

**WASHINGTON STATE COMMUNITY COLLEGE  
OPOTC PEACE OFFICER BASIC ACADEMY  
RULES AND REGULATIONS**

Each cadet must be prepared to comply with these rules and regulations in addition to the WSCC “Student Handbook,” and other applicable Washington State Community College policies. Compliance with all rules and regulations of the Ohio Peace Officer Training Commission (“OPOTC”) is further required for successful participation in the Washington State Community College OPOTC certified Peace Officer Basic Academy (“POBA”). Rule infraction(s) may result in disciplinary action. The POBA program is dedicated to serving students, the College, our communities, and the State of Ohio by providing superb academy training for future peace officers and criminal justice professionals. The following rules support the educational objectives of WSCC and the POBA program.

The Rules and Regulations of the WSCC OPOTC Peace Officer Basic Academy are as follows:

1. Neither the Ohio Peace Officer Training Commission nor the Field Agent is to be contacted without the permission of the Peace Officer Basic Academy Commander (“Commander”), in matters pertaining to you as a cadet with our program unless specified to do so under provisions spelled out in the “Ohio Peace Officer Basic Training Requirements and Options for Attending” manual.
2. Dress shall consist of an OPOTC Peace Officer Basic Academy approved uniform unless otherwise directed by the Commander or his/her designee.
3. Uniforms are to be clean and neatly pressed each day. Shoes are to be clean and shined. Cadets are responsible for the proper fit of the uniform. Inspections of uniforms may be conducted at any time by the Commander and/or a Peace Officer Basic Academy instructor.
4. Hair is to be clean, combed, above the collar for males and not more than shoulder length for females and professional in appearance.
5. The only male facial hair permitted is moustaches, which shall be kept neatly trimmed above the upper lip and corners of the mouth.
6. When you are in uniform, members of the community will identify you with local law enforcement agencies. You must conduct yourself as if you were employed by one of the local law enforcement agencies and in full compliance with the laws of the State of Ohio, United States of America and the Police Officer Code of Canons and Ethics.
7. Cadets have no arrest powers or law enforcement authority. Any cadet who represents him/herself as having such authority, when he/she does not, may be subject to prosecution for violating state and/or federal law and disciplinary action by the College.

8. Cadets do not have the authority to carry concealed weapons merely by virtue of being a cadet. **Cadets shall follow Washington State Community College Policy 11.500 et seq., regarding concealed weapons.**
9. Firearms are the property of Washington State Community College and will not be altered, disassembled, etc. unless instructed to do so by the on-duty chief firearms instructor. Firearms and ammunition are issued by range personnel and retrieved the same day on scheduled firearms days. **Cadets shall follow Washington State Community College Policy 11.500 et seq., which further delineates firearms policy for WSCC POBA cadets.**
10. Each cadet is to “sign in” and “sign out” for him/herself. A cadet shall not allow anyone else to sign in or out for him/ her. The cadet is to record the exact time of his/ her arrival and the exact time of departure. Falsification of a sign-in or sign-out sheet by a cadet on his/ her own behalf or on behalf of another cadet is not permitted.
11. There will be no consumption of any type of alcoholic beverages during class time, which includes breaks and lunch time. Cadets shall not report to class intoxicated which may be evidenced by the odor of an alcoholic beverage about his/her person.
12. **All litter must be removed from the classroom at the end of each scheduled Peace Officer Basic Academy class.** No food is permitted in the classroom.
13. A ten (10) minute break will be provided each hour. Lunch breaks will be provided after any consecutive five (5) hour class period and will be a minimum of thirty (30) minutes in duration.
14. Attendance shall be required of each individual at all sessions of the Peace Officer Basic Academy Training and are spelled out in the “OPOTC Student Acknowledgement Form” that each cadet signed and submitted. The OPOTC Peace Officer Basic Academy Training program consists of a minimum number of hours of training, all of which are mandatory attendance. No cadet may miss any portion of a mandatory topic. Absences for mandatory training/classes may be made up, but must be so done prior to the last day of the academy session. Arrangements for makeup are the SOLE responsibility, including financial responsibility, of each cadet. The location of the makeup class must be previously approved by the OPOTC field agent. Payment for the makeup class must be paid in advance by the cadet and a receipt will accompany the sign in sheet the Commander provides to the instructor in advance of the class. **Failure by the cadet to make up classes by the end of the academy session will render the cadet ineligible to sit for the state certification test.**
15. Cadets may obtain approval for daily absences from OPOTC Peace Officer Basic Academy Courses. In order to obtain approval, a cadet should submit a written request for absence, via email, to the Commander within ten (10) days of the date that is to be missed. When the absence is unforeseeable, an email shall be sent to the Commander within a reasonable amount of time after the cadet’s absence. At the discretion of the Commander, timely notification to the class president or vice president will be acceptable in lieu of notification to the Commander. When this option is approved by the Commander, the class president or vice president is then required to notify the

Commander immediately upon receiving said notification from the cadet. If cadets are required to attend National Guard, Reserve Training, or Jury Duty they should follow the excused absences procedure set forth in the Washington State Community College “Student Handbook”.

16. Class disruptions are prohibited. All cadets will report on time, and give their undivided attention to the instructor. There will be no side conversations. If a cadet has a question, or doesn't understand something, ask the instructor.
17. Students are expected to report to all training/class sessions appropriately prepared. This includes but is not limited to appropriate dress, necessary equipment as directed by the instructors, the cadet's POBA notebook, and functional note-taking materials.
18. Cadets will address all instructors as either “Sir”, “Ma'am” or by the appropriate rank/title. This procedure especially applies in a public or group setting. Addressing these people in a private setting in a less formal manner should be done only after that respective person has given consent. Use the person's title (Dean, Dr., Commander, Sgt., etc) when addressing superiors and/ or instructors in all manner of communication. This includes emails, phone messages, and personal contact. End emails with a proper closing such as “respectfully submitted”, “thank you sir” or the like. A career in a paramilitary organization demands that anything less than proper discipline, esprit de corps, courtesy and respect will not be tolerated.

Cadets will adhere to a formal chain of command when raising issues/ questions beyond what the assigned instructor can answer in the classroom. At the discretion of the Commander, a class president and/ or vice president are elected by his/ her peers and most issues can be channeled thru that person to Commander directly.

19. The use of pagers, cell phones, lap top and netbook computers and/ or other electronic devices is regulated in the classroom and at the discretion of the Commander and/ or the instructor.
20. Cadets are carefully observed and graded regarding their individual demeanor. Observations will include the entering or leaving Washington State Community College property and off-campus training sites; behavior on breaks, including lunch; behavior during inspection; behavior (and posture) in the classroom; and the diligence with which the uniform is maintained. This grade can amount to 25 percent of their overall final grades for the academy. Cadets may bring their uniform to change into here, however a cadet must be either completely in or out of uniform when entering and exiting the building. For example, a cadet should not enter or exit the building with shirts un-tucked and/or shoes untied, etc.

*Tip: If you want the highest possible grade for demeanor—come to class every day looking as sharp as you possibly can. Wear a clean uniform every day. Keep your hair neatly trimmed and combed. Sit up straight in the seat during class, avoid slouching. Do not put your feet on the chair in front of you. Do not leave the room during class unless authorized by competent authority. Do not interrupt the instructor....raise your hand first.*

21. Earrings are not permitted on male cadets while in uniform. Earrings for female cadets are limited to non- dangling, post- style only. Tongue studs, eyebrow or nose rings, or

any other visible body piercings are not permitted while in uniform. Tattoos from the wrist to the tips of the fingers and from the base of the neck up are not permitted.

22. Cadets are expected to maintain exemplary behavior, both on and off-campus, during their academic tenure with Washington State Community College. Cadets shall not at any time conduct themselves in a manner that will reflect poorly upon the Peace Officer Basic Academy. Of particular concern are those incidents that may damage the reputation of the College, the Program, the Academy, and the Cadet class. These are violations that involve poor judgment and conduct unbecoming of a peace officer cadet, and include, but are not limited to: violations of law regarding underage consumption, alleged criminal use of drugs and/or alcohol, reckless driving, driving under the influence, assault, battery, and domestic violence.
23. Applicants for the Peace Officer Basic Academy are required to submit to a background check. Not all criminal arrests and/or convictions in an applicant's background may be reported within said check. In particular, misdemeanor offenses and/or outstanding warrants for same may not be revealed. Cadets must be diligent in reporting all past law enforcement encounters, arrests, and /or convictions to the Commander. This duty extends to any encounter, arrest, and/or conviction that may arise during the cadet's POBA training.
24. Infractions involving these rules and regulations, and those rules and regulations incorporated by reference herein, may be subject to disciplinary action as outlined in the attendant POBA Disciplinary Policy and Procedure.
25. Rules and regulations are subject to change. Should a change be made, cadets will be notified in writing.

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## ***RULES AND REGULATIONS***

### **DISCIPLINARY POLICY and PROCEDURE**

All infractions of Washington State Community College OPOTC Peace Officer Basic Academy Rules and Regulations will be investigated and pursued by the Commander of the Washington State Community College OPOTC Peace Officer Basic Academy.

Alleged misconduct will be documented on the appropriate Washington State Community College student misconduct form. Misconduct forms containing alleged infractions of the Washington State Community College OPOTC Peace Office Basic Academy Rules and Regulations may be submitted to the Commander by instructors within the POBA program, or by any other Washington State Community College faculty. The Commander is also charged with the responsibility and obligation to complete student misconduct forms based on reports from the law enforcement community regarding infractions for any cadet pursuing peace officer basic training at Washington State Community College.

Cadets cited by a student misconduct form for rule infractions will be referred within seven business days to a disciplinary committee that includes the following members:

POBA Commander  
Criminal Justice Program Coordinator  
Social Services Technology Program Coordinator

The committee will review the infraction and any pertinent documentation. The committee may also contact and interview individuals with knowledge. The cadet will have full opportunity to appear and respond to the committee.

The committee will submit, by letter, a disciplinary recommendation to the Dean of Arts and Sciences and provide a copy to the cadet. Said letter will be provided to the Dean of Arts and Sciences and to the cadet by e-mail, and also through the United States Postal Service, within 24 hours of the conclusion of the committee's investigation.

Disciplinary recommendations may include written reprimand; disciplinary probation within the academy (wherein further infraction will result in removal from the academy); removal from the academy program either through permissive withdrawal or the award of a failing grade, or a recommendation to the Dean of Arts and Sciences to pursue expulsion of the cadet from the College.

The Dean of Arts and Sciences will pursue conclusion of disciplinary action in accord with the Washington State Community College Conduct Policy. A cadet's right to appeal disciplinary action is maintained through Washington State Community College Policies.

Effective March 1, 2012.