SAN DIEGO

REGIONAL ACADEMY

OPERATIONS MANUAL

Revised 10/15/2026

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MISSION STATEMENT

Our mission is to provide the finest quality public safety training and professional development that is responsive to the needs of the agencies and diverse communities we serve.

VISION STATEMENT

We are committed to a collaborative effort to provide the highest quality technical and human relations training to public safety personnel within the San Diego region. All training will reflect the core values of professional law enforcement and be grounded in a fundamental respect for the dignity of all persons. State of the art technology will support the development of a future generation of law enforcement officers skilled in problem solving, conflict resolution and community policing.

VALUES

- ***INTEGRITY***

  We will be honest and faithful in all our actions.

- ***RESPECT***

  We will appreciate one another's differences and recognize that our unique skills, knowledge, abilities and backgrounds bring strength to our Institute.

- ***LOYALTY***

  We will be loyal to the Institute and its members, and to the standards of our profession.

- ***FAIRNESS***

  Our decisions will be based on common sense, and will be balanced, moral, legal, and without personal favoritism.

TERMS & ABBREVIATIONS

Class Curriculum Files: Lesson plans and miscellaneous correspondence.

Instructor Evaluation Files: Recruit generated forms evaluating each instructor on a variety of areas.

P.O.S.T. California Commission on Peace Officers Standards and Training

The Commission on Peace Officer Standards and Training (POST) was established by the Legislature in 1959 to set minimum selection and training standards for California law enforcement. The POST organization, with more than 130 staff members, functions under the direction of an Executive Director appointed by the Commission.

S.D.R.P.S.T.I. San Diego Regional Public Safety Training Institute

S.D.C.C.D. San Diego Community College District

REGULAR BASIC COURSE, INTENSIVE FORMAT

S.D.R.P.S.T.I. conducts an approximately 952-hour, intensive format, Regular Basic Course. Students attend 40 hours per week, 5 days a week, 8 hours per day. The course is available to recruits of all California law enforcement agencies and to non-sponsored students. The curriculum conforms to P.O.S.T. Regular Basic Course guidelines. Students receive a Basic Academy Certificate upon successful completion of the course. Graduating, sponsored students are qualified to enter their agencies' Field Training program.

REGULAR BASIC COURSE, EXTENDED FORMAT

Not offered.

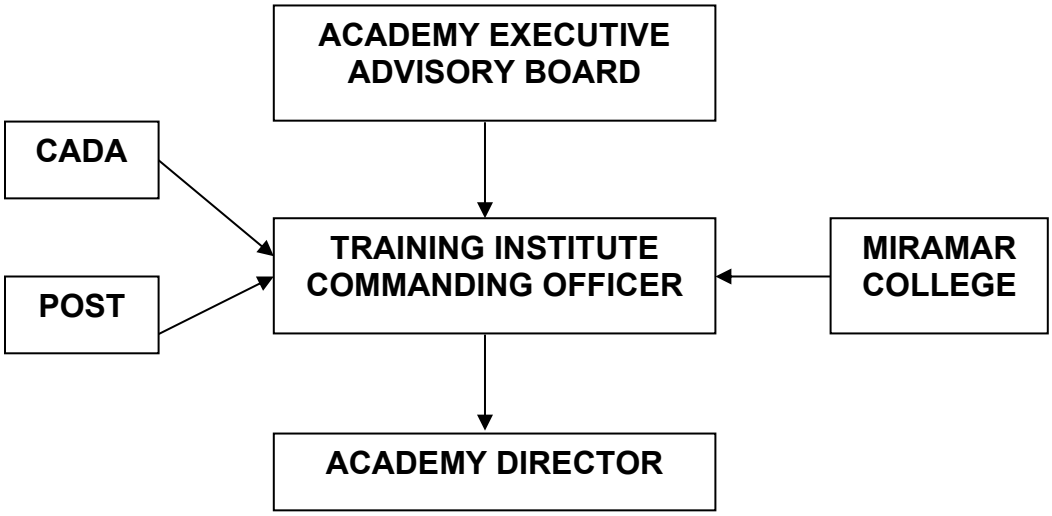
REGULAR BASIC COURSE, MODULAR FORMAT

Not offered.

HIGH SCHOOL PUBLIC SAFETY PROGRAM

Not offered.

INTRAORGANIZATIONAL CHART



INTRAORGANIZATIONAL FUNCTIONS

CADA - California Academy Directors Association

The CADA comprises the 39 P.O.S.T. Certified Basic Law Enforcement Training Academies in California. The Association meets on a regular basis to discuss common goals and to present collective recommendations to POST.

MIRAMAR COLLEGE - San Diego Community College District

Miramar College is one of four campuses under the auspices of the San Diego Community College District. It has provided the facilities for the San Diego Police Academy since 1968 and has been a Regional facility since 1993. The Academy is the largest single training component at Miramar College.

The Dean of Public Safety interfaces with the Academy and In-Service Training programs to provide fiscal resources and guidance concerning instructor and student requirements. The college also awards college credit to program graduates. Academy programs aid the College District by earning state funds for the College District based on a formula known as FTE or Full Time Equivalency.

SDRPSTI STAFF DUTIES AND RESPONSIBILITIES

Dean of Public Safety

- Liaison between the Training Institute Commanding Officer and S.D.C.C.D.
- Liaison with Executive Advisory Board.
- Support the direction and coordination of county-wide law enforcement training relating to the Basic Academy and In-Service Training.
- Manage college budget.
- Manage Adjunct Instructor program.

Training Institute Commanding Officer

- Report to the Dean of Public Safety.
- Provide liaison between Dean of Public Safety and Training Institute Lieutenants, including the S.D.S.O. In-Service Training Lieutenant, the S.D.P.D. In-Service Training Lieutenant and the Regional Academy Director.
- Represent the Training Institute on the Executive Advisory Board.

Academy Director

- Report to the Training Institute Commanding Officer.
- Manage the Regional Academy.
- Liaison with county law enforcement agencies and the San Diego Community College District.
- Supervise Academy Coordinators' activities.
- Supervise Core Instructors activities.
- Represent the Regional Academy at P.O.S.T. functions; including the Basic Course Consortium.
- Represent the Regional Academy at C.A.D.A. functions; including the quarterly meetings.
- Review instructor evaluations.

Academy Coordinators (Sergeants)

- Report to the Academy Director.
- Directly supervise Recruit Training Officers and Academy Recruits.
- Develop and manage Regional Academy schedules, including required logistics.
- Assist during staff shortages.
- Review instructor evaluations.
- Monitor classroom and other instruction.

Core Instructors

- Schedule instructors to teach the basic academy.
- Provide instructor names, schedules, phone numbers to Academy Coordinator.
- Monitor new instructors for curriculum and workbook requirements.
- Ensure all P.O.S.T. Training and Testing Specifications are being taught.
- Monitor on-going instruction.
- Maintain Instructor Files.
- Teach a course of instruction in the absence of the assigned instructor.
- Provide a list of instructors for subjects when on vacation to the Academy Director/Coordinators.
- Teach a course of instruction in which they are subject matter experts.
- Review Instructor Evaluations.
- Keep the Academy Director and Coordinator apprised of instructional issues within the academy.
- Recruit sufficient number of instructors to teach courses being offering.
- Ensure all Lesson plans, Power Points, Videos, and any other instructional materials presented to the recruits are to be provided to the Academy Coordinators as soon as possible or when available.

Recruit Training Officers (Deputies, Officers)

- Complete RTO Orientation Video and Test prior performing functions of RTO
- Required to attend POST Courses related to RTO Job functions as soon as possible:
    - Physical Training Instructors course
    - AICC
    - Scenario Managers Course
- Reports to the Academy Coordinator.
- Reports to respective agencies.
- Directly supervises Academy Recruits.
- Schedule and administer P.O.S.T. TMAS tests.
- Leads physical training sessions.
- Mentor, trainer, role model and supervisor for academy recruits.
- Evaluate, document and counsel recruits.
- Required to attend the Recruit Training Officer Workshop within one year of appointment.
- Recording academy recruit grade point average.
- Handle injury packages for respective agencies.
- Instructor to recruits during Staff Time.
- Monitor classroom and other instruction.
- Conduct ‘Safety Inspection’ prior to any Role Play or Simulated Firearms Training.
    - No functional Firearms, OC, or Tasers.
    - Safety gear in place if required for the particular training

Academy Office Manager

- Reports to the Academy Director.
- Provides administrative support to the Academy Director

- Provides word processing services to Academy staff (i.e. schedules & rosters).
- Prepares Academy-related correspondence and documents required by P.O.S.T. and the College; to include pre-session paperwork, recruit grades, attendance records and graduation documents.
- Prepares the Academy History Notebook.
- Forwards recruit records to participating agency training coordinators.
- Maintain and distribute, to staff, up-to-date call back rosters of staff and recruits

SDRPSTI STAFF SELECTION PROCESS

Training Institute Commanding Officer

- The Training Institute Commanding Officer shall be selected on an alternating basis from the San Diego Sheriff's Department and the San Diego Police Department.
- The candidate must be a Captain.
- Selection shall be made administratively by the respective agency.
- Final selection is subject to approval of the Executive Advisory Board.

Academy Director

- The Academy Director shall be selected on an alternating basis from the San Diego Sheriff's Department and the San Diego Police Department. *This shall be coordinated with the assignment of the Training Institute Commanding Officer to provide representation from both agencies at any given time.*
- The candidate must be a Lieutenant, in a non-probationary status and approved by their respective agency.
- Selection is conducted administratively, by Training Institute Commanding Officer and Dean of Public Safety.
- Final selection is subject to approval by Executive Advisory Board.

Academy Coordinator (Sergeant)

There are two Academy Coordinator positions at the Regional Academy. One is assigned from the San Diego Police Department and one from the San Diego Sheriff's Department.

- Candidate must be a Sergeant, in a non-probationary status.
- Candidate must be approved by their respective agency.
- Candidates should be above average in interpersonal skills, training knowledge and experience, management skills, public speaking skills, leadership ability, physical fitness and personal appearance.

Recruit Training Officer (Deputy / Officer)

Recruit Training Officers (RTO) are drawn from participating agencies. Selection is made from the two major agencies, S.D.P.D. and S.D.S.D. to fill the majority of positions. The Training Institute Commanding Officer makes requests of outside agencies to fill the balance.

- Candidates must be an officer, deputy, agent or corporal.
- Candidates must have a minimum of three years of law enforcement experience.
- Candidates must be approved by their respective agency.
- Candidates should have above average leadership ability, administrative skills, a professional personal appearance, and require minimal supervision.
- Candidates must pass a physical fitness test as specified by the Academy. The test will consist of the following:
- 1.5-mile run completed within 14 minutes.
- As many push-ups as possible within one minute (minimum of 25 to qualify). Resting between push-ups must be done in the “arms extended” position.
- Complete as many sit-ups within one minute (minimum of 25 to qualify)

SDRPSTI GENERAL PROCEDURES

Emergency Notifications

In the event of an emergency or disaster affecting a major portion of the County of San Diego, the following procedures will be followed as soon as deemed necessary by the Academy Director.

Should an emergency or disaster take place during off-duty academy hours, initial contact and notification of the Emergency Disaster Plan will begin with a phone call from the Academy Director to each Academy Coordinator (both odd and even numbered academies). This conversation will include information on potential Staging Areas for Staff as well as Recruits.

The Academy Coordinators from each academy will then immediately notify their respective Regional Training Officers via phone call.

Each Regional Training Officer will then contact the academy recruits under their immediate supervision via phone call.

Should an emergency or disaster take place during on-duty academy hours, initial contact and notification of the Emergency Disaster Plan will begin with notification from the Academy Director to each Academy Coordinator in person or via phone call. The above listed procedures will again be utilized with the addition of “in-person” contact if applicable.

All Regional Academy Recruits are required to initial a monthly updated cell phone list for accuracy and verification. Phone lists will be distributed to all Recruits and Staff listed on such list after each update. The phone list should be kept accessible (i.e. copies at home, backpacks, office, vehicles).

Should an emergency or disaster take place, all Regional Academy recruits are required to remain available for contact from academy staff at the phone numbers provided.

Staff meetings

Staff meetings are recognized as an effective means of insuring consistency and communicating specific projects, objectives and long-range goals of the Academy.
Staff meetings will be held on regular intervals or at the discretion of the Academy Director. Whenever possible, staff meeting times will be announced in advance. Staff members who are unable to attend shall notify their immediate supervisor prior to the scheduled meetings.

Budget Preparation

Dean of Public Safety.

Vacations, College Pay, and Hours Adjustments

Compensatory time, vacations, and sick leave shall be taken in accordance with Department Policy.

Staff members are prohibited from receiving payment from their Department and the College District for the same time period.

No instructor hours can be submitted for "Legal" holidays. Instructor hours for “District” holidays may not be submitted. For clarification, see College Calendar.

RTOs will normally not schedule non-mandated training classes when their academy is in session.

Use of Tobacco

The intent of this policy is to protect the health of non-smoking staff and students, and to ensure they are provided a work and educational environment free of any offensive influence of tobacco use.

The use of any tobacco product is expressly prohibited within any building or other area routinely dedicated to training activities. This prohibition applies to outdoor areas surrounding the Public Safety Training Institute office and classroom complex, including the patio, breezeways and parking lots.

SDRPSTI FACILITY

Offices

All academy office space will be kept neat and orderly at all times. Each work area will be maintained in a professional and organized manner.

Classrooms

Training Officers will inspect the academy classrooms to ensure they are clean and orderly at the beginning and end of the day. It is the weekly Recruit Section Leader's responsibility to ensure all recruit desks and white boards are wiped down daily.

Staff Vehicles

Assorted agency vehicles are assigned to provide transportation for staff members in the performance of their duties and for use as training aids. Specific assignments of vehicles and policies regarding their use are made at the discretion of the agency that owns and maintains the vehicles.

Incidental or emergency callbacks require personnel to report to their regular duty station to obtain company vehicles. In the event of a predetermined callback situation or other exigent circumstances requiring the use of a take home vehicle, agency-specific policies and procedures will be followed.

All vehicles assigned to the Training Center will be operated in compliance with respective Department Procedures.

EVOC and Training Vehicles

SDSO has provided Patrol Vehicles for training at SDRPSTI. The EVOC Core Instructor is responsible for providing the necessary vehicles needed for EVOC training and other training as requested by another CORE Instructor (ie.. High Risk Vehicle Stops, ect..)

The maintenance for each Patrol Vehicle will be responsibility of the providing agency.

Mat Room Health & Maintenance Procedures

This protocol applies to all mat room training facilities utilized by the San Diego Regional Public Safety Training Institute and its associates. This protocol was updated August 28, 2008 with the assistance of David Sugerman, MD Center for Disease Control, San Diego County Community Epidemiology Department

The mats and equipment must be thoroughly cleaned and disinfected after every use.

The lead instructor, course coordinator or designee will be responsible for ensuring the mats and equipment are properly cleaned and stored after each use.

The mats and equipment must be thoroughly cleaned using a bleach and water solution of 1:100 or Pine Kleen #5 (or comparable product) following the manufacturer's instructions. A cleaning log is provided for each mat room to be filled out after every cleaning.

Ample time should be allotted toward the end of class (approximately 30 minutes) to clean up and allow the mat surface time to dry before rolling up, when applicable

Factors that are often associated with skin infections include the five C's:

- Crowding – Close personal contact
- Contact – Frequent skin to skin contact
- Compromised skin – Visible skin infections, sores and/or open wounds
- Contaminated items and surfaces
- Cleanliness – Lack of cleanliness

To combat the five C's and prevent the spread of skin infections:

- Practice good hygiene, especially regular hand washing.
- Use a 60% alcohol based gel when soap and warm water are not available.

Do not share personal items such as towels, razors, uniforms, etc.

As mentioned previously, thoroughly clean shared items – mat surfaces and equipment using a 1:100 bleach/ water solution or comparable product.

Wipe down shared protective equipment with an EAP registered disinfectant.

Notify the staff (if applicable) and/or your doctor of early signs of skin infections.

Keep sores covered with clean, dry bandages and avoid physical contact with others while infected.

FILES AND RECORDS PROCEDURES

Files

Several categories of records are kept at the San Diego Regional Public Safety Training Institute. Employing agency files are the property of the agency, while all remaining files are the property of the Community College District. A description of the various files is listed below.

Agency Files

Sponsored Recruit Files Defined: Individual files on each sponsored recruit.

Sponsored Recruit Files Procedures

It is the responsibility of the Academy RTOs to establish and maintain the personnel files for current academy classes. All entries into these files will be accomplished by the appropriate section RTO. Upon completion of an academy class, sponsored recruit files will be forwarded to the appropriate employing agency.

Purging Procedures

Agency files will be forwarded to their respective departments at the conclusion of each academy.

Inspection Procedures

It will be the responsibility of the Academy Director to ensure that the inspection and purging of agency files is accomplished during the month of January each year.

Community College Files

Open Enrollment Student Files Defined: Contain the academic records of open enrollment students, currently attending an Academy and those that have previously attended a Police Academy

Open Enrollee File Procedures:

- It is the responsibility of the RTOs to establish and maintain the personnel files for current Academy classes. All entries into these files will be accomplished by the appropriate section RTO. Upon completion of an Academy class, open enrollee files will be archived by the Academy Administrative Assistant.

Academy Files Defined:

- Individual files on Academies which have graduated; sometimes referred to as historical files.

Academy File Procedures:

- Academy files will be stored in locked file cabinets located in the clerical area adjacent to the Academy Director's office. Access to these files is limited to the Public Safety Training Institute staff.

Instructor Files:

- Instructor files will be stored in locked file cabinets in room A-210. They will be maintained by the CORE instructors.

Class Curriculum File Procedures:

- These files are located in the clerical work area adjacent to the Academy Director's office. The file cabinets will be locked during non-work hours. The files will be kept unlocked during normal work hours unless all members of the clerical staff are absent from the immediate area for an extended period of time.

Purging Procedures

Recruit files will be purged once a year, during the month of January. All files, or material contained in files, which is older than five calendar years preceding the month of inspection, will be removed and disposed of in an authorized manner. **This does not apply to Academy Historical Files.**

Inspection Procedures

It shall be the responsibility of the Director of the Administration of Justice Program at Miramar College to ensure that the inspection and purging of community college files is accomplished during the month of January each year.

ACADEMY STAFF GENERAL PROCEDURES

Recruit Training Officer Orientation:

Completed	**Tasks**
_____	Work hours
_____	Introduction to all staff
_____	Issue SDRPSTI Operations Manual
_____	Issue SDRPSTI Safety Manual
_____	Issue Recruit Policy & Procedures and Operations Manual
_____	Academy Day 1procedures
_____	Facility orientation
_____	Vehicle usage and checkout procedure
_____	Office demeanor/protocol - appropriate items for desks/walls
_____	EEO issues /Hostile work environment expectations
_____	Review Academy Schedule
_____	Appropriate uniforms - Office uniform - PT uniform - Range uniform
_____	PT uniform order
_____	TMAS Testing System - Complete Post provided TMAS training - Administer and process exams - Sign Test Security Agreement
_____	POST WSTB - Test explanations
_____	Retest Notices
_____	Discipline Notices
_____	Discuss Staff time options (scenarios, quizzes, etc)
_____	Maintain and update recruit files.
_____	Recruit Peer evaluations - Week 11, 23
_____	Discuss PT regimen - Physical demands of RTOs - Life Long Physical Fitness philosophy for recruits
_____	Discuss recruit/staff injuries during PT sessions
_____	Key distribution and codes
_____	Parking Permit by the College
_____	Complete POST RTO orientation video and test
_____	Enroll in Recruit Training Officer School
_____	Enroll in PT Instructor School

The Academy Coordinator will help facilitate issue the following

_____	Keys
_____	Building Codes
_____	Parking Permit from the College

SPRPSTI Staff Uniform Policy

The following dress regulations will be in effect at all times unless otherwise directed by a supervisor.

Class B Uniform:

Department regulation short sleeve shirt
Department regulation trousers
Department regulation belt/buckle
Department regulation shoes and socks
Department breast badge
Department nametag
Pen/Pencil set
White t-shirt/Black t-shirt per each Department Policy
Firearm
Class B is to be worn on-campus and at appropriate venues during the start of an academy (at least the first week).

Day to Day Operation Uniform:

Approved black short sleeve polo shirt with embroidered logo or:
Approved black T-shirt with silk-screened logo
5.11 Taclite Pro Pants-TDU Green (Style#74273), Black or O/D Green Academy approved hat - optional
Department regulation shoes/tan range boots
Firearm w/ Dept. badge displayed
Department ID must be in possession

Physical Training Uniform: *

Approved grey, black, and red shirt with printed SDRPSTI logo on left breast
Approved yellow fluorescent vest (High Visibility for Off-Campus Runs)
Approved black or blue shorts (Grandfathered in)
Running shoes
Socks

Approved academy blue or black sweat suit (optional)
This PT uniform may be worn by staff during PT sessions involving the recruits.

Physical Training Uniform: **

Approved shirt (grey, red, black, blue, white) with printed SDRPDTI logo on left breast
Approved shorts or sweat pants (grey, black, blue) – clean and presentable
Running shoes
Staff will return to their Class B Uniform ASAP **(1 hour max after a training session or when feasible**).

Staff Jacket

Academy Coordinator approved black jacket.

SDPRSTI Instructors

All instructors will wear same uniform (unless wearing Class B) as directed by the CORE Instructor for that particular class session.

ACADEMY STAFF CONDUCT

The training of academy recruits is a continuing process that begins in the Academy and continues through probation. Throughout the training process, training officers, instructors and academy staff must emphasize high moral standards, professional ethics and exemplary behavior while on and off duty. As role models, academy staff is expected to set the standard for exemplary conduct and hold each recruit accountable to that same standard.

Personnel assigned to the Academy are responsible for maintaining a high level of operational readiness as follows:

They shall maintain a level of physical fitness necessary to successfully perform during physical fitness activities with recruits.

Personal Relationships

Relationships with academy recruits shall be professional and for the sole purpose of providing law enforcement training as prescribed in the Academy Mission, Vision and Value statement. Accordingly:

- Staff members shall not engage in any personal business, social or dating relationships with any recruit who is assigned to the Academy. This prohibition will continue beyond graduation from the Academy until the “new” Officer, Deputy, or Agent has completed their initial post-Academy training and is an independently operating member of their Department.

- All contacts with academy recruits shall be conducted in a professional setting at the academy or an approved, off-site location to eliminate the perception of an inappropriate relationship.

- All pre-existing business or social relationships with an academy candidate / recruit shall be reported immediately to the staff member’s supervisor.

Gifts

Academy staff members are prohibited from soliciting gifts from individual recruits or groups of recruits. An exception to this is when a group of recruits wish to present a plaque or similar token of appreciation after having received their training.

Academy Injuries

All personnel assigned to the Academy shall promptly report injuries and illness, and receive medical treatment in accordance with their Department Policy.

Monitoring the recruits is critical during all outdoor training sessions such as firearms, defensive tactics, E.V.O.C. and physical fitness sessions. Injuries or illnesses with the following symptoms shall require an immediate medical referral and evaluation.

Any recruit On-Duty **will be transported by paramedics immediately** when they:

- lose consciousness or are not fully conscious
- have an accident or fall where a limb or joint has to be immobilized
- experience a heat related injury
- complain of chest pains, with or without radiating pain down the left arm and/or has difficulty breathing
- requests medical attention

Instructors in the active capacity of a paid San Diego Community College employee (instructor) shall promptly report work related illness or injuries to the Campus Security Officer for documentation and treatment.

When Academy staff members learn that a sponsored recruit has incurred a work related illness or injury, they will contact the recruit's agency, as soon as possible, to advise the agency of the incident.

Training Officers will provide the injured recruit with the agency's workers' compensation packet along with the Regional Academy Physical Fitness Status Report, located in the lateral file cabinet in room A-210. All recruits will take the following two reports with them to their designated medical facility and return the completed forms to the Academy staff immediately upon their return to campus.

Open Enrollee Recruits Injuries

Academy related illness or injuries will be promptly reported to the Campus Security Officer (for proper documentation and treatment, at 619-388-6405) and the Dean of Public Safety at 619-388-7452.

Recruit Training Officer Corrective Action Guidelines

The Academy training mission at the San Diego Regional Public Safety Training Institute (SDRPSTI) is to prepare recruits mentally, morally, and physically to advance into a field training program, assume the responsibilities, and execute the duties of a peace officer. Recruits are physically and mentally challenged and indoctrinated to handling stressful situations.

The RTO staff at SDRPSTI is prepared to properly implement the use of motivational tools to help prepare recruits mentally, morally and physically for a career as a peace officer.

An RTO may use Physical Activity Sessions for corrective action. Directing a recruit to complete an ARJIS-9 in addition to participating in a Physical Activity Sessions is acceptable for the following reasons:

- Ensuring the recruit understands the reason for the corrective action
- Documenting the violation as the violation may later prove to be part of a pattern of behavior
- Assists in report writing training

Push-up Session

- RTO's first and foremost concern is the health and safety of each recruit
- Always monitor the recruits' performance
- There will be a PT/RTO certified RTO with the recruits at all times
- Make sure they are completing the exercise with proper form
- Explain to the recruits why they are doing the physical activity
- If for some reason a Recruit cannot do push-ups (injury or medical restrictions) seek an alternate exercise (air squats or stairs)
- Keep track of time and you must provide them their required break
- Be professional

Stair Run Session

- RTO's first and foremost concern is the health and safety of each recruit
- Always monitor the recruit's performance
- There will be a PT/RTO certified RTO with the recruits at all times
- Make sure they are using the hand rail and stepping on every step
- Explain to the recruits why they are doing the physical activity
- If for some reason a recruit cannot do stair runs (injury or medical restrictions) seek an alternate exercise (push-ups).
- Keep track of time and you must provide them their required break
- Be professional

Air Squat Session

- RTO's first and foremost concern is the health and safety of each recruit
- Always monitor the recruits' performance
- There will be a PT/RTO certified RTO with the recruits at all times
- Make sure they are completing the exercise with proper form
- Explain to the recruits why they are doing the physical activity
- If for some reason a recruit cannot do air squats (injury or medical restrictions) seek an alternate exercise (push-ups).
- Keep track of time and you must provide them their required break
- Be professional

RECRUIT PHYSICAL TRAINING SESSIONS

Recruit Runs

Academy Staff must address the inherent vulnerabilities of unarmed and untrained recruits on and off campus during exercise/ runs. The responsibility of protecting the recruits falls upon the academy staff.

- Training Officer(s) will pre-inspect the route prior to the scheduled run to identify an hazards or road closures.
- Identify a Security/Chase driver is identified to follow behind the run (Approved firearm, AED, ballistic vest, and first-aid kit must be in chase vehicle).
- Ensure at least 2 radios accompany run per section (one upfront with the lead Training Officer and the other in the rear).
- Identify if any recruits have restricted duty, if so, determine which Training Officer will remain at the Academy to monitor them.
- During workouts at the academy that include various activities, known as circuit workout, a single exercise that is restricted may be replaced by a movement that is identified as equivalent to complete the workout. The evaluation will be sanctioned by the Health and Safety CORE Instructor; a PT trained and qualified RTO or the academy coordinator. Where it is appropriate to provide an alternative movement for a portion of a circuit workout the recruit will be deemed to have participated fully and not given a Notice of Non-Participation.
- The Training Officer in front of the recruit formation (Lead Training Officer) leads the run and maintains the prescribed pace.
- The Lead Training Officer is responsible for ensuring the Academy section circles twice per run.
- Each recruit must perform the same, or similar, activity at the same relative intensity as their classmates as defined by P.O.S.T. If a recruit fails to do this, they may receive a Notice of Non-Participation/ Performance. During off-campus runs, the chase vehicle can be used to assist with road guarding but should be in close proximity to the recruits in the formation. If a recruit(s) performance creates a safety hazard, due to them falling to far behind the formation (no longer in sight of the rest of the formation), or they appear

to be injured, that recruit with be picked up by the chase vehicle and be subject to receiving a Notice Non-Participation for that session (Due to Safety).

- Ensure route is identified and discussed prior to run.
- At least one Training Officer in front of the run formation is tasked with identifying hazards and setting recruit road guards.
- At least one Training Officer should be located in the center of the formation to ensure recruits are maintaining proper distance and alignment and directing recruits calling cadence.
- At least one Training Officer should be located towards the rear in the event a recruit falls out of a run.
- All recruit road guards must repeatedly yell “hazard,” run in place and wave their arms in identification of the road hazard to detour run formation.
- For trail runs and beach runs at minimum two Instructors/ Training Officers will be armed with a department approved firearm. At least one Instructor/ Training Officer will have a trauma kit and tourniquet on their person. Arrangements will be made prior to the run for a pick up vehicle for trail runs. On all run’s at least two Instructors/ Training Officers will have a cell phone on their person.

THE USE OF AIRSOFT GUNS

Airsoft Guns may be used during Role Play, Arrest & Control, and other times deemed appropriate, throughout the academy by recruits and role players. The Airsoft Guns will be issued at the beginning of each instructional period, and returned at the end of that particular instructional period. The Airsoft Guns will NOT be issued to any recruit to take home.

- The Officer Safety Core Instructor is responsible for storing, issuing, and maintaining the Airsoft Guns.
- A Safety Inspection will be conducted by the Lead Instructor prior to each instructional period when Airsoft Guns will be utilized.
- Safety gear (eye protection and mask) is required when the Airsoft pellets are being used.

TEST ADMINISTRATION

Open Enrollee Testing

COMPLETED	TASKS	ASSIGNED TO
_____	Schedule Open Enrollee P.A.T.	Sergeant/RTO
_____	Obtain list of applicants from College Admissions. Use as checklist.	Sergeant/RTO
_____	Each applicant MUST have a picture I.D. & Medical Release Form (Sgt. keeps).	Sergeant/RTO
_____	One staff member will explain the P.A.T. while another staff member demonstrates.	Sergeant/RTO
	After P.A.T. or during Open Enrollee Orientation the following is explained: - What to wear on the first day – grooming. - The approximate total cost of the Academy. - Academy is run as a paramilitary organization. - PT gear required for the first day. - Academy hours. - Weapons. - Requires a commitment. - Selection process. - Encourage physical training program prior to start of Academy. - Emphasize running shoes vs. court or cross trainers.	Sergeant/RTO

General Academy Testing:

POST supplied test materials include-– knowledge tests, comprehensive tests, scenario tests, physical abilities tests, exercise tests and other spontaneous quizzes (skill or written) prepared by the academy staff.

All tests administered to recruits attending POST certified training must be in compliance with POST regulations.

Testing Protocols:
Test dates and times will be clearly stated verbally and/or in writing to all recruits prior to any test by a lead instructor or other staff member with the exception of academy quizzes (non-POST). Prior to any POST test a certified test proctor shall read the POST Test Proctor script

prior to the start of the test. The completed test Proctor script shall be returned to the Academy Coordinator.

TEST: The score will be recorded automatically in TMAS, or by hand by a RTO(Quizzes).

When POST test failure occurs:
Recruits will receive a retest notice issued by a RTO.
Recruits will be offered *remedial training* prior to the retest.

RETEST : Score recorded (but not applied to Grade Point Average)

When a failure occurs with the RETEST:
Advise the Academy Coordinator who will contact the Academy Director.

Failure to successfully pass the retest will result in dismissal from the Academy. In all cases, the Academy Director will make the final determination. Recruits recommended for dismissal will be removed from the Academy **as soon as practical** and assigned to their department until their appeal process is complete .

Remedial Training:

When a recruit fails a test, he/she will be given the opportunity to retest. The Academy staff/ CORE Instructor will assist the recruit in identifying specific areas of deficiency. The staff/ CORE Instructor will recommend training or reference material and may provide a written assignment. The staff/CORE Instructor will also administer or arrange for a retest that meets all P.O.S.T. learning objectives included in the initial test.

Psychomotor skills remedial training:

Remedial training is additional training provided to an academy recruit who has not achieved the competency level to successfully complete the required ***POST required exercise tests***.

Recruits shall be offered remedial training as determined by the CORE Instructor/ staff prior to the retest. Recruits may opt to decline the remedial training offered.

Any remedial training conducted will be documented and provided to both the CORE Instructor and Academy Coordinator.

Core Instructor Responsibilities:

The Core Instructor is responsible for transportation to/from the venue of all scenario props, ensuring the safety of everyone by inspecting recruits for ammunition, maintaining security of scenario tests, and handling the remedial training process for recruits who fail POST developed tests or academy developed skills exercise tests.

Test Acquisition and Handling

The Academy Coordinator is responsible for the management of all academy tests and for providing instructors and staff directions according to academy test security procedures.

- Anyone with access to any test shall read and comply with the POST Test Security Agreement and sign the Agreement's Acknowledgment form.
- All academy staff, including instructors, are explicitly prohibited from teaching to the test. Teaching to the test includes any instructional activity that focuses on specific test content rather than on the broader learning objectives in the course. Sharing of test content (i.e., questions, answers, role play scripts, scoring criteria or specific educational objectives) to the exclusion of non-tested objectives is strictly prohibited.
- During the review of the test, academy staff will not allow information that is contained in the Learning Domain Tests, Review Test, Test Key, or Retests to be recorded.

Testing Procedures

Academy staff will be present in the classroom at all times when examinations are in progress. At the beginning of each exam block, academy staff will review the following with the class:

- During a written test, or quiz, all unauthorized materials will be removed from desk tops and be out of view of the recruits.
- Academy staff will write the Learning Domain, start and ending time on the board.

Learning Objective Review

Academy staff/ Training Officer Responsibilities:

- Provide Objective ID Numbers for questions that were answered less than 80% correct.
- Note taking is required
- Test questions will not be reviewed or discussed.

FIREARMS COACHING POLICY:

SEE RECRUIT P & P 14.07

EVALUATIONS

Instructor Evaluations

Recruits will fill out an academy class evaluation after each block of instruction or as determined by the Core Instructor. All instructor evaluations will be reviewed/forwarded by the RTO to the Academy Coordinator, then to the Academy Director, and then to the Core Instructor. After review, the Core Instructor will forward the evaluation to the appropriate instructor. Evaluations will be screened for high concentrations of either very positive or negative remarks. Such evaluations will be retained in the Instructor's file. Appropriate follow-up for those receiving poor evaluations will occur.

Recruit Evaluations

All recruits receive two written evaluations by their RTO during the academy. The academy evaluations are designed to capture the recruit's performance while a student is in the basic course. The performance expectations for each anchor are explained in the Recruit Policy and Procedure Manual. The expectations include POST requirements and SDRPSTI standards. The anchors are reviewed with the students during the expectations block of instruction in the first week of the academy.

Each recruit is given a mid-term evaluation at approximately the end of week twelve. The mid-term evaluation anchors mirror those in the final evaluation.

Administrative Proceedures

Upon completion of a progress report or evaluation, the RTO submits the document to the respective Academy Coordinator for review prior to serving the recruit. Once approved by the Coordinator, the RTO serves the recruit with the document. After the appropriate signatures, the document is placed in the recruit's file.

Peer Evaluations

Each recruit will fill out a Peer Evaluation on each of the other recruits in his/her academy section. The Peer Evaluation will coincide with each Recruit Evaluation. A summary of the Peer Evaluations will be presented verbally to each recruit during their Recruit Evaluation by the RTO.

RTO/Academy Evaluations

The Academy Coordinator will request a RTO/Academy Evaluation from each recruit near the end of each academy. This should be a candid response from each recruit on their perspective of (1) how well they were prepared for a career in law enforcement by the Academy Staff. (2) Also on the evaluation should be what went well and (3) what could be improved at the SDRPSTI.

ACADEMY PREPARATION

TASKS TO BE COMPLETED 15 WEEKS PRIOR TO DAY-ONE ORIENTATION

COMPLETED	TASKS	ASSIGNED TO
_____	Draft Academy schedule	Sergeant
_____	Notify CORE to review academy schedule	Sergeant
_____	Reserve classrooms, venues, grad site	Sergeant
_____	Letter to Chiefs with academy schedule	Office Mgr.

TASKS TO BE COMPLETED TWO WEEKS PRIOR TO DAY-ONE

COMPLETED	TASKS	ASSIGNED TO
_____	Confirm names of all recruits.	Sergeant
_____	Advise In-Service staff to wear Class 'B' uniforms during week one.	Sergeant
_____	FAX - Parking Services Request Form.	Sergeant

TASKS TO BE COMPLETED DAY BEFORE DAY-ONE

COMPLETED	TASKS	ASSIGNED TO
_____	Prepare classroom	RTOs
_____	Recruit Files Recruit Data Sheet Student Contract (Exhibit 4 POST Protocols) Recruit Information Sheet/Emergency Equipment Checklist Background Waiver Forms Recruit Policy & Procedure Waiver Form	RTOs
_____	Supplies for Recruits Radio Code Cards Pocket Notebooks Paper Nameplates Academy Schedules Academy Policy & Procedure Manuals	RTOs

RECRUIT COLORS EXCHANGE CEREMONY

The Academy Senior and Junior classes will fall in on the senior quad at the position of attention.

The Junior Academy representatives will be in front of the Senior Academy class (see diagram)

Training Officer: (Recruits will be placed at the position of close interval dress right dress and then put into a parade rest until ceremony begins.)

The Senior and Junior Academy Sergeants will stand on either end on the Junior Academy flag representatives. (See diagram)

Training Officer:

The order will be given to bring the Academy to the position of attention, "ACADEMY ATTENTION".

The Academy Staff will march onto the senior quad. (See diagram)

Once the Academy Staff has stopped and finished their facing movements the Colors will be ordered onto the Senior quad by the Senior Color guard detail. (See diagram)

Training Officer:

Once the Colors have entered the senior quad the order will be given to **"ACADEMY, PRESENT ARMS".**

Training Officer:

When the Colors have stopped and finished their facing movements the order will be given, **"ACADEMY, ORDER ARMS".**

Senior Academy Sergeant: " We have gathered here today to celebrate the passing of the colors from the _____ Regional Academy to the _____ Regional Academy. This ceremony acknowledges the graduation of the _____ Academy thereby relinquishing the status of 'Senior Class' to the _____ Academy.

As the graduates prepare for their new assignments, they wish you, the _____ Academy, good luck in your studies and in your career. The _____ Academy also asks that you remember them in your thoughts and prayers.

The _____ Academy will now present the Colors of our Country and State to the new senior class. **(Exchange Flags)**

Training Officer: Once the colors have been exchanged the following command will be given, **"POST THE COLORS"** (see diagram)

The Junior Academy Color Guard representatives who just received the colors will do a right face, forward march on their own and post the colors according to the diagram. The Senior Academy Color Guard representatives will do a left face and **delay 5 seconds** before giving a forward march on their own. This is to allow the colors to pass in front of them.

Senior Academy Sergeant :
"I will now ask Recruit _____ representing the _____ Academy to address the Junior Class"

Training Officer : **"STAFF DISMISSED"**

The Academy Staff will be given the command, **"Left Face"** by a Staff member. (See diagram) The two academy Sergeants will do a left or right face, depending upon which side they are on, at the same time the command is given to the Staff. The Academy Staff will then be given, "**Forward March"**. All Staff, including the Sergeants, will move at the same time. The two Sergeants will march towards the location that the Academy Staff just left and fall into the rear of the Staff leaving. (See diagram)

Senior Class representatives will dismiss the Senior Class

Junior Class representative will dismiss the Junior Class after the Senior Class has left the senior quad.

RECRUIT AWARDS

Awards Committee (RTOs, Academy Coordinator, Core Instructors)

The Regional Academy awards were developed to recognize recruits who have achieved top performance in areas such as Academics, Firearms, Physical Fitness, Arrest & Control, Vehicle Operations, the Jerry L. Hartless "Spirit" award and the Honor Graduate.

The Academy staff will meet prior to graduation to determine the award winners. Input and/or decisions from the Core Instructors will be included as described below. The Academy Coordinator and/or Director may disqualify a particular recruit from receiving an award due to disciplinary, behavioral, or overall performance issues.

Honor Graduate

One recruit is selected as the William B. Kolender Honor Graduate. The Honor Graduate will be presented with a plaque and an Academy Certificate and a $150.00 Gift Card from the Deputy Sheriff's Association. The selection of the honor graduate is as follows:

Staff will select a recruit whose attributes encompass leadership, inspiration, commitment, interpersonal skills, Academics, Firearms, Physical Training, DETAC, and EVOC.

The Academy Office Manager will order the plaque. The Academy Coordinator will notify the Deputy Sheriff's Association reference the gift card.

	ORDERED	READY FOR GRADUATION
Plaque	_____	_____
Academy Certificate	_____	_____
DSA Gift Card	_____	Brought By DSA

Academic Achiever

One recruit is honored for overall academic achievement. Criterion considered in the selection of the academic achiever is as follows:

- Successful completion of all academic subjects (written examinations) with no test of quiz failures.
- Earning the highest academic test score average (test scores are percentage to decimals, not rounded off to the highest number).

- During ties, other considerations are spelling quizzes, radio code quizzes, and Spanish scores.

The Academic Achiever will be presented with a Plaque and a gift certificate (by the San Diego County Law Enforcement Foundation), and an Academy Certificate.

The Academy Coordinator will call SDCLEF - 619-579-8673 and notify them who is the Academic Achiever.

	ORDERED	READY FOR GRADUATION
Plaque	_____	Brought by Cal Turley (SDCLEF)
Gift Certificate	_____	Brought by Cal Turley (SDCLEF)
Academy Certificate	_____	_____

Physical Training Achievement

The recruits achieving the highest score on P.O.S.T. W.S.T.B. in conjunction with overall performance in physical training sessions will be considered for the award. The top performers based on that criteria will complete a series of fitness benchmark workouts will assist in determining the winner. Academy staff will determine the winner of this award. The winner will receive a plaque, a Academy Certificate and a gift.

The Academy Office Manager will order the plaque from East Mesa Detention Facility Print Shop - 619-661-2679.

	ORDERED	READY FOR GRADUATION
Plaque	_____	_____
Academy Certificate	_____	_____

Firearms Achievement

The recruit achieving the highest overall shooting scores on performance tests will receive a certificate good for a handgun of the recruit's choice and an Academy Certificate. The Academy Coordinator may solicit information concerning the proper recipient of this award from the Firearms Core Instructor.

The Academy Coordinator (Sheriff's Department) will notify Heather Araiza ASAP with the name of the award winner, 858-974-2296, at the Honorary Deputy Sheriff's Association, to request the certificate and the name of a presenter. The gift certificate will be brought to the ceremony by the presenter.

	ORDERED	READY FOR GRADUATION
Gift Certificate	_____	Brought by HDSA
Plaque	_____	Brought by HDSA
Academy Certificate	_____	_____

The Jerry Lee Hartless "Spirit" Award

The Hartless Award is awarded to the recruit from each graduating Academy who exemplifies the professional attributes of a law enforcement officer by displaying the highest level of excellence in the following areas: leadership, inspiration, commitment, and most importantly, an unselfish desire to help others.

Prior to graduation, the Academy Coordinator will describe the criteria of the award to the recruits. The recruits will then be asked to submit one name, by secret ballot, of the recruit who they believe best meets those standards. The Academy staff will then meet to make the final decision.

The Hartless Spirit Award recipient receives a plaque (by SDPOA) and an Academy Certificate. ***The cost of the plaque will be reimbursed by the SDPOA.***

The Academy Office Manager will order the plaque from East Mesa Detention Facility Print Shop - 619-661-2679.

	ORDERED	READY FOR GRADUATION
Plaque	_____	_____
Academy Certificate	_____	_____

Arrest and Control Award

The Arrest and Control Award recipient receives a plaque and an Academy Certificate and a $75.00 Gift Card from the Deputy Sheriff's Association. The winner is determined by the Awards Committee and Arrest and Control Core Instructor.

The Academy Coordinator will notify the Deputy Sheriff's Association reference the gift card. The Academy Office Manager will order the plaque from East Mesa Detention Facility Print Shop - 619-661-2679.

	ORDERED	READY FOR GRADUATION
Plaque	_____	_____
Academy Certificate	_____	_____
DSA Gift Card	_____	Brought By DSA

Emergency Vehicle Operations Award

The Emergency Vehicle Operations Award recipient is presented with a plaque and an Academy Certificate. The winner is determined by the Awards Committee and EVOC Core Instructor. The EVOC Core Instructor will obtain the Academy Certificate from ACE Uniforms Inc. in the amount of $250 prior to graduation and provide it to the Academy Office Manager.

The Academy Office Manager will order the plaque from East Mesa Detention Facility Print Shop - 619-661-2679

	ORDERED	READY FOR GRADUATION
Plaque	_____	_____
Academy Certificate	_____	_____

All plaques will be paid by SDRPSTI – Petty Cash to East Mesa Print Shop, unless otherwise noted above.

PRIDE RUN CHECKLIST

The Regional Academy Pride Run is a non-profit organized run put on the day before graduation. An RTO is designated as the contact and coordinator for the multiple agencies. Below is a list of items used as a guideline for the Pride Run.

- 6 weeks prior to the run, advise the recruits to prepare a design for the T-shirt. The recruits should pick a committee member from each section to be the liaison with the RTO in charge of the run. The RTO will give the liaison recruits some samples from other Pride Run shirts so all the recruits have some ideas for a design.

- 5 weeks prior to the run, each section must submit their choices for the design of the shirt (maximum 2 designs per section).

    - The designs are submitted to the RTO who confers with the entire staff for the final selection.

    - The Office Manager will generate a formal announcement for each agency. It is sent through the chain of command for approval and dissemination.

    - The liaison recruits will contact the current Academy vendor and advise of the date of the run and approximate number of shirts needed.

    - 3 weeks prior to the run, the liaison recruits will have all the shirt order forms and the final selection of the shirt design complete. The liaison recruits will provide the vendor with the order (#, sizes), the payment and the design for the shirt.

    - 42 weeks prior to the run, the SDPD Sergeant will contact S.D.P.D. ABLE and Motors and confirm their assistance (ABLE does a fly-over and Motors assists in escorting the runners). It's a good idea to get the name and rank of the person you confirm the date and time with. Inquire with the RTOs from other agencies as to any units from their departments who might assist.
    - If known, give Sergeant names/ranks of dignitaries present for recognition.

ACADEMY GRADUATION CHECKLIST

TASKS TO BE COMPLETED FIRST WEEK OF ACADEMY:

Reserve Graduation Site	Sergeant
Reserve Color Guard	"
Reserve Singer of National Anthem	"
Reserve Graduation Photographer (Yary)	"

TASKS TO BE COMPLETED 8 WEEKS PRIOR TO GRADUATION:

Pride Run Prep / See Pride Run checklist	Sergeant
Confirm Graduation Site	"
Confirm Color Guard	"
Confirm Singer of National Anthem	"
Confirm Graduation Photographer (Yary)	"

TASKS TO BE COMPLETED 6 WEEKS PRIOR TO GRADUATION:

Advise participating dignitaries of the graduation. Office Mgr.

Send letters to:

- Chief (s) of participating agencies.
- Invocation Speaker
- Rotate Chaplains SDPD and SDSD.
- President of Miramar College

TASKS TO BE COMPLETED 4 WEEKS PRIOR TO THE GRADUATION:

Obtain correct names to be printed on certificates. Office Mgr.

Obtain list of family presenters. Office Mgr.

(**NOTE**: Limited to immediate family only – spouse, brother or sister, mother or father, grandparents or children. The presenters must be active or retired law enforcement.)

Graduation programs ordered Office Mgr.

Sheriff's Print Shop – Order award plaques Sergeant

Honorary Deputy Sheriff's Association - telephone after final Firearms Shoot for marksman's name and determine the name of the presenter. Sergeant

Notify Academy Staff and all available staff will attend and assist with graduation ceremony.

Awards: RTO

• Honor Graduate	Plaque/Certificate
• Academic Achiever	Plaque/Gift Certificate/Certificate
• Physical Training	Plaque/Certificate
• Firearms	Gun Certificate/Certificate
• Hartless "Spirit" Award	Plaque/Certificate
• Defensive Tactics	Plaque/Certificate
• EVOC	Plaque/Certificate

TASKS TO BE COMPLETED 2 WEEKS PRIOR TO GRADUATION:

- Slide Show Prep — RTO
- Press releases announcing graduation. — Office Mgr.
- Sheriff Sergeant / SDPD Sergeant to contact respective Public Affairs for photographers, etc… — Sergeant
- Complete Graduation script. — Office Mgr.
- Complete Academy Graduation Certificates. — Office Mgr.
- Complete Award Certificates. — Office Mgr.
- Prepare music for the Graduation ceremony - entry music for class and pre-ceremony background music. — Sergeant
- Conduct Recruit Inspection. — RTOs
- Confirm award presenters. — Sergeant
- Disseminate academy evaluations to recruits to complete over weekend before final week of academy. — Sergeant

TASKS TO BE COMPLETED ON GRADUATION DAY:

— Make sure following materials are on hand. — Sergeant
  - Flags
  - Tape
  - Programs
  - Two Check Lists

— Conduct Recruit Inspection. — RTOs

— Conduct graduation rehearsal at the graduation site with the Captain and Lieutenant. — Staff

— Set chairs on stage per the seating chart and place names on chairs. — RTO

— Arrange for awards table — Sergeant

— Take charge of all awards and certificates arrange them in presentation order — Sergeant

— Designate and rope off seating area for recruits, dignitaries, and relatives presenting certificates. — Sergeant

— If music is used, appoint a person to facilitate. — Sergeant

— Academy Sergeant will be assigned task of graduation coordinator. Sergeant

Responsibilities will include:

- Ensure that all persons on stage know what to do during the national anthem and the pledge.

- Identifying family members who are to present certificates and seat them in the designated area.

- Gather dignitaries to be seated on stage at the rear of theatre. Line them up in the order they will be seated on stage and guide them on stage.

- Assure that uniformed personnel to be seated on stage are also lined up in the order they will be seated on stage. The Captain will lead this group on stage. (Refer to seating chart)

- Coordinate the use of any Academy/Training staff in seating guests, passing out programs, etc.

- Confirm that American and California flags are available and posted on stage (take with you).

Seating Arrangements

1 2 3 4 5 6 7 (table) 8 9 10 11 12 13 14

1. Captain
2. Lieutenant
3. Training Officer
4. Training Officer
5. Training Officer
6. Training Officer
7. Academy Coordinator
8. Chief/Sheriff with most grads
9. Tapered to Chief with least.
10. “”
11. “”
12. “”
13. “”
14. “”
15. “”

Award Presenters are assigned seating in the first couple of rows.