



**Criminal Justice Institute**

# **POLICY MANUAL**

***For the  
Law Enforcement and Correctional  
Basic Recruit Training Programs; including Crossover  
and Evening***



***Indian River State College  
Revised June, 2024***

## **PREFACE**

The Criminal Justice Institute is established through the Florida Department of Law Enforcement (FDLE), Criminal Justice Standards and Training Commission (CJSTC) and the Region XI Training Council.

The objective of the Indian River State College (IRSC) Criminal Justice Institute (CJI) is to produce the most qualified and trained law enforcement and corrections recruit while instilling a lifelong respect for each member of society, personal and professional integrity, and a high standard of excellence.

As a CJI recruit, you are also an IRSC student. Recruits must familiarize themselves with the IRSC student handbook, which is available on the IRSC website ([www.IRSC.edu](http://www.IRSC.edu)), and this CJI Policy Manual.

IRSC and the CJI expect recruits to act professionally and responsibly. The policies that follow will help provide a positive classroom learning environment, as well as conduct safe and efficient training with the highest standards. Policy modifications may be necessary on a case-by-case basis due to the demanding nature of the classwork and training.

Recruits are required to sign the Acknowledgement of Policy Manual Receipt and Understanding form included in the Orientation packet. This acknowledgement will be placed in every recruit's file.

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**Any and all records of accolades, inquiries or discipline will become a permanent part of the recruit's file.**

**SECTION I**  
**BASIC RECRUIT TRAINING PROGRAMS ENTRANCE REQUIREMENTS**

The requirements for entry and continued participation in the Basic Recruit Training Programs include those mandated by the Florida Statutes 943.13 for law enforcement and correctional officer employment. This helps ensure graduates are employable upon graduation. Entry requirements are as follows:

1. Be 19 years of age by the time of graduation for law enforcement, 18 years of age for Corrections
2. Be a citizen of the United States
3. Be a high school graduate, or its equivalent
4. Be of good moral character and not have been convicted of any felony or of a misdemeanor involving perjury or a false statement
5. Have not received a dishonorable or undesirable discharge from any of the branches Armed Forces of the United States
6. Be fingerprinted and have prints submitted to the Florida Department of Law Enforcement
7. Successfully pass a physical examination by a licensed physician, physician assistant, or licensed advanced practice registered nurse based on specifications established by the Criminal Justice Standards and Training Commission
8. Submit an autobiography with a minimum of 750 words
9. Successfully complete the Physical Ability Test (PAT)
10. Successfully complete the Basic Ability Test (BAT)
11. Be agency-sponsored or self-sponsored. Self-sponsored recruits are subject to additional requirements such as a background investigation, psychological exam/Integrity Test, polygraph/CVSA, drug screen, and comprehensive interviews

## **SECTION II** **POLICIES**

### **A. Definitions**

1. **Academy or Complex.** The Criminal Justice Institute (CJI), where most training occurs.
2. **On-Duty.** Generally, Monday through Friday, from 0745–1700, for day classes; and 1715-2130 for evening classes. Usually involves academics or practical training at the Treasure Coast Public Safety Training Complex (TCPSTC) or off site (i.e., correctional facility, courthouse, field training).
3. **Off-Duty.** Not engaged in or responsible for assigned work.
4. **Sponsoring Agency.** This is an agency that has hired and is paying the full or partial tuition of a recruit in a Basic Recruit Training Program (BRTP), Cross-Over Training class, or Equivalency of Training class.
5. **Recruit.** The student of the applicable program or class.

### **B. Attendance**

1. **Tardiness.** The training schedule clearly defines the start time for each class; recruits are expected to be on-time. Failure to report to class, formation, or any other training at the designated time may be cause for disciplinary action.
2. **Absence.** Attendance is mandatory for all training, classes, and functions. An excused absence requires make-up work equivalent to the time missed. If the time missed is 10% or more of the entire block, recruits will be withdrawn from class, thereby requiring the recruit to repeat it at a later date to graduate. Any unexcused absence will result in dismissal. A pattern of absences during training that may not meet the 10% of one block, yet are consistent throughout the program, may also lead to program dismissal. For illness or an emergency, recruits must notify their Coordinator through their Class Leadership before the designated start time, followed by notification of your sponsoring agency, if applicable. Recruits must follow-up the absence with a Request for Excused Absence form, explaining the reason for the time off and present it to the assigned Coordinator through the Class Leadership immediately upon return to duty. No recruit will be excused for pre-employment processing, interviews, or personal business, to include medical or dental appointments (except for emergencies).
3. **Attendance Sign-in Sheet.** Recruits must sign the Attendance Sign-in Sheet for each period of instruction. A typical day will have three sign-in sheets: morning, afternoon, and physical training. These are a part of the recruit's permanent training records. If a recruit fails to sign in, the recruit will be listed as absent which may result in dismissal. Signing in for anyone other than yourself will be considered an integrity violation and

may be grounds for immediate dismissal.

4. **Court appearances and subpoenas.** Recruits must provide their Coordinator with the following information on a memorandum form:
  - a. Recruit name and class number
  - b. Case number
  - c. Defendant or plaintiff's name
  - d. Court (County, Circuit, Felony, Civil)
  - e. Date and time of appearance
  - f. Copy of subpoena
5. **Class breaks.**
  - a. Class breaks are scheduled and taken at the instructor's discretion
  - b. Recruits should not remind the instructor of, nor refer to, breaks
  - c. Recruits should not congregate or speak loudly in the halls during breaks; this is a distraction to other classes
  - d. After breaks or lunch, recruits will report promptly to the classroom and be quietly seated when the instructor enters
6. **Scheduled holidays or training time-off.** Sponsored recruits must notify their agency when their class has time off with no scheduled activities.

### **C. General Standard of Conduct**

Any of the following may result in disciplinary action:

1. **Chain of Command.** Recruits must use their chain of command progressively, starting with the Squad Leader, Platoon Leader, and Class Leader.
2. **Safety.** Some recruit training will be inherently dangerous; it is vital to think and act safely to help minimize risks whenever possible.
3. **Office etiquette.** Recruits must be accompanied by a member of their Class Leadership when entering the CJI Suite and no more than two recruits are permitted in the CJI Suite at one time. Recruits may not visit the Selection Center after the academy start date without requesting permission from the assigned Coordinator through a member of Class Leadership. Before entering an office, a recruit will knock on the door and announce

their presence. The recruit will knock and state “Recruit (*Your Name*) requests permission to enter and speak with you Sir (Ma’am)” or “Recruit (*Your Name*) reporting Sir (Ma’am).” Do not enter the office until authorized.

4. **Telephones or mobile phones.** Recruits are not authorized to use landline phones or use or carry mobile phones inside the building unless specifically authorized by your Coordinator. Emergency messages will be communicated to recruits by contacting the CJI Administrative Assistant at 772-462-7952.
5. **Professionalism.** Recruits should always conduct themselves in a respectable manner, on and off duty; conduct while off-site for lunch should be representative of a law enforcement professional. Remember – while you wear your uniform, you represent the CJI, IRSC, and your sponsoring agency, if applicable; wear it professionally.
6. **Courtesy and respect.** Recruits will give all due respect to CJI instructors, IRSC staff and faculty, and visitors.
  - a. **Salutation.** You will address everyone applicably using Mr., Ms., Sergeant, Lieutenant, Doctor, etc. Greet staff with, “Good morning, Sir;” or “Good afternoon, Ma’am.” Recruits will be brought to attention when a member of the CJI Leadership Team and/or Instructor, visitor, IRSC Staff enter the classroom except in the event of testing or during High Liability instruction. Recruits will pause and step aside in the hallways at all times for a uniformed officer.
  - b. **Positive comments.** Be positive; do not publicly criticize or ridicule peers, agencies, or the CJI
  - c. **Compliance.** Recruits will obey all legal orders given by instructors, Coordinators, or other CJI staff; this is essential to maintain a positive and efficient learning environment
  - d. **Orderliness.**  
*Do not:*
    - Talk or be disruptive during instruction
    - Lounge in your seat, sit on or place your feet on the desks or table-tops
    - Sit on the floor in the halls. If you notice a group impeding the flow of traffic through the hallway, announce “Stand clear” in a low voice, but loud enough to be heard by the other recruits in the group. The other recruits should then move out of the way of the approaching person(s)
7. **Be alert.** You must be alert during training; stand at the back of the classroom if you are sleepy; sleeping in class is a Class I offense and may eventually be grounds for discipline.

8. **Food or drink.** With the exception of water bottles with secure lids, no eating, drinking, or chewing gum is allowed in any TCPSTC classroom.
9. **Tobacco Free and Smoke Free Campus Policy.** IRSC prohibits smoking and the use of all smokeless tobacco products in all facilities and areas owned by the College. Employees, students, guests and members of the public are required to adhere to this policy. Tobacco products include all forms of tobacco, including but not limited to cigarettes, cigarillos, cigars, shisha, pipes, herbal cigarettes, water pipes (hookahs), electronic cigarettes (vaporizers), electronic hookahs, any other forms of loose leaf and all forms of smokeless tobacco including, but not limited to chew, orbs, snuff, sticks and strips and all future nicotine devices and products. The sale of cigarettes and other tobacco products and the free distribution of tobacco products are prohibited.
10. Intoxicants. **No behavior or performance-altering substances (alcohol, medications, etc.) are allowed on any IRSC campus; recruits will not be allowed to participate in ANY training if they** are under the influence of any such substance.
11. Respect for CJI neighbors. **Treat our neighbors with respect; no speeding, playing radios loudly and/or honking horns.**

#### **D. Contact with Law Enforcement**

1. **Criminal or non-criminal matters.** Recruits must notify their Coordinator in writing if they have ANY contact with a law enforcement officer or agency. Examples include, but are not limited to:
  - Traffic stops (even if a citation or warning is not issued)
  - Traffic accidents
  - Domestic dispute or violence
  - Physical altercations
  - Use or misuse of any law enforcement authority on the part of a recruit
  - Arrests or suspicion of involvement in a crime
  - Involvement in the investigation or arrest of an individual
2. **Civil matters.** Recruits must notify their Coordinator in writing if they have any contact with a law enforcement agency on a civil matter. Examples include, but are not limited to:
  - Vehicle repossession
  - Subpoena service, lawsuits, or pending divorce proceedings
  - Notice of lawsuit
  - Neighbor disputes
  - Eviction

#### **E. Uniforms and Appearance**



1. **Class A Uniform – Standard Duty** (Law Enforcement and Correctional Recruits)
  - a. Law Enforcement: Pressed French blue Criminal Justice Institute uniform shirt with pressed navy Criminal Justice Institute pants, CJI black belt, CJI navy academy hat, black socks, and highly shined black boots. CJI windbreaker will be provided.
  - b. Corrections: Pressed French blue Criminal Justice Institute uniform shirt with pressed navy Criminal Justice Institute uniform pants, CJI black belt, CJI black academy hat, black socks, and highly shined black boots. CJI windbreaker will be provided.
  - c. White round neck T-shirt worn under uniform shirt.
  - d. Appropriate undergarments
  - e. Crossover: Class B uniforms; agency polo and BDUs with duty belts and boots
2. **Class B Uniform– Physical Training** (Law Enforcement and Correctional Recruits)
  - a. Uniforms must be washed regularly
  - b. Navy blue shorts
  - c. Gray academy T-shirts with last name in 1 ½ - 2-inch black block letters on back
  - d. White athletic socks
  - e. Modest colored running shoes
  - f. Appropriate undergarments
  - g. Water bottle
3. **Class C Uniform– Practical Skills Training** (LE and Correctional Recruits)
  - a. BDUs (as issued)
  - b. Ash gray academy T-shirts with last name in 1 ½ - 2-inch black block letters on back
  - c. Appropriate undergarments

4. **Grooming standards**

a. **Personal hygiene**– Recruits must shower and deodorize daily

b. **Hair – females**

- i. Hair will not touch the collar of the uniform shirt and must be neat and easily maintained without hair ornaments
- ii. No spikes, exotic haircuts, unnatural coloring, obvious streaking, color tipping, or shaved lines/letters
- iii. Long hair must be combed in a “bun” style or contained by hair accessories (not ornaments)
- iv. Hair must allow proper fitting of the cap

c. **Hair – males**

- i. Hair will not touch the collar of the uniform shirt and will be tightly tapered in the back and around the ears
- ii. Hair must allow proper fitting of the cap
- iii. No spikes, exotic haircuts, unnatural coloring, obvious streaking, color tipping, or shaved lines/letters
- iv. Recruits must be clean shaven each day
- v. Mustaches are permitted if neatly trimmed and even with the corners of the mouth; no beards are allowed. Mustaches have to pre-exist prior to the beginning of the academy

d. **Cosmetics** may be worn in natural colors only

d. **Perfumes and colognes** may be worn, but not in excess

e. **Fingernails**

- i. Fingernails must be neatly trimmed and even with the tips of the fingers (i.e., when looking at the hands with the palms turned up, one should not be able to see any fingernails extending beyond the fingertips)
- ii. Fingernail polish may be worn but must be in a clear or natural shade of color

iii. Nail ornaments are not permitted

f. **Jewelry**

i. No jewelry or personal ornaments should be affixed to any part of the uniform or equipment (i.e., tie tacks, pens in pockets, sunglasses)

ii. No more than two (2) rings and one (1) wristwatch may be worn. Smart watches are not permitted due to test integrity.

iii. No jewelry of any type may be worn during physical training or defensive tactics

iv. You may wear a concealed religious medallion

g. **Body piercing.**

i. Recruits may not wear any attachments on their body as a result of body piercing; this includes any body piercing accessories attached to the tongue, interior or exterior of the mouth, nose, eyebrows, cheek or other visible or non-visible areas

ii. Females may wear one pair of stud style earrings. No earrings are permitted during physical training or defensive tactics

**F. General Information**

1. **Parking.** Recruits may park in any **unmarked space** in the east and west lots of the complex, the area behind the security fence and overflow parking lot on the west end of the complex; when parking there, keep vehicles aligned neatly. Lock your vehicles!
2. **Weapons.** Per IRSC policy, recruits may not physically possess or carry a personal weapon anywhere on the IRSC campus, including the TCPSTC, or in their privately-owned vehicles.
3. **Insurance.** Recruits must have proof of and present a copy of vehicle and medical insurance upon entering any CJI program.
4. **Release of Information.** Recruits will be required to sign an “Access to Recruit Records Form” which permits the CJI to release information on grades and performance to a recruit’s employing agency or prospective employing agencies, FDLE, the CJSTC, and/or Region XI Training Council Chairman.
5. **Indemnification and Release of Liability.** Recruits must sign an Indemnification and Release of Liability Form prior to the first date of class. This form will be maintained on

file for the duration of the training program.

6. **Counseling.** Recruits may request private counseling from their Coordinator or the Director at any time. Topics may include class standing, career direction, academic progress, learning or study habits, or any issue affecting their ability to succeed in this program.
7. **Pregnancy.** Recruits are encouraged to advise their Coordinator if they are pregnant or become pregnant during any CJI program. Recruits will need to obtain a release by a licensed physician, stating that they are able to participate in all aspects of the training program.
8. **Injuries, Accidents, Illnesses**
  - a. **Injury or accidents.** Recruits must report any injury received during training, regardless of the severity or apparent need for medical attention, to an instructor or Coordinator. Additionally, recruits will complete the necessary accident report form(s) with the assistance of their Coordinator immediately after the injury occurs, unless the situation dictates otherwise. All accident reports must be completed and submitted within eight (8) training hours of the accident or injury to the Director. In the event a recruit is injured during training, they must return with physician clearance prior to participating in high liabilities or physical training. There is no light duty or modified training.
  - b. **Illness.** If a recruit is diagnosed with a contagious disease, the recruit must immediately advise their Coordinator. If the recruit becomes ill or injured during class and cannot continue training, the recruit must advise their chain of command immediately. The class leader (CL) or platoon leader (PL) will then inform their Coordinator. The recruit will be released for the remainder of the training period but must report this and any subsequent absences per Section II, Subsection B, Paragraph 2
9. **Military obligation.** Recruits must notify their Coordinator in memorandum form no less than 72 hours prior to any military obligation that conflicts with CJI training.
10. **Changes in personal information.** Recruits must immediately notify their Coordinator of any changes in name, address, phone number, vehicle, or vehicle registration, etc.
11. **Notification of death(s).** In the event of a death of a family member or close relative, recruits must notify their Coordinator. This notification must be on a memorandum providing the name, relationship of deceased, time, date, location of funeral and funeral home, time of memorial services, and if needed, a request to be excused from training. If a recruit is excused from training, report per Section II, Subsection B, Paragraph 2.
12. **Class Leadership.** Candidates are considered and selected based on desire, experience outlined in their autobiography, staff input, and peer evaluations. Once appointed,

recruit leaders have line-level authority on routine class matters and will document and report any issues to their respective Coordinator.

- a. **Class Leader (CL).** This is the primary liaison with CJI staff. He/she is responsible for the accurate completion of the Attendance Log, dissemination of Attendance Sign-in Sheets, and other specified duties. He/she motivates, inspires, and leads by example. He/she must have sound organizational skills and management capabilities
  - b. **Platoon Leader (PL).** This is the secondary leader of the class. He/she will take charge when the CL is absent. He/she is responsible for forming-up the class and receiving and reporting the headcount from the Squad Leaders. The PL must be physically fit and lead by example, especially in physical fitness training and uniform appearance. It is essential that the CL and PL work as a team to motivate and inspire the class
  - c. **Squad Leader (SL).** The size of the class will determine the number of squads created. Each squad will be led by a SL whose primary responsibility is to account for and motivate the members of their squad. The SL is the first in the chain of command and essential to daily functions. They must always know the status of squad members
  - d. **Secretary/Treasurer.** This recruit maintains accurate accounting of any money collected for special projects and handles any secretarial or administrative needs
  - e. **Historian.** This recruit takes lead on pictures, video, and any other memorabilia the class preserves for the graduation ceremony and historical records
13. **Elevators and Stairs.** Recruits are to use the stairs only. The Director may grant an elevator use exception for medical reasons.
  14. **Fitness Center.** To use the Fitness Center, recruits must read the Fitness Center Policy, sign the acknowledgement release, and gain permission from their Coordinator. Recruits must wear the Academy PT uniform, limit use of aerobic equipment to 30 minutes, and always train with a partner. Recruits must adhere to the posted rules and regulations in the Fitness Center.
  15. **Instructor podium & computers.** The instructor podium is off-limits to recruits unless specifically authorized. Unauthorized use will be cause for disciplinary action. This is regulated by IRSC Administrative Procedure No. AP-9.121: Guidelines for Acceptable Use of College Computing and Information Technology.

## G. Examination and Evaluation

### 1. Examination and Evaluation Policy

- a. **End-of-course Written Examinations.** These are administered in both high liability and general training courses. The minimum passing score on all end-of-course examinations, per 11B-35.001(9), F.A.C., is at least 80 percent
- b. **Grading Scale.** Passing score/Satisfactory/A = 100-80, Failing score/Unsatisfactory/F= 79 and below
- c. **Proficiency Performance Evaluations.** All high liability training and some general courses require Proficiency Performance Evaluations. Proficiency Performance Evaluations and any remediation are evaluated as pass or fail and are considered examinations

### 2. Re-examination and Remediation Policy

- a. Only the Director is authorized to approve a request for written re-examination
- b. One Performance Evaluation Remediation is provided upon the failure of a Proficiency Performance Evaluation
- c. A recruit who has failed a written end-of-course examination may be granted a re-examination by the Director if:
  - i. There is technical difficulty in the administration of the test (i.e., no lights, extreme room temperature)
  - ii. A condition of the recruit adversely impacts the recruit's ability to achieve a passing score on an end-of-course examination (i.e., personal or family illness, sleep deprivation, etc.)
  - iii. The end-of-course testing instrument is shown to be invalid (i.e., poorly written questions, 50% failure rate, etc.)
- d. To be considered for written re-examination, the recruit must request in writing immediately after failing the first examination. This request must include one of the three reasons in line 2.b. (*above*) for the failure
- e. All written re-examinations will be administered within 72 hours of the original failed exam
- f. The maximum score that can be recorded on a re-test will be the minimum passing score of 80 percent

- g. Recruits who have failed a written end-of-course examination after a second attempt or have failed remediation efforts shall be deemed to have failed the course and receive an “F” grade, thereby requiring the recruit to repeat it at a later date to graduate. The recruit would be placed on Academic Probation if no other failures have occurred previously.
- h. A recruit may continue the basic recruit training program on Academic Probation after failing the re-examination/remediation; however, must repeat the entire subject block with another class to graduate and be eligible to take the State Officer Certification Examination (SOCE)
- i. Failure on any two tests and/or Performance Evaluation Remediation in *any* subject/course combined, will also result being placed on Academic Probation
- j. Failure on a third examination and/or Performance Evaluation Remediation in *any* subject block will result in immediate academic dismissal from the basic recruit training program
- k. After an academic dismissal, the recruit will be authorized for reentry after one basic training program has begun (e.g. skipping one academy)
- l. After two unsuccessful academic attempts to complete the basic recruit training program, which includes three unsuccessful attempts at the State Officer Certification Exam, the recruit must wait one year from academy start date to academy start date prior to reentering
- m. After three unsuccessful academic attempts to complete the basic recruit training program, the recruit may be denied reentry
- m. In the event of disciplinary dismissal, the recruit must refer to their specific dismissal letter for the authorized date of reentry, if applicable.

## **H. Classification and Definitions of Infractions**

Disciplinary actions are penalties for failing to meet established standards. Discipline is intended to be corrective, with timely and judicious administration, to maintain morale and order in the academy.

### **1. Class I Offense**

- a. Tardiness. Being late for class, formation, or training

- b. Uniform issues. Missing equipment, uniform accessories, or wrinkled or dirty uniform, and/or dull footwear
- c. Unprofessional or unsafe behavior while on or off-duty
- d. Talking or being disruptive during class
- e. Openly critical comments about a recruit, CJI staff, or law enforcement agency, employee, or team
- f. Disrespectful behavior to CJI staff, visitors, or class members
- g. Eating or drinking in the classroom or in the hallways, except as authorized
- h. Failing to comply with non-criminal Florida Statutes, local codes, or the policies of the IRSC or CJI
- i. Failing to report any incident involving civil or criminal police action
- j. Sleeping in class
- k. Using foul language
- l. Unauthorized use of landline or mobile phone(s) in the TCPSTC.

## **2. Class II Offense**

- a. Insubordination and disregard for a legal order (includes orders by Class Leadership)
- b. Being involved in a physical altercation
- c. Damaging IRSC property without intent
- d. Being intentionally unsafe or reckless on or off-duty
- e. Being Absent Without Leave (AWOL), defined as failure to report for training without notifying the Coordinator through class leadership in advance or leaving training without permission
- f. Two or more cumulative written Class I offenses of the same nature
- g. Four or more cumulative written Class I offenses not of the same nature



### 3. Class III Offense

#### a. Dishonesty

- Giving a false statement (written or verbal)
- Having knowledge of any compromised examination and not informing the CJI staff
- Plagiarism– the wrongful appropriation, close imitation, and/or publication, of another author's language, thoughts, ideas, or expressions, and the representation of them as one's own original work
- Allowing another recruit to look at your exam directly or indirectly
- Giving out answers (written or verbal) or by signaling answers to another recruit or
- Failing to provide information during investigations

#### b. Cheating

- Actual or attempted copying or buying work from another recruit or former recruit
- Looking at, for whatever reason, another recruit's examination during testing
- Obtaining copies, answers, or questions of examinations prior to the exam
- Having possession of any document marked as a test or practice test with questions and answers
- Receiving or distributing responses for test questions
- Carrying hidden notes to class during an examination. This includes writing on your hand, arm, or other appendage, desk, clothing, or any other object
- Using any form of technology- smart phones, smart watches, smart pens, Google glasses, blue-tooth devices, or other devices of similar nature- to either copy questions, research, or retrieve test answers or transmit test information
- Printing any material during testing
- Looking at any other websites during testing

- Taking screenshots of computer screen during testing
- c. Being involved in a physical altercation resulting in injury or property damage
  - d. Damaging IRSC property with intent
  - e. Being arrested for any offense, regardless of the charges. Re-admission may be considered if the criminal case is concluded and the final disposition does not prohibit the recruit from becoming a law enforcement officer under Florida Statutes 943.13
  - f. Fraternalization. Recruits and staff/instructors shall ***not*** fraternize on- or off-campus/on- or off-duty. To fraternize means to spend time socially- e.g.: phone calls, meals, outings, or enter into a personal relationship of any sort, outside of the academic instructor-recruit relationship. This includes the exchange of social media content, such as Facebook, Snapchat, Tik Tok, Instagram, Twitter and the like as well as email. All interaction between staff/instructors and students will be confined to program-related activities, at approved TCPSTC facilities, for the duration of the recruit's enrollment in said program. Additionally, recruits and staff/instructors are required to inform the Coordinator and/or Director of any prior or current personal relationships. If a prior personal relationship existed, that instructor/staff member will not be placed in a position which would involve evaluating the performance of said recruit
  - g. Threatening conduct which creates a hostile environment or potentially endangers the health or safety of others
  - h. Harassment or discrimination; to include discriminatory statements– sexual, gender, racial, religious, or ethnic in nature
  - i. Viewing inappropriate media on computer equipment
  - j. Consumption or involvement with behavior-altering substances while in uniform
  - k. Any use, possession, distribution, or involvement with illegal drugs and/or drug paraphernalia
  - l. Internet postings (e.g., YouTube, Facebook), emailing, or storing on a recruit's personal smart phone any unauthorized electronic media (e.g., pictures, video, or audio files) of academy activities

- m. Two or more cumulative written Class II offenses of the same nature (includes upgraded Class I offenses)
- n. Four or more cumulative written Class II offenses not of the same nature

### **SECTION III** **DISCIPLINARY PROCESS**

#### **A. Definitions**

**Suspension.** Temporary separation of the recruit from the CJI program for a specified period of time. The recruit will be allowed to return so long as all prerequisite discipline is satisfactorily completed prior to return. All missed hourly attendance requirements and assignments must be completed to meet CJSTC requirements prior to graduating from the program.

**Dismissal.** Termination of the recruit from a Basic Recruit Training Program. Any completed classes will be credited to the recruit with the appropriate grade. Re-admission to the program may be considered at a later date.

**Criminal Justice Disciplinary Review Committee.** This is a committee established to hear cases and requests involving, among other things, petitions referred to the committee by any member of the IRSC and/or the CJI communities. The committee's primary function is investigative and serves the purpose of recommending various actions and/or conclusions to the Dean of Public Service Education, Indian River State College.

1. This committee consists of an established panel of local law enforcement leadership and led by the Chairperson (or their designee) of the Region XI Training Council.

#### **B. Disciplinary Process**

Upon receiving information of a violation of rules, policies, or procedures, the Coordinator, Director, or Dean will conduct an inquiry of the allegations to determine validity. If sufficient information exists to suggest a violation has occurred, the following steps will be taken as broad guidelines; discipline will generally be issued in a progressive manner but may be over-ridden or changed according to the Director/Deans' discretion, based on the totality of circumstances, the offense and evidence. A copy of all written counseling, discipline and assigned work will be placed in the recruit's file, with copies provided to the recruit. If the recruit is employed by a Criminal Justice Agency, copies of all written counseling, discipline and associated written work, and notification of suspension or dismissal will be forwarded to the chief executive of that agency.

1. **Class I Violation**
  - a. The Coordinator, Director, or Dean will verbally counsel the recruit. The penalty for verbal counseling may, at the discretion of the Coordinator, Director, or Dean take the form of a physical and/or written exercise, and/or
  - b. The Coordinator, Director, or Dean may issue a written counseling statement on a Memorandum, and/or assign a written assignment to the recruit as discipline

2. **Class II Violation**

- a. The Director or Dean may issue a written counseling statement on a Memorandum. A physical and/or written assignment may also be given to the recruit. And/or
- b. The Director or Dean may issue a written reprimand, to include a corrective action plan, and/or a physical or written assignment in addition
- c. Should the Class II violation be of a nature that suspension is warranted, the Director or Dean will conduct a conference with the recruit and inform them of the disciplinary action verbally and in writing

3. **Class III Violation**– Should the Class III violation be of a nature that suspension or dismissal is warranted, the Director or Dean will conduct a conference with the recruit and inform them of the disciplinary action verbally and in writing.

**C. Process for Suspension or Dismissal**

If the violation is of such a nature that it is necessary to consider suspension or dismissal from the program, the following process will take place:

1. The Director or Dean will review the evidence and relevant information obtained during the disciplinary review.
2. The recruit may present additional evidence, relevant information, and/or witnesses.
3. If there is still sufficient evidence of a Class II or III violation, the Director or Dean will advise the recruit of the details of the suspension or dismissal. A copy of the suspension or dismissal notice will be given to the recruit and placed in the recruit's file.
4. If the recruit is employed by a Criminal Justice Agency, the Director will notify that agency's chief executive immediately, followed up with an e-mail containing the suspension or dismissal notice.

**D. Process for Disciplinary Review**

Per the IRSC Student Handbook, Student Grievance Policy Manual and Procedure, "*Recruits in the Criminal Justice Institute do not come under the jurisdiction of the review committees named in the previous paragraph. Criminal Justice recruits must follow the Process of Disciplinary Review as described in the Criminal Justice Manual.*"

A recruit may request a disciplinary review within ten (10) calendar days of receiving any written reprimand, suspension or being dismissed from a Basic Recruit Training Program. The recruit must present a written request to the Director, clearly stating the reason(s) he/she believes

a review is necessary.

- For any Class I, II or III offense in which a written discipline is issued, the recruit may request the Director or Dean conduct an independent review of said offense. Dependent upon the collected evidence, the Director or Dean may deny the request, or reopen the complaint; should the latter occur, the Director or Dean may, based on the findings: dismiss, confirm, reduce, or increase the level of discipline
- For any Class II or III offense which generates a suspension of more than 35 class hours, or dismissal, the Director will advise the Criminal Justice Discipline Review Committee of the appeal to review the decision
  1. As chairperson, the Region XI Training Council will convene the Criminal Justice Disciplinary Review Committee.
  2. The CJI staff and/or recruit may present additional evidence, relevant information, and/or witnesses.
  3. After the hearing, the committee may uphold, amend, or overturn the Director or Deans' decision.
  4. Because of time constraints, the recruit is suspended from all training until the committee presents their decision. If the decision is overturned, and dependent on the number of training hours missed, the recruit will either be allowed to make-up the missed training in the current or future Basic Recruit Training Program, without further penalty.

## **E. Process for Appeal**

A recruit may appeal the decision of the Criminal Justice Disciplinary Review Committee through the IRSC Appeals Committee. The appeal must be submitted within seven (7) calendar days of the Criminal Justice Disciplinary Review Committee's decision. See the IRSC Student Handbook section, "Appeals Committee," for details.

1. There are only two conditions for this Committee to hear appeals:
  - a. If the Criminal Justice Disciplinary Review Committee has violated its own due process procedures or
  - b. If there is substantive new evidence to be presented which was not available to the Criminal Justice Disciplinary Review Committee
2. If an appeal is heard, the IRSC Appeals Committee may recommend:
  - a. The action of the Criminal Justice Disciplinary Review Committee be upheld or

- b. The case be returned to the Criminal Justice Disciplinary Review Committee for additional consideration of the new evidence

#### **F. Academic Failure**

This is defined as failure to meet the academic standards as set forth by the FDLE, CJSTC, and CJI, and as outlined in Section II, Subsection G of this policy manual and will result in dismissal from the program.

**-End of handbook-**