Jason R. Ravnsborg
Attorney General

STATE OF SOUTH DAKOTA
LAW ENFORCEMENT STANDARDS AND TRAINING COMMISSION
DIVISION OF CRIMINAL INVESTIGATION
GEORGE S. MICKELSON CRIMINAL JUSTICE CENTER
1302 EAST HIGHWAY 14 – SUITE 5
PIERRE, SOUTH DAKOTA 57501-8505
PHONE (605) 773-3584
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Message from the Training Administrator

On behalf of the entire Law Enforcement Training Staff, I would like to welcome you to the South Dakota law enforcement training academy and the *Law Enforcement Basic Certification Course.*

Over the course of the following weeks, you will receive instruction designed to meet the requirements that you must successfully complete for certification as a police officer in South Dakota.

While in attendance, you are expected to abide by the Training Center's regulations, which are developed to ensure the safe and efficient operations of the basic training program. These regulations are based on consideration for other residents, for health and safety, and to promote an atmosphere conducive to learning. Violation of these regulations may result in disciplinary action, up to and including dismissal from the training program.

Our goal is to see you successfully complete the basic training program. The Training Center staff and instructors are dedicated to this endeavor and will make every effort to ensure that you receive any assistance needed to achieve this end.

The Basic Certification Course is the beginning of your law enforcement training. You are encouraged to take full advantage of the training opportunities offered while here at the Training Center. Our hope is that your stay will be both a productive and meaningful learning experience. This course will help prepare you to be the most effective law enforcement officer that you can be.

You have chosen an honorable profession. For all the officers who have gone before you, and for all of those who will follow, strive to be the best law enforcement officer possible.

Best wishes,

Chad Mosteller
Training Administrator
Law Enforcement Training

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LAW ENFORCEMENT OFFICERS STANDARDS AND TRAINING COMMISSION

Commission Members

Jason R. Ravnsborg
Attorney General
Pierre

Robert Perry
Federal Bureau of Investigation
Rapid City

Colonel Rick Miller
South Dakota Highway Patrol
Pierre

Jo Vitek
Lake Area Technical Institute
Higher Education Representative

Andy Howe, Sheriff
Clay County
SD Sheriffs' Association

Steve Allender, Mayor
Rapid City
SD Municipal League

David Natvig, Director
Division of Criminal Investigation
Pierre

Randall Rosenau
Lawrence County Commissioner
County Commissioners Association
Brookings

Tom Wollman
States Attorney
SD Bar Association
Lincoln County

Matt Burns, Chief of Police
Sioux Falls Police Department
Municipal Police

Gary Gaikowski, Chief of Police
BIA Office of Justice Services
Sisseton-Wahpeton Oyate
Enrolled Tribal Member

Executive Secretary

Chad Mosteller
Training Administrator
Law Enforcement Training
Pierre

LAW ENFORCEMENT TRAINING STAFF

Chad Mosteller
Training Administrator

Kim Knecht
Assistant Training Administrator

Sam Clark
Administrative Assistant

Taunya O'Conner
Administrative Assistant

Diana Tibbs-Leiseth
Training Coordinator

Lesley Farmen
Training Coordinator

Kristy Foster
Administrative Assistant

Waylon Eckert
Training Coordinator

Greg Williams
Training Coordinator

Guy Di Benedetto
Professional Standards Investigator

Art Aplan
Training Coordinator

David Harris
Training Coordinator

Janelle Keller
Training Coordinator

LAW ENFORCEMENT OFFICERS STANDARDS AND TRAINING ACT

The Law Enforcement Officers Standards and Training Act contained in SDCL 23-3 became effective October 1, 1971. All law enforcement officers were "grandfathered" if they were employed as such on October 1, 1971. The Law Enforcement Officers Standards and Training Commission was created and given the power to promulgate rules, require submission of reports by law enforcement agencies, establish minimum curriculum, approve training programs, and perform other administrative functions.

The Commission was also given the power to administer grants, establish training programs, reimburse expenses to officers, and set qualifications of law enforcement officers.

The Division of Criminal Investigation was designated to coordinate and administer the law enforcement training program and to operate the Law Enforcement Training Center.

ETHICS STATEMENT

The Law Enforcement Training Center advocates a strong standard of ethical conduct by students who attend the Basic Certification Course. Your conduct reflects not only on you, but also upon your agency and the profession you have chosen to enter.

Your conduct should never betray your integrity, your character, or the public's trust.

Have the courage to hold yourself accountable for your choices and actions, but also have the courage to hold others accountable for their actions.

CRIMINAL JUSTICE CENTER RULES AND PROCEDURES

SECTION 1: ORIENTATION

A. Check-in is on the night of orientation. All students are required to report for orientation at 5:00 P.M. in Classroom C/D located in the George S. Mickelson Criminal Justice Center, which is located at 1302 E. Highway 14 in Pierre. There is a Pierre map enclosed at the back of the handbook to assist you with locating the Criminal Justice Center. You can also call the LET office at (605) 773-3584 or Central SD Communications at (605) 773-7410 or (605) 773-3536.

B. Dorm rooms will be assigned before orientation by LET staff.

C. Student parking is in the southeast parking lot.

D. Students are required to have the waiver and fitness forms completed and with them at orientation. All forms are enclosed at the back of the handbook.

SECTION 2: MAIL

A. Your address for receiving mail while at the Criminal Justice Center will be:

Student Name
Law Enforcement Training
1302 E. Highway 14, Ste. 5
Pierre, SD 57501

B. Incoming mail will be distributed to students as soon as practical.

C. Outgoing mail may be left in the LET office for mailing. The mail must have proper postage or it will not be mailed.

SECTION 3: TELEPHONES

A. Monday - Friday, 8:00 A.M. - 5:00 PM, incoming business calls can be received at (605) 773-3584.

SECTION 4: SECURITY CARDS

A. All students will be issued security cards during orientation.

B. Loss of security cards shall be immediately reported to LET staff for replacement and deactivation.

C. Security cards are to be used by the assigned student only. No unauthorized personnel will be allowed access to any area without an escort.

D. All student security cards shall be returned to LET staff before graduation.

E. All entries/exits from the buildings will remain unblocked and closed when not in use.

F. Access is limited to areas of necessary use only (hallways, dormitory, classrooms, cafeteria, fitness areas, and training facilities).

SECTION 5: GENERAL RULES

While attending the Basic Certification Course, you have a dual responsibility to your agency and Law Enforcement Training. Your conduct, on and off duty, should never bring discredit upon yourself, your agency, or Law Enforcement Training. Students will not lie, cheat, steal, conspire to deceive, or evade the truth. Any student found to have engaged in these behaviors is subject to immediate dismissal from the academy.

Students Shall:

A. Live in the dormitory unless otherwise specified by the Training Administrator or his designee. Curfew is 10:30 P.M. effective Monday through Thursday of each week.

B. Conduct themselves in a professional manner, perform all duties in a thorough and conscientious manner, without hesitation, and carry out all orders, commands, and instructions given by authorized personnel.

C. Not commit any acts that are incompatible or in conflict with public service or might cause any unfavorable reflection upon their agency or Law Enforcement Training.

D. Be expected to bring the necessary notes, books, handouts, and equipment to class for the scheduled subject.

E. Be prompt, well rested, and ready to learn with the proper mindset, equipment, uniform, shoes, and any materials needed for class.

F. Be courteous to all staff, other students, visiting instructors, and guests.

G. Keep dorm rooms neat and tidy. The floor is to be clear of clothing and other items. Wastebaskets are to be emptied regularly and at the end of every week.

H. Not mark, deface, remove, or damage posted notices, furniture, equipment, or other property belonging to the State of South Dakota.

I. Students will not put their feet on classroom walls, tables, or chairs. Students will not sit on the hallway floors or lean against walls.

J. Not possess any chemical agents, stun guns, or similar weapons at any academy class without prior approval from the Training Administrator or designee.

K. Not miss any class unless excused by the Training Administrator or his designee. Unexcused absences are strictly prohibited and may be grounds for dismissal.

L. Not consume or possess alcohol, tobacco, or any illegal drug or substance anywhere on the Criminal Justice Center property. This is strictly prohibited and may be grounds for dismissal.

M. Not possess pornography in any form, including printed, digital, or electronic, in the Criminal Justice Center. This is strictly prohibited and may be grounds for dismissal.

N. Not use degrading language or actions concerning race, religion, ethnicity, gender, handicap, or disability. This behavior is strictly prohibited and may be grounds for dismissal.

O. Not engage in sexual harassment. Sexual harassment may be grounds for dismissal.

P. Not possess or store any firearm or ammunition in the dormitory. Students may store firearms in their vehicles or the gun vault. Possession of a firearm in the dormitory or unauthorized possession in the Criminal Justice Center is strictly prohibited and may be grounds for dismissal.

Q. Not violate the rules set forth herein. Not reporting violations of this handbook may be considered a violation.

R. Immediately notify a LET staff member if they are arrested or detained while attending the Basic Certification Course.

SECTION 6: STUDENT DISCIPLINE

A. LET staff is responsible for the efficient, orderly, and safe operation of the Criminal Justice Center and will enforce the rules outlined in the handbook. The Training Administrator or his designee has the authority to take corrective action, suspend, or dismiss students from the Basic Certification Course to maintain order.

B. Law enforcement professionals are expected to be sensitive to and exhibit tolerance for concerns, opinions, and backgrounds of others and to treat all individuals with respect, dignity, and courtesy regardless of their circumstances or condition.

C. Dishonesty in the pursuit of academic excellence and skill achievement is unacceptable. Any student caught cheating on any written academic test, any skills evaluation, or any written assignment may be dismissed from the training program.

D. Preliminary Breath Tests (PBT) may be administered at the discretion of LET staff.

E. Violations of the rules will be dealt with depending on the frequency and severity of the rule violation. Violations of rules are cumulative in effect.

- Unless otherwise specified, a student will receive up to two (2) verbal warnings for violations of rules.
- Upon the third instance of a rule violation, the student will receive a written counseling and their agency will be notified.
- Any further violations will be addressed on a case-by-case basis by the Training Administrator or his designee and may be grounds for dismissal.
- Violations of rules or behaviors not specifically outlined in Section 5 or elsewhere in the handbook will be addressed on a case-by-case basis.

SECTION 7: DORMITORY

A. Quiet hours in the dorms are from 11:00 P.M. to 6:00 A.M. Use of campus facilities after that time is allowed; however, students should show respect to others wishing to sleep.

B. Students do not have an expectation of privacy with regards to dormitory rooms. The dormitory rooms are property of the State of South Dakota and in the best interest and safety of other students and staff, will be entered without prior notice for purposes of maintenance, inspection, and exigent circumstances. Students are temporarily assigned to the rooms and have no possessory interests or rights to the rooms or facilities.

C. No one of the opposite sex is allowed in the dorm rooms. Sexual activities are prohibited at the Criminal Justice Center, regardless of gender or sexual orientation.

D. Students shall bring their own personal hygiene items, such as towels, washcloths, soap, clothes hangers, etc. There are laundry facilities on-site; students will need to bring their own laundry soap, etc.

E. The cleanliness of the dorms is the responsibility of the students. Cleaning supplies will be provided upon request from LET staff or building custodians.

F. Students may choose to bring their own bedding. We have extra long twin-size beds. One pillow and case, one blanket, one bedspread, and two sheets will be available per student.

G. Students are required to deposit trash and refuse in trash cans and appropriate receptacles.

H. No candles, open flames, or electrical appliances for cooking, such as hot plates, are allowed in the dorm rooms. Each dorm room is equipped with a television and small refrigerator/freezer. It is the responsibility of the student to keep the refrigerator/freezer clean. A microwave is available in the student lounge for student use. All food items must be kept in an airtight and sealed container.

I. Any items left in the Criminal Justice Center that have no identifiable owner will be placed in the lost and found for 90 days and then disposed of.

SECTION 8: CAFETERIA

A. Meals are served at the following times, **unless otherwise posted**:

Breakfast.....6:30 A.M. to 8:00 A.M.

Lunch.....11:30 A.M. to 1:00 P.M.

Dinner.....5:30 P.M. to 6:30 P.M.

B. Students must bus their own dishes and tray.

C. If others are waiting to be seated, students are asked not to tie up tables.

D. The kitchen is the exclusive area of the cooks. Students are not permitted in the kitchen without proper authority.

SECTION 9: CLASSROOMS

A. No food is allowed in the classrooms unless given prior approval by LET staff. Beverages are allowed but must be in a spill-proof container.

B. All students are required to attend all classes and activities, scheduled or otherwise, to include flag detail. Absences will be granted for emergencies and subpoenas. All other requests to miss class will be considered on a case-by-case basis. Every effort should be taken to reschedule court appearances so they do not conflict with the scheduled training.

C. During the academy, students will be assigned certain assignments that are to be completed outside of the scheduled class day. This may include assignments to be completed individually or as part of a group. The completion of these assignments and active participation in assigned group work are required to successfully complete the course.

D. Students who miss scheduled training time may be subject to after-hours remediation and/or special assignments. Students who miss more than 15% of scheduled training time during any one phase of training may be required to repeat the entire phase of training before moving on to the next phase of training.

E. Students may have cell phones or pagers in the classrooms or training areas while class is in session. Phones must be kept on silent and must be kept in a pocket while class is in session. Phones may only be checked during official breaks from classroom instruction. LET staff reserves the right to ban the use of phones at any time for improper cell phone use.

SECTION 10: DAY ROOM/LOUNGE

A. The day room/lounge is available for relaxation, socializing, and as a study resource.

B. Respect for your fellow classmates should be observed and appreciated at all times.

C. All Criminal Justice Center rules apply in the lounge area.

D. Students will be assigned lounge cleaning details.

SECTION 11: USE OF COMPUTERS, INTERNET, AND E-MAIL SERVICES

The computer system and all related equipment, networks, and network devices are provided for authorized Law Enforcement Training students use only. Unauthorized use is prohibited and may be a violation of the law. As a user, there is no reasonable expectation of privacy. All information contained herein may be monitored, intercepted, recorded, read, copied, or captured in any manner by authorized personnel.

Computer access, e-mail, and internet services have been provided in various locations throughout the building, including the dorm rooms, for your convenience. Usage of computer resources must be shared, and all students will have equal access. Students are welcome to play any of the installed games but are not permitted to install any of their own software. They are to be considered a privilege and the following guidelines are to be observed:

A. Authorized e-mail usage includes appropriate communication with agency and family utilizing your home or business e-mail provider.

B. Necessary employer business transactions are allowed, but personal/private business transactions are not permitted.

C. Do not use any information technology resources for purposes, or in support of such activities, that violate any local, state, or federal laws.

D. Do not use any technology resources for commercial purposes, product or service advertisement, or "for-profit" personal activity.

E. Do not view, transmit, retrieve, download, or print any electronic files, which may be deemed pornographic.

F. Do not duplicate, transmit, or use software not in compliance with policy, and do not use copyrighted materials or another person's original writings without proper authorization.

G. Do not knowingly or inadvertently spread computer viruses. Do not import files or software from any source without authorization.

H. Do not distribute "junk" mail, chain letters, advertisements, or unauthorized solicitations.

I. Messages sent or received may not violate or infringe upon the rights of any other person or be of a nature which a reasonable person would consider abusive, profane, offensive, defamatory, personally embarrassing, harassing, or which violates or encourages others to violate this policy or any applicable law.

J. Messages containing jokes or discriminatory comments regarding sex, sexual orientation, race, religion, color, national origin, ethnicity, or age are specifically prohibited.

K. You shall not use technical resources to impersonate others, hack into another person's inbox, log, or archival files, or disrupt the orderly operation of the services.

L. Students are encouraged to bring and use their own personal computers. All rules outlined in this section apply.

SECTION 12: DRESS CODE

A. LET will provide three (3) uniform shirts and three (3) pairs of uniform pants. Students will be required to provide their own dark (black or brown) shoes and belt. Tennis shoes are not acceptable. Laundry facilities are available at the Criminal Justice Center. It is the student's responsibility to provide their own supplies to maintain a clean uniform.

B. Students are required to wear the LET assigned uniforms while attending classes, unless instructed otherwise by the LET staff or facilitators. No black sole shoes are allowed for the PPCT class. Duty gear will be necessary at certain times and should be brought to the center. A dress uniform should be included for the class picture and graduation.

C. Students may wear a dark blue or black long sleeve collarless shirt under the issued polo. A dark blue or black crewneck sweatshirt may be worn over the issued polo. Logos must be appropriate and will be restricted to the upper chest area.

D. Students are not allowed to wear caps or hats while in LET uniform except when directed by staff.

E. Students will maintain an acceptable standard of personal hygiene and appearance.

SECTION 13: FIREARMS AND RANGE SAFETY RULES

NOTE: Students will need a handgun and listed equipment beginning week 1.

A. Students are not allowed to have firearms in the Criminal Justice Center, except when instructed by LET staff or facilitators. Firearms may be stored in the student's vehicle or given to the LET staff for storage in the gun vault.

B. No live ammunition will be kept by students anywhere in the Criminal Justice Center unless specifically directed to do so by a member of the LET staff or instructors.

C. No weapon will be drawn, displayed, or brandished except for training purposes at the direction of the instructional staff; this includes the issued "blue guns."

D. Violation of firearms safety rules can result in a student's immediate suspension/dismissal from the basic training course.

E. The Criminal Justice Center will provide the following types of ammunition: 9mm Luger, .38 Special, .357 SIG, .40 S&W, and .45 ACP.

F. All other calibers will be the responsibility of the student/agency to provide. Students need 1,200 rounds of heavy metal-free ammunition for use during firearms training.

G. Students should bring a handgun that is in good mechanical condition. Handguns deemed not in good mechanical condition may be removed from the course by any firearms instructor. The weapon must be of the same caliber, make, and model as that carried on duty by the student. The actual duty weapon is preferred but not mandatory.

H. If a weapon is deemed unsafe or not functioning properly, the student will be removed from the firing line. It will be the responsibility of the student/agency to provide a replacement weapon by the next scheduled firearms training or the student will be dismissed from the firearms program. Neither LET nor their instructors will supply any student with a handgun.

I. All students are required to bring their handgun and the following equipment at the start of the Basic Certification session:

- Duty belt with gear that is carried on duty (e.g. holster, handcuffs & case, flashlight & holder). Duty gear must be of the type manufactured for the weapon carried by the student. Duty gear must be in good serviceable condition. Any gear deemed to be inoperable may be removed from the course by any instructor.
- Minimum of three (3) reloading devices (e.g. magazines, speed loaders).
- Appropriate weather-related clothing for the range activities. Thin insulated gloves are recommended. Large bulky gloves are unsafe and will not be allowed on the firing line. Loose fitting multi-pocket style clothing is recommended for the range. Clothing that is too tight is discouraged as it can restrict the student's performance on the range.
- Students must provide their own ear and eye protection for use on the firearms range. Wrap around eye protection is required and over the ear "muff style" ear protection is mandatory. The student/agency equipment must meet all safety requirements, and the firearms instructors have the authority to approve or disapprove any equipment used on the range.
- Students will need clothing that is suitable for maintaining warmth and dryness, and which can be worn on the firing range and during practical exercises.
- Students should not wear red caps, shirts, or jackets on the firearms range. The firearms instructors wear red clothing for identification purposes.

SECTION 14: TESTING

A. Students will be required to pass all written academic tests, skills evaluations, and various other written assignments to successfully complete the Basic Certification Course.

B. Phase tests are given at the end of every phase. The passing score is 70%. If a student fails, they will be given seven (7) calendar days to retake the test. If the test is failed a second time, the student will be dismissed from the Basic Certification Course.

C. The NCIC written exam requires a 75% to pass. If a student fails, they will be given seven (7) calendar days to retake the test. If the test is failed a second time, the student will be dismissed from the Basic Certification Course.

D. The RADAR/LiDAR exam requires an 80% to pass. If a student fails, they will be given seven (7) calendar days to retake the test. If the test is failed a second time, the student will be dismissed from the Basic Certification Course.

E. The DUI exam requires an 80% to pass. If a student fails, they will be given no less than 15 calendar days and no more than 30 calendar days to retake the test. If the test is failed a second time, the student will be dismissed from the Basic Certification Course.

F. The HFRG Threat Pattern Recognition exam requires an 80% to pass. If a student fails, they will be given seven (7) calendar days to retake the test. If the test is failed a second time, the student will be dismissed from the Basic Certification Course.

G. Skill testing takes place at the end of every phase. The student will be required to pass multiple scenarios every phase, including MILO simulator scenarios. The standard for all scenario testing is 70%. If a student fails, they will be given seven (7) calendar days to redo the scenario. If the test is failed a second time, the student will be dismissed from the Basic Certification Course.

H. Emergency Vehicle Operations (EVOC) skills testing portion will be conducted at the EVOC course. If a student fails the skills testing, they will be allowed to continue with their current class; however, the student will have to attend a future session to re-test on the EVOC skills portion. A failure on the re-test will result in dismissal from the training program.

I. The LET handgun shooting qualification standard is 75%. Students will be given three (3) opportunities to qualify during the first 12 weeks of training. A student who fails to qualify after three attempts is deemed to have failed the skills testing. They are eligible for one re-test within seven (7) calendar days. Failure on the re-test will result in dismissal from the training program.

J. All written assignments that are graded using a rubric must meet an "Achieved." If a student fails to reach an "achieved" on their first attempt, they will be given a second attempt. If the student fails to reach an "achieved" on their second attempt, they will be referred to the Training Coordinator for a seven (7)-day remediation. A failure to meet an "achieved" on the remediation assignment will result in dismissal from the academy.

K. No student may exceed the exam time limit as established by LET.

SECTION 15: PHYSICAL FITNESS

A. There is a pre- and post-physical fitness assessment. The pre-test is given during the first week and the post-test is given during the last week. The fitness test may consist of any of the following activities: 1 ½ mile run, flexibility, one minute sit-ups, one minute pushups, blood pressure, pulse, body composition, and waist circumference measurement. In addition, there will be scheduled class fitness activities most days throughout the Basic Course. Participation in the fitness program is mandatory.

B. Participation in the fitness program will require athletic clothing suitable for indoor and outdoor activities.

C. The Criminal Justice Center has a fitness room and gymnasium that are available for use by students. The fitness room has a variety of aerobic and anaerobic fitness equipment. The fitness room is open 24/7. Students are prohibited from using the fitness room and equipment if they have consumed any alcohol.

SECTION 16: HEALTH & INJURIES

A. An illness that causes a student to miss class or an injury incurred while attending the Basic Course should be reported to any LET staff member immediately.

B. It is the responsibility of students to notify their agency of any injury or illness. In the event the student is unable to contact their agency, a LET staff member will do so.

C. The Criminal Justice Center is not financially liable for hospital care or medication.

D. Students may be required to obtain a new Medical Verification of Physical Ability form if their health status changes during training.

SECTION 17: SEVERE WEATHER & FIRE EMERGENCIES

A. In the event of a severe weather warning, all students will immediately go to Classroom A, B, C, or D.

B. In case of fire, when the alarm has not been activated, immediately activate the nearest alarm and then exit the building. If a fire is reported or the alarm sounds, all students should immediately proceed to the nearest exit.

C. In the event of an active shooter event, students are not expected to respond as law enforcement. There are multiple armed and certified officers in the building at any given point who are trained and equipped to respond. Students will refer to the Run, Fight, Hide video made available to them the first week of training.

D. In the event of Emergency Operations Center (EOC) activation, classes may be dismissed until further notice.

SECTION 18: AWARDS

A. The *Bill Davis Top Gun Award* is named in memory of Bill Davis, a deputy for the Moody County Sheriff's Office, who gave his life in the line of duty. It is awarded to the student who demonstrates great skill on the firearms range, and who is also an example to fellow students in safety and leadership during firearms training. Firearms scores, as well as input from firearms staff, will determine the recipient. A trophy is awarded during the graduation ceremony.

B. The *Coler-Williams* award sponsored by the SD Peace Officers' Association is the most distinguished award given at the academy. It is given in memory of two law enforcement officers who made the ultimate sacrifice and gave their lives in the performance of their duties. The award is based on academics, leadership ability, and general conduct during the Basic Certification Course. In making the selection of the Coler-Williams recipient, we receive input from the instructors in the Basic Course and the LET staff. A plaque is awarded during the graduation ceremony.

C. The *Inspiration Award* is presented to the student who imparts a standout demeanor of inspiration contagious to the entire class. This class member has exemplified direction in creating an inspiring atmosphere moving others toward professional and personal achievement. Additional attributes include maintaining morale, encouragement, respect, and class service throughout the session. The individual is selected by a voting process of class peers and Law Enforcement Training staff input. The recipient will be awarded a certificate during the graduation ceremony.

SECTION 19: GRADUATION

A. Agency uniforms will be worn during graduation. If your agency does not have uniforms, you will be required to wear appropriate professional male or female business attire.

B. Graduation will be held on the last day of the session in the Criminal Justice Center gymnasium.