

Emergency Numbers:

Cpt. Harley Pager	495-2410	Cpl. Parker Pager	495-2386
Lt. Rogers Pager	495-2384	Cpl. Holmes Pager	341-2612
Sgt. Ray Pager	495-2385	Cpl. Parker Cell	704-3326
Training Unit	652-7795	Range	652-7654

Basic Rules:

Once issued, bring all your gear with you everyday without fail!

Arrive at least 10 minutes earlier than scheduled.

You **must** have reliable transportation. Or you must make arrangements to be here on time. You must also have a reliable phone number (**if you change your phone number, you must notify Training immediately**).

Any personal appointments must be made **after 1700 hours** each day. No exception.

Any court appearances must be cleared in advance with the Training Staff and be documented with a subpoena.

If you fail to do your assigned work, or are late without notice, the following will occur:

1st time = verbal warning

2nd time = written reprimand

3rd time = see the boss

*Time is established by the clock in the main office of the Unit.

If you fail three exams, you will be released from training/employment.

Any COT caught cheating will result in the entire class failing the exam. The COT will also be released from training.

Always keep the classroom neat and clean.

Remove "CHIT's" from board whenever you are off of the complex grounds.

No talking while instructors are giving class, unless you have a question.

When wearing your uniform, keep it neat and clean. Remember, you represent the Sheriff and this Department.

No pagers or cell phones allowed in class. If you place them in your locker, they must be in the vibrate mode.

You are responsible for the uniform of the day.

All staff (civilian and uniformed) are to be treated with courtesy and respect.

If you are tired or sleepy, stand up in the back of the classroom. Do not nod off at your desk.

If you have to go to the bathroom, just go. Do not raise your hand.

When a Instructor first enters the room, you are to stand until you are told to sit. This will occur only during the first part of the class. Students should then be seated after all breaks. The class president will call class to attention.

Class will not always end on time, be prepared!

Do not use the phones in any of the staff offices. There is a phone located in the hallway area for trainees to use (no long distance). Keeps calls to a minimum.

Take your breaks in designated areas only! Smoking is allowed only outside of the building or in designated spots. Students may break on the back porch or the rear of the Training Unit. Students may not break at the shooting house or cable range.

Only “emergency” phone calls will be passed on to COT’s.

Report all problems through the “chain of command”.

There will be scheduled and unscheduled quizzes and tests throughout your training. Be prepared!

If you lose any of your assigned gear, you will be financially responsible for its replacement.

Obey all posted speed limit signs on the facility grounds. Do not speed in the Range/Training compound area. Park in designated areas only!

No part of your uniform is to worn improperly or for personal gain.

Keep the bathrooms clean. If it runs out of supplies, let the staff know.

Do not wear your cuff key on your key holder. Keep it secured in your pocket.

COT’s will assure that the blue suits clean up the offices, classrooms and break area daily. This includes, sweeping the floors and cleaning the white boards.

Make sure that your shoes are cleaned off before entering the Training Unit.

Per policy, you are not to consume any alcohol 8 hours prior to reporting to work. **You must also notify the Training Staff if you are on any type of medication.**

Students will fill up the water buffalo as needed and keep it on the back porch. New water and ice will be drawn every day.

The class president will be responsible for making sure that all daily reports are turned in at the beginning of the day and all CHIT's are on the board.

NO WHINING IS ALLOWED!

I have read the rules and regulations of the Training Unit. I understand that I am to follow these guidelines and will be subject to disciplinary actions up to and including termination for failing

to follow any and all of these rules.

COT

Date

Training Staff Representative

Date

Revised 9/06