



STATE OF SOUTH DAKOTA
**LAW ENFORCEMENT STANDARDS AND TRAINING
COMMISSION**

DIVISION OF CRIMINAL
INVESTIGATION GEORGE S. MICKELSON
CRIMINAL JUSTICE CENTER
1302 E. HIGHWAY 14 -
SUITE 5 PIERRE, SOUTH
DAKOTA 57501-8505
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**MARTY J.
JACKLEY
ATTORNEY
GENERAL**

Message from the Training Administrator

On behalf of the entire Law Enforcement Training Staff, I would like to welcome you to the South Dakota law enforcement training academy and the *Law Enforcement Basic Certification Course*.

Over the course of the following weeks you will receive instruction designed to meet the requirements that you must successfully complete for certification as a police officer in South Dakota.

While in attendance, you are expected to abide by the Training Center's regulations which are developed to ensure the safe and efficient operations of the basic training program. These regulations are based on consideration for other residents, for health, safety, and to promote an atmosphere conducive to learning. Violation of these regulations may result in disciplinary action, up to and including dismissal from the training program.

Our goal is to see you successfully complete the basic training program. The Training Center staff and instructors are dedicated to this endeavor and will make every effort to ensure that you receive any assistance needed to achieve this end.

The Basic Certification Course is the beginning of your law enforcement training. You are encouraged to take full advantage of the training opportunities offered while here at the Training Center. Our hope is that your stay will be both a productive and meaningful learning experience. This course will help prepare you to be the most effective law enforcement officer that you can be.

You have chosen an honorable profession. For all the officers that have gone before you, and for all of those that will follow, strive to be the best law enforcement officer possible.

Best wishes,

Scott Rechtenbaugh
Training Administrator
Law Enforcement Training

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LAW ENFORCEMENT OFFICERS STANDARDS AND TRAINING COMMISSION

Commission Members

Marty J. Jackley
Attorney General
Pierre

Bryan Gortmaker, Director
Division of Criminal Investigation
Pierre

Robert Perry
Federal Bureau of Investigation
Rapid City

Randall Rosenau
Lawrence County Commissioner
County Commissioner's Association
Brookings

Colonel Craig Price
South Dakota Highway Patrol
Pierre

Tom Wollman
States Attorney
SD Bar Association
Lincoln County

Vacant
Higher Education Representative

Matt Burns, Chief
Sioux Falls PD
Municipal Police

Mike Leidholt, Sheriff
Hughes County
SD Sheriff's Association

John Long
SSA – BIA OJS
Pine Ridge
Enrolled Tribal Member

Steve Allender, Mayor
Rapid City
SD Municipal League

Executive Secretary

Scott Rechtenbaugh
Training Administrator
Law Enforcement Training
Pierre

LAW ENFORCEMENT TRAINING STAFF

Scott Rechtenbaugh
Training Administrator

Kim Knecht
Assistant Training Administrator

Sam Clark
Administrative Assistant

Taunya O'Conner
Administrative Assistant

Diana Tibbs
911 Training Coordinator

Lesley Farmen
Basic Training Coordinator

Vacant
Administrative Assistant

Waylon Eckert
LET Instructor

Greg Williams
Law Enforcement
Advanced Training Coordinator

Guy Di Benedetto, Special Agent
Compliance Agent

Art Aplan
Advance Training Coord./Tribal Liaison

Don McCrea
LET Instructor

LAW ENFORCEMENT OFFICERS STANDARDS AND TRAINING ACT

The Law Enforcement Officers Standards and Training Act contained in SDCL 23-3 became effective October 1, 1971. All law enforcement officers were “grandfathered” if they were employed as such on October 1, 1971. The Law Enforcement Officers Standards and Training Commission was created and given the power to promulgate rules, require submission of reports by law enforcement agencies, establish minimum curriculum, approve training programs, and perform other administrative functions.

The Commission was also given the power to administer grants, establish training programs, reimburse expenses to officers, and set qualifications of law enforcement officers.

The Division of Criminal Investigation was designated to coordinate and administer the law enforcement training program, and to operate the Law Enforcement Training Center.

ETHICS STATEMENT

The Criminal Justice Center advocates a strong standard of ethical conduct by trainees that attend the Basic Certification Course. Your conduct reflects on you and the profession you have chosen to enter, therefore when faced with an ethical dilemma you should ask yourself the following "*ETHICAL DILEMMA TESTS*":

The Bell

Does your proposed course of action ring a bell in your head that you are doing the wrong thing? If it does then, **DON'T DO IT!**

The Book

Is your proposed course of action in conflict with your Oath, the Law, or your Department's General Orders or Rules and Regulations? If you know it to be contrary to the 'book' then, **DON'T DO IT!**

The Candle

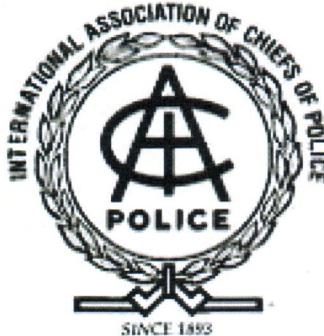
Ask yourself if your action will stand the light of day. Would you be proud to see yourself on TV or to have your mother/father, son/daughter, husband/wife, sister/brother, standing next to you while you were doing what you were doing? If you can't answer with an unequivocal yes then, **DON'T DO IT!**

Law Enforcement Oath of Honor

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.



International Association of Chiefs of Police

CRIMINAL JUSTICE CENTER RULES AND PROCEDURES

SECTION 1: ORIENTATION

- A. Check-in is on the night of orientation. All trainees are required to report for orientation at 5:00 P.M. You are to report to the classroom located in the George S. Mickelson Criminal Justice Center, which is located at 1302 E. Highway 14 in Pierre. There is a Pierre map enclosed at the back of the handbook to assist you with locating the Criminal Justice Center. You can also call the LET office at (605) 773-3584 or Central SD Communications at (605) 773-7410 or (605) 773-3536.
- B. Dorm rooms will be assigned prior to orientation by LET.
- C. Trainee parking is located in the southeast parking lot.
- D. Trainees are required to have the waiver and fitness forms completed and with them at orientation. All forms are enclosed at the back of the handbook.

SECTION 2: MAIL

- A. Your address for receiving mail while at the Criminal Justice Center will be:

Trainee Name
Law Enforcement Training
1302 E Highway 14 Ste. 5
Pierre, SD 57501

- B. Incoming mail will be distributed to the trainees as soon as practical.
- C. Outgoing mail may be left in the LET office for mailing. The mail must have proper postage or it will not be mailed.

SECTION 3: TELEPHONES

- A. Monday - Friday, 8:00 A.M. - 5:00 PM, incoming business calls can be received at (605) 773-3584. The LET office telephones are available to the trainees for making official local or long distance calls during that time.

SECTION 4: SECURITY CARDS

- A. All trainees will be issued security cards during orientation.
- B. Loss of security cards shall be immediately reported to LET staff for replacement and deactivation.

- C. Security cards are to be used by the assigned trainee only. No unauthorized personnel will be allowed access to any area without an escort.
- D. All trainee security cards shall be returned to LET prior to graduation.
- E. All entries/exits from the buildings will remain unblocked & closed when not in use.
- F. Access is limited to areas of necessary use only (hallways, dormitory, classrooms, cafeteria, fitness areas, and training facilities).

SECTION 5: GENERAL RULES

Trainees Shall:

- A. Live in the dormitory unless otherwise specified by the Training Administrator, or designee.
- B. Conduct themselves in a professional manner, perform all duties in a thorough and conscientious manner, without hesitation, and carry out all orders, commands, and instructions given by authorized personnel.
- C. Not commit any acts that are incompatible or in conflict with public service or that might cause any unfavorable reflection upon their agency or Law Enforcement Training.
- D. Not consume or possess alcohol anywhere on the Criminal Justice Center property. Consumption or possession is strictly prohibited, and may be grounds for immediate dismissal.
- E. Not consume or possess any illegal drug or substance (except medication properly prescribed by a licensed physician) anywhere on the Criminal Justice Center property. This is strictly prohibited and grounds for immediate dismissal.

You shall notify an LET staff member if you are taking prescribed medication that may affect your ability to perform any of the academic or skills sections of the training course. All prescribed medication will be stored in locked cabinets or containers

- F. Not use any tobacco products on state property.
- G. Be expected to bring the necessary notes, books, handouts, and equipment to class for the scheduled subject.
- H. Be prompt, well rested, and classroom ready in reporting for all classes and assignments.

- I. Be courteous to all staff, other trainees, visiting instructors, and guests.
- J. Not mark, deface, remove, or damage posted notices, furniture, equipment, or other property belonging to the State of South Dakota.
- K. Not possess in the Criminal Justice Center any chemical agents, stun guns, or similar weapons without prior approval from the Training Administrator or designee.
- L. Not possess pornography in any form, including printed, digital, or electronic, in the Criminal Justice Center.
- M. Not violate the rules set forth herein. Not reporting violations of this handbook may be considered an infraction.

SECTION 6: TRAINEE DISCIPLINE

- A. While attending the Basic Certification Course you have a dual responsibility to your agency and Law Enforcement Training. Your conduct, on and off duty, should never bring discredit upon yourself, your agency, or Law Enforcement Training. Trainees will not lie, cheat, steal, conspire to deceive, or evade the truth.
- B. LET staff is responsible for the efficient, orderly, and safe operation of the Criminal Justice Center, and will enforce the rules set forth to ensure this end. The Training Administrator has the authority to take corrective action, suspend, or dismiss trainees from the Basic Certification Course to maintain order.
- C. If a trainee is arrested or detained while attending the Basic Certification Course they will immediately notify a Law Enforcement Training staff member.
- D. Law enforcement professionals are expected to be sensitive to and exhibit tolerance for concerns, opinions, and backgrounds of others, and to treat all individuals with respect, dignity, and courtesy regardless of their circumstances or condition. The use of degrading language or actions with regard to race, religion, ethnicity, gender, handicap, or disability is unacceptable and prohibited.
- E. Preliminary Breath Tests (PBT) may be administered at the discretion of LET staff.
- F. Sexual harassment is prohibited and will not be tolerated.
- G. Infractions will be reported back to the trainee officer's agency at the discretion of LET staff.

SECTION 7: DORMITORY

- A.** Curfew is 10:30 PM effective Monday through Thursday of each week. Trainees are expected to be on campus by 10:30 PM and the dorms and hallways are to be quiet from 11:00 PM to 6:00 AM. Use of campus facilities after that time is allowed, however trainees should show respect to others wishing to sleep.
- B.** Trainees have a limited expectation of privacy with regards to dormitory rooms. The dormitory rooms are property of the state of South Dakota, and in the best interests and safety of other trainees and staff, may be entered without prior notice for purposes of maintenance, inspection, and exigent circumstances. In the event circumstances warrant, dormitory rooms and their contents, may be fully searched for evidence of contraband or illegal activity. Trainees are temporarily assigned to the rooms and have no possessory interests or rights to the rooms or facilities.
- C.** No guests of the opposite sex are allowed in the dorm rooms. Sexual activities are prohibited in the dormitory, regardless of gender or sexual orientation.
- D.** Trainees shall bring their own personal hygiene items, such as towels, washcloths, soap, clothes hangers, etc. There are laundry facilities on site; however trainees will need to bring their own laundry soap, etc.
- E.** The cleanliness of the dorms is the responsibility of the trainees. Cleaning supplies will be provided upon request from LET staff or building custodians.
- F.** Trainees may choose to bring your own bedding. We have extra-long twin size beds. One pillow and case, one blanket, one bedspread, and two sheets, will be available per trainee. Beds are to be made each day, prior to the first class. Bedding linen is to be changed each Friday morning.
- G.** Trainees are required to deposit trash and refuse in trash cans and appropriate receptacles. Wastebaskets in the dorm rooms are to be emptied daily. On the last day of class it will be the responsibility of the trainee to empty the wastebasket and replace the trash bag.
- H.** No candles, or electrical appliances for cooking, such as coffeepots and hot plates, are allowed in the dorm rooms. Each dorm room is equipped with a television and small refrigerator/freezer. It is the responsibility of the trainee to clean the refrigerator/freezer during the last week of class. A microwave is available for trainee use. All open food items must be kept in an air-tight and sealed container.
- I.** Any items left in the Criminal Justice Center that have no identifiable owner will be placed in the lost and found for 90 days and then disposed of.

SECTION 8: CAFETERIA

- A.** Meals are served at the following times, **unless otherwise posted:**
Breakfast.....6:30 A.M. to 8:00 A.M.
Lunch.....11:30 A.M. to 1:00 P.M.
Dinner.....5:30 P.M. to 6:30 P.M.
- B.** Trainees must bus their own dishes and tray.
- C.** If others are waiting to be seated, trainees are asked not to tie up tables.
- D.** The kitchen is the exclusive area of the cooks. Trainees are not permitted in the kitchen without proper authority.

SECTION 9: CLASSROOMS

- A.** No food is allowed in the classrooms. Beverages are allowed, but must be in a spill-proof container.
- B.** All trainees are required to attend all classes. Absences will be granted only on an emergency basis or for court subpoenas. Every effort should be taken to reschedule court appearances so they do not conflict with the scheduled training.
- C.** During this course, trainees will be assigned certain assignments which are to be completed outside of the scheduled class day, including group work. The completion of these assignments and active participation in assigned group work are required to successfully complete the course.
- D.** Trainees who miss more than 15% of scheduled training time during any one phase of training may be required to repeat the entire phase of training before moving on to the next phase of training. Trainees who miss less than 15% of scheduled training time may be subject to afterhours remediation and/or special assignments.
- E.** A calculator that is capable of trigonometric functions will be needed and it will be the trainee/agency responsibility to furnish their own.
- F.** Trainees will not wear caps or hats while in LET uniform except when directed by staff.
- G.** Trainees may have cell phones or pagers in the classrooms or training areas while class is in session. Phones must be kept on silent and must be in kept in a pocket while class is in session. Phones may only be checked during official breaks from classroom instruction. LET Staff reserves the right to ban use of phones at any time for improper cell phone use.
- H.** Trainees will not put their feet up on classroom tables or chairs.

- I. Trainees will be alcohol free when attending any classroom or field function, or when using any Criminal Justice Center facility or equipment.

SECTION 10: DAYROOM/LOUNGE

- A. The dayroom/lounge is available for relaxation, fraternization, and as a study resource.
- B. Respect for your fellow classmates should be observed and appreciated at all times.
- C. All Criminal Justice Center rules apply in the lounge area.
- D. Trainees will be assigned lounge cleaning details.

SECTION 11: USE OF COMPUTERS, INTERNET, AND E-MAIL SERVICES

The computer system and all related equipment, networks and network devices are provided for authorized Law Enforcement Training trainees use only. Unauthorized use is prohibited and may be a violation of law. As a user, there is no reasonable expectation of privacy. All information contained herein may be monitored, intercepted, recorded, read, copied or captured in any manner by authorized personnel.

Computer access, email, and internet services have been provided in various locations throughout the building, including the dorm rooms, for your convenience. Usage of computer resources must be shared and all trainees will have equal access. Trainees are welcome to play any of the installed games, but are not permitted to install any of their own software. They are to be considered a privilege and the following guidelines are to be observed.

- A. Authorized email usage includes appropriate communication with agency and family, utilizing your home or business email provider.
- B. Necessary employer business transactions are allowed, but personal/private business transactions are not permitted.
- C. Do not use any information technology resources for purposes, or in support of such activities, that violate any local, state, or federal laws.
- D. Do not use any technology resources for commercial purposes, product or service advertisement, or “for profit” personal activity.
- E. Do not view, transmit, retrieve, download, or print any electronic files, which may be deemed pornographic.

- F. You shall not transmit or knowingly receive messages containing pornographic, obscene, lewd, lascivious, or patently offensive material.
- G. Do not duplicate, transmit, or use software not in compliance with policy and do not use copyrighted materials or another person's original writings without proper authorization.
- H. Do not knowingly or inadvertently spread computer viruses. Do not import files or software from any source without authorization.
- I. Do not distribute "junk" mail, chain letters, advertisements, or unauthorized solicitations.
- J. Messages sent or received may not violate or infringe upon the rights of any other person or be of a nature which a reasonable person would consider abusive, profane, offensive, defamatory, personally embarrassing, harassing, or which violates or encourages others to violate this policy or any applicable law.
- K. Messages containing jokes or discriminatory comments regarding sex, sexual orientation, race, religion, color, national origin, ethnicity, or age are specifically prohibited.
- L. You shall not use technical resources to impersonate others, hack into another person's inbox, log, or archival files, or disrupt orderly operation of the services.
- M. Trainees are encouraged to bring and use their own personal computers. All rules outlined in this section apply. If LET Staff has reasonable suspicion to believe there is a violation of the computer usage policy on any personal computer(s), LET reserves the right to inspect the trainee's personal computer(s).

SECTION 12: DRESS CODE

- A. LET will provide three (3) uniform shirts and three (3) pairs of uniform pants. Trainees will be required to provide their own dark (black or brown) shoes and belt. Tennis shoes are not acceptable. Laundry facilities are available at the Criminal Justice Center. It is the trainee's responsibility to provide their own supplies to maintain a clean uniform.
- B. Trainees are required to wear the LET assigned uniforms while attending classes, unless instructed otherwise by the LET staff or facilitators. No black sole shoes are allowed for the PPCT class. Duty gear will be necessary at certain times and should be brought to the center. A full dress uniform should be included for the class picture and graduation.
- C. Trainees may wear a dark blue or black long sleeve collarless shirt under the issued

polo. A dark blue or black crewneck sweatshirt may be worn over the issued polo. Logos must be appropriate and will be restricted to the upper chest area.

- D. Trainees will maintain an acceptable standard of personal hygiene and appearance.

SECTION 13: FIREARMS and RANGE SAFETY RULES

****NOTE: Trainees will need a handgun and listed equipment beginning week 1.**

- A. Trainees are not allowed to have firearms in the Criminal Justice Center, except when instructed by LET staff or facilitators. Firearms may be stored in the trainee's vehicle or given to the LET staff for storage in the gun vault.
- B. No live ammunition will be kept by trainees anywhere in the Criminal Justice Center unless specifically directed to do so by a member of the LET staff or instructors.
- C. No weapon will be drawn, displayed, or brandished except for training purposes at the direction of the instructional staff. This includes the issued "blue guns."
- D. Violation of firearms safety rules can result in a trainee's immediate suspension/dismissal from the basic training course.
- E. The LET handgun shooting qualification standard is 75%. Trainees will be given three opportunities to qualify during the first 11 weeks of training. A trainee who fails to qualify after three attempts is deemed to have failed the skills testing. They are eligible for one re-test within seven (7) calendar days. Failure on the re-test will result in dismissal from the training program.
- F. The Criminal Justice Center will provide the following types of ammunition: 9mm Luger, .38 Special, .357 SIG, .40 S&W, and .45 ACP
- G. All other calibers will be the responsibility of the trainee/agency to provide. You will need 1,200 rounds for use during firearms training.
- H. Trainees should bring a pistol or revolver that is in good mechanical condition. Handguns deemed not in good mechanical condition may be removed from the course by any firearms instructor. The weapon must be of the same caliber, make and model as that carried on duty by the trainee. The actual duty weapon is preferred, but not mandatory.

If a weapon is deemed unsafe or not functioning properly the trainee will be removed from the firing line. It will be the responsibility of the trainee/agency to provide a replacement weapon by the next scheduled firearms training or the trainee will be dismissed from the firearms program. Neither LET nor their instructors will supply any trainee with a handgun.

- I.** All trainees are required to bring their handgun and the following equipment at the start of the basic certification session:
- Duty belt with gear that is carried on duty (e.g. holster, handcuffs & case, flashlight & holder). Duty gear must be of the type manufactured for the weapon carried by the trainee. Duty gear must be in good serviceable condition. Any gear deemed to be inoperable may be removed from the course by any instructor.
 - Minimum of three reloading devices (e.g. magazines, speed loaders).
 - Appropriate weather related clothing for the range activities. Thin insulated gloves are recommended. Large bulky gloves are unsafe and will not be allowed on the firing line. Loose fitting multi-pocket style clothing is recommended for the range. Clothing that is too tight is discouraged as it can restrict the trainee's performance on the range.
 - Trainees must provide their own ear and eye protection for use on the firearms range. Wrap around eye protection is required and over the ear "muff style" ear protection is mandatory. The trainee/agency equipment must meet all safety requirements, and the firearms instructors have the authority to approve or disapprove any equipment used on the range.
 - Trainees will need clothing that is suitable for maintaining warmth and dryness, and which can be worn on the firing range and during practical exercises. Trainees should not wear red caps, shirts or jackets on the firearms range. The firearms instructors wear red clothing for identification purposes.
- J.** Always keep the gun pointed in a safe direction. All guns are always treated as if they are loaded.
- K.** Always keep your finger off the trigger until ready to shoot. Keep your fingers off the trigger, outside the trigger guard and in contact with the frame until you are on target and have decided to fire.
- L.** Always keep the gun unloaded until ready to use. Firearms shall be fully loaded on the range only after the command to load has been given by an instructor. Unload when and as instructed.
- M.** Be sure of your target and what is beyond it.
- N.** Firearms training should always be supervised by an instructor qualified in the use of firearms. All safety precautions must be adhered to and enforced at all times.
- O.** Discipline must be maintained at all times in order to prevent accidents and injuries. Negligence of any type cannot be tolerated during the firearms training programs. Trainees violating range safety rules may be asked to leave the range.

P. Never:

- point a firearm at anything you are not willing to shoot.
- give or take a firearm from anyone, unless the action is open for inspection.
- anticipate a command.
- re-use ammunition that is damaged or has a mark on the primer.
- go in front of the firing line until the line has been cleared and the command is given to go forward.
- dry fire on the range unless instructed to so.
- draw or holster a firearm with the trigger finger inside the trigger guard.
- bend over to pick anything up off of the ground.
- permit a muzzle of any firearms to touch the ground.
- smoke anywhere inside the range fence.
- fire after hearing a light sound or recoil without first unloading and checking the barrel.

Q. Always:

- load with the muzzle pointed down range or in a safe direction.
- use the de-cock lever for its intended purpose.
- check the status of any firearm you receive.
- pay strict attention to the range officer and safety officers.
- have an instructor check your firearms if you have dropped it onto the ground.
- keep the barrel of your firearm free of obstructions and check it safely.
- keep talking at a minimum while on the range.
- wash your hands after handling firearms and ammunition.
- finish the training day with an administrative unload and inspection to make sure no ammunition is taken back to the Criminal Justice Center.

SECTION 14: TESTING

- A.** Trainees will be required to pass all written academic tests and skills evaluations in order to successfully complete the Basic Certification Course. If a trainee fails any test, evaluation or scenario, they will be given seven (7) calendar days to retake the test or evaluation. If the test or evaluation is failed a second time they will be dismissed from the Basic Certification Course.
- B.** Emergency Vehicle Operations (EVOC) skills testing portion will be conducted at the EVOC course. If a trainee fails the skills testing, they will be allowed to continue with their current class; however, the trainee will have to attend a future session to re-

test on the EVOC skills portion. A failure on the re-test will result in dismissal from the training program.

- C. Firearms qualification, see firearms section.
- D. Dishonesty in the pursuit of academic excellence and skill achievement is unacceptable. Any trainee caught cheating on any academic or skills test will be dismissed from the training program.
- E. No trainee may exceed the exam time limit as established by LET.

SECTION 15: PHYSICAL FITNESS

- A. There is a pre- and post-physical fitness assessment. The pre-test is given during the first week and the post test is given during the last week. The fitness test may consist of any of the following activities: 1 1/2 mile run, flexibility, one minute sit-ups, one minute pushups, blood pressure, pulse, body composition, and waist circumference measurement. In addition, there will be scheduled class fitness activities most days throughout the Basic Course. Participation in the fitness program is mandatory.
- B. Participation in the fitness program will require athletic clothing suitable for indoor and outdoor activities.
- C. The Criminal Justice Center has a fitness room and gymnasium that are available for use by trainees. The fitness room has a variety of aerobic and anaerobic fitness equipment. The fitness room is open 24/7. You are prohibited from using the fitness room and equipment if you have been drinking any amount of an alcoholic beverage.

SECTION 16: HEALTH & INJURIES

- A. Illness that causes a trainee to miss class, or an injury incurred while attending the Basic Course should be reported to any LET staff member immediately.
- B. It is the responsibility of trainees to notify their agency of any injury or illness. In the event the trainee is unable to contact their agency, an LET staff member will do so.
- C. The Criminal Justice Center is not financially liable for hospital care or medication.
- D. Trainees may be required to obtain a new Medical Verification of Physical Ability form if their health status changes during training.

SECTION 17: SEVERE WEATHER & FIRE EMERGENCIES

- A. In the event of a severe weather warning, all trainees will immediately go to Classrooms A, B, C, or D.
- B. In case of fire, when the alarm has not been activated, immediately activate the nearest alarm and then exit the building. If a fire is reported or the alarm sounds, all trainees should immediately proceed to the nearest exit.
- C. In the event of Emergency Operations Center (EOC) activation, classes may be dismissed until further notice.

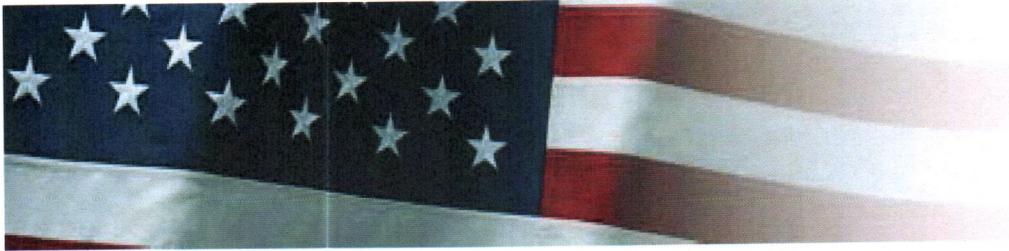
SECTION 18: AWARDS

- A. The *Bill Davis Top Gun Award* is named in memory of Bill Davis, a deputy for the Moody County Sheriff's Office who gave his life in the line of duty. It is awarded to the student who demonstrates great skill on the firearms range, and who is also an example to fellow students in safety and leadership during firearms training. Firearms scores as well as input from firearms staff will determine the recipient.
- B. The *Coler-Williams* award, sponsored by the SDPOA is the most distinguished award given at the academy. It is given in memory of two law enforcement officers who made the ultimate sacrifice, and gave their lives in performance of their duties. The award is based on academics, leadership ability, and general conduct during the Basic Certification Course. In making the selection of the Coler-Williams recipient, we receive input from the instructors in the Basic Course and the LET staff. The plaque is awarded during the graduation ceremony.
- C. The *Inspiration Award* is presented to the trainee who imparts a standout demeanor of inspiration contagious to the entire class. This class member has exemplified direction in creating an inspiring atmosphere moving others toward professional and personal achievement. Additional attributes include maintaining morale, encouragement, respect, and class service throughout the session. The individual is selected by a voting process of class peers and Law Enforcement Training staff input. The recipient will be awarded a certificate during the graduation ceremony.

SECTION 19: GRADUATION

- A. Agency uniforms will be worn during graduation and should consist of a long sleeve uniform shirt with tie. If your agency does not have uniforms, you will be required to wear appropriate professional male or female business attire.
- B. Graduation will be held on the last day of session in the Criminal Justice Center Gymnasium.

**COLER-WILLIAMS
MEMORIAL AWARD**



SOUTH DAKOTA PEACE OFFICERS' ASSOCIATION

Coler-Williams Memorial Award

The Coler-Williams Award is dedicated by the South Dakota Peace Officers' Association in memory of Federal Bureau of Investigation Special Agents Jack Coler and Ron Williams. Special Agents Coler and Williams were ambushed and murdered near Oglala, South Dakota on the afternoon of June 26, 1975. The memorial award was established in hopes it would instill the initiative for the pursuit of professionalism among the officers that attend the academy. It is only fitting that an award of this type be given in memory of two law enforcement officers who made the ultimate sacrifice and gave their lives while performing their duty. They were members of an organization that puts high emphasis on training and education.

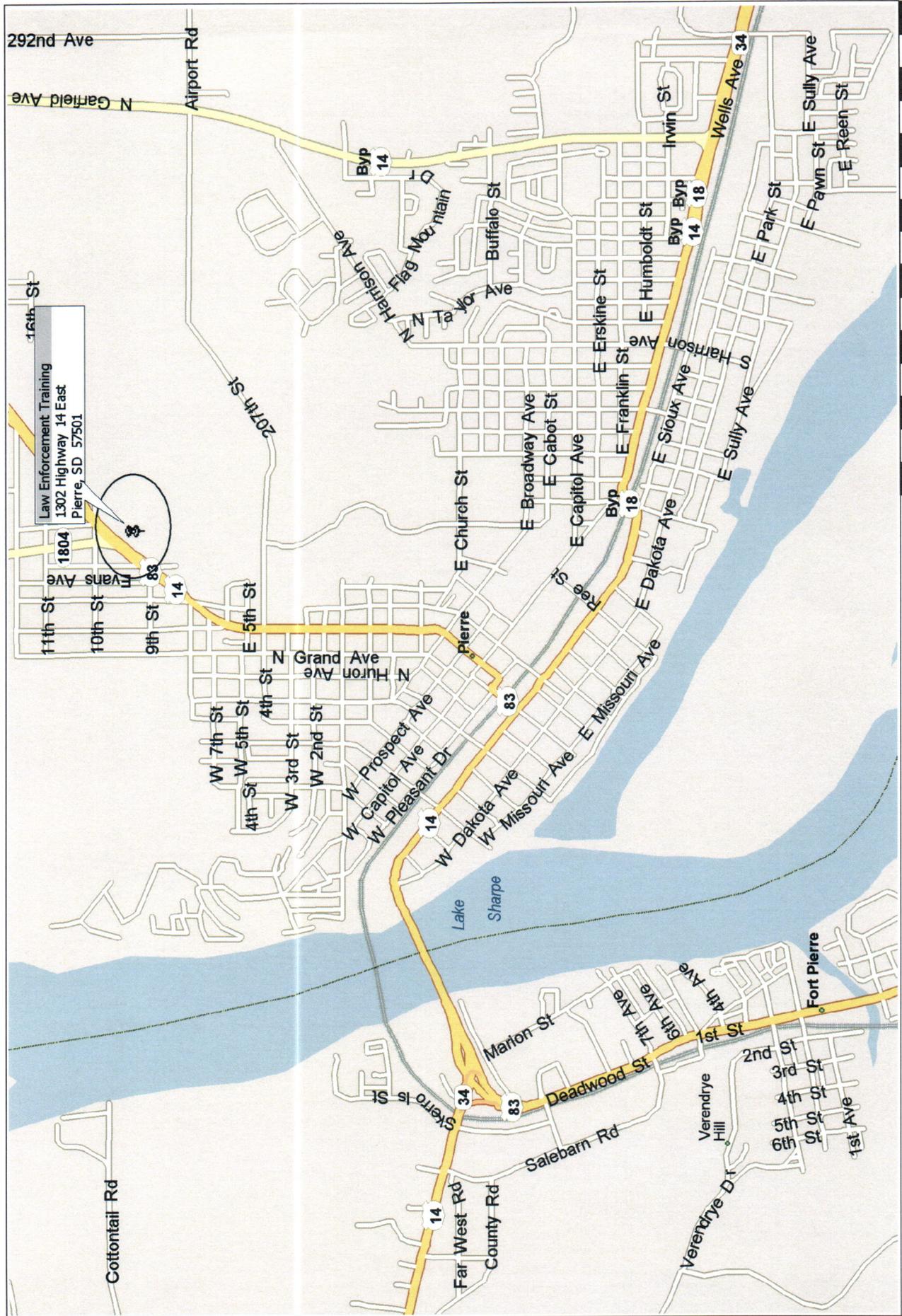
The recipients of this award have distinguished themselves through high academic achievement, leadership qualities and the desire to be the outstanding officer in their South Dakota Law Enforcement Basic Certification Course.

The South Dakota Peace Officers' Association congratulates each recipient of this award and charges them with being leaders in furthering the high ideals of the law enforcement profession.

South Dakota Peace Officers' Association

MAP TO THE ACADEMY

LET Location in Pierre SD



**WAIVERS
&
FITNESS FORMS**

STATE OF SOUTH DAKOTA)
) SS
COUNTY OF _____)

**COMPREHENSIVE WAIVER, ACKNOWLEDGMENT
AND AGREEMENT**

**ASSUMPTION OF RISK OR INJURY OR DAMAGE,
WAIVER, RELEASE OF CLAIMS AND INDEMNITY AGREEMENT**

There are a number of instances where there is potential for serious injury or death during the Basic Certification Training Course, these include, but are not limited to, the Emergency Vehicle Operation Course; the Firearms Training; and the Physical Fitness Training;

IN CONSIDERATION of being permitted to attend, observe or in any way participate in the Twelve Week Basic Training Course, conducted by Law Enforcement Training, the Undersigned (hereinafter referred to as Releasor) for himself/herself and legal representatives, heirs and next of kins, and assigns of Releasor:

1. **HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE** the State of South Dakota, Law Enforcement Training, and all other instructors or employees participating in the Twelve Week Basic Training Course (hereinafter referred to as Releasees), from all liability to the undersigned, his/her personal or legal representatives, assigns, heirs and next of kin, from all claims, damages, and causes of action, or demands therefore, including claims for injuries to the person or property or the death of Releasor, that may arise from Releasor participation, observation, or attendance at the Twelve Week Basic Training Course, whether caused by the negligence of Releasees while the undersigned is in or upon the premises wherein said Twelve Week Basic Training Course is being conducted;
2. **HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS** the Releasees and each of them from any loss, liability, damage, or cost that may incur due to the presence of the Undersigned in or upon the premises wherein the Twelve Week Basic Training Course is being conducted and whether caused by the negligence of Releasees or otherwise; and
3. **HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK** of bodily injury, death or property damage due to negligence of Releasees or otherwise while in or upon the premises wherein said Twelve Week Basic Training Course is being conducted.

The Undersigned hereby stipulates that he/she is aware of and assumes all risks involved in participating in or observing the Twelve Week Basic Training Course.

The Undersigned expressly agrees that the foregoing Release, Waiver, and Indemnity Agreement is intended to be as broad and inclusive as is permitted by the law of the State of South Dakota and that if any portion thereof is held invalid, it is agreed that the balance shall, not withstanding, continue in full legal force and effect.

The Undersigned has read all the terms of this Instrument and understands that he/she is signing a complete release and bar to any claim resulting from his/her participation in attendance at, or observation of the Twelve Week Basic Training Course and further agrees that no oral representation, statements or inducements apart from the foregoing written agreement have been made.

FITNESS PROGRAM AGREEMENT

The Undersigned hereby agrees to participate in a series of procedures relative to completing a written medical/health history, taking a battery of exercise tests, and participating in a variety of physical activities. The purpose of the testing is to determine physical fitness, cardiovascular function, and health status. These activities include, but are not limited to, walking, running, weight training, and calisthenics exercise performed in either field or gymnasium settings.

The Undersigned acknowledges that there exists the possibility that certain detrimental physiological changes may occur during exercise and exercise testing. These changes could include, but are not limited to, heart related illness, abnormal heartbeats, abnormal blood pressure, and in rare instances, a heart attack. If abnormal changes were to occur, the staff has been trained to recognize symptoms and take appropriate action, including administering CPR and first aid.

I have read the above and understand that there are inherent risks associated with any physical activity. By affixing my signature hereto, I agree to assume the risks and recognize it is my responsibility to provide accurate and complete health/medical history information. Furthermore, it is my responsibility to monitor my individual physical performance during any activity.

In the event of a medical problem, I further recognize that any medical care that may be required is my personal financial responsibility.

REGULATIONS ACKNOWLEDGMENT

The Undersigned hereby acknowledges that I have been provided a copy of the Basic Law Enforcement Officer Student Handbook, that I have had adequate time to read and understand the contents thereof, that I have in fact read and studied the contents thereof and understand the same, and that I have no questions regarding any of the material therein. The Undersigned stipulates that any noncompliance may be grounds for, in Law Enforcement Training's discretion, automatic and immediate expulsion from the training program.

Dated this _____ day of _____, 20 _____

STATE OF SOUTH DAKOTA)
) SS
COUNTY OF _____)

Signature

On this the _____ day of _____, 20 _____, before me, the undersigned, a notary public in and for the State of South Dakota, personally appeared _____ known to me to be the person whose name is subscribed to the within AGREEMENT, WAIVER and RELEASE, and acknowledged that _____ executed the same.

Subscribed and sworn to before me this _____ day of _____, 20 _____

(SEAL)

Notary Public

Commission Expires



MARTY J. JACKLEY
ATTORNEY GENERAL

STATE OF SOUTH DAKOTA
LAW ENFORCEMENT STANDARDS AND TRAINING COMMISSION
DIVISION OF CRIMINAL INVESTIGATION
GEORGE S. MICKELSON CRIMINAL JUSTICE CENTER
1302 E. HIGHWAY 14, STE. 5
PIERRE, SOUTH DAKOTA 57501-8505

Acknowledgement of Law Enforcement Training's Regulations

Student Name _____

Agency _____

My signature below constitutes my acknowledgement of receipt of Law Enforcement Training's Basic Certification Course Handbook, and to my understanding and acceptance of the rules and regulations contained within the handbook.

I also understand as a student attending Law Enforcement Training's Basic Officer's Certification course, my image and likeness may be used by Law Enforcement Training in their publications, website, and Facebook page.

Acknowledged by:

(Student Signature)

(Date)

HEALTH HISTORY FORM

Please Print Neatly or Type

1. Name: _____ 2. Agency: _____

3. Date of Birth: _____ 4. Age: _____

5. Phone: _____

6. Mailing Address: _____

7. Email Address: _____

8. Past and Present Personal Health History (check if appropriate)

- | | |
|---|--|
| <input type="checkbox"/> Disease of arteries and heart | <input type="checkbox"/> Anemia |
| <input type="checkbox"/> Diabetes or abnormal blood sugar | <input type="checkbox"/> Abnormal chest X-ray |
| <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Cancer |
| <input type="checkbox"/> Angina (chest pain) | <input type="checkbox"/> Asthma |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Other lung disease |
| <input type="checkbox"/> Stroke | <input type="checkbox"/> Orthopedic or muscular problems |

If any are checked, please explain further and indicate any recommendations your doctor has made regarding exercise. _____

9. Level of Physical Activity

Yes No Are you currently involved in a regular exercise program such as walking, swimming, cycling, or jogging?

Yes No Do you regularly walk or run one or more miles continuously?
If YES, average number of miles you cover per workout: _____
What is your average time per mile: _____

Yes No Do you practice weight lifting or calisthenics?

Yes No Do you perform stretching exercises on a regular basis?

10. Is there a family history of heart disease, hypertension, stroke, diabetes, lung disease, or epilepsy? Yes No

If YES, please provide information regarding who the relative is, the medical problem, and the age at onset or death: _____

(continued on back)

11. Yes _____ No ____ Do you currently smoke cigarettes?
If YES, how many cigarettes per day? _____
If you smoked in the past, when did you quit? _____

12. Yes ____ No ____ Are you currently taking medication prescribed by a physician?
If YES, indicate:
• name of medication _____
• dosage taken _____
• month and year you began taking it _____
• what medication is used for _____

13. Do you currently have or have had in the past, any problems in the following areas:

Back Yes _____ No _____
Shoulders Yes _____ No _____
Knees Yes _____ No _____

If YES, please explain in detail _____

14. Have you ever had any surgeries on the following areas:

Back Yes _____ No _____
Shoulders Yes _____ No _____
Knees Yes _____ No _____

If YES, please explain in detail, give dates, and list any exercise limitations given by your doctor: _____

15. Please indicate below any additional medical information that you think is important for us to know prior to fitness testing or exercises.

PHYSICAL ACTIVITY READINESS QUESTIONNAIRE (PARQ)

1. Name: _____ 2. Agency: _____

A simple screening tool used to identify individuals who probably should not be tested in a field setting without physician clearance.

- | YES | NO | |
|------------|-----------|--|
| ___ | ___ | 1. Has your doctor ever said you have heart trouble? |
| ___ | ___ | 2. Do you frequently have pain in your heart or chest? |
| ___ | ___ | 3. Do you often suffer from severe dizziness? |
| ___ | ___ | 4. Do you have any orthopedic problem such as arthritis that might be aggravated by exercise? |
| ___ | ___ | 5. Is there a good reason not mentioned here why you could not follow an exercise program even if you wanted to? |
| ___ | ___ | 6. Are you over age 65 and <u>not</u> accustomed to vigorous exercise? |
| ___ | ___ | 7. Have you ever been told by a doctor that your blood pressure was too high? |
| ___ | ___ | 8. Are you currently using any prescribed medications? |
| ___ | ___ | 9. Are you pregnant? |

ASSESSMENT SHEET

Raw Scores

Name _____

	<u>Pre-test</u>	<u>Post-test</u>
Age _____		

Weight _____		
--------------	--	--

ASSESSMENT	PRE-TEST	POST-TEST	
Resting Heart Rate			(beats/min.)
Resting Blood Pressure			(SBP mmHg/DBP mmHg)
Waist Circumference			(inches)
% Body Fat			(%)
1 Minute Sit-up			(number)
1 Minute Push-up			(number)
Sit and Reach			(inches)
1.5 Mile Run			(time)

Name _____

FITNESS PROFILE

<u>Flexibility</u> Sit & Reach	<u>Cardiovascular</u> 1.5 mile	<u>Dynamic Strength</u> Push-up	<u>Dynamic Strength</u> Sit-up	<u>BC</u> % Fat
Superior				
Excellent				
Good				
Fair				
Poor				
Very Poor				

<u>Fitness Area</u>	<u>Tests</u>	<u>Raw Score</u>	<u>Fitness Level</u>
Flexibility	Sit & Reach	_____	_____
Cardiovascular	1.5 Mile Run	_____	_____
Dynamic Strength	Push-up	_____	_____
Dynamic Strength	Sit-up	_____	_____
Body Composition	Skinfolds	_____	_____