



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 EAST HIGHWAY 14 – SUITE 5  
PIERRE, SOUTH DAKOTA 57501-8505  
PHONE (605) 773-3584  
FAX (605) 773-7203

### 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 and 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 who have gone before you, and for all of those who will follow, strive to be the best law enforcement officer possible.

Best wishes,

Hank Prim  
Supervisory Special Agent  
Law Enforcement Training Administrator

# **LAW ENFORCEMENT OFFICERS STANDARDS AND TRAINING COMMISSION**

## **Commission Members**

**Marty J. Jackley**  
Attorney General  
Pierre

**Dan Satterlee** - Director  
Division of Criminal Investigation  
Pierre

**Joan Machione** - SAC  
Federal Bureau of Investigation  
Rapid City

**Troy Van Dusen** - Watertown  
Codington County Commissioner  
County Commissioners' Association

**Casey Collins** - Superintendent  
South Dakota Highway Patrol  
Pierre

**Tom Wollman** - State's Attorney  
Lincoln County  
SD Bar Association

**Neil Fulton** - Dean of the School of Law  
University of South Dakota

**Jessica Quigley**  
Tea Police Department  
Municipal Police

**Andy Howe** - Sheriff  
Clay County  
SD Sheriffs' Association

**Gary Gaikowski** - Chief of Police  
BIA Office of Justice Services  
Sisseton-Wahpeton Oyate  
Enrolled Tribal Member

**Steve Allender** - Rapid City  
SD Municipal League

**Kathy Peterson** - Rapid City  
Civilian Appointed Member

**Jay Rasmussen** - Sioux Falls  
Civilian Appointed Member

**Hank Prim** - Executive Secretary  
Training Administrator  
Law Enforcement Training - Pierre

## LAW ENFORCEMENT TRAINING STAFF

**Hank Prim**

Training Administrator

**Kim Knecht**

Assistant Training Administrator

**Sam Clark**

Administrative Assistant

**Taunya O'Conner**

Administrative Assistant

**Art Aplan**

Training Coordinator

**Janelle Keller**

Training Coordinator

**Shon Eide**

Training Coordinator

**Brandon Littrell**

Training Coordinator

**Matthew Giesler**

Training Coordinator

**John McQuillen**

Training Coordinator

**Amanda Droz**

911 Training Coordinator

**Mary Niles**

Terminal Operator/NCIC Program  
Coordinator

## **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 Law Enforcement Training Center advocates a strong standard of ethical conduct by students who attend the Basic Certification Course. Your conduct reflects not only on you, but also upon your agency and the profession you have chosen to enter.

Your conduct should never betray your integrity, your character, or the public’s trust.

Have the courage to hold yourself accountable for your choices and actions, but also have the courage to hold others accountable for their actions.

# **BASIC CERTIFICATION COURSE RULES AND PROCEDURES**

## **SECTION 1: ORIENTATION**

- A. Check-in is on the day of orientation. All students are required to report for orientation no earlier than 4:00 P.M. and no later than 4:30 P.M. (central time). Report to the front doors of the George S. Mickelson Criminal Justice Center, 1302 E. Highway 14, Pierre SD. Be prepared to show ID to the personnel on duty. Reporting in appropriate civilian clothes is permitted; do not wear hats into the justice center. Please be on time, late arrivals are reported to LET staff.
- B. Dorm rooms will be assigned at orientation by LET staff.
- C. All students must relocate their vehicles to the southeast parking area (student parking lot next to Student Lounge) following orientation. Obtain prior approval from the class coordinator for oversize vehicles (such as trailers, large trucks, commercial vehicles, etc.)
- D. Students are **required** to have the comprehensive waiver, health history, and acknowledgement of LET regulations forms completed and with them at orientation. All forms are enclosed as attachments in the Welcome email.

## **SECTION 2: MAIL**

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

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

- B. Incoming mail will be distributed to students as soon as practical. 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:** Removed

## **SECTION 4: SECURITY CARDS**

- A. All students will be issued security cards during orientation. Loss of security cards shall be immediately reported to LET staff for replacement and deactivation.
- B. Security cards are to be used by the assigned student only. No unauthorized personnel will be allowed access to any area without an escort.
- C. All student security cards/room keys shall be returned to LET staff before graduation.

- D. Entries/exits from the building will remain unblocked at all times and closed when not in use.
- E. Student access is limited to areas of necessary use only (hallways, dormitory, classrooms, cafeteria, fitness areas, and training facilities). Students will not loiter in LET office areas.

## **SECTION 5: GENERAL RULES**

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. Students will not lie, cheat, steal, conspire to deceive, or evade the truth. Any student found to have engaged in these behaviors is subject to immediate dismissal from the academy. Failure to comply with the rules may result in disciplinary action up to and including immediate dismissal from the course at the discretion of the Training Administrator or designee. Not reporting violations of this handbook may also be considered a violation and subject to the same consequences.

### **Students Shall:**

- A. Live in the dormitory unless otherwise specified by the Training Administrator or designee. Curfew is 10:30 P.M. effective Monday through Thursday of each week. After curfew time, students must be physically on the Criminal Justice Center premises and remain there until the next day's activity start time. If you violate curfew, you must text the class coordinator and your agency to advise them of the reason.
- B. Conduct themselves in a professional manner, perform all duties in a thorough, conscientious, and timely manner. Carry out all orders, commands, and instructions given by authorized personnel. All students must fully participate in all LET classes and activities as directed by LET staff.
- C. Not commit any acts incompatible or in conflict with public service or that might cause any unfavorable reflection upon their agency or Law Enforcement Training. All students must obey all local, state, and federal laws.
- D. Be prompt (on time for all classes including return from break), well rested, and ready to learn with the proper mindset, equipment, uniform, shoes, and all materials/assignments needed for class.
- E. Complete all assignments (including on-line) no later than the due date/time set by LET. It is the student's responsibility to check for and review all feedback in D2L daily.
- F. Be courteous and respectful to all staff, students, visiting instructors, and guests. Disrespectful language or behaviors towards or in reference to LET staff, instructors, or employees of other agencies operating in the Criminal Justice Center (such as the Office of Attorney General, Division of Criminal Investigation, dining facility, etc.) will not be tolerated.

- G.** Keep dorm rooms clean, neat, and orderly. The floor is to be clear of clothing and other items. Empty wastebaskets regularly and at the end of every week. Beds will be made daily.
- H.** Not mark, deface, remove, or damage posted notices, furniture, equipment, or other property belonging to the State of South Dakota.
- I.** Not put their feet on classroom walls, tables, or chairs. Students will not sit on hallway floors or lean against walls.
- J.** Not possess any chemical agents, stun guns, or similar s at any academy class without prior approval from the Training Administrator or designee.
- K.** Not miss or be late for any class (including orientation) unless excused by the Training Administrator or designee. Absences from class due to medical issues will normally require documentation from a medical care provider. Unexcused absences are strictly prohibited and may be grounds for dismissal.
- L.** Not consume or possess alcohol, or any illegal drug or substance anywhere on the Criminal Justice Center property (including parking areas). This is strictly prohibited and may be grounds for dismissal.
- M.** Not come to class under the influence of alcohol or drugs. (See Section O)
- N.** Not consume or possess tobacco products (including smokeless tobacco, vaping materials, and e-cigarettes) at any time inside the Criminal Justice Center. Students may store those items in their vehicles. The only area permitted for student use of such items is the gravel parking area outside of the Student Lounge.
- O.** 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 must be stored in locked cabinets or containers. Notify LET staff if your medication requires refrigeration and therefore must be stored in your room refrigerator.
- P.** Not possess pornography in any form, including printed, digital, or electronic, in the Criminal Justice Center. This is strictly prohibited and may be grounds for dismissal.
- Q.** Not use degrading language or make degrading actions concerning race, religion, ethnicity, gender, handicap, age, or disability. This includes the display of images, icons, and/or patches. This behavior is strictly prohibited and may be grounds for dismissal.
- R.** Not engage in sexual harassment (including all unwelcome sexual remarks or physical advances towards any student, staff, or other employees within the Criminal Justice Center). Sexual harassment may be grounds for dismissal.

- S. Not possess or store any firearm or ammunition in the dormitory. Students may store firearms in their vehicles or the armory and may carry firearms through the building to and from firearms classes as directed by staff. Possession of a firearm or any live ammo in the dormitory or unauthorized possession in the Criminal Justice Center is strictly prohibited and may be grounds for dismissal.
- T. Immediately notify the class coordinator if they are arrested or detained while enrolled in the Basic Certification Course. Such contacts also include traffic stops, making reports/witness statements, etc. Students are expected to behave professionally during all such contacts.
- U. Not submit, cause to submit, or render any complaint, allegation, or other report of behaviors or language the student knows to be untrue. This includes embellishing the truth or exaggeration as well as failing to disclose other information that proves such reports as false.
- V. Fraternalization. Students are responsible for the professionalism of all relationships during the entire course (both off and on duty). This responsibility includes appropriately managing the perception of relationships with staff, instructors, or evaluators involved with the conduct of the course. Romantic and sexual relationship with instructors during attendance are prohibited.

#### **SECTION 6: STUDENT DISCIPLINE**

- A. LET staff is responsible for the efficient, orderly, and safe operation of the Criminal Justice Center and will enforce the rules outlined in the handbook. The Training Administrator or designee has the authority to take corrective action, suspend, or dismiss students from the Basic Certification Course to maintain good working order and discipline.
- B. 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.
- C. Relationships between students become official concern when they interfere with the good working order and discipline of the class. These relationships may include romantic, antagonistic, or rivalrous. As law enforcement officers, students are expected to manage relationships at a professional level. A departure from that expectation may result in disciplinary actions.
- D. Dishonesty in the pursuit of academic excellence and skill achievement is unacceptable. Any student caught cheating on any written academic test, any skills evaluation, or any written assignment may be dismissed from the training program. Students will not use, possess, or distribute materials gained from previous LET basic certification classes such as completed assignments, test related materials, or study guides. This includes assignments completed by a student in a previous class who has returned to a different class to accomplish or re-accomplish one or more phases of the course. All students are expected to complete their own work and within the context of their current class.



- E. Preliminary Breath Tests (PBT) may be administered at the discretion of LET staff. Refusal to submit a breath sample when requested by LET staff may be grounds for immediate dismissal.
- F. Violations. At the discretion of the Training Administrator or designee, violations of these or other applicable regulations may be resolved using progressively increasing levels of disciplinary actions as described below. However, due to the frequency, severity, or impact (to training and/or others) the Training Administrator or designee may elect a more severe response (up to and including dismissal) without utilizing lower levels of disciplinary actions. Violations of rules are cumulative in effect. Disciplinary actions may include, but are not limited to:
- Up to two (2) verbal warnings for violations of rules.
  - Upon the third instance of a rule violation, the student may receive a written counseling and their agency will be notified.
  - Any further violations will be addressed on a case-by-case basis by the Training Administrator or designee and may be grounds for dismissal.
  - Unacceptable behaviors not specifically outlined in Section 5 or elsewhere in the handbook will be addressed on a case-by-case basis.
  - Additionally, if in the opinion of the Training Administrator or designee, the unacceptable behavior is a training issue, the student may be directed to participate in additional training to correct the deficiency.

## **SECTION 7: DORMITORY**

- A. Quiet hours in the dorms are from 11:00 P.M. to 6:00 A.M. Use of campus facilities after that time is allowed; however, students should show respect for others wishing to sleep.
- B. Students do not have an expectation of privacy with regards to dormitory rooms. The dormitory rooms are property of the State of South Dakota and in the best interest and safety of other students and staff, will be entered without prior notice for purposes of maintenance, inspection, and exigent circumstances. Students are temporarily assigned to the rooms and have no possessory interests or rights to the rooms or facilities.
- C. No one of the opposite sex is allowed in the dorm rooms. Sexual activities are prohibited at the Criminal Justice Center, regardless of gender or sexual orientation.
- D. Students shall bring their own personal items, such as towels, bed linens, pillows, washcloths, soap, clothes hangers, etc. There are laundry facilities on-site; students will need to bring their own laundry soap, etc.
- E. The cleanliness of the dorms is the responsibility of the students. Cleaning supplies will be provided upon request from LET staff or building custodians.
- F. Students will furnish their own bedding and pillows. The dormitory beds are Twin XL or “Super Twin”.

- G. Students are required to deposit trash and refuse in trash cans and appropriate receptacles.
- H. No candles, open flames, or heat producing appliances (such as items for cooking, hot plates, space heaters, etc.) are allowed in the dorm rooms. Each dorm room is equipped with a television and small refrigerator. It is the responsibility of the student to keep the refrigerator clean. A microwave is available in the student lounge for student use. All food items must be kept in airtight and sealed containers.
- I. Any items left in the Criminal Justice Center that have no identifiable owner will be retained by LET staff for no more than 90 days (or end of current basic course) and then disposed of.

### **SECTION 8: CAFETERIA**

- A. Meals served during scheduled academic days are provided at the expense of LET. Meals are served at the following times M-F, **unless otherwise posted:**

Breakfast.....6:30 A.M. to 8:00 A.M.

Lunch.....11:30 A.M. to 1:00 P.M.

Dinner.....5:00 P.M. to 6:00 P.M. (not normally served on Fridays)

Salad bar will be taken down at 5:45 P.M.

The cafeteria may provide limited meals on weekends during inclement weather.

- B. Students must bus their own dishes and tray.
- C. If others are waiting to be seated, students are asked not to tie up tables.
- D. The kitchen is the exclusive area of the food preparation staff. Students are not permitted in the kitchen without proper authority.

### **SECTION 9: CLASSROOMS**

- A. Food is not permitted in the classrooms unless given prior approval by LET staff. Beverages are allowed but must be in a spill-proof container.
- B. All students are required to attend all classes and activities, scheduled or otherwise, to include flag detail. Absences will be granted for emergencies and subpoenas. All other requests to miss class will be considered on a case-by-case basis. Every effort should be taken to reschedule court appearances, so they do not conflict with the scheduled training.
- C. During the academy, students will be given certain assignments to be completed outside of the scheduled class day. This may include individual or group assignments. The completion of these assignments and active participation in assigned group work are required to successfully complete the course.

- D. Students who miss scheduled training time may be subject to after-hours remediation and/or special assignments. Students 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. There are some classes/trainings/evaluations that are mandatory for graduation. Missing any of these may result in a requirement to repeat the training or phase of training as directed by the Training Administrator or designee.
- E. Students may have cell phones or other electronic devices (such as computers, tablets, etc.) in the classrooms or training areas while class is in session. These items must be kept on silent and out of sight while the class or activity is in session unless otherwise directed by the instructor. Students may use electronic devices only during official breaks from the class or activity. LET staff reserves the right to ban the use of any electronic item including phones at any time for improper use.
- F. Students may not record or photograph any portion of the LET Basic Certification Course without the expressed permission of LET staff. Exception: Students may photograph items such as IDs, evidence, or crime scenes during scenarios to record information to be used in completing police report assignments.

#### **SECTION 10: STUDENT LOUNGE**

The student lounge is available for relaxation, socializing, and as a study resource. The lounge is shared by all occupants of the building and sometimes used for classroom or scenario instruction. All rules apply in the lounge area.

#### **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 students use only. Unauthorized use is prohibited and may be a violation of the law. There is no reasonable expectation of privacy. All information contained therein may be monitored, intercepted, recorded, read, copied, or captured in any manner by authorized personnel.

Computer access, Wi-Fi, and internet services have been provided in various locations throughout the building including dorm rooms for your convenience. Use of computer resources must be shared, and all students will have equal access. Students 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 e-mail usage includes appropriate communication with agency and family utilizing your home or business e-mail 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. 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.
- G. Do not knowingly or inadvertently spread computer viruses. Do not import files or software from any source without authorization.
- H. Do not distribute “junk” mail, chain letters, advertisements, or unauthorized solicitations.
- I. 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.
- J. Messages containing jokes or discriminatory comments regarding sex, sexual orientation, race, religion, color, national origin, ethnicity, or age are specifically prohibited.
- K. You shall not use technical resources to impersonate others, hack into another person’s inbox, log, or archival files, or disrupt the orderly operation of the services.
- L. Students are encouraged to bring and use their own personal computers. All rules outlined in this section apply.
- M. Do not install or operate privately owned Wi-Fi equipment in the George S Mickelson Criminal Justice Center at any time. Personal Wi-Fi is not permitted in any dorm room.

**SECTION 12: DRESS CODE AND PERSONAL APPEARANCE**

- A. LET will provide three (3) uniform shirts and three (3) pairs of uniform pants. Students will be required to provide their own black or brown (all one color) shoes and belt. Athletic style shoes are not acceptable. Laundry facilities are available at the Criminal Justice Center. It is the student’s responsibility to provide their own supplies to maintain a clean uniform.
- B. Students are required to wear the LET assigned or approved uniforms while attending training as well as anytime the student is present in the George S. Mickelson Criminal Justice Center between the hours of 7:45 AM and 5:00 PM (Monday through Friday), unless instructed otherwise by the LET staff. Duty gear will be necessary at certain times and should be brought to the center. A dress uniform should be included for the class picture and graduation.

- C. Students may wear a dark blue or black long or short sleeve shirt (white short sleeve undershirts are also permitted) under the issued polo. A dark blue or black crewneck or quarter zip-style sweatshirt may be worn over the issued polo. Logos must be appropriate and are restricted to the upper chest area. Hooded sweatshirts are not permitted to be worn with the LET assigned uniform. Jackets may only be worn while participating in outdoor training activities, unless instructed otherwise by the LET staff or facilitators. Jackets must be appropriate for training. Whether an item is appropriate or not is determined by LET staff.
- D. Students are not allowed to wear caps or hats while in LET uniform except outdoors or when directed by staff (such as during firearms classes).
- E. Students will maintain an acceptable standard of personal hygiene and professional appearance. Standards should meet, at a minimum, those set per department policy. In the absence of departmental policy, the below guidelines will be used as the standard during training. Determination of the appropriateness of grooming standards will be at the discretion of the Training Administrator.
- LET uniforms and shoes/boots will be clean and serviceable. Personal or agency gear such as vests and duty belts will be clean and well maintained.
  - Hairstyles: Officers should wear their hair in a manner that presents a professional appearance. Hair must be neat, clean, of a natural color, and worn in a manner that does not jeopardize vision, safety, or effectiveness when dealing with combative subjects. Hair should not interfere with equipment required for training.
  - Facial Hair: Must be well-kept, neatly trimmed, and of natural hair color.
  - Fingernails: Should be trimmed to not interfere with training. If polish or other decorations are worn, should not be detracting.
  - Jewelry or Body Piercing: Rings, bracelets, necklaces, and earrings may be worn as long they do not interfere with training, cause a safety concern, or is a disruption to fellow officers. Neck jewelry shall not be visible to others.
  - Tattoos and Body Art: When visible, tattoos or body art must not detract from a professional appearance.

### **SECTION 13: FIREARMS AND RANGE SAFETY RULES**

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

- A. Students are not allowed to possess firearms in the Criminal Justice Center, except when instructed by LET staff or facilitators. Firearms may be stored in the student's vehicle or stored in the armory.
- B. No live ammunition will be possessed or stored by students anywhere in the Criminal Justice Center building unless specifically directed to do so by a member of the LET staff or instructors.

- C. No simulated weapons (such as training guns) will be drawn, displayed, or brandished except for training purposes at the direction of the instructional staff.
- D. Violation of firearms safety rules can result in a student's immediate suspension/dismissal from the basic training course.
- E. The Criminal Justice Center will provide the following types of ammunition: 9mm Luger, .38 Special, .40 S&W, and .45 ACP. All other calibers will be the responsibility of the student/agency to provide. Students need 1,200 rounds of heavy metal-free ammunition for use during firearms training. Contact the firearms training staff for approval of ammo prior to arrival at LET.
- F. Students must use an unmodified handgun. Handguns must be in good mechanical condition, compliant with all factory upgrades, and without competition type modifications. Competition modifications or changes that void the warranty are not permitted. The handgun must be of the same caliber, make, and model as that carried on duty by the student. The actual duty handgun is preferred but not mandatory.
- G. If a handgun is deemed modified, unsafe, or not functioning properly, the student will be removed from the firing line. It will be the responsibility of the student/agency to provide a replacement by the next scheduled firearms training or the student will be dismissed from the firearms program. Neither LET nor their instructors will supply any student with a handgun.
- H. Permitted additions to the duty handgun include optical sights, grip tape and frame mounted flashlights. Handguns with optical sights must have co-witnessed backup fixed sights.
- I. All students are required to bring their handgun and the following equipment at the start of the Basic Certification session:
- Duty belt/tactical vest with gear that is carried on duty (e.g., belt keepers, holster, handcuffs & case, flashlight & holder). During firearms training, students must wear body armor as issued/authorized by their agency for normal duty assignments. Duty gear must be of the type manufactured for the carried by the student. 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 (3) 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. The LET uniform (multi-pocket style clothing) is recommended for the range. Clothing that is too tight is discouraged as it can restrict the student's performance on the range.
  - Students must provide their own ball cap with brim and 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 student/agency equipment must meet all safety requirements, and the firearms instructors have the authority to approve or disapprove any equipment used on the range.
  - Students will need clothing suitable for maintaining warmth and dryness and can be worn on the firing range (indoor and outdoor) and during practical exercises.
  - Students should not wear red caps, shirts, or jackets on the firearms range. The firearms instructors wear red clothing for identification purposes.

## **SECTION 14: TESTING**

- A.** Students will be required to pass all written academic tests, skills evaluations, and various other written assignments to successfully complete the Basic Certification Course. In the event of a failure as defined below, the student will be placed in academic remediation (a period of time for further study, review, and preparation for the next attempt). Remediation is documented via a letter of counseling and the student's agency is notified.
- B.** End of Phase Exams. A test is given at the end of every phase. The passing score is 70%. If a student fails to achieve a 70%, they will be given seven (7) calendar days to retake the test which also requires a 70% to pass. If second attempt also does not achieve a 70%, the student will be dismissed from the Basic Certification Course (academic failure)
- C.** The NCIC written exam requires a 75% to pass. If a student does not achieve a 75%, they will be given seven (7) calendar days to retake the test which also requires a 75% to pass. If the second attempt also does not achieve a 75%, the student will be dismissed from the Basic Certification Course (academic failure).
- D.** The DWI exam requires an 80% to pass. If a student does not achieve an 80%, they will be given no less than 15 calendar days and no more than 30 calendar days (days are calculated from the completion of DWI classroom instruction) to attempt the remedial test which also requires an 80% to pass. If the second attempt does not result in a passing score, the student will be dismissed from the Basic Certification Course (academic failure).
- E.** The HFRG Threat Pattern Recognition exam requires an 80% to pass. If a student does not achieve an 80%, they will be given seven (7) calendar days to retake the test which also requires an 80% to pass. If the second attempt does not achieve an 80%, the student will be dismissed from the Basic Certification Course (academic failure). There is also a required practical exam (demonstration of techniques). Minimum passing score for this exam is "adequate". A student that fails to achieve an adequate will be given 7 calendar days to retake the exam. A second failure will result in dismissal from the Basic Certification Course (academic failure).
- F.** Students must pass all graded scenarios. Each scenario has a scoring criterion with a minimum passing score based on particular weighted factors for the evaluated skills. Additionally, a skills evaluator may fail a student for significant reasons not listed in the scenario scoring criteria such as excessive or unjustified use of force, violations of search and seizure law, consistent or major lack of officer safety or other critical areas as directed by LET staff. If a student does not achieve a passing grade on the scenario, they will be provided an opportunity to successfully re-accomplish the *same* scenario on the *same* day. If a student does not achieve a passing score a second time, they will be given seven (7) calendar days to attempt a similar scenario (not identical to the failed scenario). If the similar scenario is failed, the student will be dismissed from the Basic Certification Course (academic failure).
- G.** Emergency Vehicle Operations Course (EVOC) skills testing portion will be conducted at the EVOC course. If a student fails the skills testing, they will be allowed to continue with their

current class but will not receive basic certification until a successful re-test on the EVOC skills portion during a future class. A failure on the re-test will result in dismissal from the training program.

- H. The LET handgun shooting qualification standard is 75%. Students will be given three (3) opportunities to qualify during the first 12 weeks of training. A student 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.
- I. The minimum passing grades for all written assignments (including those on-line) graded using a rubric is “achieved.” If a student fails to reach at least an “achieved” on their first attempt, they will be given a second attempt. If the student fails to reach an “achieved” on the second attempt, they will be referred to the Class Coordinator for remediation. A failure to meet an “achieved” on the remediation assignment may result in dismissal from the academy for academic failure.
- J. No student 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 ½ 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. Such athletic clothing must be in serviceable condition, clean, and appropriate for the LET training environment. LET staff may deem any athletic clothing items as unacceptable and require the student to replace the item.
- C. The Criminal Justice Center has a fitness room and gymnasium available for use by students. The fitness room has a variety of aerobic and anaerobic fitness equipment. The fitness room is open 24/7. Students are prohibited from using the fitness room and equipment if are currently under the influence of alcohol.

#### **SECTION 16: HEALTH & INJURIES**

- A. An illness or injury that causes a student to miss class or an injury incurred while attending the Basic Course must be reported to any LET staff member immediately.
- B. It is the responsibility of students to notify their agency of any injury or illness. In the event the student is unable to contact their agency, a LET staff member will do so.
- C. The Criminal Justice Center is not financially liable for hospital care or medication.



- D. Students 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 students will immediately go to Classroom 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 students should immediately proceed to the nearest exit.
- C. In the event of an active shooter event, students are not expected to respond as law enforcement. There are multiple armed and certified officers in the building at any given point who are trained and equipped to respond.
- D. 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. A trophy is awarded during the graduation ceremony.
- B. The *Coler-Williams* award sponsored by the SD Peace Officers' Association 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 the 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. A plaque is awarded during the graduation ceremony.
- C. The *Inspiration Award* is presented to the student 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 and approved by the Training Administrator. The recipient will be awarded a certificate during the graduation ceremony.
- D. The *Heart and Mind of a Guardian Leadership Coin* will be awarded by students to the student (peer to peer) that embodies the values of a 21<sup>st</sup> Century Police Officer such as

nobility, courage, character, devotion, and service to others. These students will be recognized at graduation.

**SECTION 19: GRADUATION**

- A. Uniforms for class photo and graduation. Students will wear an agency approved uniform suitable for representing themselves, LET, and their agency for both the class photo and graduation. A uniform shirt (long or short sleeve) with tie is preferred. If an appropriate uniform is not available, students will wear conservative business attire (such as dark suit with tie).
- B. With the approval of the student's agency, students may wear duty s for class photo and graduation. If worn, duty pistols and magazines will be loaded with agency approved duty ammo.
- C. Graduation will be held on the last day of the session in the Criminal Justice Center gymnasium. Supervisors, co-workers, family, and friends are invited to attend the graduation event. Notify the class coordinator if any high-level public, law enforcement, or military official is invited.