 = 39
28.0 =50

10:40 - 42 = 126
12:52 - 54 = 82
15:04 - 06 = 38
29.0 =45

10:43 - 45 = 125
12:55 - 57 = 81
15:07 - 09 = 37
30.0 =40

10:46 - 48 = 124
12:58 - 00 = 80
15:10 - 12 = 36
31.0 =35

10:49 - 51 = 123
13:01 - 03 = 79
15:13 - 15 = 35
32.0 =30

10:52 - 54 = 122
13:04 - 06 = 78
15:16 - 18 = 34
33.0 =25

10:55 - 57 = 121
13:07 - 09 = 77
15:19 - 21 = 33
34.0 =20

10:58 - 00 = 120
13:10 - 12 = 76
15:22 - 24 = 32
35.0 =15

11:01 - 03 = 119
13:13 - 15 = 75
15:25 - 27 = 31
36.0 =10

11:04 - 06 = 118
13:16 - 18 = 74
15:28 - 30 = 30
37.0 = 5

11:07 - 09 = 117
13:19 - 21 = 73
15:31 - 33 = 29
38.0 = 0

11:10 - 12 = 116 13:22 - 24 = 72
15:34 - 36 = 28

11:13 - 15 = 115 13:25 - 27 = 71
15:37 - 39 = 27

11:16 - 18 = 114 13:28 - 30 = 70
15:40 - 42 = 26

11:19 - 21 = 113 13:31 - 33 = 69
15:43 - 45 = 25

11:22 - 24 = 112 13:34 - 36 = 68
15:46 - 48 = 24

11:25 - 27 = 111 13:37 - 39 = 67
15:49 - 51 = 23

11:28 - 30 = 110 13:40 - 42 = 66
15:52 - 54 = 22

11:31 - 33 = 109 13:43 - 45 = 65
15:55 - 57 = 21

11:34 - 36 = 108 13:46 - 48 = 64
15:58 - 00 = 20

11:37 - 39 = 107 13:49 - 51 = 63
16:01 - 03 = 19

11:40 - 42 = 106 13:52 - 54 = 62
16:04 - 06 = 18

11:43 - 45 = 105 13:55 - 57 = 61
16:07 - 09 = 17

11:46 - 48 = 104 13:58 - 00 = 60
16:10 - 12 = 16

11:49 - 51 = 103 14:01 - 03 = 59
16:13 - 15 = 15

11:52 - 54 = 102 14:04 - 06 = 58
16:16 - 18 = 14

11:55 - 57 = 101 14:07 - 09 = 57
16:19 - 21 = 13

11:58 - 00 = 100 14:10 - 12 = 56
16:22 - 24 = 12

12:01 - 03 = 99 14:13 - 15 = 55
16:25 - 27 = 11

12:04 - 06 = 98 14:16 - 18 = 54
16:28 - 30 = 10

12:07 - 09 = 97 14:19 - 21 = 53
16:31 - 33 = 09

P.O.S.T. WORK SAMPLE TEST BATTERY

RECRUIT'S NAME:
_____ EMPLOYEE #:_____

CLASS #:_____
PLATOON # _____ STAFF _____

S.S. #:_____ DATE OF PHYSICAL AGILITY TEST _____

SEX _____ DOB
_____AGE_____HEIGHT_____WEIGHT_____

EVENTS:
M/T 1ST TRIAL
2ND TRIAL POINTS

(MAXIMUM TIME)

AGILITY RUN
.22 _____
_____ _____

BODY DRAG
.12
_____
_____ _____

CHAIN LINK FENCE
.10 _____
_____ _____

SOLID WALL
.13 _____
_____ _____

500 YARD RUN
1.45 _____
_____ _____

TOTAL

SCORE
_____

MONITOR: _____

COMMENTS: _____

_____

_____

_____

P.O.S.T. WORK SAMPLE TEST BATTERY PLATOON RECAP

PLATOON #
_____
DATE:_____

Name	Agility Run	Body Drag	Chain Link Fence	Solid Wall	500 yard	Total

P.O.S.T. WORK SAMPLE TEST BATTERY CONVERSION CHARTS

-

SOLID FENCE CLIMB

(Ceonversion of time to points)

Tenths of a Second										
Seconds	**.0**	**.1**	**.2**	**.3**	**.4**	**.5**	**.6**	**.7**	**.8**	**.9**
4	224	223	221	220	218	217	216	214	213	211
5	210	208	207	206	204	203	201	200	198	197
6	196	194	193	191	190	188	187	186	184	183
7	181	180	178	177	176	174	173	171	170	

~~**7**~~	~~181~~	~~180~~	~~178~~	~~177~~	~~176~~	~~174~~	~~173~~	~~171~~	~~170~~	
8	167	166	164	163	161	160	158	157	156	154
9	153	151	150	148	147	146	144	143	141	140
10	138	137	136	134	133	131	130	128	127	126
11	124	123	121	120	118	117	116	114	113	111
12	110	108	107	106	104	103	101	100	98	97
13	96	94	93	91	90	88	87	86	84	83
14	81	80	78	77	76	74	73	71	70	68
15	67	66	64	63	61	60	58	57	56	54
16	53	51	50	48	47	46	44	43	41	40
17	38	37	36	34	33	31	30	28	27	26
18	24	23	21	20	18	17	16	14	13	11
19	10	8	7	6	4	3	1	0	0	0

-

-

-

-

-

CHAIN LINK FENCE CLIMB

(~~e~~Conversion of time to points)

	Tenths of a Second									
7	88	87	86	85	84	83	82	80	79	78
Seconds	**.0**	**.1**	**.2**	**.3**	**.4**	**.5**	**.6**	**.7**	**.8**	**.9**
4	120	119	118	117	116	115	114	113	112	111
5	109	108	107	106	105	104	103	102	101	100
6	99	98	97	96	94	93	92	91	90	89
8	77	76	75	74	73	72	71	70	69	68
9	66	65	64	63	62	61	60	59	58	57
10	56	55	54	52	51	50	49	48	47	46
11	45	44	43	42	41	40	39	37	36	35
12	34	33	32	31	30	29	28	27	26	25
13	23	22	21	20	19	18	17	16	15	14
14	13	12	11	10	8	7	6	5	4	3
15	2	1	0	0	0	0	0	0	0	0

99 YARD OBSTACLE COURSE

(Ceonversion of time to points)

	Tenths of a Second									
18	197 -	196	195	193	192	191	189	188	187	186
Seconds	**.0**	**.1**	**.2**	**.3**	**.4**	**.5**	**.6**	**.7**	**.8**	**.9**
14	248	246	245	244	243	241	240	239	238	236
15	235	234	232	231	230	229	227	226	225	224
16	22	221	220	219	217	216	215	213	212	211
17	210	208	207	206	205	203	202	201	200	198
19	184	183	182	181	179	178	177	176	174	173
20	172	170	169	168	167	165	164	163	162	160
21	159	158	157	155	154	153	152	150	149	148
22	146	145	144	143	141	140	139	138	136	135
23	134	133	131	130	129	128	126	125	124	122
24	121	120	119	117	116	115	114	112	111	110
25	109	107	106	105	103	102	101	100	98	97
26	96	95	93	92	91	90	88	87	86	85
27	83	82	81	79	78	77	76	74	73	72
28	71	69	68	67	66	64	63	62	60	59
29	58	57	55	54	53	52	50	49	48	47
30	45	44	43	42	40	39	38	36	35	34
31	33	31	30	29	28	26	25	24	23	21

32	20	19	17	16	15	14	12	11	10	9
33	7	6	5	4	2	1	0	0	0	0

165 POUND BODY DRAG

(Ceonversion of time to points)

	Tenths of a Second									
6	53	53	53	52	52	52	51	51	51	51
Seconds	**.0**	**.1**	**.2**	**.3**	**.4**	**.5**	**.6**	**.7**	**.8**	**.9**
2	63	62	62	62	62	61	61	61	61	60
3	60	60	60	59	59	59	59	58	58	58
4	58	58	57	57	57	57	56	56	56	56
5	55	55	55	55	54	54	54	54	54	53
7	51	50	50	50	50	49	49	49	49	48
8	48	48	48	47	47	47	47	47	46	46
9	46	46	45	45	45	45	44	44	44	44
10	44	43	43	43	43	42	42	42	42	41
11	41	41	41	40	40	40	40	39	39	39
12	30	38	38	38	38	37	37	37	37	36
13	36	36	36	36	35	35	35	35	34	34

14	34	34	33	33	33	33	32	32	32	32
15	31	31	31	31	31	30	30	30	30	29
16	29	29	29	28	28	28	28	27	27	27
17	27	26	26	26	26	25	25	25	25	25
18	24	24	24	24	23	23	23	23	22	22
19	22	22	21	21	21	21	20	20	20	20
20	20	19	19	19	19	18	18	18	18	17
21	17	17	17	16	16	16	16	15	15	15
22	15	15	14	14	14	14	13	13	13	13
23	12	12	12	12	11	11	11	11	10	10
24	10	10	9	9	9	9	9	8	8	8
25	8	7	7	7	7	6	6	6	6	5
26	5	5	5	4	4	4	4	4	4	3
27	3	3	2	2	2	2	1	1	1	1
28	0	0	0	0	0	0	0	0	0	0

500 YARD RUN

(Ceonversion of time to points)

Seconds	Points	**Seconds**	Points
53.0 - 55.8	50	**126.5 - 129.3**	25
55.9 - 58.7	49	**129.4 - 132.3**	24
58.8 - 61.7	48	**132.4 - 135.2**	23
61.8 - 64.6	47	**135.3 - 138.1**	22
-	-	-	-
64.7 - 67.7	46	**138.2 - 141.1**	21
67.7 - 70.5	45	**1441.2 - 144.0**	20
70.6 - 73.5	44	**144.1 - 147.0**	19
73.6 - 76.4	43	**147.1 - 149.9**	18
76.5 - 79.3	42	**150.0 - 152.8**	17
79.4 - 82.3	41	**152.9 - 155.8**	16
82.4 - 85.2	40	**155.9 - 158.7**	15
85.3 - 88.2	39	**158.8 - 161.7**	14
88.3 - 91.1	38	**161.8 - 164.6**	13
91.2 - 94.0	37	**164.7 - 167.5**	12
94.1 - 97.0	36	**167.6 - 170.5**	11
97.1 - 99.9	35	**170.6 - 173.4**	10
100.0 - 102.9	34	**173.5 - 176.4**	9
103.0 - 105.8	33	**176.5 - 179.3**	8
105.9 - 108.7	32	**179.4 - 182.2**	7

108.8 - 111.7	31	**182.3 - 185.2**	6
111.8 - 114.6	30	**185.3 - 188.1**	5
114.7 - 117.6	29	**188.2 - 191.1**	4
117.7 - 120.5	28	**191.2 - 194.0**	3
120.6 - 123.4	27	**194.1 - 196.9**	2
123.5 - 126.4	26	**197.0 - 199.9**	1

PHYSICAL TRAINING WARM-UP/COOL DOWN STRETCHES

STRETCHING EXERCISE	HOW TO PERFORM STRETCHING EXERCISE	TARGETED AREAS
Jog to exercise site or around grinder	Keep upper body relax and breathing slow and control.	Warms up body for exercise
Seated toe touch	Both legs straight out in front; knees slightly bent; toes pointed back towards you; reach forward with both hands	Low back, gluteal & hamstrings
Seated groin stretch	Bring heels together in front; pull heels inward as close as possible to groin; while holding feet with hands push down on knees with elbows	Abductors
Lying gluteal stretch	Pull knees to chest while lying on your back.	Gluteal
Lying Alternate knee to chest	Lay on your back; bend your left leg and bring your knee toward your chest; clasp both hands just below the left knee and gently pull knee toward chest while keeping right leg straight and on the ground. Switch	Low back, gluteal

Seated leg over hip and back stretch	Right leg straight out in front; knee slightly bent; take left foot and place on the outside of right knee; left foot must be flat on ground; rotate upper body left placing right elbow on the outside of left knee. Switch legs	Spine, gluteal
Standing quad stretch	Bring right heel to right buttock; hold with right hand. Switch legs	Quadriceps
Standing calve stretch	While in a sprinter's stance (right leg forward left leg back) with left heel on the ground lean forward over the right knee. Switch legs	Calves & Achilles
Alternate shoulder stretch	Grab right arm with left hand; pull arm across body and behind head. Switch arms	Deltoids & triceps
Static trunk rotation	With arm slightly bent in front of chest slowly rotate upper body from left to right.	Obliques
Three way neck stretch	Without raising your shoulders tilt your head to the right in an attempt to have your right ear touch your right shoulder. Switch; tilt your head forward in an attempt to touch your chin to your chest.	All neck muscles
Overhead side bends	Stand with feet shoulder width apart; clasp hand/arm above head; lean to the left until you feel the stretch along the right side of your body. Switch.	Ilio-Tibial band (ITB)

ALWAYS WARM UP BEFORE STRETCHING; NEVER STRETCH COLD MUSCLES

"It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood, who strives valiantly; who errs and comes short again and again; because there is not effort without error and shortcomings; but who does actually strive to do the deed; who knows the great enthusiasm, the great devotion, who spends himself in a worthy cause, who at the best knows in the end the triumph of high achievement and who at the worst, if he fails, at least he fails while daring greatly. So that his place shall never be with those cold and timid souls who know neither victory nor defeat."

Theodore Roosevelt

26th President of the United States of America

-

-

• Scenario Evaluator Training

Scenario Evaluator Training Course

Expanded Course Outline

1. Orientation (2)* (*denotes PowerPoint® presentation slide number)
    a. Review of Course
        i. Purpose
        ii. Content
    b. Understand Academy Training Mission (3)

1. Validation of Scenario Manual (4)
    a. Review Scenario Manual background
    b. Discuss Scenario Manual uses

1. Competencies (5)
    a. Understand the definition of competency
    b. Review of competencies evaluated in Scenario Tests (6)

1. Review of Scenario Test Forms (7)

a. Test scripts
    i. Provides content of individual Scenario Tests
    ii. Controlled documents

b. Evaluation forms
    i. Used by evaluator to score and note performance
    ii. Not controlled unless contain point values

c. Grading forms
    i. Used to calculate test scores
    ii. Controlled document

d. Miscellaneous Topics (8-9)
    i. Job-simulation test in preparation for entry into the field training program
    ii. FOS/LEDS shall not be used for demos or testing
    iii. Students must be full duty
    iv. Force options' considerations determined by academy
    v. Do not communicate with the student regarding their performance
    vi. Role is to evaluate
    vii. Brief students as a class
    viii. Provide individual feedback following test failure

1. Review individual forms (10)
    a. Form sections
    b. Performance Activities (11-14)
    c. Comprehension (15-17)
    d. Performance Quality (18-21)

1. Screen Outs (22)
    a. Does not require stopping a scenario test unless a safety issue
    b. Noted and recommended by Evaluator
    c. Determined by Scenario Manager
    d. Scenarios shall be graded prior to determining failure due to screen out

2. Combination Scenario Tests (23)
    a. Source
        i. May only use the POST-developed combinations

    b. Number of evaluators
        i. Two Evaluators and two evaluation forms are required for combination scenario tests
        ii. LD 25-Domestic Violence/LD 4-Victimology / Crisis Intervention is a stand-alone and

requires only one Evaluator
iii. Only one evaluator may be used for stand-alone scenario tests

c. Retests
i. Only the failed test is retested

3. Testing and Remedial Training Requirements (24-25)
a. Discuss specific remedial training and retesting requirements
i. Student acknowledgement of a test failure by initialing the evaluation form is conducted after the test is graded
1. Students passing a scenario test are not required to initial an evaluation form
ii. Review academy-specific form(s) utilized for test failures, remedial training, and retests
iii. Discuss the timing and manner of remedial training and retests

b. Scenario Test
i. Every recruit is tested in each required Scenario Test

c. Remedial training
i. Conducted after every failed test
ii. Evaluators/staff explain to the recruit the errors made

d. Retest
i. One retest will be provided for each failed test
ii. Retests are completed after remedial training occurs
iii. Retest failure causes course failure

1. Practice Exercises (26)
a. POST-developed DVD-based exercises
i. View “Introduction” (27)
ii. View “Competencies”
iii. Review LD 25-Domestic Violence evaluation form
iv. View DVD LD 25 Scenario, Version 1 (28)
1. Individual completion of evaluation form
2. Review of class’ scoring
3. Discuss range
4. Discuss expectations for academy recruits
v. View DVD “Competency Highlights”

b. View DVD LD 25 Scenario, Version 2 (29)
i. Individual completion of evaluation form
1. Discuss class results
2. Compare Version 1 and Version 2

ii. View DVD Version 2 “Competency Highlights”
    1. Discuss academy standards and competencies involved

2. Evaluator Responsibilities (30-31)
    a. Completion of POST Scenario Evaluator Course
        i. Review and receipt of roles and responsibilities
        ii. NO LIVE WEAPONS
        iii. No recording of scenario testing by you, role player(s) or student
        iv. Ensure scene safety
        v. Do not leave controlled documents unattended
        vi. Ensure role players follow the script and remain consistent with every student
        vii. Provide student feedback during class debrief following all scenario testing

3. Safety Considerations (32)
    a. Weapons
        i. Securing
        ii. Mitigating hazards
        iii. Who may possess
    b. Site safety
        i. Stopping events
        ii. Stop codes
    c. Review academy safety policy

4. Closing comments (33)

• Scenario Evaluator Training

Scenario Evaluator Training Course

Expanded Course Outline

1. Orientation (2)* (*denotes PowerPoint® presentation slide number)

a. Review of Course
    i. Purpose
    ii. Content

b. Understand Academy Training Mission (3)

1. Validation of Scenario Manual (4)
    a. Review Scenario Manual background
    b. Discuss Scenario Manual uses

1. Competencies (5)
    a. Understand the definition of competency
    b. Review of competencies evaluated in Scenario Tests (6)

1. Review of Scenario Test Forms (7)
    a. Test scripts
        i. Provides content of individual Scenario Tests
        ii. Controlled documents

    b. Evaluation forms
        i. Used by evaluator to score and note performance
        ii. Not controlled unless contain point values

    c. Grading forms
        i. Used to calculate test scores
        ii. Controlled document

    d. Miscellaneous Topics (8-9)
        i. Job-simulation test in preparation for entry into the field training program
        ii. FOS/LEDS shall not be used for demos or testing
        iii. Students must be full duty
        iv. Force options' considerations determined by academy
        v. Do not communicate with the student regarding their performance
        vi. Role is to evaluate
        vii. Brief students as a class
        viii. Provide individual feedback following test failure

1. Review individual forms (10)
    a. Form sections

b. Performance Activities (11-14)
c. Comprehension (15-17)
d. Performance Quality (18-21)

1. Screen Outs (22)
    a. Does not require stopping a scenario test unless a safety issue
    b. Noted and recommended by Evaluator
    c. Determined by Scenario Manager
    d. Scenarios shall be graded prior to determining failure due to screen out

2. Combination Scenario Tests (23)
    a. Source
        i. May only use the POST-developed combinations
    b. Number of evaluators
        i. Two Evaluators and two evaluation forms are required for combination scenario tests
        ii. LD 25-Domestic Violence/LD 4-Victimology / Crisis Intervention is a stand-alone and requires only one Evaluator
        iii. Only one evaluator may be used for stand-alone scenario tests
    c. Retests
        i. Only the failed test is retested

3. Testing and Remedial Training Requirements (24-25)
    a. Discuss specific remedial training and retesting requirements
        i. Student acknowledgement of a test failure by initialing the evaluation form is conducted after the test is graded
            1. Students passing a scenario test are not required to initial an evaluation form
        ii. Review academy-specific form(s) utilized for test failures, remedial training, and retests
        iii. Discuss the timing and manner of remedial training and retests
    b. Scenario Test
        i. Every recruit is tested in each required Scenario Test
    c. Remedial training
        i. Conducted after every failed test
        ii. Evaluators/staff explain to the recruit the errors made
    d. Retest
        i. One retest will be provided for each failed test
        ii. Retests are completed after remedial training occurs
        iii. Retest failure causes course failure

1. Practice Exercises (26)
    a. POST-developed DVD-based exercises
        i. View “Introduction” (27)
        ii. View “Competencies”
        iii. Review LD 25-Domestic Violence evaluation form
        iv. View DVD LD 25 Scenario, Version 1 (28)
            1. Individual completion of evaluation form
            2. Review of class’ scoring
            3. Discuss range
            4. Discuss expectations for academy recruits
        v. View DVD “Competency Highlights”
    b. View DVD LD 25 Scenario, Version 2 (29)
        i. Individual completion of evaluation form
            1. Discuss class results
            2. Compare Version 1 and Version 2
        ii. View DVD Version 2 “Competency Highlights”
            1. Discuss academy standards and competencies involved

2. Evaluator Responsibilities (30-31)
    a. Completion of POST Scenario Evaluator Course
        i. Review and receipt of roles and responsibilities
        ii. NO LIVE WEAPONS
        iii. No recording of scenario testing by you, role player(s) or student
        iv. Ensure scene safety
        v. Do not leave controlled documents unattended
        vi. Ensure role players follow the script and remain consistent with every student
        vii. Provide student feedback during class debrief following all scenario testing

3. Safety Considerations (32)
    a. Weapons
        i. Securing
        ii. Mitigating hazards
        iii. Who may possess
    b. Site safety
        i. Stopping events
        ii. Stop codes
    c. Review academy safety policy

4. Closing comments (33)

• Safety Plan

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

SAFETY POLICY – GENERAL GUIDELINES

It shall be the policy of the Los Angeles County Sheriff's Department to conduct all training in such a manner as to promote an attitude of safety among instructors and students alike. The efforts of all personnel involved in training shall be directed toward ensuring a safe atmosphere within which maximum training benefit can be realized.

I. STAFF/ADMINISTRATIVE RESPONSIBILITIES

A. Training staff shall provide advance notice to prospective trainees (and their agencies where applicable) regarding anticipated physical demands and/or physical performance expectations.

B. Training staff shall ensure that students are issued or are notified of their responsibility to bring proper training/safety equipment to class.

C. Instructors shall be provided with a copy of the specific safety guidelines pertaining to their course of instruction prior to the commencement of their class.

D. Training staff shall ensure that emergency communications (phone, radio or other means) are accessible at all training sites.

E. Training staff shall identify which medical facilities, and emergency services are available or subject to call in the event of an emergency or student injury.

I. INSTRUCTIONAL STAFF-TO-STUDENT RATIOS

A. Instructional staff-to-student ratios for each psychomotor skill area have been established. Factors considered in establishing these ratios included, but were not limited to:

- The intensity or pace of the training experience
- Student familiarity with the material
- Characteristics of the training site
- Injury potential
- Active versus passive participation

B. The specific ratios are identified in the individual course specific safety policies.

C. Reassessment of the staff-to-student ratio will be initiated when curriculum changes are proposed or when course structure is otherwise modified.

I. INSTRUCTOR RESPONSIBILITIES

A. The Lead Instructor or designee shall be responsible for conducting safety inspections of students, facilities and any equipment used for training.

B. Instructors should be aware of environmental factors such as weather, snow pack stability, air quality, and adjust the instruction as necessary.

I. The Lead Instructor or designee shall verbally review specific safety rules with students.

I. Specific safety rules shall be incorporated into lesson plans. Copies of safety rules shall be distributed to students as part of the course handouts.

E. Instructors shall advise students of their responsibility to report and/or stop unsafe actions during training.

A. Instructors shall display an attitude of safety and a professional demeanor at all times.

I. STUDENT RESPONSIBILITIES

A. Student shall immediately notify the training staff of any known pre-existing medical condition which is likely to be aggravated by, or effect performance during training.

A. Students shall be excluded from training when doubt exists as to the student's medical fitness unless evidence of medical or physical fitness is provided. The lead instructor has the final approval on whether the student is fit to participate in the training.

A. Students shall bring and/or utilize proper training/safety equipment, if applicable.

D. Students shall immediately notify a member of the training staff of any injury sustained during training.

A. Students are responsible for adhering to all safety requirements of individual courses.

I. RESPONSE TO INJURIES

A. In the event of an injury, the following actions shall be taken as necessary:

- Render first aid
  - Obtain appropriate medical assistance. In all cases where a student loses consciousness, an evaluation shall be sought from a competent medical authority before the student is allowed to return to training.
  - Initiate student emergency notification information and agency notification requirements.
  - Investigate and complete an employee injury report using Department approved reporting procedures.
  - Students who sustain an injury which requires treatment by a physician must obtain a medical release before they will be allowed to resume training.

I. COURSE-SPECIFIC SAFETY RULES

A. Specific safety rules and procedures for individual subject areas are attached. Specific rules vary due to difference in subject matter, tasks to be performed and the particular training environment or site.

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

SEARCH AND RESCUE TECHNIQUES COURSE

SAFETY POLICY – SPECIFIC GUIDELINES

I. Application

All Los Angeles Sheriff's Department General Safety guidelines apply to the Search and Rescue Techniques Course. The intent of these specific guidelines are to promote student and staff safety awareness in areas involving mountaineering and rescue training and to reduce the potential risk for injuries. Each training presenter/coordinator will be furnished with a copy of these guidelines.

All training instructors and instructional staff will be responsible for adhering to all applicable safety guidelines, policies and approved course outlines and lesson plans.

II. Safety Guidelines and Guidelines for Student to Instructor/Staff Ratio

- Students shall be briefed on any and all hazards particular to the site prior to the training.
- A daily inspection of the training facility shall be conducted to detect and correct safety hazards prior to any training commencing on site.
- Observe all safety precautions. Bring any unsafe condition to the attention of the Instructor in charge.
- No high angle techniques shall commence until an instructor is on scene and a brief is completed.
- All knots, systems, and anchors will always be "double checked" by a second instructor prior to any person depending on the setup to support them.

- All operations will terminate in case of an accident.

- All students shall be cognizant of on-going operations and any operation that may impact the safety of all students and instructors.

- The training site shall have a medical evacuation plan and paramedics on site prior to any operation or training commencing.

- Instructors shall be constantly aware of the possibility of physical fatigue factors which affect the ability of the student to perform safety.

- Any student may stop the training at any moment if a safety issue is at hand.

- The course coordinator shall insure appropriate communications are available at the training site. These communications shall include as a minimum: (1) cell phone and (2) radios capable of base hospital, ambulance, fire and Sheriff's station communication.

- The student to instructor ratio shall be no more than 6 to 1 in classroom settings. In the field the student to instructor ratio will be 1 to 3.

- Prior to any airborne operations training a qualified member of the aircrew shall conduct a comprehensive site survey and give all students and instructors a thorough safety briefing prior to all training. Aircraft used in airborne operations should be adequately equipped and certified in accordance with federal aviation regulations. Two way communications shall be established and maintained between ground instructors and the flight crew during airborne training. Any participant, including the instructors, aircrew members or students, shall be encouraged to initiate a stop action if a hazard is observed or perceived. Students shall be instructed not to approach a helicopter whose blades are turning. A member of the aircrew shall give a positive hand signal or radio command to commence boarding operations.

C. Medical Evacuation Plan.

In the event of a student or instructor injury, the on-scene Los Angeles Sheriff's Department paramedics will provide treatment to the injured person. (Each instructor is a paramedic and will be on scene at all training.) If the injury warrants hospital care the Los Angeles Sheriff's Department paramedics will consult their base hospital via radio or cell phone and determine the appropriate hospital destination. They will then call in ground or air ambulance support as needed and accompany the injured party to the designated hospital.

I. Specific Courses of action in an Emergency

-

The below phone numbers and radio frequencies are to be used at the listed training sites. Additional assets will be listed should there be additional manpower needs.

Week 1- SEB/Classroom

In the event of any injury or illness, one of the two on-duty Paramedics/Course instructors will call on the radio or on the telephone and make the appropriate notification or request for additional help. This will be in conjunction the medical treatment that the two instructors/paramedics do for the student/patient. (Note: Both Course instructor/paramedics have their Advanced Life Support Equipment with them at all times they are on duty. They are able and qualified to treat any patient the same as any other CA. licensed paramedic.)

Should the student/patient need transportation to a local hospital, the paramedics will contact either their Base Hospital radio room or MAC center for hospital availability and/or treatment questions they may have. Additionally, the instructors/Paramedics will call the below ambulance company or have Fire Dispatch make the call for them for a locally assigned ambulance to come pick up the Paramedics and the patient.

MAC (Medic Alert Center) 323-869-0578
Pre-programmed into our duty radio

LAC- USC Base Hospital- 323-441-7222

Los Angeles County Fire Department Dispatch Center (323) 881-2455
Pre-programmed into our duty radio

Ambulance Service from Care Ambulance (714) 828 7750
Will be contacted as a matter of normal course when contacting LACo FD

Week 1-Individual Rope Skills- City of Alhambra Fire Tower
City of Alhambra Fire Department (911) or (626) 570-5190

In the event of any injury or illness, one of the two on-duty Paramedics/Course instructors will call on the radio or on the telephone and make the appropriate notification or request for additional help. This will be in conjunction the medical treatment that the two instructors/paramedics do for the student/patient. (Note: Both Course instructor/paramedics have their Advanced Life Support Equipment with them at all times they are on duty. They are able and qualified to treat any patient the same as any other CA. licensed paramedic.)

Should the student/patient need transportation to a local hospital, the paramedics will contact either their Base Hospital radio room or MAC center for hospital availability and/or treatment questions they may have. Additionally, the instructors/Paramedics will call the below ambulance company or have Fire Dispatch make the call for them for a locally assigned ambulance to come pick up the Paramedics and the patient.

MAC (Medic Alert Center) 323-869-0578
Pre-programmed into our duty radio

LAC- USC Base Hospital- 323-441-7222

Los Angeles County Fire Department Dispatch Center (323) 881-2455
Pre-programmed into our duty radio

Ambulance Service from Care Ambulance (714) 828 7750
Will be contacted as a matter of normal course when contacting LACo FD

Week 2-6 San Gabriel Mountains (Angeles National Forest)

In the event of any injury or illness, one of the two on duty Paramedics/Course instructors will call on the radio or on the telephone and make the appropriate notification or request for additional help. This will be in conjunction with the medical treatment that the two instructors/paramedics do for the student/patient. (Note: Both Course instructor/paramedics have their Advanced Life Support Equipment with them at all times they are on duty. They are able and qualified to treat any patient the same as any other CA. licensed paramedic.)

Should the student/patient need transportation to a local hospital, the paramedics will either drive the patient, hand off the patient to the local Basic Life Support Ambulance, or call in an Air Rescue helicopter(most probably Air Rescue 5 LASD). If Air Rescue 5 is busy, and Air Transport is needed, LACO FD would be able to assist in transporting the patient. Both Agencies have hoist capability.

MAC (Medic Alert Center) 323-869-0578
Pre-programmed into our duty radio

Los Angeles County Fire Department Dispatch Center (323) 881-2455
Pre-programmed into our duty radio

Air Support & Hoist Capability- Air Rescue 5 (Los Angeles County Sheriff Department) “Our” Emergency Services Detail dispatch working Frequency-SUD (pre-programmed in our radio)

Ambulance Service from Care Ambulance (714) 828-7750
Will be contacted as a matter of normal course when contacting LACo FD

Additional manpower available from Montrose Search and Rescue or/and San Dimas Search and Rescue Team

II. Safety Issues per Subject

Knots- Minimal potential for any rescue or potential problems.

Anchors- Minimal potential for any rescue or potential problems as related to the selection and tying up of any anchors or anchor systems. However, anytime the class will be using the state approved City of Alhambra fire tower, the students and instructors will be tied in (secured) to the tower if they are at any time in a potential fall area. While in the forest or any location with a steep hillside or cliff, the students/instructors will be tied in to a safety point prior to approaching the edge area.

The students in the above scenario will be required to wear at a minimum a *sit* harness or most likely a full Body harness. This will be checked by an instructor prior to being allowed in/on the tower or next to a cliff.

The use of the Anchor or anchor system will be visually inspected first before any tension is applied to the anchor. This includes inspection of the harnesses, ropes/webbing, pulleys, and carabiners. Any high angle training will have a minimum of three instructors at all times.

Individual Rope skills- All rappel work (students and instructors) will be done with an approved mountaineering helmet. The rappel work will start off with students learning techniques on a fire tower. There will be an instructor standing next to the student on a separate rappel line and another instructor on the tower top providing instruction to talk the student through the technique. As listed in the Course Outline, the student will have an instructor doing a “fireman belay” from below (This is a safety that prevents any falls).

As the student progresses and moves to doing rappels off a cliff, the training areas that have been chosen were chosen as they are generally very solid and have little rockfall.
The students will be taught how to use a back-up prussick or runner to add to the safety factor.

Any rock-climbing skills will include having both the instructor and the student tied in at all times with an appropriate belay in effect when necessary or when it is deemed appropriate. This determination will be under the guidelines set forth by the American Mountain Guides Association.

Any rappel or climbing block of instruction will have a minimum of three instructors.

Litter rigging/patient packaging – Minimal danger potential. Any edge work on a cliff or a slope will use the same safety precautions as used with the above subject matters. Minimum of two instructors for any Litter rigging/patient packaging unless there is high angle work to been done, then there will be a minimum of three instructors.

Systems – The majority of this training will occur on a flat area where the students can set up various mechanical advantages using different combinations of pulleys and carabiners. Any actual practical application will include having a separate belay line which will be capable of holding the weight of the person(s) on the system. All locking carabiners will be locked and checked for security prior to putting a load on the system. Minimum of two instructors for any Systems training unless there is high angle work to been done, then there will be a minimum of three instructors.

Field Skills- Land Navigation will be conducted in an area that will have definite boundaries that are

unmistakable (i.e. Large roadways, rivers etc...). This will prevent any possibilities of anyone ultimately getting lost. All students doing the land navigation course will be doing it in pairs of students. The students will have appropriate safety gear in their day pack (water, radios, etc.). Should any student suffer from any of the exposure type of maladies, appropriate medical treatment will be provided by the on-scene paramedics up to and including transportation to the appropriate medical facility.

The summer survival skills will consist of hiking through the forest with the instructor pointing out various edible plants. Although there is value to personally tasting the various edible plants, it is not required and is totally voluntary. The same applies to the students learning how to obtain water in the wilderness.

Winter survival skills are covered in Alpine Skills.

Minimum of three instructors for any Field skills training.

Alpine Skills- The use of snow and ice equipment will be taught in conjunction with snow and ice travel techniques. Self belay and self arrest will be done with the student climbing up a moderate angle snow slope with sufficient run-out (flat area below). The intent is that of sliding downhill then catching their fall with the use of an ice ax. This is to be practiced to the point of instinct and from any bodily orientation the alpinist ends up in. Having sufficient run-out is a safety measure that provides the student a safe way to stop sliding if he is unable to self arrest.

Rope team techniques will be done with the students “roped- in” (tied on to a nylon rope at 20-30’ft intervals. As the team travels up and down steep terrain (snow or ice), the team of students will learn placement of snow pickets and ice screws. This will be a safe way to learn both fixed and running belays. Additionally as the team travels through snow country, Route selection and hazard recognition with regards to avalanches will be pointed out to them.

Winter survival will start with the instructor reviewing the student’s backpack and its contents. This is to confirm understanding of appropriate gear and attire that will go into the backcountry. Upon arriving at the predetermined campsite, the students will erect their personal tents and build a snow wall around the camp. Next task will consist of building an emergency snow cave which the student will ultimately use to spend the night in.

Avalanche victim searching will consist of the instructor hiding an avalanche beacon (on transmit mode) in the snow and the students using their beacons (on receive mode) to find the victim or in this case just the avalanche beacon. The students will then use their issued avalanche probes to poke through the snow to find a previously hidden backpack.

The snow and ice anchors class will be in conjunction with rope team travel portion of this block. On moderate slopes the students will make a snow or ice bollard to rappel from. For additional safety measures this will be done with an independent belay rope on the student in the off chance the snow or ice anchor fails. Minimum of three instructors for any snow and Ice training.

Helicopter Operations- With the use of Air Rescue 5 as it hovers at approx 50 ft, all students will do rappel training, hoist training, and one wheel deployments and recoveries. This will be under the direction of the on-duty crew chief. As a safety measure, the students will be belayed from below. Victim packaging and litter tending will be under the supervision of an instructor who will be on the ground watching the student rig the litter for the pick off and for other students who will be working the tag- line as the litter is guided into the helicopter. Minimum of one instructor in addition to the ESD aircrew.

Truck Operations- Any over- the- side Rescue Truck training will be conducted with the same precautions that are used as in the any of the above listed cliff training (edge tenders tied in, all locking carabiners checked locked, etc.). Additionally, the wheels to the rescue truck will be chocked for additional safety. Minimum of three instructors for any Truck Operations.

Field Training Exercise- This training will be done with a minimum of two instructors accompanying the students throughout the exercise. This portion of the training will be done to imitate real life situations and therefore will be done as the student feels is the most effective and safe manner to conduct the rescue. Naturally, the instructors will act as safety officers and call out and stop any potentially unsafe technique or practice.