Criminal Justice Training Academy

Basic Peace Officer Training

2022
Cadet Handbook

Sinclair Community College
This handbook provides information on the rules, performance standards, and policies applicable to cadets enrolled in the Sinclair Community College Basic Peace Officer Training Program. The information in this handbook supports the college’s overall policies for students reflected in the Sinclair Community College Bulletin and the college’s Student Handbook. The standards and policies in this handbook are also in line with the requirements of the Ohio Peace Officer Training Academy (OPOTA), which in some cases are more strict than Sinclair College policies and can also justify administrative and/or disciplinary action being taken against cadets in the training academy. Questions about the content of this handbook should be directed to the SCC Criminal Justice Training Academy Coordinator at (937) 512-5344.
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AN OFFICER'S PLEDGE

I PLEDGE MY COURAGE:

courage to face and conquer my own fears;
courage to take me where others will not go...

I PLEDGE MY STRENGTH:

strength of body to protect others;
strength of spirit to lead others...

I PLEDGE MY DEDICATION:

dedication to my job, to do it well;
dedication to my community, to keep it safe...

I PLEDGE MY CONCERN:

for those who trust me;
and my compassion for those who need me.
MESSAGE FROM THE TRAINING COORDINATOR

Congratulations on your acceptance to Sinclair Community College’s Criminal Justice Training Academy. An ancient proverb states, “A journey of a thousand miles begins with a single step.” You have taken that initial step to becoming a professional law enforcement officer.

The career field you aspire to is demanding and fraught with many challenges. This academy will be very demanding upon you and there is no guarantee every member of an academy class will be present to graduate. Historically, few academy classes finish the program with the same number of cadets that started the program. Perhaps your class will be the exception to the rule. I challenge you to become that exceptional class.

Law enforcement is a professional career. Today’s headlines will reflect the tremendous impact an officer’s often split second decision in the field can have on an entire community. An officer’s actions will be scrutinized and debated by the public, the media, the criminal justice system, and sometimes the entire nation. It takes a professional law enforcement officer to persevere and maintain the high goals and conduct expected of them.

The academy’s role is critical to the overall success of law enforcement as this is where you begin your journey towards becoming a professional law enforcement officer. It is not easy to achieve and must be purchased with determination and unending commitment. The academy will demand hard work, both mentally and physically, and personal discipline in and out of the classroom. The duties and responsibilities of today’s law enforcement officers are awesome and humbling; you must earn the privilege of becoming a member of this exciting and challenging profession.

Those of us who choose or have chosen to serve our communities come from many different places and cultures and yet we share the bond of community service. C.S. Lewis says it well, “You can’t go back and change the beginning, but you can start where you are and change the ending.” Be the leaders our citizens want and steadfastly prepare to go forward in service to our communities.

Best Wishes on your Future Endeavors,

Chuck Crosby
Training Coordinator
Sinclair Criminal Justice Training Academy

The Sinclair Criminal Justice Training Academy is a component of the Law and Public Safety Department and operates under the supervision of the Law and Public Safety Chairperson and direction of the Academy Training Coordinator. The purpose of the academy is to meet pre-service and in-service training needs in law enforcement and corrections. The academy is located in Building 19 on the Sinclair-Dayton Campus at 214 South Wilkinson Street, Dayton, OH 45402. The training academy serves Montgomery County and surrounding areas by providing credit and non-credit instruction that reflects current and emerging issues in criminal justice.

Basic Peace Officer Training Program

Program Goals

The mission of the Basic Peace Officer Training Program at Sinclair Community College is to provide well-trained entry-level professionals for area law enforcement agencies. The program has the following specific goals:

- To provide training that conforms to the requirements of the Ohio Peace Officer Training Commission (OPOTA) for entry-level law enforcement officers
- To train cadets at a level leading to success in achieving OPOTA certification
- To instill high standards in cadets pertaining to their personal conduct as citizens and their professional role as law enforcement officers
- To instill in each cadet a sense of discipline, ethics, teamwork and sense of community service through the presentation of an integrated, task oriented, job related basic curriculum
- To encourage cadets to continue their education and training in the field of law enforcement
- To assist each cadet in developing the following traits and skills:
  - A strong personal integrity, honesty and self-discipline
  - An ability to exercise sound, mature judgment and to act consistently in a disciplined, ethical manner
  - An ability to communicate effectively, both orally and in writing
  - An ability to understand and appreciate human differences and work well with a wide variety of professionals and citizens
  - A commitment to maintaining life-long mental and physical fitness
  - An ability to work effectively in the disciplined hierarchy that characterizes law enforcement agencies
  - A commitment to community service and improving the quality of life for all citizens
**Enrollment**

Cadets who have been admitted to the Basic Peace Officer Training Program are first enrolled as a student at Sinclair Community College and then registered in an OPOTA-approved training program (police academy). Cadets earn college credits toward an associate’s degree in Criminal Justice.

Continuation in this program is based on the following:

- Satisfactory academic performance is defined as maintaining an overall grade point average of 70% in academy coursework (C average)
- Satisfactory performance as defined by OPOTA and Sinclair Community College requirements for skill-based training. See Psychomotor Skills Assessments.
- Satisfactory attendance as defined by OPOTA requirements and the Training Academy.
- Acting in professional manner in and out of the classroom.

Cadets who fail to maintain and meet these standards will not be eligible to sit for the State of Ohio’s certification examination for peace officer. OPOTA requires cadets to complete all hours of academy training with one academy class. If a cadet is determined not to be eligible to take the State Certification Examination (SCE), the cadet will have to re-apply and complete the required academy hours as part of another academy class. Acceptance into another academy class will be reviewed and approved on a case by case basis at the discretion of the Training Coordinator.

**Class Organization**

The academy utilizes a chain of command structure. Effective communication through the chain of command for cadets is essential and is as follows:

- Squad Leader
- Instructor
- Class Commander
- Academy Coordinator

Each cadet is required to use the chain of command for routine matters. If extenuating or personal circumstances arise, permission may be granted to see a specific member of the chain of command.

**Definitions**

**Squad Leader**: Cadets will be assigned on a rotating basis to serve as a squad leader. The squad leader is responsible for helping the academy to function smoothly and efficiently by assigning classmates to complete necessary tasks. These tasks may include:

1. Keeping track of breaks and advising fellow cadets to go to their seats prior to the beginning of each class.
2. Assisting the instructor in maintaining order, professionalism and decorum.
3. Present all routine matters to the attention of the instructor and/or commander.

4. Ensuring the classroom is ready for the day’s activities, including the distribution of any handouts, exhibits, or other materials.

5. Policing the classroom for cleanliness and order. “Leave it better than you found it.”

**Instructor:** Instructors may be civilian or sworn law enforcement officers (still active or retired). They have the responsibility of developing/implementing lesson plans, monitoring performance objectives and coordinating and presenting training material to cadets. The instructors also observe cadet progress and behavior and notify the Class Commander and/or Training Coordinator of their observations.

The Commander evaluates the progress of cadets, assigns grades, provides guidance, serves as a resource for cadets on issues related to their experience in the training program, and invokes disciplinary proceedings when necessary.

**Training Coordinator:** The Training Coordinator oversees all law enforcement training programs at Sinclair Community College. The Training Coordinator may instruct and act as a Class Commander on occasion.

The curriculum and tempo maintained throughout the academy requires the support and understanding of those persons important in a cadet’s life; the need for this support and communication continues to be a need should they be successful and get employment in this profession. In order to be successful in the training academy, cadets will need to maintain a balanced lifestyle that allows them to meet the demands of this training, along with other responsibilities such as work and family commitments.

The commanders and instructors at the Sinclair academy are seasoned professionals with many years of law enforcement and supervisory experience. If cadets encounter difficulties with personal problems, they should speak with the Commander or Training Coordinator privately. The details of this meeting will be held in **strict confidence**. The college has a number of resources that can be of assistance to cadets with personal, learning or other problems.

**Attendance**

**Attendance is mandatory for all academy training hours.** Cadets will arrive on time to all classes. Arriving late may result in a reprimand. Two or more unexcused offenses will result in disciplinary action. Cadets are not permitted to leave class prior to being dismissed by the instructor. For each hour of instruction, cadets will be given a 10-minute break. Pursuant to OPOTA guidelines, cadets will be provided a 30 minute break at intervals no greater than every 5 hours of instruction.

Absence from any period of instruction requires that time to be made up. Each cadet is required to sign an attendance roster that verifies to OPOTA participation in academy training. **OPOTA does not permit a cadet to miss any training time. All training is 100% mandatory.** Failure to meet this requirement will disqualify the cadet from eligibility to sit for the final OPOTA certification examination. Cadets that miss more than two consecutive scheduled days of training and fail to notify the academy of the reason for the
absence will be declared AWOL and are subject to discipline, up to and including dismissal from the program.

Any training that cadet(s) miss must be scheduled and completed, per OPOTA guidelines, within 14 calendar days of the original scheduled date for the missed training; as listed on the academy training calendar. Per OPOTA guidelines, cadets are required to complete each training unit under the supervision of one instructor and arrangements for make-up training must be coordinated with the original instructor. If the original instructor for the class is unavailable, the cadet will have to make up the entire training topic block of instruction with another qualified instructor. A number of the training units include many hours, so cadets are expected to prioritize their attendance at training.

If an emergency arises that prevents the cadet from attending class, the cadet is required to contact their academy commander immediately. A doctor’s excuse will be required for missing more than one day of class due to illness. The doctor’s statement must include a release for the cadet to continue physical training.

Curriculum and Instruction

The curriculum offered in the Sinclair Basic Peace Officer Training Program includes the training topics required by OPOTA, along with additional content deemed essential for competent, well-trained entry-level professionals. OPOTA training standards specify topics to be instructed and the required amount of time for each topic. All OPOTA approved training programs are bound by these minimum requirements. Training topics included beyond OPOTA minimum standards reflect the knowledge and competencies deemed valuable by the program’s leadership and advisory committees.

All instructors in the Sinclair Basic Peace Officer Training Program hold appropriate OPOTA certifications and training. OPOTA requires instructors to have certification from OPOTA in the topics they teach. Academy instructors have substantial professional experience in law enforcement, and many hold additional certifications or degrees in their fields of expertise. Cadets have the opportunity to evaluate instructors, and this information is used by the Training Coordinator and Commander to improve the quality of instruction for future academy classes.

Instruction includes but is not limited to lecture, demonstration, video, discussion and field experiences. Most class sessions are held in the Academy classrooms of Building 19, which are equipped with state-of-the-art media. Sinclair Community College and the academy have agreements and memorandums of understanding with local resources for training locations; i.e. driver training and firearms range(s).

eLearn is the online course management program used at Sinclair Community College and the Academy. Students/cadets must comply with Sinclair’s Acceptable Use of Information Technology Policy and Copyright Policy.

It is the responsibility of the Academy Commander or the Training Coordinator to coordinate replacement instructors when needed. There may be a need to revise class schedules to accommodate changes in instructors. However, no cadet is authorized to leave class in the event of instructor absence until first obtaining permission from the Academy Commander or Training Coordinator.
Because of the importance of writing in the field of law enforcement, cadets in the Sinclair Basic Peace Officer Training Program are required to write frequently. The quality of writing is important and evaluated along with the content of cadets' writing. Grammar, spelling, and sentence and paragraph structure are all considered in the review of cadets' notebooks, exams and other writing assignments.

**Notebooks**

OPOTA requires cadets to create notebooks. Cadets are required to take detailed notes in class on a daily basis and submit all notes for inspection by their academy commander when asked to do so. All notes will follow a standard outline form. Notebooks will be kept by the cadet and not left in the classroom or Academy.

All original cadet notes will be taken by hand. Notebooks are to be organized sequentially by topic number.

**Final, permanent notebooks must be typed.** Sinclair Academy notebooks are submitted in electronic form to the cadet's academy commander for final review.

The contents of the notebook will be graded on a PASS-FAIL basis. Notebooks will be evaluated in the following seven areas:

- Sufficiency of Course Content
- Organization
- Appropriateness of the Material
- Regularity of Entries
- Neatness
- Accuracy
- Legibility

Completed notebooks will be submitted prior to the end of OPOTA training for final evaluation. Each cadet must receive a passing grade on their notebooks prior to taking the final exam. An unsatisfactory grade will result in the cadet not being permitted to take the state certification exam.

Copying another cadet's notes is an automatic failure and will result in both offending cadets not being permitted to sit for the final OPOTA examination.

**Examinations**

An average of 70% must be maintained on examinations in order for the cadet to remain on the class roster. Tests will cover instructor lectures as well as written materials. **Any score below 70% is a failure.** Any cadet who fails an examination will be required to prepare a written explanation for the failure and contemplated corrective actions. The cadet will also be required to have a meeting with the Class Commander or his/her designee for discussion of the same issues. These meetings will be documented in the cadet's training file. A failing grade may cause disciplinary action to be taken for work performance.
Periodically, homework assignments may be given to cadets. These homework assignments are intended to enhance the overall learning experience. Cadets will be expected to complete all homework assignments on time and with significant effort. All homework assignments will be graded.

In order to determine your final grade average, all examination scores and homework scores will be totaled and divided by the number of scores. Your final average will be based on that division. Ranking will be from the highest to the lowest score. Criteria that will be utilized for scoring include:

- Unit examinations
- First aid and CPR written examination
- Spelling examination (average of all spelling examinations will equal one score)
- Special topics tests (Firearms, OC, Taser, Baton, Driving, etc)
- Homework assignments
- Any other exam required by the Academy

**STATE CERTIFICATION EXAMINATION:** The Ohio Peace Officer Training Commission administers the final examination. Chapter 109:2-1-10 of the Ohio Administrative Code, section (B) states; “No person shall participate in the final written examination who has been evaluated as unsatisfactory for units of instruction in driving, first aid, firearms and unarmed self-defense; the student notebook or any other area designated by the Ohio general assembly or the commission.”

**PSYCHOMOTOR SKILLS ASSESSMENTS - PASS-FAIL EXAMINATIONS:** During the Academy Training Program you will participate in several psychomotor skill assessments that are evaluated on a pass-fail basis. Cadets are given two attempts on areas of instruction listed below. If a cadet fails the first attempt, they will be provided a second attempt to pass. OPOTA regulations state “any student who fails both attempts shall be dismissed from the academy.”

Units that have psychomotor skill assessments include:
- Unit 4, Firearms
- Unit 5, Driving
- Unit 6, Subject Control; Impact Weapons
- Unit 7, First Aid/CPR/AED; Critical Injury First Aid
- Topic 8-1, Vehicle Patrol Techniques
- Topic 8-4, Building Searches
- Topic 8-5, Stops and Approaches
- Topic 10-6, National Highway Traffic Safety Administration (NHTSA) Speed Measuring Device;
- Topic 10-8, Standardized Field Sobriety Testing
• Topic 12-1, Physical Conditioning;
• Topic 13-1, HazMat & WMD Awareness for the First Responder
• Topic 13-4, Incident Command System (ICS)
• Topic 13-5, National Incident Management System

Per Ohio Peace Officer Training Commission rules, the failure of any of these mandatory psychomotor skill assessments will result in the immediate dismissal of the cadet from the OPOTA academy. A dismissed cadet will not participate in any academy training sessions after dismissal.

It is the responsibility of each cadet to put forth the necessary effort to qualify for the state certification examination (SCE).

**Physical Fitness Training**

OPOTA requires stringent fitness standards for basic trainees. By the end of the academy, cadets must successfully demonstrate the fitness standards outlined below:

<table>
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<tr>
<th>Age and Gender Minimum Scores</th>
<th>Males (&lt;29)</th>
<th>Females (&lt;29)</th>
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<tbody>
<tr>
<td>Sit-ups (1 min)</td>
<td>40</td>
<td>35</td>
</tr>
<tr>
<td>Push-ups (1 min)</td>
<td>33</td>
<td>18</td>
</tr>
<tr>
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<td>14:15</td>
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<th>Females (30-39)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit-ups (1 min)</td>
<td>36</td>
<td>27</td>
</tr>
<tr>
<td>Push-ups</td>
<td>27</td>
<td>14</td>
</tr>
<tr>
<td>1.5 Mile Run</td>
<td>12:25</td>
<td>15:14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age and Gender Minimum Scores</th>
<th>Males (40-49)</th>
<th>Females (40-49)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sit-ups (1 min)</td>
<td>31</td>
<td>22</td>
</tr>
<tr>
<td>Push-ups</td>
<td>21</td>
<td>11</td>
</tr>
<tr>
<td>1.5 Mile Run</td>
<td>13:05</td>
<td>16:13</td>
</tr>
</tbody>
</table>

<table>
<thead>
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<th>Females (50-59)</th>
</tr>
</thead>
<tbody>
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<td>26</td>
<td>17</td>
</tr>
<tr>
<td>Push-ups</td>
<td>15</td>
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</tr>
<tr>
<td>1.5 Mile Run</td>
<td>14:33</td>
<td>18:05</td>
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</tbody>
</table>

<table>
<thead>
<tr>
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<th>Females (60+)</th>
</tr>
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<td>20</td>
<td>8</td>
</tr>
<tr>
<td>Push-ups</td>
<td>15</td>
<td>8 *Modified</td>
</tr>
<tr>
<td>1.5 Mile Run</td>
<td>16:19</td>
<td>20:08</td>
</tr>
</tbody>
</table>

Regular fitness training is part of the curriculum. Cadets must take responsibility for their own fitness level. Depending on the cadet’s individual level of fitness, additional training over and beyond that provided by the Academy may be necessary for a cadet to meet minimum state standards. Cadets who do not pass all required fitness standards will not sit for the state certification examination. Any cadet who experiences injury or other
physical problem during the course of the program should speak immediately with the Commander. An injury and/or illness that prevents a cadet from successfully passing the final OPOTA Physical Fitness test does not waive this requirement. Failure of the final physical fitness test will disqualify the cadet from taking the state certification examination. **Cadets have 364 days from the start of the Academy to take and pass the final physical fitness test – failure to do so will forfeit their eligibility to take the exam.**

It is the responsibility of each recruit to put forth the necessary effort to meet and/or exceed the standards for the final physical fitness examination. This responsibility includes a cadet completing extra workouts to address a weakness they may have, in addition to the academy physical fitness program.

**Physical Fitness Awards**

Cadets passing the final physical fitness test may elect to take a second physical fitness test for the purpose of earning a special fitness medal given at graduation. Details regarding the physical fitness medal program are posted in the Academy gym. A cadet can indicate their desire to take the additional physical fitness test by speaking with their Academy Commander.

**Standards of Cadet Conduct**

While cadets in the Basic Peace Officer Training Program, students are expected to conduct themselves in a professional, disciplined and responsible manner at all times. Respect for the commander, instructors and fellow cadets is required. Cadets will be treated professionally and their (Cadet) behavior should reflect that professionalism as well.

When an instructor enters the classroom for the first time during a class session, cadets will stop all conversation, return to their desks and come to the position of attention. The instructor will seat the cadets at their desk and the class session will commence.

Cadets will be at their desk(s) and prepared for instruction at the end of each break period. Cadets are expected to be attentive at all times and to participate. Failure to follow the directives of the instructor will likely result in disciplinary action by the Commander.

Asking questions, participating in discussions and sharing individual points of view are encouraged and expected. Questions and comments must be directed to the topic at hand and addressed to the instructor. Side comments to other cadets during class are not permitted.

In all class discussions, cadets are expected to be professional and to demonstrate respect for the views and experience of other persons. Disparaging comments, ridicule, joking and other disruptive behaviors are not permitted. If a cadet’s classroom behavior is interfering with others' learning, it should be reported to the Commander. All such conversations are held in strict confidence.

Outside the classroom, cadets are expected to conduct themselves in a professional, disciplined manner. The role of a law enforcement officer requires the ability to demonstrate courtesy and respect to members of the public, and cadets are expected to consistently demonstrate this courtesy and respect in their interactions with fellow students, instructors, staff and the general public.
As the academy is a professional, academic environment, unprofessional conduct unbecoming of a police academy cadet is strictly prohibited. The Academy Commander and Training Coordinator will be informed of violations immediately. The Training Coordinator will make a final determination on corrective action. Cadet violations of this provision are subject to discipline, up to and including termination from the program.

Cadets subject to criminal process, named as defendants, codefendants or as parties to any criminal prosecution or military disciplinary action must immediately report such incidents and/or proceedings to their Academy Commander or the Training Coordinator upon notification of such action or charges. Cadets addressed by a law enforcement officer at any time while enrolled in the training academy for any other offenses, including traffic-related, are obligated to inform their Academy Commander as soon as practical. The Academy Commander will then notify the Training Coordinator so a review of the reported incident/offense can be conducted.

Students named as defendants, codefendants, parties to criminal prosecution, civil protection orders or military disciplinary action and who fail to notify the Commander as required shall be subject to removal from the training academy.

If a cadet is in good standing at the time a voluntary resignation becomes necessary, the cadet may re-apply to participate in a future academy. The Academy Commander and Training Coordinator shall take into consideration the final disposition of the student's case and the circumstances when considering reapplication.

**Appearance**

Cadets are required to maintain a professional appearance at all times. The uniform for the Sinclair Basic Peace Officer Training Program includes the following: green polo shirt, (issued to each cadet); 5.11 style khaki pants provided by cadets; and polished black shoes or boots (nylon inserts on boots are permitted, as long as the toe and heel of boot or shoe are leather). The following requirements regarding personal appearance apply to all cadets:

- **Hair**
  - Men—no longer than collar length
  - Women—if longer than shoulder length, must be pinned up or otherwise fastened securely to the head
  - No unusual hair dyes, streaking or highlights permitted

- Men are to be clean-shaven, with no beards, goatees or long sideburns. A mustache may be worn as long as the ends of the mustache do not extend past the ends of the upper lip.

- To enhance the safety of the training environment, cadets ARE NOT permitted to wear jewelry of any kind affixed to any part of their bodies while in the academy area or at training locations where academy training will be conducted.

- Cadets in the academy must present a clean, neat, professional appearance at all times and their uniforms and footwear must be maintained in good repair throughout their training in the academy. Clothing may not have stains, tears or holes. Shower facilities are available for student use after physical training.
College Policies Regarding Standards of Behavior

As students at Sinclair, cadets are required to follow the college’s and OPOTA’s established policies for students regarding academic performance and personal behavior. Cadets are responsible for understanding and consistently following the following policies:

Honor Code

The college has developed the following Honor Code, which is applicable to all members of the college community:

“As a member of the Sinclair College community of students, faculty, and staff, I will uphold the values of citizenship, social responsibility, and personal accountability. I will maintain the highest standards of professional and academic ethics. I will uphold my personal integrity, dignity, and self-respect by being fair and honest at all times and by treating all individuals with respect. By honoring these ideals, I will be building a better future for myself, my college, and my local, regional, and global communities.”

Key Concepts of the Honor Code:

- **Citizenship** – Participating actively in democracy through voting and community involvement and awareness and by protecting our own and other’s rights.
- **Social responsibility** – Acting in ways that promote the social good while recognizing the impact of one’s behavior on others, maintaining professional ethics at all times, and providing service to the college and the community.
- **Personal accountability** – Accepting responsibility for and answering for one’s own behavior, accepting responsibility for one’s own learning, and demonstrating academic integrity.
- **Respect of self and others** – Valuing the diverse perspectives of others, appreciating others’ ideas, and protecting the physical and intellectual property of self and others.

Academic Integrity Policy

Any form of academic dishonesty is subject to disciplinary action and could result in failure in a course. Academic dishonesty includes, but is not limited to, the following:

- **Cheating**: Dishonest conduct on an exam or assignment in any of the following ways: use of textbooks or notes not authorized by the instructor; communication with any other student during an exam; looking at another student’s paper; obtaining unauthorized copies of an exam prior to the exam time; having someone other than the student take an exam or complete an assignment.
- **Facilitating Academic Dishonesty**: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- **Plagiarism**: Submitting an assignment as the student’s original work that is wholly or in part the work of another.

Note: Any violations of the Academic Integrity Policy, as determined by the Training Coordinator, will result in removal of a cadet from the OPOTA roster and referral to the college for further disciplinary action. Cadets will have 48 hours to appeal to the Law & Public Safety Department Chairperson.
Non-Discrimination Policy
Sinclair Community College is strongly committed to a policy of equal opportunity in its employment practices, educational programs and activities, and the many services it offers to the community. The College does not discriminate against applicants, employees, or students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, or non-disqualifying mental or physical disability.

Sexual Assault Policy
Sinclair Community College does not tolerate sexual assault, coercion, exploitation, or other forms of sexual misconduct. Sexual assault, whether occurring on campus or at college-sponsored activities, is a violation of the standards of the college.

Individuals who believe they have been the victims of a sexual assault may pursue resolution on campus and/or criminal or civil action against an alleged perpetrator.

Student Harassment Policy
All cadets are students at Sinclair. Sinclair Community College is committed to providing an educational environment free from harassment (including sexual harassment). This policy addresses student harassment occurring at the college or at events and/or activities sponsored by or connected with the college and such conduct will not be tolerated in the academic environment and constitutes a violation of the Student Code of Conduct.

Harassment on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, or disability, or any other protected status, is strictly prohibited.

Student conduct related to sexual harassment:
All sexual harassment complaints can be reported to the Title IX Coordinator at Sinclair Community College at www.sinclair.edu/complaint. It is unlawful to retaliate against anyone who files a complaint or cooperates in an investigation.

Note: cadets in the Basic Peace Officer Training Program are encouraged to report incidents of harassment to the Training Coordinator and/or their Academy Commander.

Substance Abuse
Using, processing, transporting, selling, purchasing and/or being under the influence of any controlled or illegal substances, including mood-altering drugs will result in the cadet being removed from their respective academy. The Training Coordinator will notify the Sinclair police when appropriate and notify the Law and Public Safety Chairperson. Violations of the college’s Substance Abuse and Prevention Policy may result in dismissal from the college.

Assistance with substance abuse problems is available through Student Counseling Services. See the Student Handbook for more information. Students should be aware that illegal drug trafficking and/or possession may make them ineligible for federal educational financial aid (Pell grants, student loans, etc.) if convicted.
Smoke Free Campus Policy

The Sinclair Board of Trustees, upon the recommendation of a campus wide committee of faculty, staff and students, designated Sinclair to be a smoke free campus. Smoking is permitted outdoors, away from points of ingress and egress. (This means no smoking in front of the entrance or exit doors! Cadets must post in the adjacent alley to smoke.)

Note: cadets are discouraged from smoking due to the negative impact of smoking on the level of physical fitness required of academy students and law enforcement personnel. A growing number of law enforcement agencies are not accepting new personnel who smoke.

Reporting

Cadets have a duty to report incidents of unprofessional conduct to the Academy Commander or Training Coordinator. Class members shall submit to the Commander, in writing, all statements concerning such misconduct as soon after the incident as possible. Cadets may be dismissed from the academy for lying or concealing the truth or failing to report such activities when they become aware of them.

All reported incidents will be reviewed by the Training Coordinator for a determination regarding alleged misconduct and appropriate discipline; up to and including dismissal from the academy.

Equipment and Facilities

Each academy student is provided with all instructional materials at the beginning of the academy, as well as academy shirts, a hat, physical fitness uniforms, and a gear bag. Students are responsible for providing the following additional items:

- Khaki colored 5.11 style pants, black 1.75” garrison belt and black boots and/or shoes with leather toes and heels.
- Minimum of 1 pair of woodland camo BDU pants for range and subject control training.
- Appropriate quality running shoes and cold weather insulated underwear for outdoor training, including cold weather physical fitness training.
- Pens, paper, large notebooks

All other equipment and supplies, including firearms and ammunition, gun belt and holster, handcuffs, batons, body armor, etc. are provided for student use during the training program at no additional expense. Unless otherwise instructed, issued equipment is not to leave the building. Any cadet going outside is to remove the gunbelt and place in a secure location.

Cadets may never bring a personal firearm, ammunition or explosive device onto the Sinclair Community College campus.

Cadets are responsible for reasonable use and care of academy equipment. Misuse or abuse of equipment will result in a reprimand and possible reimbursement for repair or replacement of damaged equipment. No equipment may be removed from the Academy by
a cadet without the permission of the Training Coordinator and supervision of the Commander.

There is no eating permitted during classroom instruction. Drinks are only permitted in the classroom / computer labs if they are contained in a sealable container. Liquid spills can cause very expensive carpet and/or computer damage; and the loss of that resource for academy use until replaced. The lobby and second floor vending areas are available for breaks and meals.

Confidentiality
The records of the Academy and its training programs are confidential and may not be distributed to anyone without authorization from the Training Coordinator. All personnel and student records are considered confidential unless the student executes a signed waiver, which will be required by many law enforcement agencies. The Training Coordinator and office staff will insist on a copy of the signed waiver from the requesting agency to be on file at the academy before discussing or disclosing any information regarding training at the academy. Classroom instruction and curriculum materials are open to public review upon request to the Academy Training Coordinator.

Cadet Complaints
If a cadet has a concern regarding class content, requirements, unprofessional conduct or other matter, the cadet will utilize the chain of command and report their concern to the instructor. The instructor will notify the appropriate Academy Commander. If the concern involves an instructor, the cadet will report the concern directly to the appropriate Academy Commander who will inform the Training Coordinator. If the concern cannot be resolved by the Training Coordinator, the department chairperson and division dean are the next persons in the chain of command.

Graduation Ceremony
All cadets who successfully complete the program and eligible for the final OPOTA state test are honored through a formal graduation ceremony. Cadets not eligible for the SCE are not eligible to participate in the graduation ceremony. Cadets help plan the ceremony for their class.

Awards
All cadets are eligible to compete for Gold – Silver – Bronze medals for Academic Honors, Firearms Excellence and Physical Fitness. Cadets must be eligible for the state certification examination to be eligible for an award.

Personal Information
Cadets shall inform the Commander, in writing, of any change of address, telephone number, place of employment, or health conditions within 48 hours of such a change.

Limit of Cadet Responsibility
Cadets in the Basic Peace Officer Training Program are not qualified, expected or authorized to take any action requiring police attention. Any situation requiring police attention should be reported to the nearest police department.
**Associate's Degree Program**

Cadets in the Basic Peace Officer Training Program are strongly encouraged to complete an associate’s degree in criminal justice if they have not already done so. A college degree is often required for employment or advancement. Completion of the Basic Peace Officer Training Program will provide 26 semester credit hours toward the Associate of Technical Study (ATS.S.ATS) degree in Criminal Justice at Sinclair. These credits may also transfer to other institutions of higher education. SEE APPENDIX FOR ATS CURRICULUM.

**Employment Following Graduation**

Cadets who complete the academy in good standing will, upon request, be provided a letter of recommendation by the Commander, that details the cadet’s performance and accomplishments in the training program. Many of the instructors in the Sinclair academy are officers with area law enforcement agencies and can serve as valuable contacts regarding job opportunities. Many instructors make it a point to get to know cadets who show promise for strong professional performance. The impression a cadet makes in class can be influential in later employment. Area agencies regularly contact the Academy regarding position openings, and these notices are shared with cadets and graduates of the program via the Academy Facebook page.

**Social Media Advisory**

You should be aware that a growing number of law enforcement agencies, nationally and locally, often require applicants to share access to their social media sites (Facebook, Twitter, MySpace, Skype, etc.) as part of the hiring (background check) process.

Inappropriate/objectionable material frequently involves activity consisting of nudity and/or sexual conduct. Creating and sending inappropriate content on a social media platform often results in an applicant not being considered for employment in the public safety field.

We strongly recommend you manage your social media platforms in a responsible manner as it could affect your future in the law enforcement profession.
“..It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds; who knows great enthusiasms, the great devotions; who spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat..”
I have read and understood the information contained in this handbook, and I agree to abide by the rules, policies and the performance requirements of the Ohio Peace Officer Training Academy and Sinclair Community College. This includes achieving course performance standards which require 100% mandatory completion of the handbook requirements AND successfully completing the state certification examination.

Cadet signature __________________ Date ______

Cadet’s Name Printed __________________ BAS# ______

This statement of understanding will be retained as part of the cadet’s academy training file and a copy given to the cadet.
## Appendix

Sinclair Community College  
Associate of Technical Study (ATS)  
Criminal Justice Science/SCC Police Academy

Program Code: ATS.S.ATS  
Credit Hours: 62

### General Education

(Updated 10/4/18)

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<th>Required</th>
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<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>English Composition</td>
<td>ENG 1101</td>
<td>English Composition I</td>
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<tr>
<td>Oral Communication</td>
<td>COM 2211</td>
<td>Effective Public Speaking</td>
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</tr>
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<td></td>
<td>COM 2206</td>
<td>or Interpersonal Communication</td>
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<tr>
<td>Mathematics</td>
<td>MAT 1120</td>
<td>Business Math (or any other OTM</td>
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<td>math class)</td>
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</tr>
<tr>
<td>Social/Behavioral Science</td>
<td>SOC 1101</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>Art/Humanities</td>
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### Area of Concentration

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<td>CJS XXXX</td>
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### Related Coursework

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<td>COM 2245</td>
<td>Intercultural Communication</td>
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<td>ENG 1201</td>
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<td>SOC 2226</td>
<td>Criminology</td>
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<td>General Psychology</td>
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