



**MISSISSIPPI LAW ENFORCEMENT
OFFICERS' TRAINING ACADEMY
STUDENT HANDBOOK**



GENERAL INFORMATION FOR STUDENTS

Effective – April 1, 2022

PURPOSE:

The Mississippi Law Enforcement Officers' Training Academy (MLEOTA) aims to provide training and training facilities to state, county, and municipal law enforcement agencies throughout Mississippi. The single most time-consuming part of MLEOTA's mission relates to basic law enforcement training. That training is intended to prepare individuals to serve their fellow citizens in the critical role of being a career professional law enforcement officer. Therefore, basic law enforcement training must accomplish several developmental training milestones for each student. Those training milestones include, but are not limited to:

- Learning basic police skills and knowledge.
- Applying the learned skills and knowledge in a controlled training environment.
- Learning self-discipline and how to follow society's rules.
- Learning to embrace, practice and exude ethical standards, particularly the law enforcement code of ethics.
- Learning how to relate to peers, superiors, and the general public.

In short, basic training aims to teach the individual student how to do the job of a law enforcement officer in a safe, effective, and ethical manner.

The students must work together as a cohesive and closely controlled unit to accomplish the goals set forth above, as well as achieving many other benchmarks that make up basic law enforcement training. This cohesiveness is especially critical considering the large introductory class sizes and the limited time available to train prospective officers. Every basic trainee must be thoroughly familiar with the contents of this handbook and must abide by the information, rules, and regulations contained herein.

“The experienced professionalism provided by the training cadre and support staff of MLEOTA offers law enforcement trainees from all over the state of Mississippi the opportunity to receive some of the most advanced basic law enforcement training offered anywhere in the country. If you come through our doors with a mindset geared toward learning and professional growth, you will do well here, and we welcome you.” – MLEOTA Training Staff

REGISTRATION OF STUDENTS

Upon arriving at MLEOTA, each student will report to the gym to take a Pre-entrance Physical Fitness Test (PPFT). Each student must attend a briefing designed to acquaint them with MLEOTA rules, regulations, and procedures during their first regularly scheduled class meeting.

After the PPFT, staff officers will be present to assist the students with registration, lodging assignments, including the distribution of bedding and other supplies, as well as designation of assigned parking spaces for personal vehicles.

CLASS SCHEDULES

A well-qualified, professional group of Staff Instructors, accompanied by experienced and qualified guest instructors, provide each student with a training curriculum of outstanding professional quality.

Classes are generally scheduled from 8:00 a.m. to 5:00 p.m., Monday through Thursday, with a ten-minute break every hour when possible. Each student will be given a copy of the weekly Basic Class schedule.

Because guest instructors hold full-time jobs other than instructing, there may be minor schedule changes at certain times during the training program. Each class will be advised of any such changes in the schedule.

It is the sole responsibility of each student to be in the proper class location at least 5 minutes before the class begins. Each student is also personally responsible for wearing appropriate attire and having any necessary materials with them when class begins.

MLEOTA CAFETERIA

The MLEOTA cafeteria provides three meals every day except Thursday, which only consists of breakfast and lunch. The MLEOTA kitchen staff works tirelessly to provide patrons nutritious and well-balanced meals every day. The MLEOTA Administrative Officer welcomes any comments concerning the food quality and service received.

All basic training classes will eat together as a group at the time specified on the weekly meal schedule. The meal and class schedules are posted throughout the MLEOTA complex. While in the cafeteria, each student should move quickly through the food line. All students should eat as soon as possible so that others may be seated. Talking and “horseplay” in the food line will not be tolerated. ***THE CAFETERIA IS OFF-LIMITS TO STUDENTS EXCEPT AT MEALTIMES.***

MLEOTA SECURITY

A full-time Counselor lives in the appropriately designated dormitory. The Counselor is responsible for performing security duties, conducting counseling with students, and supervising student sporting activities, etc., except on weekends. Due to the mission of the MLEOTA complex, it is necessary to secure the buildings on weekends; hence anyone coming to MLEOTA during this period must first check with the Security Officer on duty.

MLEOTA RANGE COMPLEX

The MLEOTA firing ranges are located on the Northeast corner of the 243-acre tract. Because of the security and safety hazard, students and other unauthorized personnel are restricted from this general area unless they are actively participating in authorized firearms training or are accompanied by an MLEOTA Staff member. Unless otherwise instructed, students will march or walk to the firing range as parking spaces are not available to accommodate many vehicles.

SCHOOL OFFICIALS

The Director is in overall charge of MLEOTA. The Training Officer is in direct control of all training programs, assisted by other staff members. The coordinators, who are responsible for specific classes, have a fiduciary duty to ensure that each student fulfills their professional obligation to MLEOTA by successfully completing all aspects of training.

MAIL

Throughout the training program, mail should be sent to the intended student using the following address information and format:

Officer/Your name

MS. Law Enforcement Officers' Training Academy MLEOTA

3791 Hwy 468 West

Pearl, MS 39208

No other mailing address is permitted. Mail for all students will be distributed by the staff when it arrives. The Coordinators or Counselors will collect outgoing mail each morning.

RESIGNATIONS

If a student decides to tender his/her resignation from academy training, they must meet with a class Coordinator or the Training Officer before leaving. During that time, an exit statement will be completed. All equipment and supplies issued to the resigning student must be turned in before departing MLEOTA.

GENERAL CARE OF THE MLEOTA FACILITIES

MLEOTA is **YOUR** training academy. Consequently, the daily condition of the academy reflects directly upon you and law enforcement in general. Therefore, it is your responsibility to do your part to help take care of all MLEOTA facilities and to hold others in your class accountable if they do not.

Cigarette butts, cigar butts, matches, paper, and other refuse **WILL BE** placed in the **PROPER CONTAINERS**. Please keep your feet off the walls in all buildings and avoid any conduct which may mar the appearance of the buildings and grounds. Any student who intentionally or negligently damages or destroys MLEOTA property or equipment will be required to pay for repairs/replacement of the items that become damaged or destroyed.

USE OF GYM FACILITIES

The MLEOTA Staff encourages every student to use the gym facilities, except when training classes are being conducted. Since some degree of danger from injury is present due to the use of special equipment, the following special gym rules are to be observed in addition to the general rules and regulations:

- No "hard sole" shoes will be allowed inside the "White Lines" on the gym floor or the canvas mats.
- No "Equipment", including exercise bars, weights, volleyball net, etc., shall be moved, rearranged, relocated, or handled in any way except with permission of the Staff Officer in charge. ***All equipment will be returned to its original location prior to the conclusion of each work-out.***
- No student shall use the sauna or whirlpool bath unless a staff member so directs and is present or has assigned someone to supervise the student use of those facilities.
- All students are encouraged to use the weight room. ***However, for safety reasons, no one is allowed to work out in the weight room alone. At least one other person must be present in the room at all times. NO EXCEPTIONS.*** Students who are not accustomed to using weight room equipment should seek the supervision of a staff member.

RULES AND REGULATIONS FOR BASIC TRAINING

VEHICLES AND PARKING

Students must park their vehicles in designated areas only. The designated area for student parking is near the maintenance shop. Additional parking instructions will be provided when you arrive.

Students will drive personal vehicles only while traveling to and from MLEOTA for scheduled training unless otherwise instructed. The use of seatbelts is required in all vehicles operated on the MLEOTA grounds.

TARDINESS

Each student must be punctual for all classes, meals, formation, physical training, and other activities. Classes will begin and end promptly at scheduled times unless specific instructions are given to the contrary. If a student fails to appear in class or at a scheduled function at the specified time, he/she will be considered tardy. Tardiness may be assessed during the regularly scheduled training day or for any required function outside the classroom.

The first unexpected tardy will result in additional duty; the second in an official reprimand; and the third in a dismissal hearing before the Student Review Board (SRB).

ABSENCES

A student may not leave the MLEOTA grounds at any time except on direct order or special permission of the MLEOTA Director, Coordinator, or Training Officer. A student will be allowed reasonable emergency to leave when approved for legitimate reasons, i.e., sickness, court, etc. When returning from leave, the student must submit a written explanation for the leave, as designated by the class Coordinator, no later than the first day upon returning to MLEOTA. Any student, upon their return, must make up all missed classes and exams.

Failure to comply with any of these requirements will constitute an unexcused absence. Any unexcused absence may result in a dismissal hearing before the SRB. Likewise, any recognized pattern of excessive excused absences may result in such a dismissal hearing.

If a student is absent for more than 24 hours of classroom training during the 12 weeks of training, this will result in a dismissal hearing before the SRB.

COURTESY AND DISCIPLINE

A. Chain of Command

The MLEOTA chain of command starts with the Squad Leader, and progresses to the Platoon Leader, to the class Coordinator, to the Training Officer, and finally, to the Director of MLEOTA. Students are required to strictly adhere to the chain of command.

B. Conduct and Discipline

Discipline is a way of life for the competent law enforcement officer. Students are required to conduct themselves in an exemplary professional manner at all times. They must obey all lawful orders of the MLEOTA Staff and others in the chain of command. Each student should conform their conduct to the rules and regulations of this handbook. Insubordination or failure to obey a lawful order is grounds for dismissal.

Immoral or disorderly conduct will not be tolerated. Profane, obscene, vulgar, or indecent language, commonly known as cursing or violent swearing, will not be allowed. Any student who physically or verbally assaults another student or employee, except as required by a training class, is subject to immediate dismissal.

Minor infractions of the rules and regulations will be addressed to the respective student by a staff member so that the violation may be immediately corrected. Serious infractions or repeated minor infractions will be reported to the Class Coordinator by the staff member observing or having knowledge of the offense(s).

C. Dormitory Conduct

Students in the dormitory shall conduct themselves in a professional manner. Rowdiness, “horseplay”, loud noise, theft/stealing, disturbing the peace and quiet during late hours, immoral or obscene conduct, or any disruptive behavior conducted by a student will result in disciplinary action or dismissal. ***A student's written request for admission to MLEOTA shall be construed as implied consent to all necessary investigations, questions, interrogations, and searches of items, property, personal vehicles, and persons while on MLEOTA grounds or during***

MLEOTA sponsored off-campus training activities and events. As such, all dormitory rooms and bays will be subject to inspection and search. MLEOTA students have no expectation of privacy in those areas. These investigations, inspections, or searches will be conducted by MLEOTA Staff or law enforcement officers engaged in an official investigation and as a result of policy adherence, reasonable suspicion, or a violation of the law.

D. Dormitory Curfew

Absent a required training evolution, the dormitory curfew for students is at 2130 hours (9:30 p.m.). All students must be in their rooms and quiet after that time. A bed check may be held at any time during the night. The upstairs lobby in the MLEOTA Administration Building is the designated recreation area for female students. ***Male students are not allowed on the second floor of the Administration Building at any time unless authorized or required by a Staff member.***

E. Living Quarters

Each student is assigned living quarters which may be changed only when directed by a Staff member. Each student will share the proper policing of all living quarters, buildings, and grounds as required. The beds of all students will be made, and shoes and clothing will be stored in the manner prescribed. Unless authorized by an instructor or the Class Coordinator, no food products of any kind will be kept or consumed in the dormitory.

F. Courtesy in the Cafeteria

Students are required to use proper table manners while eating in the cafeteria and talking will not be tolerated. As students finish eating, they will immediately police their area, place the tray in the window provided for the same, and depart from the dining room.

G. Inspections

Inspections of bays, halls, stairways, restrooms, living areas, and classrooms will be made daily. This includes personal uniform and grooming inspections. On the spot correction will be administered by inspecting staff members. Class Coordinators will be responsible for addressing more serious discrepancies.

UNIFORM OF THE DAY

All students will be required to wear the MLEOTA uniform during the training program. The designated uniform shall be maintained in a clean and well-pressed order at all times. All leather and brass will be shined. Uniforms will be designated as follows:

Class A Uniform: Blue MLEOTA T-shirt, khaki pants (bloused), black belt, black boots, and a baseball style ball cap with the MLEOTA emblem on the front.

Class B Uniform: White T-shirt, khaki pants, black belt, tennis shoes, and no hat. The designated headgear will be a baseball style ball cap with the MLEOTA emblem on the front.

The uniform for each day will be determined by the Class Coordinator or Instructor in charge of the class.

CLASSROOM OPERATION

Students shall maintain proper decorum while in the classroom and shall treat all instructors with respect at all times.

A student should raise their hand and wait to be recognized before asking questions in class. Any student who shows disrespect, makes vulgar or disruptive remarks, or engages in other activity deemed disruptive by the instructor shall be subjected to disciplinary action.

Students are required to maintain classroom cleanliness. Each student shall be responsible for removing trash from their area.

All students are required to take ample notes in all subjects. Notes should be written in ink or typed and kept in the permanent notebook issued to each student.

BREAKS

Whenever possible, each class will be allowed a ten-minute break for every hour of instruction. The instructor in charge of the class will designate times for breaks.

Food and drinks are not allowed in the classrooms unless permission is granted by the Class Coordinator.

EQUIPMENT AND SUPPLIES

All students are responsible for equipment care, whether it is issued to an individual or provided for general use. Uniform equipment will be worn according to existing regulations and identification tags will be worn at all times, except when attired in gym clothes. Identification tags will be attached to the right chest area of the uniform as instructed. Until training is completed, these tags remain the property of MLEOTA and should be surrendered upon resignation. In addition, any time a student is on leave from MLEOTA, including weekend leave, the student should leave their identification tag on the pillow on their bunk while absent from the academy.

If a student leaves MLEOTA without completing the training program, all supplies and equipment issued to the student should be returned in good condition.

PERSONAL HYGIENE AND GROOMING

Personal hygiene and appearance shall not be neglected. The face will be clean-shaven. Head hair will be neat and groomed (*as determined by Class Coordinators*). Clothing and equipment will be kept neat and clean. Each student is required to bathe/shower at least one time each day or at any time the need arises.

ILLNESS OR INJURY

In the event of injury or illness, the student is required to immediately report the incident to a MLEOTA official so that proper medical care may be provided, and a record kept thereof. The student must complete an injury/illness report as soon as possible and submit it to a Class Coordinator.

Sick calls for routine illnesses will be at 9:30 p.m. each day. Basic students and their respective parent agency will be responsible for all medical expenses incurred.

SMOKING – USE OF TOBACCO

The use of any tobacco products in any building is prohibited. Suitable containers for proper disposal of cigarettes are to be used. Do not discard cigarettes or cigarette butts on the floors, property parking lots, shrubs, urinals, toilets, or grounds of the academy property. Do not spit tobacco remnants or fluids into academy water fountains, sinks, or urinals. Use of tobacco products are prohibited on MLEOTA grounds except in designated break areas.

TELEPHONES

Permission for the use of MLEOTA telephones or personal cell phones for emergencies will be granted by MLEOTA staff on a case-by-case basis. Cell phones should be kept in personal vehicles until otherwise directed by a Class Coordinator. While attending basic training, and at the discretion of the Class Coordinator, students will be allowed to make one phone call per week. The amount of time for the weekly call will be limited and will usually occur on Tuesday night of a given week.

WEAPONS AND EXPLOSIVES

Explosives (including firecrackers) are prohibited on MLEOTA property. Firearms shall not be kept in the dormitory. *Any student who possesses explosives or is found carrying or displaying a firearm in the dormitory, the classroom, or in any area except the firing range will be subject to IMMEDIATE DISMISSAL.* All personal or department issued weapons should remain secured in each student's vehicle until otherwise instructed.

GAMBLING – INTOXICANTS – NARCOTICS

Gambling in any form is forbidden on MLEOTA property. The use or possession of alcoholic beverages, including beer, is prohibited on MLEOTA property. The possession or use of narcotics (excluding prescribed medication) is also strictly forbidden on MLEOTA property. Any violation of these rules and regulations will be cause for **IMMEDIATE DISMISSAL**. Likewise, if a criminal violation of the law occurs, criminal or civil prosecution may result.

VISITORS

Students will be allowed to have visitors only on an emergency basis, or if their respective employer expresses the need to meet with them. Such visitations/meetings will be granted solely at the discretion of the Director or Class Coordinators.

VIOLATIONS OF LAWS

No student shall violate any state or federal laws or city or town ordinances while attending MLEOTA. A single infraction of city or town parking regulations shall not be construed as violating this rule, provided the offense is not repeated. Any student arrested or taken into custody while attending MLEOTA training, regardless of the crime and whether or not the student is in a leave status, shall report the matter to Class Coordinators within 48 hours. Any student who fails to report being arrested or taken into custody, absent parking infractions as detailed above, will be subject to disciplinary action or dismissal.

CHEATING

MLEOTA prides itself on ensuring all aspects of training are conducted ethically, safely, fairly, and responsibly; and that such activities will survive administrative, educational, legal, and judicial scrutiny. Consequently, MLEOTA takes all instances of suspected cheating seriously.

If cheating is suspected, instead of outright dismissal, any student who is suspected of being involved in such activity during any testing may be given a zero for that test, regardless of whether it is a weekly examination or a firearms score. The student will be given written notice that they are accused of cheating and will receive a zero. The student may appeal this action through the chain of command to the Director. If the zero grade results in a student's expulsion from MLEOTA, the student will be eligible for an SRB hearing just as if the student had been dismissed for a violation of other rules and regulations. This process is the only situation where academic failure from MLEOTA may entitle a student to receive a review board hearing. ***Any student who is found to have purposely lied, cheated, or committed theft during basic training may be subject to IMMEDIATE DISMISSAL.***

PENALTIES

Penalties for violation of any student rule or regulation will be based upon the specific penalty provided in the handbook. In the absence of a specified penalty, the severity of the violation, or the combined effect of several violations, will determine the respective disposition. In addition, mitigating and aggravated circumstances, coupled with the student's overall performance, will be considered.

General penalties may include, but are not limited to:

- Oral Reprimand
- Written Reprimand
- Dismissal from the MLEOTA Training Program

Extra duty may be assigned to a student in conjunction with oral or written reprimands. When a written reprimand or dismissal action is imposed, the respective student's agency head will be notified. Additionally, a permanent record of the assessed penalty will be placed in the student's file.

DISCIPLINARY HEARING PROCEDURES

When a student is charged with a violation of a rule or regulation that may result in his/her dismissal from MLEOTA, the respective student shall immediately be suspended from all training activities and must promptly leave MLEOTA. If requested, a dismissal hearing will be scheduled before the SRB without unreasonable delay. As part of the SRB process, the dismissed student will be advised of a date, time, and location for the review board meeting. The SRB shall be appointed by the Director of MLEOTA and shall consist of at least five individuals. Any student may waive their right to have a dismissal hearing.

Student Review Board hearings at MLEOTA are conducted to arrive at decisions regarding student behavior. These decisions affect the student and their relationship with MLEOTA. The procedures to be followed by all convened MLEOTA review boards are as follows:

- Review board hearings are private and involve the student and the empaneled review board. SRB hearings are closed to the public.
- The hearings are presided over by the Chairman of the review board or his designee.
- The format and sequence of the hearings are as follows:
 - Presentation of the charge(s).
 - A call for the accused to respond to the charge(s).
 - Presentation of supporting testimony and information by MLEOTA and respective witnesses regarding the charge(s).
 - Presentation of supporting testimony and information by the accused and respective witnesses regarding the charge(s).
 - Examination and questioning by the SRB panel.

The accused may bring an advisor of his/her own choosing to the hearing. The advisor may be an attorney, another student, or a citizen at large. The advisor may address the SRB only at the pleasure of the SRB Chairman. If the accused wishes to have legal counsel present at the hearing, they must inform MLEOTA representatives, by certified mail or by email, at least twenty-four hours prior to the hearing.

At the conclusion of the hearing, the SRB will consider all material presented. The SRB panel's deliberations will be closed to all other parties. The SRB will advise the accused of its decision in writing as soon as possible. A transcript or synopsis of the hearing will be made and filed in the Director's office.

When a student is dismissed from MLEOTA for violation of a rule or regulation, that student may be re-admitted at the discretion of the Director. The Director's decision will be based on a determination that doing so would not be dangerous or disruptive to training. Any student eligible for re-admission will generally have to wait at least six months for re-acceptance to basic training.

TRAINING PERFORMANCE STANDARDS

MLEOTA training performance will be measured in three areas: **academics, skills certification, and physical training**. Students are required to perform satisfactorily in all training activities. Any student who fails to perform satisfactorily will be dismissed from MLEOTA.

ACADEMICS

Each student will be evaluated on their academic performance by administering written examinations. At least one exam will be administered during each week of training, usually on Thursday morning.

The Board on Law Enforcement Officer Standards and Training (BLEOST) requires that every basic student graduate with a minimum academic average of 70% out of a possible 100%. Therefore, each student must complete the entire course with an overall average of 70% to receive a Successful Completion certificate from MLEOTA. That same average is necessary to be certified by BLEOST. Any student who fails academically, even during the final week of training, will not participate in any graduation activities.

Students who have an academic average below 70% after the second week of training will be placed on academic probation, in accordance with BLEOST policy. Once a student is placed on academic probation, their agency head will be notified. A student on academic probation will be given a reasonable amount of time to bring their average above 70%. The length of time allowed for a student to be on academic probation will be at the discretion of the Director. The student who fails to bring their grade average up to 70% after the probation period will be subject to dismissal, unless a determination is made that the student can bring the average up to an acceptable standard before graduation.

Students on academic probation and others in academic jeopardy (those whose average is below 75%) will be required to engage in designated study periods. The Class Coordinator will arrange for study group assistance for these individuals with either Class Counselors, Instructors, or other students.

SKILLS CERTIFICATION COURSE

The basic law enforcement curriculum contains several skills courses that gauge the student's performance and adaptability for becoming a certified police officer. To complete the basic course, students must demonstrate proficiency by achieving a score of 80% in Tactical Driving and Defensive Tactics. Prior to graduation, students must provide proof to MLEOTA that they have completed First Aid - Cardiopulmonary Resuscitation (CPR) training.

Acknowledgement of each student's successful completion of the various skills courses will be determined by written examinations and practical exercises. Specific requirements for certification will be given during the first-class meeting in each course.

FIREARMS TRAINING

Firearms training requirements are set according to BLEOST standards. Each student must achieve a 75% overall average on all recorded pistol certification courses and a 75% on the State Course. Students must also demonstrate safety in handling firearms at all times. Repeated unsafe acts with a firearm will result in expulsion from firearms training.

Any student who fails to qualify after fifty-two (52) hours in firearms training will be granted one additional opportunity to repeat all firearms courses, beginning with day-time courses, to achieve a qualifying score of 75 percent.

FIRST AID AND CPR

First Aid and CPR requirements are set according to BLEOST standards. Prior to graduation, students must provide proof to MLEOTA that they have completed First Aid - Cardiopulmonary Resuscitation (CPR) training.

DEFENSIVE TACTICS

All students will be required to participate in all defensive tactics classes. Each student will be required to take a written certification test and score an 80% or better to pass. In addition to the written test, students must demonstrate the ability to perform all of the techniques in handcuffing, takedowns, partner techniques, ground escapes, and batons. If a student fails to achieve a score of 80%, they will be given one re-test.

If a student cannot perform the practical exercise to the instructor's satisfaction after three (3) attempts or fails to achieve an 80% score on their written re-test, the student will be subject to dismissal from MLEOTA.

TACTICAL DRIVING

All students must participate in all tactical driving exercises. Additionally, each student must demonstrate an acceptable level of skill in the following areas:

- Evasive Vehicle Recovery (EVR)/Road Course
- Day Pursuit Course
- Night Pursuit Course
- Backing Course

Students who cannot successfully complete the tactical driving exercises involving EVR, and Day/Night Pursuit within the allotted time will be allowed six (6) additional attempts to pass. Students will be allowed twelve (12) attempts to successfully complete the Backing Course.

All students must pass a written certification test with a grade of 80% or better. If any student cannot pass the written test, they will be given one re-test. If a student fails to achieve 80% on their re-test, they will be subject to dismissal from MLEOTA.

PHYSICAL TRAINING

All students must participate in the physical training classes unless a student has a valid medical excuse from a licensed practicing physician. Students will be required to participate in the BLEOST mandated physical training classes four (4) days each week.

Gym uniform: The uniform for all classes conducted in the gym (unless otherwise specified by that class instructor) will be white cotton, full length, round-neck T-shirt, and blue MLEOTA shorts. The student's name will be stenciled in block letters, no smaller than 2 inches in height, on the back of the shirt across the shoulder blades. During periods of colder weather, students are permitted to wear warm-up suits. However, the warm-ups will be navy blue or gray loose-fitting cotton, with a round-neck shirt and the student's name stenciled on the back across the shoulder blades. No detailing should be on the suit. The student will also be required to wear non-marking sole gym shoes and white cotton gym/athletic socks.

Injury or illness: Any student who has a valid medical excuse from a licensed practicing physician will not be required to participate in any physical training that impacts the affected body part in question for the duration of the medical excuse. The medically excused student must still report for physical training at the designated place and time.

The student must be released by a licensed practicing physician before continuing all phases of the physical training program. Any student who misses more than five (5) days of physical training is subject to dismissal regardless of the reason. In addition, any student who is found to have falsified any medical information on their application or has a medical condition they have not revealed or disclosed to the examining physician, may be dismissed from MLEOTA.

In all cases where a student's medical condition may require dismissal, the student will be notified of that possibility. The student will be given a reasonable amount of time, not to exceed five (5) class days, to return to full training.

Testing: The student will participate in two physical training evaluations as required by BLEOST. The physical training test is administered during the ninth (11th) week of training. A student must achieve a score of 70% or better on the physical training test as required by BLEOST.

Failure to Meet Performance Standards:

As noted above, any student who fails academically, or who fails in any of the two critical areas listed below will be dismissed from MLEOTA:

- Failure of the Firearms Training standard as noted above.
- Failure to provide proof of First Aid or CPR certification as noted above.
- Failure of the Defensive Tactics standard as noted above.
- Failure of the Tactical Driving standard as noted above.
- Failure of the Physical Training standard as noted above.

The disciplinary hearing process is not used when a student is dismissed from MLEOTA for failing to meet performance standards. A dismissal for failure to meet the performance standards will not prevent a student from re-enrolling at a future training course.

FORMS USED BY THE BASIC CLASS COORDINATOR

1. Exit Form
2. Academic Form
3. Contact Form *
4. Physical Training Test Form

* The Class Coordinator fills out contact Forms for minor infractions that students commit. If a student receives more than two Contact Forms, MLEOTA notifies the student's law enforcement agency/department. After the initial notification to the parent agency, if a student continues to receive Contact Forms, they may be dismissed from MLEOTA. All Contact Forms are placed in the student's file.

STUDENT NOTEBOOKS

All students will be required to maintain notebooks in the manner described below. The notebooks will be graded, and the grade will count as the equivalent of one weekly test grade. The student's notebook will be kept in the following manner:

- The first notebook will be used for the first 4 – 5 weeks based on the amount of material provided in a particular class. A second notebook will be issued as determined by the Class Coordinator.
- The first tabbed divider will be an administrative section for administrative matters, the student handbook, and the class schedule.
- The remaining tabbed sections will be marked for each academy week, number one (1) through ten (10).

Students will maintain those weeks in their notebooks using the following method:

- Each week will begin with a tabbed divider, marked with the week number.
- The colored paper will be used as class subject dividers.
- One-color will be used each week for ease of identifying each week of MLEOTA attendance.

Week 1	Blue	Week 4	Pink	Week 7	Green	Week 10	Grey
Week 2	Green	Week 5	Grey	Week 8	Yellow		
Week 3	Yellow	Week 6	Blue	Week 9	Pink		

TESTING POLICIES

During testing, if any student is observed looking around, an instructor will make a general announcement to the class that test takers are not allowed to look around and must instead look only at their assigned papers.

If the same student is observed looking around again, the student in question will receive a **ZERO** for that test. Additionally, if a student is found to be looking on another student's paper or cheating in any other way, such activities are grounds for **IMMEDIATE DISMISSAL**.

If a student needs to ask a question, they must raise their hand but not look up at an instructor.

List of Abbreviations

BLEOST -	Board on Law Enforcement Officer Standards and Training
CPR -	Cardiopulmonary Resuscitation
EVR -	Emergency Vehicle Recovery
MLEOTA -	Mississippi Law Enforcement Officers' Training Academy
PPFT -	Pre-entrance Physical Fitness Test
SRB -	Student Review Board

NOTICE OF ACADEMIC PROBATION

Student: _____ Date: _____

Dept.: _____ S.S. #: _____

This student has an academic average of _____ at the end of the _____ week of Basic Training. In accordance with BLEOST and the Student Handbook, an average below 70% at the end of two weeks of training will result in a student being placed on probation. The amount of time a student will remain on probation is at the discretion of the Director. At the end of the probationary period, a student with an average below 70% will be dismissed from training. This dismissal will not prevent the student from returning to a future Basic Class.

On the above date and time, Student _____ was advised they were being placed on probation for failing to meet the minimum standard for _____. This student was advised and acknowledged that failure to attain a 70% average by (date) _____, would result in dismissal from the Basic Law Enforcement training program.

The student was further encouraged to seek help from the Staff Counselors, Instructors, and fellow students in addressing this academic inefficiency. The student was advised that a copy of this notice was sent to his/her respective agency department head.



*BASIC CLASS
RECRUIT CREED*

SIR,

THIS RECRUIT STANDS HERE A PROUD RECRUIT OF BASIC CLASS _____ IT IS THIS RECRUIT'S GOAL TO BECOME A LAW ENFORCEMENT OFFICER IN THIS STATE. THIS RECRUIT PROMISES TO GIVE NO LESS THAN 100% OF HIS/HER MENTAL AND PHYSICAL CAPABILITIES. THIS RECRUIT PROMISES TO NEVER EMBARRASS HIMSELF/HERSELF, HIS/HER AGENCY, FELLOW RECRUITS OR THIS ACADEMY. WITH THE HELP OF THIS RECRUIT'S INSTRUCTORS, THIS RECRUIT WILL ACHIEVE HIS/HER GOAL OF BECOMING A LAW ENFORCEMENT OFFICER IN THIS STATE SIR!