



IOWA LAW ENFORCEMENT BASIC LEVEL II ACADEMY



CADET HANDBOOK



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All Cadets attending the Hawkeye Regional Police Academy SHALL read and obey the Academy Conduct. Cadets shall comply with and conform to all standards and procedures delineated in the Cadet Handbook

The Hawkeye Community College Basic Level II Iowa Law Enforcement Academy Rules, Regulations and Procedures manual is based on the fundamentals of the Law Enforcement Code of Ethics:

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 persons to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all and will conduct myself 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 in both my personal and official life. I will be exemplary in obeying the laws of the land 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 feeling, 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 of 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 the 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.

([HTTPS://WWW.THEIACP.ORG/RESOURCES/LAW-ENFORCEMENT-CODE-OF-ETHICS](https://www.theiacp.org/resources/law-enforcement-code-of-ethics))



Disciplinary Action

In *all cases*, a **pattern of violations** demonstrating disrespect for, or disregard of the Hawkeye Regional Police Academy Rules, Policies or Procedures may result in a suspension or dismissal from the Hawkeye Regional Police Academy, 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**

The Hawkeye Regional Academy Director reserves the right, in especially serious cases, to suspend a Cadet from the Academy pending the outcome of an investigation, or at the discretion of the Coordinator.

ANY CADET IS SUBJECT TO REPRIMAND, DISMISSAL, SUSPENSION, OR OTHER DISCIPLINARY ACTION FOR THE FOLLOWING:

- A. Failure to abide by any and all rules contained within the Code of Conduct or the Cadet Handbook**
- B. Conduct that in any way does or could adversely affect or reflect upon the Cadet, the employing agency, fellow Cadets, the Hawkeye Regional Police Academy or the Iowa Law Enforcement Academy**
- C. Any Sexual activity (including kissing or any sex act as defined in Iowa Code 702.17) on Hawkeye Community College premises.**
 - a. <https://www.hawkeyecollege.edu/students/handbook/conduct/sexual-harassment-policy>**
- D. Failure to notify the Academy Director of absence from academy activities.**
- E. Failure to perform assignments adequately**

RANGE OF DISCIPLINARY ACTION

- A. Verbal Reprimand
- B. Written Reprimand
- C. Restrictions on or loss of privileges, including but not limited to extra duties
- D. Suspension from class
 - 1. This may be for a period of up to an including the balance of the length of the class
 - 2. Suspension does not preclude future admission to another class



3. If a Cadet is suspended, re-admission at the conclusion of the period of the suspension shall be made upon application of the Cadets employing agency and approval of the Academy Director.
4. If the suspension is for the balance of the length of the class, the Cadet suspended may be re-admitted to a future class only upon written application of an employing agency and upon full payment of all costs
5. Conditions for Re-admission after suspension may be imposed by the Academy Director
6. Dismissal from class. Disciplinary dismissal/expulsion precludes admission to any future Academy class or any other certifying course in the State of Iowa.
7. Any other disciplinary measure or combination of measures deemed appropriate by the Academy Director.

Mitigating and aggravating factors may be considered when selecting an appropriate level of discipline. Factors 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 Cadet's acceptance or denial of responsibility
- the Cadet's cooperation in the disciplinary process

SOCIAL MEDIA

Cadets shall not post any derogatory or inappropriate remarks, photos, videos, etc. on any social media platform

While class SnapChats, Facebook Messaging, Instagram, and text threads are encouraged to disseminate information, all Cadets should be mindful that any inappropriate messaging can and will be used in any disciplinary actions.

The Academy Director reserves the authority to remove a Cadet from the Hawkeye Regional Academy at the Coordinators discretion. Remove from the Academy may include, but are not limited to, academic performance and/or behavior concerns during and outside of instruction.

APPEALS

Any Cadet who is dismissed by the Coordinator from the Academy for disciplinary reasons may appeal to the Iowa Law Enforcement Academy Council. **This appeal must be in writing and delivered to the Academy Director within ten days of notice of dismissal.** The written notice must specify the particular grounds relied upon for appeal and any legal authorities relied upon as supporting the same.



SECTION 1 STANDARDS OF CONDUCT AND DEFINITIONS

In support of its mission, and pursuant to the authority granted to it by the Iowa Legislature, the Iowa Law Enforcement Academy has developed **PROCEDURES and RULES** designed to hold Cadets accountable for high standards of conduct.

THE PURPOSE: The standards of conduct are designed to 1) maintain a safe environment for the Academy, 2) provide a productive and safe learning environment, 3) set standards for the law enforcement service, 4) coordinate and maximize training opportunities, and 5) foster the personal development and growth of the Cadets.

In a career as a law enforcement officer, Cadets will be expected to operate under rules and regulations that initially may seem trivial and unimportant but, ultimately, may determine the outcome of a situation on the street or in the courtroom, allow you to avoid liability, or save your life-- or the life of another. Accordingly, it is a critical part of each Cadets' training that they understand and can demonstrate how to comply with the standards of conduct that regulates their behavior.

Violations of these Standards of Conduct may result in Disciplinary Action

DEFINITIONS

The terms below are meant to be interpreted for administrative purposes, and not within the context of the criminal code

Deceit

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 Academy Staff, or

Concealing or attempting to conceal any violation of the rules of Cadet conduct regardless of who committed the violation, or

Knowingly providing false, incomplete, or misleading information in response to any request for information from Academy Staff or any person acting on behalf of the Academy, or

Refusing to provide information or otherwise refusing to participate in an Academy investigation

Solicitation

Intentionally commanding, requesting, or encouraging another Cadet to commit a violation of the Cadet code of conduct.



Aiding and Abetting

Where there has been a violation of a rule, any Cadet 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 Cadet 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 Academy.

Shall

A directive or requirement that must be complied with

May

Is permissive

Law enforcement officers are held to a higher standard of conduct than the general public. While at the Hawkeye Regional Academy, Cadets represent themselves, their agencies, ILEA and the people of the State of Iowa. **HIGH STANDARDS OF PROFESSIONAL CONDUCT WILL BE EXPECTED IN ALL AREAS – PROFESSIONALLY AND PERSONALLY.**

Alcohol Prohibited

Cadets attending the Hawkeye Regional Police Academy **shall not possess or consume alcoholic beverages on Hawkeye Community College premises.**

Cadets shall not be impaired by alcohol over .04 at any time during the week. This means from their arrival each training week, and until their dismissal at the conclusion of each training week.

Refusal to take a PBT test when requested by any Academy Staff member shall constitute conclusive evidence that a Cadet has consumed alcohol in violation of this rule.

Cadets shall not consume alcoholic beverages within 8 hours of Academy training.

TOBACCO OR VAPING PRODUCTS

The use of smoke or smokeless tobacco is in violation of the State of Iowa's Smoking and Tobacco Use Policy and shall not be used on Hawkeye property or vehicles. **Cadets shall not be in possession of or using controlled substances unless medically prescribed.** Any tobacco or vaping products must be used off the premises of Hawkeye Community College.

PROFANITY

Cadets shall refrain from using profanity at all times. This sets high standards for the Academy and the law enforcement profession. Additionally, refraining from profanity is a habit. Cadets need to practice and sustain so that they will be able to show professionalism under stress environments and situations.



DECEIT

Cadets at the Hawkeye Regional Police Academy shall not engage in deceit. Deceit may result in dismissal from the Academy.

SOCIAL MEDIA

Cadets shall not post any derogatory or inappropriate remarks, photos, videos, etc. on any social media platform. While class Snapchats, Facebook messaging, Instagram, and text threads are encouraged to disseminate information, all Cadets should be mindful that any inappropriate messaging can and will be used in any disciplinary actions.

THE BELOW STANDARDS OF CONDUCT ARE BY NO MEANS AN EXHAUSTIVE LIST

- ❖ Cadets attending the Hawkeye Regional Police Academy shall not possess or consume alcoholic beverages on Hawkeye Community College premises. Cadets shall not be impaired by alcohol over .04 from their arrival each training week until their dismissal at the conclusion of each training week. (This includes evenings outside of teaching hours)
- ❖ Cadets shall not use any tobacco or vaping product on Hawkeye Community College property or in Academy Vehicles.
- ❖ Cadets shall obey, promptly and without delay, any and all lawful orders and instructions given to them by Hawkeye Academy Staff, public safety personnel, guest instructors, or other authorized personnel.
- ❖ Cadets are not permitted to use a computer or the internet for any unprofessional, illegal, or inappropriate activity. Please refer to Hawkeye Community College Internet use policy (<https://www.hawkeyecollege.edu/students/handbook/computer-policies>)
- ❖ Negligent, reckless or intentional damage to Hawkeye Community College property may result in dismissal from the Academy and may result in criminal prosecution
- ❖ Cadets shall not violate any federal, state or local laws.
- ❖ Cadets shall not violate the law enforcement Code of Ethics
- ❖ Cadets shall not violate any parking or driving restrictions as laid out in the Handbook
- ❖ Cadets attending classes at the Hawkeye Regional Police Academy 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.
- ❖ Cadets at the Hawkeye Regional Police Academy shall not engage in deceit. Deceit may result in dismissal from the Academy
- ❖ Cadets shall not engage in any type of discrimination, harassment or hazing based on race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or gender identity. This includes verbal or written statements, nonverbal gestures, and/or passing comments where any reasonable person would be offended.
- ❖ Cadets shall not engage in acts they know or should know are likely to alarm, anger, or disturb others.
- ❖ Cadets shall not enter into unauthorized areas of Hawkeye Community College premises without the expressed approval from the Academy Director, or designee.



- ❖ Cadets shall not conduct themselves in any way that adversely affects or reflects, or could affect or reflect upon the Cadet, the employing agency, fellow Cadets, Hawkeye Regional Academy or the Iowa Law Enforcement Academy
- ❖ Cadets must abide by any rule or operational standard set forth in this Cadet Handbook. Failure to do so is subject to dismissal, suspension, or other disciplinary action.
- ❖ Cadets shall not use social media to disseminate photos, messages, images, or videos that would be fit under the definitions of discrimination, harassment, inappropriate or disparaging.

These rules are set in cooperation with rules enforced by the central Iowa Law Enforcement Academy (Des Moines, IA), and adapted for application at the Hawkeye Community College Regional Basic Level II Academy. They are derived in part from the Law Enforcement Code of Ethics.

Completion of the Iowa Law Enforcement Academy is a REQUIRED certification to work in the profession of law enforcement in Iowa. It is an earned privilege, not a right; and completion is completely dependent on meeting state performance levels. Unlike an academic program cadet performance will be closely scrutinized; and low performance, rule violations, and indecent behavior will be reported back to your agency. The academy and the employer have the right to terminate you from this program. Your performance, behavior, and interactions directly reflect on you, your agency, the Academy, Hawkeye Community College, and the law enforcement profession. Cadets must behave at all times (on and off campus) so that they do not discredit, embarrass, or create liability.

These rules are required of cadets while they are enrolled in the academy. Because you are here as an employee (or potential employee for sponsored cadets), these standards are enforceable both on and off campus. Violations will result in punishment based on the severity and duration of the offense. Infractions will result in personal or group sanctions and/or removal of the offender from the academy.



SECTION 2: ATTENDANCE

Cadets attending the Hawkeye Regional Police Academy are required to attend all classes. Any missed classes will be made-up at the discretion of the Academy Director, and as required by the Iowa Administrative Code. Attendance will be tracked daily, and any absences will be reported to the Academy Director.

It may be necessary for a Cadet to miss class because of court subpoenas, injuries, or other emergencies. Absence, for any reason, must closely follow the procedures detailed in this section. The procedures apply to in-person and web-based instruction.

EXCUSED ABSENCES

- Court Appearances – Cadet must provide a copy of a subpoena or a letter from your agency to attend a court appearance.
- Medical – If you are ill or injured and cannot attend class, you must:
 - Notify a member of the training team immediately
 - Complete the Cadet Leave Request Form
 - Follow absence request procedures, except in a case of emergency
 - Notify your employing agency to report sick leave time
 - Provide a physician’s medical release/notes if medical treatment was obtained
 - Meet with program coordinator prior to returning to class.
- Family Emergency – If you have an emergency of an immediate family member or member you are responsible for,
 - Notify a member of the training team immediately of the emergency and whether you must leave campus
 - Complete the Cadet Leave Request Form
 - Notify your agency of any emergency requiring you to leave campus
 - If the emergency occurs at night, contact the Academy Director via text/phone call and, if no answer, leave a message. The coordinator will contact you as soon as possible.
- Any other absence from Hawkeye Regional Police Academy classes must be pre-approved by both the department and the Academy Director.

The Cadet Leave Request form is completed via an electronic form accessible by QR code and posted in the classroom and includes:

1. Reason for missing class(es)
2. Time and date you request to leave
3. Time and date you request to return
4. Title of entire or partial class (es) you may miss
5. Whether or not your agency was contacted, and the name/contact of person you spoke with.



6. Information regarding the situation and reason for the request

When absent from any class or performance task, the Cadet is responsible to make arrangements to obtain any handouts, notes, assignments or make up days for the missed class(es). The Cadet will be held accountable for the examination questions for all scheduled classes and for any makeup work required.

Some blocks of instruction may require a cadet to return to the next scheduled Academy to complete training. If this is required, the Cadet will not be certified until that date of completion. Examples of training that must be completed PRIOR to becoming certified include, but are not limited to:

- Precision Driving
- Defensive Tactics
- Firearms
- Active Shooter
- Building Searches
- Domestic Violence Scenarios
- ILEECP Scenarios
- Standardized Field Sobriety Testing

A Cadet shall not miss more than forty-five (45) hours of in-person Academy instruction, whether consecutively or intermittently. Cadets who are absent for more than 45 hours, or it is pre-known that they will be absent for more than 45 hours of in-person instruction, regardless of the reason, will be considered for release from the academy.

If a Cadet is released from the Academy for missing more than 45 hours of in-person instruction, they will be provided an opportunity to attend the next available Academy class.

- ❖ Hawkeye Academy cadets will attend all assigned classes and not leave an assigned area unless authorized by the Academy Director. During any web-based instruction, the assigned area for attendance is the Cadet's home of record or the hiring agency.
- ❖ Hawkeye Academy Cadets will report to their assigned area at the times designated, with the required material to participate in class or performance task, unless an exception is granted by the Academy Director.
- ❖ Cadets missing required tests or performance tasks will not be certified until they have completed and shown proficiency on the missed training(s) and exams.
- ❖ Cadets missing more than 45 hours of in-person instruction will be released from the Academy and provided an opportunity to return during the next Academy class



SECTION 3 PARTICIPATION

Cadets attending the Hawkeye Regional Police Academy shall **actively participate** in all classroom activities and assignments regardless of whether or not the activity is graded or evaluated.

The term “Actively Participate” will vary with the activity but shall include, and not be limited to, performing all specific tasks as instructed by the Academy Instructors or Academy Director, fully engaging in physical training, defensive tactics, firearms, O.C, driving, and scenario training, submitting completed assignments by the deadline imposed, and responding when called up in class.

“Training Activities” are any activities occurring in conjunction with Academy Classes and shall include individual assignments, classroom discussions, scenario-based trainings, simulator trainings, physical fitness, defensive tactics, firearms, OC, and driving training or any other activity directed by an academy instructor or the Academy Director.

REFUSAL TO ACTIVELY PARTICIPATE

Refusing to actively participate in any activity, coursework or performance task without approval is not an option.

Refusal to actively participate may be presumed when:

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

- | |
|---|
| <ul style="list-style-type: none">❖ Cadets attending Hawkeye Regional Academy classes shall actively participate in ALL training activities regardless of whether or not the activity is graded or evaluated❖ Refusal to actively participate in any activity, coursework or performance task without approval is not an option. |
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SECTION 4 CADET INJURY, ILLNESS, AND MEDICATIONS

SAFETY RULES

All safety rules will be followed explicitly and promptly during all hands-on training components and performance tasks. Failure to do so will result in being ordered to leave the training area and may lead to discipline up to, and including, dismissal.

WHEN INJURY OCCURS

Cadets will immediately report and **injury or illness** to an Academy Instructor and Academy Director by completing the Student or Visitors Report of Injury Form.

Contact to the employing agency will be made by the Cadet and the Academy Director if warranted. Costs associated with external medical care shall be the responsibility of the employing agency.

Cadets who cannot physically complete key components of practical programs (see below) due to injury or illness will be assessed for continued participation during the current Academy. **Communication with agencies will be on-going to determine best options.**

- Defensive Tactics
- Physical Training
- Firearms
- Active Shooter
- Chemical Spray
- Precision Driving
- Scenario Training (i.e. domestic violence and medical)
- Expandable Baton Programs

CADET ILLNESS

If a cadet is ILL and will be absent from class, that Cadet or someone on that cadet's behalf must report to the Academy Director.

If ANY class time is missed, a Cadet Leave Request form must be completed and the Academy Director contacted.

Should a Cadet become Ill and need to be seen by a medical practitioner during the night or early morning hours, or experience a medical emergency during these times, cadets will contact a



representative of their employing agency, fill out the online illness Cadet Leave Request Form, and send a communication either by text or phone call to the Academy Director.

MEDICAL SERVICES AND SUPPLIES.

Cadets should bring their own medications, including pain relievers and non-prescription medications to the Academy. Medications WILL NOT be provided.

First aid supplies and an AED are located in each training location.

- ❖ Cadets will immediately report any injury to an academy instructor and the Academy Director by completing the Cadet Injury Report Form
- ❖ Cadets who are ill and will miss class will notify the Hawkeye Academy Academy Director and fill out the Cadet Leave Request form
- ❖ Cadets with injury that are unable to participate in performance tasks will be assessed for continued participation in the Academy. Communication with agencies will be on-going to determine best options.
- ❖ Cadets will be responsible for notifying their agencies when they are ill or injured. The Academy Director will follow up with communication.



SECTION 5 APPEARANCE AND HYGIENE

Since an officer's appearance is one of the first nonverbal signs of professionalism that is seen by the community, it is important for officers in training to also be held accountable to these high expectations.

HAIR

At all time, Cadets must maintain a neat, well-groomed appearance and style their hair in accordance with the standards below. The following shall apply through training and at the graduation ceremony.

- Hairstyle shall not interfere with proper wearing of hats or helmets required or optionally worn during training. Hairstyles that might pose a safety hazard to the wearer during trainings are prohibited.
- Hair in front will be styled so it does not fall below the eyebrows. "Natural" haircuts are permitted, as long as the hair does not extend more than 2 inches from the scalp.
- Male Cadets shall keep their hair neatly trimmed, so when standing at attention hair at the back of the head shall not extend below the top of the shirt collar. Hair at the sides of the head may not extend below the middle of the ear. If colored, hair should appear natural.
- Female Cadets will not wear their hair in any extreme or trendy styles, nor should it contain an excessive number of grooming aids. If colored, hair should appear natural. Hair worn down will not extend in length, at any point, below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. Hair will not exceed three inches in bulk, or prevent proper wearing of uniform hat. Long hair will be attached to the head in a neat bun (No ponytail or braid at any time during training hours). Hair, of all length, will not include ornaments such as ribbons, jeweled pins, or headbands. Materials used to secure the hair will closely match the color of hair.
- Hairstyles involving the cutting of designs, logos, initials, or other unusual or exotic patterns are strictly prohibited.
- Facial Hair is not permitted. Male cadets will shave every morning prior to training.

JEWELRY

- Necklaces and non-departmental insignia or emblems will not be worn visibly by cadets. Earrings may be worn in adherence to the cadet's department policy but must be removed



during Defensive Tactics and scenario-based training. Instructors may further limit the wearing of jewelry or other items.

HATS AND HEADGEAR

- All hats and headgear will be removed upon entering any Hawkeye College Regional Academy Training Location, and will not be worn in the building(s) at any time.

SUNGLASSES

- Sunglasses may be worn as approved by the instructor. Mirrored sunglasses are not to be worn during any Academy class or activity.
- No sunglasses are to be worn during defensive tactics or baton training
- Only safety classes may be worn during firearms training and must be approved by the Lead Firearms Instructor.

Exceptions to the personal appearance policies for religious or medical reasons must be submitted in writing to the Academy Director.

CADET HYGIENE

Cadets will be required to shower daily, and wear clean clothes

To prevent the spread of colds, viruses and other sicknesses, Cadets are encouraged to clean hands often, by washing with soap and water for at least 20 seconds. If soap and water are not available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Cadets will wash and/or sanitize hands at a minimum of these specified times:

- After blowing one's nose, coughing or sneezing
- After using the restroom
- Before eating or preparing food
- Before and after conducting training, which requires them to place hands on another person

- ❖ All clothing, footwear, jewelry, hygiene and personal grooming standards must conform to descriptions in the Cadet handbook.
- ❖ All uniform, accessories, and equipment must be maintained in a neat and clean order.
- ❖ Outside of class hours, when Cadets are allowed personal clothing, no clothing may be worn that would offend the sense of common decency and modesty to the average person.



SECTION 6 – UNIFORMS

BADGE IDS

Cadets will have with them, at all times, their badge ID card which will be issued on their first day of class

UNIFORMS

Unless directed by the Academy Director, cadets will wear their approved department uniform or ILEA prescribed uniform while attending all Academy Classes.

SHIRTS SHALL BE:

- Wrinkle free with and tucked in tight
- Shirt placket in gig-line with belt buckle/zipper on trousers
- Only authorized accessories will be worn on shirts. Rules of officers' department will prevail unless the department does not have rules or guidelines, or defers to Academy standards.

Trousers shall be:

- Wrinkle free with creases front and back
- Back pockets will be buttoned

Footwear shall be polished and dirt free. Socks will be white or black.

INSPECTION OF UNIFORM

Inspection of an officer's uniform will be done each morning during inspection and continue throughout the day in an informal manner.

- ❖ Unless directed by Academy Director, cadets will wear their approved department uniform or Academy prescribed uniform while attending all Academy classes.



❖ Hawkeye Regional Academy ID badges must be carried at all times during training hours.

Class leadership should be a conduit between the class, the instructors, and the Academy Director. Those chosen to serve in this role will be tasked with setting daily meetings with each other to discuss any concerns and make decisions as a team for the class. **It is imperative that all voices are heard and the leadership designee function at the highest level of open communication, trust, and respect.** If any of the elected leadership is not being successful or has violated any rules in this handbook, they may be removed from their leadership position.

SOCIAL MEDIA CONSENT

Cadets are photographed throughout their Academy and may be posted to Hawkeye Regional Academy's Facebook page or other social media sites. If a Cadet does not consent to being photographed for Hawkeye's Social media site, please talk with the Academy Director.

SECTION 7 ACADEMIC STANDARDS

The Hawkeye Regional Academy includes fundamental principles, procedures and techniques of law enforcement, including: Criminal Law, Patrol Procedures, Investigative Procedures, Report Writing, Defensive Tactics, Firearms, Leadership and Ethics, Community Policing, Vehicle Operations, Traffic Enforcement, First Aid/CPR, and many other topics. The Hawkeye Academy also includes a challenging physical conditioning requirement that will prepare Academy cadets for police service.

The Hawkeye Academy demands a strong commitment by the cadets and their families. Upon Completion, the Cadet will be awarded Certification as a Peace Officer in the State of Iowa.



The Iowa Administrative Code 501, Chapter 3 mandates hours of training in an assortment of Functional Training Areas. The Hawkeye Regional Academy Curriculum consists of approximately 468 training hours.

501 – 3.5(80B) Curriculum for Short Course

3.6(1) Program Administration 18 Hours

Examinations
Graduation
Registration/Orientation

3.6(2) Patrol Procedures 35 hours

Active Shooter response training
Basic Incident Command
Felony Call in Progress (*includes building searches*)
Gangs
Hazardous Materials
Iowa Systems communication including NCIC
Meth Labs
Radar Enforcement
Radio Communications
Traffic Direction

3.6(3) Tactical Skills 128 hours

Chemical Spray
Defensive Tactics
Expandable Baton Training
Firearms (*Including 6 hours of Night Fire*)
Vehicle Operations (*Including 2 hours of night vehicle operations*)
Vehicle Stops (*Including 2 hours of night vehicle stops*)

3.6(4) Life Skills 73 hours

Below 100
Bloodborne Pathogens
Officer Resiliency and development
Crisis Intervention Training
Iowa Law Enforcement emergency care provider (*Minimum of 32 hours of classroom*)
Mental Health
Physical Training

3.6(5) Investigation 56 Hours

Collision Investigation
Crime Scene Search and Recording
Card Fraud
Death Investigation
Domestic Abuse investigation (*Including 2 hours of practical*)
Fingerprinting
Human Trafficking
Iowa Lottery Security
Mandatory Reporting
Narcotics Investigation
OWI Enforcement (*includes Chemical Testing, evidentiary breath testing device training and drug recognition for street officers*)
Photography
Sexual Abuse Investigation

3.6(6) Legal Topics 57 Hours

Confessions and Admissions
Criminal Law
Juvenile Law



Laws of Arrest
Motor Vehicle Law
Narcotics Law
OWI Legal
Rules of Evidence
Search and Seizure
Use of Force

3.6(7) Communication Skills

29 Hours

Interviews and Interrogations
Report Writing and investigative note-taking
Testifying in Court
Verbal defense and influence

3.6(8) Foundations of American Policing

6 Hours

Cultural Competency
Ethics and professionalism
Unbiased policing (*minimum of 2 hours*)

SECTION 8: CLASSROOM EXPECTATIONS AND PROCEDURES

Learning requires attention – and what you learn at the Hawkeye Regional Academy may save your life or the life of another. Therefore, it is imperative that you give instructors your undivided attention during classes and conduct yourself in a professional, attentive and appropriate manner when attending any class at the Hawkeye Regional Academy.

“Class” is defined as any instructional setting regardless of physical surroundings.

SCHEDULE AND BREAKS

The typical training day begins no earlier than 6:30am and ends no later than 7pm. There are certain modules which, due to their nature, require later evening classes and can be scheduled throughout the



academy as required. Those classes, typically are completed by midnight. We make an effort to allow a longer rest period for the following training day to allow cadets to recover.

Changes in the schedule may be needed for a variety of reasons. When possible, notification will be provided in advance of such changes either orally or by posting to the online learning management system announcement system.

Learning material is provided within the Learning Management System. Some materials may be provided separately and cadets will integrate them with notes taken during classroom instruction. These materials should be brought to the appropriate class.

Cadets are expected to provide their own pens, pencils, notebook paper, highlighters or any other classroom supplies they anticipate using. For any course provided in a remote setting (virtual) Cadets will be required to access the classroom through a computer with speakers, additionally; this computer will include video and microphone capabilities for class interaction.

CADETS SHALL COME TO CLASS PREPARED. This includes reading and preparing assignments before class.

BREAKS

There will be breaks throughout the day, both scheduled and at the discretion of the instructor.

ASSIGNED SEATS

Cadets will be in their assigned seats at the start of class time and will be on time when returning for breaks. For any virtual training, cadets will be logged in to the hosted webinar (Online session) on time, in a dedicated work area and will remain engaged throughout. Cadets must be sitting upright in their seats while class is in session.

FOOD AND DRINK

No FOOD (including gum, power bars, and candy) or drink, other than water or coffee in approved containers with secure lids, is allowed in the classroom or during any academy training unless approved by the Academy Director. The classrooms are confined spaces and there are many notebooks and important documents on the tables. Spilling drinks could destroy those documents and create difficulties for housekeeping and cadets alike.

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

DEADLINES OF ASSIGNMENTS



Instructors will assign deadlines to specific assignments over the course of the academy. These deadlines are firm and if missed, will result in additional assignments or a grade reduction.

ELECTRONIC DEVICES

Unless Directed by the instructor, **NO CELL PHONES, SMART WATCHES, OR COMPUTERS ARE ALLOWED IN THE CLASSROOM OR TRAINING AREA** during instruction.

Except in circumstances deemed extenuating by the Academy Director the use of audio or video recording devices are prohibited in Hawkeye Training Environments.

NOTE TAKING

Good note taking is a critical law enforcement skill. It is essential that Cadets acquire and continually practice good note taking habits. One of the most popular note taking strategies is "Cornell Notes" which allow the Cadet to take notes on one side, and annotate/ask question or jot down key points on the other. It also allows the Cadet to summarize their learning for future review.



- ❖ Discussion and questions are encouraged in class. However, CADETS SHALL NOT engage in disruptive behavior that would interfere with another student's ability to listen or concentrate on the class activity. This includes side conversations and jokes, not passing and comments made that any reasonable person would find disruptive to the learning environment.
- ❖ No eating of food or drinking, other than water or coffee, is allowed in classrooms or designated training areas.
- ❖ No electronic devices, including cell phones are allowed in the classroom, or other training activities, without prior approval from the Academy Director.
- ❖ No Sleeping or inattention allowed in any training environment
- ❖ All assignments must be completed and submitted at the time and date specified
- ❖ Notes are required to be handwritten during class and submitted upon request
- ❖ Cadets will always show respect to instructors and guests.



SECTION 9 ACADEMIC PERFORMANCE AND REMEDIATION

Academic Growth is expected

Cadets attending the Hawkeye Regional Academy should understand the rigor of academic coursework and performance tasks they will encounter during their training and need to come to their 11-week academy prepared to take notes, actively engage in coursework and performance tasks, and utilize study and test taking skills

Progress toward achieving proficiency

To show proficiency, each Cadet takes a series of written examinations, performs practical exercises and demonstrates abilities and judgment. The testing and evaluation of future peace officers is designed to provide the Cadet and agency feedback on the abilities and skills of the cadet and to determine what future training may be necessary.

Failure to perform adequately, demonstrate the appropriate level of ability, or score the required level of performance will result in notification of the cadet's agency, and/or failure of the cadet to graduation from the Hawkeye Regional Police Academy. **The Hawkeye Regional Police Academy requires Cadets shall attain an average score of 70% on all examinations and tests.** Those written examinations will be identified on the training schedule.

FAILING EXAMS

Cadets cannot fail more than 5 subjects OR more than 34 hours throughout the Academy. Anything above this will result in a Cadet being suspended from the Academy. (next page)**

Remediations are required for failed subjects, however, a successful remediation does not eliminate the failed hours on record. **Cadets who fail exams, subjects, or Academic Hours are required to communicate their academic progress with their FTO and/or department.

REMEDIATION

Each cadet will receive only two attempts at any psychomotor or written exam. Cadets who fail the first exam **should reflect on their study habits** and talk to the Academy Director about how to improve scores, when and how to remediate, and when they can have a second attempt to show proficiency. The second attempt can only be completed following remediation.



A second attempt of any written examination will result in the reception of a 70% score toward the overall graduation percentage, regardless of the percentage obtained. **Failure of the second attempt will require the cadet to repeat the failed portion of the Academy, and could result in the removal from the Academy at the Director's discretion. The Director has final say on all opportunities of remediation.**

Examination scores will be rounded to the nearest hundredth of a percent. Example: A score of 69.985 will round to 69.99%, but will not round to 70%. There is NO exception to this "rounding" policy. The overall percentage is calculated using an average method.

Each Cadet may only attempt 5 topics of instruction twice. If more than 5 topics require remediation, the individual may be removed from the Academy and may be allowed to return to a later class.

- ❖ Cadets are expected to make academic growth
- ❖ Cadets who fail more than 5 subjects or 34 hours of coursework will be suspended from the current Academy.
- ❖ Cadets can remediate failed exams if applicable



SECTION 10 ACADEMIC ACCOMODATIONS

Cadets all learn in different ways and are at various levels of expertise at any given time. Our Mission at the Hawkeye Regional Academy is to ensure that our cadets find learning relevant and empowering within inclusive spaces that is optimized when all needs are met.

To prepare for the academic rigor of the Academy, it is essential that cadets reflect on any past barriers to learning, and any future needs they might need to find success. Questions like the ones below will help cadets process any needs.

1. What might you need to do to be best prepared for the course work of the academy?
2. What past barriers have you had with learning and testing?
3. Do you have practice with effective study skills and note taking?
4. What might be some strategies that you have used before that were effective?
5. What factors to learning might you have the most control?
6. What might be some of the resources would you need to be successful with academic expectations and/or performance task proficiency?

❖ Cadets in need of test accommodation should have conversations with their department, instructors, and/or the Academy Director as soon as possible when entering the Academy.



SECTION 11 ACADEMIC HONESTY POLICY

Philosophy

Academic honesty is a set of values and skills that promote personal integrity and effective practice in teaching, learning and assessment. The Iowa Law Enforcement Academy and the Hawkeye Regional Police Academy place a high value on academic honesty. Honesty is expected of all learners and is modeled and monitored by instructional staff.

DEFINITIONS

Academic Honesty – Promotes personal integrity, the use of original ideas and gives full acknowledgement to other’s work.

Plagiarism is using other’s words or thoughts without credit or acknowledging the source

Cheating – is an attempt to gain an unfair advantage by means of technology misuse, claiming unoriginal work, and using unauthorized sources to receive credit.

Copying is duplicating answers or work for someone else or allowing others to replicate work.

PROCESS AND CONSEQUENCES

If academic dishonest is suspected, the incident will be investigated to determine whether an infraction occurred. If an instance of academic dishonesty is discovered, the misconduct will be documented and the Cadet could be removed from the Academy.

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| <ul style="list-style-type: none">❖ Any cadet who commits Academic Dishonesty will face Disciplinary Action, including the being suspended from the Academy. |
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SECTION 12 - ACADEMIC PROBATION

Any cadet whose overall percentage drops below 80% is placed on Academic Probation until the overall percentage is raised above that threshold.

Cadets on Academic Probation will:

1. Meet with the Academy Director to develop a performance training plan
2. Meet with the instructors (s) of the courses below the 80% threshold
3. Meet to update progress toward the plan at least weekly to determine what, if any, additional study work needs to be assigned
4. Contact their agencies

The Academy Director reserves the authority to remove a cadet from the Hawkeye Regional Academy at the Director's discretion. Removal from the Academy may include, but are not limited to, academic performance and/or behavior concerns during and outside of instruction.



Section 13 Graduation Requirements

In order to successfully complete the Hawkeye Regional Academy training program, every cadet must satisfy both the minimum standards set forth in the Iowa Administrative Code and the requirements established by the Academy Director.

SPECIFICALLY, THE CADET MUST:

Attend 100% of the course curriculum hours. Any exceptions to this requirement will be approved in advance by the director.

Attain a test average of 70% or greater

Complete the entire firearms portion of the curriculum, attaining a qualifying score of not less than 80% on three of the four-day handgun courses of fire.

Complete the requirements of the Vehicle Operations Course, including attendance at the entire classroom lecture, participation in the required driving course practicum, and qualification on the driving courses. There are three psychomotor examinations: Evasive Steering, Dutton's Weave, and Parking, Turn-around.

Actively participate in all defensive tactic's classes offered. There will be a written and psychomotor evaluation

Active participation and progress in the physical training program is required. Cadets MUST pass all portions (Sit-ups, Push-ups, and 1.5-mile run) of the physical training testing on the third attempt during the Academy session. For those not passing on the third attempt, a fourth attempt will be offered outside of academy hours.

Actively participate in all organized activities of the Hawkeye Regional Academy, regardless of whether or not the activity is graded or evaluated.

Complete various evaluated assignments and exercises that do not count towards the overall percentage. All assignments will be given deadlines for completion and submission. Evaluation of written assignments will be shared with the cadet, and the cadet may be asked to rework the assignment. **Any evaluations of a cadet performance may be forwarded to the cadet's agency.**

Examples of required assignments include, but are not limited to:

- Report writing assignments
- Use of Force Review
- Simulator (Milo or APEX)
- Investigation Reports



SPECIAL AWARDS AT GRADUATION

TOP ACADEMIC AWARD

Presented to the cadet who earns the highest academic average. Academic Average is computed as the correct percentage of correct answers for all questions on all exams administered during the 11-week academy. In the event of statistical ties, the most recent scores will be used as the tiebreaker

TOP SHOOTER AWARD

Presented to the cadet who achieves the highest qualification scores in the firearms program.

TOP PHYSICAL FITNESS

Presented to the cadet who achieves the largest average percentage above their minimum physical fitness standards combined with their class ranking on the physical fitness challenge in the final week of the academy.

Class Speaker

Each class will nominate a person from the class to speak on their behalf at graduation.

Instructor Speaker

Each class will nominate an instructor to speak on their behalf at graduation.



SECTION 14 CADET EXPERIENCE

The Hawkeye Regional Academy makes every reasonable effort to provide a safe, secure, and enjoyable environment for cadets attending training. While much can be accomplished by the Academy toward this goal, cadets must also assist.

General Responsibilities

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

Cadets shall maintain their work areas in a clean, orderly manner

Cadets shall be tolerant of other cadet's needs, beliefs, mannerisms, and behaviors

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

Cameras

Cameras are located in the classroom and throughout the Hawkeye Community College Campus to assist in ensuring a safe environment

Secure Valuables

Hawkeye Community College is not responsible or liable for any loss of property suffered by cadets. Cadets should refrain bringing items of great value to Hawkeye. Those valuables a cadet brings to Hawkeye, if not able to be maintained on the person, should be locked in their vehicles.



SECTION 15 WEAPONS

The Academy requires cadets to bring duty handguns for the duration of the firearms training. Cadets are also required to bring their duty weapons and gear outside of the scheduled firearms training schedule for use in other modules of training.

- ❖ Duty Weapons may be carried provided the cadet has posted qualifying scores in accordance with either the academy training or their agencies policy.
- ❖ Hawkeye will not provide storage for duty weapons other than rifles or shotguns. Arrangements should be made in advance.
- ❖ There will be no loading or unloading of weapons in the classroom without direct supervision from an instructor.



SECTION 16 CADET SERVICES

TABLETS

Tablets will be issued for test taking and will be assigned on the first day of class and placed back in the designated storage slot at the conclusion of each testing period. The tablets will not leave the Academy building for any reason without the Academy Director's approval.

Do not install or use any programs or games on Hawkeye Tablets and should only be used for official academy purposes.

If you experience a problem with a tablet, report it to the Academy Director immediately.

Tablets (Or computers) are not allowed in the classroom unless requested by the instructor and for testing. For the most part, printing is not required.

TELEPHONE

The Academy Director's office phone is 319-296-4429. Cadets will also be given the Director's emergency cell phone after completing all the requirements to attend the academy at test in.

Cadets will not be called out of class for non-emergency telephone calls.

Cellular telephones are not allowed to be used during the duty day unless the Director has granted an exception due to unusual or compelling circumstances of demonstrated acute need.

Electronic Devices will be on silent mode, not on vibrate, at all times within the academy or academy events.

Cellular telephones may be used outside of class hours, during LUNCH breaks and outside of academy hours. Cellular phones will not be used during the short breaks during the day.

STAFF CONTACTS

Cadets are encouraged to contact instructors or administrative staff of the Academy with regard to any questions on any subject taught or Academy operations.

MEALS

Meals are the responsibility of the cadet. Typically, 1 hour is given for a meal break during the day. There are situations which meals are rotated to maximize the training and circumstances that may require a shortened meal break. These occurrences will be communicated to the cadet ahead of time so they can be prepared.



Hawkeye Regional Academy Cadet Handbook Acknowledgement and agreement

By signing below, you acknowledge that you have read and understand the Cadet handbook, and agree to follow the rules outlined within.

Print Name

Signature

Date
