

SEASONAL LAW ENFORCEMENT TRAINING PROGRAM



SLETP TRAINEE STANDARDS HANDBOOK

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United States Department of the Interior
NATIONAL PARK SERVICE
Federal Law Enforcement Training Center
Glynco, Georgia 31524

Memorandum

May 29, 2011

To: Arriving Seasonal Law Enforcement Training Students
From: Basic Academy and Seasonal Academies Program Manager
Subject: Welcome to Seasonal Law Enforcement Training Program

A handwritten signature in blue ink that reads "Jimmy Keeler".

Welcome to the Seasonal Law Enforcement Training Program. You are about to begin one of the most difficult and rewarding phases of your new career as a National Park Service law enforcement Ranger.

The SLETP is designed to meet the entry level training needs of seasonal law enforcement rangers responsible for "conserving the scenery and natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations." Core courses include training in areas such as conflict management, emergency response driving, report writing, basic marksmanship, drugs of abuse, Federal criminal law and other law enforcement duties in urban, suburban, rural and remote areas. The training also includes conducting laboratory and practical exercises in simulated field settings such as trailheads, hunting and wildlife viewing areas, camping zones and marijuana cultivation locations.

Successful graduates of the SLETP will be eligible to receive a Type II Law Enforcement Commission with the National Park Service. This commission enables the bearer to carry firearms, make arrests, investigate violations of the Code of Federal Regulations, investigate motor vehicle accidents (excluding fatalities), take initial reports on felonies and fatalities and assist in the follow-up investigations under the supervision and direction of an employee with Type I law enforcement authority and serve subpoenas and assist in the serving of a warrant under the immediate direction of an employee with Type I law enforcement authority.

Failure to meet to academic standards or to adhere to the student code of conduct set forth in this handbook will render a student ineligible from obtaining a Certificate of Completion and may result in the dismissal of a student by the SLETP academy. A student's loss of eligibility only applies to the current academy class in attendance. A student may reapply to a future academy class or a separate SLETP academy.

You should retain this handbook throughout your training for future reference and guidance. If there are any items in this handbook you do not understand or there are questions left unanswered, please ask your Academy Director for clarification.

I. General Information.

A. Length of Program.

The SLET is a minimum of 400 hours. Each educational institution may have additional training components in their program.

B. Standard Daily Schedule.

Schools offer the SLETP in a variety of ways. The diversity of offerings is reflected in the varying lengths of classes.

- (S) - Straight Academy (40 hours or more/week)
- (P) - Peace Officer Standard Training with NPS add-on or add-in
- (O) - One session per academic year (1 or 2 semesters) to full-time students
- (T) - One session over two academic years to full-time students
- (C) - Combination of weekends and semester breaks

Each school recognizes or offers recognition for completion of the course in one or more ways:

Continuing education units
Semester hours
Quarter hours
Certificate

C. Trainee Evaluation.

To receive a certificate of graduation, a trainee must successfully complete each graded segment of the program, including written examinations and practical exercises. Although laboratories are not graded, trainees are required to fully participate and complete the activity.

D. Graduates.

Trainees whose scores are 95% or higher in **each** area without remediation, and 90% in each category of the Physical Efficiency Battery (PEB), except body composition, and have no remedials, will be designated as *Distinguished Graduates* during their graduation ceremony.

II. Academic Training Standards.

A. Written Examinations.

There are a minimum of 4 scheduled academic examinations administered throughout the training program. Each educational institution may administer additional written examinations and quizzes. All written examinations will be counted on the graduation matrix. Quizzes will not be included in the graduation matrix. Any student not achieving a minimum score of 70 percent or higher (the score will not be rounded) on any academic examination will be placed on academic probation and required to pass a remedial academic examination.

During this period of academic probation, additional assistance such as counseling and personal instruction will be provided to the student upon request. Within three working days of the failed written examination, the student must take a remedial examination.

If that student fails the remedial or a second examination, the student will not be eligible to receive a National Park Service law enforcement type II commission based upon their performance in the SLETP. This will not

preclude the student from returning to a SLETP and retaking the program. If a student enrolls in a SLETP after failing academically or failing a practical evaluation, the student must enroll in the entire SLETP to be eligible for an NPS law enforcement type II commissions.

B. Practical Exercises.

A student's failure in practical exercises is limited to: 3 practical exercises in the Critical Officer Safety Elements; or, 4 practical exercises in the Basic Skills; or A total of 5 practical exercise failures of any category. If a student reaches any of these limits, they will be ineligible to receive a NPS Certificate of Completion and may be dismissed by the SLETP academy. Refer to the Academic and Practical Exercise Requirements for a list of the practical exercises classified as Critical Officer Safety Elements and Basic Skills.

III. Physical Training/Arrest and Control Techniques.

A. General Information.

It is the policy of the National Park Service (NPS) that all trainees scheduled to participate in training-related physical activity is sufficiently physically qualified so as not to present an undue risk to the health and safety of themselves and other persons. Furthermore, it is the policy of the NPS that all trainees scheduled to participate in, or participating in, training-related physical activity shall receive medical screening prior to engaging in such activity and as necessary during the course of training. Trainees who, because of medical screening, are found to have medical conditions that might create a health or safety risk to themselves or other persons will be referred to a medical officer for consultation.

Medical conditions which call for a referral to a medical officer include, but are not limited to those indicated on the institutions health questionnaire. They include epilepsy, diabetes, asthma, emphysema, multiple sclerosis, hypertension, pregnancy, joint injuries/problems, colitis, heart disease, etc., and are conditions which are generally indicative of an inability to (1) satisfy the practical exercise requirements of the academy and/or (2) participate safely in unrestricted physical, weapons, and other training. Trainees who are unable to pass or meet training requirements or who are restricted for medical reasons will not receive an NPS certificate and will not be eligible for a law enforcement position with the NPS. The trainee's continued enrollment in the SLETP for academic purposes or POST certifications will be as outlined by policy of the institution the trainee is attending.

B. Purpose.

The purpose of the Physical Training/Physical Conditioning Program is fourfold:

1. To condition each trainee to an acceptable standard that will enable the trainee to perform the day-to-day duties of a law enforcement officer working in the field environment.
2. To physically train and condition the trainee to successfully react to environmental or man-made obstacles and physically dangerous situations in a manner most likely to minimize injury to the trainee, other officers or innocent third parties.
3. To psychologically condition each trainee to have confidence in their own physical ability to react positively to physically strenuous or dangerous situations while, at the same time, maintaining an awareness of their own physical limitations.
4. To instill in each trainee an awareness of the importance of physical fitness to a law enforcement officer and the need to maintain an individual physical fitness program after leaving the Academy.

C. Completion Requirements.

Satisfactory completion of the SLETP Academy requires passing each of the following:

- Physical Fitness Battery at 25% or greater
- Arrest Techniques and Control Tactics
- Oleoresin Capsicin Exposure
- Baton Control Techniques

In addition, any restrictions (temporary or otherwise) from fully participating in physical conditioning / arrest and control tactics will count as missed sessions of training. All missed sessions will count towards the cumulative absences of the trainee.

D. Physical Efficiency Battery Award.

Trainees who score 75% or higher in the PEB will be recognized for the Fitness Award and trainees who score 90% or higher in the PEB will be recognized for the Distinguished Fitness Award during their graduation ceremony.

IV. Driver Training.

A. Purpose.

The Driver Training program instructs trainees in the safe and efficient use of motor vehicles. Emphasis is on principles and techniques relating to the laws of motion, vehicle dynamics, and driver response. Under close supervision and guidance, trainees will learn to recognize their personal limitations as well as limitations of the vehicle. The safe operation of patrol vehicles under a variety of extreme conditions is vital to the accomplishment of a police officer's mission. The driver training instructors are tasked with providing trainees the necessary skills to become effective law enforcement officers.

B. Completion Requirements.

Satisfactory completion of the SLETP Academy requires passing each of the following:

- Skid Control
- Emergency Response Driving
- Non Emergency Vehicle Operation (NEVO)
- DUI Detection/Standards Field Sobriety Test (NHTSA) (optional, dependent upon individual SLETP Academy)*

C. Advanced Instruction.

Once the trainee has successfully completed the pass/fail portion of the program, he or she will be given further mandatory advanced laboratory instruction in the areas of:

- Vehicle stops
- Night driving

D. Driver Training Award

Trainees who attain a perfect cumulative score of 300 points (100 points in each of Skid Control, Emergency Response Driving, and Non-Emergency Vehicle Operation) will be recognized during their graduation ceremony.

V. Firearms Training.

A. Purpose.

A student who fails to qualify on the NPS Practical Pistol Course (PPC), Reduced Light Practical Pistol Course, or Shotgun course will be offered the opportunity to participate in remedial training to correct the deficiency. The total amount of scheduled remedial firearms training will not exceed the allowable hours as outlined in the graduation matrix.

Practical Pistol Course

A student who fails the remediation test for the NPS PPC will not be eligible to receive a National Park Service law enforcement type II commission based upon their performance in the SLETP. This will not preclude the student from returning to a SLETP and retaking the program. If a student enrolls in a SLETP after failing academically or failing a practical evaluation, the student must enroll in the entire SLETP to be eligible for an NPS law enforcement type II commissions.

Reduced Light Practical Pistol Course

A student who fails the remediation test for the NPS Reduced Light PPC will not be eligible to receive a National Park Service law enforcement type II commission based upon their performance in the SLETP. This will not preclude the student from returning to a SLETP and retaking the program. If a student enrolls in a SLETP after failing academically or failing a practical evaluation, the student must enroll in the entire SLETP to be eligible for an NPS law enforcement type II commissions.

Shotgun

A student who fails the remediation test for the shotgun will not be eligible to receive a National Park Service law enforcement type II commission based upon their performance in the SLETP. This will not preclude the student from returning to a SLETP and retaking the program. If a student enrolls in a SLETP after failing academically or failing a practical evaluation, the student must enroll in the entire SLETP to be eligible for an NPS law enforcement type II commissions.

A student who fails more than one firearms skill, i.e., PPC and Reduced Light PPC, or PPC and Shotgun, or any combination, will not be eligible to receive a National Park Service law enforcement type II commission based upon their performance in the SLETP. This will not preclude the student from returning to a SLETP and retaking the program. If a student enrolls in a SLETP after failing academically or failing a practical evaluation, the student must enroll in the entire SLETP to be eligible for an NPS law enforcement type II commissions.

B. Completion Requirements.

Satisfactory completion of the Seasonal Law Enforcement Training Program Academy requires passing the following:

NPS day and reduced light Qualification Course
Shotgun Qualification
Rifle Qualification (optional, dependent upon individual SLETP Academy)*

VI. Practical Exercises.

A. General Information.

The trainee must attain a "satisfactory" or higher mark on each practical exercise. Any trainee who does not receive at least a "satisfactory" score or evaluation will be given "ONE" opportunity to remediate the exercise. If

a trainee fails a practical exercise the second time (initial attempt plus one remedial attempt), the will not receive an NPS certificate and will not be eligible for a law enforcement position with the NPS. The following is a categorical breakdown and full itemization of the practical exercise graduation requirement.

After a thorough evaluation, each PE will be weighed in the following three (3) categories: Critical Officer Safety Elements, Technological Elements and Basic Skills Elements. Below is the breakdown of the total PEs into these categories:

Critical Officer Safety

PPC Qualification
Shotgun Qualification
Rifle Qualification*
ERD PE
Patrol Skills PE
Arrest Techniques PE
Defensive Tactics PE
Execution of Arrest Warrant

Technological

Digital Photo/Video
Latent Prints PE
Crime Scene Processing Mock Trial
Accident Invest. PE

Basic Skills

NEVO
Skid Control

B. Remediation.

In addition, the Practical Exercises are further defined to limit the failures (regardless if the remedial is passed) to: two (2) in the *Critical Officer Safety Elements*; three (3) in the *Basic Skills* or three (3) in the *Technological Elements*; or a total of five (5) failures of *any combination of the elements*. If a trainee reaches any of these limits, the trainee will have failed to meet the required minimum standards for graduation and will not receive an NPS certificate and will not be eligible for a law enforcement position with the NPS.

Appendix A lists the complete **QUALIFICATIONS FOR ATTENDANCE AND GRADUATION** for the SLETP program written examinations and practical exercises.

VII. Probation and Trainee Counseling.

A. General Information.

Any trainee who either fails an examination or attains a score of less than 70 percent on any SLETP test will be placed on academic probation until such time as the trainee receives a test score of at least 70 percent, excluding remedial examination scores. In addition to the academic examinations, a trainee who fails a "pass/fail" exercise will be placed on probation. While on any form of probation, the trainee may be assigned additional after-hours training as needed to assist him/her in meeting program requirements as outlined in the Graduation Matrix.

B. Trainee Counseling General Information.

At any time during training when a trainee is not progressing satisfactorily or fails an examination, the trainee will be provided counseling. Remedial training classes may be recommended for the trainee's benefit. A trainee may also seek counseling on his/her own initiative from the academy instructors. Trainees may be financially responsible for additional remedial training as outlined at the specific academy the trainee is attending.

C. Failure to meet Academic Firearms, Physical Training, Drivers Training or Practical Exercise Standards.

Any trainee who fails to meet academic, drivers training, physical training, firearms training, and/or practical exercise standards at the Academy will not receive an NPS certificate and will not be eligible for a law enforcement position with the NPS. Appendix A lists the complete **QUALIFICATIONS FOR ATTENDANCE AND GRADUATION** for the SLETP program.

VIII. Absences.

A. Purpose.

The SLETP is an intensive study in all areas of Law Enforcement. Each area and skill is a building block for those that follow. Therefore, it is essential that each trainee attend ALL classes of instruction.

1. To receive a certificate of graduation, a trainee must successfully complete each graded segment of the program, including written examinations and practical exercises. Although laboratories are not graded, trainees are required to fully participate and complete the activity.
2. To receive a certificate of graduation, a trainee cannot miss significant portions of any training. Significant portions of training are a block or blocks of instruction that comprise the basic building blocks required before progressing to the next block of instruction.
3. In determining if a significant portion of training has been missed, the SLETP Academy Manager or NPS LETC Program Manager will consider all pertinent factors including, but not limited to, the student's record; the difficulty of making up missed training, written examinations, and practical exercises; and the overall impact on the student's ability to successfully complete the training program.

- a) Trainees cannot miss participating in any practical evaluation, written examination or laboratory exercise. Observing training does not qualify for participating in hours of instruction when the instruction is practical in nature. The student must participate in training.
 - b) All missed classes must be made up, hour for hour. In cases such as Control and Arrest Techniques, Firearms, Basic Tactics, Driving, etc., where the material missed cannot be made up prior to next class, the student will not be allowed to continue in the program. In these cases, a high degree of risk is associated with performing the tasks or techniques without the prerequisite skills prior to advancing and therefore is not acceptable.
4. NPS LETC and SLETP Academies will have specific attendance requirements outlined in the student orientation and syllabus. The attendance requirements will outline reporting procedures for unexpected events, illness, etc.
 5. There are no “accepted” allowable hours a student can miss. Attendance is expected to be 100 percent. SLETP Academy Directors will work with their Academic Institution and the NPS LETC Program Manager in instances where attendance is an issue.

B. Excused Absence by the Academy.

All trainees are required to participate in all training activities unless the absence is excused under section C, D, or E below. Non-participation (illness, injury, absence) shall be noted on the Daily Attendance by the Class Leader or his/her designee.

C. Court.

If a trainee is scheduled for court, he/she must present the subpoena or other notification to the Academy for logging prior to the scheduled day or required appearance. Where advance notice is not possible, the trainee is to bring a copy of the subpoena or other notice to the Academy on the next class day and conform to the notification requirements listed.

D. Sickness/Injury/Family Death.

If a trainee is going to be absent without prior notice to the Academy he/she is to contact their squad leader before 0700 hours on the day of the absence and each subsequent day thereafter. A written medical excuse must be submitted when sickness is the reason for the absence. The squad leader will report the trainee's absence at morning inspection and ensure the absence is properly noted on the Daily Attendance Report. Missed hours of instruction must to be made up hour for hour and the policies outlined in Section A 1 above apply regarding significant portions of missed training will result in not completing the SLETP academy.

E. Injury.

If a trainee incurs an injury performing actions pursuant to the SLETP course, the Trainee must report the injury immediately to the instructor of the class, who will in turn report the injury to the Training Coordinator. Appropriate medical attention must be administered. A written report of the injury will be completed by the Instructor.

F. Class Cancellation.

Should bad weather require a school closing during the day, the Director will communicate this information to the Training Coordinator(s) who will in turn communicate it to the class. If it is necessary to cancel class when the University is open the Director will communicate this to the Class Leader who will in turn inform the class via the telephone chain.

G. Absence/Lateness.

If, for any reason, a trainee is absent or late the situation must be documented by a memorandum. This includes lateness to class, leaving early from class, or missing an entire session or instruction. You are responsible for any work missed during your absence. Excessive absence or absences that occur in

patterns will be cause for termination from the SLETP Academy. Do not be absent for personal business. Routine doctor's appointments or business matters should be scheduled during non-training hours.

H. Start Time.

All trainees will report to class as determined by the schedule with all course materials needed for that particular session. The SLETP Academy can adjust the schedule depending on the needs of the Academy. No trainee will leave the Academy at the end of the day until dismissed by Academy staff or instructors. Additionally, no trainee will leave the grounds without permission from the Training Coordinator or a member of the staff. Trainees who wish to leave the grounds for lunch will complete the lunch time sign out sheet located in the classroom.

IX. Conduct and Integrity Standards.

A. Purpose.

Law enforcement personnel are held to a higher standard of conduct than is expected of the general public, and as such, it is the policy of the National Park Service to maintain the highest standards of honesty, integrity, impartiality, and conduct by its employees to ensure the accomplishment of the Agency's mission and to maintain public confidence. As law enforcement trainees, student behavior will be consistent with the conduct on becoming a National Park Service Law Enforcement Officer. This section sets forth the Student Code of Conduct for all students seeking a NPS Certificate of Completion from the Seasonal Law Enforcement Training Program.

Failure to meet to academic standards or to adhere to the student code of conduct set forth in this handbook will render a student ineligible from obtaining a Certificate of Completion and may result in the dismissal of a student by the SLETP academy. A student's loss of eligibility only applies to the current academy class in attendance. A student may reapply to a future academy class or a separate SLETP academy.

B. Scope.

This section applies to all students enrolled in a National Park Service accredited Seasonal Law Enforcement Training Academy and applies to all students while in attendance of academy functions, as well as in their personal endeavors. Failure to adhere to the Student Code of Conduct set forth in this section will render a student ineligible from obtaining a National Park Service Certificate of Completion and may result in the dismissal of a student by the SLETP Academy. A SLETP Academy may establish additional standards of conduct specific to their program. The additional standards may be more comprehensive than the Student Code of Conduct set forth in this section. The Student Code of Conduct set forth in this section, however, is the baseline for student eligibility with the National Park Service.

C. Infraction

A violation of rules or regulations that occurs only once, which results in only a minor disruption of the environment where it occurs. As a rule, an infraction is handled on the spot by the observing instructor or staff member, and the student responds appropriately, demonstrating immediate and genuine remorse. Recurrence of such an infraction or an inappropriate response by the student may elevate an incident of an infraction to misconduct.

D. Misconduct

Conduct that is more serious than a single infraction because it represents a serious lack of professionalism. Several infractions may also constitute misconduct.

E. Examples of Inappropriate Conduct.

Conduct expected in the classroom, laboratories, and practical exercise sites is no different at the SLETP Academy than that expected of trainees in any well-disciplined law enforcement academy. A trainee is expected to be prompt, attentive, cooperative, and courteous to SLETP Academy staff, instructors and fellow trainees. Trainees will address instructors and staff as Sir or Ma'am and will rise as a class when an instructor or SLETP staff member enters a classroom.

Listed below are examples of conduct that is considered inappropriate for trainees. This list is not all-inclusive and is only intended to provide descriptive examples of inappropriate behavior.

1. Violation of Law.

The student will never knowingly violate any local, State, or Federal laws or regulations while enrolled within the SLETP. The student will avoid any actions creating the appearance that they are violating the law. Whether particular circumstances create an appearance that a law has been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

2. Alcohol/Drug/Tobacco Involvement.

The student will never consume or be under any degree of influence of alcohol during academy activities. Any unauthorized drug use is prohibited. The use of any tobacco products or tobaccoless product substitutes is prohibited during academy activities.

3. Violation of individual SLETP Academy Rules and Regulations.

Trainees must comply with all SLETP Academy rules, regulations, directives, memorandums and bulletins.

4. Disrespect or Discourtesy to Supervisors, Training Officers or SLETP Personnel.

Trainees are expected to be respectful and courteous toward all SLETP Staff and Institution personnel.

5. Failure to Obey Orders and Directives.

Trainees are expected to immediately follow orders and directives given by the SLETP Academy staff or designated officers, and instructional or administrative staff.

6. Tardiness or Absence without Leave.

Tardiness or absence from the academy without official leave approval is prohibited.

7. Cheating.

Any form of cheating or falsifying information is prohibited.

8. Compliance with Uniform and Grooming Standards.

Trainees are expected to comply with SLETP Academy Grooming Standards.

9. Falsification, Misrepresentation, and/or Concealment of Information to Supervisor or Authorized Person Conducting an Investigation.

Trainees are required to respond fully and truthfully to questioning by the SLETP Academy Representatives, National Park Service Law Enforcement Training Center Representatives, or an authorized person conducting an official investigation. Falsification, misrepresentation, and/or concealment of information pertaining to an investigation may be prohibited.

10. Equal Employment Opportunity.

The participating SLETP Academies and the National Park Service support Equal Employment Opportunity policies and procedures. All complaints of hazing, harassment, abuse, or other EEO violations, will be thoroughly investigated.

11. Contacts with Institution Security or other Law Enforcement Agencies.

Any contact with SLETP Academy security personnel or any other law enforcement agency, for any purpose, must **be reported to the SLETP Academy Director or designee without delay.**

F. Disciplinary Action.

1. SLETP Academy Director.

The trainee is, at all times, under the direct oversight of the SLETP Academy Director or appointee, who continually monitors, documents, and evaluates trainee conduct.

2. SLETP Program Manager.

SLETP Program Manager at NPS LETC makes the recommendation to the NPS LETC Superintendent on the student's status regarding their conduct and eligibility to receive an NPS Certificate of Completion.

3. NPS LETC Superintendent

The NPS LETC Superintendent has the final discretion in determining if a student's conduct renders them ineligible to receive a NPS Certificate of Completion.

4. Disciplinary Action.

Discipline has long been reported as an important training tool, which is necessary to develop respect for authority in command positions. Accordingly, discipline will be expected in all training academy operations. Discipline shall not result in personal injury to the trainee.

Whenever the SLETP Academy Administration determines that a trainee violated Academy rules and regulations, it may utilize, where practical, progressive discipline employing the following continuum by level or in combination. Administration and faculty may impose immediate dismissal as the appropriate sanction without first utilizing the progressive discipline scheme.

Whenever a violation of trainee rules and regulations occurs, that the administration determines warrants discipline beyond Level I, affected trainee (s) will forward a memo to the Commanding Officer for review and if necessary further action.

Level I: Infraction

- 1) Disciplinary Counseling
- 2) Verbal caution

Level II: Misconduct

- 1) Disciplinary Counseling
- 2) Letter of Misconduct placed in Students file.

Level III: Repeated Misconduct or Violation of Law

- 3) May result in Non-admittance, expulsion, or dismissal from the training program.
- 4) Requires notification of the NPS LETC Program Manager.

- a) Level III disciplinary actions place a trainee on probation and may result in dismissal.
- b) Repeated or patterned Level II disciplinary violations will place a student on Disciplinary Probation.
- c) Continued or patterned infractions at any level is unacceptable behavior and will result in counseling, further disciplinary action or dismissal from the SLETP Academy.
- d) Instructor/Faculty members may discipline trainees at any time during the Academy day including breaks and lunches.
- e) All disciplinary actions shall be entered into the trainee's permanent personnel file through a letter of Misconduct and made available to a trainee's present or prospective law enforcement employer.

5. Disciplinary counseling.

Disciplinary Counseling consists of a formal meeting between a student and the SLETP Academy Director. The student will be advised of their code of conduct infraction and counseled on behavioral improvement.

6. Letter of Misconduct in training file.

A written Letter of Misconduct may be placed in a student's official training file at the SLETP Academy. The Letter of Misconduct will document in writing the student's behavioral misconduct and any associated counseling or warnings. The Letter of Misconduct will be signed by the SLETP Academy Director and the student.

7. Loss of eligibility for NPS Certificate of Completion.

Failure to adhere to the student code of conduct set forth in this section will render a student ineligible from obtaining a NPS Certificate of Completion. The Superintendent at NPS LETC has final discretion in determining the eligibility of student based on the misconduct based on the recommendation from the NPS LETC Program Manager. A student's loss of eligibility only applies to the current academy class in attendance. A student may reapply to a future academy class or a separate SLETP academy. The student must adhere to the requirements of Section XI, B. below when reapplying to an academy after dismissal due to conduct.

X. Memorandum Procedure.

1. Trainees may be directed to submit a memorandum to the Training Coordinator(s) for violations of Academy Rules and Regulations or for other purposes.

2. All memoranda will be submitted on the form provided.

3. Memos may be handwritten but must be legible.

4. The following format shall be followed or the memo will be rejected:

Date: (month/day/year)

To: Instructor

From: Trainee (first and last name)

Re: (subject of memo, i.e. lateness, insubordination, etc.)

Text of Memo: (Total account of incident)

Signature: Respectfully submitted, *your signature*

5. The SLETP Academy cannot, and will not, graduate any trainee who owes any assignment or memorandum to a faculty member.

6. Submitted memoranda become a permanent part of a trainee's Academy record.

7. Memorandum shall be submitted the next scheduled Academy day unless otherwise directed.

XI. Dismissal from the SLETP.

A. Dismissal

Dismissal of a student from the SLETP may be due to conduct, academic or practical evaluation failure or medical restriction. A student's dismissal from the SLEP is at the sole discretion of the SLETP Academy Director, in accordance with the policies of the host institution. Failure to meet to academic standards or to adhere to the student code of conduct set forth in this handbook will render a student ineligible from obtaining a Certificate of Completion and may result in the dismissal of a student by the SLETP academy. A student's loss of eligibility only applies to the

current academy class in attendance. A student may reapply to a future academy class or a separate SLETP academy.

B. Dismissal and Reinstatement based on Conduct

Any student dismissed from training or failing to fulfill the requirement of the NPS for eligibility of commissioning for type II commissioning for failing either written examinations or practical exercise may be admitted to any accredited SLETP. The student must begin the program on the first training day and successfully complete all written examinations and practical exercises with that SLETP class. The student will not be granted credit for previous written examinations or practical exercises. The student must include in their application to a SLETP academy that they had previously failed a SLETP academy.

Any student dismissed from training for disciplinary reasons must fully disclose their previous dismissal in their application package the SLETP academy they are applying to. The student must submit, in writing, an explanation of why they should be admitted and what the student has done to correct the conduct that previously resulted in dismissal. If the request is approved, the SLETP Academy Manager must submit, in writing, to the NPS Law Enforcement Training Center Program Manager, an explanation supporting the SLETP academy's decision to admit the student into the SLETP. The student must begin the program on the first training day and successfully complete all written examinations and practical exercises with that SLETP class. The student will not be granted credit for previous written examinations or practical exercises.

C. Dismissal and Reinstatement based on Medical.

Any student dismissed from training or failing to fulfill the requirement of the NPS for eligibility of commissioning for type II commissioning due to medical history or medical condition may be admitted to any accredited SLETP Academy providing the student meets the medical requirements of the SLETP Academy. The student must also be fully advised of the NPS Medical Standards and Surveillance Program. If the student is returning to the same SLETP Academy at the same educational institution, within 12 months of departure from the departure date, they may resume training from the last written academic examination. All previous written academic examinations and practical evaluations stand and the student progresses forward. If the student is returning to a different SLETP academy or educational institution or it has been over 12 months since the departure date from training at the same SLETP Academy, the student must begin the program on the first training day and successfully complete all written examinations and practical exercises with that SLETP class. The student will not be granted credit for previous written examinations or practical exercises.

XII. Dress and Grooming Standards

A. Purpose.

Personal appearance presented by uniformed trainees of the SLETP Academy reflects not only upon the Academy, but also upon the law enforcement profession and the United States Government. While in uniform, each trainee will observe the minimum standards of personal dress outlined below.

B. SLETP Uniform.

Trainees will be issued three uniforms, Class A, Class B, and a physical fitness uniform. **Class A** uniform will consist of gray button down shirt, with black tie, name plate, green dress pants, black

socks, black belt, baseball cap and black boots. **Class B** uniform will consist of gray polo shirt, green BDU pants, black socks, black boots, belt and baseball cap. The fitness uniform will consist of gray t shirt, green shorts, white socks and running shoes.

C. General Information.

The SLETP uniform, including cap, will be worn while at the SLETP Academy. Caps will be removed upon entry into any classroom, office, dormitory, or the dining facility. Uniforms will be kept neat, clean, and pressed at all times. Shirts will be tucked in and all buttons, except the collar button will be buttoned. If a tee shirt is worn and it is visible, it must be white. The duty belt will be worn with a holster, ammo carrier, baton carrier, handcuff case, four (4) keepers, and associated defensive equipment. No other apparel, decorative or otherwise shall be worn with, or in lieu of, the SLETP uniform.

1. Authorized Footwear.

SLETP Academy authorized footwear, highly shined, will be worn with the uniform at all times. Socks must be black. During Physical Fitness training the minimalist running shoes are only permitted during long run days, they are not permitted during weight training, circuit training, or any other training activity that the instructor designates

2. Authorized Raincoat.

In the event weather necessitates the wearing of a jacket, if issued, the SLETP jacket is the only one authorized. If the SLETP Academy did not issue or mandate a specific jacket, the jacket will be conservative in color, allow for the display of the duty belt and properly fit to the trainee. When rain gear is necessary, if issued, the SLETP issued raincoat is the only one authorized. If the SLETP Academy did not issue or mandate a specific rain jacket, the jacket will be conservative in color, allow for the access of the duty belt and properly fit to the trainee.

3. Trainee Inspection.

Each trainee will present him/herself for inspection by the SLETP Academy Representative or designee each morning or as designated. This inspection will consist of an examination of the personal appearance of the trainee, the appearance of the uniform, and the trainee's defensive equipment (see Appendix B). Deficiencies will be noted and the trainee will be given an opportunity to correct them before standing another inspection. Chronic deficiencies may result in disciplinary action and/or removal from training according to the SLETP Academy policy. In addition, any SLETP Academy staff may inspect any trainee at any time throughout the duration of the training program.

4. Uniform Restrictions.

Uniforms may be worn only to and from the SLETP Academy each day. Partial uniforms are not authorized during duty or off-duty hours. Purchase of alcoholic beverages may not be made while in uniform. Appendix C contains a detailed description of the UNIFORM INSPECTION STANDARDS.

5. General Information.

It is vital to public safety as well as the safety of all land management officers that the public is able to recognize, instantly and without delay, an employee representing legitimate law enforcement authority. Any hesitation by the public in seeking law enforcement assistance can in some cases be a matter of life or death. Consequently, a land management officer's well-groomed appearance will facilitate instant recognition and encourage respectful cooperation from the public. Similarly, SLETP basic trainees must recognize that other law enforcement trainees and staff at the SLETP Academy will also judge the effectiveness and capabilities of the SLETP trainee based on the first impression. A commissioned employee who is inattentive to his/her personal appearance, hygiene and uniform reflects an unfavorable image not only upon the employee, but on the law enforcement program.

6. All Trainees.

At all times, when attending training, trainees shall be well-groomed, neat and clean in appearance.

7. Hands.

Fingernails shall be clean and trimmed so as not to exceed ¼ inch from the end of the finger. A female trainee may wear a clear polish or nail coating on her fingernails. If an instructor feels that the length of a trainee's fingernails poses a danger of injury to other trainees or role players during physical activities, the trainee shall trim their fingernails to a safe length as directed by the instructor.

8. Eyebrows.

Eyebrows shall be trimmed so as to remain within the area defined by the natural hairline.

9. Jewelry.

Trainees may not wear any type of jewelry that is visible, with the exception of wristwatches, wedding bands, or "medic alert" type bracelets.

10. Jewelry Restrictions.

Jewelry of any kind will not be worn during physical conditioning and arrest and control tactics.

11. Cosmetics.

Cosmetics, when worn, shall be conservative.

12. Sunglasses.

Sunglasses shall be conservative in style. Mirrored or multicolored sunglasses are prohibited. Sunglasses will not be worn indoors, on top of the head or on a lanyard around the neck while in the classroom.

D. Male Trainees.

1. Grooming of Hair.

Hair shall be combed or brushed so that it does not protrude more than 2 inches in a perpendicular line from the scalp; it shall be gradually tapered to the sides so that the outer portion of the ear is visible and not covered by hair when viewed from the front, side and rear. Hair shall be evenly trimmed at all times. Hair on the back of the head shall be trimmed so that it does not touch the uniform shirt collar while standing in normal posture. While the trainee is engaged in training, his hair shall not be worn in braids, plaits, dreadlocks, ducktails, pigtails, ponytails, rattails, or drawn together and pinned. Unusual or eccentric haircuts are not permitted and shall be of neutral color and style.

2. Sideburns.

Sideburns shall not extend below a horizontal line drawn from the mid portion of the ear. They must be trimmed so that the ear is visible from the front and that the width of the sideburns does not exceed the area defined by the natural hairline.

3. Mustaches.

A mustache is permitted to the extent it conforms to the following standard. The mustache must be trimmed so that the trainee's upper lip is visible when viewed from the front. The mustache must be trimmed so that it does not extend more than ½ inch from a perpendicular line drawn at the corner of the mouth. The mustache must also be trimmed so that it does not extend more than ¼ inch below a horizontal line formed by the corners of the mouth. The mustache must not be waxed or otherwise treated to extend it beyond the natural hairline.

4. Other Facial Hair.

Generally, a clean shaven appearance is required, with the exception of mustaches. Beards, chin whiskers, neck hair, or lower lip hair or whiskers may not be worn. Any exception to this policy must be granted by the Sponsoring Agency Representative and based on demonstrated medical certification.

5. Earrings.

A male trainee shall not wear earrings during training.

E. Female Trainees.

1. Hair.

Hair shall be neatly combed and arranged and shall not extend below the bottom edge of the collar; hairstyles used in accomplishing this goal shall permit the proper wearing of the

uniform hat or ball cap. Barrettes and similar hair ties shall be kept to a minimum and shall be of neutral color and style. Unusual or eccentric haircuts are not permitted. Barrettes or hard objects used to hold hair in place will not be permitted during any physical training, arrest and control tactics or any lab in which physical contact may occur.

2. Earrings.

Female trainees shall not wear earrings during training.

3. Inspections.

Students will receive an inspection schedule soon after the start of the program. Students must adhere to all requirements as outlined in this Student Handbook. In addition, SLETP Academy staff may inspect any trainee at any time throughout the duration of the training program.

F. Inspections

You will receive an inspection schedule soon after you start your program. You must adhere to all requirements as outlined in this Student Handbook. In addition, SLETP Academy staff may inspect any trainee at any time throughout the duration of the training program.

XIII. General Information.

A. Defensive Equipment.

During training at the SLETP Academy, each trainee will be issued a set of defensive equipment. At a minimum, this issue will consist of handcuffs, baton, OC spray (inert), and a simulated sidearm.

B. Inappropriate Behavior or Inappropriate Usage of Equipment.

Horseplay or other inappropriate use of defensive equipment at any time will lead to ineligibility of the trainee to receive an NPS certificate and therefore the trainee will not be eligible for a law enforcement position with the NPS. If the use of force is determined to be inappropriate, disciplinary action may result in accordance with the SLETP Academy policy and may lead to ineligibility of the trainee to receive an NPS certificate and therefore the trainee will not be eligible for a law enforcement position with the NPS.

1. Identification Badges (**Applicable only if issued by the SLETP Academy).

Trainees are required to display their ID badges at all times except when the wearing of the ID badge would obstruct training-related performance. **SLETP trainees will display the ID badge centered on the bottom of the left pocket flap of the uniform shirt. Lanyards or chains are not authorized.**

2. Book Bag

Trainees are permitted to use a book bag to carry their training materials during the duty day. The bag will be conservative or dark in color. The outside pocket may have your name embroidered on it. The embroidery will be appropriate to the SLETP Academy. As a class, trainees may elect to have their class number embroidered on the flap of the bag.

3. **Unauthorized Embroidery.**

The National Park Service badge and arrowhead are NOT approved for embroidery or class markings on the bag.

C. Cell Phones.

Cell phones will be off during class hours. Cell phones may be used during breaks and at lunch. They may not be used inside any SLETP Academy building with the exception of the dormitory.

D. Use of Social Media and Technology.

While Trainees are not prohibited from using social media sites, they are cautioned about the use of them. Trainees are prohibited from posting anything in reference to NPS, SLETP, Academy Staff, and fellow Trainees. This includes schedules, photos, videos, facilities, methods of instruction, curriculum materials, techniques, and attendance.

Photos are not to be taken by Trainees during class time. The use of social network sites, such as: "Facebook", "Myspace", "Windows Live Space", "YouTube", and "Twitter", are subject to review.

- a. Trainees should be aware that if they post as a Trainee in the SLETP they may be held responsible for any negative portrayals.
- b. Trainees must understand that what they post online is public and they have no expectation of privacy in the content they post for the world to see.
- c. Trainees must be aware that your actions captured via images, posts, or comments can reflect on themselves and the Academy.
- d. NPS logos cannot be used.
- e. Violations may result in disciplinary actions, up to and including expulsion from the Academy.
- f. Defamatory statements can lead to lawsuits and/or libel against the author.
- g. All students are reminded to be mature, be ethical, and think before you type.

E. Leave After Duty Hours.

Off-duty activities should not impact the trainees' ability to report to the next scheduled class on time. Failure to report on time for class or assignment may serve as a basis for dismissal from training, and may lead to ineligibility of the trainee to receive an NPS certificate and therefore the trainee will not be eligible for a law enforcement position with the NPS.

F. Health Issues.

All injuries must be reported to SLETP Academy personnel. The injury must be documented on the appropriate SLETP Academy form. Without a record of the injury, there is no way to substantiate a claim should the injury cause the trainee to be unable to perform assigned duties later.

XIV. Program Evaluation.

1. At the direction of the SLETP Director, each Instructor/Faculty will be required to distribute an Instructor/Academy critique form to each trainee for the purpose of a Program Evaluation.
2. Trainees are not required to sign the Instructor/Academy critique forms.
3. Each trainee is instructed to be candid regarding his or her comments relative to the SLETP Academy and the Instructor.
4. The evaluations will be used to monitor the trainee's perception of the Academy. The information on the form will be reviewed, evaluated and used to enhance the overall program.
5. Instructor/Faculty will not discriminate or retaliate against any trainee as a result of any appraisal.

XV. Grievances.

1. A trainee may file a grievance regarding the actions of the SLETP Academy faculty or administration by submitting a grievance memorandum within three days of the incident or within three days of the trainee becoming aware of such grievable occurrence. It must be filled out and signed by the trainee, then forwarded to the Training Coordinator via the Trainee Class Leader.
2. If the Training Coordinator(s) and Instructor/Faculty member cannot resolve a grievance, said grievance shall be resolved by the SLETP Director.

XVI. Classroom Conduct.

1. To gain recognition by the instructor, the trainee will raise his/her hand.
2. Classrooms will be kept neat and orderly.
3. Each day the classroom will be cleaned before any class member leaves. Lights will be turned off and the classroom secured.
4. Conversation between trainees during classroom recitation or lecture is not permitted. Audiotaping or videotaping of lectures or practical instruction is strictly prohibited.
5. Anytime an Academy Instructor/Faculty member, officer, or visitor enters the classroom, except during written testing, the trainees will be called to attention by the class leader or his/her designee. Trainees will greet the person entering the classroom and remain standing until the instructor acknowledges the class leader or his /her designee. The greeting will consist of the class standing and saying Trainee Class (class number) good morning, afternoon or evening as appropriate then address the person as either Sir or Ma'am. For example: "Trainee Class (class number) good morning, Sir. Once acknowledged, the class leader will announce, "Trainees be seated."
6. Any trainee entering the class after the command, "Trainees be seated", is given by the instructor will be considered late and will be recorded as such in his/her Academy record via trainee memorandum.

XVII. Chain of Command.

1. Chain of Command is the formal channel that determines authority, responsibility, and flow of communication.
2. The Academy Director is responsible for the overall administration and management of the SLETP Academy.
3. The Training Coordinator(s) is/are responsible for the day to day operations, for delivery of instruction and program logistics, and for compliance of student standards.
4. The Academy Instructor(s) is/are responsible for training, maintaining classroom order and ensuring that all assigned tasks and skills are completed in a satisfactory manner.
5. The Class Leader is responsible for the morale and good order of the class. While not a disciplinarian, he/she assists the Academy faculty with enforcement of Academy memoranda requirements.
6. The chain of command for this course is Director to Training Coordinator(s), Training Coordinator(s) to Class Leadership to Trainee(s).
7. Information can flow up or down the chain of command. This chain will be followed for all communications.
8. Communication through the chain of command can be either written or verbal.

XVIII. Student Terms and Conditions Agreement.

1. Students must initial and sign the SLETP Student Terms and Conditions Agreement on the first day of training. A copy of the agreement is attached to this handbook.
2. Failure or refusal to sign the Student Terms and Conditions Agreement will render a student ineligible from obtaining a Certificate of Completion and may result in the dismissal of the student by the SLETP academy.

Appendix A

SLETP Qualifications for Attendance and Graduation

XIX. Qualifications for Attendance and Graduation

The primary purpose of the Seasonal Law Enforcement Training Program is to train law enforcement officers empowered to make arrests and carry firearms. Within these guidelines, the National Park Service and the individual Seasonal Law Enforcement Training Program Academy applies standards in selecting trainees for attendance in the Seasonal Law Enforcement Training Program (SLETP).

It is the policy of the NPS and SLETP Academies that all trainees scheduled to participate in training-related physical activity be sufficiently physically qualified so as not to present an undue risk to the health and safety of themselves and other persons. Furthermore, it is the policy of the NPS and SLETP Academies that all trainees scheduled to participate in, or participating in, training-related physical activity shall receive medical screening prior to engaging in such activity and as necessary during the course of training. Trainees who, because of medical screening, are found to have medical conditions that might create a health or safety risk to themselves or other persons will be referred a Medical Officer for consultation. Medical conditions which call for a referral to a Medical Officer include, but are not limited to those indicated on the SLETP Academy health questionnaire. They include epilepsy, diabetes, asthma, emphysema, multiple sclerosis, hypertension, pregnancy, joint injuries/problems, colitis, heart disease, etc., and are conditions which are generally indicative of an inability to (1) satisfy the practical exercise requirements of the academy and/or (2) participate safely in unrestricted physical, weapons, and other training. Trainees who are unable to pass or meet training requirements or who are restricted for medical reasons will not receive an NPS certificate and will not be eligible for a law enforcement position with the NPS. The trainee's continued enrollment in the SLETP for academic purposes or POST certifications will be as outlined by policy of the institution the trainee is attending.

Length of Program

The SLETP is approximately 10 weeks in length.

Standard Daily Schedule

Morning Session	7:30 a.m. to 11:30 a.m.
Lunch	11:30 a.m. to 12:30 p.m.
Afternoon Session	12:30 p.m. to 4:30 p.m.
Evening Session	Hours vary depending upon the nature of the material being presented.

Trainee Evaluation

To receive a certificate of graduation a trainee must successfully complete each graded segment of the program, including written examinations and practical exercises. Although laboratories are not graded, trainees are required to participate and complete the activity.

Written Examinations

There are a minimum of 4 scheduled examinations administered in the SLETP. Trainees must achieve a minimum score of 70% on each examination. Any trainee who does not achieve a minimum score of 70% on an examination will be placed on academic probation for a period of up to three training days to prepare for a remedial examination. Trainees must pass the remedial examination with a score of 70% or higher. Only one remedial exam is permitted during the training program. If a trainee fails a second examination, the trainee will be dismissed from training and will not receive a certificate of graduation.

Trainees whose academic average for the five examinations is 95% or higher will be recognized for academic excellence during their graduation ceremony.

Practical Exercises: The trainee must attain a "satisfactory" or higher mark on each practical exercise. Any trainee, who does not receive at least a "satisfactory" score or evaluation, will be given one opportunity to remediate the exercise. If a trainee fails a practical exercise the second time (initial attempt plus one remedial attempt), the trainee will be dismissed from training and will not receive a certificate of graduation. The following is a categorical breakdown and full itemization of the practical exercise graduation requirement.

After a thorough evaluation, each PE will be weighed in the following three (3) categories: Critical Officer Safety Elements, Technological Elements and Basic Skills Elements. Below is the breakdown of the total PEs into these categories:

Critical Officer Safety

PPC Qualification

Shotgun Qualification

ERD PE

Patrol Skills PE

Arrest Techniques PE

Defensive Tactics PE

Execution of Arrest Warrant

Rifle Qualification (**Optional, if SLETP Academy offers Rifle, then this must be a qualification)

Technological

Digital Photo/Video

Latent Prints PE

Crime Scene Processing

Accident Invest. PE

Basic Skills

NEVO

Skid Control

Mock Trial

In addition, the Practical Exercises are further defined to limit the failures (regardless if the remedial is passed) to: three (3) in the Critical Officer Safety Elements; four (4) in the Basic Skills or four (4) in the Technological Elements; or a total of five (5) failures of any combination of the elements. If a trainee reaches any of these limits, they will have failed to meet the required minimum standards for graduation and will be dismissed from training.

Trainees who score 95% or higher on the Practical Pistol Course Qualification (Firearms Division) will be recognized for excellence during their graduation ceremony.

Trainees who score 75% or higher in the Physical Efficiency Battery (PEB) will be recognized for the Fitness Award. Trainees who score 90% or higher will receive the Distinguished Fitness Award.

Trainees whose scores are 95% or higher in **each** area (academics, and firearms), and 90% in each category of the PEB, except body composition, and have no remedials, will be designated as **Distinguished Graduates** during their graduation ceremony.

Seasonal Law Enforcement Training Program
XX. Graduation Requirements

SUBJECT MATTER	TEST INSTRUMENT	NUMBER OF SUCH INSTRUMENTS AND THE MINIMUM REQUIREMENTS	REMEDIAL(S) ALLOWED
PEB	P.E.	Must Pass Final PEB to complete program.	Achieve a 25% or better in the Agility, mile and a half run and the bench press and participate in flexibility and body composition. 1 remediation attempt of the entire PEB, regardless of which element(s) was failed, within 7 days of graduation.
Comprehensive Exams	Written Exam	Minimum of 4 exams (70% minimum on each exam)	May fail ONE exam: then must retake and pass a different version of the failed exam. Must Pass ALL subsequent Exams. In example: Exam 1 = Pass, Exam 2 = Failure: Retake Exam 2 = Pass, the student may progress, but cannot fail Exam 3 or 4. There is only one remedial exam given. If the student fails a second exam, the student is no longer eligible to receive a certificate for the National Park Service and does not meet the NPS commissioning standards; regardless of the student's academic average.
Standardized Field Sobriety Test <i>*Basic Skills*</i>	Written Exam and P.E.	NHTSA standard of 80% on exam and NHTSA standard on HGN	The NHTSA elements will be covered in one of the exams above. HGN follows the NHTSA standard of 80% correct with no remediation.
Day Practical Pistol Course Qualification <i>*Critical Officer Safety*</i>	Qualification P.E.	Attached NPS Qualification Course Pass/Fail	The student may fail the PPC ONE time and then will be provided a minimum of 4 hours of remedial training but no more than 8 hours of remedial training. The student must qualify within two weeks of the original qualification. If the student fails to qualify, the student is no longer eligible to receive a certificate for the National Park Service and does not meet the NPS commissioning standards.
Reduced Light Practical Pistol Course Qualification	Qualification P.E.	Attached NPS Qualification Course Pass/Fail	The student may fail the Reduced Light PPC ONE time and then will be provided a minimum of 2 hours of remedial training but no more than 4 hours of remedial training. The student must qualify within one week of the original qualification. If the student fails to qualify, the student is no

Critical Officer Safety			longer eligible to receive a certificate for the National Park Service and does not meet the NPS commissioning standards.
Shotgun Qualification *Critical Officer Safety*	Qualification P.E.	Attached NPS Qualification Course Pass/Fail	The student may fail the PPC ONE time and then will be provided a minimum of 2 hours of remedial training but no more than 4 hours of remedial training. The student must qualify within one week of the original qualification. If the student fails to qualify, the student is no longer eligible to receive a certificate for the National Park Service and does not meet the NPS commissioning standards.
Rifle Qualification	Qualification P.E.	Attached NPS Qualification Course Pass/Fail	The student may fail the PPC ONE time and then will be provided a minimum of 2 hours of remedial training but no more than 4 hours of remedial training. The student must qualify within one of the original qualification. If the student fails to qualify, the SLETP MUST annotate the SLETP certification reflecting the failure. The student remains eligible to receive a certificate for the National Park Service and does meet the NPS commissioning standards.
Emergency Response Driving (ERD) *Critical Officer Safety*	P.E.	70% Overall	While these are three separate practical exams, they are critical officer safety skills and therefore will be treated as one. May fail ONE practical driving evaluation: then must receive a minimum of 2 hours of remedial training and not more than 4 hours of remedial training. The remedial practical evaluation must be administered within one week of the initial failed evaluation. Must Pass ALL subsequent driving practical evaluations. In example: NEVO = Pass, ERD = Failure: Retake ERD = Pass, the student may progress, but cannot fail Skid Control. There is only one remedial exam given. If the student fails a second driving practical evaluation, the student is no longer eligible to receive a certificate for the National Park Service and does not meet the NPS commissioning standards; regardless of the student's academic average.
Non-emergency Response Driving (NEVO) *Critical Officer Safety*	P.E.	70% Overall	
Skid Control *Critical Officer Safety*	P.E.	70% Overall	
Arrest Techniques *Critical Officer Safety*	P.E.	Must Pass all components	May fail the practical evaluation ONE time. Arrest Techniques are critical officer safety skills and a student will fail Arrest Techniques if they fail ONE component of the practical evaluation. The student will be given a minimum of 2 hours of remedial training and a maximum of 4 hours of remedial training. The student will retake the practical evaluation and must pass all elements. There is only one remedial practical evaluation given. If the student fails the second practical evaluation, the student is no longer eligible to receive a certificate for the National Park Service and does not meet the NPS commissioning standards; regardless of the student's academic average.

SUBJECT MATTER	TEST INSTRUMENT	NUMBER OF SUCH INSTRUMENTS AND THE MINIMUM REQUIREMENTS	REMEDIAL(S) ALLOWED
Control Tactics <i>*Critical Officer Safety*</i>	P.E.	Must Pass all Components	May fail the practical evaluation ONE time. Control Tactics are critical officer safety skills and a student will fail Control Tactics if they fail ONE component of the practical evaluation. The student will be given a minimum of 2 hours of remedial training and a maximum of 4 hours of remedial training. The student will retake the practical evaluation and must pass all elements. There is only one remedial practical evaluation given. If the student fails the second practical evaluation, the student is no longer eligible to receive a certificate for the National Park Service and does not meet the NPS commissioning standards; regardless of the student's academic average.
Patrol Skills <i>*Critical Officer Safety*</i>	P.E.	Must Pass all Scenarios	May fail the practical evaluation ONE time. Patrol Skills are critical officer safety skills and a student will fail Patrol Skills if they fail ONE scenario of the practical evaluation. The student will be given a minimum of 2 hours of remedial training and a maximum of 4 hours of remedial training. The student will retake the practical evaluation and must pass all scenarios. There is only one remedial practical evaluation given. If the student fails the second practical evaluation, the student is no longer eligible to receive a certificate for the National Park Service and does not meet the NPS commissioning standards; regardless of the student's academic average.
Traffic Accident Reporting <i>*Basic Skills*</i>	P.E.	Pass/Fail	May fail the practical evaluation ONE time. The student will be given a minimum of 2 hours of remedial training and a maximum of 4 hours of remedial training. The student will retake the practical evaluation and must pass. There is only one remedial practical evaluation given. If the student fails the second practical evaluation, the student is no longer eligible to receive a certificate for the National Park Service and does not meet the NPS commissioning standards; regardless of the student's academic average.

SUBJECT MATTER	TEST INSTRUMENT	NUMBER OF SUCH INSTRUMENTS AND THE MINIMUM REQUIREMENTS	REMEDIAL(S) ALLOWED
Crime Scene Processing and Investigation <i>*Basic Skills*</i>	P.E.	Pass/Fail	May fail the practical evaluation ONE time. The student will be given a minimum of 2 hours of remedial training and a maximum of 4 hours of remedial training. The student will retake the practical evaluation and must pass. There is only one remedial practical evaluation given. If the student fails the second practical evaluation, the student is no longer eligible to receive a certificate for the National Park Service and does not meet the NPS commissioning standards; regardless of the student's academic average.
Courtroom Testimony <i>*Basic Skills*</i>	P.E.	80% overall	May fail the practical evaluation ONE time. The student will be given a minimum of 2 hours of remedial training and a maximum of 4 hours of remedial training. The student will retake the practical evaluation and must pass. There is only one remedial practical evaluation given. If the student fails the second practical evaluation, the student is no longer eligible to receive a certificate for the National Park Service and does not meet the NPS commissioning standards; regardless of the student's academic average.
Basic Tactics <i>*Critical Officer Safety*</i>	P.E.	Pass/Fail	May fail the practical evaluation ONE time. Basic Tactics are critical officer safety skills and a student will fail Basic Tactics if they fail ONE scenario in the practical evaluation. The student will be given a minimum of 2 hours of remedial training and a maximum of 4 hours of remedial training. The student will retake the practical evaluation and must pass all scenarios. There is only one remedial practical evaluation given. If the student fails the second practical evaluation, the student is no longer eligible to receive a certificate for the National Park Service and does not meet the NPS commissioning standards; regardless of the student's academic average.

In addition to the Practical Exercise matrix, the number of student failures is limited to: 2 in the **Critical Officer Safety Elements** and 3 in the **Basic Skills**; or a total of **5** failures of **any category**. If a student reaches any of these limits, they will not receive a NPS Certificate of Completion and may be dismissed by the SLETP academy.

2 failures in the Critical Officer Safety Elements, in example:

Arrest Techniques = Failure

Arrest Techniques = Successful second attempt

Basic Tactics = Failure. The student is no longer eligible to receive a certificate for the National Park Service and does not meet the NPS commissioning standards; regardless of the student's academic average.

3 in the Basic Skills, in example:

Crime Scene Processing = Failure with successful remediation

Courtroom Testimony = Failure with successful remediation

Standardized Field Sobriety Test = Failure: The student is no longer eligible to receive a certificate for the National Park Service and does not meet the NPS commissioning standards; regardless of the student's academic average.

APPENDIX B

XXI. SLETP Uniform Inspection - Standards

HAT

- Hat bill facing forward, worn at all times except while indoors

SHIRT

- Pressed
- Buttoned except for top button
- No threads hanging
- No pens in pocket
- SLETP ID left (officer's left) pocket clipped to pocket flap and centered
- Name ID right (officer's right) pocket pinned on flap and centered
- Pockets buttoned

PANTS

- Pressed
- Hip pockets buttoned
- Note pad in hip pocket
- Billfold acceptable in hip pocket
- No threads hanging

BOOTS

- Shined
- Laced and tied

WEB GEAR (Note - flashlight optional)

- Training gun present
- Brass polished
- Belt and all holders clean, blackened in areas of wear
- Baton nomenclature known, working, clean, blackened in areas of wear
- Magazines facing the same direction and clean
- OC Spray canister nozzle facing forward
- Cuffs clean, keyholes facing in, single bar facing forward
- Flashlight working, extra bulb

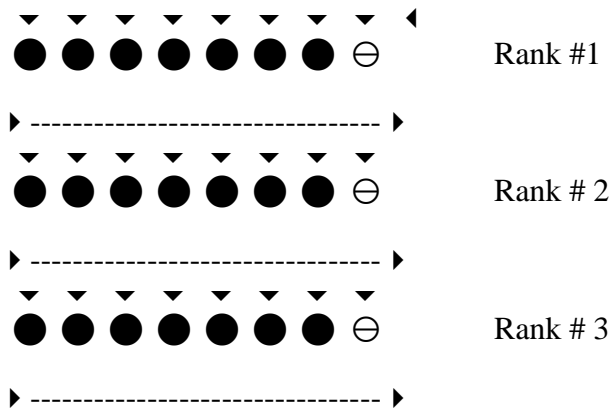
Class in ranks of three (3) for inspection

One (1) class sergeant

Three (3) class corporals

Class sergeant accompanies the Agency Representative during inspection. Inspect the front of each officer moving from left to right along first rank, walk between first and second ranks to inspect back of uniform of first rank, thus returning to inspect the front of each officer moving from left to right of second rank and so on until all ranks are inspected. Class corporal orders their rank to attention when their rank is being inspected and at ease when other ranks are being inspected. At the direction of the SLETP Representative, the class Sergeant will call class to attention and dismiss the class following inspections. Sergeant will document any discrepancies during inspection.

Front of Ranks



Back of Ranks

- ▼ = stop and inspect individual officer
- ▶ = walk and inspect back of uniform
- = officer standing in rank
- ⊖ = Corporal
- - = walk between ranks while inspecting back of uniform

Uniform inspections will take place on a weekly basis when possible.

Inspections will commence promptly at 0715, unless an alternate time is designated by the SLETP Representative.

Inspections will be conducted when the class has their first instruction of the day in their normal classroom. This allows time for the inspection and will not interfere with on-time attendance in class. Days when the class has their first instruction scheduled in other than the main classroom, the inspection will be moved to an appropriate day.

The class sergeant or corporals will be advised by the SLETP personnel of the inspection schedule and any changes to the inspection schedule. The sergeant and corporals are responsible for forming the class in ranks for inspection.

It is recommended that classes work as a unit and a team. This applies to each day of class and for inspections. Suggestions include traveling as a group, arriving to classes and inspections as a group and departing as a group. This will build unity, confidence and commitment to the class as a team.

APPENDIX C

XXII. SLETP Compliance Memorandum

SLETP Compliance Memorandum

I, _____, have read the information, instructions, and guidelines contained in the Seasonal Law Enforcement Training Program Academy Trainee Standards Handbook issued to me. The Handbook covers the following subjects and material:

1. Academy training requirements
2. Failure to meet SLETP Academy training requirements
3. Academic Probation
4. Trainee counseling
5. Conduct Standards
6. Grooming/Uniform Standards
7. Defensive Equipment
8. ID Badges
9. Cell phones
10. Tardiness/Absence without Leave
11. Health Issues
12. Equal Employment Opportunity
13. Alcohol/Drug Involvement
14. Photography requirements

I certify that I have read and understand the contents of the Handbook and will comply.

Signature

Date

Class No.

**U.S. Department of the Interior
National Park Service
Law Enforcement Training Center
Seasonal Law Enforcement Training Program**



Policy and Reference Guide

A. NPS SLETP- Student Conduct Policy (1.13)

Mar/11

THE ATTACHED MATERIALS CONTAIN DEPARTMENT OF INTERIOR INFORMATION THAT IS "FOR OFFICIAL USE ONLY," OR ONE OR MORE OTHER TYPES OF SENSITIVE BUT UNCLASSIFIED INFORMATION REQUIRING PROTECTION AGAINST UNAUTHORIZED DISCLOSURE. THE ATTACHED MATERIALS MUST BE HANDLED AND SAFEGUARDED IN ACCORDANCE WITH DOI MANAGEMENT DIRECTIVES GOVERNING PROTECTION AND DISSEMINATION OF SUCH INFORMATION.

AT A MINIMUM, THE ATTACHED MATERIALS WILL BE DISSEMINATED ONLY ON A "NEED-TO-KNOW" BASIS AND WHEN UNATTENDED, WILL BE STORED IN A LOCKED CONTAINER OR AREA OFFERING SUFFICIENT PROTECTION AGAINST THEFT, COMPROMISE, INADVERTENT ACCESS AND UNAUTHORIZED DISCLOSURE

Authority

446 DM 27 Law Enforcement Training Standards

This chapter establishes training standards and procedural guidance for the development, implementation, and evaluation of law enforcement training programs for all Department of the Interior (Department/DOI) Law Enforcement Officers (LEOs).

RM-9 Chapter 1 Section 5.17 Roles and Functions – Superintendent NPS-LETC

The Superintendent of the National Park Service Law Enforcement Training Center at FLETC is responsible for the development and management of basic and advanced training Servicewide. This official is also responsible for developing policy and guidelines for Servicewide training and certification.

DIRECTIVES

B. NPS LETC Superintendent

The NPS LETC Superintendent has final discretion in assessing a student's status regarding their eligibility for NPS law enforcement commissioning based on infractions of the student code of conduct.

C. NPS LETC Program Manger

The NPS LETC Program Manager will work with the SLETP Academy Manager to make a recommendation on the student's status regarding their eligibility for NPS law enforcement commissioning based on infractions of the student code of conduct. The NPS LETC Program Manager will forward all recommendations to the NPS LETC Superintendent for final decision.

The Program Manager continually monitors, documents, and evaluates trainee conduct. The Program Manager is responsible for promptly investigating all allegations and/or reports of student misconduct.

A. The SLETP Academy Manager

The trainee is, at all times, under the direct oversight of a SLETP Academy Manager, or their appointee, with oversight of their particular training program. The Academy Manager continually monitors, documents, and evaluates trainee conduct. The Academy Manager is responsible for promptly investigating all allegations and/or reports of student misconduct and reporting all incidents to the NPS LETC Program Manager

POLICY

Law enforcement personnel are held to a higher standard of conduct than is expected of the general public, and as such, it is National Park Service policy to maintain the highest standards of honesty, integrity, impartiality, and conduct by its employees. As law enforcement trainees, student behavior will be consistent with the conduct on becoming a National Park Service Law Enforcement Officer. This policy sets forth the student code

of conduct for all students seeking a Certificate of Completion from the Seasonal Law Enforcement Training Program.

Failure to adhere to the student code of conduct set forth in this policy will render a student ineligible from obtaining a National Park Service Certificate of Completion and may result in the dismissal of a student by the SLETP academy. A student's loss of eligibility with the NPS only applies to the current academy class in attendance. A student may reapply to a future academy class or a separate SLETP academy with full eligibility.

A SLETP academy may establish additional standards of conduct specific to their program. The additional standards may be more comprehensive than the student code of conduct set forth in this policy. The student code of conduct set forth in this policy, however, is the baseline for student eligibility with the National Park Service.

Student Code of conduct

Listed below are examples of conduct that are considered inappropriate for trainees. The list is not all-inclusive and is only intended to provide descriptive examples of inappropriate behavior.

1. **Alcohol/Drug Involvement**: Unauthorized drug use at anytime or any indication of alcohol or any impairment by a trainee during program hours is prohibited.
2. **Violation of Rules and Regulations**: Violation of the applicable rules and regulations of the individual SLETP academy institution policy is prohibited.
3. **Disrespect and Discourtesy to Staff, Instructors and Institution Personnel**: Trainees are expected to be respectful and courteous toward all staff, instructors and institution personnel. Complaints to the contrary that are verified may result in disciplinary action.
4. **Failure to Obey Orders and Directives**: Trainees are expected to immediately follow orders and directives given by instructors and academy personnel.
5. **Tardiness or Absence Without Leave**: Tardiness or absence from the program without official approval is prohibited
6. **Cheating on Examinations**: Cheating on any graded examination or practical exercise is prohibited
7. **Compliance with Uniform and Grooming Standards**: Trainees are expected to comply with SLETP academy grooming standards.

8. **Falsification, Misrepresentation, and/or concealment of Information to Supervisor or authorized person Conduction an Investigation**: Trainees are required to respond fully and truthfully to questioning by an instructor, academy staff or an authorized person conducting an investigation of a job-related scope. Falsification, misrepresentation, and/or concealment of information pertaining to an investigation is prohibited
9. **Engaging in or Failing to Report Illegal Conduct**: Engaging in conduct that violates applicable laws, rules and regulations, whether during or after program activities is prohibited. Knowingly concealing knowledge of another's involvement in unlawful conduct is prohibited.
10. **Discrimination**: Discrimination based on race, color, religion, sex, natural origin, age, disability or sexual orientation is prohibited. All complaints of hazing, harassment, abuse or other discrimination violations, will be thoroughly investigated.
11. **Finally, any contact with Center a law enforcement agency, for any purpose must be reported to the Academy without delay.**

Disciplinary Action

The Seasonal Law Enforcement Training Program academies will address infractions of the student code of conduct without reasonable delay and in a fair, unbiased manner. Disciplinary action rendered upon a student will be in accordance with the following policy.

1. **SLETP Academy Director**

The trainee is, at all times, under the direct oversight of the SLETP Academy Director or appointee, who continually monitors, documents, and evaluates trainee conduct. The SLETP Academy Director is responsible for promptly investigating all allegations and/or reports of student misconduct.

2. **Disciplinary Action**

Infractions of the student code of conduct may result in the following disciplinary action. Disciplinary action may be progressive in nature or category specific based on a student's behavior and/or at the discretion of the SLETP Academy Director.

- a. Behavior counseling

Behavior Counseling consists of a formal meeting between a student and the SLETP Academy Director. The student will be advised of their code of conduct infraction and counseled on behavioral improvement.

- b. Letter of Conduct Infraction in training file

A written Letter of Conduct Infraction may be placed in a student's official training file at the SLETP Academy. The Letter of Conduct Infraction will document in writing the student's behavioral infraction and any associated counseling and warnings. The Letter of Conduct Infraction will be signed by the SLETP Academy Director and the student.

c. Loss of eligibility for NPS Certificate of Completion

Failure to adhere to the student code of conduct set forth in this manual will render a student ineligible from obtaining a NPS Certificate of Completion. The Seasonal Program Manager at NPS-LETC has final discretion in determining the eligibility of student based on code of conduct infractions. A loss of a student's eligibility does not necessarily result in the student's dismissal from a SLETP academy.

d. Dismissal from the SLETP

Code of conduct infractions may result in the dismissal of a student from a SLETP academy. A student's dismissal from the SLETP academy is at the sole discretion of the SLETP Academy Director, in accordance with the policies of the host institution. The Seasonal Program Manager at NPS-LETC has no involvement in student dismissals from a SLETP academy.

Student Terms and condition statement

Students **must** initial and sign the NPS SLETP Student Terms and Conditions Agreement on the **first** day of training. A copy of the agreement is attached to this policy.

Failure or refusal to sign the Student Terms and Conditions Agreement will render a student ineligible from obtaining a National Park Service Certificate of Completion and may result in the dismissal of the student by the SLETP academy.



**SEASONAL LAW ENFORCEMENT TRAINING PROGRAM
NATIONAL PARK SERVICE**



Student Terms and Conditions Agreement

I, _____, authorize the release of the following information from my Seasonal Law Enforcement Training Program academy to the National Park Service and agree to abide by all the requirements set forth with upon my behavior and performance. By initialing each statement below, I attest that I have read and fully understand the statement and do so voluntarily. I also fully understand that I must agree to the below statements and sign below to meet the eligibility requirements of the National Park Service for commission consideration.

I understand I must successfully complete all laboratory sessions, written examinations and practical evaluations to fulfill the graduation requirements of the Seasonal Law Enforcement Training Program according to the National Park Service.

I authorize the full release of all academic grades from my Seasonal Law Enforcement Training Program to the National Park Service.

I authorize the full release of my performance in all practical exercises and the various aspects of my training at my Seasonal Law Enforcement Training Program to the National Park Service.

I authorize the full release of all Physical Endurance Battery (PEB) results from my Seasonal Law Enforcement Training Program to the National Park Service.

I authorize the full release of any documentation related to my conduct during and outside of program activities from my Seasonal Law Enforcement Training Program to the National Park Service.

I will adhere to Student Code of Conduct outlined in the Student Conduct Policy and fully understand that by violating the Student Code of Conduct, I will render myself ineligible to receive a Certificate of Completion from the National Park Service.

I will immediately inform the Academy Director of any contact, whatsoever, with a law enforcement agency during and outside of program activities.

Print your name:

Class Number

Signature:

Date