

NORTHWEST FLORIDA STATE COLLEGE

Criminal Justice Training Center



**Policy Manual
Spring 2019**

NORTHWEST FLORIDA STATE COLLEGE
Criminal Justice Training Center

Procedures Manual

- TO:** All criminal justice agencies, instructors, and students who participate in the NWFSC's Criminal Justice Program.
- SUBJECT:** Student/Instructor Procedures and Expectations
- PURPOSE:** To inform agencies, staff, instructors, and students of instructional rules, regulations, and training procedures at the Criminal Justice Training Center (CJTC).
- PROCEDURES:** All persons involved shall adhere to and enforce the regulations pertaining to various phases of instruction, operation, and conduct as stated in the Procedure Manual. Failure to abide by any of the procedures may lead to disciplinary action to include dismissal from the program.
- OBJECTIVES:**
- To ensure compliance with the Criminal Justice Standards and Training Commission (CJSTC) guidelines and the policies set by the NWFSC Board of Trustees governing student and employee conduct.
 - To provide students, staff, and instructors with a safe, professional, and consistent training and educational environment.
 - To provide guidelines and expectations to students, staff, and instructors, when carrying out the normal operation of this program.
- RESPONSIBILITY:** All persons associated with the CJTC shall be familiar with all procedures. Each person shall be held responsible for compliance with the Procedures Manual.
- MISSION STATEMENT:** The Criminal Justice Training Center exists to provide training and education to students entering the Criminal Justice career field. Additionally, we provide advanced/specialized training and education to existing officers and agents within the field. Through integrity, professionalism, discipline, enthusiasm, and service, we strive to provide a respected training standard throughout Northwest Florida.

I. Supervision – Instructors/Staff

Law Enforcement and Corrections agencies are paramilitary organizations, which operate most effectively with the proper use of the chain of command. As such, this academy will operate with an established chain of command, which will be followed by instructors and students to ensure effective command and control and teach proper use of the chain.

- a. Students attending training programs are under the direct supervision of all administrative staff and instructional personnel. The steps in the chain of command to handle all issues will be as follows:
 1. Squad Leader
 2. Class Leader
 3. Course Instructor
 4. Training Center Coordinator (Staff)
 5. Training Center Director (Staff)
- b. Students will address staff and faculty as Dr., Mr., Ms., Mrs. or by their rank or title, e.g. Captain, Professor, Coordinator, Director.
- c. Problems of a personal nature, including grades, absences, etc. may be brought directly to the instructor.
- d. If no solution can be reached, the instructor will confer with a Training Center Coordinator for a decision. Students who feel they cannot confide in the instructor may contact the Training Center Coordinator directly.
- e. The Training Center Director will be the final authority within the program.
- f. A Class Leader and Squad leaders will also be identified at the beginning of training. Student leaders will be the point of contact for instructors and staff in coordinating class activity. Staff may replace student leaders without cause.
- g. Staff and Instructors will communicate with students via nwfsc.edu email accounts. Students are responsible for checking these accounts on a daily basis to ensure timely notifications and emergency schedule changes.

II. Class Organization

- a. Law Enforcement and Corrections classes constitute a shift. Each shift will be organized into squads.
- b. Each class will have an assigned class leader. This individual will act as the class president and will be the single point of contact between instructors/staff and students for coordinating activity.
- c. Each class will have a Quartermaster for the duration of training. The Quartermaster will be the point of contact for instructors to obtain equipment for training scenarios.
- d. Each class will have several squad leaders assigned based on the total number of students in the academy class. The Squad Leader will assist the Class Leader with coordinating activity and ensure their platoons are completing assigned tasks.
- e. In any agency, we must all operate together despite personal differences. Squads will be assigned at random by Staff/Instructors, and changes will require Staff/Instructor approval. Classroom seating will be by squad.

- f. Squad Leaders will account for all students assigned to them at the beginning of class and report to the Class Leader any absent or tardy student. Class Leaders will make the instructor aware of missing students.

III. Attendance

Attendance throughout the academy is mandatory. Per Chapter 11B-31, F.A.C., recruits are required to attend all classes. Due to the hands-on nature of certain courses, there is no makeup available, and an absence will result in a student's failure to complete the course requirements.

Excused Absences, including emergencies resulting in a student missing more than 10% of the current class will result in the student being forced to withdraw and retake the entire class. Any variation will require the Director's approval.

a. Planned Absence

1. Course Instructors must be notified of all planned absences at least two (2) days in advance by the student by completing and submitting a Request for Excused Absence Form. If approved, makeup work and form policies still apply.

b. Emergency Absence:

1. In the event of absences due to an emergency illness or other unavoidable reason, the recruit shall notify the instructor or staff via phone, before class starting.
2. Emergency absences may only be excused if they are due to a medical emergency or illness and only if a doctor's note or other written evidence of medical treatment is submitted on the day of return.
3. Medical/Dental Appointments are not considered Emergency Absences and should be scheduled so that they do not conflict with class time.

c. Other

1. When a student receives a subpoena that may conflict with the scheduled class hours, he/she must notify their Instructor and provide a copy of the subpoena. If the subpoena is canceled, the student shall report to class to complete any remaining class hours. The student will report directly to the instructor. Makeup work and form policies still apply.
2. Students who will be required to miss class due to military orders must provide a copy of the orders as well as contact information for their military supervisor to obtain an excused absence. Makeup work and form policies still apply.
3. No student may leave the facility during class periods without approval. Upon departure, the student will notify the instructor who will document the departure time on the class roster and complete a Trainee Report. Makeup work and form policies still apply.

d. Returning from any Unplanned Absence

1. Students returning from an absence must notify the instructor immediately and submit a Trainee Report to the instructor.
2. A Request for Excused Absence Form will be completed by the student for each absence. The Request for Excused Absence Form and all make-up work/time must

be completed before students are eligible for final exams.

3. In the event of an excused absence, the instructor will assign make-up work to be completed. The make-up work must be comparable in content to the course material missed and not copied directly from any text. All work must be submitted to Blackboard in (MS WORD) .doc or docx format for plagiarism check and a printed version submitted to the instructor with the Request for Excused Absence Form.

4. Make-up work will consist of five hundred (500) words for each hour missed. All work must be completed by the respective student. Work completed by anyone other than the respective student will be viewed as a lack of integrity. Plagiarism will not be tolerated and will result in immediate dismissal from the Academy.

5. It shall be the responsibility of each student to obtain material and information that has been distributed during his/her absence.

e. Tardiness

1. Students are required to be in the classroom and ready for roll call at the start of each class. Any student who accumulates (3) tardies during the duration of the academy will be dismissed from the Academy.

2. Any tardiness over 15 minutes constitutes as an absence and absence procedures would then apply.

3. Whenever a recruit is delayed and unable to report for class on time, he/she will notify their class leader, course instructor, or Academy staff via phone.

f. Unexcused Absence

1. Any absence which is unexcused will result in an "F" grade for the course.

g. Schedule Changes

1. Weather or other emergencies may cause the college to close. Students will be required to make up class time missed do to the closing.

2. Schedule changes may include mandatory night or day hours and/or other days not normally scheduled to ensure timely completion of courses.

IV. Grading System and Evaluation

a. End of Course Exam/Skills Practical

1. Grading will consist of an end of course exam. This requirement is in addition to practical exercises, which require demonstration of skills.

2. Examinations will be given at the completion of each course. 90 minutes will be provided for completion of a 100 question exam, and 45 minutes will be provided for completion of a 50 question exam. The Training Center Director must approve any variations.

3. The student must attain an academic score of 80% or higher for each course examination to complete the course (Instructor Courses, 85% or higher). In courses that require proficiency in skills, the student must pass all proficiency requirements or

receive the letter grade “F” for the course. The grading scale for this program is as follows:

A = 91 -100%

B = 80 - 90%

F = 0 - 79%

4. All F.D.L.E. Goals and Objectives will be covered in preparation for the State Officer Certification Examination; however, other relevant material will be covered and tested which may or may not appear on the state exam.

5. Re-examinations A student who has failed a written end-of-course examination may be granted **one re-examination during a single basic recruit training academy** by the training center director if:

- a. If a subsequent end of course exam is failed, the student must retake the course in its entirety.
- b. A Request for Re-Examination Form must be submitted by the student to Staff and uploaded to the Blackboard Course Shell before a re-examination will be considered.
- c. Re-examinations must be administered within fourteen calendar days of initial examination. No reexamination will be offered outside of the 14 day period without the approval of the Training Center Director.

Students who remediate in any high liability course DO NOT qualify for a written re-examination in that course.

V. Blackboard online learning system

All courses offered through the training center are conducted through Northwest Florida State College Blackboard online learning platform. Students are to check their courses daily for updates from instructors and coordinators. All homework, makeup work, quizzes, tests, and other assignments will be submitted electronically in addition to the hard copy. All assignments will be checked through “Turn It In” for plagiarism. **Plagiarized assignments will result in termination from the academy.** Recruits will receive instruction on the use of the Blackboard system upon entry to the Academy.

VI. Specific Course Requirements

Due to the hands-on nature of many courses, an FDLE physical form 75 is required to be on file with the Training Center. This form states you as a student are capable of completing the physical activity required during the academy. The student is required to notify instructors of any injury, prescription medication, or change in medical status that may prohibit participation in the course. A determination will then be made as to your ability to continue with the course by the Training Academy Director.

a. Firearms

1. Students shall achieve a firearms score of no less than 80% on two (2) consecutive or three (3) out of six (6) attempts on a CJSTC course with the PRIMARY WEAPON (Glock 9mm), or as otherwise required by the Florida CMS curriculum requirements. A student will be allowed no more than six (6) attempts in which to achieve the two (2) consecutive or three (3) out of six (6) qualifying scores of 80%. A passing score must also be achieved on a written examination. A student must qualify with the shotgun 1 out of 2 attempts.

2. Students are required to shoot and qualify during night hours. To successfully

qualify, you must have a passing score on one (1) of two (2) attempts.

3. A student who fails to achieve a qualifying score on two (2) consecutive or three (3) out of six (6) attempts with a handgun will be given an "F" for the course. Failure to qualify during night hours will result in a student being given an "F" for the course.

4. Eye and ear protection will be worn at all times when on the firing range. This applies to all students whether on the firing line or in any areas adjacent to the range. There are no exceptions.

5. Students are expected to remain alert and attentive at all times while at the range. Horseplay or disregard for range safety rules will not be tolerated and will result in the student being ordered to leave the range. If a student is ordered to leave the range, the resulting absence will be unexcused, and the student will receive an "F" for the course.

5. Students who fail to attend the first day of firearms class (safety, nomenclature, range rules, etc.) will not be allowed to continue the weapons course at that time and must withdraw from the class.

b. Defensive Tactics

Defensive Tactics requires **100%** participation in both officer and suspect roles. Students that cannot or will not perform the physical activities as directed by the instructor will be required to withdraw or receive an "F" for the course. Students with medical or physical problems that could pose a potential danger to themselves or others will be immediately removed from class by the instructor.

1. Students must receive a satisfactory rating in each area tested to complete Defensive Tactics.

2. Students will be tested using the standard F.D.L.E. forms. Students will be expected to verbalize and demonstrate each element of the skills test. It is a pass/fail proficiency examination.

3. Students are to use only the degree of force necessary to properly demonstrate knowledge of a specific technique.

4. Students **MUST** listen to the directions provided by the instructor(s). A failure to do so could result in injury to the student and/or others. Horseplay and unnecessary talking will not be tolerated and will subject the student to removal from the classroom resulting in an unexcused absence.

5. The equipment, i.e. handcuffs, batons, training guns, etc., utilized during Defensive Tactics can hurt students and/or others. Equipment is not to be handled unless directed by the instructor.

6. Students are **NOT** to practice maneuvers on breaks or outside the presence of the instructor during class time.

7. Students will be subjected to chemical agent contamination during the Defensive Tactics course in accordance with FDLE rule. No exceptions will be allowed.

c. Physical Fitness

Physical Fitness required 100% participation. Students that cannot or will not perform the physical activities as directed by the instructor will be required to withdraw or receive an "F". Students with medical or physical problems that could pose a potential danger to themselves or others will be immediately removed from class by the instructor.

1. If an excused absence occurs during a Physical Fitness course, makeup work forms and policy applies. Clock hours for time missed must also be completed. All make-up hours and words MUST be completed before the end of each course.
2. If a student fails to complete make-up time/words before the end of the course, he/she will receive an "F" grade, and the course will have to be repeated.

d. First Aid

1. The student must successfully demonstrate an understanding of the course during the skills practical exam. Students will receive a pass/fail score for this portion of the exam. Students must receive a satisfactory rating in each area, or they will receive an "F" for the course
2. Students must complete C.P.R. training in the academy, which requires successful completion of the practical exercises, pass/fail and a score of at least 80% on the written examination. Failure to complete C.P.R training will receive and "F" for the course.

VII. Appearance

Law Enforcement and Corrections agencies are a paramilitary organization in which personal preferences must be subordinate to the overall mission. This requires the cooperation of all officers. The uniform promotes cooperation, fosters esprit de corps, emphasizes the hierarchy of the agency, and portrays a sense of authority to the public.

Students will be required to wear a uniform. The uniform required will be dictated by the section or block of instruction students are attending. Uniforms should be clean, wrinkle-free and worn properly. Students are subject to uniform inspections by instructors or staff at all times while on the college campus. Any student who fails to adhere to the dress and grooming standards will be prohibited from attending class and will receive an unexcused absence.

Uniforms items which display Training Center logos or state LE or CO Academy are not permitted to be worn while doing a ride along with any agency.

a. Regular Uniform

1. Students will wear the embroidered Northwest Florida State College Training Center blue short-sleeve shirt (tucked in), black undershirt, black B.D.U. style pants (unbloused), black belt, and black dress shoes or boots. This uniform will be worn during classes taught from the Volume 1 textbook unless directed otherwise by an instructor.
2. Uniform shirts must be purchased through the bookstore. It is the student's responsibility to obtain the other necessary uniform items. Name tags (ordered in Bookstore) shall be worn with a blue uniform shirt at all times. Name tags will be placed centered above the right pocket and rests directly on top of the pocket. Black BDU pants are available for purchase at the College Bookstore. Pre-ordering may be necessary for measurement purposes.
3. Students employed by a law enforcement agency as a sworn officer may elect to wear their agency uniform during training. While a fully equipped duty belt is part of an agency uniform, instructors, or staff may have students secure weapons or belts at their discretion due to the nature of the training curriculum.

b. High Liability Uniform

1. Students will wear the gray Northwest Florida State College Training Center T-shirt (tucked in), black B.D.U. pants (unbloused), black belt, and black shoes. The T-shirt will state "Law Enforcement Academy" on "Corrections Academy" on the back of the shirt depending on the student's chosen course of study.

2. Students employed by a law enforcement agency as a sworn officer may elect to wear their agency uniform during training. While a fully equipped duty belt is part of an agency uniform, instructors, or staff may have students secure weapons or belts at their discretion due to the nature of the training curriculum.

c. Physical Fitness Uniform

1. Students will wear gray Northwest Florida State College Training Center T-shirt, appropriate black shorts or pants, and sneakers of choice. The T-shirt will state "Law Enforcement Academy" on "Corrections Academy" on the back of the shirt depending on the students chosen course of study.

d. Inclement Weather Gear

1. Rain gear or winter jackets may be worn when appropriate. Jackets must zip or button up the front. NO HOODIES at any time. Jackets will be black in color and without ornamentation. Training Center Baseball Hats or Beanies may also be worn when appropriate. No other headgear is authorized. Head coverings will not be worn inside any building.

e. Jewelry

1. Females will be allowed one (1) pair of earrings. Earrings may be gold, silver, white pearl, or diamond. The earrings will not exceed six-mm or ¼ inch in diameter. Earrings may not be worn during defensive tactics.

2. Earrings are not allowed for men.

3. All other visible body piercings, including tongue rings, are prohibited for both men and women.

4. Necklaces may not be visible when worn and must be removed for DT.

5. Bracelets or watches may be worn if they are conservative in appearance, but only one item on each wrist and must be removed for DT.

f. Hair

1. Hair will be groomed to reflect a professional appearance. Hair will be a natural color.

2. A neatly trimmed mustache may be worn, but shall not extend beyond the corners of the mouth or extend over the upper lip.

3. The face shall be clean shaven (no five o'clock shadow), other than an acceptable mustache. Sideburns shall not extend past the bottom of the opening in the ear.

4. Male haircuts will conform to certain standards. The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance. The hair must present a tapered appearance. A tapered appearance is one where the outline of the hair conforms to

the shape of the head, curving inward to the natural termination point at the base of the neck. The hair will not fall over the ears or eyebrows or touch the collar.

5. Females will ensure their hair is neatly groomed, that the length and bulk of the hair are not excessive and that the hair does not present a ragged, unkempt, or extreme appearance. Likewise, trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited. Females may wear braids and cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head, and any holding devices comply with the standards. Dreadlocks (unkempt, twisted, matted individual parts of hair) are prohibited. Hair will not fall over the eyebrows.

Styles that are lopsided or distinctly unbalanced are prohibited. Extensions, weaves, wigs, and hairpieces are authorized only if these additions have the same general appearance as the individual's natural hair. Additionally, any wigs, extensions, hairpieces, or weaves must comply with grooming policies.

Hair-holding devices may be used only for securing the hair. All hair-holding devices must be plain and a natural color. Devices that are conspicuous, excessive or decorative are prohibited. Some examples of prohibited devices include, but are not limited to, large, lacy scrunchies; beads, bows, or claw clips; clips, pins, or barrettes with butterflies, flowers, sparkles, gems, or scalloped edges; and bows made from hairpieces.

g. Duty Gear

1. Recruit classes may be issued duty gear to include belt, magazine holster, holster, handcuff case, and belt keepers. This gear will be worn during all classes except PT or when advised by an instructor.
2. Recruits who fail to return all issued gear will be subject to replacement cost and/or criminal charges.
3. Duty gear is not to be worn outside the Public Safety Training areas.

h. Inspection

1. The Class Leader will place squads in formation in an area designated by their primary instructor to have a formal inspection before class beginning each day. Students found to be out of uniform are subject to removal from class until they can come into compliance.
2. Violations of uniform policy will result in a Trainee Report being submitted to Staff.

i. TEA Students

1. Students holding TEA status may wear their department issued uniform in lieu of the Academy Uniform to class each day.
2. The standard patrol uniform will be worn during Volume 1 training and a department approved t-shirt or polo with cargo pants can be worn during Volume 2 training.
3. Students must still comply with appearance policy. If there is a question, agency liaisons will be contacted to ensure uniform compliance.
4. Weapons are a common part of the law enforcement uniform and therefore appropriate if authorized by the students employing agency.
5. Instructors may require students to secure all weapons during scenario-based

- training where weapons may pose potential risk to students or instructors.
6. It is the students responsibly to ensure weapons are secured in compliance with agency policy.
 7. TEA students who have been advised to secure their weapons for training must be checked three times before participating in scenario-based training. First a Self-check, Second a Buddy-check, Finally an Instructor check.
 8. TEA Students are representatives of their respective agencies and therefore must be in compliance with their agency policy as well as academy policy at all times.

VIII. Conduct

a. “Three Strikes” Rule

1. The Academy operates on a “three strikes you’re out” policy for minor disciplinary infractions. Each violation will be documented on a Trainee Report. Upon the third violation, trainees will be removed from the Academy.
 - a. Students are to be respectful and conduct themselves in a professional manner at all times. They will extend the utmost courtesy to instructors, staff members, college faculty, and other students.
 - b. Use of Cell Phones/Tablets/Computers is prohibited in class except when being used at instructor direction for class projects.
 - c. Students will remain awake and alert while in class.
 - d. Talking to other students during instruction is prohibited.
 - e. Eating is prohibited during class for students. All drinks will have lids that limit/prevent spills.
 - f. The unauthorized use of, or entry into, any college controlled facility, office, or classroom is prohibited and grounds for disciplinary action.
 - g. Failure to properly use the Chain of Command (Class Leader/Course Instructor/Training Coordinator/Director)
 - h. Public displays of affection are not permitted. Recruits will maintain professional conduct at all times while in academy uniform.
 - i. Uniforms will be in compliance with policy at all times.
 - j. Computers and peripherals are not to be moved or reconfigured by students without approval.
 - k. Students may not install software on lab computers. If you have a question regarding specific software that you need to use, contact the instructor and the IT support team.
 - l. Students will not engage in any conduct that violates the Northwest Florida State College Computing Resources Acceptable Use Policy.
2. Major violation will result in immediate dismissal from the Academy.
 - a. Honor Code

**We Will Not Lie, Steal or Cheat,
Nor Tolerate Among Us Anyone Who Does.**

b. Possession of any firearm or weapon as defined by state law will result in dismissal from the Academy. Sworn Law Enforcement Officers are exempt from this policy.

c. Any violation of criminal law as set forth by Florida State Statute occurring on campus property, or during a classroom activity.

d. Any felony arrest is occurring on or off campus on or off Academy time.

e. Being under the influence of any drug or alcohol on NWFSC campus or at any NWFSC activity.

f. Students are expected to comply with any verbal or written directive issued by Instructors, Training Center Coordinator, or Training Center Director. Insubordination, which will include but is not limited to conduct directed at an instructor or staff member that is disrespectful, insolent, or abusive in language will not be tolerated.

If a student believes this order is in violation of Academy procedure, Campus Policy, or State Law the recruit may ask for clarification. If the student still believes the order is a violation he or she may follow grievance procedures.

g. Law Enforcement and Corrections Officers are expected to maintain the highest moral codes when dealing with society. With this in mind, students are expected to represent themselves, the academy, and the college as you would any agency which employed you. A student will not engage in conduct, which has an adverse impact on the operation of the Criminal Justice Training Center or NWFSC or destroys public respect and confidence in NWFSC and its members. Such conduct may include, but is not limited to, participation in any immoral, indecent or disorderly conduct, or conduct that causes substantial doubts concerning a person's honesty, fairness, or respect for the rights of others, or the laws of the state or nation, regardless of whether such act or conduct constitutes a crime.

3. A student who is present during the commission of an act by another student, which constitutes a violation of academy policy, college policy, or criminal law, and fails to report it to Instructors or Staff WILL be held to the same level of accountability and be punished as if they had committed the violation.

b. Daily Operation

1. Breaks are given at the instructor's discretion. The student will report back to class promptly before the end of a break.

2. **Effective January 1, 2019**, use of tobacco, including electronic devices, will be strictly prohibited on all college-owned or controlled property, including parking lots.

3. Students are required to obtain parking stickers and student identification cards. Students are required to park in designated white spaces.

4. Tables will be clean, in alignment, and chairs will be tucked under tables before students being released from class. Trash will be picked up and placed in provided receptacles.

5. The student will carry on their person one Trainee Report form at all times while on the college campus. Last Name, First Name, and the Class number will be legibly written on these forms.

a. Trainee Reports will be used to document attendance, policy, appearance, and discipline issues.

b. Failure to have a properly completed Trainee Report on your person when requested by an Instructor or Staff will be considered a policy violation and will count towards the "Three Strikes".

6. Break room facilities are a privilege. Class/Squad Leaders are responsible for ensuring they are cleaned after use daily in coordination with their class.

IX. Education / Training Student Accident Coverage

This Student Accident Program provides insurance coverage for registered college students injured while participating in covered college classes, labs and/or training. Once the course or program of study ends, coverage ends. The policy does not provide coverage for any returning student who wishes to take agility tests, re-certifications, etc. unless they are enrolled in a covered class.

Please note that the policy only provides coverage for an injury to the student. An injury must be as a direct result of the accident which occurred during the covered activity and not from sickness or disease.

a. Reporting

1. Students should report to their instructor any complaint of injury as a direct result of an accident which occurred during classroom/training activity. Instructors will file First Report of Injury using the Maxient Reporting System.

2. Students **shall** email the college Risk Management Coordinator within 7 calendar days any follow up information in reference to their reported injury, which includes reporting that no medical attention was required for the injury.

3. The Student has 20 calendar days from the date of the injury/accident to file an insurance claim with the college by directly contacting the Risk Management Coordinator.

4. Students should never give bills or invoices to instructors, department chairs, or office specialists/staff assistants. All documentation must be submitted directly to the college Risk Management Coordinator.

5. Students who seek medical attention must provide a written medical clearance to their instructor or Training Center Staff prior to returning to the Academy.

b. Risk Management Coordinator

If you have questions about insurance, reimbursement or claims, you may contact:

Katherine St. Onge, Risk Management Coordinator

Email: stongek@nwfsc.edu

Phone: (850) 729-5364

Location: Niceville Campus, Building 320, Room 136,
Administrative Services

X. Instructors Policy

The instructor policy covers both Basic Recruit and Advanced/Specialized training courses.

a. Conduct

1. Instructors will enforce the policy manual as part of your work assignment. In BRT this can be accomplished by completing Trainee Report form and submitting it to Staff. Advanced/Specialized student issues should be brought direct to a Training Coordinator.
2. Test material is not available for instructor review. Test administration for BRT will be conducted through a Training Coordinator unless approved by the Director. Advanced and Specialized testing is the responsibility of the instructor.
3. Written test times will be set with a Training Coordinator. In general testing will begin no earlier than 3 hours before the end of the course
4. Required number of hours for courses are established by FDLE. Instructors and Coordinators are not permitted to vary this time frame without the approval of the Training Center Director.
5. Communications with a Staff in a timely manner is required during all courses. Emails documenting any occurrence or issue will suffice.
6. Instructors are required to obtain and display a faculty parking decal when parked in faculty parking.
7. Eating is prohibited during class for students and/or instructors.
8. Instructors will not solicit alternate instructors for time they cannot fulfill as scheduled without approval from Staff.

b. Class Management

1. Instructors will document all tardies and absences.
2. Instructors will ensure students complete and submit an excused absence form and required course makeup work prior to testing.
3. BRT Instructors will conduct formal uniform inspection prior to class beginning. Uniform violation will result in Trainee Reports being submitted to Staff.
4. Course documentation and FDLE Forms should be completed fully and reviewed for error prior to submission.

c. Dress

1. For classroom instruction agency uniform or business attire is permitted for classroom instruction. Instructors may also wear Training Center or Agency polo and cargo pants or slacks. Casual attire, including jeans, shorts, t-shirts, and sweatshirts are not permitted.
3. DT and PT instructors are permitted to wear an appropriate t-shirts, sweatshirt, shorts, athletic pants, and sneakers.
5. All sworn instructors are encouraged to be armed while teaching at the Academy.

Please display your badge on your belt or around your neck if you open carry. Firearms instructors **will** be armed while on the range.

d. Equipment

1. Instructors will notify by email a Training Center Coordinator of all document or equipment needs (5) days in advance of a course beginning.
2. Broken equipment or materials which no longer serve a purpose should be brought to the attention of a Training Coordinator so repairs or replacements can be addressed quickly.
3. Classrooms, training areas, and equipment rooms should be left in better condition than when you arrived. All equipment should be returned to appropriate storage areas and secured after each instructional period.

This Procedure Manual supplements but is not intended to replace or supersede the NWFSC Catalog. Students and Instructors are also responsible for the contents of the NWFSC catalog.

Office phone number: 850-729-5378

Coordinator	Mr. John Burdeshaw	burdeshj@nwfsc.edu
Coordinator	Mr. Steven Hough	houghs@nwfsc.edu
Coordinator	Mr. Bill Jerard	jerardw@nwfsc.edu
Coordinator	Mr. Michael Traylor	traylorm@nwfsc.edu
Staff Assistant	Ms. Belinda Wise	wiseb1@nwfsc.edu
Director	Dr. Jeffrey McGill	mcgillj1@nwfsc.edu

Support Services: If you have special needs for which accommodations may be appropriate to assist you in this class, please contact the Office of Services for Students with Special Needs in Building C-1 on the Niceville Campus, or call 729-5372 (TDD 1-800-955-8771 or Voice 1-800-955-8770).

Notice of Equal Access/Equal Opportunity and Nondiscrimination

Northwest Florida State College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the college not to discriminate on the basis of age, color, ethnicity, disability, marital status, national origin, race, religion, genetic information, or gender, in its employment practices or in the admission and treatment of students in its programs or activities.

Title IX of the Education Amendments of 1972 (20 U.S.C. ss1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Northwest Florida State College complies with all aspects of this and other federal and state laws regarding non-discrimination.

Anyone with questions about compliance or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence of Title IX, should contact the College's Equity Coordinator using the following contact information:

Roberta Mackey
Director of Human Resources/Equity Coordinator
100 College Blvd., Niceville, FL 32578
Administration Building, Human Resources
(850) 729-5365