

# *San Jose Police Academy #37*

## **Recruit Procedures Manual**



### ***The Courage of Integrity***

*“The highest courage is to dare to be you in the face of adversity. Choosing right over wrong, ethics over convenience, and truth over popularity... these are the choices that measure your life. Travel the path of integrity without looking back, for there is never a wrong time to do the right thing.”*

*Revised 6/14/19*

## San Jose Police Chain of Command



---

*Chief of Police- Edgardo*



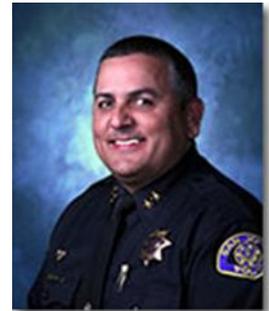
---

*Assistant Chief of Police- Dave Knopf*



---

*Deputy Chief Bureau of Field Operations  
David Tindall*



---

*Deputy Chief Bureau of Administration  
Mark Bustillos*



---

*Deputy Chief Bureau of Investigations  
Shawny Williams*



---

*Office of the Chief Executive Officer  
Deputy Chief- Tony Mata*

**San Jose Police Department Academy Leadership Team**

Academy Director/ Training Commander:	Lt. Stan McFadden #3076
Academy Operations Coordinator:	Sgt. Albert Morales #3477
Academy Administrative Coordinator:	Sgt. Jermaine Thomas #3522
Academy Coordinator:	David Solis #1348N
Academy Scenario Manager:	Donna Arndt Backman #1396N
Operations Team Leader:	RTO Ofc. Wade Sandall #3539
Administrative Team Leader:	RTO Ofc. Martin Gonzalez #3988
RTO Ofc. Catherine Alvarez #3509	RTO Ofc. Steve Guerra #3267
RTO Ofc. Tina Latendresse #3617	RTO Ofc. Ian Cooley #3450
RTO Ofc. Mark Mabanag #3446	RTO Ofc. Brian Mank #3478

## Table of Contents

Page #

1.0	INTRODUCTION .....	1
1.1	21 <sup>st</sup> Century Policing.....	1
1.2	Recruit Classification.....	1,2
1.3	Recruit Procedural Manual .....	2
1.4	California Peace Officer Standards and Training Basic Training Academy .....	2
1.5	San Jose Police Academy's Mission .....	3
1.6	San Jose Police Academy's Objectives .....	3
1.7	San Jose Police Academy's Philosophy .....	3
1.8	San Jose Police Academy's Training Objectives .....	3
1.9	Certifications.....	3,4
2.0	ADHERENCE TO STANDARDS OF CONDUCT AND RULES .....	4
2.1	Adherence to Rules .....	4
2.2	Academy Staff .....	4
2.3	Reasonable Accommodation in the Testing Process .....	4,5
3.0	UNIFORM AND GROOMING STANDARDS .....	5
3.1	Uniform Standard.....	5
3.2	Class "A" Uniform.....	5
3.3	Utility/BDU Uniform.....	6
3.4	Physical Fitness Uniform.....	6,7
3.5	ACT/Range Uniform .....	7
3.6	Hat/Cover Standard.....	8
3.7	Department Jacket/Cover Coat .....	8
3.8	Academy Footwear .....	8,9
3.9	Ties/Nametags/Jewelry/Other.....	9,10
3.10	Safety Equipment/Leather/Vest/Other.....	10,11
3.11	Grooming Standards .....	11
3.12	Inspections .....	11-13
4.0	STANDARD OF CONDUCT AND BEHAVIOR.....	13
4.1	Guidelines .....	13-15
4.2	Reports of Conduct .....	15
4.3	General Procedures .....	15-17
4.4	Recruits as Students/Classroom Conduct .....	17
4.5	Weapons and Ammunition .....	17-19
4.6	Academic Decorum and Performance .....	20
4.7	Academy/Personal Vehicles .....	20
4.8	Telephone/Handheld Electronic Devices/Computers .....	20,21
4.9	Reporting to Staff Office/Knock Notice .....	21,22
5.0	CLASS COMMAND STRUCTURE .....	22
5.1	Class Officer Responsibilities.....	22-24
6.0	REPORTING PROCEDURES .....	24

6.1	Injury/Illness/Medical .....	24
6.2	Medical Issues.....	25
6.3	Absences/Tardiness/Leaving or Entering Campus .....	25,26
6.4	General Guidelines.....	26,27
7.0	ACADEMY EXAMINATION STANDARDS .....	27
7.1	Learning Domain Exams .....	27, 28
7.2	Scenario Testing.....	28
7.3	Arrest and Control Techniques .....	28,29
7.4	Report Writing .....	29
7.5	Firearms Range .....	29
7.6	Missed Instruction.....	29
7.7	Academy Specific Exams .....	29
7.8	Vehicle Operations.....	30
7.9	Lifetime Fitness Training.....	30,31
8.0	FAILING THE ACADEMY.....	31
9.0	EVALUATION PROCEDURES.....	31
9.1	Evaluation Review .....	32
9.2	Recruit Files .....	32
10.0	DISCIPLINARY ACTIONS/PURPOSE/STANDARD .....	32,33
10.1	Training Memorandums.....	33,36
10.2	Documented Oral Counseling (DOC).....	37
10.3	Performance Improvement Plan (PIP).....	37
10.4	Academy Notice of Deficiency (NOD) .....	37
11.0	RECRUIT TERMINATION.....	37
11.1	Performance Problems .....	37
11.2	Recruit Termination Recommendation.....	37,39
12.0	ACADEMY HONOR CODE .....	38
13.0	INTOLERABLE BEHAVIOR .....	38-39
14.0	DISCRIMINATION/HARASSMENT POLICY .....	40
15.0	DEFINITIONS PERTAINING TO SENSITIVE/CONTROLLED/INFORMATION .....	40-43



## **1.0 INTRODUCTION**

### **1.1 21<sup>ST</sup> CENTURY POLICING**

On July 23, 2015, the White House and the U.S. Department of Justice convened a Forum on Community Policing. This forum created recommendations for all law enforcement agencies. These recommendations were introduced in the form of “6 Pillars.” They were identified as the following:

1. Building Trust and Legitimacy 2. Policy and Oversight 3. Technology and Social Media 4. Community Policing and Crime Reduction 5. Training and Education 6. Officer Wellness and Safety

As future San Jose Police Department Officers, your Community Engagement will be of utmost importance. 21<sup>st</sup> Century Policing is based on the notion that all residents should be empowered to enhance their quality of life and prevent or eliminate crime and the problems that lead to crime through a partnership with the officers that serve their neighborhoods.

### **1.2 ARTICLE 48 SJPOA- MOA RECRUIT CLASSIFICATION (014)**

- 48.1 All applicants who meet the requirements for the classification of Police Officer and who are selected for possible appointment to the classification of Police Officer shall first be classified as a Police Recruit while in attendance and training at the San Jose Police Academy. A Police Recruit shall be a non-sworn employee unless and until he/she completes the police academy training and is graduated from the Regional Police Academy. Upon completion of such training and graduation from the Academy, a Police Recruit will be eligible to be appointed to the classification of Police Officer. While they are in the class, provisions of this Agreement unique to police officers and Disability Leave Supplement shall not apply to Police Recruits. They shall be treated by the City as a civilian employee for these purposes
- 48.2 The established salary for a Police Recruit shall commence at approximately fifteen (15%) percent below that of first step Police Officer
- 48.3 Police Recruits shall be awarded a step increase approximately five (5%) percent upon being sworn in as a Police Officer. Their next step increases shall be due on their first, second, third, fourth, fifth and sixth anniversary dates of being appointed to the classification of Police Officer
- 48.5 The recruit classification is a temporary classification running only for the period of one Police Academy. There is no classification comparable to the Police Recruit classification
- 48.5.1 The City must apply the medical standards for a Police Officer to all Police Recruits. In addition, Police Recruits must be field ready prior to being promoted to the classification of Police Officer

- 48.5.2 If a Police Recruit is temporarily disabled or is otherwise not field ready for medical reasons, he or she will not be promoted to the classification of police officer
- 48.5.3 If a Police Recruit is temporarily disabled or is otherwise not field ready for medical reasons, he or she will continue to serve as a police recruit in a Modified Duty capacity during the term of the Academy (if reasonable Accommodations can be made that are consistent with POST and agency requirements)
- 48.5.4 At the conclusion of the Academy, all Recruit positions will be eliminated
- 48.5.4.1 Any Recruit who has not been promoted to the classification of Police Officer because he or she has failed to complete the Academy shall be released. However, if the Recruit was unable to complete the Academy solely due to temporary disability or other medical reasons, he or she may request reinstatement to the Police Recruit classification at the initiation of a future Academy. Any request for reinstatement must be within three (3) years of the incumbent's separation. The incumbent shall be reinstated to the future Academy if the Department deems the incumbent to be eligible
- 48.5.4.2 Any Recruit who has successfully completed the Academy but has not been promoted to the classification of Police Officer solely because he or she is not field ready due to a temporary disability or other medical reason shall be placed on unpaid medical leave during the period of disability, up to a maximum of one (1) year from the end of the Academy.

### **1.3 RECRUIT PROCEDURAL MANUAL**

The purpose of this manual is to assist you in completing the San Jose Police Academy. This Academy has very high standards utilizing solid discipline requirements with an emphasis on ethics, problem solving and physical conditioning. This manual is designed to assist you as a reference while attending the academy. Its purpose is to provide knowledge and understanding of the reason behind protocols. Your success in the Academy will be greatly improved by the amount of material you have committed to memory. Every effort has been made to provide you with the preparatory information you will require to prepare yourself for the beginning of the Academy successfully. Occasionally, as in law enforcement work, the program must adjust to unusual occurrences. It will be your responsibility to note any changes to the manual pointed out by staff.

### **1.4 SAN JOSE POLICE ACADEMY'S BASIC TRAINING**

California Peace Officers Standards and Training has created the operating rules and regulations for our academy standard. The basic academy is both physically and mentally challenging. It includes a minimum of 664 hours of POST-developed training and testing in a minimum of 42 separate areas of instruction called Learning Domains. The San Jose Police Academy exceeds the 664-hour minimum with more than 400 additional hours of training and testing. Not only must our recruits complete the minimum standards of training established by POST, but also successfully complete the San Jose Police Academy's agency specific tests and assessments to receive a POST certificate of completion.

## **1.5 SAN JOSE POLICE ACADEMY MISSION**

It is the mission of the San Jose Police Academy to provide a rigorous and demanding training environment, preparing recruits ethically, mentally, and physically for success in the Field Training Program.

## **1.6 SAN JOSE POLICE ACADEMY OBJECTIVES**

- To effectively deliver educational standards as defined by POST and the Academy
- To prepare recruits for moral, mental and ethical challenges through character building and leadership training
- To develop recruits to be effective critical decision-makers and problem-solvers and to promote law enforcement and community responsibility

## **1.7 SAN JOSE POLICE ACADEMY PHILOSOPHY**

The purpose of the San Jose Police Academy is to provide instruction in the basic skills required of an entry-level California peace officer. Instruction is intended to provide a sensitivity to, and understanding of, the role of the officer within the criminal justice system, the San Jose Police Department, and the community served. Recruits will be trained to protect their community against criminal behavior, while emphasizing the importance of professional responsibility, personal leadership and integrity. The San Jose Police Academy realizes that proper policing results from generating an effective balance between energetic, assertive enforcement, while providing justice for the victim, the offender, and society.

## **1.8 TRAINING OBJECTIVES**

The San Jose Police Academy is committed to:

- Instilling in each recruit the fundamental skills, attitudes and knowledge required of the California peace officer.
- Promoting professional responsibility, critical-thinking skills and to advocate a sense of cooperation among the various criminal justice agencies within the training region and the state of California.
- Creating greater awareness of the various types of "communities" served by the criminal justice agencies the communities served and within the state of California.
- Exposing each recruit to methods for maintaining a proper balance between public service and energetic, assertive enforcement of the law.
- Promoting and Encouraging core values consistent with a California peace officer (i.e., professionalism, leadership, integrity, critical-thinking, communication, job-knowledge and community-oriented government).

## **1.9 CERTIFICATIONS:**

### **CALIFORNIA COMMISSION ON POST/SOUTH BAY REGIONAL CONSORTIUM**

The basic California peace officer training and testing specifications are mandated by state law and guided by various rules, regulations, and administrative procedures. In addition to codified law, the

POST Administrative Manual (PAM) establishes the policies, procedures, and standards for the management and administration of the RBC under the authority of, and in compliance with, Sections 13506 and 13510 of the California Penal Code.

The San Jose Police Academy is certified by the state of California Commission on Peace Officer Standards and Training (POST) and is accredited for college unit credits through the colleges represented within the South Bay Regional Consortium. South Bay Regional member colleges are the Colleges of San Mateo, De Anza, Evergreen, Hartnell, Gavilan, Monterey Peninsula, Ohlone and Foothill.

The San Jose Police Academy is partnered with the South Bay Regional Public Safety Training Consortium in conformance with the Education Code of the State of California and the established policies and procedures of the San Jose Police Department. Each recruit attending the San Jose Police Academy must be registered as a recruit for the duration of the Academy session. Auditing is not permitted.

Twenty-six-point five (26.5) college semester units will be awarded to each recruit who successfully completes the San Jose Police Academy, depending on the college of registry. All units earned are acceptable as elective credits for the Associate or Baccalaureate degrees at most accredited institutions. Official transcripts will be retained by the registering member college and available to recruits upon request.

## **2.0 ADHERENCE TO STANDARDS OF CONDUCT AND RULES**

### **2.1 ADHERENCE TO RULES**

While in attendance, each recruit is expected to abide by the City of San Jose's, San Jose Police Academy's and the San Jose Police Department's Rules, Regulations and Operating Procedures, which were developed to ensure the safe and efficient operation of the basic training program. Each Recruit is provided a copy of this manual to ensure that the rules are clearly understood and uniformly enforced. The violation of these rules may result in disciplinary action, up to and including release from the San Jose Police Academy.

### **2.2 ACADEMY STAFF**

All Academy Staff will make every effort to assist recruits with any academic, fitness, or personal problems that may arise during the Academy. There is an established chain of command for addressing all matters that may arise during training. The chain of command will be explained during orientation along with the standards of conduct and behavior that are expected. These rules do not preclude or prohibit any recruit from immediately reporting critical information to any staff member on perceived welfare, safety, or security issues.

### **2.3 REASONABLE ACCOMMODATION IN THE TESTING PROCESS**

Reasonable accommodation is a right granted to qualified individuals with disabilities by both state (FEHA) and Federal (ADA) statutes. Most equal employment laws require consistent treatment of all affected individuals. The ADA and FEHA are different in that they require a process of decision-

making rather than providing black-and-white answers to all situations. That decision-making process hinges on individualized assessments to determine what if any modifications are possible that would allow an individual with a disability to participate in training and/or employment.

No accommodation need be made if it would serve to eliminate an essential component of training or testing or would otherwise fundamentally alter the training curriculum. An accommodation that poses an undue hardship is also not considered reasonable. An undue hardship is one that causes a significant difficulty or expense or one that is unduly extensive, substantial or disruptive.

Although student preference should be considered, the Academy retains the right to choose the specific accommodation and its reasonableness on a case by case basis through an interactive process in conjunction with the Police Personnel Unit.

### 3.0 UNIFORM AND GROOMING STANDARDS

#### 3.1 UNIFORM STANDARD

This section will outline and specify Academy dress and grooming standards for various aspects of the Academy training course. All recruits will be evaluated according to the San Jose Police Department uniform manual you have been provided. Recruits will maintain departmental uniform standards at all times unless otherwise directed by Academy staff (for example, impact weapons *i.e.* batons will be worn with all uniforms unless otherwise directed).

#### 3.2 Class A Uniform

<i>Cover</i>	Academy blue baseball cap (or) department dress cover.
<i>Shirt</i>	Academy khaki/department long sleeve shirt
<i>Trousers</i>	Academy khaki/department trousers
<i>Auxiliary</i>	Black tee shirt/ Black department tie with tie bar, name tag
<i>Leather</i>	Full leather (department approved) with gun and impact weapon
<i>Boots</i>	Academy approved black polished footwear

Recruits will wear long sleeve uniform shirts with black ties at all times unless directed to do otherwise by the Academy Staff. **A black cotton tee shirt (or dry fit material) may be worn with the Class A department uniform shirt so long as the collar remains unseen. If authorized to wear a short-sleeve khaki shirt, no tie will be worn and the undershirt must be white.**

- Recruits will wear the Class A uniform during formal inspections.
- Departmental Class A uniforms may be worn during the Academy at the discretion of the training staff. Ballistic vests will be worn with the departmental Class A uniform.
- The training staff may allow the wearing of the Class A uniform without tie during warm weather or when appropriate for the training being conducted. Black crew neck tee shirts must be worn if the tie is removed.
- Academy approved jacket.

### 3.3 Utility/BDU Uniform (Class B Uniform)

<i>Cover</i>	Academy blue baseball cap
<i>Shirt</i>	Academy BDU long sleeve shirt
<i>Trousers</i>	Academy BDU trousers-bloused
<i>Leather</i>	Full Leather w/ gun and impact weapon
<i>(Boots)</i>	Military style jump boot/black police duty boot with leather toe capable of being Polished

**A black cotton tee shirt (or dry fit material) is the only shirt authorized when wearing the utility/BDU uniform.**

- Recruits will wear the BDU uniform during scenario training and testing unless otherwise directed by the training staff.

Recruits will wear the BDU uniform during the following classes:

- Defensive tactics
- Emergency vehicle operations course (EVOC)
- Firearms/Range training
- Scenario training and testing
- First aid/CPR
- Chemical agents (classroom)
- As directed by the training staff

BDU trousers will be bloused at the hem at all times outside the ACT mat room, or when otherwise instructed by Academy staff. Recruits will use blousing bands or “boot blousers” to accomplish this.

BDU blouse sleeves may not be rolled unless directed or authorized by Academy Staff. If this direction is given, the whole class will participate. If a recruit chooses not to participate, then the entire class’ sleeves will remain down.

### 3.4 PHYSICAL FITNESS UNIFORM

<i>Cover</i>	A black unlabeled cover (approved by staff)
<i>Shirt</i>	Academy short sleeved tee shirt or Academy sweat shirt
<i>Trousers</i>	Academy shorts or Academy sweat pants
<i>Leather</i>	None
<i>Shoes</i>	Running shoes
<i>Auxiliary</i>	Black socks (ankle to mid-calf)

- **Good quality running shoes, suitable for long distances and hard surfaces.**
- **Good quality high top athletic shoes may be worn during PT activities other than long-distance running to prevent ankle injuries.**

Recruits will wear the PT uniform during the following classes:

- Physical Training
- As determined/directed by the training staff

The recruits will fall into formation with the same uniform. Following formation and warm up exercises recruits may use his/her discretion when wearing the complete physical training uniform (i.e. sweatshirt, sweatpants, shorts, etc.)

- Recruits will wear black gym type socks during PT that do not extend above the calf or below the shoe line.
- The recruit's name will be worn on the back of the outer physical training clothing (sweatshirt and tee-shirt) so that it is clearly visible.
- PT shirts will be tucked into the gym shorts during classroom instruction or during training exercises.
- An athletic supporter for men and an athletic bra for woman are recommended.
- Athletic/smart watches (Fit Bit, Garmin, etc.) may be only worn during physical fitness sessions so long as they remain professional in appearance and do not distract from the learning environment.

### 3.5 A.C.T./RANGE UNIFORM STANDARDS

<b>A.C.T. Uniform</b>	
<i>Cover</i>	None
<i>Shirt</i>	Long sleeve BDU shirt or short sleeve L.F shirt as Approved by ACT instructors
<i>Trousers</i>	Academy BDU trousers
<i>Shoes</i>	Non-marking mat shoes
<i>Auxiliary</i>	Duty belt will be worn under the direction of A.C.T. staff

<b>Range Uniform</b>	
<i>Cover</i>	Academy blue baseball cap
<i>Shirt</i>	Long sleeve BDU shirt
<i>Trousers</i>	Academy BDU trousers
<i>Boots</i>	Military style jump boot/black police duty boot with a leather toe & heel capable of being cleaned and buffed
<i>Auxiliary</i>	Ballistic vest (with name labeled on the

### 3.6 HAT/COVER STANDARDS

Academy specific hats will be worn with Class A, BDU, and Range uniforms, and unless as otherwise directed by the academy training. If the class wishes to purchase a black unlabeled cover for PT they must first seek the approval of Academy and PT staff.

- Hats are to be kept in a clean and professional condition.
- Hats are not to be worn indoors, unless otherwise directed by the academy training staff.
- Hats are to be marked with the recruit's last name and recruit identification number under the bill **in black ink**.

### 3.7 DEPARTMENT JACKETS/COVER COAT

Recruits finding it necessary to wear an outer garment due to weather conditions shall wear the department approved coat or one approved by Academy Staff.

Thermal under garments may be worn if additional warmth is needed. When worn with short sleeve uniform shirts, long sleeve thermal undershirts will be black and tight fitting and labels will not be showing.

Recruits shall wear a "cover coat" any time they travel off site while wearing the academy/department Class A or BDU uniform, except as otherwise authorized by the academy training staff.

- A "cover coat" is defined as a garment of clothing designed to conceal the uniform from public view (coat/shirt/sweater). This process is consistent with prudent officer safety standards.
- A "cover coat" or a non-transparent garment bag must be used when transporting or storing uniforms visible to the public in personal vehicles.

### 3.8 ACADEMY FOOTWEAR

- Recruits will wear academy/department-approved footwear.
- Footwear must be plain-toed black, capable of a high gloss shine. No other footwear is authorized. **Only shoe polish is authorized to polish boots.**
- Recruits may select appropriate jump style boots consistent with Academy standards. **No patent leather shoes are permitted.**
- Recruits must wear black socks when in Class A or BDU uniforms.
- Boots/shoes and socks must be worn at all times unless directed otherwise by the training staff.
- Recruits are **encouraged** to wear a separate pair of boots specifically and solely for Range/Firearms/Tactical training. Said boots must still be polished and maintain a clean appearance.
- As a preventative measure to limit lead contamination, range boots should be cleaned after firearms shooting and should be separately stored.
- Bootlaces must be tucked into the boots always.

- Recruits will be required to have a separate pair of mat shoes with a non-marking sole. **Mat shoes will only be worn in the Academy mat room** when conducting defensive tactics, physical training, or when directed by training staff.

### Miscellaneous Proper Attire

- When reporting to the Academy or off-site training facility, recruits will be properly attired. **Proper attire includes a collared shirt, pants that fit (belt if necessary) and that are free of defects and closed-toed shoes.** Recruits will not wear any clothing with pictures or lettering exposed that could be interpreted as offensive. Recruits will not wear hats/caps/beanies to/from the Academy or off-site training facility.
- If there is a morning P.T. session scheduled, **AND** with permission from Academy staff, recruits may wear their P.T uniform when reporting to the Academy provided they wear a cover coat. On Range/ACT days recruits may wear their full BDU uniform when reporting to the Academy or off-site training facility provided they wear a cover coat. Applying or removing the ballistic vest will only occur inside range staging area (identified by training staff), inside the locker room, bathroom of the Academy, or off-site training facility.
- There will be no dressing or undressing in any parking lot. **Neither will a recruit ever wear a partial uniform when reporting to or leaving the Academy or off-site training facility.**
- The only times it will be deemed acceptable to leave the Academy in any type of academy-specific uniform is following an afternoon P.T. session or on a Range/ACT training day provided the recruits wear a cover coat.
- When falling into formation, all recruits will wear the same uniform. For example, if one recruit wears his/her car coat, all recruits must wear their car coats. Once the formation is released to attend instruction, recruits may add or remove layers of clothing (car coat, sweater) as they deem necessary.
- During inspection, the car coat will not be worn while in formation unless otherwise approved by Academy staff.
- In case of rain, the department-issued rain gear will be approved.

### 3.9 TIES/NAMETAGS/JEWELRY/OTHER

- Recruits will carry two writing instruments that will initially be provided by Academy staff. All writing instruments must be black ink.
- Ties and Tie bar will be worn always with the Class A uniform, except as directed by the Academy training staff.
- When wearing the Academy Class A uniform, ties will be black.
- Ties will be kept in good condition and worn at an appropriate length per department requirements.
- When wearing the Class A uniform, recruits will wear the academy/department-approved name tag.
- Nametags will be kept in good condition and will be worn directly on the right shirt pocket, centered, with the top edge of the nameplate even with top edge of the pocket flap of the academy uniform.
- Recruits will adhere to agency standards when wearing the department nametag on the agency uniform.

- Recruits may wear an academy approved U.S. flag lapel pin on their department Class A uniform. The pin will be worn centered ¼” above the nametag. The entire class must either wear a pin or not wear a pin. Individual recruits may not wear a pin if the remaining recruits choose not to wear one. The wearing of a pin is the choice of class and the decision of the entire class to wear one must be communicated to and approved by the training staff.
- Jewelry is prohibited except for a commitment band.
- Rings/bands that could pose a safety hazard during training are prohibited.
- Religious neck medallions are allowed if they are not visible.
- Recruits are permitted to wear emergency medical identifiers provided the academy staff is notified.
- Watches are required and must be appropriate for uniformed officers (i.e., color, style, etc.). Due to the type of training involved, an inexpensive watch is recommended. “Smart watches” (i.e. Apple Watch, Garmin, etc.) are prohibited due to the access of testing or study materials in the academy. **The San Jose Police Department is not responsible for any lost, stolen, or damaged jewelry or watches.**
- Watches that contain audible functions must be positioned in the silent mode during all training.
- Colognes and perfumes may not be worn.
- Proper personal hygiene will be maintained always.
- **All of the above will be adhered to while on Academy grounds or training sites, even if “Off-duty”.**

### 3.10 SAFETY EQUIPMENT, LEATHER, VEST, OTHER RELATED ITEMS

Safety equipment is defined as all equipment stored on the duty belt or on one’s person (i.e., firearms, firearm barrel plug, scenario guns, impact weapon, inert OC spray, handcuff, flashlight, etc.) or other items related to general safety (ballistic vest).

- Recruits will wear their safety equipment once they have been instructed on weapon safety and at the direction of the training staff
- Recruits are generally authorized to carry safety equipment after the Range Safety Lecture.
- Recruits **will not carry their weapon magazines on their duty belt, weapon or person,** outside of range training except during Academy graduation or when otherwise directed to do so by the training staff.
- Recruits will submit their safety equipment for inspection as directed by the academy training staff.
- Recruits are required to wear their department-issued duty belts. (Unless approved by Staff)
- Sunglasses of an appropriate style may be worn during driver training, outdoor range training, or when approved by training staff.
- Possession of pocketknives at the Academy or other training facility is prohibited at all times.
- If a recruit decides to purchase additional equipment (i.e. handcuffs/ hearing protection/ mat shoes/ running shoes/ etc.) they will do so with a professional intention in mind. No flamboyant colored equipment (i.e. pink/ purple) will be accepted.
- The wearing of a ballistic vest during portions of the academy training is a POST requirement and is issued to recruits per department policy. Issued vests will be maintained

by the recruit and **will be worn during scheduled range days**. Recruits may also, at the direction of the training staff, be required to wear ballistic vests daily.

- Ballistic vests will be worn when wearing the department Class A uniform. Should a problem or malfunction occur with a ballistic vest, recruits will immediately notify training staff.

### 3.11 GROOMING STANDARDS

- Hair, for both male and female recruits, will be worn so that it does not extend below the top of the collar or touch/cover any part of the ears.
- Hairstyles should generally be worn short. Longer hair must be pinned up with hair fastening devices.
- If a recruit requires the use of a hair tie, the hair tie will be closely matched to the recruit's hair color.
- No hair will protrude beyond the edges or outside of the hat.
- Hairstyles will be such that it facilitates wearing the department hat in accordance with standards.
- Hair will be pinned-up at all times.
- Male recruit's hair will be tapered and consistently maintained on the sides and in the back. It **will not be "blocked"** at the back of the head.
- The Academy does not permit colored dyes or washes that dramatically change the natural hair color (i.e., blues, purples, greens, multi-colored streaks, etc.).
- Facial Hair Standards
- Mustaches are prohibited.
- Beards, "soul patches," and goatees are prohibited.
- Sideburns will not extend below the middle of the ear.
- The face shall be clean-shaven daily.
- Professional Appearance
- Fingernails will be trimmed so that they **do not extend beyond the fingertip**.
- Only **clear** nail polish is permitted.
- Facial makeup shall be kept to a **minimum**.
- Light facial rouge and eye shadow of a natural skin tone are permitted.
- Lip-gloss of a high sheen, bright or unnatural color, and false eyelashes are prohibited.
- Perfume and/or cologne should not be worn.
- Recruits will maintain proper body hygiene (including deodorant) conducive with professional appearance and image.
- Visible tattoos (body art) shall be covered always while attending the Academy. This can be done by wearing a solid black sleeve or undershirt long enough to cover the tattoo. Neutral colored bandages may be used for smaller tattoos.
- If a recruit remains unable to determine an appropriate method in which to conceal a tattoo, they will be provided direction from training staff.

### 3.12 INSPECTIONS

Inspections are used to prepare recruits to properly care for and wear the police uniform daily for formal inspections. In addition, inspections assist in building self-respect, self-confidence, personal

and professional image, self-discipline and team building. When officers have pride in their profession as exemplified by their manner of dress, attitude and conduct, these qualities are in turn projected to the communities they serve.

**Procedure:**

- The training staff, at their discretion, will conduct formal or informal inspections of recruits before the start of class or as otherwise deemed appropriate. This will also include drill and ceremony instruction and application
- Formal inspections are listed on the course schedule. In the Regular Basic Course, there are multiple formal inspections, which include Midterm and Final inspections
- The recruits are expected to identify and define radio codes, crime elements, crime classifications, respond to general questions, etc.

**Required Memorization:**

Required memorization requirements are distributed over the course of the Academy and tested during inspections. Every effort must be made to commit all this information to memory prior to graduation. The first few weeks of the Academy are very critical to your success and little additional time will be available for study of this material. If memory work is required by a certain date, be sure to have it memorized verbatim by that date. You will be required to recite it, word for word while under pressure. Some recruits find it beneficial to utilize flash cards, recording devices, reading aloud, writing out the material and having someone quiz them on the material when memorizing it.

**Required memory work:**

- Law Enforcement Code of Ethics/Affirmations/ Department Shooting Policy.
- Study guides for radio and penal code sections.
- Penal Codes and elements.

**Departmental information:**

- Year the department was founded
- Department vision & mission
- Chain of command (recruit to Police Chief)
- Executive Staff
- Academy Chain of Command
- Equipment specifications
- Any other additional information required by your department.
- POST Core Competencies.

**All Recruits must be familiar with their equipment:**

Weapon-must include:

- Make

- Model/Serial Number
- Caliber
- Barrel length
- Round capacity
- Weight (unloaded and loaded)
- Sight type
- Any other important features.
- Baton/Impact weapon.
- Handcuffs.

## 4.0 STANDARD OF CONDUCT AND BEHAVIOR

### 4.1 GUIDELINES

The purpose of these rules and guidelines is to give guidance to recruits who may have contact with law enforcement personnel while attending the San Jose Police Academy. Your time at the Academy is very important. To be successful, you need to be totally committed. The rules and guidelines are designed to help you stay focused and out of trouble. These rules and guidelines apply to any contact that the recruit may have with any law enforcement member. It does not matter whether the recruit or the law enforcement member initiated the contact. It also does not matter whether the recruit or law enforcement member was on or off duty. Some common examples of this are:

- Being stopped for a traffic violation.
- Being a witness to a crime.
- Being a victim of a crime.
- Going to the police department.
- Being at a social event where law enforcement personnel are present.
- Going to department-sponsored functions.
- Being a member of a reserve program.
- Incidental contact such as a restaurant, store, or park.
- Counsel, direction, or advice from outside police personnel.
- The only exception to these rules is if the recruit lives with, or is related to, a law enforcement member (mother, father, husband, wife, etc.)
- Any contact that a recruit may have with law enforcement personnel is based on a basic and clear-cut rule: all contact will be professional, courteous, and reflect positively on the San Jose Police Academy and/or your respective agency.

#### Rules:

- Any contact with law enforcement personnel will be reported to your RTO or other Academy staff member at the beginning of the next workday.
- If the contact occurs and the recruit is involved in a **law violation** (including receiving a ticket), the recruit will notify his/her RTO as soon as possible, in person or by phone.
- When in doubt about whether to notify your RTO, err on the side of caution and notify your RTO as soon as possible.
- Recruits will not go on any ride-along with any law enforcement agency while in the

Academy; or receive any personal training from an officer that would cause the recruit to have an unfair advantage over their fellow recruits.

- Recruits will not go to the Police Department or police facility for any reason without prior permission from their RTO or other Academy staff member.

If a recruit is invited to any department function, he/she must get permission from their RTO prior to attending. Whether or not the recruit can attend will be based on the following considerations:

- The purpose of the function (social, promotional, awards, funeral, etc).
- Is the recruit a recipient of an award?
- If the recruit is attending to honor someone, what is the relationship between the person and the recruit?
- If this is purely a social function like a “buy out” or end of shift party, etc, don’t even ask, the answer is NO.
- Recruits will never identify themselves as members of the San Jose Police Academy or representatives of your respective agency unless it is necessary. An example would be if an officer, during a traffic stop, asks where you work.
- If a recruit encounters a law enforcement member in an unexpected setting like a restaurant or party, the recruit will be professional and polite. Always refer to the law enforcement person as “sir” or “ma’am.”
- The recruit will not be a member of an official or unofficial law enforcement team or committee.
- If the recruit is invited or wishes to attend any department sporting events (official or unofficial), he/she must get prior permission from their RTO

Recruits will notify their RTO of any outside organizations that they belong to. Likewise, notify your RTO about any other outside commitments that will influence your time commitment to the academy. Examples of such organizations are:

- School boards or committees
- Athletic boards or committees
- Political organizations
- Sporting organizations
- Military reserve time, etc.
- Recruits are prohibited from socializing at any downtown bar or nightclub. This would also include known police social hang-outs.

The idea behind this rule is not to prohibit you from being active in your community, but to monitor your time commitment outside of the academy.

**Tip:**

You can never go wrong by letting your RTO know about any contact you had with any law enforcement personnel. If you inadvertently find yourself at a party or place where there are many

other law enforcement officers, just leave. Assume that any police personnel that you talk to is a command officer or will directly contact the Academy and tell them about having spoken to or seen you.

## 4.2 REPORTS OF MISCONDUCT

- Reports of misconduct will be documented by the Academy Operations Coordinator or by the Operations Recruit Training Officer Team Leader as directed.
- Misconduct includes, but is not limited to, issues of integrity, disruptive or unlawful behavior, horseplay, and substantive violations of the Recruit Procedures Manual
- Horseplay is defined as fooling around, or rough housing. This type of behavior while at the Academy is unprofessional and could cause injury to another.
- All reports of founded misconduct will be reported immediately to the Academy Director via the chain of command.
- The Academy Sergeants will notify the Academy Director of any alleged misconduct as necessary
- The department chain of command will be notified when misconduct includes unlawful behavior, issues of integrity and other substantive violations.
- All citizen/ or outside complaints (police, businesses, etc) regarding a recruit/instructor will be immediately reported to the Academy Director/Sergeant.

## 4.3 GENERAL PROCEDURES

- Recruits will conduct themselves in an orderly manner at all times and in a manner that **will not bring discredit to the profession, SJPD, or the Academy**. Recruits will apply this principle during hours away from the Academy as well.
- Recruits may enter Academy grounds no earlier than one hour prior to their assigned start time (Example: 0700 start time, 0600 entry).
- Recruits may however, park inside the gates as early as reasonable to ensure individual convenience and safety. Recruits will park in a designated parking area as identified by Academy staff.
- Once dismissed at the end of the day. Recruits will have a maximum of **30 minutes** in which to conclude their personal business and leave the Academy. (For example, if recruits are dismissed at 16:05 they must be off the premise by 16:35 hours.)
- If remedial, retest, or additional instruction is required. The individual recruit will be held to the same provision after their personal dismissal. Recruits may also be granted additional time upon notification and authorization of Academy staff.
- Recruits will “double time” when on Academy premises where they may be in potential view of the public. This does not include inside the Academy itself to prevent distractions from the learning environment. (“Double time” is like a jog but slower than a run.)
- “Academy Premises” is defined as the boundary (fence line) that surrounds the substation located at 6087 Great Oaks Parkway.
- Following the first full day of the Academy, recruits will **NEVER** carry anything in their “weapon hand” or the hand in which will primarily be used for range marksmanship.
- There shall be no horseplay or misuse of police equipment from the intended purpose of that police equipment in/at any location at any time.

- Recruits may not use their status at the Academy or their official Academy/department-issued identification to gain advantage, on or away from the campus
- Recruits are not to become involved in any police enforcement action. If a recruit observes criminal activity, he or she will be the best witness possible to assist the police.
- If a recruit encounters a traffic accident on the roadway, he or she may assist in the same capacity as would a citizen. Under no circumstances will a recruit identify themselves as a member of their Department. Recruits are expected to conduct themselves professionally always and treat all people with dignity, fairness, and respect
- Harassment, insulting behavior, insubordination, or a violation of any state, federal, or local law could be grounds for immediate dismissal from the Academy

The following items and actions are prohibited on Academy premises, any on-site and off-site academy training locations, or at any academy training venues:

- Marijuana, illegal narcotics and alcohol
  - Smoking
  - Any tobacco products (including smoking tobacco, chewing tobacco and nicotine gum)
  - Vape pens
  - E-cigarettes (Electronic cigarettes)
  - Chewing gum
- Except as directed by the training staff, eating, or drinking of beverages in the classrooms, locker rooms, range facilities, or other academy/campus facilities is prohibited.
  - Alcoholic beverages and illicit drugs are prohibited at the Training Center and at all activities under the control of the Academy, either on or off campus.
  - Any recruit appearing to be under the influence of alcohol and/or drugs or having an odor of alcoholic beverage on their breath or person, will be immediately removed from the academy class pending investigation and review.
  - Recruits **will not violate any laws, codes, or ordinances** during their attendance at the Police Academy
  - Incidents of suspected or actual influence of alcohol or drugs or law violations will be reported to the Academy Director via the chain of command
  - Sustained or founded violations, determined to be detrimental to the Academy, Department, or recruit population, will be reason for dismissal
  - Classrooms, break rooms, restrooms, locker rooms, shower rooms, parade deck and academy vehicles **will be kept clean at all times**
  - When wearing class “B” uniform, recruits will remove their covers (hats) when indoors and will wear them outdoors
  - When entering the classroom, recruits will go directly to their desk. When staff and / or instructors enter the room, recruits will **STOP** what they are doing and will come to attention.
  - Recruits will be assigned individual mailboxes (when applicable) which will be in the classroom. It is the responsibility of each recruit to check their mailbox and Department Email at the end of each day for any training or department issued memorandums, or any staff issued paperwork.
  - Materials may not be posted on bulletin boards, classroom walls, or at training venues

without prior approval of the training staff.

- Deliveries of packages, gifts, mail, equipment, etc., are prohibited without prior approval of the training staff.
- Visitors are not permitted on the Academy grounds without prior approval of the training staff. All visitors must check in by using the northeast phone outside the Academy lobby and require authorization from Academy staff prior to entering the grounds. Guests may be escorted at the discretion of Academy staff while on Academy grounds.
- At the start of the Academy, each Recruit will be assigned a locker and a lock. Only Academy issued locks will be used to secured assigned lockers. Under no circumstances Recruits are permitted to change the combination number on Academy locks and will report promptly to Academy Staff any damaged or lost locks and/or damaged lockers. At the completion of their academy training, all recruits will turn in to academy Staff their Academy issued lock.
- When not in use, all assigned lockers will remain secured.

#### 4.4 RECRUITS AS STUDENTS/CLASSROOM CONDUCT

- Recruits will not be argumentative with instructors or engage instructors in long discussions that detract from the learning process. **The intent is not to hinder true inquiry, but to prevent discussion from being carried to the point that the learning process of others is disrupted.**
- Questions that are to be asked by a recruit while in class or while being given instruction shall raise their hand, address the instructor appropriately when called upon (sir / ma'am / sergeant, etc.) and then ask the question so long as it relates to the instruction that is being given. An instructor may change this question format at their discretion.
- Recruits are bound by the same rules and regulations as that of instructors and other academy staff.
- Opinions or conclusions must be based on the best possible references or facts available at the time.
- Recruits wishing to discuss a particular point of conflict or other instructional point with an instructor will do so during the break or lunch period.
- Discussion in class is not prudent when it appears that pursuit of the point of would result in lost time and/or disruption of class continuity.
- If, after discussing the point of conflict, the recruit is confused or still disagrees with the instructor, he/she may request the training officer to pursue the matter with the Academy administration.
- Recruits will not participate in departmental functions (i.e., football games, parties, social events etc.) without approval of the training staff.
- Recruits will not fraternize with the Academy staff or instructors.
- Recruits may take their seats when directed to do so by the instructor or staff member.

#### 4.5 WEAPONS AND AMMUNITION

- Recruits shall not carry firearms on the Academy grounds or at Academy training functions unless they have been directed to do so by the training staff.
- Once authorized and directed to do so, recruits will carry their department duty handgun in

their holster on their approved duty belt.

- Recruits may only fire and/or use the weapon they have been assigned by the San Jose Police Department range staff.
- Duty handguns will be **UNLOADED** at all times, except during range training as directed by the range training staff.
- Recruits will secure their **unloaded** weapon and other safety equipment in the locked trunk of their automobile in compliance with the California Penal Code when traveling to and from home.
- Firearms may not remain left in an unattended vehicle at any time per department policy.
- Upon arrival at the Academy, if the training staff has directed or training schedule dictates, recruits shall don the appropriate uniform and shall employ their firearms **by first clearing their weapons in the RED clearing barrels at the start of the training day.**
- Clearing barrels and specific instructions on how to clear the weapon are located at the entrance of locker rooms; and will be demonstrated by training staff.
- Recruits will not display weapons, firearms, impact weapons, etc., except during approved instruction and/or at the direction of the training staff
- Recruits shall not have any **"LIVE"** ammunition in their possession or in their vehicles while on Academy grounds or at Academy training functions at any time. Recruit vehicles while on Academy grounds or at Academy training facilities, are subject to inspection for the purpose of ensuring no ammunition is brought onto Academy grounds.
- This does not apply to range training classes.
- No **"LIVE"** ammunition may be brought to or removed from the range building or other firearms training facilities.

When a recruit leaves the Academy grounds during any portion of the training day with the intention of returning that day to continue training (i.e., lunch, breaks, or other excused dismissals from the Academy grounds), the following guidelines will apply:

- **Weapons:** Prior to leaving, weapons and all other safety equipment will be secured in a locked locker provided by the Academy.
  - When recruits retrieve their weapon from storage, they must follow the same weapon clearing procedure required at the start of the day.
  - Recruits may **NOT** leave campus with their duty belts on or with any safety equipment on their person.
  - Prior to the close of each day or when removing the duty belt, recruits will follow the same procedures as at the start of the day. The recruit will then secure the firearm in their Academy assigned locker or the trunk of their vehicle if leaving the Academy for the day.
  - Once home, recruits will ensure their weapons are kept in a safe location as to not cause a potential hazard/harm to the general public.
- Recruits shall wear INERT OC on their duty belt.
  - Recruits are responsible for this equipment throughout the Academy training period. INERT OC is considered SAFETY equipment and must be maintained in a usable condition always. Unauthorized weapons and ammunition may not be brought to the training facility or campus without prior approval.

- Barrel plugs will be secured into the firearm barrel always as directed.
- Barrel plugs may be removed during range class at the direction of range staff.
- Barrel plug tabs will extend at least 1 inch beyond the barrel of the firearm and must extend 1 inch beyond the bottom of the holster.
- Recruits are subject to inspection of their safety equipment at any time during training or while on Academy grounds.
- Recruits are not permitted to carry knives at any time while on campus.
- Failure to follow any of the above specific safety regulations may result in dismissal from the Academy or termination.

#### **4.6 ACADEMIC DECORUM AND PERFORMANCE**

- Test Administration and Security Guidelines require recruits to demonstrate high ethical standards when taking tests and to adhere to the “honor code.”
- The Academy Honor Code requires honorable and ethical behavior of all recruits in all educational and training situations irrespective to the degree of supervision, guidance, or monitoring provided by the faculty or staff.
- Academic dishonesty is defined as the act of obtaining or attempting to obtain credit for academic work or performance through fraudulent or deceptive means. Cheating and plagiarism are two examples of academic dishonesty.

Academic dishonesty and/or cheating at the Academy include, but are not limited to:

- Copying, in part or in whole, from another recruit’s test, assignment, or other evaluation instrument.
  - Giving, gaining, offering, or accepting an unfair advantage to yourself or another on a test, exam, or evaluation instrument.
  - Submitting work previously presented in another course.
  - Using or consulting, during an examination or other evaluation instrument, sources or material not authorized by the academy staff.
  - Sitting in for an examination or other evaluation instrument by another recruit or for another recruit.
  - Allowing anyone else to see your paper during an exam, test, quiz or evaluation instrument.
  - Plagiarizing, copying sentences, phrases, or passages, while writing a paper or doing research, without giving credit to the original author.
  - Misuse, abuse, or unauthorized use of the internet or other computer-generated program to access/gain an unfair advantage on any test, exam, or other evaluation instrument.
  - Disclosing POST-supplied and/or Academy tests.
- Any recruit who cheats on an examination, assignment, scenario, or range qualification, or assists another recruit in cheating, plagiarizing or falsifying any document or test or record, will be subject to discipline or termination. Such discipline may be permanently documented in the recruit’s file and may lead to dismissal from the Academy/or termination.
  - Recruits will also be held accountable for cheating when they discuss tests, scenarios, etc. when directed not to do so.

- All allegations or reports of cheating will be forwarded to the Academy Director through the chain of command.
- Dishonesty, lying, or not being completely truthful in statement made to the Academy staff, will not be tolerated and are grounds for dismissal from the Academy/or termination.

#### 4.7 ACADEMY/PERSONAL VEHICLES

- Recruits **must park and secure their vehicles in authorized areas** and when required, must display a valid San Jose Police parking permit.
- Recruits will not write on or affix anything to their parking permit.
- Recruit parking permits **will be displayed on the vehicle dashboard** in plain view unless otherwise directed.
- “E” Permits will be issued for SJPD parking on designated days when instructed by Academy staff and will be displayed on the rear-view mirror when in use.
- Recruits shall park their personal vehicles “nose-in” into their academy parking spot. There shall be no “backing-in” parking unless previously authorized by a RTO
- Recruits may not visibly display **any items** identifying them as a police recruit (i.e., notebooks, uniforms, patches, equipment, study guides) in their vehicles.
- Academy or police equipment stored in locked personal vehicles **will be kept out of sight or out of view from the public.**
- Recruits will ensure their personal vehicles are compliant with all California Vehicle Code (CVC) requirements at all times.
- Recruits must comply with applicable traffic laws during the operation of any Academy vehicle.
- Recruits will report malfunctions, damage, or mechanical issues with Academy vehicles immediately to the training staff.
- Recruits will wear their seatbelt always while operating or riding in an Academy vehicle.
- Recruits will operate Academy vehicles as directed by the San Jose Police Academy guidelines.

#### 4.8 TELEPHONES, HANDHELD ELECTRONIC DEVICES, COMPUTERS

- Phone calls to recruits are not allowed during the training day.
- In cases of emergency, the academy training staff will forward messages to the recruit as received.
- Electronic recording devices and video cameras are not permitted without approval of the Academy staff.
- Academy staff may, for creating a class video, permit video or audio record of portions of the training. NO audio or video recording will be permitted without PRIOR approval from the Academy staff.
- Recruits **will not** be permitted to record any POST tests, scenario tests, or exercises.
- Neither video or audio recordings, nor any pictures taken on the premises of the Academy or at any off-site facility during an academy event, may be posted on any public access locations (i.e., the internet, YouTube, Facebook, Instagram, etc.).
- Any recruit wishing to post pictures or video onto a class-sponsored web site, will submit the material to the Academy staff. The Academy staff will review the material and if they

deem it appropriate, will have it posted on the site.

- Electronic devices and cellular telephones are prohibited in or around the campus buildings.
- Academy staff may authorize the use of a cellular phone with cause.
- Recruits granted a specific variance will be required to position the electronic device (cell phone, etc.) in the silent mode to minimize distractions, and be discreet in use of the phone.
- Cellular phones and electronic devices will be stored in a recruit's personal vehicle for use during breaks and lunch hour.
- Should a recruit need to make a personal call (not previously authorized by staff) they will do so inside the privacy of their vehicle out of the sight and hearing of other recruits.
- Recruits will be permitted to use issued laptops in class for the purpose of taking notes. Computers may be used only for activities related to the current class. **Unauthorized use of the computer will result in the loss of the privilege of using it in class (Example: Checking social personal social media sites, shopping on Amazon, conducting personal business).**
- A laptop will be issued to each recruit on the first day of the Academy. The laptop is City property and must be handled with care.
- Academy laptops are to be used for Academy-specific business only (homework, notes, and presentations). Unless for purposes of research, refrain from surfing the internet. Stay away from internet sites that would bring discredit to you and your profession.
- Recruits are not permitted to install programs onto the laptops without express direction from Academy staff. If a recruit has a mechanical or functional issue with their laptop, they should report it to Academy staff.
- The laptops will be turned in at the close of the Academy. If you wish to retain study material or files stored on the laptop, it is recommended you purchase a storage device (i.e., USB drive).

#### 4.9 REPORTING TO STAFF OFFICE/KNOCK NOTICE

- Recruits may not enter the Academy staff offices except when:
- Reporting emergencies.
- When contacting Academy Staff (Academy Coordinator or RTO).

Recruits may request entry to the administrative offices using the following procedure:

- Knock three times.
- Announce yourself.
- State who you want to see and the reason.
- Wait for permission to enter.
- Once permission is granted, announce your presence as you enter the hallway. (“Recruit in the hall”)
- Upon entering the designated staff office, announce your presence (“Recruit on deck”), **step out of the doorway**, and come to a bladed balanced stance with the gun side away from whom you are speaking to. Lastly, provide the staff the appropriate greeting given the time of day.
- Once your business has concluded, announce your departure from the office, and announce your presence into the hallway. (“Recruit off deck”, “Recruit in the hall”)

- ***The Knock-Notice procedure is intended to instill discipline and to increase command presence. Recruits should familiarize themselves with the protocol and sequence so that they announce themselves with confidence. The Academy Staff will review the proper protocol for the recruits in each class.***

**Example:**

*Knock, Knock, Knock (with enthusiasm)*

***"Recruit Brown, requests permission to speak to T.O. Green regarding her request to see me!"***

*Wait for permission to enter or for another direction.*

*Once permission is granted, move from the notice board into the hallway.*

***"Recruit in the hallway!"***

*Enter the designated staff office and step to the side of the doorway.*

*"Recruit on deck!"*

*Provide staff the appropriate greeting of the day.*

*After conducting business, exit office.*

***"Recruit off deck, recruit in the hall!"***

*(Recruits may not block doorways, hallways, etc. and will step aside allowing visitors and staff passage)*

## **5.0 CLASS COMMAND STRUCTURE**

**Objective:**

The San Jose Police Academy promotes leadership and expects ethical responsibility from its recruits. While formal leadership roles are needed in the class, all recruits are encouraged to be leaders and role models. Often, it is the ordinary person who rises above others through extraordinary acts of teamwork and commitment.

**The Academy Staff will determine when the following selections will take place:**

Class President	selected by class members
Vice President	selected by class members
Class Treasurer	selected by class members
Class Photographer	selected by class members
Administrative Officer	selected by training staff
Class Guide	selected by training staff
Class Leader	selected by training staff
Team Leader	selected by training staff
Squad Leader	selected by training staff

## **5.1 CLASS OFFICER RESPONSIBILITIES**

**President**

- Shall preside over all class meetings. Is responsible for guiding class esprit-de-corps,

demonstrating strong leadership qualities and professionalism. Shall serve as chairperson of the class informal graduation committee (when held). Shall meet regularly with the training staff

### **Vice President**

- Shall assist the Class President with his/her duties as necessary; and may be required to stand as acting President when the Class President is unable to perform his/her duties. Is responsible for guiding class esprit-de-corps, demonstrating strong leadership qualities, and professionalism. Shall meet with the training staff as needed.

### **Treasurer**

- Shall collect class dues (if any), establish a class savings account (if needed), and handle financial arrangements for informal graduations (when held). Is responsible for guiding class esprit-de-corps, demonstrating strong leadership qualities and professionalism. Shall meet with the training staff as needed

### **Class Photographer**

- Under authorization of Academy staff or instructors, may document the activities of the class either by use of photography or video recording. Shall be required to use his/her personal photography equipment of which the Academy is **not responsible** for the theft or damage thereof. Shall take into consideration the appropriateness and professionalism of the photographs that are taken; and will be required to provide means for Academy staff to view all photographs/video recordings upon request. May be required to relinquish a copy of all photographs/video recordings to the San Jose Police Photographer for purposes of creating the graduation video. Shall meet with the training staff as needed.

### **Administrative Officer**

- Administrative Officer shall be appointed by the Academy staff and shall perform for a period of time designated by Academy staff. Shall perform administrative duties as defined by the Academy staff. Is responsible for guiding class esprit-de-corps, demonstrating strong leadership qualities and professionalism.

### **Class Guide**

- Is responsible for guiding class esprit-de-corps, demonstrating strong leadership qualities and professionalism. Shall carry and maintain the class Guidon. Shall be proficient with drill/marching techniques associated with said position.

### **Class Leader/Team Leader**

- Is responsible for guiding class esprit-de-corps, demonstrating strong leadership qualities and professionalism, assemble class or assigned team(s) and provide instruction on marching/drill techniques. Team Leader(s) will assist the Class Leader with various

functions and act as a liaison between their assigned team and the Class leader. Class Leader will assist Academy staff with various functions as designated and act as a liaison between the class and Training Staff

### **Squad Leader**

- Is responsible for guiding class esprit-de-corps, demonstrating strong leadership qualities and professionalism. Assist Team Leader in assembling class and providing instruction on marching/drill techniques. Act as liaison between squad and Team Leader

### **Exceptions:**

- The Academy staff may reassign duties for any or all class officer positions at any time.
- The Academy staff will, at appropriate times, reassign recruit roles regarding positions that have been selected by training staff.
- The Academy Coordinator, for good cause, may relieve a class officer from their position.

## **6.0 REPORTING PROCEDURES**

### **Objective:**

To explain recruit procedures related to absences, court notices, injuries, and test papers.

### **6.1 INJURY/ILLNESS/MEDICAL**

- Recruits must immediately report all significant injuries/illnesses to the Academy staff.
- Recruits are required to complete injury forms, at the direction of Academy staff.
- Academy staff will contact the SJPD Personnel Unit, as soon as possible, regarding any documented recruit injury.
- Recruits will contact the Academy staff for assistance in completing appropriate documentation if necessary.
- A recruit will use the **Recruit Injury/Illness Documentation Form**.
- Academy injury reports do not entitle the recruit to medical benefits.
- Any recruit who has an injury, medical condition or illness, which prohibits their participation for longer than 24 hours may be required to obtain a written physician's diagnosis indicating the reason(s) for non-participation and its duration.
- Recruits may be required, at the direction of Academy staff, to complete the Academy **Physicians Limitation Form** to ensure that they can participate in training.
- Academy Staff may request, at any time, a doctor's excuse for any injury, medical condition, or illness prior to allowing the recruit to return to the course.
- Recruits are required to maintain valid medical insurance while enrolled in the Academy.
- Recruits must have an emergency contact person listed on their Personal History Statement. Changes must be reported to the training staff within 24 hours.
- The Academy Director/Sergeant will review all injury/illness related reports.

## **6.2 MEDICAL ISSUES**

- Recruits will immediately report to Academy staff if they are taking any medication (prescribed or over the counter) which may in any way affect their performance as described by the enclosed medication pamphlet accompanying such medication.
- The recruit will report, in writing, the name of the medication, the dosage, who prescribed the medication, and the duration they expect to take the medication.
- Recruits may be required to complete a Physician Limitation Form if they are taking any medication, which could impair and/or affect their psychomotor ability.
- The Academy Director/Sergeant will be notified when a recruit is taking any drug (prescribed or over the counter) which could impair and/or affect their psychomotor ability.
- Based on training requirements and site supervision, academy instructors may be advised at the direction of the Academy Director/Sergeant.

\*\*\*Recruits who have medical restrictions or injuries will be re-assessed on an ongoing basis to determine if the Recruit's fitness level and academic progress has fallen behind the overall level necessary to successfully complete the academy. This assessment may be in addition to or in lieu of other assessments. Based upon this assessment, the Academy Operations Coordinator may recommend release from the basic academy program.

## **6.3 ABSENCES/TARDINESS/LEAVING OR ENTERING CAMPUS ABSENCES**

- POST requires that recruits maintain a 95% attendance standard in the Basic Course. The San Jose Police Academy adheres to POST attendance requirements. Recruits may be disqualified from the Academy if they have been cumulatively absent for more than 5% of the course.
- Recruits attending the San Jose Police Academy, which is a 1,152-hour course, may not miss more than (57.6) fifty-seven point six hours.
- Recruits will not leave campus or the training venue without advising the Academy Staff.
- If a recruit is not able to actively participate in the training session or the class itself, it will be deemed a missed day.
- Recruits missing more than half the hours of class time allowed by POST will be issued an Academy Notice of Deficiency. Subsequent absences will be documented at the discretion of the training staff.
- Recruits are required to complete absence report forms for all absences.
- Absence forms must be submitted to the recruit's Training Officer immediately following the absence.
- Recruits will submit absence slips for missed time in 30-minute increments.
- Absences not deemed "excusable" by the Academy staff may result in an Academy Notice of Deficiency.
- For anticipated absences, recruits may be required to complete an informational memo to the Academy training staff for prior review and approval.
- The recruit will state the reason for the absence, the anticipated length of time he/she will be gone, and the class that will be missed.

The Academy will generally accept absences for:

- Court appearances;
  - Death of a close relative, family member, or friend;
  - Sickness or injury (verification may be required), which requires, because of written physician order, that the recruit remain at home; serious illness or injury of a spouse or close relative.
- Recruits will forfeit instruction for non-attendance due to unexcused absences.
  - Recruits missing high-impact training (i.e., defensive driving, scenario, WSTB, etc.) may forfeit the opportunity to receive the instruction.
  - If recruits anticipate missing high-impact instruction, they are advised to immediately contact the Academy staff.
  - Recruits are expected to be punctual to classroom and practical exercises.
  - Recruits who are tardy will complete an absence report form and/or write a memo as directed by the Academy staff.
  - Recruits are required to notify the Academy staff at least fifteen minutes prior to the start of class if they are going to be absent or tardy.
  - When recruits are tardy or arrive to campus late, they will first contact an RTO before going to class or training.
  - Excessive tardiness and/or absences will result in discipline or dismissal from the Academy.

#### 6.4 GENERAL GUIDELINES

Recruits are required to notify the Academy staff, if they become ill, are injured, receive a court notice, or must leave the Academy for any reason. Recruits are responsible for any and all missed instruction. Recruits are not permitted to miss **POST legislatively-mandated** training classes. The following topics have legislatively-mandated material:

<b>Legislative Mandates in the Regular Basic Course</b>		<b>Covered in Learning Domain(s)</b>	<b>Reference Regulation</b>	<b>POST-Required Instructional Hours</b>
<b>January 2015</b>				
	Firearms/Chemical Agents	35	PC 832	NA
	Blood-borne Pathogens	34	Cal OSHA Regulation 5193	NA
	Carcinogenic Materials/Hazmat	41	HB5 1797.187	4*
	Chemical Agents (Modules A&B)	35	PC 13519.2	6*
	Child Abuse Investigation	9	PC 13517	4
	Communication/Arrest Methods	33	PC 832	NA
	Developmentally Disabled/Mentally Ill	37	PC 13519.2	4*
	Domestic Violence	25	PC 13519	10*
	Elder Abuse	7	PC 13515	NA
	First Aid/CPR	34	PC 13518	21**
	Gang and Drug Law Enforcement	38 & 12	PC 13519.5	NA
	Hate Crimes	42	PC 13519.6	4
	Hearsay Testimony (Proposition 115)	17	PC 872(b)	1*
	Law Enforcement Response to Terrorism	43	PC 13519.12	8*
	Missing Persons	27	PC 13519.1	4*
	National Emergency Management System (NIMS)	43	Homeland Security Presidential Directive 5	8*
	Postpartum Psychosis	34	SCR 39	NA
	Racial Profiling/Cultural Diversity	3	PC 13519.4	NA
	Sexual Assault Investigation	10	PC 13516	4*
	Sexual Harassment	42	PC 13519.7	2*
	Standardized Emergency Management System (SEMS)	43	TTS Learning Domain 43	16
	Sudden Infant Death Syndrome (SIDS)	7	PC 13519.3	2*
	Vehicle Pursuits	19	PC 13519.8(a)	NA
	Visually/Hearing Impaired	37	ACR 89-Chap 153	1

\* Required per POST Regulation 1081, POST Administrative Manual  
 \*\* Required per Title 22 of the California Code of Regulations

- Recruits missing class or training instruction are **NOT** entitled to receive make-up instruction.
- Academy staff may be able to accommodate missed instruction if the absence is known in advance.
- For pre-approved “excused” absences, the recruit may be reassigned to another class or training session if available.
- The Academy is **NOT** required to permit or to provide make-up instruction.
- A recruit will check with the Academy staff prior to dismissing the teams for lunch or at the end of the day.
- Recruit Training Officers or Instructors should not ask recruits to leave Academy grounds, or other facilities being used for instruction, for any purpose unless approved by the Academy Director/Sergeant.

## 7.0 ACADEMY EXAMINATION STANDARDS

The Commission on Peace Officer Standards and Training (POST) requires the San Jose Police Academy follow mandated Training and Testing Specifications. This means that recruits will be tested in a specific format and their performance will be tracked throughout the program. Recruits are expected to achieve minimum performance standards required by POST and the Academy to successfully complete the Basic Course. An overall score of 80% must be attained in order to complete the course. The Academy is a letter grade course and earns 26.5 college units. The following grading scale determines the letter grade:

<b>94% - 100%</b>	<b>A</b>
<b>88% - 93%</b>	<b>B</b>
<b>80% - 87%</b>	<b>C</b>
<b>0% - 79%</b>	<b>D (Failure)</b>

## 7.1 LEARNING DOMAINS EXAMS

To define minimum standards for the Basic Academy Course. Comprehensive RBC and Learning Domain (LD) exams are developed by POST and are intended to measure cognitive performance.

There are 42 areas of instruction (LDs).

- San Jose Police Academy follows the POST RBC & LD cut scores. (Subject to change.) Recruits will be notified of the POST cut score prior to taking the test.
- Recruits who do not pass an RBC or LD exam will be advised what learning objectives were missed.
- Recruits will be required to participate in a minimum one-hour remedial training following a failed learning domain (Academy will choose individual or group format for the remedial training). Recruits will be re-tested, a minimum of 24-hours after remediation when possible. The recruit must pass the remedial test to satisfy POST requirements and remain in the Academy.
- Failure to pass a remedial test will result in failure of the academic standards of the Academy.

- An Academy Notice of Deficiency will be issued when recruits fail two RBC or LD exams.
- Academy assignments are generally take-home assignments. Recruits are required to complete homework on their own time unless otherwise directed by training staff.
- Standards pertaining to homework grading criteria are found on the Student Laptop Files folder (Homework & Tests) on the recruits' laptops.

## 7.2 SCENARIO TESTING

Scenario testing consists of scripted events that involve evaluators, role players, and props to simulate a practical and real-life situation. Recruits are graded on performance and knowledge during the scenario, that is, the ability to demonstrate subject matter proficiency. The San Jose Police Academy follows POST recommendations for scenario testing. Recruits must achieve a minimum passing score of 80% to satisfy POST and Academy Standards.

- Failure of a scenario test will activate the remedial training process. The recruit will receive a required minimum one-hour remedial instruction (Academy will choose individual or group format for the remedial training) and will be retested at least 24-hours after remediation. Failure to pass a remedial scenario test will result in academic failure of the Academy.
- **NO DUTY WEAPONS ARE PERMITTED DURING SCENARIO TESTING.**
- Recruits will be issued training weapons (air soft pistols) for scenario testing.
- It is the **responsibility of each recruit to inspect their own weapon and ensure that it is safe.**
- The Academy staff will inspect training weapons used for training, remedial training, and testing. The academy staff will ensure and verify that the training pistol is ready for use, and that no projectiles have either been issued or loaded into said training weapons.
- The academy staff will provide instructions to recruits regarding what to do if the air soft pistol fails during the scenario training.
- **Recruits will clear their weapons at a Clearing Barrel and secure their weapons in a secured locker prior to all demonstrations, practical training, or scenario testing.**

## 7.3 ARREST AND CONTROL TECHNIQUES

Recruits are evaluated and graded during the Midterm session of Defensive Tactics.

- A required minimum one-hour remedial assistance will be provided to recruits who fail any part of the Midterm instruction (Academy will choose individual or group format for the remedial training). Recruits will be notified of their performance deficiencies and areas of focus for remedial training.
- Recruits must pass the retest which will be administered before the Final Defensive Tactics Test.
- Recruits must pass the Final Defensive Tactics Test. If there is a failure in the Final Defensive Tactics Test, the same remedial and retest process as the Midterm will occur.
- The final point score will affect the overall academic average.
- Recruits are expected to practice improving and achieving proficiency.
- **Recruits will secure their duty weapon in their assigned lockers prior to any Defensive**

### **Tactics training.**

- Instructors/training staff may issue training weapons or (blue) weapons and will physically inspect all weapons prior to demo/training to ensure that they are safe.

## **7.4 REPORT WRITING**

- Recruits will be informed by the report writing instructors on the first day of the Report Writing (RW) class of achievement standards and grading criteria.
- A copy of the Report Writing Grading Criteria can be found in the Report Writing folder located in the Student Laptop Files.
- Report Writing is a mandatory pass (80%) component and affects overall academic percentage.
- During RW instruction, midterm and final exams, Recruits are prohibited from accessing and/or browsing any online services and/or sites such as Google Docs, Grammarly, etc, to complete their assignments.

## **7.5 FIREARMS RANGE**

Recruits must shoot a minimum qualification score (80%) determined by the Academy. The Firearms Course will be scored per POST guidelines.

- Recruits who fail to qualify will be required to participate in a minimum of one hour of remedial instruction (Academy will choose individual or group format for the remedial training), which will occur before or after subsequent firearms training sessions. The retest will be administered prior to the next regularly scheduled testing session, or at least 24 hours after the remedial instruction.
- If there are fewer than two regular firearms sessions remaining after the test session during which the recruit fails a firearms test, remediation will be provided outside the normal class time.
- Failure of the retest qualification will result in failure of the academy course.

## **7.6 MISSED INSTRUCTION**

- Recruits who miss class are responsible for instructional content missed.
- Missing more than 5% of the Basic Academy Course could result in failure of POST Standards.
- Recruits are not allowed to miss POST legislatively-mandated training courses.

## **7.7 ACADEMY SPECIFIC EXAMS**

- Academy exams require a passing score of 80%.
- Remedial exams will be given at the direction of the Academy staff.
- Recruits must achieve an overall score of 80% to successfully complete the Academy.

## **7.8 VEHICLE OPERATIONS**

- Emergency Vehicle Operations is a mandatory pass requirement of the Academy program.
- Final scores affect overall academic percentage.
- If a recruit fails a driving skills test, remedial instruction and practice will be provided on the same training day (Academy will choose individual or group format for the remedial training). Remedial instruction is mandatory and will take place prior to a retest
- Recruits will be retested on the same training day. The recruit must pass the remedial test to remain in the Academy.

## **7.9 LIFETIME FITNESS TRAINING**

Recruits are required to participate in and pass the POST Work Sample Test Battery (WSTB). The WSTB pre-assessment is a non-scored event and is designed to familiarize and introduce the recruit to the mandatory WSTB. It will be given on or near physical training sessions nine through twelve.

Recruits not meeting minimum Academy standards (WSTB and Academy Specific Skills) will be issued an Academy Performance Improvement Plan (PIP). The training staff should note the WSTB pre-assessment score and deficient performance in the PIP. The training staff, with the assistance of the Lifetime Fitness (LF) staff, should design a plan to aid the recruit in improving their performance.

- The WSTB midterm will be administered halfway through the program and is designed to assist the recruits in tracking their personal performance and progress.
- A recruit not achieving a minimum score of 384 points on the WSTB midterm will be issued a Performance Improvement Plan. The training staff should note the WSTB midterm score and deficient performance in the PIP.
- Recruits not achieving 384 points are expected to devote personal time to improve their physical performance.
- The final WSTB consists of a 99-yard obstacle run, 500 yard run, 165 lb. body drag, a 6' solid wall climb, and 6' fence climb. It will be conducted on or near physical training session forty (40).
- The POST WSTB, which includes five exercises, must be completed as an aggregate test for the WSTB to count as a scored event.
- In order to obtain the best possible time, recruits will be allowed two attempts on all exercises, except the 500-yard run.
- A Final WSTB score below 384 points will result in a Notice of Deficiency.
- Remediation will occur between the final WSTB and the final physical training session.
- Retesting will be administered in accordance with POST and Academy standards on the final physical training session.
- Academy specific tests (i.e. mile and a half run, etc.) will not be administered on the same day prior to the final WSTB retest. Academy specific tests may be administered after the completion of the WSTB retest on the same day or on a separate LF day.
- Recruits must participate in a minimum of 80% of LF. Recruits not participating in the entire LF session will be required to take a missed LF day.

- Modified LF may be available when a recruit is unable to perform the regular LF session due to an illness, documented injury, or other legitimate reason. However, if the modified workout is determined not to be equivalent to the LF workout it will be considered a missed day.
- Modified LF is available provided the recruit obtains a doctor's clearance, submits a physician's limitations form, and then, only if appropriate staff is available to monitor performance.
- When a recruit cannot participate in a modified LF session, regardless of the reason, a missed LF day will be assessed.
- Recruits will advise the training staff prior to an LF session that he/she is intending to miss said session.

## **8.0 FAILING THE ACADEMY**

Recruits will fail the San Jose Police Academy if they:

- Fail to meet the minimum academic standards outlined in Recruit Procedure Section 7.
- Consume, or show evidence of having consumed, any alcoholic beverage or illicit drugs during any activity under the direction of the Academy.
- recruit showing any objective symptom of alcohol and/or illicit drugs will be immediately removed from the class pending review (includes any odor of alcohol or objective symptom of influence).
- Violate RPM Section pertaining to Academic and Honor Codes of Conduct.
- Violate the POST Test Use and Security Agreement.

Any recruit who is terminated will be processed as required by departmental and POST policies. If the recruit has failed as a result of academics, the Academy Staff will conduct an academic review regarding the recruit's case file. An academic review is conducted to ensure the test(s) material was fair and objective and that the test(s) was conducted in a fair and unbiased manner.

***The recruit will not be granted missed time pending the review process.***

## **9.0 EVALUATION PROCEDURES**

- Recruit evaluations will begin on the first day of the academy course.
- Recruits will be evaluated by established criteria on standardized forms. Performance evaluation criteria and standards can be found on the Student Laptop Files of the academy-issued laptop.
- Recruits will receive bi-monthly evaluations up until Midterm Inspection, then will receive monthly evaluations for the remainder of the academy
- The Academy Staff will review and approve all evaluations.
- Recruits will also be expected to submit a peer evaluation for each of their fellow teammates. There will be peer evaluations conducted three times per academy in roughly two-month increments

Peer evaluations provide the opportunity to identify strengths and weaknesses in fellow recruits, but should be done in an honest but respectful manner. Peer evaluations are anonymous in order to petition authentic opinions.

## 9.1 EVALUATION REVIEW

- Performance evaluations will be conducted on a one-on-one basis between the Academy RTO and the recruit.
- The session will occur with deference to the recruit's privacy and confidentiality.
- Recruits are encouraged to actively participate in the evaluation process. During the session, recruits should provide feedback to the academy training staff regarding the academy course.
- Recruits must sign and date their performance evaluations upon review.
- The Academy Director/Sergeant will be advised if any recruit disagrees with, or refuses to sign, a performance evaluation
- If a recruit disagrees with a performance evaluation, the recruit may submit a rebuttal to the Academy Director/Sergeant
- Written rebuttals are to be submitted within **TWO instructional days of reviewing the evaluation.**

## 9.2 RECRUIT FILES

Recruits have a right to see evaluations and any other information in their recruit file. Recruits wanting to review their academy recruit file should make arrangements to do so with the Academy training staff.

- Recruits requesting copies of contents in their recruit file will need prior approval from the Academy Director/Sergeant.
- The Academy Director/Sergeant will administratively handle recruit file requests.
- Recruits are **NOT** permitted to receive POST-supplied tests, exercise tests, or controlled documents.
- Review of Recruit Files
- Evaluation reviews, recruit records, and performance evaluations may only be shared with departmental chain of command, provided proper release is provided by the petitioner.
- The San Jose Police Academy is **NOT** permitted to release or provide copies of POST-supplied tests, exercise tests, or controlled documents to a petitioner of an evaluation review
- After completion of the Academy, recruit files are forwarded to the Personnel Unit for storage.
- Final performance evaluations are kept in the recruit's academy file as a permanent record.
- Medical information, including injury reports, is considered protected information. It shall be stored separately from the recruit file and will be destroyed following the conclusion of the academy.

## 10.0 DISCIPLINARY ACTIONS/PURPOSE/STANDARD

The Academy administers a progressive discipline system that is based on correcting deficient behavior immediately at the lowest level possible. The goal is to correct behavior in a manner that results in the immediate return of the recruit to expected levels and standards of performance, behavior, and conduct. The goal is correction not humiliation.

All incidents will begin with a discussion of the facts with the Recruit. The goal is to ensure that the understanding of the incident is valid and clear in the mind of the Recruit and Staff member. This discussion should reinforce the expected behavior; identification of the deficient or improper behavior; and the understanding that the person's behavior, not the person him/her-self, is the problem. Generally, progressive discipline will involve the following incremental disciplinary measures. This is however, subject to the nature, seriousness, and severity of the act and its potential for harm, injury or death.

The purpose of this section is to give the recruit guidance in the administration of disciplinary action. It ensures that disciplinary action will be used in a constructive manner to achieve established learning objectives utilizing the following corrective actions that include, but are not limited to:

- *Oral Counseling*
- *Training Memorandums*
- *Documented Oral Counseling*
- *Performance Improvement Plan*
- *Notice of Deficiencies*
- *Class Presentations*
- *Homework*

## **10.1 TRAINING MEMORANDUMS**

The disciplinary memorandum is a tool used by staff to hold you accountable for minor violations of Academy policy & procedures. It achieves several objectives: it holds the recruit accountable for the transgression, it offers an opportunity for the recruit to reflect upon his/her actions, it fosters good writing skills, and it familiarizes the recruit with departmental procedures for written communications.

The following pages include instructions for the proper writing of a City memorandum and an exemplar of an acceptable memorandum. Blank memorandums are available in the classroom.

- Memos shall be a minimum of 150 words in length unless otherwise instructed.
- Memos shall be submitted to your R.T.O. (regardless of who assigned the memo).
- Memos are due at the first break on the day after which they are assigned.
- Memos shall be handwritten in block lettering with black ink.
- Memos must be neat, legible, in proper format, and grammatically correct.
- White-out, overwrites, and scribbled or scratched letters or words are not acceptable.
- Rewrites will be submitted with original memos.
- Memos will not be written during classroom instruction.
- Leave a blank line between each subsection.
- Place the salutation on the fifth line below your last sentence. If the entire salutation does not fit, move all four lines to the next page.
- Memos are not a means to offer excuses but rather are an opportunity to take responsibility for your actions.

- Contractions are not allowed.
- The following are not included in the word count: headings, salutation, numbers, and date & time of the rule violation in the “Background” section.
- It is in your best interest to have someone (classmate, roommate, significant other) proofread your memo before turning it in.



# Memorandum

---

**To:** RT.O. Last Name & Badge # **From:** 1<sup>st</sup> Initial. Last Name & T# (Badge)

**Subject:** Reason for the Memo **Date:** Date assigned

---

**Background:**

This section should contain the date and approximate time of the rule violation, reason for its issuance, and who assigned the memorandum. This section will be similar to the *Synopsis* section of a crime report. This section should not be more than 3-5 sentences.

**Analysis:**

This section should contain your analysis of why the rule is in place and the consequences of violating it. Identify the violation by section and source (i.e. SJPD Duty Manual or San Jose Police Academy RPM section number). It is also your opportunity to take responsibility for the violation.

**Conclusion:**

What action(s) you have taken or will take to prevent repeat violations.

Respectfully submitted,  
(Your signature and badge number)  
(Print your name and badge number)  
San Jose Police Academy



# Memorandum

TO: R.T.O. CONZALEZ #3988

FROM: J. JONES #1414T

SUBJECT: UNIFORM HAT

DATE: 3/18/17

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

BACKGROUND:

ON 3/17/17, AT APPROXIMATELY 0701 HOURS, I WAS IN THE ACADEMY'S LOCKER ROOM GETTING READY FOR CLASS INSTRUCTION WHEN I REALIZED THAT I HAD LEFT MY UNIFORM COVER AT HOME. I IMMEDIATELY NOTIFIED R.T.O. SANDALL #3539, AND HE DIRECTED ME TO WRITE THIS MEMORANDUM TO MY R.T.O.

ANALYSIS:

THE WEARING OF THE UNIFORM HAT IS REQUIRED BY SECTION 1.3.1 OF THE RECRUIT PROCEDURES MANUAL. THE UNIFORM HAT IS AN IMPORTANT FEATURE OF THE POLICE UNIFORM. IT HELPS SET US APART FROM PRIVATE PERSONS NOT IN UNIFORM. IT ALSO PROTECTS US FROM THE ELEMENTS AND MAKES US MORE EASILY RECOGNIZABLE AS PUBLIC SERVANTS. BY FAILING TO DON MY HAT, I HAVE SHOWN A LACK OF RESPECT TOWARD THE UNIFORM AND THE ACADEMY STAFF. I ALSO DEMONSTRATED A LACK OF ATTENTION TO DETAIL, WHICH IS A NECESSARY SKILL TO BE AN EFFECTIVE POLICE OFFICER.

CONCLUSION:

I WILL IMPROVE MY ATTENTION TO DETAIL TO ENSURE THAT MY EQUIPMENT IS READY TO GO AT ALL TIMES. FROM THIS POINT FORWARD, I WILL ALWAYS DOUBLE CHECK MY GEAR PRIOR TO LEAVING MY HOUSE. I WILL PLACE MY HAT AND ALL NEEDED GEAR BY MY FRONT DOOR THE NIGHT BEFORE.

RESPECTFULLY SUBMITTED  
J. JONES #1414T  
J. JONES #1414T  
SAN JOSE POLICE ACADEMY

## **10.2 DOCUMENTED ORAL COUNSELING (DOC)**

- Written confirmation of verbal notification that performance or behavior needs improvement and a warning of potential future discipline if there is no improvement
- Counseling is administered and subsequently documented on a “Oral Counseling Log” to the recruit

## **10.3 PERFORMANCE IMPROVEMENT PLANS (PIP)**

- Performance Improvement Plans (PIP) may be issued by the Academy staff to any recruit for any identified deficiency (performance based or behavioral).
- The Performance Improvement Plan should include a description of the deficient performance and a plan designed to aid the recruit in improving performance.
- Performance Improvement Plans are not intended to be disciplinary but are used as an aid for recruits to correct the specific deficiency.

## **10.4 ACADEMY NOTICES OF DEFICIENCY (NOD)**

- Academy Notices of Deficiency (NOD) are issued to recruits who have displayed **serious** deficient performance or behavior issues, requiring immediate action.
- An Academy Notice of Deficiency is a written disciplinary action.
- Academy Notice of Deficiency, for either performance and/or behavioral issues, can only be issued with the prior approval and consultation with the Academy Operations Coordinator.
- An Academy Notice of Deficiency is a **permanent record** and must be kept in the recruit’s file. Once received, The Academy Operations Coordinator will counsel the recruit on their deficiencies, offer additional training, and document the counseling session. If the Academy Operations Coordinator recommends that the recruit should be separated from the academy, the coordinator will prepare an official memo on department letterhead supporting his recommendation of termination. The Academy Director will concur or have additional training administered.

## **11.0 RECRUIT TERMINATION**

### **11.1 PERFORMANCE PROBLEMS**

- The Academy Operations Coordinator will be notified regarding any recruit experiencing academy performance problems.
- The Academy Operations Coordinator, in consultation with the RTO, will decide upon an initial course of corrective action.

### **11.2 RECRUIT TERMINATION RECOMMENDATIONS**

- The Academy Operations Coordinator will submit to the Academy Director a report documenting the reasons for recommending a recruit’s termination.
- The RTO and/or Instructor may also be required to submit documentation.
- The Academy Director will review and make recommendations on all requests for recruit

termination or dismissal.

- The Academy Director will notify the Bureau of Administration Captain regarding dismissals.
- Academy Coordinators will conduct recruit dismissal proceedings at the Academy.
- An RTO will also be included in dismissal proceedings (when applicable).
- Recruits may be dismissed from the Academy for failure to comply with academic standards and/or violations of Academy rules and procedures.

## 12.0 ACADEMY HONOR CODE

As a recruit preparing to enter the law enforcement field, you are entrusted to obey all laws and the **Law Enforcement Code of Ethics**. Lying, cheating, or stealing is not, and will not be, tolerated at the Academy or in the law enforcement community. Recruits may be subject to discipline not only for acts occurring at the Academy, but for violations occurring while away from the Academy site. Any recruit that has committed any one of the below listed violations of the honor code may be subject to immediate termination from the academy program:

- Altering any answers or scores on a test including range scores.
- Altering scores on another recruit's test or aiding a recruit to cheat.
- Turning in assigned paperwork produced or written by someone other than the recruit.
- Cheating or copying from another during testing.
- Copying test questions and/or answers (in any form and by any method).
- Using unauthorized aids during testing.
- Falsifying any records or any academy document or log.
- Signing off discipline that in fact has not been completed or purposefully failing to complete assigned discipline.
- Engaging in any conduct involving moral turpitude or conduct violating the Law Enforcement Code of Ethics.
- Discussing with or providing prior information to another recruit of specific scenarios or any other practical application testing. Recruits will not discuss any specific scenarios before or during testing.
- Knowingly giving false information to any member of the academy staff.
- Violation of any local, state or federal law, excluding minor traffic offenses.
- Fighting with or assaulting another.

**Any recruit that commits any one of the above listed violations or witnesses a violation by another recruit is required to report the incident to an Academy training staff within the next work day.**

## 13.0 INTOLERABLE BEHAVIOR

A recruit, for good cause, may be terminated or released for one or more of the following reasons:

- Cheating or plagiarism in connection with an academic program.
- Obstruction or disruption, on or off Academy property, of the campus educational process, administrative process, or other campus function.

- Physical abuse (fighting), on or off Academy property, of the person or property of any member of the San Jose Police Department or of their family, or the threat of such abuse.
- Theft of, or non-accidental damage to, Academy or City property, or property in the possession of, or owned by, a member of the San Jose Police Department.
- Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of departmental or instructional staff.
- Willful disobedience of Academy rules and procedures.
- Upon receipt of Three Academy Notices of Deficiency for misconduct.
- Preventable loss or damage of City property (i.e. firearm, ballistic vest, Taser, police vehicle, etc.).

## **14.0 DISCRIMINATION AND HARASSMENT POLICY**

### **City Policy Manual Section 1.1.1:**

*Revised 1/23/15*

#### **General Policy:**

It is the policy of the City of San Jose to promote and maintain a work environment free of illegal discrimination and harassment in employment. The City of San Jose, as a public employer and a provider of services, **WILL NOT TOLERATE NOR CONDONE DISCRIMINATION OR HARASSMENT** from any employee, regardless of employment status. All City employees are responsible for maintaining a work environment free from discrimination and harassment as defined below and will be held fully accountable for complying with this policy and for taking appropriate measures to ensure that such conduct does not occur. An employee, unpaid intern, volunteer or contractor who believes that he or she has been the victim of discrimination or harassment should immediately report the alleged harassment or discrimination as. Any City employee, unpaid intern, volunteer or contractor who believes that he or she has witnessed or has knowledge of any harassment or discrimination in the workplace is strongly encouraged to report the acts or occurrences.

City employees who violate this policy are subject to disciplinary action up to and including termination from City service.

Supervisors/managers who know or should have known of discrimination or harassment and fail to report such conduct and fail to take immediate corrective action are also subject to disciplinary action up to and including termination from City service. Contractors or other persons who participate in City programs and services who violate this policy are subject to appropriate sanctions.

### **SEXUAL HARASSMENT**

"Sexual Harassment" is a form of workplace harassment as described above and is defined to include, but is not limited to: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

## HOSTILE WORK ENVIRONMENT

- “Hostile Work Environment” cases are a type of Sexual Harassment that can result from various forms of conduct, including, but not limited to the following:
- Visual Harassment: leering/staring, making sexual gestures, displaying of sexually suggestive or pornographic objects, pictures, magazines, cartoons, posters, letters, notes, emails, inappropriate gifts.
- Verbal Harassment: making or using derogatory comments, epithets, slurs and jokes. Comments about body parts or physical appearance, innuendo, unwanted sexual advances, unfulfilled threats of employment benefits/detriments in exchange for sexual favors, pressure for dates, discussion of a sexual nature, questioning a person’s sexual practice or history, sexually degrading words used to describe an individual.
- Physical conduct: touching, assault, impeding or blocking movements.

## COMPLAINT FILING

The options to file complaints of discrimination or harassment which involve City employees include filing the complaint with:

- A supervisor
  - A Department Director
  - The Office of Employee Relations
  - The Equal Employment Opportunity Commission (EEOC)
  - The Department of Fair Employment and Housing (DFEH)
- If an employee is uncomfortable filing a complaint with a supervisor, the complaint can be made to the Department Director or directly to the Office of Employee Relations. Employees have the right to file a complaint with an outside agency (EEOC or DFEH). However, a violation of this policy may exist even when there is no violation of the law. If a complaint is filed with a department, or if a department receives notification that a complaint has been filed with, the department shall immediately notify the Office of Employee Relations. The decision as to whether an investigation will be conducted by the department or the Office of Employee Relations shall be decided by the Director of Employee Relations after consultation with the Department Director.

## 15.0 DEFINITIONS PERTAINING TO SENSITIVE CONTROLLED INFORMATION- C 2002.1 ADDED 10/22/15

**SENSITIVE CONTROLLED INFORMATION (SCI):** Sensitive Controlled Information is data or information, accessible specifically as a result of employment with the Department, that requires strict controls over its distribution and access to safeguard the privacy or security of an investigation, an individual, or the Department.

**DEPARTMENT OF MOTOR VEHICLES RECORDS (DMV):** Any record, image, report or query results obtained from any state or national Department of Motor Vehicles database.

**CALGANG:** A database operated by the California Department of Justice (DOJ), Bureau of Investigation, Division of Criminal Justice Information Services to electronically share information on criminal street gangs and gang members via a statewide automated Intranet.

**WSIN:** (Western States Information Network): Criminal intelligence information, for law enforcement investigations being conducted in Alaska, California, Hawaii, Oregon, and Washington.

**NCRIC:** Northern California Regional Intelligence Center information.

**ANY POLICE DEPARTMENT OR CITY MANAGED RECORDS SYSTEM:** Any Department or City managed data obtained through manual or electronic means including rosters, lists, license holders, applicants, certifications, citations, or personnel records. Examples include data within the Permits Unit, Personnel Unit, Gaming Control, Internal Affairs, Research and Development, or Secondary Employment.

**ANY OTHER LAW ENFORCEMENT RELATED TECHNOLOGY DATABASE:** Any other law enforcement related technology, both present and future, capable of obtaining, collating, or analyzing data relevant to the investigative and operational needs of the Department. Examples include: CopLink, ALPR, I/A Pro, CrimeView Dashboard, and Evidence.com

**C 2003.1 AUTHORIZED RECEIVERS OF SENSITIVE CONTROLLED INFORMATION (SCI):**

*Added 10/22/15*

**SENSITIVE CONTROLLED INFORMATION (SCI) - NEED TO KNOW/RIGHT TO KNOW**

To obtain access to, receive, use or disseminate Sensitive Controlled Information, a person or agency must show a need to know and a right to know the information being sought.

**C 2008.1 RECORDING RELEASE OF SENSITIVE CONTROLLED INFORMATION (SCI):**

*Added 10/22/15*

When releasing Sensitive Controlled Information (SCI), Department members authorized to supply the information will adhere to the following procedures:

- Record the badge number of the person making the request and the case number associated with the request in the appropriate field on the electronic or written SCI request.
- Any report, image, or copy which is released to any person or agency will have stamped on its face a statement reading "CONFIDENTIAL - For Official Use Only Do Not Duplicate" together with the name of the recipient, date of release and the name or identification number of the person releasing the information.
- If a copy of a record is disclosed to a member of the public under the California Public Records Act, the copy is not required to have the above warning statement stamped on the face of the copy.
- Department members assigned to OSSD, BOI, Research and Development, Media Relations Unit, Court Liaison Unit (CLU), and Department members involved in criminal investigations (both BOI and Communications members) may release SCI to persons or agencies authorized to receive such information when the information is needed in the

course and scope of their official duties. Department members releasing SCI to authorized recipients are not required to record the release of the SCI.

## **C 2011 PENALTIES FOR MISUSE:**

*Revised 10/22/15*

**Misuse of CORI** - Department members who knowingly furnish CORI records or information derived from such records to unauthorized persons (persons who do not have a need to know and right to know) are in violation of this Policy and the California Penal Code and may be subject to criminal prosecution and/or departmental discipline. It is the responsibility of each member of this Department who has access to, the use of, or receives criminal history information to exercise due care and caution in safeguarding that information so that it does not come into the possession of unauthorized individuals and it is not used for unauthorized purposes. The following is a non-exhaustive list of some of the criminal statutes related to unauthorized possession, furnishing and use of CORI.

**State CORI** - The criminal statutes defining the misdemeanor crime of unlawful furnishing of state CORI are set out in Penal Code Sections 11140 - 11144:

- It is a misdemeanor for a Department employee who is authorized by law to receive a record or information obtained from a record to knowingly furnish the record or information to a person who is not authorized by law to receive the record or information (PC 11142).
- It is a misdemeanor for any person, except those specifically referred to in Evidence Code Section 11143, who, knowing he is not authorized by law to receive a record or information obtained from a record, to knowingly buy, receive or possess the record or information (PC 11143).

It is not a violation of the above Penal Code sections to:

- Disseminate statistical or research information obtained from a record, provided that the identity of the subject of the record is not disclosed (PC 11144(a)).
- Disseminate information obtained from a record for the purpose of assisting in the apprehension of a person wanted in connection with the commission of a crime (PC 11144(b)).
- Include information obtained from a record in (1) a transcript of a record of a judicial or administrative proceeding, or (2) any other public record when the inclusion of the information in the public record is authorized by a court, statute or decisional law.

**Local CORI** - The criminal statutes defining the misdemeanor crime of unlawful furnishing of local CORI are set out in Penal Code Sections 13301 – 13305:

- It is a misdemeanor for an employee of a local criminal justice agency who knowingly furnishes a record or information obtained from a record to a person who is not authorized by law to receive the record or information (PC 13302).
- It is a misdemeanor for any person authorized by law to receive a record or information obtained from a record to knowingly furnish the record or information to a person who is not authorized by law to receive the record or information (PC 13303).

- It is unlawful for any person, except those specifically referred to in Evidence Code Section 11143, who, knowing he is not authorized by law to receive a record or information obtained from a record, to knowingly buy, receive or possess the record or information (PC 11143).
- The exclusions from criminal liability in Penal Code Section 13305 are identical to the exclusions set out in Penal Code Section 11144, above.
- Department members who knowingly access, receive or disseminate information from any criminal justice file, or Department records system containing Sensitive Controlled Information in violation of the requirements of this chapter are subject to discipline for violation of this policy.

The criminal justice files and Department records systems containing SCI include the following:

- Crime/Incident Reports, San Jose Police Records Management System (RMS).
- Automated Field Reporting (AFR).
- Department of Motor Vehicles (DMV).
- Automated Information System (AIS), Computer Aided Dispatch. (CAD/CADMINE).
- COPLINK, (A secure web based data sharing platform for law enforcement).
- Automated License Plate Reader (ALPR).
- TLO (Proprietary data fusion subscription service).
- CALGANG (Department of Justice gang member database).
- WSIN (U.S. DOJ regional information sharing system).
- NCRIC (Northern California regional intelligence center database).
- Any Police Department or City of San Jose managed records system, file, or database.
- Any other law enforcement related technology or manually stored database or record system.

## **OVERVIEW:**

The San Jose Police Academy is committed to providing a work environment free of unlawful or prohibited behavior. All recruits are expected to be familiar with and comply with listed City policy sections and Duty manual sections discussed and reviewed in this Recruit Procedures Manual. In addition, allied agency recruits are expected to be familiar with and comply with policies from their respective agencies. Violations regarding specific sections could lead to disciplinary action up to termination from the San Jose Police Academy.

## **YOUR ROLE:**

Each Recruit is expected to work with fellow Recruits as a team, respect and encourage fellow Recruits. Each Recruit is expected to participate fully in all Academy instruction and strive to excel. Performing just to meet minimum standards is not acceptable. Recruits are expected to convey a positive attitude to staff and fellow Recruits. Gossip, critical remarks, chronic complaining, excuses for poor performance, etc. that affect the morale of fellow class members is unacceptable. Just as staff is expected to be role models, Recruits are expected to model the behavior expected of professionals pursuing a career in law enforcement.

