

The University of Kansas  
**Kansas Law Enforcement Training Center**  
Hutchinson, Kansas



# STUDENT HANDBOOK

March 2008

# **AN INTRODUCTION TO THE KANSAS LAW ENFORCEMENT TRAINING CENTER**



## **SECTION I**

# Kansas Law Enforcement Training Center

Established by the Kansas Legislature in 1968 as the central law enforcement training facility for our state, the Kansas Law Enforcement Training Center (KLETC) serves as the headquarters for all law enforcement training in Kansas.

KLETC, a unit of the University of Kansas Continuing Education and University Outreach is located at the former naval air station, which is situated south of the City of Hutchinson and west of the City of Yoder in Reno County, Kansas. Its mission, as expressed in the Law Enforcement Training Act, K.S.A. 74-5601 et. seq. is

*"the promotion and development of improved law enforcement personnel and procedures throughout the state, and the training center shall offer to qualified applicants such programs and courses of instruction designed to fulfill this end."*

KLETC directly trains the overwhelming majority of municipal, county and state law enforcement officers in Kansas, and oversees, supervises and monitors the training of the remaining officers at seven authorized and certified academy programs operated by local law enforcement agencies and the Kansas Highway Patrol. In addition, KLETC maintains and monitors the employment and training histories of all Kansas law enforcement officers in the Central Registry, created in 1982 by the Kansas Legislature for that purpose.

Moreover, no municipal, county or state law enforcement agency pays any fees or costs in connection with the training and/or room and board furnished to their officers by KLETC during the mandated basic training.

KLETC trains over 400 officers annually in basic training-related programs. Last year, KLETC afforded continuing education, specialized training and distance learning programs to nearly 4,200 Kansas officers at KLETC as well as at other training sites across our state.

Kansas law enforcement officers must satisfactorily complete a minimum of 560 hours of basic law enforcement training to attain their law enforcement certification. Currently, the 560-hour program is conducted in a 14-week format. Additionally, to maintain law enforcement certification each officer must obtain 40-hours of continuing education annually in subjects related directly to law enforcement.

Established by K.S.A. 74-5619, and enabled by K.S.A. 20-362 and 20-362(e), funding for the training center is currently provided from the law enforcement training center fund. The law enforcement training center fund receives \$14 from the docket fee charged in criminal and traffic-related cases in state district courts. This level of remittance from the docket fee was set by the legislature in its session of 2006. The fund also receives \$11.50 from the docket fee charged in criminal and traffic-related cases in municipal courts. This level of remittance from the docket fee was set by the legislature in its session of 2006. No monies from the general revenue of the State of Kansas are involved in the funding of the operations of the center. This funding principle may be thought of as the "user tax" concept of funding for law enforcement training. That is, the monies generated come from those individuals who violate the laws of the State of Kansas or municipalities. Law-abiding citizens do not participate in paying for law enforcement training.

In compliance with the promises made to the legislature in 1986, KLETC did employ an architect to develop a master plan for the facility. This plan encompassed both repairs and rehabilitation to the existing facility as well as the construction of desperately needed additional space. The construction of the multipurpose/gymnasium, locker rooms, restrooms and administrative offices was completed in 1991. Two new classroom/seminar rooms, as well as a classroom/conference room were completed in 1993. A complete remodeling of the firearms range was completed in 1995. It included the construction of a range house with a classroom, firearms cleaning area, ammunition storage area and two offices, plus the construction of a range tower building for the Rangemaster to control training at the range. Construction of a new, four-story, 32,650 square foot, 107-bed dormitory commenced in March 1996, and was completed in September 1997. Renovation of the kitchen/dining areas and instructor office space commenced in October 1997, and was completed in July 1998. Reconstruction of KLETC's existing parking lot at the main facility and at the firearms range commenced in the spring of 2001 and was completed in October 2001. The renovated parking facilities feature a parking capacity of over 200 vehicles and provide additional security lighting at the main facility. In October 2002 the dormitory sleeping capacity expanded to 142 beds. Because additional office and classroom space was needed, in late 2003 the University of Kansas purchased the former 20,000 square foot Collins Corporation office building located a short one-half block from KLETC's main campus facilities. Following completion of a renovation and construction project to create three new spacious classrooms and the revitalization of existing office space, KLETC moved all administrative and support staff functions to this building in September 2004. In 2006 the Kansas Legislature and Kansas Board of Regents approved an architectural program for KLETC to include a new dormitory with 126 sleeping beds, multipurpose training facility that can be divided into three separate training spaces, expansion of the existing dining facility to accommodate additional student officers, a emergency vehicle driver training course, a tactical shooting training building and other associated facilities improvements. Projected cost: \$16.4 million. Projected completion date: 2010. The 2006 Legislature increased the court docket fees to fund the architectural plan and provide additional operations funding for the Center.

KLETC has an authorized staff of 36 full-time and three part-time personnel. Additionally, KLETC employs several contractual service companies for cleaning, security and cafeteria services. KLETC employees are dedicated and committed to active partnerships with the law enforcement community by providing comprehensive, progressive, quality training and support for Kansas law enforcement.

## KLETC STAFF



## SECTION II

## **ADMINISTRATIVE STAFF**

### **Ed Pavey**

*Director*

Joined staff in November, 1989. Has bachelor's degree from Wichita State University. Retired from Sedgwick County Sheriff's Department, as captain, after twenty years. Previously directed Sedgwick County Sheriff's Training Academy and served three years on the Kansas Law Enforcement Training Commission. Graduate of FBI National Academy. Graduate, FBI L.E.E.D.S. (32nd Session), Quantico, Virginia and Central States L.E.E.D.S. Named Assistant Director of KLETC, December 1, 1989. Appointed Acting Director on July 18, 1994. Appointed Director on June 18, 1995. *Areas of Emphasis: Administration; Police Professionalism and Ethics.*



### **John Green**

*Associate Director*

Associate Director Green joined the KLETC staff in 2006 following 33 years of Kansas law enforcement service. John started his law enforcement career with the Sedgwick County Sheriff's Office as a deputy and progressed through the rank of detective and sergeant. John later joined the Kansas Bureau of Investigation where he spent 23 years on various assignments in the Kansas City, Wichita and Great Bend Regions. He returned to the Sedgwick County Sheriff's Office in 2001 as Undersheriff, the position held until joining KLETC. John earned his Bachelor of Science degree from Wichita State University; is a graduate of the FBI National Academy; the FBI Central States Law Enforcement Executive Development Program; and the University of Kansas Certified Public Manager Program. *Areas of Emphasis: Administration; Basic Training Curriculum and Program; and Satellite Academies*



### **Dave Warry**

*Assistant Director*

Dave joined the staff in 1992 after retiring from the Wichita Police Department as a Captain and Commander of the Wichita Police Training Academy. He has a Bachelor's Degree from Wichita State University and is a graduate of the FBI National Academy. Dave was promoted to Assistant Director in May, 2002. *Areas of Emphasis: Emergency Vehicle Operations; Crisis Intervention/Domestic Violence; Firearms; Hate/Bias Crimes; Testing Procedures and Basic Training administration.*



### **Mark Damitio**

*Deputy Assistant Director*

Mr. Damitio served 11 years with the Kent, Washington Police Department, 4 as the department Training Coordinator. He worked for 8 years with the Washington State Criminal Justice Training Commission, beginning as an Assistant Training Coordinator and ending as Division Manager for Advanced and Specialized Training. He spent 7 years as the Deputy Director of the New Mexico Law Enforcement Academy. In February, 2004 he was appointed as the Deputy Assistant Director at KLETC. Mr. Damitio has a bachelor's degree in Society and Justice from the University of Washington, and is a graduate of the FBI Northwest Law Enforcement Command College. *Areas of Emphasis: Continuing Education, Distance Education.*



**Darin Beck**

*Associate General Counsel*

Joined the staff in 1999. Darin is an Associate General Counsel for the University of Kansas assigned to KLETC as its Legal Counsel. He holds bachelors degrees in Marketing and Mathematics from Wichita State University, a Masters in education from Newman University, and a Juris Doctorate from Baylor University. He is a graduate of the FBI's Central States L.E.E.D.S. Prior to joining the KLETC Staff, Darin was an Assistant City Attorney for the City of Wichita and a former high school math teacher. He presently serves in the U.S. Army Reserve - Judge Advocate General Corps and serves as a pro tem judge for the Wichita Municipal Court. *Areas of Emphasis: Administration; Kansas Law Enforcement Training Act; Civil Liability of Law Enforcement Officers and Agencies.*

**Jack Leon**

*Program Manager*

Jack joined the KLETC staff in 1998. He served twenty years with the Wichita Police Department, serving as patrol officer, detective and lieutenant retiring in 1995, as a Captain and Watch Commander. He went on to serve as Chief of Police for the City of Bel Aire, Kansas for three years immediately prior to joining KLETC. Jack has a bachelor's degree from Wichita State University. *Areas of Emphasis: Basic Academy.*



## **INSTRUCTIONAL STAFF**

**Mark Bomgardner**

*Technology Specialist*

Mark joins the staff after serving 14 years with the Great Bend Police Department, where he served as a Patrolman, Corporal, Sergeant, Detective and Detective Sergeant. Mark comes with a wide variety of experience in various aspects of law enforcement. Mark holds a B.A. in Psychology from Fort Hays State University. *Area of Emphasis: Technology; In-Service Training; Criminal Investigations.*

**Jeffrey Elston**

*Instructor of Police*

Jeff began his Kansas law enforcement career in 1994 as a deputy sheriff with Cowley County and in 1999 he was promoted to the rank of sergeant. As sergeant he supervised all Cowley Co. sheriffs' deputies; he served as a department firearms instructor; and he was responsible for oversight of his agencies firearms policy and training manuals. Additionally, from 2000 until 2002, Jeff served as a part-time Conservation Officer with the Kansas Department of Wildlife and Parks. He holds a Bachelor of Science degree from Southwestern College, Winfield and he is a graduate of the Kansas Law Enforcement Training Center's 135th Basic in 1995. He holds numerous training certifications including, but not limited to, KLETC certified firearms instructor; Taser instructor; Select-fire weapon instructor; Patrol rifle instructor. *Areas of Emphasis: Civil Process, Hate/Bias Crimes, Kansas Incident Based Reporting System, Role of Patrol in Policing the Community, Patrol Activities, Law Enforcement Radio Procedures, Pedestrian Stops, Collision Investigation, Prisoner Booking, Lock-up and Identification.*

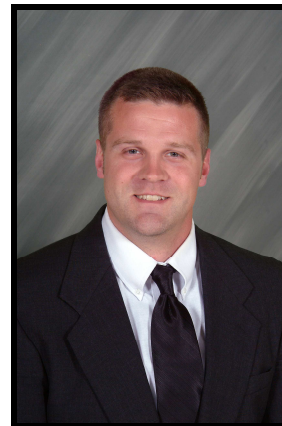




**Ian Fulks**

*Instructor of Police*

Ian began his Kansas law enforcement career in 1996 as a deputy sheriff with the Johnson County Sheriff's Office. In 1998, he moved to a patrol officer position with the Overland Park Police Department. During his tenure with Overland Park, Ian was trained and utilized as a SWAT entry officer and assigned as a tactics and physical training instructor at the Johnson County Police Academy. Ian holds a Bachelor of Science degree from Central Missouri State University, Warrensburg, Missouri and he is a graduate of the Kansas Law Enforcement Training Center's 144th Basic in 1997. He holds numerous training certifications including, but not limited to, ASP Tactics instructor; Pressure Point Control Tactics Full Defensive Tactics instructor; Elite System Ground Fighting instructor; and NLETC Tactics Instructor Trainer. *Areas of Emphasis: Community Policing and Problem Solving, Crimes in Progress, Crowd Control and Civil Disorder, Crime Prevention, Officer Survival, Identification of Suspects, Interaction With Special Populations, and Introduction to Transporting Prisoners.*

**Bruce Jolliff**

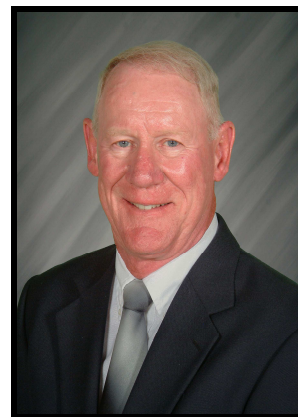
*Instructor of Police*

Bruce has a Bachelor's degree in Criminal Justice Administration from Friend's University. Bruce is a member of the FBINAA having graduated in 1998 from the 192nd session at Quantico. Bruce graduated from KLETC in 1981 in the 67th basic session. Bruce retired from Newton Police Department in 2001 as a lieutenant, Investigations Commander. During his twenty years of service at Newton PD, he served as a patrol officer, detective, patrol commander and investigations commander. *Areas of Emphasis: KIBRS, Alcohol Beverage Laws, Juvenile Issues.*

**Dennis Laughrey**

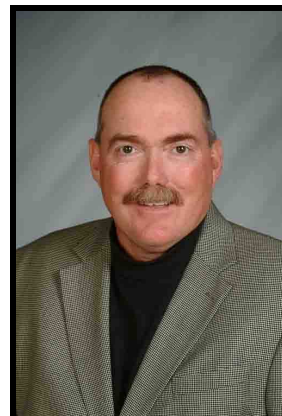
*Instructor of Police*

Dennis began his law enforcement career in 1967 as a deputy sheriff with the Sumner County Sheriffs Office. From 1972 to 1976, he was a police officer with the Wichita Police Department until joining the Bureau of Alcohol, Tobacco and Firearms (ATF). During his 24 year career with ATF, he served as a field agent until 1995 when he became the Resident Agent in Charge of the Wichita Field Office serving in that capacity until his retirement in 2000. From 2000 to 2003, he was a member of a cadre of retired ATF agents who taught post blast investigation to international students at the Federal Law Enforcement Training Center. He holds a Bachelor of Science degree in criminal justice and a Masters degree in education from Wichita State University. *Areas of Emphasis: Community Policing and Problem Solving, Admissions and Confessions, Cultural Awareness, Report Writing for Law Enforcement, Field Notes for Law Enforcement, Identifying, Collecting and Processing Evidence, Theft, Auto Theft, Burglary, Surveillance Strategies and Techniques, and Hazardous Material.*

**Dan Lehr**

*Instructor of Police*

Dan joined the staff in 1979. Prior to joining KLETC, Dan served in the United States Marine Corps and was a Patrol Sergeant with the Great Bend Police Department. Dan served on the Kansas Attorney General's Committee on Domestic Violence Policy which formulated the initial model domestic violence policy for Kansas agencies. He also served on the International Association of Directors of Law Enforcement Standards and Training Task Force on National Law Enforcement Driver Training which wrote the first national standards for law enforcement driver's training, and, most recently, on the Curriculum Development Committee, Advanced Vehicle Stops and Encounters Training Program at the Federal Law Enforcement Training Center. Dan has also testified on use-of-force issues and been certified as an expert witness in both state and federal courts. He graduated magna cum laude with a bachelor's degree from Wichita State University. *Areas of Emphasis: Firearms and Less-Lethal Weapons; Officer Survival; Use-of-Force Issues; Simulation Training.*





**Mike Lewis**

*Instructor of Police*

Mike served five years with the Kansas Department of Wildlife and Parks as an enforcement officer. He was on the Labette County SRT team for two years and he is a certified firearms instructor after graduating from the KLETC firearms instructor school. He is also certified in CLAMP, SFST, Methamphetamine lab detection and is a Glock Armorer. Mike is assigned as the firearms training officer for Region Five of the KDWP. Mike has taught numerous hunter and bow-hunter education courses and is a graduate of the 163rd KLETC Basic Training Class and holds an Associate Degree from Coffeyville Community College and a Bachelor's Degree from Emporia State University. *Areas of Emphasis: Firearms, defense Tactics, physical training, communications.*

**Beckie Miller**

*Instructor of Police*

Beckie joined the KLETC Staff in 1998. She served twenty-one years with Wichita Police Department where she retired on February, 1998, as Captain and Commander of the Wichita Police Department's Training Academy. She has a Bachelor's Degree from Wichita State University. *Areas of Emphasis: Ethics; Legal Aspects of Emergency Vehicle Operations; Property Crimes; Firearms; Background Investigations; Testing Program.*

**H. Boyce Moses**

*Instructor of Police*

Boyce has been with the KLETC Staff since 1984. He served almost two years with Thomas County Sheriff's Department as a Deputy Sheriff and six years with Reno County Sheriff's Department as a Road Patrol Sergeant. Boyce serves as KLETC's Armorer and Rangemaster. He served on the International Association of Directors of Law Enforcement Standards and Training Task Force on National Law Enforcement Driver Training. *Areas of Emphasis: Firearms; Armorer Services; Emergency Vehicle Operations; Officer Survival.*

**Theresa Pasek**

*Legal Instructor*

Theresa, or Terri, joined the KLETC staff in August, 2003. Prior to that time, Theresa was a Staff Development Specialist with the Kansas Highway Patrol Training Academy instructing legal classes. Theresa's additional legal experience includes work as an Attorney in the Office of Chief Counsel of the Kansas Department of Transportation. Theresa holds a Law Degree from Washburn University School of Law and a Bachelor's Degree in Business Administration and Economics from Kansas Wesleyan University. *Areas of Emphasis: Kansas Criminal Code and Procedure; Kansas Juvenile Code and Procedure; Kansas Traffic Code; Laws of Arrest; Search and Seizure.*



**Laurie Phillips-Crees**

*Instructor of Police*

Laurie joined the staff in December 2002, leaving her position as a detective with the Wichita Police Department. Laurie served the Wichita Police Department as a patrol officer, a Special Community Action Team (SCAT) officer, a detective assigned to the Special Investigations Section-Undercover Narcotics Unit and later the Crimes Against Person Bureau focusing on domestic violence and sex crimes. Laurie holds a BA in Psychology and a BS in Criminal Justice from Wichita State University. *Areas of Emphasis: Terrorism, Gangs, Informants, Defensive Tactics, Behavior Management.*

**Richard Powell**

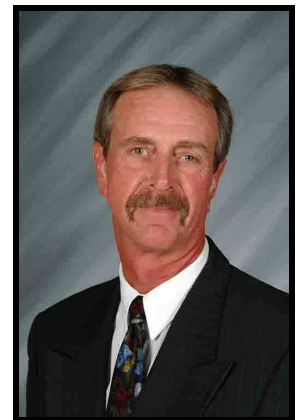
*Continuing Education Coordinator*

Joined the staff in 2005. Holds a Master of Science degree in Management Information Systems, a Bachelor of Science degree in Business Management and is a graduate of FBI-Central States LEEDS. He has 8 years law enforcement experience, with the Wichita and Derby Police Departments. In addition, he has an extensive background in Emergency Management operations and public safety communications. Richard also serves as an Adjunct Faculty member at several local universities. *Areas of Emphasis: Development and coordination of continuing education programs and distance learning, including specialized training schools and seminars. Specialized Training Instructor.*

**Mark Richardson**

*Instructor of Police*

Mark joined the staff in 1995 after serving twenty years with the Wichita Police Department and retiring in November 1995 as Captain and Commander of the Wichita Police Training Academy. He has a Bachelor's Degree from Wichita State University. *Areas of Emphasis: Patrol Procedures; Emergency Vehicle Operations; Firearms; Testing Procedures.*

**Kimberly Rodebaugh**

*Legal Instructor*

Kimberly joined the KLETC Staff in 1997. She served as a prosecutor in Lyon County, Kansas and as an Assistant District Attorney in Sedgwick County where she was involved in violent crime and narcotics prosecutions. Kimberly has served as an adviser to several Wichita area law enforcement agencies during criminal investigations. Since joining KLETC, Kimberly has served as a special prosecutor for the city of Wichita and a pro tem municipal court judge for the City of Lyons. She has a Bachelor's Degree from Emporia State University and a law degree from Washburn University, Topeka. She is licensed to practice in Kansas and Colorado. *Areas of Emphasis: Kansas Criminal Code & Procedures; Laws of Arrest; Search & Seizure; Use of Force; Admissions and Confessions.*



**Bobby Seacat**

*Instructor of Police*

Bobby previously served as a trooper with the Kansas Highway Patrol stationed in Sedgwick County. While on the patrol, he was involved in training other troopers both in the field and at the academy. Following 6 years with the KHP, he left law enforcement to pursue his master's degree in criminal justice/terrorism studies and operate a small business. Bobby will be instructing Collision Investigation and numerous other topics focusing on patrol functions and duties. *Areas of Emphasis: Accident Investigation, Patrol, & SFST.*

**Kelly Shand-Adams**

*Instructor of Police*

Kelly joined the staff in July, 2000 leaving her position as a detective with the Wichita Police Department. Kelly served the Wichita Police Department as a patrol officer, a DARE officer, a detective assigned to the Crimes Against Property Bureau, and later the Crimes Against Person Bureau focusing on domestic violence and sex crimes. Kelly holds a BS In Administration of Justice and MEd in Counseling Psychology from Wichita State University. *Areas of Emphasis: Domestic Violence, Defensive Tactics, Fingerprinting, Criminal Investigations, and Cultural Awareness.*

**Alvin L. Sowers, Jr.**

*Instructor of Police*

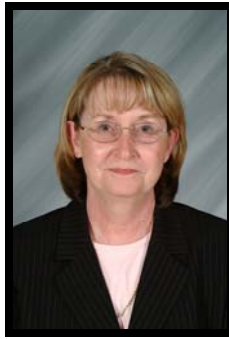
Alvin has eighteen years of law enforcement experience serving that time with the Lyons Police Department. While he served with the Lyons Police Department he became a sergeant and worked on major case investigations. Alvin has earned an Associate of Arts degree in Criminal Justice and a Baccalaureate degree from Friends University in Computer Information Systems. He is a graduate of the 81st Basic Training Session at the Kansas Law Enforcement Training Center. Alvin joined the staff in 2000. *Areas of Emphasis: SFST (DUI) Investigations, Occupant Safety, Emergency Driving and Firearms.*



## Support Staff



Brian Baker  
Maintenance



Mary Caton  
Business Assistant



Lori Burch  
Registrar



Jerry Devine  
Facilities Maint. Supervisor



Patricia Dunsworth  
Central Registry Manager



Phil Lemen  
Maintenance Technician II



Yvette McConnell  
Receptionist



Carol Newell  
Instructor's Assistant



Diane Pack  
Business Assistant/Receptionist



Karen Roberts  
Instructor's Assistant



Lisa Webster  
Public Service Administrator

# EMERGENCY PROCEDURES



## SECTION III

**THE UNIVERSITY OF KANSAS  
KANSAS LAW ENFORCEMENT TRAINING CENTER**



**POLICY 01-01**

**EFFECTIVE DATE: May 1, 2004**

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**SUBJECT: SEVERE WEATHER, SHELTERING AND EVACUATION**

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**SCOPE:** All Kansas Law Enforcement Training Center Staff, Students and Guests

**PURPOSE:** This Policy is concerned with actions and responsibilities of students and staff during severe weather conditions.

**1. Building Evacuation necessitated by fire, bomb threat or other terrorist act, power failure, lack of water, chemical spill, structural damage or flood.**

An evacuation of KLETC buildings may be initiated by an alarm, notice from a public safety official, KLETC staff member or by a University of Kansas administrative decision.

In the absence of a KLETC staff member, the KLETC contract security officer or any student officer who believes that, based on the information available to them, that an evacuation is necessary, may initiate an evacuation for any of the aforementioned reasons.

In the case of actual evacuation, all employees, contract employees, guests and student-officers shall assemble as soon as possible inside the KLETC garage (the blue metal building) located between the KLETC building complex and the Emergency Vehicle Operations Course. Should the KLETC garage be unsafe to occupy or if the building is locked, everyone will assemble outside the building, at the south end. If the situation dictates another assembly site, then everyone will assemble at the Learning Center, the building located one block north and across the street from the main KLETC complex.

**2. Taking Shelter**

Taking shelter necessitated by severe weather may be initiated by a police siren, notice from KLETC staff, KLETC Security Officers, or student officers, who, in their opinion, believe that for the safety and well being of KLETC students, an immediate relocation to a designated shelter area is necessary.

When a warning to take shelter is initiated, all KLETC staff, guests and student-officers should immediately move to a designated shelter area. The following areas have been designated KLETC shelter areas:

***Welch Hall*** (new dormitory building): The first floor hallway; all doors must be closed and shelter should not be taken in the rooms.

## Policy 01-01

**Brazeal Hall** (classroom, gym and administrative office area): The main hallway between Classroom One and the hallway to the Wall of Honor. The large restrooms in that hallway serve as shelter areas.

**Instructors' Office Building:** The main hallway from the rear double doors to the weapons lockers.

**Firearms Range:** Should evacuation of the firearms range become necessary for any reason, students will be directed to the nearest available shelter on the main KLETC campus or to nearest safe area as circumstances dictate.

**Training House:** Should the evacuation of the training house become necessary for any reason, students will be directed to the nearest available shelter in the main KLETC complex or to the nearest safe area as circumstances dictate.

**Learning Center and Administrative Center:** Should evacuation of the Learning Center or the Administrative Center become necessary for any reason, students will be directed to the nearest available shelter in the main KLETC complex or to the nearest safe area as circumstances dictate.

Persons in shelter areas should not leave the shelter area until safe to do so.

### 3. Weather Alert Monitors

KLETC maintains several weather alert monitors which monitor the alert tone generated by the National Weather Service. Weather monitors are available for student volunteers to monitor on each occupied floor during the evening hours when KLETC staff are not present. Other monitors are located at the Security Desk and in the Administrative area of the facility. In the event of a severe storm warning or tornado warning which may possibly affect the KLETC complex, any person hearing a severe weather warning being issued shall make every effort possible to notify those KLETC staff members, guest and student-officer who are present in and around the KLETC complex of the impending warning.

### 4. KLETC Staff responsibility in the event of Severe Weather, Terrorist Act or other Emergency

The safety of KLETC students and staff is the fundamental criteria in the decision to discontinue a training event and either evacuate the building or take shelter.

#### Outdoors

Any training event that is conducted outdoors (EVOC, Accident Investigation, Firearms Range, Car Stops, etc.) may be suspended by an instructor to allow for instructors and students to move to a place of safety.

#### Indoors

Indoor training events require the decision of the instructor to either evacuate the building or to take shelter in the designated areas within KLETC buildings.



## **Policy 01-01**

### **Sheltering in Place**

In the event of severe weather or an emergency that requires sheltering in place, the instructor shall direct the students to one of the shelter areas designated in Welch Hall, Brazeal Hall or the Instructors' Office Building. The closest area should be selected first, unless it is inappropriate for the emergency or overcrowding requires the use of a more distant shelter.

### **Cloud to Ground Lightning**

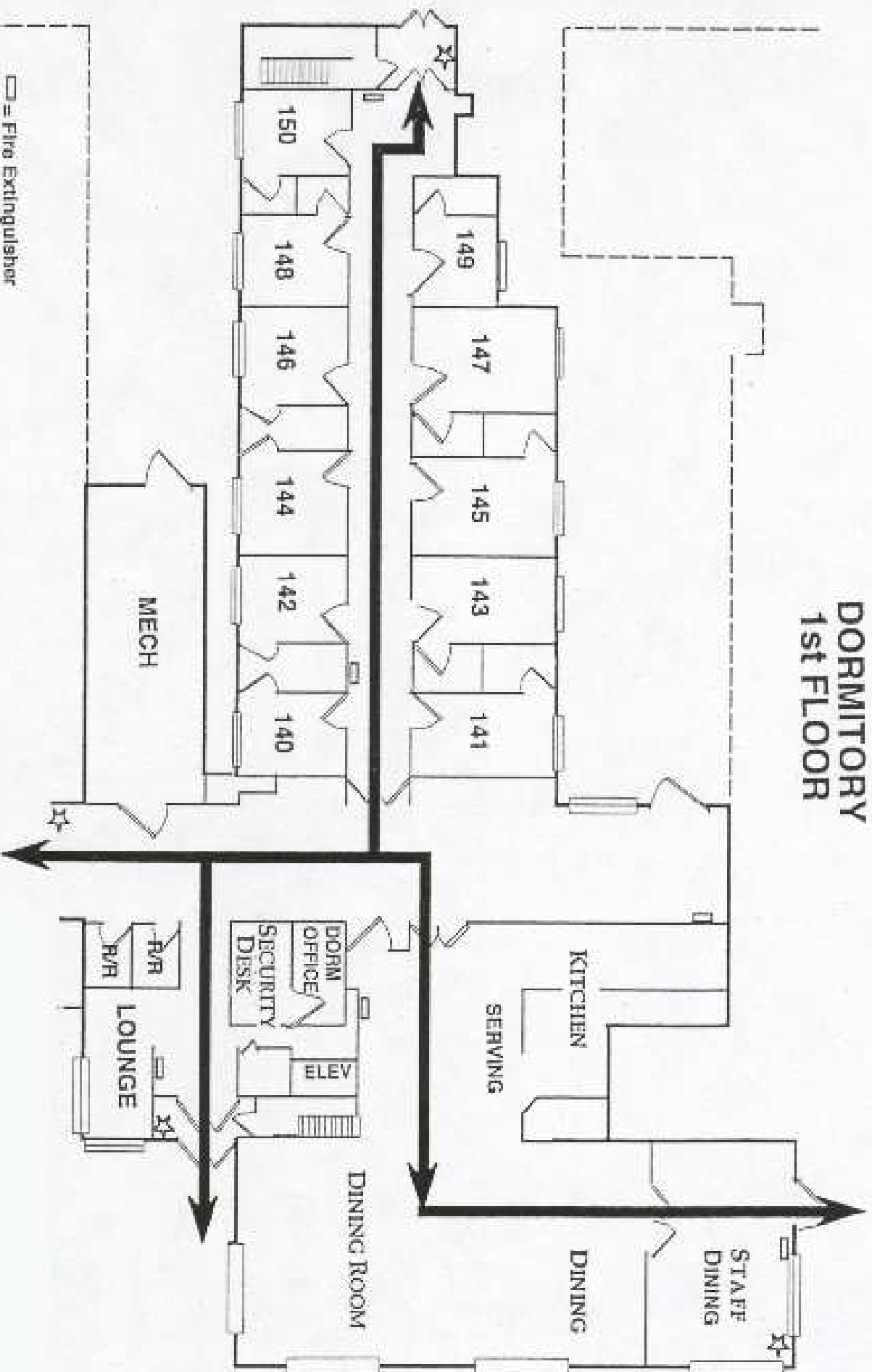
In the event of cloud to ground lightning, instructors and students should move to a position of safety and shall not leave that position until the danger has passed. Personal judgment should be used to determine discontinuation of a training event if it becomes obvious, in the opinion of the instructor(s) present, that staff or students may be in danger.

### **Decontamination**

Some emergencies may include an exposure to a hazardous material. In the event of such an emergency, it may be necessary to shelter the students in place and prevent the mingling of otherwise separate groups of students. Emergency responders will need to assess the nature and extent of the contamination.

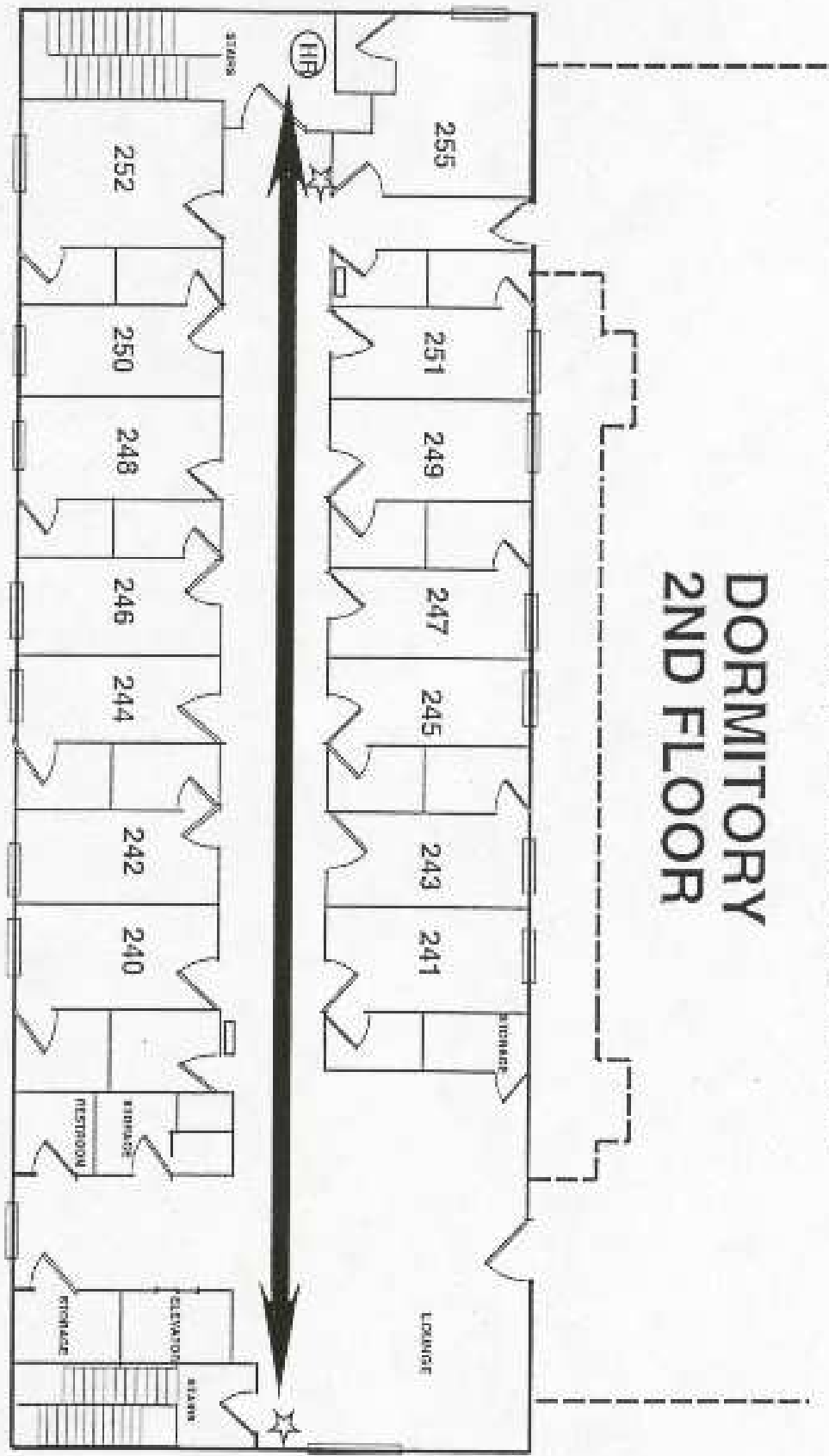
Staff should ensure that all personnel are upwind and up stream from any hazardous material. Care should be taken to account for everyone. Personnel should not return to a hazardous material site until the site has been cleared by emergency responders.

# FIRE ESCAPE ROUTE FOR DORMITORY 1st FLOOR



- = Fire Extinguisher
- ☆ = Fire Alarm
- = Primary Exits

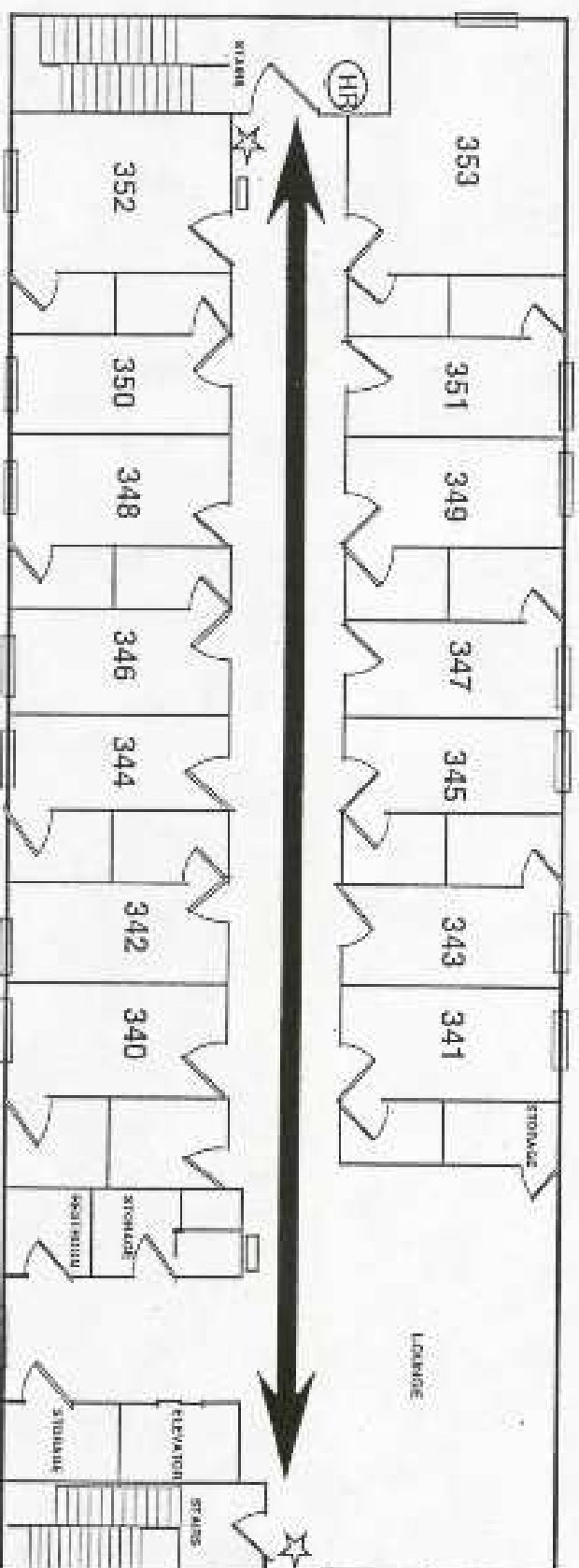
# FIRE ESCAPE ROUTE FOR DORMITORY 2ND FLOOR



(HF) = Handicap Rescue  
 □ = Fire Extinguisher  
 ☆ = Fire Alarm  
 → = Primary Exits

**CAUTION**  
 DO NOT use the elevator  
 in the event of a fire

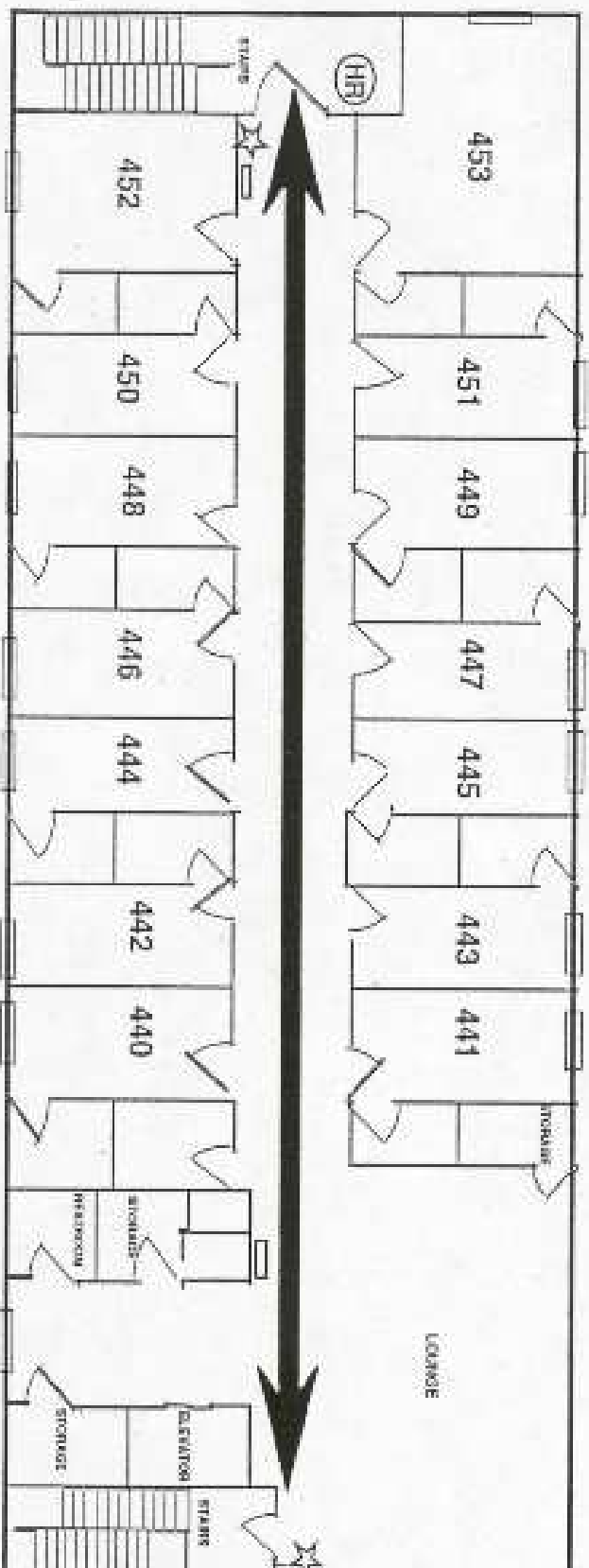
# **FIRE ESCAPE ROUTE FOR DORMITORY 3RD FLOOR**



- Ⓜ = Handicap Rescue
- ☐ = Fire Extinguisher
- ☆ = Fire Alarm
- = Primary Exits

**CAUTION**  
DO NOT use elevator  
in the event of a fire.

# FIRE ESCAPE ROUTE FOR DORMITORY 4th FLOOR



- ⓂⓂ = Handicap Rescue
- ☒ = Fire Extinguisher
- ★ = Fire Alarm
- = Primary Exits

**CAUTION**  
**DO NOT** use elevator  
in the event of a fire

# BASIC TRAINING CODE OF CONDUCT



## SECTION IV

# KU KANSAS LAW ENFORCEMENT TRAINING CENTER

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## The University of Kansas



## Kansas Law Enforcement Training Center Basic Training Code of Conduct

Pursuant to KSA 74-5603(c), in consultation with the Kansas Commission on Peace Officers' Standards and Training (KSCPOST), the director of the Kansas Law Enforcement Training Center (KLETTC) has prescribed a code of conduct applicable to all trainees. Upon consultation with KSCPOST, the KLETTC director has adopted rules and regulations necessary for the effective operation of the law enforcement training program.

The prescribed **Basic Training Code of Conduct (March 2007 version)** was endorsed as required by KSA 74-5603(c) on the 27th day of March, 2007 by the Kansas Commission on Peace Officers' Standards and Training at an open meeting, the date, time and location of which were published in the Kansas Register. This Basic Training Code of Conduct is effective April 30, 2007.





## Basic Training Code of Conduct

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## **Basic Training Code of Conduct**

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## **Basic Training Code of Conduct**

# ***Law Enforcement Code of Ethics***

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

**§ § §**

Adopted by the Executive Committee of the  
International Association of Chiefs of Police  
On October 5-10, 1991, during its 98<sup>th</sup>  
Annual Conference in Minneapolis,  
Minnesota, to replace the 1989 Code of  
Ethics adopted at the 96<sup>th</sup> Annual IACP  
Conference.



## Basic Training Code of Conduct

### FOUNDATION

In support of its mission and pursuant to the authority granted to it by the Kansas Legislature in KSA 74-5603(c), the Kansas Law Enforcement Training Center has developed standards of conduct and processes designed to hold students accountable to these standards. The purpose of the discipline process is to maintain a safe environment for the campus community, one that supports the academic mission and provides a productive living and learning environment. The discipline process is also designed to foster the personal development of students and emphasizes the student's personal understanding of their behavior as well as their responsibilities to the community. In your career as a law enforcement officer, you will be expected to operate under rules and regulations that initially may seem trivial and unimportant but ultimately may determine the outcome of a trial, allow you to avoid liability, or save your life, or the life of another. Accordingly, it is a critical part of your training that you learn to comply with a code that regulates your behavior.

### PRINCIPLES

In all cases, a pattern of violations demonstrating disrespect for, or disregard of the Kansas Law Enforcement Training Center (KLETC) Rules, Policies or Procedures may result in dismissal from KLETC, regardless of other penalties set out in this document that may call for a lesser penalty. A pattern may be established by an accumulation of a minimum of three violations.

KLETC reserves the right, in especially serious cases, to suspend a student from KLETC pending the outcome of an investigation, or at the discretion of the Director or designee.

### DEFINITIONS

- Solicitation** Intentionally commanding, requesting, or encouraging another student to commit a violation of the student code of conduct.
- Solicitation carries the same penalty as the rule that the student solicits the violation of.
- Aiding and Abetting** Where there has been a violation of a rule, any student who has aided or abetted the violation has also violated the same rule regardless of the extent of the person's participation in the actual violation.
- Conspiracy** The agreement to commit a violation of the student rules of conduct with the intent that the rule be violated coupled with some overt act in furtherance of the agreement.
- Conspiracy is a serious violation and may result in dismissal from the Training Center.

All students attending KLETC must read and obey the Basic Training Code of Conduct and comply with and conform to all standards and procedures delineated in the KLETC student handbook.



## **Basic Training Code of Conduct**

### **1. ATTENDANCE**

#### **Policy**

Students attending basic law enforcement training classes at KLETC are required to attend all classes. Any missed classes will be made up at the discretion of the Director or as required by Kansas Administrative Regulation or Kansas Commission on Peace Officers' Standards and Training policy.

#### **Rules**

- 101** KLETC basic training students will attend all assigned classes and not leave an assigned area unless authorized by KLETC staff. (See student handbook for procedures)
- 102** KLETC basic training students will report to their assigned area at the times designated with the required material to participate in class, unless an exception is granted by the assistant director or designee.

### **2. CLASS DEMEANOR**

#### **Policy**

It is the duty of each student attending KLETC to conduct themselves in a professional, attentive and appropriate manner when attending any KLETC class. "Class" is defined as any instructional setting regardless of physical surroundings.

#### **Rules**

- 201** Students shall not engage in disruptive behavior that would interfere with another student's ability to listen or concentrate on the classroom activity.
- 202** Students shall not talk in class unless directed to or permitted by a staff member or instructor.
- 203** No eating of food or drinking other than water in an approved container is allowed in KLETC classrooms or designated areas.
- 204** No electronic devices, including cell phones are allowed in the classroom or other training activities without prior approval from the Assistant Director or designee.
- 205** No sleeping or inattention is allowed in any KLETC class.
- 206** All assignments must be completed and submitted at the time and date specified.
- 207** Students attending basic training classes at KLETC shall actively participate in all training activities regardless of whether or not the activity is graded or evaluated.





## Basic Training Code of Conduct

The meaning of “actively participate” will vary with the activity but shall include and not be limited to performing all specific tasks as instructed by KLET staff or other authorized person, engaging in physical training and scenario training, submitting completed assignments by the deadline imposed, and responding when called upon in class.

“Training Activities” are any activities occurring in conjunction with basic training classes and shall include individual assignments, classroom discussions, scenario-based training, simulator training, physical fitness training or any other activity directed by a KLET staff member.

“Willfulness” of a refusal to actively participate may be presumed when:

1. A student continues in the same course of conduct after an instructor or other authorized person warns the student that he or she is not actively participating, or
2. A student misses a deadline for submitting a completed written assignment without an extension being granted by either the instructor who gave the assignment or another authorized person.

**208** Students will immediately report any injury to a staff member.

**209** Students will not use KLET electronic equipment unless authorized by the Assistant Director or designee.

### 3. PROFESSIONAL APPEARANCE AND HYGIENE

#### Policy

KLET requires students to conduct themselves in a professional manner at all times.

#### Rules

**301** All clothing, footwear, hair, mustaches, beards, jewelry, hygiene and personal grooming standards must conform to descriptions in the student handbook.

**302** All uniform accessories and equipment must be maintained in a neat and clean order.

**303** No clothing may be worn that would offend the sense of common decency and modesty of the average person. (Examples include but are not limited to extremely short shorts, extremely tight workout clothing, sports bras without outer garment, etc.)

**304** Unless directed by KLET staff, students will wear their approved department uniform while attending all KLET classes.

**305** KLET name tags must be worn outside your clothing and easily visible during all KLET class hours unless exempted by KLET staff.



## Basic Training Code of Conduct

### 4. WEAPONS

#### Policy

In order to ensure the safest training environment possible and prevent accidents, the following rules govern the use and handling of weapons.

#### Rules

- 401** No firearms, chemical agents, ammunition, electronic stun device, or other weapon-related items may be carried on campus or inside any KLET buildings except when immediately returning to or leaving campus unless expressly authorized by staff for training purpose.
- 402** Students are prohibited from carrying firearms off duty, away from campus, while attending basic training classes at KLET unless, written permission has been given by their agency.
- 403** When not in use in an approved KLET instructional setting, or as otherwise directed by the KLET firearms staff, weapons are to be stored only in KLET gun lockers.
- 404** Students are required to unload their weapon and insert a chamber flag into the weapon prior to entering a KLET building other than the firearms range. Students may only load and unload their weapons in the designated loading/unloading area or at the KLET range at the direction of KLET firearms staff.
- 405** Students will only clean their firearms at the direction of the KLET firearms staff in the areas designated.
- 406** Students are forbidden to bring any weapon other than their duty weapons to KLET unless express permission is given by KLET rangemaster or designee.
- 407** Students will strictly follow all weapons safety and range rules.



## Basic Training Code of Conduct

### 5. STUDENT LIVING

#### Policy

In order to provide a safe, secure and healthy living environment for students housed in KLETC dormitories, KLETC has adopted the following rules.

#### Rules

- 501** Students will follow all dormitory room and service procedures as delineated in the Student Handbook.
- 502** Students are allowed to leave the KLETC campus when not assigned to classes or otherwise restricted to campus. All students leaving campus must return by 11:00 pm unless prior authorization to stay off campus has been attained from the Assistant Director or designee.
- 503** Students shall not enter any KLETC building after curfew without the express permission of the security guard on duty.
- 504** Any student entering the KLETC building after curfew shall notify the Assistant Director or designee before the next class session.
- 505** Male officers may not have female room guests and female officers may not have male room guests unless authorized by the Assistant Director or designee.
- 506** All visitors to KLETC must remain in the public areas unless a tour has been authorized by the Assistant Director or designee.
- 507** Students staying in the KLETC dormitory will maintain the neatness and cleanliness of their rooms according to the standards detailed in the KLETC student handbook.
- 508** Refrigerators, microwaves, stoves, hot pads, space heaters, air conditioners and coffee makers and any open flame device are strictly prohibited from KLETC dormitories unless authorized by the Assistant Director or designee.
- 509** Quiet hours will be designated by the Assistant Director or designee. Any disturbance of other students during these hours will be considered a violation of this rule.
- 510** Students may not remove any food or beverage from the cafeteria unless authorized or eat cafeteria food after serving hours.



## Basic Training Code of Conduct

### 6. PROFESSIONAL CONDUCT

#### Policy

Law enforcement officers are held to a higher standard of conduct than the general public. It is important for officers in training to become acclimated to this higher standard. Additionally, law enforcement training is inherently dangerous and to provide a safe training environment, restrictions are placed on student's conduct to prevent hazardous incidents.

#### Rules

- 601** Students attending a basic law enforcement training course at the Kansas Law Enforcement Training Center (KLET) shall not possess, consume or be under the influence of alcohol from their arrival at KLET each training week until their dismissal at the conclusion of each training week whether physically present on the KLET campus or elsewhere during off-duty hours. Refusal to take a PBT test when requested by any KLET staff member shall constitute conclusive evidence that a student has consumed alcohol in violation of this rule.
- 602** Students shall not use any tobacco product on KLET property or in KLET vehicles except in designated areas.
- 603** Students shall obey, promptly and without delay, any and all lawful orders and instructions given to them by KLET staff, security officers, guest instructors, or authorized personnel.
- 604** Students are not permitted to use a computer or the internet for any unprofessional, illegal, or inappropriate activity.
- 605** Negligent, reckless or intentional damage to KLET property may result in dismissal from KLET and may result in criminal prosecution.
- 606** Students shall not violate any federal, state or local laws.
- 607** Students shall not violate the law enforcement Code of Ethics.
- 608** Students shall not violate any parking or driving restrictions in the student handbook.
- 609** Students attending classes at KLET shall not engage in academic misconduct which includes, but is not limited to, cheating on examinations; plagiarism; and providing, or receiving, unauthorized assistance on individual assignments and exercises.



## Basic Training Code of Conduct

**610** It is prohibited for any student at KLETC to engage in deceit. Deceit may result in dismissal from KLETC. Deceit is defined as:

1. Fraudulently altering, or falsifying any document which is in the possession of, has been, or will be submitted to, or which will be utilized by any member of the KLETC staff, or
2. Concealing or attempting to conceal any violation of the rules of student conduct regardless of who committed the violation, or
3. Knowingly providing false, incomplete, or misleading information in response to any request for information from KLETC staff or any person acting on behalf of KLETC, or
4. Refusing to provide information or otherwise refusing to participate in a KLETC investigation.

**611** Students shall not engage in any type of discrimination, harassment or hazing.

**612** Students shall not engage in acts that they know or should know are likely to alarm, anger, or disturb others.

**613** Students shall not authorize, permit, or otherwise cause or attempt to cause KLETC or the University of Kansas to incur charges, expenses, or legal obligations. It is not a defense to a violation of this rule that the student intended to reimburse KLETC or the University of Kansas for any expenses incurred.

**614** Students shall not enter into unauthorized areas of the KLETC campus.



## **Basic Training Code of Conduct**

### **PENALTIES**

Mitigating and aggravating factors may be considered when selecting an appropriate level of discipline. Factors to be considered in mitigation or aggravation may include the individual's prior disciplinary record, the nature of the offense, the severity of any damage, injury or harm resulting from the violation, the student's acceptance or denial of responsibility, the student's cooperation in the disciplinary process, the payment of restitution to the university or to any victims or any other factors deemed appropriate under the circumstances.

In all cases, a pattern of violations demonstrating disrespect for, or disregard of the Kansas Law Enforcement Training Center (KLETCTC) Rules, Policies or Procedures may result in dismissal from KLETCTC, regardless of other penalties set out in this document that may call for a lesser penalty. A pattern may be established by an accumulation of a minimum of three violations.

KLETCTC reserves the right, in especially serious cases, to suspend a student from KLETCTC pending the outcome of an investigation, or at the discretion of the Director or designee

**Level 1** Level 1 violations of rules or procedures will result in a verbal warning and a temporary recording of the violation in the student's KLETCTC record. If a student receives no more than two Level 1 violations and no Level 2 or Level 3 violations during the student's enrollment in the basic training program, no violations will be recorded in the student's permanent file. The third and all consecutive Level 1 violations will be considered Level 2 or Level 3 violations depending on the nature of the violation. Once a student has received at least one Level 2 or Level 3 violation, all violations will be recorded permanently in the student's file.

**Level 2** Level 2 violations of rules and procedures may result in a written reprimand, a written topical paper, assignment to additional dormitory duties and/or restriction to campus. Other penalties may apply as deemed necessary and appropriate. In all instances, Level 2 violations will be permanently recorded in the student's KLETCTC file and the student's agency will be notified.

**Level 3** Level 3 violations of rules and procedures may result in application of any of the preceding penalties and additionally, may result in dismissal from the Kansas Law Enforcement Training Center and failure to graduate. All Level 3 violations will be permanently recorded in the student's KLETCTC file and their agency will be notified.

# BASIC TRAINING STUDENT HANDBOOK



## SECTION V



**KU** KANSAS LAW  
ENFORCEMENT  
TRAINING CENTER  

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The University of Kansas



**Kansas Law Enforcement Training Center  
Basic Training Student Handbook**

# Basic Training Student Handbook

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## Basic Training Student Handbook

# *Law Enforcement Code of Ethics*

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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§ § §

Adopted by the Executive Committee of the International Association of Chiefs of Police On October 5-10, 1991, during its 98<sup>th</sup> Annual Conference in Minneapolis, Minnesota, to replace the 1989 Code of Ethics adopted at the 96<sup>th</sup> Annual IACP Conference.



# Basic Training Student Handbook

The following procedures have been developed to help facilitate an orderly, productive, healthy and successful learning environment for all students attending classes at the Kansas Law Enforcement Training Center. The procedures will give you explicit details of how to comply with KLETC rules in addition to providing you helpful and useful information to make your training at KLETC more enjoyable. Each student attending classes at the Kansas Law Enforcement Training Center must read and conform to the procedures detailed in this handbook. Failure to comply with the procedures detailed in this handbook may result in rule violations and appropriate disciplinary sanctions may be administered.

## 1. Graduation Requirements

In order to successfully complete the KLETC full-time basic training program, every student must satisfy both the minimum standards set forth in the Kansas Administrative Rules (KAR) and the requirements established by the Director of Police Training and the Kansas Commission on Peace Officers' Standards and Training (KS-CPOST) adopted pursuant to the statutory authority given in KSA 74-5603:

1. Students must meet the minimum standards as stated in the Kansas Administrative Rules, article 107-1-5. Specifically, the student must:
  - a. Attend a minimum of 90% of the course curriculum per KAR 107-1-5(a)(1).
  - b. Attain a test average of 70% or greater per KAR 107-1-5(a)(2).
  - c. Complete the entire firearms portion of the curriculum per KAR 107-1-5(a)(3).
  - d. Attain a qualifying score of not less than 70% on a firearms course of fire per KAR 107-1-5(c)(1).
2. Students must meet the requirements established by the Director and the KS-CPOST pursuant to the authority granted them in KSA 74-5603, specifically:
  - a. Students attending basic training shall actively participate in all organized activities of the Training Center regardless of whether or not the activity is graded or evaluated. *See KLETC Rule 207.*
  - b. Students must complete the requirements of the Emergency Vehicle Operation Course, including: attendance at the entire classroom lecture, participation in the required driving course practicum, participation in the driving simulator activities and qualification on the driving course.

Students must also complete various evaluated assignments and exercises that do not count toward their test average. *See KLETC Rules 206 and 207.* Examples of required assignments include, but are not limited to:

1. Written search warrant assignment
2. Use of Force Review
3. ICAT/FATS Simulator
4. Report Writing
5. Accident Investigation Report
6. Crime Scene Practical Notebook

# Basic Training Student Handbook

## 2. Attendance

Occasionally it may be necessary for a student to miss class as a result of court subpoenas, injuries, illness or other emergencies. Missed classes will be made up at the discretion of the Director or as required by Kansas Administrative Regulation or Kansas Commission on Peace Officers' Standards and Training Policy and may delay or prevent the student from successfully completing the basic training course of instruction and receiving certification as a law enforcement officer in the State of Kansas. If you have prior knowledge that you will be missing class while attending basic training, notify the Assistant Director or his/her designee immediately.

If you miss class for any reason, please closely follow the procedures detailed in this section.

### Excused Absences

### Rule 101, 102

- A. Court Appearances – You must have a subpoena or a letter from your agency to attend a court appearance. A copy of the subpoena or agency letter shall be given to the staff member taking attendance.
- B. Medical – If you are ill or injured and cannot attend class you must:
  - 1. Notify the instructor if the illness or injury occurs in class, and
  - 2. Notify the Training Assistant either in person or by phone, and
  - 3. Notify your agency to report the sick time, and
  - 4. Before returning to class, write a memo to the Assistant Director to include
    - A. time and date you left class, and
    - B. time and date you returned to class, and
    - C. title of class(s) you missed while absent, and
    - D. time and date you contacted your agency, and
    - E. name of person you contacted, and
    - F. type of illness or injury, and
  - 5. A medical release if medical treatment was obtained,
  - 6. Check in with the Training Assistant prior to returning to class.
- C. Family Emergency – If you have a family emergency while attending classes at KLETC notify an instructor, counselor, training assistant or administrator of the emergency and whether you must leave KLETC. Your agency will be notified of any emergency requiring you to leave KLETC. If the emergency occurs at night when no KLETC staff is present, notify the Assistant Director, other staff member or leave information with a fellow student to be given to KLETC staff the next morning.
- D. All Other – Any other absence from KLETC classes must be pre-authorized in writing from your agency or KLETC staff.

### Tardiness and Roll Call

### Rule 102

We monitor attendance by taking roll twice daily. Attendance is taken by monitoring and recording all students not in their assigned position at those times. You must be in your assigned position during roll call periods or you will be counted absent. Additionally, Instructors monitor attendance throughout the day. Specific conduct and performance standards are necessary to prepare basic law enforcement students for their roles as Kansas law enforcement officers. This section provides the student with information on procedures, required levels of performance and ability and the responsibilities of each KLETC student.

# Basic Training Student Handbook

## 3. Academic and Practical Exercise Performance

### Written examinations

During basic training at KLETC each student takes a series of written examinations, written quizzes, performs practical exercises and demonstrates abilities and judgment. Failure to perform adequately, demonstrate the appropriate level of ability or score at the required level of performance on written examinations will result in notification of the student's agency, and/or failure of the student to graduate from the basic training program. The testing and evaluation of officers is designed to provide the student and agency feedback on the abilities and level of efficiency of the student and to determine what future training may be necessary.

KAR 107-1-5 establishes the minimum standards for satisfactory completion of the basic training course and requires that students attain an average score of 70% on all examinations and tests.

Upon consultation with and approval of the Kansas Commission on Peace Officers' Standards and Training, KLETC adopted the following regarding minimum academic standards for satisfactorily completing the mandated basic training course:

For all the basic training *final comprehensive examinations* administered at the Kansas Law Enforcement Training Center *on or after* May 6, 2008, thirty-three percent (33%) of the average score will be based on the final comprehensive examination and the remaining sixty-seven percent (67%) will be based upon all other designated examinations and tests.

### Test Review

After designated written examinations, students will be given the opportunity to attend a test review. The test review time, date and location will be announced by the KLETC testing staff. The purpose of the test review is to give the student the opportunity to learn the correct answer to the questions on the immediate previous test and to ask questions of instructional staff. All students are highly encouraged to attend test review although it is not mandatory.

### Appeal Procedure of Examination Questions

Examination questions have been prepared and validated by a professional staff trained to write examination questions. They have been used to test hundreds of basic training students. The material to be tested is provided in the classroom by qualified instructors.

If a student wishes to appeal a written examination question or answer they believe to be erroneous or flawed, the student must strictly follow the following procedure:

- A. The appealing student must have attended the Test Review Session held for the test upon which the appealed question appeared;
- B. Prior to filing the appeal, the appealing student must have consulted, for possible clarification/explanation, with the instructor who taught the material on the appealed question;
- C. The appeal must be typed, signed and must include the test version, the question number and the appealing student's answer;
- D. The appeal must contain a brief and concise statement setting forth the student's basis for the appeal;
- E. The appeal must be submitted to the training assistant within 48 hours of the conclusion of the Test Review Session held for the test upon which the question appeared;

# Basic Training Student Handbook

- F. It is only necessary for one student to appeal a question regardless of the number of students who might agree with the student's appeal. No extra weight or value will be given to those appeals signed by more than one student;

## Student Appeal "SAMPLE" Format

To: Associate Director  
From: Student Name  
Date: Current Date  
Subject: Test Appeal, Class Number, Test # (2), Test Question # (23)  
Question Code (appears above the test question on the exam)

State your reason for the appeal and any supporting information. Examples of reasons:

Is the answer incorrect? Is the question written incorrectly? Is there more than one correct answer? Does the handout material not match the test question? (Quote pages and wording) Did classroom information contradict the handout material?

Typed Student Name

Signature of Student

Any appeals not conforming to the form and substance of these procedures will not be considered.

## Written Assignments

### Rule 206

During basic training, students are given written assignments to complete to provide them with further information and to test their level of understanding. All assignments will be given deadlines for completion and submission to the instructor. It is essential that you complete and submit all written assignments on time. Evaluation of written assignments will be shared with the student and students may be asked to rework the assignment. Final evaluations of the student's performance may be forwarded to the student's agency.

## Firearms Standards

K.A.R. 107-1-5 (c)(1) Persons attending a basic course for police and law enforcement officers shall complete the entire firearms portion of the basic course curriculum satisfactorily and attain a final qualifying score of not less than 70% on a course of fire approved by the Associate Director.

## Emergency Vehicle Operations (EVOC) Policy and Procedures

Pursuant to the Kansas Commission on Peace Officer's Standards and Training policy, all persons attending a basic course for police and law enforcement officers shall satisfactorily complete the entire Emergency Vehicle Operations (EVO) portion of the basic course curriculum and satisfactorily complete the EVO qualification course as determined by the Director.

## EVOC Regulations

### Rule 102, 205, 602, 603, 605, 608

1. Students will be attentive to all instructors at all times. When students are not driving they will be observing the techniques of the students driving on the course.
2. With the exception of using the restroom facilities, students are not permitted to leave the driving course without the permission of an instructor.

## Basic Training Student Handbook

3. Safety is the number one concern on the driving course. Any student driving in a manner deemed reckless or unsafe by an instructor may be ordered to leave the driving course and will not be permitted to complete the course of instruction.
4. No student will be allowed to abuse vehicles. Violation of this regulation may result in severe disciplinary action.
5. Safety restraints must be worn at all times when in EVOC vehicles. Anytime a student is in an EVOC vehicle on the driving course without an instructor present in the vehicle, they must wear an approved helmet.
6. Because of the type of driving that is required on this course and the need for the student's undivided attention; students are not permitted to turn on the vehicle's air conditioner, commercial radio, or other unauthorized equipment.
7. Students are not permitted to drive on the EVO course without an instructor present on the course.
8. Smoking is not permitted in EVOC vehicles.
9. Assignment of EVOC vehicles will be at the direction of KLETC staff.
10. No student will bring any vehicle onto the KLETC EVO course without permission of the KLETC staff.

### Physical and Defensive Tactics Standards

### Rule 207, 301

Students attending a basic course for police and law enforcement officers shall actively participate in all physical and defensive tactics classes offered. Improvement will be assessed. Progress reports will be forwarded to the student's agency.

Physical conditioning and wellbeing are critical for today's officers. We provide regular physical training and defense tactics programs. While we cannot completely improve a student's physical condition in the short time period they are here, we do strive to make students aware of the critical need, in both professional and personal senses, for proper physical conditioning, and to guide them to better physical conditioning habits.

Attire for these programs is normally athletic gear; unless announced otherwise, follow these attire rules:

- Non-marring athletic shoes; other shoes may damage the gym floors;
- Shirts with sleeves;
- Shorts and/or athletic pants;
- Warm weather gear for outdoor training.

### Achievement Awards

In order to reward students for hard work and superior performance and to encourage students to strive for excellence, KLETC offers students the opportunity to receive several awards upon graduation. Awards include the Director's Honor Roll, the Welch Academic Award, the Firearms Marksmanship Award and the Physical Fitness 200 mile club. Specific qualifications and requirements for these awards should be obtained from KLETC staff.

# Basic Training Student Handbook

## Class Counselors

## Rule 206

Students are assigned to a team during the first week of basic training. A KLETC instructor is assigned to each team to act as a Counselor. Counselors are available to provide help and guide students in academic and all other training matters and should be the first KLETC staff member a student contacts to answer any questions or concerns they may have.

Students who score below 70% on a written exam are required to initiate a meeting with their counselor. Additionally, any student who scores less than 75% on any examination will complete and submit to their counselor a test counseling information form by the conclusion of the test review day. Blank counseling information forms may be obtained from your counselor.

## 4. Classroom Demeanor and Procedures

### Demeanor

### Rule 201, 202, 205, 207

Learning requires attention – what you learn here may save your life or the life of another. Give instructors your undivided attention during classes. Don't disturb those around you; wait until break time for private conversations. Devote your energies to learning.

### Food and Drink

### Rule 203

No food or drink, other than water, is allowed in the classroom. The classrooms are confined spaces and there are many notebooks and important documents on the desks. Spilling of drinks could destroy those documents and create difficulties for house keeping and students alike.

Water is allowed in the classroom in approved containers. Approved containers are those that have secured lids or the original bottle and cap the water was purchased in.

If you have special medical, dietary needs, you must contact the Assistant Director or designee for approval to have food or special drinks in the classroom.

### Note Taking

### Rule 204

Good note taking is a critical law enforcement skill; it is essential that students acquire and continually practice good note taking habits.

Except in circumstances deemed extenuating by the Assistant Director or designee, the use of audio and video recording devices is prohibited in KLETC training environments.

### Classroom Breaks

### Rule 102

Normally there is a 10-minute break every 50 minutes. Sometimes, the pace of class requires taking those breaks sooner, or later, than the 50 minute mark. Breaks may only be taken at the direction and with the permission of the instructor. Return to class after break, promptly at the time designated by the instructor.

There are many classes in session at KLETC at one time. It is therefore important for you to be quiet in the hallways while leaving and returning from break.

Breaks must be taken in the commons areas, break rooms, or outside. You are not allowed to loiter in the KLETC hallways during breaks.

# Basic Training Student Handbook

## Failure to Participate

## Rule 207

Students attending basic training classes at KLETC shall actively participate in all training activities regardless of whether or not the activity is graded or evaluated.

The meaning of “actively participate” will vary with the activity but shall include and not be limited to performing all specific tasks as instructed by KLETC staff or other authorized person, engaging in physical training and scenario training, submitting completed assignments by the deadline imposed, and responding when called upon in class.

“Training Activities” are any activities occurring in conjunction with basic training classes and shall include individual assignments, classroom discussions, scenario-based training, simulator training, physical fitness training or any other activity directed by a KLETC staff member.

“Willfulness” of a refusal to actively participate may be presumed when:

1. A student continues in the same course of conduct after an instructor or other authorized person warns the student that he or she is not actively participating, or
2. A student misses a deadline for submitting a completed written assignment without an extension being granted by either the instructor who gave the assignment or another authorized person.

## 5. Personal Appearance

### Attire

### Rule 301, 303, 304

Departmental uniforms are standard dress for basic training students attending classes at KLETC and must be worn at all times unless otherwise directed by KLETC staff. “Soft uniforms” consisting of slacks, cargo pants and polo shirts are not allowed unless designated in writing by your agency as your primary uniform. Deviations from this policy may only be granted by the Assistant Director or designee.

Departmental uniforms and other clothing worn by students during training must be clean and neat in appearance. Clothing that appears unkempt, and/or is not considered by KLETC to be professional in appearance, will not be permitted. All footwear must be in good condition and must be maintained with a professional appearance, e.g. polished and shined.

We have many students and guests at KLETC. In order to maintain a professional training environment and maintain a sense of decorum, no clothing may be worn by any student attending basic training classes at KLETC that would offend the sense of common decency and modesty of the average person. Any jewelry worn may not interfere with training or be a potential safety hazard to any students.

The tee shirts that are permitted for wear during practical training are:

1. Solid color
2. Departmental issued
3. Official military
4. Official college/university
5. KLETC
6. Approved class project tee shirt

# Basic Training Student Handbook

Examples of prohibited clothing include but are not limited to extremely short shorts, extremely tight workout clothing, sports bras without an outer garment and clothing with inappropriate slogans, language, or graphics.

## **Name Tags**

## **Rule 305**

Name tags are given to each basic training student upon their arrival at KLETC. The name tag must be worn at all times while attending official activities.

## **Hygiene**

## **Rule 301**

Personal hygiene and appearance standards must be maintained to the highest degree. Male students must shave daily. Mustaches are permitted if neatly trimmed. Beards are only permitted if approved by the student's agency. Unkempt hair will not be permitted.

It is essential that each student maintain their own personal hygiene to the level that appearance or odors do not cause other students to be uncomfortable. Students must shower and change their clothing daily. Students must take necessary measures to ensure footwear odor does not present difficulty for your fellow students.

## **Accessories and Equipment**

## **Rule 302**

All departmentally issued equipment and uniform accessories must be maintained and/or displayed with a professional appearance and be in good repair.

## **Student Inspection Guidelines**

## **Rule 102, 202, 301**

In order to ensure compliance with the above rules and to impress on students the importance of personal appearance and hygiene, staff will conduct daily inspections of students. The purpose of the inspection is to ensure compliance with attire and hygiene requirements. During inspection, you are required to stand in your assigned position with no talking.

### **General Principles:**

- a. Students will be inspected daily to ensure the general cleanliness and neatness of the student's uniform or clothing.
- b. Students will be inspected daily to ensure that each student/officer is neatly groomed including being properly shaved and hair appropriately trimmed and groomed.
- c. Students will be inspected daily to ensure all footwear is appropriately polished or shined.

### **General Procedures:**

- a. Unless otherwise directed students will stand in their assigned position in the gymnasium each day at 7:45 am. Anyone not in his/her assigned position at 7:45 am each day will be in violation of the KLETC tardy rule and be dealt with according to the student rules and regulations.
- b. All students will stand in line at their assigned position and not speak during the inspection process unless asked a question or is acknowledged by a staff member.



# Basic Training Student Handbook

## 6. Weapons

### Weapons on Campus

**Rule 401, 403, 404, 406, 407**

With the exception of those times when students carry weapons to and from gun lockers for training purposes or while returning from or leaving campus, weapons are not allowed in KLETC classrooms, dormitory rooms or other buildings. No firearms, chemical agents, ammunition, an electronic stun device, or other weapons-related items may be carried on campus unless expressly authorized by staff for training purposes. Simulated weapons are used in practical training exercises; **never bring your own weapon to such sessions**. Unless authorized by the KLETC Rangemaster, students are not allowed to bring any weapon to the KLETC campus other than the weapons they will use in the course of basic training. All additional or personal weapons are not allowed on campus without explicit permission from the Rangemaster or designee.

### Weapons Off Campus

**Rule 402**

Only those students authorized by their agency head are permitted to carry their weapons off duty, away from the KLETC campus during the training week. Prior to attending basic training, your agency administrator is asked to acknowledge in writing whether they will allow you to take your weapon off campus during your stay at KLETC. A list is then posted in the armory stating which students have permission to carry their weapon off campus. Failure to abide by this policy will result in the immediate notification of the student's agency head.

### Weapons Storage

**Rule 403**

When not in use in an approved KLETC instructional setting, or as otherwise directed by the KLETC firearms staff, weapons are to be stored only in KLETC gun lockers. We provide secure, locked gun storage. Lock your weapons and ammunition in this area immediately upon return to the campus each training week. Shotguns and rifles may be stored in your vehicles with permission from the Rangemaster or in the KLETC armory.

### Weapons Unloading/Loading

**Rule 404**

We provide bullet traps in a separate room at the rear entrance of the Instructor's Office Building for the safe loading and unloading of weapons. Never load/unload a firearm in any other area on the KLETC campus except as directed by KLETC firearms staff. Safe chamber flags must be inserted into the chamber of each weapon prior to entering any KLETC building with a firearm except the firearm range facility. This allows all staff to recognize immediately that the weapon is not loaded. Safe chamber flags are provided in the firearms unloading/loading room. When you leave KLETC with your weapon, proceed to the unloading/loading room to load your weapon and leave the safe chamber flag in the box provided. Empty magazines are not to be in a weapon.

### Weapons Cleaning

**Rule 405**

Weapons may be cleaned only at the direction of the KLETC firearms staff and only in those areas so designated by that Staff. Because of the inherent dangers of firearms and the damage caused by firearms cleaning materials, students are not allowed to clean any weapons or have any gun cleaning kits, chemicals or tools in their KLETC dormitory room.

# Basic Training Student Handbook

## Firearms Range Rules

Rule 401, 402, 403, 404, 405, 406, 407

### GENERAL FIREARMS SAFETY AT KLETC

1. **YOUR RESPONSIBILITY:** It is the responsibility of every student to be fully aware of and obey all KLETC rules, regulations, policies and procedures governing weapons and ammunition.
2. **WEAPONS AUTHORIZED:** Unless otherwise directed by the KLETC range staff, the only weapon you are permitted to bring to KLETC is your primary duty weapon. Students may bring other weapons for inspection or repair with approval of the KLETC Armorer(s).
3. **WEAPONS UNAUTHORIZED:** Unless otherwise directed by KLETC range staff, you may not bring a long gun, except duty shotgun for shotgun training, to KLETC. Firearms, explosives, mace, tear gas, fireworks or other deadly or dangerous instruments are prohibited on KLETC property, except as directed for training purposes.
4. **WEAPONS IN DORMITORY:** You are **NEVER PERMITTED** to have a weapon, ammunition, or irritant projector in the KLETC dormitory building.
5. **WEAPONS HANDLING:** Any student-officer brandishing, flourishing, exhibiting or possessing a weapon in any location on KLETC property, except as directed by KLETC staff for training purposes, will be disciplined. Disciplinary action may include dismissal from KLETC.
6. **ARRIVAL ON KLETC PROPERTY:** Immediately upon your arrival on the KLETC campus for any reason, you shall immediately go to the area designated for loading & unloading, unload your weapon, insert safe chamber flag, and secure your weapon and ammunition in your assigned gun locker.
7. **LOADING AND UNLOADING OF WEAPONS:** The **only** location on the KLETC campus, excluding the firing range, where you can load or unload your weapon, is the area designated and posted for loading and unloading weapons. You shall always load and unload your weapon in a safe manner. The weapon's barrel shall always be pointed in a safe direction and **never at anyone. When loading and unloading the barrel should always be pointed at the bullet trap. A safe chamber flag shall be installed in autopistols before leaving the loading and unloading area and entering any building on the KLETC campus. Revolvers shall be carried with the cylinder open and ammunition removed.**
8. **USE OF AND REMOVAL FROM GUN LOCKER:** Unloaded weapons and ammunition shall remain in assigned gun lockers unless otherwise directed by the KLETC range staff. You are permitted to remove your weapon at the conclusion of each training week, immediately following the conclusion of the last class that day. Handguns are NEVER left unattended in vehicles on the KLETC campus.
9. **OFF DUTY CARRY BY STUDENT OFFICERS:** Only those student officers identified by KLETC staff as having permission from their agency head may remove and carry their weapon while away from the KLETC campus during the training week.
10. **CLEANING WEAPONS:** Weapons shall be cleaned **only** at the direction of the KLETC range staff, and only in the area so designated after the weapon has been cleared by KLETC staff.
11. **RANGE SAFETY RULES:** You will be provided a copy of KLETC Range Safety Rules. It is your responsibility to know and understand each of these rules, and to obey all safety rules at all times. If you do not understand a rule it is your responsibility to notify KLETC Staff immediately.
12. **DISCRETION OF DIRECTOR:** These rules, regulations, policies and procedures do not limit the discretion of the Director of Police Training or any KLETC staff in matters not specifically addressed herein.

**ALWAYS THINK WEAPON SAFETY!!!**

# Basic Training Student Handbook

## 7. Student Living

The Kansas Law Enforcement Training Center makes every reasonable effort to provide a safe, secure, and enjoyable living environment for students attending training at KLETC. While much can be accomplished by KLETC toward this goal, students must also assist.

### Student General Responsibilities

**Rule 501, 507, 611, 612**

Students shall not conduct themselves in a rude, inconsiderate or discourteous manner.

Students shall maintain their living areas in clean, orderly manner.

Students shall refrain from making any loud noises.

Students shall be tolerant of other student's needs, beliefs, mannerisms and behaviors.

Students shall make every effort to resolve conflicts in a mature, professional manner.

### Secure Valuables

KLETC can not, and will not, be responsible or liable for any loss of property suffered by students. Students should refrain from bringing items of great value to KLETC while attending classes. Those valuables a student brings to KLETC should be locked in their vehicles, a gymnasium locker with a lock provided by the student or in a locked container provided by the student. Valuables should never be left lying around a dormitory room.

## 8. Dormitory Rooms and Services

### Furnishings & Equipment

**Rule 508**

Your rooms are furnished with necessary sleeping, studying, and storage furniture. Feel free to use personally-owned small portable televisions, audio devices, computers, small fans, alarm clocks and battery and cellular telephone chargers in your rooms.

However, KLETC prohibits the use of personal refrigerators, space heaters, air conditioners, stoves, microwaves, coffee makers, open flame devices and similar equipment. If you are uncertain consult with the Assistant Director.

Furniture in both your room and the common areas has been arranged for maximum functionality and may not be rearranged without staff approval.

### Linen

**Rule 501**

KLETC contract's with professional cleaning services that provide weekly linen changes. On your assigned day, strip the sheets from your bed and place the soiled sheets in the laundry bins provided on each floor.

### Ironing Boards

**Rule 501**

Ironing boards and irons are provided on each floor of the dormitory for use by all students attending classes at KLETC. You are welcome to take the ironing boards to your dormitory room for temporary use and then return it to its storage location so other students may use it.

# Basic Training Student Handbook

## **Vacuum Cleaners**

## **Rule 501**

Vacuum cleaners are provided on each floor of the dormitory building. Students are encouraged to use the vacuum cleaners to keep their dormitory rooms clean. Students should return the vacuum cleaner to its storage location so other students may use it.

## **Dormitory Cleaning**

## **Rule 507**

KLETC will clean each dormitory room once a week. This will typically include thorough cleaning of the sink, restroom, vacuuming, dusting, emptying of trash, etc.

Any other necessary cleaning is the responsibility of the students occupying the dormitory room.

## **Room Inspections**

## **Rule 507**

Living in the Kansas Law Enforcement Training Center dormitory is a privilege, and adherence to the standards of cleanliness and neatness is expected of all students living in the dormitory. KLETC will perform inspections on a regular basis to ensure compliance with these standards. By electing to live in the dormitory, students are consenting to these inspections and agreeing to abide by the cleanliness and neatness standards. Should a student find these standards unduly burdensome, find that he or she is unable or unwilling to abide by the standards, or choose not to be subject to regular inspection, the student should contact the KLETC Assistant Director or his designee to discuss alternate living arrangements. Any student electing alternate living arrangements will do so at the student's own expense.

## **Student Room Inspections**

## **Rule 507**

General Standards:

- a. Rooms will be inspected for general cleanliness and neatness.
- b. All clothing will be off the floor and stored appropriately.  
(dirty clothing in laundry bag, clean clothes hung up, etc.)
- c. Beds will be made in a neat manner. Unused blankets will be folded.
- d. Desks will be maintained in a neat manner.
- e. Any food or drinks in a dormitory room will be in a sealed container or a container with a lid.
- f. Dormitory rooms will be inspected to ensure there are no weapons, weapon cleaning kits, inappropriate pictures on walls or bulletin boards, or other inappropriate items in the dormitory rooms.
- g. Extra shoes will be stored in the wardrobes or lined up under the bed.
- h. Floors will be inspected for general cleanliness.
- i. Shower curtains will be closed.
- j. Shower mats hung up.
- k. Items on sink in order.

# Basic Training Student Handbook

## General Procedures:

- a. Students will leave their doors locked when they leave their dormitory rooms.
- b. KLETC staff will inspect each dormitory room.

Violations are noted by the KLETC staff member making the inspection and students are notified of the deficiency. Persistent problems or blatant violations may result in disciplinary action.

## **Dormitory Hours**

When returning from a weekend, students will be able to access the KLETC dormitory from 6:00 p.m. to 11:00 pm on Sundays. If students do not return until Monday morning, they will not be able to access the KLETC dormitory until 7:00 am.

## **Curfew**

**Rule 502, 503, 504**

In a very intensive training environment, it is necessary for each student to get as much sleep as possible to avoid missing important training or violating a safety protocol as a result of lack of sleep. In order to create an environment conducive to attaining the required rest, KLETC has implemented a curfew. This will prevent students from returning to KLETC at a very late hour and disturbing their roommates or other KLETC students.

Students are required to return to KLETC no later than 11:00 pm on each night they are staying in the KLETC dormitory. If for any reason, a student returns to KLETC after the 11:00 pm curfew, they must enter through the front door of the KLETC dormitory and advise the Security Guard of their identification. Any student entering KLETC facilities after the 11:00 pm curfew shall notify the Assistant Director or his designee before the next class session.

## **Quiet Hours    10:30 pm – 7:00 am**

**Rule 509**

In addition to requiring students to return to KLETC by 11:00 pm each evening they are in residence, specific quiet hours have been established to enhance a tranquil environment conducive to study and rest.

During Quiet Hours, the highest decorum must be maintained both in and out of dormitory rooms. Students participating in recreational activities and study groups must respect each other—no loud conduct or activities are allowed.

## **Overnight Absences**

**Rule 502**

The Assistant Director or designee will approve overnight absences only after authorization by your agency. If you discover the need to be absent overnight only after leaving the Training Center, such as in the case of an extended court appearance, have your agency notify KLETC staff as soon as possible.

## **Family Emergencies**

**Rule 502**

Your family comes first; that is KLETC'S philosophy, and KLETC staff urges you to make it your philosophy. If you must leave the Training Center for a family emergency, please notify KLETC staff and your agency as soon as possible.

# Basic Training Student Handbook

## Co-Educational Dormitory

**Rule 505, 611, 612**

Professional officers treat each other with dignity and respect; they do not take advantage of co-educational facilities by playing pranks and tricks on officers of the opposite or same sex.

To avoid potential embarrassment, male students may not have female room guests, and female students may not have male room guests. KLETC encourages students to study together. Group study sessions may be held in the Cafeteria, Staff Dining Room, classroom or other designated areas after 6 p.m.

## Visitors

**Rule 506**

Visitors must remain in public areas and are not allowed in dorm rooms unless advance permission is secured from the Assistant Director or designee. Your administrators are always welcome to visit.

## Maintenance Requests

To ensure prompt attention to maintenance problems please complete a maintenance request form. Maintenance request forms may be obtained from the Student Services Offices in the main KLETC complex. If the problem persists, do not hesitate to contact the Assistant Director or designee.

If at any time you observe or become aware of a maintenance emergency, contact maintenance personnel immediately by phoning the numbers posted on the emergency notification lists displayed on the front entrances to all KLETC buildings.

Vending machines are placed in several areas of the KLETC campus. They are provided as a convenience for students. These machines are stocked and serviced by commercial vendors. In the event the machine fails to operate properly, students should complete a Maintenance Request form in the Student Services Office, identifying the machine that needs attention. Vendors that service the machines are responsible for any refunds. When the machines are serviced, KLETC staff will attempt to obtain a refund. If the student obtains a refund directly from a service person, he/she should notify the Student Services Office to note the refund on the Maintenance Request.

## 9. Student Services

### Training Center Telephone System

**Rule 613**

Students are responsible for notifying their agencies and family of their room phone numbers and administrative numbers while at KLETC.

Room phones will allow officers to receive voice mail. Instructions for operating voice mail are located in each dormitory room. A stutter-tone, dial tone on a student phone will indicate there is voice mail. There is no light on the phone sets to indicate voice mail. Dormitory room phones are restricted access phones. Students are authorized to make long distance calls using calling cards, credit cards or collect calls. Accepting collect or incurring charges against KLETC is prohibited.

### Student Telephone Calls

# Basic Training Student Handbook

In addition to phones and voice mail in each KLETC dormitory room, KLETC staff will take telephone messages for students from 8 a.m.–5 p.m. Messages will be posted on the student bulletin board message center in the facility the student is assigned to or transferred to voice mail.

Emergency messages received by KLETC staff between the hours of 8:00 a.m. and 5:00 p.m. will be relayed immediately to students regardless of their location.

## Cellular Phone Use

## Rule 204

With the advent of prolific cellular phone use, it is customary to have constant telephone contact with others. While this would typically be an appropriate form of communication, during the intensive training environment of KLETC, cellular phones create an unacceptable distraction.

Even when phones are placed on the vibrate mode or receiving text messages, they create a distraction for those around them.

Therefore, KLETC does not allow any students attending KLETC basic training classes to possess cellular phones while they are in an instructional setting. This policy applies regardless if the student is in the classroom or involved in practical exercises. Students are allowed to retrieve their cellular phones during breaks and make necessary phone calls.

Exceptions are made to this policy on a case-by-case basis and only with the approval of the Assistant Director or his designee.

## Computer Services

## Rule 203, 604, 613

Students are allowed to use the computers in the lab to complete assignments and to check their personal emails. The process for access to the computer will be explained to all students at the beginning of each basic training class. Beverages are not allowed in the computer lab.

Wireless internet is available in the dining hall during non dining hours.

Any unprofessional, illegal or inappropriate use of computers or the internet connections will not be tolerated. Report any maintenance problems with KLETC computers so they can be repaired.

## Laundry Room

A laundry room is provided free of charge for students attending KLETC classes. Students must provide their own laundry detergent and other consumable items. Students must not leave their clothes unattended in the washers and dryers.

## Offices, Computers, Phones, Faxes, Copiers, Audio, Visual

## Rule 613

Students attending KLETC classes are not allowed to use KLETC staff offices, phones, faxes, copiers or computers except in cases of emergencies and then only with permission from a KLETC staff member. Students may use classroom audio, visual, computer equipment only when trained by KLETC staff and with approval of the Assistant Director or designee.

## Student Mail Services

## Rule 613

KLETC ground mail is processed once a day. Any letters received for a student attending KLETC classes will be posted on the message board in the building the student is attending classes. Please check the board each day for any mail you might have received.

Packages are delivered to KLETC daily by UPS and FedEx. If you receive a package a message will be posted on the message board of the building in which the student is attending classes.

## Basic Training Student Handbook

You will then be told where to pick up the package. If you wish to mail a package, contact the receptionist at the Administrative Building for information.

Postage stamps may be purchased from the Student Services Office located in the main KLETC complex.

The following information is provided to you for your convenience.

### Address for student letters:

(NAME OF STUDENT)  
c/o KANSAS LAW ENFORCEMENT TRAINING CENTER  
P.O. BOX 647  
HUTCHINSON, KANSAS 67504-0647

### UPS/FedEx Address:

(NAME OF STUDENT)  
c/o KANSAS LAW ENFORCEMENT TRAINING CENTER  
11009 SOUTH HORNET  
HUTCHINSON, KANSAS 67501

### **KLETC Store**

For the benefit of those attending classes at KLETC, a store is available in which students may purchase items they may need during the training session. The store is open one day each week during the lunch hour unless otherwise announced.

### **Recreation**

### **Rule 501, 509**

We are pleased to provide a variety of recreational outlets. To ensure an appropriate study environment, please observe these rules:

Electronic equipment must be kept at an appropriate volume. Remember that others are studying while you are using this equipment. This is especially critical during quiet hours.

A gymnasium and weight room are located in Brazeal Hall. The gym is open from 5 a.m.–Midnight. Here you will find basketball, volleyball, and weight training equipment, as well as physical training equipment.

### **Security**

### **Rule 603**

KLETC contracts with a security company to provide a staff presence during hours that KLETC staff is not in attendance. The purpose of the security service is to observe and report any occurrence that would be detrimental to the well-being of KLETC or its students. Security personnel are not KLETC employees and they are not expected to respond to KLETC student issues. They will report any problems to the Assistant Director or designee. All students attending KLETC classes are required to provide their names and agencies to the security personnel upon request. Students are also required to cease and desist all activities that security personnel have determined to be detrimental.



# Basic Training Student Handbook

## Parking & Vehicle Safety

## Rule 608

KLETC provides ample student parking. Students shall park their vehicles in the rear of the main KLETC complex. The parking lot speed limit is 10 m.p.h; the speed limit in immediately surrounding residential and business area is 30 m.p.h. Do not violate any of the marked no parking areas or speed limits.

Unauthorized vehicles are never allowed on the KLETC emergency driving course.

To ensure the safety of your police equipment, do not leave your cars unsecured. KLETC is not responsible for damage or theft to your cars or equipment.

## Cafeteria

KLETC provides dining services through our food services contractor. Cafeteria Staff strives to give you balanced, wholesome meals and a variety of choices at each meal—free of charge! Please address dining services suggestions to KLETC through your counselor or the Assistant Director.

## Hours of Operation

Regular hours are, Monday through Friday (No dinner is served on Friday)

Breakfast: 6:45–7:45 a.m.  
Lunch: Noon–1 p.m. unless otherwise advised by staff.  
Dinner: 6–7 p.m. unless otherwise advised by staff.

## Attire

## Rule 301

Everyone appreciates a clean, wholesome dining environment. To ensure a pleasant dining atmosphere, KLETC must prohibit soiled athletic clothing from the cafeteria.

Clean casual clothing, such as jeans, shirts with sleeves, casual sweatshirts, and casual athletic suits, is allowed. But, again, be kind to your colleagues—do not wear sleeveless shirts or athletic gear that has been used in athletic/physical training without being cleaned.

## General Rules

## Rule 510, 614

Only Cafeteria and KLETC Staff may go behind or beyond the serving line.

Because of their schedules, KLETC staff and guests may need to move to the front of the serving line. Please be patient and considerate at these times.

No food or beverages may be removed from the cafeteria unless authorized. Cafeteria beverage machines or other food service dispensers may only be used during designated cafeteria hours.

Coffee is available to students throughout the day in the cafeteria.

It is not permitted to eat cafeteria food or drink after serving hours.

# Basic Training Student Handbook

## 10. Professional Conduct

### Alcohol Prohibition Rule

### Rule 601

Students attending a basic law enforcement training course at the Kansas Law Enforcement Training Center (KLETC) shall not possess, consume or be under the influence of alcohol from their arrival at KLETC each training week until their dismissal at the conclusion of each training week whether physically present on the KLETC campus or elsewhere during off-duty hours. Refusal to take a PBT test when requested by any KLETC staff member shall constitute conclusive evidence that a student has consumed alcohol in violation of this rule.

This rule shall not be construed in any manner as prohibiting the possession or consumption of alcohol during the weekend period when not attending classes at KLETC.

Students may consume alcohol-based medication while attending classes at KLETC only upon consultation with and prior written notification to their counselor or an administrative staff member. KLETC reserves the right to reschedule activities for any student who in a staff member's opinion cannot safely participate in the basic training course.

**Penalty** - Because alcohol usage can seriously affect judgment, alertness, performance and conduct, compliance with this rule is critical to both the training process and the safety of students and staff. Although each case will be considered on its own merits and mitigating and extenuating circumstances will be taken into account, a violation of this rule in the KLETC training environment is considered to be an aggravating circumstance and likely to result in dismissal. Compelling circumstances may warrant imposition of a lesser sanction.

**Rationale** - Students attending KLETC must understand that alcohol use is inconsistent with professional law enforcement activities. The basic training provided at KLETC as mandated by KSA 74-5604a has inherent risks associated with its delivery, and the use of alcohol elevates these risks. In simplistic terms the rule prohibiting "alcohol possession or consumption and being under the influence of alcohol" is in effect for students during their entire basic training attendance at KLETC, including while they are away from the KLETC campus during off-duty hours during the training week, excepting only weekends when students return home.

### Tobacco Products

### Rule 602

While personal habits are usually a matter of personal choice, the Kansas Legislature has chosen to ban smoking in most public buildings. The use of smoking materials is illegal in all KLETC buildings, including those on the Firearms Range. The use of smokeless tobacco is, as a matter of University policy, prohibited in KLETC classrooms and buildings. Smoking is allowed, however, in designated areas.

Be careful with smoking materials; dispose of them in a proper and safe manner. Do not throw smoking materials on the ground. Also, be careful with smokeless tobacco products. They may be used only outside KLETC buildings; do not dispose of your smokeless tobacco, or items commonly referred to as "spit cups" or "spit containers" inside KLETC buildings. "Spit cups" are not allowed inside any KLETC facility. The tobacco can damage property and plumbing; do not deposit tobacco in toilets, sinks, urinals, or other inappropriate areas.

### Lawful Orders

### Rule 603

# Basic Training Student Handbook

Students shall obey, promptly and without delay, any and all lawful orders and instructions given to them by KLETC staff, security officers, guest instructors, or authorized personnel.

## **Deceit**

## **Rule 610**

Deceit is defined as:

1. Fraudulently altering, or falsifying any document which is in the possession of, has been, or will be submitted to, or which will be utilized by any member of the KLETC staff, or
2. Concealing or attempting to conceal any violation of the rules of student conduct regardless of who committed the violation, or
3. Knowingly providing false, incomplete, or misleading information in response to any request for information from KLETC staff or any person acting on behalf of KLETC, or
4. Refusing to provide information or otherwise refusing to participate in a KLETC investigation.

## **Negligent, Reckless or Intentional Damage to KLETC Property**

## **Rule 605**

From time to time, KLETC will assign you equipment and training materials to use. Please take great care of it; KLETC reserves the right to bill you or your agency for negligent or reckless damage to these items.

Negligent/reckless or intentional damage to KLETC property, depending on the underlying circumstances, may subject you to dismissal from KLETC. Criminal prosecution may result.

## **Unlawful Activity**

## **Rule 606**

Professional law enforcement officers do not violate the law. You are sworn to uphold, and abide by, the law. Your stay here is no exception. KLETC does not tolerate unlawful activity at KLETC or away from the KLETC campus.

Violations of state and local laws are of the utmost seriousness. In the rare event that an officer violates any law, that officer may be dismissed from KLETC.

## **Unethical Behavior**

## **Rule 607**

As professional law enforcement officers, you have agreed to abide by the Law Enforcement Code of Ethics, a copy of which is included in this Handbook, and a copy of which you read and signed in conjunction with classroom instruction. KLETC is committed to abiding by the Code of Ethics and will enforce that standard.

## **Academic Misconduct**

## **Rule 609**

Academic misconduct includes, but is not limited to, cheating on examinations; plagiarism; and providing, or receiving, unauthorized assistance to or from others on individual assignments and exercises. Academic misconduct may subject you to dismissal from KLETC.

## **Off-Campus Conduct**

## **All Rules**

Follow your professional code of ethics, the law, and your agency directives when off-campus. Respect the rights and privacy of neighboring residents and businesses, and please observe speed limits and all other traffic laws. KLETC will investigate complaints made to us concerning your off-campus conduct. Those complaints, and the results of our inquiries, will be referred to your agency.

# Basic Training Student Handbook

The Kansas Law Enforcement Training Center reserves the right to discipline students for conduct occurring off campus whenever that off campus conduct disrupts the learning environment, interferes with efficient operations, or otherwise is repugnant to the mission of the Kansas Law Enforcement Training Center. You should at all times remember that whether on-duty or off-duty, whether on-campus or off-campus your behavior is a reflection on your character, your agency, the Kansas Law Enforcement Training Center and the community you serve.

## Official Police Vehicles

**Rule 606, 607**

State law prohibits the use of publicly-owned vehicles for personal purposes. When you must use your agency vehicle for official purposes, please remember that many of your cars are mistaken, by local citizens, for cars operated by area law enforcement agencies. Maintain the highest standard of vehicle operation, so as to avoid trouble for other departments, and yourselves. KLETC will investigate complaints made to us concerning your driving and use of your police vehicle. Those complaints, and the results of our inquiries, will be referred to your agency.

## Discrimination, Harassment and Hazing

**Rule 606, 607, 611, 612**

As police professionals, you must be sensitive to, and tolerant of, the concerns, opinions, and backgrounds of others; you must treat others with respect, courtesy and dignity, regardless of their circumstances or condition. Insulting, abusive, or degrading conduct related to ethnicity, race, gender, religion, sexual orientation, age, or disability, is prohibited, unless it occurs as part of a KLETC approved training simulation. Discrimination and harassment is also illegal, and will not be tolerated by KLETC, the University, or students. Any incidents of such misconduct shall be reported to the staff.

The Training Center and the University meet their commitments to provide equal opportunity and freedom from discrimination to students in their academic pursuits. University policy prohibits discrimination based on race, religion, color, sex, disability, natural origin, ancestry, sexual orientation, age, and veteran status. Sexual, ethnic, and racial harassment are specifically prohibited by University policy.

Students who feel they have been discriminated against or harassed in any of these areas should contact KLETC staff or the University of Kansas Office of Affirmative Action to pursue their concerns through the University's Equal Opportunity and Affirmative Action Grievance Procedures. All students have the right to speak up against discrimination or to use grievance procedures without fear of retaliation.

This is a professional training environment for professional law enforcement officers. It is what you make it; it is what we make it. Training is a team effort, one in which staff and students participate. Together, we can make you the best law enforcement product available—a state-certified Kansas law enforcement officer.

## Open Door Policy

KLETC is dedicated to ensuring that every student is provided the best environment possible for learning. Because of this, the Director of KLETC has an open door policy for resolving student issues. Should you find that you are unable to resolve problems or feel uncomfortable sharing your concerns with your assigned counselor or the Assistant Director, please schedule an appointment to meet with the Director or Associate Director to discuss your concerns.

# Basic Training Student Handbook

## Americans with Disabilities Act

The Americans with Disabilities Act (ADA) of 1990 provides comprehensive civil rights protection and is designed to remove barriers which prevent persons with disabilities from accessing the same educational and employment opportunities as persons without disabilities. If you have a documented disability, including a learning disability, and would like to request an accommodation, you should contact your counselor or the Assistant Director as soon as possible. KLETC is committed to working with individuals with disabilities to find reasonable and appropriate accommodations.

## Re-admission Policy

In accordance with KSA 74-5607a(c)(1), the policy adopted by the Commission on November 10, 1998, relating to re-admission to the Kansas Law Enforcement Training Center (KLETC) is amended as follows:

Any student who academically fails the prescribed basic training course (attains less than 70% average on all tests); is dismissed for disciplinary reasons in accordance with existing Commission approved student rules and regulations; and/or voluntarily or involuntarily withdraws from basic, part-time, or reciprocity training for reasons deemed unjustifiable or inexcusable, shall not be re-admitted to basic, part-time or reciprocity training within one year from the date that the person last served as a police officer with the appointing agency.

Withdrawing under the follow circumstances creates a rebuttable presumption that their withdraw was for unjustifiable or inexcusable reasons:

At the time of withdraw the student had maintained less then a 70% average on examinations;

While they are the subject of a Commission or KLETC disciplinary inquiry;

While they are the subject of a criminal investigation by a law enforcement agency; or

As a result of voluntary or involuntary resignation from the appointing department.

It shall be at the discretion of the KLETC Director to determine if a withdrawal is justifiable. The appointing agency and/or student may, within fifteen days of notification of the decision to refuse re-admittance, appeal the KLETC Director's decision and request a hearing before the Commission pursuant to KSA 77-537.

Approved by the Kansas Law Enforcement Training Commission at the June 13, 2001, meeting at KLETC.

## 11. Student Safety

### Shelter Areas

Tornado shelter areas and emergency evacuation procedures are conspicuously posted throughout KLETC and found in this handbook. For the safety of everyone, familiarize yourself with these locations and procedures.

# Basic Training Student Handbook

## Weather Alerts

Weather radio monitors are located in designated areas. Closely monitor all watches and warnings, and notify other students, staff and visitors of potentially threatening weather conditions.

## Emergency Evacuation

KLETC has included emergency evacuation policies in this Handbook. Familiarize yourself with them, and with the location of all emergency exits.

## Student Injuries

**Rule 208**

Immediately report any student injuries to staff; after hours, notify the Assistant Director or designee. Once any initial emergency is taken care of, staff will provide an Injury Report Form to complete. Additionally, students are required to report, to staff, any injury or other condition that may adversely affect their performance. Any student who seeks medical treatment must submit, to staff, a signed medical release before resuming training activities. Student's should be aware of their agencies reporting requirements regarding injuries.

Do not, however, delay emergency treatment in order to notify staff. Your safety and well-being is most important.

## Student Illness (see "Attendance Section 2" for procedures)

**Rule 102, 613**

Students attending KLETC classes are responsible for their own health, well-being and medical expenses. If students become ill, they should follow the procedures outlined in this handbook under the heading "Attendance."

## Disposal of Medical Waste

KLETC requires the proper disposal of all medical waste, such as hypodermic needles and glucometer residue. Accordingly, KLETC provides sharp containers for such material. Contact staff for arrangements.

## Lost & Found

Report all lost property and turn in all found property to the Student Services Office.