

Capital Area Regional Training Academy (CARTA)

Rules and Regulations

The Rules and Regulations contained in these pages should cover most situations. It is virtually impossible to cover all encompassing situations. The meaning should be clear; whenever there is a doubt, the student should seek clarification or explanation from a Staff member. No student can reasonably claim ignorance of the letter or spirit of any rule or regulations. These Rules and Regulations are established for the success of the student's academic process and the CARTA Academy.

Each student shall review the following rules and regulations and acknowledge the fact that they have reviewed and understand these rules and regulations on the final page. No deviations of these rules and regulations will be allowed without permission of the Command or Training Staff.

We at the academy begin with the assumption that you are each a responsible adult and will conduct yourself as such. The rules and regulations imposed are fair and reasonable. All rules and regulations, written or verbal, will be strictly complied with. Failure to comply with these rules and regulations will subject you to disciplinary action and could result in dismissal from the Capital Area Regional Training Academy.

I. CONDUCT AND COURTESY

- A. While enrolled in the academy you will conduct yourself in an exemplary manner at all times and conforms to the rules and regulations of the Academy, local ordinances, and state law, as well as rules and regulations of your department concerning general conduct.
- B. It is prohibited for a student to display discourtesy to another student, instructor, or staff member by the use of abusive, insulting, satirical or profane language. This includes the practice of any discrimination regarding race, religion, color, or national origin, or ancestry.
- C. No student will display negligence, or willful disobedience, laziness, indifference, carelessness, or inattention to duty, regarding regulations or directives.
- D. As a CARTA, student you will, at all times, maintain a courteous, and professional manner towards faculty and instructors and other with whom you associate.
 - 1. All instructors and staff will be addressed by TITLE AND LAST NAME i.e.: Sgt. Smith, Mr. Doe Smith, etc.

II. ACADEMY STANDARDS

- A. At least one test will be given for each block of instruction. NO student can graduate with less than a 70% average earned for EACH BLOCK of instruction.
- B. The maintenance of a satisfactory notebook is required (will be explained).
- C. The minimum requirements of POST for firearms qualification must be achieved by each student in order to take the POST test.
- D. Each student must pass First Aid and CPR.
- E. Regardless of the reason, excessive absences may prevent a student from graduating.
 - a. Excessive has been determined by the staff to be in excess of 10% of the total course.
- F. Every student must pass the POST Certification test with a 70% or higher score.

G. Each student will satisfactorily complete all Defensive Tactics classes and successfully pass the Defensive Tactics written and practical test. **The following rules must be followed in order to create a clean and safe environment for the students and instructors:**

1. no live firearm, live chemical agents, knives or any other weapons
2. all jewelry, necklaces, earrings or other body piercings must be removed
3. students should come to class showered and wearing clean clothes
4. do not wear perfume or cologne
5. if you have any pre-existing injury or health conditions, you must report it to the instructor and have a doctor's written permission to participate
6. **NONE** of the class can be missed
7. fingernails must be trimmed or you will be dismissed from the class
8. disruptive behavior or horseplay will not be tolerated
9. all injuries, no matter how slight, must be reported to the instructor as soon as possible after they occur, but no later than the conclusion of that training day

The student must pass two tests in order to receive their certification. They must pass a written exam with at least a score of 80% and a practical exam with a minimum of an "adequate" score for every component of every technique.

H. Every Student must participate in physical fitness. The student must participate in the physical fitness evaluations. The first evaluation is conducted on the first day of the academy. The evaluations consist of a 1 and 1/2 mile run, sit-ups (timed one minute), push-ups and flexibility test. The second evaluation is performed near the end of the academy and all scores from the two evaluations are recorded. During the second evaluation the students must show an improvement in two of the categories. The student **must** have an academy Health Form filled out and signed by a Physician showing that the student can participate in the listed activities, **prior** to attending the academy. The training consists of running, push-ups, sit-ups, aerobics, circuit training, band training and some sprinting.

All academy Health Forms (on web page) must be turned in to the academy prior to or on the first day of class or you will not be registered in the academy. Students can not miss more than 10% of the total hours of PT or they will be dismissed from the academy.

III. ABSENCES

A. You are required to attend ALL scheduled or announced training sessions at the time and place designated. In the event of an anticipated or scheduled absence students are required to complete a "Request for Absence" form and present it to the Coordinator for approval. A copy of the "Request for Absence" will be forwarded to the students' agency for leave tracking and payroll purposes.

- B. You are required to notify the Coordinator of the Basic Academy of any absence from the training.
1. If you are to be absent from training, you will notify the Coordinator before class by calling one of the following numbers:
Academy (225) 389-2364
Capt. Venable (225) 806-2229
Lt. Carter (225) 747-6651
- C. Absences from the Academy are not authorized except in the following cases:
1. Personal illness. (Doctor's excuse may be required)
 - a. Each day you miss you lose a lot of important information. It will be the student's responsibility to attain what they have missed. If you "just feel bad". You should attend class. A "Request for Absence" form must be filled out.
 2. Serious illness injury, or death of immediate family member.
 3. Subpoena for court appearance.
 - a. Court cases should be postponed until after completion of the basic if at all possible.
 - b. A student must complete a "Request for Absence" form and attach a copy of the subpoena.
 4. Other emergencies approved by the Coordinator.
 - a. The "Student" must complete a "Request for Absence" form and have it approved by the Coordinator.
- D. Any unauthorized absence may result in disciplinary action up to and including possible dismissal from the Academy.
- E. All absences will be reported to your agency.

IV. CLASSROOM REGULATIONS

- A. Students will be seated at their desk assigned to them by the Coordinator. No changes will be made without permission of a Staff member.
- B. Classes start promptly at scheduled times.
- C. Promptness is essential: Tardiness WILL NOT be tolerated!
 1. Continued and habitual tardiness for the beginning of training sessions or late arrival from breaks will subject you to disciplinary action and / or dismissal from the basic academy.

- D. Whether in a classroom environment or any other training location, you will remain awake, alert and attentive to the instructor and follow all directions. If you fall asleep in class, you may be asked to leave and report to the Coordinator. Don't hold private conversations with other students while instructors are teaching.
- E. You WILL NOT wear hats, caps, or sunglasses, while in the classroom. These will be permitted to be worn outside, unless directed otherwise.
- F. If you are disruptive to the good order of the class or refuse to cooperate or follow instructions, you may be immediately removed by the instructor and disciplinary proceedings initiated by Staff.
- G. Strict discipline is required in the classroom at all times.
- H. There will be breaks given at the discretion of the instructor.
- I. The classroom will be cleaned and straightened up at the conclusion of each day's training. **Everyone will be held responsible.** The classroom, restrooms, outside break areas, parking lot, etc. is to be kept clean. Use trashcans and cigarette butt containers.
- J. NO tobacco products (cigarettes, chewing tobacco, snuff, etc.) are to be used in the academy facility. Don't even throw any of it in the trash cans inside the facility.
- K. There are to be NO weapons, pagers or cell phones in the classroom. Violation of this rule will subject you to disciplinary action and/or dismissal from the academy.
- L. No eating in the classroom...that includes snacks i.e. chips, sunflower seeds, candy, etc.
- M. Do not sit on the tables in the classroom.

V. FIREARMS

- A. NO firearms will be worn in the classroom.
- B. While engaged in firearms training, you will be scrupulous in following the following direction of the range officers.

- C. Safety procedures will be adhered to at all times, and if you report for firearms training under the influence of alcohol or drugs, you will be removed from the range and subject to disciplinary action up to and including dismissal from the Academy.
- D. Duty belts only, no other rigs allowed.

VI. GROOMING AND APPEARANCE

- A. You shall maintain a neat, clean and orderly appearance. As a minimum, your department requirements for hair, beards, and clothing shall be observed.
- B. The student uniform for the classroom is **khaki** cargo pants and the academy issued polo type shirt. For the range, defensive tactics and physical training, students are to wear the academy issued t-shirt and khaki cargo pants unless told to wear gym shorts with the t-shirt by the physical training instructors.
- C. The cap issued by the academy is the only headwear allowed.

VII. STUDENT CONDUCT DURING TESTING

- A. You are responsible for conducting yourself in such a manner as to avoid suspicion that you are improperly giving or receiving aid on any assignment or examination. If you fail to so conduct yourself, your paper or examination will not be graded and it will be recorded as an O.
- B. You will not be allowed to leave the room until completing your examination, and after having left the room, you will not be readmitted until the exam termination.
- C. No books are permitted on your desk during exams.
- D. No test material may be copied or taken from the classroom during the test or test reviews.

VIII. REMEDIATION SERVICES

The academy offers no remediation services. Students must be able to read and write.

IX. GRIEVANCE AND/OR COMPLAINT POLICY

All grievances and/or complaints are to be filed in writing to the academy Director. The Director will seek a solution to the grievance and/or complaint and respond to such in writing.

IX. COUNSELING SERVICES

Any student requiring counseling during the academy is to notify the Academy Director of such need. The Director will contact the student's agency head in an effort to obtain the needed services for the student.

I have read and acknowledge that I fully understand the Rules and Regulations of the Capital Area Regional Training Academy (CARTA). I understand and will abide by these rules and regulations while attending the Academy. I also understand the requirements needed for graduation from this Academy.

Student's Signature

Date

Print Name

REQUEST FOR ABSENCE

I _____ will be/was absent from CARTA on
_____ due to _____.

ATTACH ALL EXCUSE

REMINDER: It is the student's responsibility to see that this form is turned in to the appropriate person within a reasonable time.

Office use only:

_____ approved _____ disapproved

Signature

Date

Explanation if necessary:

