

MARION TECHNICAL COLLEGE
Marion Law Enforcement Academy

Application Packet



Application Process
Rules and Regulations

Enrollment forms must be completed and submitted to the
Academy commander by October 30, 2008.

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 Basic Training Physical Assessment Form

 Student Enrollment (SF 115)

 Statement of Understanding (SF 101)

 OPOTC Student Health Data Form (SF114)—Medical Examination (page 2) must be completed by a physician

 OPOTC Student Waiver of Liability and Indemnity Agreement

 OPOTC Student Acknowledgement Form

 Open Enrollment Form (SF 190)

-OR-

 Ohio Peace Officer Training Commission (SF 116)

Additional forms are available at www.mtc.edu or www.ag.state.oh.us

MARION TECHNICAL COLLEGE
MARION LAW ENFORCEMENT ACADEMY

Two methods of entrance into the Marion Law Enforcement Academy:

1. **Commissioned Officer**—is someone who has already taken the oath of office and is a practicing/sworn police officer/sheriff's officer. He or she has one year after taking office to complete the Academy.
2. **Open Enrollment**—is not a commissioned officer and meets the requirements specified below. To open enroll, the applicant must have a local records check indicating any past criminal record. Open enrollment students have 12 months after passing the State Certification Test to become commissioned by a police agency.

Admission Requirements:

1. Possess a high school diploma or GED.
2. Have committed no felonies or serious misdemeanors.
 - a. All students will be fingerprinted by the Commander and a record check will be conducted.
 - b. Records sealed or expunged per ORC 2953.32 will be opened and reviewed for purposes of employment as a peace officer and attendance in Basic Training.
 - c. Persons convicted of any crime of violence, domestic violence, any drug offense, or under a disability (ORC 2923.13) may not participate in firearms training, and therefore are not eligible to sit for the final examination.
3. Pass a health and physical exam.
4. Be a commissioned officer or have a local records check from an accredited law enforcement agency.
5. Furnish a copy of their Ohio driver's license.

Admission Procedures:

1. Apply to Marion Technical College.
 - Meet with an MTC admission counselor prior to the Academy enrollment deadline.
 - Submit the MTC Application for Admission to the Office of Admissions.
 - Complete the reading and writing portions of the Basic Skills Assessment (COMPASS).
 - Submit an official copy of high school transcript or GED results.
2. Complete and submit the following Academy Enrollment Forms prior to the academy application deadline:
 - Basic Training Physical Assessment Contract
 - Student Enrollment (SF 115)
 - Statement of Understanding (SF 101)
 - OPOTC Student Health Data Form (SF114)—Medical Examination (page 2 must be completed by a physician)

- OPOTC Student Waiver of Liability and Indemnity Agreement
- OPOTC Student Acknowledgement Form
- Application for Open Enrollment Form (SF 190)

-OR-

- Ohio Peace Officer Training Commission and Oath of Office (SF 116)

3. Schedule an appointment to take the pre-entrance physical assessment prior to the academy application deadline. OPOTA physical standards are stated in the Appendix. All academy students will be required to participate in a physical conditioning program and take weekly physical assessments throughout the Academy.

The Academy Commander will review applications and interview all applicants prior to applicant approval for admission to the Marion Law Enforcement Academy. Candidates will be notified of admittance.

Academy graduates will take the State Certification Exam from OPOTA two weeks after the last day of Academy classes and must pass the exam with a 70 percent or above. **Only one retake of the test is permitted or training must be repeated.**

Preface:

The profession of Peace Officer places many demands upon its members. A Peace Officer must:

- be able to deal with every type of human reaction in every conceivable situation;
- possess physical and mental skills that will protect him or her as well as any citizen needing that protection;
- possess abilities such as weapon marksmanship, ability to maneuver a vehicle, negotiation, investigation, interrogation, surveillance, and testimonial skills;
- be able to communicate orally, nonverbally, and with the written word to such a degree that the strict requirements of the courtroom are met;
- have self-control, self-discipline, and the willingness to obey rules and regulations placed upon him or her; and
- be of good moral character.

Goals:

1. To educate our students with the highest ethical and moral standards demanded by the Society of Peace Officers.
2. To instill in students the necessary skills and knowledge of a professional police officer.
3. To establish in each student a lifelong desire to gain more knowledge of his or her chosen profession.
4. To instill a way of life in each student that reflects traits of a professional, both on and off duty.

5. To provide an environment where each student gains a higher respect for him or herself, for property, for others, and for life itself.
6. To help students graduate from the Marion Law Enforcement Academy with a positive experience so they desire lifelong learning, including continued education at Marion Technical College.
7. To provide instructors and the public with a positive experience with our students and educational goals.

Academic Requirements:

1. Students will be evaluated by tests, observation, and a final written certification exam by the Ohio Peace Officer Training Council. Students must maintain at least a 70% on all written tests to graduate. This equates to at least a “C” grade in all courses. Students will be given 2 retests on Academy exams and if not attained will not be able to set for state exam.
2. A student not meeting proper attendance, proper attitude and behavior, successful completion of written tests and skill assessments will not be permitted to take the state certification exam, per the Ohio Peace Officer Training Council requirements.
3. Students will compile neat and complete notebooks on all classes that reflect all subjects taught for future reference. Notebooks will be graded at the end of each quarter and must be graded satisfactory. If a notebook is not satisfactory, the student will not be permitted to take the state certification exam per Ohio Peace Officer Training Council requirements.
4. Each instructor evaluates each student. Students must receive a passing grade (70%) or satisfactory from each instructor.



Basic Peace Officer’s Rules and Regulations:

The “Basic Peace Officer’s Rules and Regulations” is of great importance to you, as it outlines the rules for your Academy life. The rules and regulations are designed to prepare you for a career as a disciplined Peace Officer. Study the rules carefully and learn to abide by them. These rules are strictly enforced.

Obey orders cheerfully and willingly. Obedience to rules and orders is an essential part of your duty. Spot evaluations will be conducted on a continuous basis.

Obey orders promptly and completely. Remember that you will soon be a leader and will be giving orders. You must first learn to obey before you can expect to command. Discipline does not mean merely restriction and forced obedience to rules and regulations. It means self-control, teamwork, a cheerful attitude, and fairness toward your classmates, other peace officers, and the public. You are expected to put forth your best efforts in this Academy.

All criminal, civil, and traffic violations that occur during the Academy must be reported immediately to the Academy Commander. If the violation is a misdemeanor or greater, you may be dismissed from the Academy. Dismissal from the Academy or denial of admission will be in writing to the student and to the Ohio Peace Officer Training Academy (OPOTA) stating the reason. Students may appeal this decision to the Commander and through MTC's Student Grievances/Complaints policy #440.

MTC will employ a demerit system of discipline to enforce rules and regulations.

Marion Law Enforcement Academy Rules and Regulations:

II. Schedules

A. Daily and weekly class schedules are issued to each student, but the Academy Commander reserves the right to change the schedule as necessary.

1. Each student is required to be on time to all classes, assemblies, drills, and other calls.
2. Students will use their initiative to bring the necessary books, notebooks, and equipment to each class.

II. Appearance

A. Each student's personal appearance will be clean and neat at all times. The student's uniform will be cleaned and pressed and all leather polished to a high luster. This uniform will be worn at all times during the Academy, unless excused by the Commander. Shirts must be worn tucked inside the pants. A belt must be worn on pants. The protective vest will be worn at all times the officer is on the firing line.

B. No sandals or open-toed shoes will be allowed.

C. Hair Standards

All hair styles shall be neatly groomed; the length, bulk, and appearance of the hair shall not be ragged or extreme in appearance. Hair styles must not preclude the normal wearing of any uniform headgear. If combed forward, hair shall not extend below the headband of properly worn headgear.

Hair coloring shall not be different from that occurring in nature. All hair styles must be of a conservative nature and not detract from the officer's personal appearance as a professional.

Numerals, designs, or radical vertical or side blocking is not permitted.

1. Males

Males shall be clean-shaven. Hair shall be taper-cut so that it does not touch the collar at the rear of the neck, or does not touch the top of the ear. Sideburns shall not extend below the middle of the external ear opening.

Moderate "natural" haircuts are permitted if the hair does not extend more than one inch from the scalp.

2. Females

Female students shall adapt their hair style and length to the rigorous schedule of the training Academy so that the hair is neatly groomed at all times.

Females that have facial hair that appears unprofessional, or in need of grooming, will trim or remove the hair if necessary.

D. Jewelry, Cosmetics, and Other

1. Earrings are not to be worn by males or females while on duty in the uniform-of-the-day or while on duty in civilian attire.
2. Necklaces may be worn while on duty and in the uniform only if they are completely concealed by the uniform-of-the-day.
3. Bracelets may be worn while on duty only if they are a medical alert type, and such bracelet shall be snug fitting so not to interfere with the performance of normal duties. One wristwatch may be worn on either wrist.
4. A maximum of two conservative rings may be worn while on duty. A wedding ring and engagement ring worn on the same finger will be considered as one ring. The ring shall not extend beyond the first finger joint. Rings will not be worn on the trigger finger of either hand.
5. Fingernails shall be neatly trimmed and shall not extend beyond the quick of the nail. Fingernail polish, if worn, shall be clear. Polish will not be chipped or cracked.
6. Females will wear hair (if long) in a ponytail or up during physical classes. These include firearms, self defense, PR 24, and patrol stops.
7. Cosmetics, if worn, shall be kept to natural, subdued skin tones and must be blended to match natural skin color. False eyelashes are prohibited.

III. Absences

The Ohio Peace Officers Training Academy requires perfect attendance at all mandatory Academy classes. All other classes are at the discretion of the Academy Commander. Any missed hours will be made up at the expense and time of the student. The only excused absences are doctor's notes, funeral, or court appearance. An absence form must be filled out and turned in to the Commander. If at the time of the final audit, a student's absence (for any reason) exceeds 5% of non-mandatory OPOTA hours (about 13 class hours), the student must petition the Executive Director in a notarized written statement for permission to make up the hours missed. No make-up can be completed until the student receives permission from the Executive Director. All hours must be made up by the final scheduled class day.

Attendance of entire class session is required. Students will not be tardy, take extended breaks, or leave early for any scheduled class.

IV. Driving

Students will obey all traffic laws at all times while students of our Academy. Any traffic stops, tickets, or other criminal violations will be immediately reported to the Academy Commander.

Students stopped for any violation will fill out a form which will be turned in to the Commander. Students will display student parking passes and park in the student lot. Students will not park in handicapped, faculty or visitor parking areas.

Students will abide by all campus parking regulations not specified in this manual.

V. **Military Courtesy and Demeanor**

- A. All students are to display a respectful demeanor characterized by terms of military address and gesture.
- B. Students will address instructors and guests by sir/ma'am, by their rank or Mr./Mrs., and last name. A student will never address an instructor by his or her first name or only by last name.
- C. In the classroom—when it is entered by an instructor, the first student seeing him or her will call attention. All students will remain at attention until given, “At ease,” or “Carry on,” by the instructor.
- D. During the course of your classes, if you have a pertinent question to ask, raise your hand, wait for acknowledgement, and then stand and address the instructor as “Basic (your name) Sir/Ma'am, and state your question.
- E. Students will display a respectful and courteous attitude toward all persons, either on or off the Academy premises.
- F. No hats will be worn inside a building/classroom. Hats will not be permitted outside the classroom without approval of the Commander.
- G. Student Chain of Command – each individual will serve in rotating leadership positions.

VI. **Firearm Qualification**

Commissioned students will qualify with the firearm carried by their department. Open enrollment students may purchase a weapon that is carried by a department they wish to join (normally 9 mm or 40 cal.) or can use the Academy's 40 caliber. All ammunition will be purchased by the Academy so that students will never have live ammo except on the firing range.

VII. **Physical Fitness**

Any student claiming injury during physical conditioning hours; if injury causes them to miss 9 hours (3 weeks) physical conditioning the student will be dismissed from the Academy. Any student not taking or passing the final physical assessment because of a medical excuse must petition, in writing, the executive director of the Ohio Peace Officer Training Academy and request an extension.

All absences must be documented with a doctor's excuse and all hours will be made up to the satisfaction of the instructor.

Statement of Understanding Rules, Regulations, and Discipline

All students entering the Marion Technical College Law Enforcement Academy will be referred to as a **cadet** until graduation.

As a cadet, I am familiar with and have received a copy of the Academy's Rules and Regulations. I know that to become a professional in this field, I must abide by all rules of basic training. I understand that if I fail to abide by the rules and regulations, certain disciplinary actions will be imposed.

All discipline will be administered by the Commander/Class Commander using the following as a guide:

Points Deducted from Final GPA/Demerits Awarded

- | | |
|---|------------------------|
| - Missing a portion of class | 2 points/2 demerits |
| - Missing an entire class | 5 points/3 demerits |
| - Failing to wear complete uniform | 5 points/1 demerit |
| - Minor violation of rules and regulations | 1-5 points/1 demerit |
| - Profanity, off-color or sexual comments or jokes, disrespect for instructors or students, or other unprofessional conduct, depending on review | 5-10 points/5 demerits |
| - Minor misdemeanor traffic violations | 5 points/2 demerits |
| - Any serious breach of conduct, improper handling of firearms, sexual harassment, or conviction of any M-1 or any felony will result in expulsion. | |

A total of Ten (10) demerits will be cause for dismissal from the Marion Law Enforcement Academy.

(An excused absence will be at the discretion of the Commander to waive the loss of points/demerits.)

My signature confirms my understanding of the Rules and Regulations and Discipline of the Marion Law Enforcement Academy.

Cadet Signature _____ **Date** _____

Print Full Name _____