

Law Enforcement Training Academy

Student Handbook
2022-2023

Approved by Cabinet April 2022.



Welcome and Introduction

Welcome to the Western Dakota Technical College Law Enforcement Training Academy! On behalf of the program faculty, I want to commend you on your career choice. Upon completion you will be awarded an Associate of Applied Science degree in Criminal Justice with a Law Enforcement emphasis. With that degree, you will be qualified to serve in most law enforcement entities in the state and beyond. You will also be allowed to test for reciprocity at the South Dakota Law Enforcement Training Center.

Law enforcement is a noble and exciting profession. You will be joining a family of dedicated individuals committed to the betterment of the communities across the nation. You will be called to serve as a warrior to combat lawlessness ensuring tranquility and a guardian of the rights of the citizens you protect. You will have a front row seat to the greatest show on earth. As such, it is critical to understand the significance of your training for this role. We are here to help you develop the critical skills and knowledge of your chosen profession.

You will be working with a diverse instructor cadre which is second to none. Each instructor was recruited based on credentials, accomplishments, expertise, and heart. They are your coaches and are committed to the success of your educational journey and career endeavors.

This handbook will introduce you to the various policies and procedures that apply to the Law Enforcement Training Academy program. Please read and review this handbook thoroughly as the information it contains is critical to your success here at Western Dakota Technical College. Your advisor may be contacted about any content needing further explanation or clarification.

If you have any additional questions or needs, feel free to stop by my office or email me any time. Thank you for choosing the Western Dakota Technical College Law Enforcement Training Academy. There will be college experiences you will forget; this is not one of them. We are excited to have you!

Peter Ragnone, BS, MA
CJUS Program Director
Office: W236G
Phone: (605) 718-2927
Email: Peter.Ragnone@wdt.edu

Table of Contents

Welcome and Introduction	Page 2
Discrimination and Harassment.....	Page 4
Notice of Non-Discrimination	Page 4
Title IX at Western Dakota Technical College	Page 5
Essential Functions.....	Page 6
Law Enforcement Advisory Board.....	Page 7
Criminal Justice Academy Instructors	Page 8
Mission Statement of Western Dakota Technical College.....	Page 12
Mission Statement of the Law Enforcement Program	Page 12
Law Enforcement Code of Ethics	Page 13
Law Enforcement Oath of Honor	Page 14
Law Enforcement Academy Core Values	Page 15
Program Requirements	Page 16
Academy Competencies.....	Page 21
Law Enforcement Officers Standards and Training Acts.....	Page 21
Professionalism	Page 22
Social Media	Page 22
Student Expectations	Page 22
Student Removal Procedures.....	Page 23
Dismissal Policy	Page 23
Withdrawal Policy	Page 23
Program Agreement.....	Page 24

ADA/504 Accommodations

Students Rights to Assistance or Accommodations: Western Dakota Technical College (hereinafter WDTC) does not discriminate on the basis of disability. If you have a disability as defined by federal or state law, including a temporary disability related to pregnancy and/or parenting as a result of a medical necessity due to childbirth, WDTC will provide reasonable accommodations including but not limited to architectural access, aids and services necessary for effective communication, and modification of its policies and procedures. To request ADA/504 accommodations, students must contact the Student Resource Coordinator who serves as the Disability Services Coordinator. The Student Resource Coordinator will work with the student and the student's instructor(s) to establish approved accommodations. For a full list of WDTC ADA/504 guidelines, see the [WDTC Disability Services Handbook](#).

Western Dakota Technical College's Diversity, Equity, Inclusion, and Belonging Definition

Western Dakota Technical College (WDTC) respects the uniqueness of every individual who works at, attends, or visits WDTC and is committed to diversity, equity, inclusion, and belonging. We know and acknowledge all of us have different strengths and backgrounds that contribute to the success of us as individuals and WDTC as a whole. We believe everyone should have equitable access to technical education and the professional career pathways it provides. Thus, WDTC strives to provide a supportive and inclusive environment for all employees and students, regardless of areas of difference, so individuals can find both personal and professional success at WDTC.

Discrimination and Harassment

All employees, non-employees, and students have a responsibility to maintain a positive learning, work and school activity environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others.

Notice of Non-Discrimination

WDTC will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDTC for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, gender expression, status as a veteran, or any other status protected under applicable federal, state or local law. WDTC is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: Director of Student Success who serves as the Title IX Coordinator.

Title IX at Western Dakota Technical College:

Title IX of the U.S. Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Western Dakota Technical

College (WDTC) does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
3. Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the WDTC Title IX Coordinator, or by any other means that results in the WDTC Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the WDTC Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws: Whitney Bischoff, Title IX Coordinator; 800 Mickelson Drive, Office D160A, Rapid City, SD, 57703; 605-718-2965; Whitney.Bischoff@wdt.edu.

WDTC Policies 2001/4001, 2001/4001.Procedure.001, and 2001/4001.Procedure. 002 provide information on WDTC's grievance procedures and grievance processes, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how WDTC will respond.

Policy - <https://www.wdt.edu/assets/docs/uploads/about/policies/4001.pdf>

Procedure. 001 <https://www.wdt.edu/assets/docs/uploads/about/policies/4001procedure001.pdf>

Procedure. 002 <https://www.wdt.edu/assets/docs/uploads/about/policies/4001procedure002.pdf>

Inquiries about the application of Title IX may be referred to the WDTC Title IX Coordinator, to the Assistant Secretary, or to both. The Assistant Secretary contact information is U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington, DC 20202, Main Telephone: 202-453-6914.

Essential Functions

The WDTC Law Enforcement Program has established a comprehensive list of minimum essential function requirements for the program. These are consistent with industry standards and must be met in order to participate in the program and graduate. In accordance with the EEOC and known industry standards, students enrolling in the Law Enforcement Program must meet the essential function requirements of the program to remain within a level of professionalism essential for the law enforcement industry.

1) Physical Functions:

- a. Fine and Gross motor skills
- b. Physical endurance and strength
- c. Hearing ability
- d. Visual ability

2) Cognitive Functions:

- a. Speak, read, and write
- b. Perform basic math calculations
- c. Express ideas in an understandable manner
- d. Measure, calculate, reason, and analyze information
- e. Transfer facts and knowledge
- f. Utilize computers to access and store information
- g. Critical thinking and comprehension
- h. Carry out basic written and oral instructions

3) Psychological / Emotional Functions:

- a. Conduct self within ethical and legal standards
- b. Function effectively within stressful situations
- c. Maintain control of emotions
- d. Concentrate on a task without being distracted
- e. Multi-task without getting confused
- f. Utilize problem solving skills
- g. Adaptable to change

4) Interpersonal Functions:

- a. Establish rapport with individuals
- b. Work as a team
- c. Interact positively
- d. Remains open to diversity of others
- e. Respond professionally to angry/unpleasant persons

WDTC Law Enforcement/Criminal Justice Advisory Board

Western Dakota Technical College has a longstanding and valued relationship with various state, county, municipal, tribal and federal law enforcement entities. Our Law Enforcement advisory board represents the diverse contributions from a variety of agencies in our area. We are grateful for their service and commitment to serve in this capacity. Take a moment to become familiar with the advisory board members and the organizations they represent.

- Steve Anders Private Security/Rushmore Mall
- Larry Beezley SD Dept. of Corrections/Parole (Ret.)
- Jason Dubbs Chief/Box Elder PD
- Joe Guttierrez* Director/Juvenile Services/Pennington County
- Eric Kelderman USDOJ/Federal Prosecutor
- Jason Ketterling Lieutenant/SD Highway Patrol
- Tessa LaHaie Community Alternative of the Black Hills
- John Olson* Captain/RCPD/Investigations
- Mark Vargo Pennington Co. State's Attorney
- Willie Welchel Chief Deputy/Pennington Co. SO/LE Division
- Dustin Willett Emergency Management/Pennington Co.
- Don Allen Chief/Summerset PD
- Heidi Linngren* Circuit Court Judge/SD 7th Judicial Circuit
- Don Hedrick Chief/Rapid City PD
- Kevin Thom Sheriff/Pennington County
- Roger Ecoffey Chief/Oglala Sioux Tribe Dept. of Public Safety
- Darin Oestmann LE Ranger/Natl. Park Service/Mt. Rushmore
- Brian Mueller Chief Deputy/Pennington Co. SO/Corrections
- Dustin Calhoun Court Services/Probation
- James Johns* Captain/RCPD/Patrol Division
- Brian Green SD Dept. of Corrections/Parole
- James Moore* Forensics/RCPD/Retired
- Karla MacArthur* JAG/SD National Guard/Attorney

*Adjunct Instructor

Criminal Justice and Law Enforcement Academy Instructors

The Criminal Justice and Law Enforcement Academy is the beneficiary of a wide variety of expertise and service. Collectively, the instructor cadre represents over 300 years of industry experience in the Criminal Justice and service professions. Take a moment to get to the know our fabulous instructor lineup!



Peter Ragnone is the Director of the Criminal Justice Program at WDTC. He was an adjunct instructor at WDTC from 2007-2017. He has a Bachelor of Science Degree in Criminal Justice from Ferris State University and a master's degree in Political Science from the University of South Dakota. Peter has taught Philosophy and Criminal Justice at the University of South Dakota and Black Hills State University since 2002. Peter retired in 2016 as a Lieutenant from the Rapid City Police Department after 25 years of serving in Field Services, Investigations, and Administration. Peter teaches Introduction to Criminal Justice and the Law Enforcement Academy.



Elias Diaz served the Rapid City Police Department for 22 years. He worked as an Officer in the Patrol Division, was a Detective in the Traffic Division, was a Sergeant in the Patrol Division, a Lab Director in the Evidence Section. He later became the Manager for the Accreditation Section and has extensive command experience as a Field Services Lieutenant. Elias has a Bachelor of Arts in Biblical History, a master's degree in Theology and a Doctorate from the Master's University in Sun Valley CA where he focused on the Ethical Qualifications of Leadership. Elias teaches Criminal Justice Ethics, Law Enforcement Operations and other Law Enforcement courses in the Academy.



Bill Armstrong retired as a Captain from the Pennington County Sheriff's Office after 20 years of service. He is a veteran of United States Air Force and was stationed at EAFB. Bill holds a bachelor's degree in History from Pacific Lutheran University and a master's degree in Education at South Dakota State University. He has taught in the law enforcement program at WDTC since 1998. He has also taught as an adjunct instructor in the Criminal Justice Program for the University of South Dakota since 2002. Bill teaches Criminal Investigations, Criminology, Terrorism and Firearms.



The Honorable Heidi Linngren is a Circuit Court Judge in the Seventh Judicial Circuit in South Dakota. She has served as a Law Clerk, Deputy Public Defender and a Special Prosecutor for the Attorney General. Judge Linngren has taught at the University of South Dakota and Black Hills State University at the undergraduate and graduate level since 2000. She has taught at WDTC since 2012. Judge Linngren has a Bachelor of Science Degree in Education and a Bachelor of Arts Degree in English from Northern State University. She also holds a Juris Doctorate from the University of South Dakota. Judge Linngren teaches Constitutional Law and Court Proceedings.



Karla MacArthur is a practicing attorney at Bangs, McCullen, Butler, Foye & Simmons in Rapid City and serves as a Major in the SD Army National Guard. Karla spent nearly 6 years as a prosecutor for the Pennington County State's Attorney and served as the only female Judge Advocate Officer in the state, representing the SD National Guard. Karla has tried dozens of cases and held the positions of Magistrate Court Prosecutor, Veteran's Court Prosecutor, and Domestic Violence Prosecutor. Karla holds a Juris Doctorate from the University of South Dakota School of Law and a Bachelor of Science degree in Criminal Justice also from USD. Karla instructs Domestic Violence.



Tony Verchio recently retired from the Pennington County Sheriff's Office as a sworn Deputy Lieutenant after 24 years of service and is now a civilian Training Manager there. Tony is a retired Colonel from the South Dakota Army National Guard after 32 years of service and two deployments. He has a Bachelor of Science degree in English from Ball State University and a Master of Science degree in Administrative Studies from the University of South Dakota. He also holds a Master of Strategic Studies from the United States Army War College. Tony teaches Corrections and Police Operations.



Captain John Olson is the Chief of Detectives in the Rapid City Police Department where he began his career in 1994. He has experience at line, supervisor, and command levels in Field Services and the Investigations Divisions. John has a bachelor's degree in Criminal Justice/Law Enforcement from Minnesota State University at Moorhead. He also has a master's degree in Administrative Studies from the University of South Dakota. John teaches Law Enforcement Procedures and Crisis Intervention Training.



Joe Gutierrez is the Commander in Chief at Western South Dakota Juvenile Service Center, a 55-employee correctional facility operating under the Pennington County Sheriff. He has a bachelor's degree in Sociology and Psychology and a Master Degree in Strategic Leadership from the Black Hills State University. Joe was awarded "Champion for Children" in 2003 by the South Dakota Coalition for Children and was honored by Wellspring in 2009 for his work with youth in the community. He has over 20 years of experience in juvenile matters. Joe teaches Juvenile Methods.



James Moore served in the US Army as a CID Special Agent where he investigated felonies, searched for Al Qaeda's top leaders, conducted interrogations of terrorists with the FBI, and served on the protection detail for the Secretary of Defense and Chairman of the Joint Chiefs of Staff. James holds both Master and Expert level Instructor designations, DOD Interrogator, and IAI Crime Scene Investigator. James is a Bronze Star recipient. James was a Forensic Examiner for the Rapid City Police Department, where he worked as a CSI and Fingerprint Examiner. He holds a Bachelor of Criminal Justice from Troy State University and a Master of Arts in Biblical Studies from Global University. James teaches Forensics.



Sgt. Ryan Phillips has worked for the Rapid City Police Department since 2007. During that time, he has held the positions of School Liaison Officer, Investigations Detective and currently serves as a Patrol Sergeant in the Field Services Division. He is a Chief Instructor for the RCPD Defensive Tactics cadre and is a member of the Special Response Team. He spearheaded the City's Light the Night program and is an active youth mentor with Big Brothers-Big Sisters of the Black Hills. He has earned a Bachelor Science from Missouri State University and a Master of Science in Strategic Leadership from Black Hills State University. Ryan currently teaches Defensive Tactics.



Darren Soucy is a Police Sergeant in Field Services at the Rapid City Police Department where he began his career in 2007. He has a bachelor's degree in Political Science from Boston University and a Master's Degree in Kinesiology from Humboldt University in California. He has taught and coached football at the college level from 1993 to 2004 and at the South Dakota School of Mines and Technology from 2000 to 2004. Darren currently teaches Physical Fitness.



Kevin Kinney is a Professional Standards and Training Sergeant with the South Dakota Highway Patrol. Hired in 2003, he has overseen the Crash Reconstruction Program for South Dakota since 2011. He holds two Bachelor Degrees from the South Dakota School of Mines and Technology, one in Interdisciplinary Studies and another in Mechanical Engineering. Kevin has instructed crash investigation classes since 2004 and is a Crash Reconstructionist. He teaches basic through advanced crash investigation at the LET Academy. He teaches reconstruction and other courses through the Institute of Police Technology and Management under the University of North Florida. Kevin teaches Crash Investigation for WDTC.



Chris Misselt is the Assistant Chief of Police of the Box Elder Police Department. During his 23 years of service, he has served in patrol, investigations, and various leadership assignments. In 2019, he was recognized as Officer of the Year by the South Dakota American Legion. He has served over 24 years in EMS, with additional credentials in wilderness and tactical EMS. Chief Misselt has served on various boards and committees in both his public and personal capacities and is currently a member of the Douglas School District Board of Education. He holds a Bachelor of Arts in Sociology with a Criminal Justice Emphasis from Northern State University. Chris currently teaches Firearms.



Steph McCoy has served the Pennington County Sheriff's Office since 2009 currently holding the position of Director of Administrative Services. This includes oversight of human resources, training, psychological services and employee wellness. She has held the elected position of Commissioner for the City of Summerset since 2017. She graduated from the South Dakota School of Mines and Technology with a Bachelor of Science and the University of South Dakota with a Master of Arts in Administration. She volunteers at Fork Real Café, Fountain Springs Church and Black Hills Rapids Youth Soccer. She served on the Board of Directors for Black Hills United Way and for Black Hills Society for Human Resources Managers. She currently instructs Industry Standards.

Mission Statement of WDTC

Western Dakota Technical College prepares students to be highly skilled professionals through accessible, career-focused programs to improve their lives, while adapting to community workforce needs and positively impact our economy.



Mission Statement of the Law Enforcement Academy Program

It is the mission of the Western Dakota Technical College Law Enforcement Criminal Justice Academy Program to prepare students for successful careers in the Criminal Justice industry.



Law Enforcement Code of Ethics

The IACP adopted the Law Enforcement Code of Ethics at the 64th Annual IACP Conference and Exposition in October 1957. The Code of Ethics stands as a preface to the mission and is a commitment which law enforcement agencies make to the public they serve.

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement.

The Law Enforcement Code of Ethics is founded on the following ideologies:

Serving the Community

Safeguarding Lives and Property

Protecting the Innocent

Keeping the Peace

Maintaining the Rights of All to Liberty, Equality, and Justice

Source: *International Association of Chiefs of Police*

The Law Enforcement Oath of Honor

Between 1995 – 1997, the International Association of Chiefs of Police, created the Police Image and Ethics Committee. This committee undertook a detailed analysis of ethics training within the United States law enforcement agencies. After three years of surveying and research, the committee concluded: "Ethics remains our greatest training and leadership need today." The findings of the study prompted the creation of the Law Enforcement Oath of Honor by the IACP. The Oath of Honor serves as a symbolic statement of the Law Enforcement Code of Ethics.

The Law Enforcement Code of Ethics and Oath of Honor were created to guide law enforcement professionals in making good choices about how they represent themselves both in their private and public lives. It provides an ethical framework and serves as our foundation and cornerstone as a law enforcement academy. Establishing a profession's core values serves to reinforce both individual professionalism and enhanced collective performance. It is key to promoting and maintaining an ethical law enforcement culture.

The Law Enforcement Oath of Honor reads:

"On my honor, I will never betray my badge, my integrity, my character, or the public trust.

I will always have the courage to hold myself and others accountable for our actions.

I will always uphold the constitution, my community, and the agency I serve."

The distinctives of this oath are:

Honor means that one's oath is given as a guarantee.

Betray is breaking faith with the public trust.

Badge represents the symbol of your office.

Integrity is being the same person in both private and public life.

Character means the positive qualities that distinguish an individual.

Public Trust is a charge of duty carried on behalf of those you serve.

Courage is having the ability to withstand unethical pressure, fear or danger.

Accountability means that you are answerable and responsible to others.

Community is the jurisdiction and group of citizens served.

Source: International Association of Chiefs of Police

WDTA Law Enforcement Academy Core Values

ACADEMIC ACHIEVEMENT

As members of the WDTA Law Enforcement Academy we will strive to work to the highest academic standard we are capable of performing. Education is something that can never be taken from us and as such we will handle our educational investment with the utmost care and concern. We will apply ourselves to the training task before us with attentiveness and diligence.

RESPECT FOR THE LAW

Those who pursue the law enforcement profession will be given the unique honor of enforcing the law. Because of this, we will handle that trust with attentiveness and integrity in carrying out that given charge. Our personal and professional behavior should be a model for all to follow. We will therefore make a commitment to obey, follow and support both the letter and spirit of the law in all our actions and behaviors.

INTEGRITY IN ALL WE DO

Integrity is our standard in the Law Enforcement program. The pride in this profession will result in conduct that earns and maintains the respect of others. We will demonstrate honest, ethical behavior in all our interactions. Our actions will match our words. When we fail, we will own it. When we succeed, we will share it. Upholding this proud tradition of integrity is a challenge we will rise to daily.

SERVICE-ORIENTED

We will model a commitment to public service. Our communities should look to us as those who provide sustained excellence in customer service. Service is a way of life and everyone is viewed as our customer. We commit to partnering with our community stakeholders to effectively solve problems and we will serve all people equally and impartially.

LEADERSHIP-DRIVEN

We believe graduates from the Law Enforcement Program should be leaders in law enforcement. To do so, each must bear the burden of personal responsibility and action. Exercising leadership must be part of our day-to-day experience. We will model exceptional leadership to our peers, co-workers and to the community as a whole. As law enforcement professionals, we will seek to earn the highest level of respect possible from those whom we lead.

Program Requirements

The South Dakota Law Enforcement Training and Standards Commission requires that every law enforcement officer must be of good moral character. The power and authority invested in a law enforcement officer requires him/her to be held to a higher standard. Therefore, individuals seeking to become a part of the law enforcement profession must also be held to a higher standard. While enrolled in the WDTC Law Enforcement program, all students must comply with the following program requirements.

Driver's License – All students in law enforcement are required to maintain a valid driver's license. Various portions of instruction will involve driving the WDTC LE cruisers. You will be required to present your valid DL at any time upon the request of an academy instructor or designated representative. You may be suspended and/or removed from the Law Enforcement program if your driver's license is suspended, revoked, or otherwise taken from you during the time of your education. Students will be allowed to remain in coursework that does not require a driver's license to perform; however, any missing sessions will be reported to Pierre for purposes of reciprocity eligibility.

Background Check – All academy students are required to undergo a criminal background check upon entry into the Law Enforcement program. Unsatisfactory backgrounds may result in students not being admitted into the academy as certain crimes and actions can bar someone from the law enforcement profession. If a Law Enforcement student is arrested while enrolled in the WDTC Law Enforcement program, he/she must notify the academy director immediately or as soon as possible. Students arrested for serious crimes such as felonies or domestic violence may be suspended and/or removed from the program. Other convictions for misdemeanor offenses or open criminal cases will be reviewed on a case-by-case basis by the Program Director and may be subject to discipline.

Satisfactory Drug Testing – All academy students may be required to complete and pass a satisfactory drug screen test during attendance at the Law Enforcement Academy. Students may be asked to submit to alcohol and/or drug testing if an instructor has reason to believe that a student is under the influence

of alcohol and/or drugs. Refusal to submit to the test may be grounds for suspension and/or removal from the Law Enforcement program. Any drug and alcohol concerns resulting in a Code of Conduct violation will be immediately forwarded to the Director of Student Success for handling and final resolution.

Law Enforcement Code of Ethics, Oath of Honor and Core Values – All students must demonstrate an understanding of and willingness to comply with the program’s ethical standards. This includes but is not limited to the Law Enforcement Code of Ethics, Law Enforcement Oath of Honor, Program Core Values and the WDTC Code of Conduct as stated in the Student Handbook. Ethical breeches will be handled through the Code of Conduct violation process and may result in removal from the academy program.

Class Days and Hours – Class days are primarily Monday through Friday. Class hours are typically from 6:30 a.m. to 3:00 p.m. daily. There may be minor variations of this schedule based on Academy needs. On occasion, students may be required to attend some later evening and weekend activities. The WDTC Law Enforcement instructional staff will notify students in advance regarding any schedule changes or special arrangements. All dates and times of classes will be posted in the course schedules.

Transportation – Transportation and lodging are the responsibility of the student while enrolled in the Law Enforcement Academy. If driving, proof of insurance, registration and a valid driver’s license is required for access to various off campus training sites to include law enforcement agencies and military installations.

Attendance – Attendance at the Academy is mandatory. Students are expected to attend all instructional hours of the program, learning labs and/or practicums. Any missed time must be authorized by the program director ahead of the absence. It is imperative that conflicts be immediately reported to the program director. Students missing any hours of class time outside of these parameters are subject to being removed from the program.

Examination Process – Final grades will be largely based on the total number of points scored on all exams and practical exercises. The WDTC LE Academy grade point scale is as follows:

A 94% - 100%

B 87% - 93.99%

C 79% – 86.99%

D 73% - 78.99%

F 0% to 72.99%

If a student scores below 70% on any single academy exam there will be one opportunity to make it up. If the second attempt is not higher than 70% the student will be removed from the program. Remedial training may be requested by those students who do not successfully pass a module or learning lab during the initial examination. Remedial training may consist of individualized instruction, lecture, hands-on demonstration, written projects or any other reasonable means of instruction.

WDTC Law Enforcement testing is frequently conducted on the honor system. Cheating in any form will not be tolerated. Violations of the honor system will be handled as a Code of Conduct violation and may result in automatic dismissal from the Law Enforcement program.

Physical Fitness Requirements - Fitness training is an integral part of WDTC Law Enforcement training. Participation in the athletic program is mandatory. Because the training standards require students to engage in a variety of strenuous activities, each student is required to participate in daily fitness labs. It is important to develop and maintain good eating habits, a consistent exercise regimen and obtain adequate rest to be successful in the fitness program.

Studies have shown that law enforcement officers who are unfit have higher risks for obesity, diabetes, heart disease, hypertension, depression, increased risk of cancer, and erosion of cognitive functions. Conversely, studies have also shown that fit law enforcement officers are more capable of performing under stress, minimize health risks related to police culture, experience positive personal relationships, are less likely to use excessive force and less likely to abuse medical time.

Source: *Blue Courage: Heart and Mind of the Guardians, 2013.*

Because of the priority of fitness there will be pre, mid-range and final physical fitness assessments each Academy rotation. Students must meet the core physical agility requirements upon entry to the academy and must maintain these minimum standards throughout the academy term. The fitness tests and activities will consist of the following activities:

Core Requirements:

One and a Half Mile Run (24:45)

One Minute Sit-Ups (15)

One Minute Pushups (9)

* Passing of the Core Tests are placed at 50% of the current PCSO industry standards.

Additional Activities:

Elliptical and Bicycle

Bench Press and Leg Press

Flexibility

Plank

Blood Pressure and Pulse

There will be scheduled class fitness activities throughout the Law Enforcement program experience. The physical agility program is geared for improvement in particular areas. Progress and improvement in the required standards of performance will be monitored weekly. Participation in the fitness program will require athletic clothing and footwear suitable for indoor and outdoor activities. You will be required to provide running shoes and physical fitness clothing at your own expense.

As a WDTA Law Enforcement student you will have access to the WDTA Criminal Justice Weight Room. This facility is equipped with cardiovascular, fitness, endurance, muscle tone and strength-building equipment. The center has nautilus equipment as well as free weights. It is important that all WDTA Law Enforcement applicants carefully review the physical training performance requirements of this program. The Fitness Program is designed to develop an enhanced level of physical fitness. It will do so in a manner that will both prepare the student to perform physically demanding law enforcement tasks and to promote a high level of fitness throughout the law enforcement career.

Liability Forms – Due to the law enforcement procedures taught and the participation requirements of the fitness program and practical exercises, students are required to sign release of liability forms. These forms provide the student with a detailed description of the required experiences, student responsibilities, and release of liability to the institution and instructors.

Health Insurance – Health insurance is not required as part of the Academy program. However, due to the nature of the training and physical work involved, law enforcement students are strongly encouraged to have health insurance coverage. In the event of a campus-related injury, neither WDTA, Faculty, Staff or designated lab assistants may be held liable. Students are referred to page 40 of the WDTA student handbook under “Illness, Accident or Injury” in the event of an on-campus injury.

Illness or Injury– Should a student become injured or ill, it will be the responsibility of the student to report to an Academy instructor or staff member as soon as possible. The student will complete any relevant forms and, if necessary, will be referred to an authorized doctor or medical facility. All injuries must be reported immediately, even if medical attention is not necessary at the time. WDTA will not be responsible for any medical charges incurred to the student. Refer to the WDTA Student Handbook for further details.

Appearance and Grooming Standards – WDTC Law Enforcement students will maintain proper professional grooming while enrolled in the program. The program uniform must be kept clean, pressed and in proper readiness condition. When in the Law Enforcement Academy uniform hair will be kept neat, conservative and must present a professional business-like appearance. Hair may be dyed but shall be of natural colors which appear on a human. Long hair should not be loose to the extent it becomes hazardous or detracts from a professional appearance.

When in uniform, facial hair must be neatly trimmed and students should avoid an unshaven appearance. Eccentric or faddish hairstyles that do not present a professional appearance are not acceptable. WDTC Law Enforcement Instructional Staff will determine the appropriateness of hairstyles and grooming if in question.

Proper personal hygiene is a must. Embarrassing breath or offensive body odor is prohibited when in class or at a WDTC Law Enforcement function or event. Strong odorous perfumes or colognes are prohibited during class or in training. Nails should be clean and kept trimmed to a safe length. Body piercing, tongue studs, nose rings and facial piercings are not allowed while in the WDTC Law Enforcement Uniform.

Uniforms – All students enrolled in the WDTC Law Enforcement program will be required to wear a standardized utility uniform which must be purchased within 15-days of class starting. The uniform will consist of a designated black polo-style shirt with WDTC law enforcement insignia and tan BDU-style pants with a black belt. Pants will be hemmed to an appropriate length. A white T-shirt shall be worn underneath the uniform shirt to present a uniform standard of appearance among students. Student are required to purchase and maintain their uniforms as determined by the program director. The uniform requirement may be modified by the program director based on student need if hired in the industry prior to graduation from the academy. Students shall maintain their uniforms in a serviceable condition and will be subject to routine uniform inspections. A visible student ID should be worn above the waist in conjunction with this uniform.

Academy Staff will conduct routine uniform inspections. The staff will announce any required change from the required dress. The basic WDTC Law Enforcement uniform is to be worn during each academy class unless waived or modified by the instructor. Regardless of authorized dress, professional appearance and decorum will be maintained at all times.

Footwear – Academy Students will be required to furnish his or her own industry accepted footwear as part of the LE uniform. Footwear must be black, smooth toe, and enabled to be brought to a high polish. Full boots or dress shoes are permitted. Some suggested brands are Magnum, Bates, Rocky and Danner, but others will work as well.

Academy Competencies

Upon completion of the Law Enforcement Academy Program, WDTC graduates will be qualified for entry-level positions as law-enforcement, corrections officers and other related Criminal Justice professions. This qualification will have been gained through knowledge-based learning, demonstrated skills proficiencies, experiential learning and practical experience. They will have been trained in an ethical and professional manner consistent with current court decisions, federal, state, and local laws as well as known community expectations. In particular, WDTC Law Enforcement Academy graduates will be able to:

1. Demonstrate functional mastery of Law Enforcement principles, ideals, and skills.
2. Perform duties in an ethical and professional manner with the highest regard for the constitutional rights of others.
3. Identify and comprehend elements of crime and criminal activity.
4. Apply critical thinking and problem-solving abilities combat crime and the fear of crime.
5. Demonstrate courage and safety skills appropriate for law enforcement.
6. Demonstrate knowledge and skills required for state certification and employment as a law enforcement professional.
7. Demonstrate and model professional demeanor and physical appearance.
8. Demonstrate team building, interpersonal, and communication skills as appropriate for employees in a Law Enforcement work setting.
9. Present and report information in a logical manner, chronologically summarizing pertinent facts, elements and findings relevant to an incident, event or circumstance.
10. Build and maintain relationships within an agency and a community through effective channels of communication and service.

Law Enforcement Officers Standards and Training Acts

The Law Enforcement Officers Standards and Training Act found in SDCL 23-3 became effective October 1, 1971. The Law Enforcement Officers Standards and Training Commission was created and given the power to disseminate rules, require submission of reports by law enforcement agencies, established minimum curriculum, approve training programs, and perform other administrative functions. The Commission was also given the power to administer grants, established training programs, reimburse

expenses to officers, and set qualifications of law enforcement officers. The Division of Criminal Investigation was designed to coordinate and administer the law enforcement training program, and to operate the Law Enforcement Training Center. WDTC recognizes that some students will want to immediately enter the law enforcement workforce after completing their coursework at the WDTC Academy. The South Dakota Law Enforcement Officers Standards and Training Commission and Western Dakota Technical College have an articulation agreement which entitles Western Dakota Technical College Law Enforcement students to receive law enforcement certification through a reciprocity examination. Pursuit of this reciprocity opportunity is highly encouraged as students who become certified greatly increase their employment opportunities. More information on Reciprocity will be made available during the training program.

Professionalism

Students are expected to conduct themselves in accordance with the professional standards and expectations of law enforcement officers at all times. In law enforcement, the actions of one student are reflective on the entire program and profession. Consistent, professional and ethical conduct is essential to a successful experience at the Law Enforcement Academy as well as to a successful law enforcement career in general. Law enforcement professionals are expected to exhibit tolerance for the concerns, opinions and backgrounds of others. They are to treat all people with respect, dignity and courtesy regardless of their circumstances or condition. The use of degrading language or actions toward others is unacceptable and prohibited. Academy students will self-monitor and regulate their own behavior and actions at all times in accordance with the standards of this handbook.

Social Media

Academy students should have no expectation of privacy in the social media realm. Law enforcement officers are especially susceptible to heightened scrutiny in this area. Search engines can turn up posts years after they were created and possibly bring disrepute to an officer or an agency well into the person's career. Students must carefully educate themselves about the proper way to use social networking websites and how to avoid real and permanent pitfalls associated with this technology. Social media shall not be used to promote distasteful or inappropriate comments or material. It shall also not be used to identify fellow classmates, training sites or specific training equipment.

Student Expectations

Students will follow all policies as set out in the WDTC Student Handbook and the Law Enforcement Academy Handbook. They will attend all classes and labs as scheduled and will actively participate in the learning process. They will be well rested and prepared for the learning environment. They will demonstrate appropriate behavior in the classroom, toward instructors, staff and other students. Students will pursue academic honesty and integrity at all times, avoiding cheating or dishonest behaviors. They will not engage in discriminatory behaviors or activities but will seek to promote a

reputable learning environment for all. Students will report any unethical conduct or practice to the proper WDTC authority.

Student Removal Procedures

Any instructors have the authority to remove disruptive students, non-participating students, or those whose actions detract from the learning environment. Any instructor has the authority to remove a student from an exercise if they determine the student is unable to participate for behavioral, medical or safety reasons. The instructor shall notify and document the activity in a written report to the Academy program manager. The manager will review the instructors report to determine the seriousness of the incident.

Dismissal Policy

Violation of any of the Law Enforcement Code of Ethics, Oath of Honor, Academy Core Values or any policies and procedures of the WDTC Student Handbook, may be considered grounds for dismissal. Given the nature of the law enforcement profession, continued intentional association with the criminal element may be grounds for dismissal. Students may be counselled to withdraw or be subject to dismissal from the program if a student is continually poorly prepared, lacks basic academic ability or lacks a demonstrated ability to continue with the program. A student who neglects course studies, is excessively tardy or by virtue of attitude or demeanor is determined to be a negative influence on other class members, may be counseled to withdraw or be subject to dismissal. Please refer to the WDTC Student Handbook for additional information.

Withdraw Policy

A student may withdraw from the Academy at any time during the first two weeks of attendance. If requested, the student will be afforded the opportunity transfer back into the Criminal Justice Program without penalty during the first week of the academy. Any exceptions to this must first be approved by the Vice President for Teaching and Learning in conjunction with the Office of the Registrar. A withdraw in good standing will afford the student eligibility to reapply for readmission to the Academy at a later date if desired.

**Western Dakota Technical College
Law Enforcement Academy Training Program
Student Handbook**

I have received a copy of the Law Enforcement Academy Training Program Handbook. By signing below, I certify that I have read, understand, and agree to abide by the policies and procedures of the program.

Printed Student Name _____

Student Signature _____

Date _____

***Please turn in the signed form to the Law Enforcement Academy Program Director.**