



MISSISSIPPI LAW ENFORCEMENT OFFICERS' TRAINING ACADEMY

STUDENT HANDBOOK

GENERAL INFORMATION FOR STUDENTS

Purpose Statement: Mississippi Law Enforcement Officers' Training Academy (MLEOTA)

The Mississippi Law Enforcement Officers' Training Academy (MLEOTA) is dedicated to providing exceptional training and state-of-the-art facilities to law enforcement agencies at the state, county, and municipal levels throughout Mississippi. The cornerstone of MLEOTA's mission is the comprehensive basic law enforcement training program designed to prepare individuals for a career in professional law enforcement. This training program is essential for equipping future officers with the necessary skills, knowledge, and ethical foundations to serve their communities effectively and honorably.

Training Milestones:

1. **Learning Basic Police Skills and Knowledge:** Students acquire foundational skills and theoretical knowledge essential for law enforcement.
2. **Applying Skills in a Controlled Training Environment:** Trainees practice and refine their skills in simulated settings to ensure proficiency and readiness for real-world scenarios.
3. **Learning Self-Discipline and Adherence to Societal Rules:** Emphasizing the importance of self-regulation and strict adherence to societal laws and norms.
4. **Embracing and Practicing Ethical Standards:** Instilling the law enforcement code of ethics and promoting integrity and accountability in all actions.
5. **Developing Interpersonal Skills:** Teaching students how to effectively interact with peers, superiors, and the public to foster community trust and cooperation.

The aim of basic training at MLEOTA is to ensure that each Student is capable of performing the duties of a law enforcement officer in a safe, effective, and ethical manner. This goal is achieved through a cohesive, collaborative training environment where students work together under the guidance of experienced professionals.

Given the large class sizes and the limited time frame for training, it is imperative that trainees familiarize themselves thoroughly with the contents of the training handbook and adhere to all rules and regulations.

Training Philosophy:

"The experienced professionalism provided by the training cadre and support staff of MLEOTA offers law enforcement trainees from all over the state of Mississippi the opportunity to receive some of the most advanced basic law enforcement training offered anywhere in the country. If you come through our doors with a mindset geared toward learning and professional growth, you will do well here, and we welcome you." – MLEOTA Training Staff

MLEOTA Staff

Director

Tony Carleton



Tony Carleton was born and raised in Tupelo, MS. He graduated from Tupelo High School in 1988. He earned his associate degree from Hinds Community College and then enrolled at the University of Mississippi. At Ole Miss, Tony was a decathlete for the Track and Field Program while earning his degree in Criminal Justice and remaining a member of the University of Mississippi M-Club. After working his first year in Law Enforcement with the Mississippi State University Police Department, he returned home to work for the Tupelo Police Department in 1996. Tupelo is where he began teaching at the North MS Law Enforcement Training Center, and he was a member of the Special Operations Group (S.O.G.) unit and the Special Weapons and Tactics (S.W.A.T.) team.

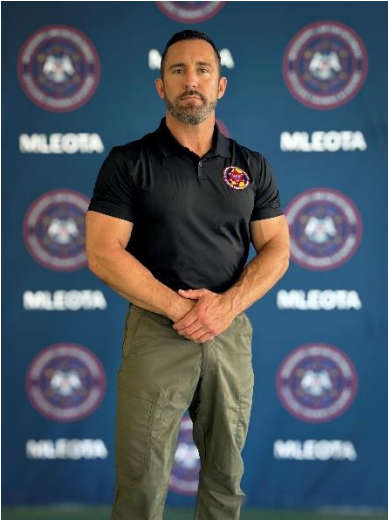
Looking for new and different career opportunities, he relocated to the Mississippi Gulf Coast, where he worked for the Harrison County Sheriff's Department at the Southern Regional Public Safety Institute as a staff instructor. In 2001, he was invited to serve as the Lee County Sheriff's Department Training Director and SWAT Commander. He was promoted to Captain in 2004 as Jail Commander; his team created a Corrections Training Officer Program (CTO). For the next few years, he saw the day-to-day operations of the Lee County Jail.

In 2010, Tony was named Chief of Police for the City of Tupelo, MS; community outreach was paramount. Tony updated training, emphasizing FTO training, in-service physical fitness, defensive tactics, and the North MS Law Enforcement Training Center. In 2013, he became the Chief of Police for the City of Columbus. He overhauled the Criminal Investigation and Narcotics divisions.

In November 2015, Tony began working for the Oxford Police Department as a training officer and was later promoted to Captain of Patrol. In 2021, He moved across the street to the Lafayette County Sheriff's Department, where he served as the training officer, and as of January 2023, Tony works for the Mississippi Department of Public Safety and serves as the Director for the Mississippi Law Enforcement Officers Training Academy (MLEOTA) located in Pearl, MS.

Tony has enjoyed tactical operations and teaching for most of his career. As an Instructor Trainer with Strategic Self-defense & Gunfighting Tactics (SSGT), he has taught SSGT since 2003 and has served on the board of directors since 2006. He holds Tactical Operations (S.W.A.T.), Defensive Tactics, Cooper Institute Physical Fitness Specialist, firearms instructor, and Emergency Vehicle Operations Course (EVOC) certifications, among others, all related to law enforcement. Tony is a graduate of the F.B.I. National Academy and has logged thousands of hours of police training. Tony has 31 years of service in law enforcement and enjoys family-related activities.

Deputy Director
Captain Joseph Green



Joseph Green was born and raised in Hattiesburg, MS, and graduated from Forrest County Agricultural High School in 1997. He earned his Bachelor of Arts degree in Criminal Justice with honors from the University of Southern Mississippi in May 2001. In February 2002, Joseph graduated from the Department of Justice's Police Corps Law Enforcement Training Academy, where he distinguished himself as the class leader and received multiple awards.

Joseph began his law enforcement career as a patrolman for the City of Biloxi in February 2002. During his tenure, he earned numerous accolades for his community service and was an active member of the Special Response Team (SRT).

In February 2013, Joseph transitioned to a School Resource Officer role with the Lamar County School District. This move allowed him to be more involved in his children's lives. At Lamar County, he was responsible for leading training for fellow officers and designing training programs for the entire school district staff.

In September 2017, Joseph joined the Southern Regional Public Safety Institute as the lead instructor. He successfully implemented new and innovative training programs that led to statistically significant improvements in the performance of law enforcement recruits. Currently, Joseph serves as the Lead Coordinator for the MLEOTA basic class.

Throughout his career, Joseph has had a passion for teaching. Since 2013, he has been an Instructor Trainer with Strategic Self-defense & Gunfighting Tactics (SSGT) and holds numerous certifications in various law enforcement training areas. He takes pride in providing modern, professional firearms and defensive tactics instruction. Joseph is dedicated to ensuring that law enforcement agencies across the state benefit from well-trained, competent officers.

Joseph has been married to his wife, Charity, since May 2013. Together, they have five children and run a successful gun range business. Joseph's commitment to his family and his profession reflects his dedication to service and excellence in law enforcement training.

Lead Class Coordinator

Master Sergeant Gavin Turner



Gavin Turner was born on October 18, 1990, in Pascagoula, MS, as the youngest of five boys. In 1993, he moved to Lucedale, MS, where he attended George County High School and graduated with honors. After high school, Gavin worked as a telecommunications technician, constructing and climbing telecommunication towers. He was promoted to supervisor at the young age of 21.

In 2015, Gavin relocated to Sioux City, Iowa, where he worked in supervision for Performance Contractors in the Iron and Piping department, earning national certifications in both areas. In early 2018, he moved again, this time to Mooresville, NC, to take a promotion with Duke Energy as a site manager.

Despite a successful career in construction, Gavin always aspired to join the Mississippi Highway Patrol. On December 2, 2018, he began Cadet Class 63, where he graduated first overall, earning the Physical Fitness Award and the honor of serving as the Guidon Bearer for the class. After graduation, Gavin was assigned to Troop J in Greene County, MS, where he currently resides.

In October 2021, Gavin was invited by the Director of the Mississippi Law Enforcement Officers' Training Academy (MLEOTA) to become an instructor for the Basic Class. He is now a full-time class coordinator at MLEOTA and holds instructor certificates in SSGT Defensive Tactics, EVOC, and Firearms. Additionally, Gavin is a member of the Mississippi Highway Patrol SWAT team and the Mississippi Highway Patrol Lawfit team, where he has won numerous awards, and is the only trooper in Mississippi Highway Patrol history to win the national title multiple times.

Gavin has been married to his wife, Cassie, since 2009. Together, they have adopted four children and have fostered over 15. He enjoys spending time with his family and is a man of faith, embodying dedication and service in both his professional and personal life.

Advanced Training Coordinator

Sergeant Joshua McPherson



Joshua Clayton McPherson, born and raised in Jackson, Mississippi, has served over 10 years in public service, including 7 years in law enforcement. Before law enforcement, Joshua was in the medical field and attended EMT school.

Josh began his law enforcement career at the Columbia Police Department after he graduated from the Southern Regional Public Safety Institute. He served as a patrolman, a SWAT team member, and a search-and-rescue team member.

Joshua then joined the Pearl Police Department, where he served as a patrolman, a member of the SWAT team, became a narcotics investigator, and was assigned to the DEA task force.

Joshua joined the Mississippi Capitol Police Department, where he served on the Street Crimes Unit and the SRT team. He became an investigator in CID, specializing in property crimes and auto theft.

Joshua holds a Mississippi State instructor certification and multiple certificates in Firearms, Taser, SSGT Defensive Tactics, SWAT Tactics, SFST, and various other instructor certifications.

Joshua is happily married to his wife, Copeland McPherson. They have been together for over six years. He is a man of faith and passionate about physical fitness and training.

Administrative Assistant

Barbara Loyd



Barbara Loyd is the Administrative Support Specialist at the Mississippi Law Enforcement Officers' Training Academy (MLEOTA), bringing a wealth of experience and dedication to her role. With a background in legal work in the private sector since 1998, Barbara has honed her skills in administration and support, making her an indispensable part of the MLEOTA team since she joined in 2004.

Barbara oversees the day-to-day operations of MLEOTA with exceptional efficiency and attention to detail. Her responsibilities include managing office tasks, scheduling classes, reserving hotel rooms, and handling all administrative processes. In addition to these duties, Barbara serves as a records clerk, creating certificates and diplomas and providing administrative support for all training programs.

Her comprehensive role and her commitment to excellence have made Barbara an invaluable asset to MLEOTA. Her ability to manage multiple tasks seamlessly and her dedication to supporting the Academy's mission reflect her invaluable contributions to the team. Barbara Loyd's expertise and unwavering dedication are greatly appreciated, and she continues to be a cornerstone of MLEOTA's operations.

REGISTRATION OF STUDENTS

Upon arriving at MLEOTA, each Student will report to the gym for roll call and inventory of the supply list. Each Student will attend a classroom orientation designed to acquaint them with MLEOTA rules, regulations, and procedures during their first regularly scheduled class meeting.

During orientation, staff officers will be present to assist the students with registration and lodging assignments, including the distribution of bedding and other supplies, as well as the designation of assigned parking spaces for personal vehicles.

CLASS SCHEDULES

A well-qualified, professional group of Staff Instructors, accompanied by experienced, qualified guest instructors, provides each Student with a training curriculum of outstanding professional quality.

Classes are generally scheduled from 13:00 to 17:00 hours on Sunday and 08:00 to 17:00 hours Monday through Thursday, with a ten-minute break every hour when possible. A weekly schedule will be posted outside the classroom for students.

Because guest instructors hold full-time jobs other than instructing, there may be minor schedule changes at certain times during the training program. Each class will be advised of any such changes in the schedule.

It is the sole responsibility of each Student to be in the proper class location at least 5 minutes before the class begins. Each Student is also personally responsible for wearing appropriate attire and having any necessary materials with them when class begins.

MLEOTA CAFETERIA

The MLEOTA cafeteria provides three meals every day except Thursday, which consists only of breakfast and lunch. The MLEOTA kitchen staff works tirelessly to provide patrons with nutritious and well-balanced meals every day. The MLEOTA Administrative Officer welcomes any comments concerning the food quality and service received.

All basic training classes will eat together as a group at the time specified on the weekly meal schedule. The meal and class schedules are posted throughout the MLEOTA complex. While in the cafeteria, each Student should move quickly through the food line. All students should eat as soon as possible so that others may be seated. Talking and "horseplay" in the food line will not be tolerated.

THE CAFETERIA IS OFF-LIMITS TO STUDENTS EXCEPT AT MEALTIMES.

MLEOTA SECURITY

All MLEOTA Staff Instructors are full-time law enforcement officers who remain on campus at all times when students are present. All students should be proactive in locking up all equipment, including their vehicles, and storing all weapons in the appropriate area while on MLEOTA grounds.

MLEOTA RANGE COMPLEX

The MLEOTA firing ranges are located on the Northeast corner of the 243-acre tract. Due to security and safety hazards, students and other unauthorized personnel are restricted from this general area unless they are actively participating in authorized firearms training or are accompanied by an

MLEOTA Staff member. Unless otherwise instructed, students will march or walk to the firing range, as parking is not available to accommodate many vehicles.

SCHOOL OFFICIALS

The Director is responsible for the overall management of MLEOTA. The Lead Coordinator is responsible for all training programs, with assistance from other staff members. The instructors, who are responsible for specific classes, have a fiduciary duty to ensure that each Student fulfills their professional obligation to MLEOTA by completing all aspects of training.

RESIGNATIONS

If a student decides to tender his/her resignation from academy training, they must meet with a MLEOTA Instructor or the Lead Coordinator before leaving. During that time, an exit statement will be completed. All equipment and supplies issued to the resigning Student must be turned in before departing MLEOTA.

DIRECTOR'S AUTHORITY TO REMOVE STUDENTS

The Director of MLEOTA has the authority to remove any student from the Academy at any time during training if it is determined that:

- The Student provided false, misleading, or incomplete information on their application or any required documents;
- The Student has violated MLEOTA rules, policies, or the standards of conduct outlined in this handbook;
- Information comes to light that is contrary to the standards established by the Mississippi Board on Law Enforcement Officer Standards and Training (BLEOST) or MSPOST; or
- The Student is found to have tattoos, brands, or markings indicative of gang activity or gang affiliation (past or present).

This authority is exercised to protect the integrity of the training program, maintain safety, and uphold the high standards expected of future law enforcement officers.

GENERAL CARE OF THE MLEOTA FACILITIES

MLEOTA is **YOUR** training academy. Consequently, the daily condition of the Academy reflects directly upon you and law enforcement in general. Therefore, it is your responsibility to do your part to help take care of all MLEOTA facilities and to hold others in your class accountable if they do not.

Cigarette butts, cigar butts, matches, paper, and other refuse **WILL BE** placed in the **PROPER CONTAINERS**. Please keep your feet off the walls in all buildings and avoid any conduct that may affect the appearance of the buildings and grounds. Any student who intentionally or negligently damages or destroys MLEOTA property or equipment will be required to pay for repairs/replacement of the damaged or destroyed items.

VEHICLES AND PARKING

Students must park their vehicles only in designated areas. The designated student parking area is near the maintenance shop. Additional parking instructions will be provided upon arrival.

Students will drive their personal vehicles only to and from MLEOTA for scheduled training, unless otherwise instructed. Seatbelts must be worn in all vehicles operated on the MLEOTA grounds. While traveling to and from MLEOTA, students WILL be dressed in the proper attire designated by MLEOTA Instructors or Lead Coordinator.

TARDINESS

Each Student must be punctual for all classes, meals, formation, physical training, and other activities. Classes will begin and end promptly at scheduled times unless specific instructions are given to the contrary. If a student fails to appear in class or at a scheduled function at the specified time, they will be considered tardy. Tardiness may be assessed during the regularly scheduled training day or for any required function outside the classroom.

The first unexpected tardiness will result in additional duty; the second, an official reprimand; and the third, a dismissal from training.

ABSENCES

A student may not leave the MLEOTA grounds at any time except on direct order or special permission of the MLEOTA Director, Lead Coordinator, or MLEOTA Instructors. A student will be allowed reasonable emergency leave for legitimate reasons, e.g., sickness, court, etc. Upon returning from leave, the Student must submit a written explanation of the leave, as designated by the Lead Coordinator, no later than the first day of return to MLEOTA. Upon their return, any student must make up all missed classes and exams.

Failure to comply with any of these requirements will constitute an unexcused absence. Any unexcused absence may result in dismissal from training. Likewise, any recognized pattern of excessive excused absences may result in such a dismissal from training.

If a student is absent for more than 24 hours of classroom training without permission during the 11 weeks of training, they will be dismissed from training.

COURTESY AND DISCIPLINE

A. Chain of Command

The MLEOTA chain of command starts with the Squad Leader, then progresses to the Platoon Leader, the MLEOTA Instructors, the Lead Coordinator, and finally the Director of MLEOTA. Students are required to adhere to the chain of command strictly.

B. Conduct and Discipline

ATTENTION Any behavior or conduct that can be reasonably expected to violate the descriptions below for conduct and discipline is subject to disciplinary actions and/or release from the program.

Students must always conduct themselves in an exemplary professional manner with good moral character and without moral turpitude. BLEOST defines moral turpitude as any conduct, or pattern of conduct, contrary to justice, honesty, honor, modesty, or good morals that would tend to disrupt, diminish, or otherwise jeopardize public trust and fidelity in law enforcement. In other words, students must not engage in any conduct or action that would diminish the public trust in the competence and reliability of a law enforcement officer or that would bring negative attention to themselves, their

departments, or this Academy. This includes time while at the Academy during the week and time away from the Academy on the weekends.

Students must obey all lawful orders of the MLEOTA Staff and others in the chain of command. Each Student should conform their conduct to the rules and regulations of this handbook. **Insubordination or failure to obey a lawful order is grounds for dismissal.**

Failure to train is considered insubordination and is a direct violation of the MLEOTA Handbook. Failure to train is defined as "being capable but unwilling to complete a certain task designated by an MLEOTA Instructor." This can include, but is not limited to, refusing to follow instructions, perform tasks, or engage in physical training. The MLEOTA Staff will handle failure-to-train incidents, and appropriate disciplinary actions will be taken. Per Board on Law Enforcement Officer Standards and Training Page 36: Section G. Physical Training: Sub Section 1. "Apathy toward the physical fitness program, as demonstrated by consistent failure to perform at the pace set by the instructor or to fail subsequent fitness tests, shall be considered misconduct and subject to disciplinary procedures."

As a Law Enforcement Officer, integrity is a core attribute that you must have. Lying is an integrity violation and will not be tolerated at MLEOTA. Any student who is caught lying will be disciplined appropriately based on the severity of the incident. Discipline for an integrity violation could range from extra duties to dismissal from the program. The Lead Coordinator will designate the appropriate disciplinary actions on a case-by-case basis.

Immoral or disorderly conduct will not be tolerated. Profane, obscene, vulgar, or indecent language (commonly known as cursing or violent swearing) or behaviors will not be allowed and are grounds for disciplinary action or dismissal. Additionally, any student who physically or verbally assaults another student or employee, except as required by a training class, is subject to immediate dismissal.

Minor infractions of the rules and regulations will be addressed by a staff member to the respective Student so that the violation may be corrected immediately. Serious infractions or repeated minor infractions will be reported to the Class Coordinator by the staff member who observed or has knowledge of the offense(s).

C. Dormitory Conduct

Students in the dormitory shall conduct themselves professionally. Rowdiness, "horseplay", loud noise, theft/stealing, disturbing the peace during late hours, immoral or obscene conduct, or any disruptive behavior conducted by a student will result in disciplinary action or dismissal. ***A student's written request for admission to MLEOTA shall be construed as implied consent to all necessary investigations, questions, interrogations, and searches of personal items, property, personal vehicles, and persons while on MLEOTA grounds or during MLEOTA-sponsored off-campus training activities and events.*** As such, all dormitory rooms and bays will be subject to inspection and search. MLEOTA students have no expectation of privacy in those areas. MLEOTA Staff or law enforcement officers will conduct these investigations, inspections, or searches engaged in an official investigation and as a result of policy adherence, reasonable suspicion, or a violation of the law.

D. Dormitory Curfew

Absent a required training event, the dormitory curfew for students is at 2130 hours (9:30 p.m.). All students must be in their rooms and quiet after that time. A bed check may be held at any time during

the night. ***Male students are not allowed on the second floor of the Administration Building at any time unless authorized or required by a Staff member.***

E. Living Quarters

Each Student is assigned living quarters, which may be changed only upon direction from a staff member. Each Student will be assigned living quarters corresponding to the Student's biological sex. Biological males will be assigned to the barracks for biological males, and biological females will be assigned to the living quarters for biological females. Each Student will share the proper policing of all living quarters, buildings, and grounds as required. The beds of all students will be made, and shoes and clothing will be stored in the manner prescribed. Unless authorized by an instructor or the Lead Coordinator, no food products of any kind will be kept or consumed in the dormitory.

F. Courtesy in the Cafeteria

Students are required to use proper table manners while eating in the cafeteria, and talking will not be tolerated. As students finish eating, they will immediately clean their area, place the tray in the window provided for that purpose, and depart from the dining room.

G. Inspections

Inspections of bays, halls, stairways, restrooms, living areas, and classrooms will be made daily. This includes personal uniform and grooming inspections. On-the-spot corrections will be administered by inspection staff. Class Coordinators will be responsible for addressing more serious discrepancies.

UNIFORM OF THE DAY

All students will be required to wear the MLEOTA uniform during the training program. The designated uniform shall always be maintained in a clean, well-pressed condition. All leather and brass will be shone. Uniforms will be designated as follows:

Class A Uniform: Blue MLEOTA T-shirt, khaki pants (bloused), black belt, black boots, and a baseball-style ball cap with the MLEOTA emblem on the front.

Class B Uniform: White T-shirt, khaki pants, black belt, tennis shoes, and no hat. The designated headgear will be a baseball-style ball cap with the MLEOTA emblem on the front.

The uniform for each day will be determined by the Lead Coordinator or Instructor in charge of the class.

CLASSROOM OPERATION

Students shall maintain proper decorum while in the classroom and shall always treat all instructors with respect.

A student should raise their hand and wait to be recognized before asking questions in class. Any student who shows disrespect, makes vulgar or disruptive remarks, or engages in other activity deemed disruptive by the instructor shall be subjected to disciplinary action.

Students are required to maintain classroom cleanliness. Each Student shall be responsible for removing trash from their area.

All students are required to take ample notes in all subjects. Notes should be written in ink or typed and kept in the permanent notebook issued to each Student.

BREAKS

Whenever possible, each class will be allowed a ten-minute break for every hour of instruction. The instructor in charge of the class will designate break times.

Food and drinks are not allowed in the classrooms unless permission is granted by the Class Coordinator.

EQUIPMENT AND SUPPLIES

All students are responsible for the care of equipment, whether it is issued to an individual or provided for general use. Uniform equipment will be worn according to existing regulations, and identification tags will be worn at all times, except when attired in gym clothes. Identification tags will be attached to the right chest area of the uniform as instructed. Until training is completed, these tags remain the property of MLEOTA and should be surrendered upon resignation. In addition, any time a student is on leave from MLEOTA, including weekend leave, the Student should leave their identification tag on the pillow on their bunk while absent from the Academy.

If a student leaves MLEOTA without completing the training program, all supplies and equipment issued to the Student should be returned in good condition.

PERSONAL HYGIENE AND GROOMING

Personal hygiene and appearance **SHALL NOT** be neglected. The face will be clean-shaven. Head hair will be neat and groomed (*as determined by the Lead Coordinator*). Clothing and equipment will be kept neat and clean. Each Student is required to bathe/shower at least once each day, or whenever the need arises.

ILLNESS OR INJURY

In the event of injury or illness, the Student is required to immediately report the incident to a MLEOTA official so that proper medical care may be provided, and a record kept thereof. The Student must complete an injury/illness report as soon as possible and submit it to an MLEOTA Instructor.

Sick calls for routine illnesses will be at 21:30 each day. Basic students and their respective parent agencies will be responsible for all medical expenses incurred.

SMOKING – USE OF TOBACCO

Tobacco use of any kind (cigarettes, chewing tobacco, snuff, vapes, etc.) is strictly prohibited on MLEOTA grounds at all times if a student is caught with any tobacco product of any kind, that Student will be disciplined (extra duties, CAT Training, Contact Form, possible dismissal from the program).

TELEPHONES

Permission for the use of MLEOTA telephones or personal cell phones for emergencies will be granted by MLEOTA staff on a case-by-case basis. Cell phones shall be kept in the CQ Office in the designated cell phone boxes until otherwise directed by a MLEOTA Instructor. While attending basic

training, ONLY at the discretion of the Lead Coordinator, students will be allowed to make a phone call (**NO SOCIAL MEDIA**) when deemed necessary. The amount of time for the call will be limited. Depending on the progression of the class, the class may be granted a phone call home. Phone calls are a privilege that must be earned and are not a mandatory part of training. Upon completion of any phone call, all phones will be returned to the CQ Office immediately and stored in the correct storage bins. Failure to return cell phones will result in disciplinary actions.

WEAPONS AND EXPLOSIVES

Explosives (including firecrackers) are prohibited on MLEOTA property. Firearms shall not be kept in the dormitory. ***Any student who possesses explosives or is found carrying or displaying a firearm in the dormitory, the classroom, or in any area except the firing range will be subject to IMMEDIATE DISMISSAL.*** All personal or department-issued weapons should remain secured in each Student's vehicle or the designated storage area until otherwise instructed.

GAMBLING – INTOXICANTS – NARCOTICS

Gambling in any form is forbidden on MLEOTA property. The use or possession of alcoholic beverages, including beer, is prohibited on MLEOTA property. The possession or use of narcotics (excluding prescribed medication) is also strictly forbidden on MLEOTA property. Any violation of these rules and regulations will be cause for **IMMEDIATE DISMISSAL**. Likewise, if a criminal violation of the law occurs, criminal or civil prosecution may result.

VISITORS

Students will be allowed to have visitors only on an emergency basis, or if their respective employer expresses the need to meet with them. Such visits/meetings will be granted solely at the discretion of the Director or Lead Coordinator.

VIOLATIONS OF LAWS

No student shall violate any state or federal laws or city or town ordinances while attending MLEOTA. A single infraction of city or town parking regulations shall not be construed as violating this rule, provided the offense is not repeated. Any student arrested or taken into custody while attending MLEOTA training, regardless of the crime and whether or not the Student is on leave status, shall report the matter to a MLEOTA Instructor within 48 hours. Any student who fails to report being arrested or taken into custody, absent parking infractions as detailed above, will be subject to disciplinary action or dismissal.

GANG AFFILIATION

During the basic program at MLEOTA, a tattoo check will be conducted. If any student is found to have any affiliation with any organization classified as a gang (any group known to be involved in criminal activity) by the National Gang Intelligence Center, MAGI, or any other specialist recognized by the MLEOTA Director, the Student will be subject to immediate removal from the Academy by the Director.

CHEATING

MLEOTA prides itself on ensuring all aspects of training are conducted ethically, safely, fairly, and responsibly; and that such activities will survive administrative, educational, legal, and judicial scrutiny. Consequently, MLEOTA takes all instances of suspected cheating seriously.

If cheating is suspected, instead of outright dismissal, any student who is suspected of being involved in such activity during any testing may be given a zero for that test, regardless of whether it is a weekly examination or a firearms score. The Student will be given written notice that they are accused of cheating and will receive a zero. The Student may appeal this action through the chain of command to the Director. ***Any student who is found to have purposely lied, cheated, or committed theft during basic training may be subject to IMMEDIATE DISMISSAL.***

PENALTIES

Penalties for violation of any student rule or regulation will be based upon the specific penalty provided in the handbook. In the absence of a specified penalty, the severity of the violation, or the combined effect of several violations, will determine the respective disposition. In addition, mitigating and aggravated circumstances, coupled with the Student's overall performance, will be considered.

General penalties may include, but are not limited to:

- Oral Reprimand
- Written Reprimand
- Dismissal from the MLEOTA Training Program

Extra duty may be assigned to a student in conjunction with oral or written reprimands. When a written reprimand or dismissal action is imposed, the respective Student's agency head will be notified. Additionally, a permanent record of the assessed penalty will be placed in the Student's file.

DISCIPLINARY HEARING PROCEDURES

When a student is charged with a violation of a rule or regulation that may result in his/her dismissal from MLEOTA, the respective Student shall immediately be suspended from all training activities and must promptly leave MLEOTA.

When a student is dismissed from MLEOTA for violation of a rule or regulation, that Student may be re-admitted at the discretion of the Director, the Director's decision will be based on a determination that doing so would not be dangerous or disruptive to training. Any student eligible for re-admission will generally have to wait at least six months for re-acceptance to basic training.

Should a student wish to file a grievance, they may do so to the MS POST board.

TRAINING PERFORMANCE STANDARDS

MLEOTA training performance will be measured in three areas: **academics, skills certification, and physical training**. Students are required to perform satisfactorily in all training activities. Any student who fails to perform satisfactorily will be dismissed from MLEOTA.

ACADEMICS

Each Student will be evaluated on their academic performance by administering written examinations. At least one exam will be administered during each week of training, usually on Thursday morning.

The Board on Law Enforcement Officer Standards and Training (BLEOST) requires that every basic student graduate with a minimum academic average of 70% out of a possible 100%. Therefore, each Student must complete the entire course with an overall average of 70% to receive a Successful Completion certificate from MLEOTA. That same average is necessary to be certified by BLEOST. Any student who fails academically, even during the final week of training, will not participate in any graduation activities.

Students who have an academic average below 70% after the second week of training will be placed on academic probation, in accordance with BLEOST policy. Once a student is placed on academic probation, their agency head will be notified. A student on academic probation will be given a reasonable amount of time to bring their average above 70%. The length of time allowed for a student to be on academic probation will be at the discretion of the Director. The Student who fails to bring their grade average up to 70% after the probation period will be subject to dismissal unless a determination is made that the Student can bring the average up to an acceptable standard before graduation.

Students on academic probation and others in academic jeopardy (those whose average is below 75%) will be required to engage in designated study periods. The Class Coordinator will arrange for study group assistance for these individuals with either the Class Leader, Instructors, or other students.

SKILLS CERTIFICATION COURSE

The basic law enforcement curriculum contains several skills courses that gauge the Student's performance and adaptability for becoming a certified police officer. To complete the basic course, students must demonstrate proficiency by achieving a score of 80% in Tactical Driving and Defensive Tactics. Before graduation, students must provide proof to MLEOTA that they have completed First Aid - Cardiopulmonary Resuscitation (CPR) training.

Acknowledgment of each Student's successful completion of the various skills courses will be determined by written examinations and practical exercises. Specific requirements for certification will be given during the first-class meeting in each course.

FIREARMS TRAINING

Firearms training requirements are set according to BLEOST standards. Each Student must achieve a 75% overall average on all recorded pistol certification courses and a 75% on the State Course. Students must also demonstrate safety in handling firearms at all times. Repeated unsafe acts with a firearm will result in expulsion from firearms training.

Any student who fails to qualify after fifty-two (52) hours in firearms training will be granted one additional opportunity to repeat all firearms courses, beginning with day-time courses, to achieve a qualifying score of 75 percent.

FIRST AID AND CPR

First Aid and CPR requirements are set according to BLEOST standards. Before graduation, students must provide proof to MLEOTA that they have completed First Aid - Cardiopulmonary Resuscitation (CPR) training.

DEFENSIVE TACTICS

All students will be required to participate in all defensive tactics classes. Each Student will be required to take a written certification test and score an 80% or better to pass. In addition to the written test, students must demonstrate the ability to perform all of the techniques in handcuffing, takedowns, partner techniques, ground escapes, and batons. If a student fails to achieve a score of 80%, they will be given one re-test.

If a student cannot perform the practical exercise to the instructor's satisfaction after three (3) attempts or fails to achieve an 80% score on their written re-test, the Student will be subject to dismissal from MLEOTA.

TACTICAL DRIVING

All students must participate in all tactical driving exercises. Additionally, each Student must demonstrate an acceptable level of skill in the following areas:

- Evasive Vehicle Recovery (EVR)/Road Course
- Day Pursuit Course
- Night Pursuit Course
- Backing Course

Students who cannot complete the tactical driving exercises involving EVR, and Day/Night Pursuit within the allotted time will be allowed six (6) additional attempts to pass. Students will be allowed twelve (12) attempts to complete the Backing Course.

All students must pass a written certification test with a grade of 80% or better. If any student cannot pass the written test, they will be given one re-test. If a student fails to achieve 80% on their re-test, they will be subject to dismissal from MLEOTA.

PHYSICAL TRAINING

All students must participate in the scheduled physical training classes unless a student has a valid medical excuse from a licensed practicing physician. Students will be required to participate in the MLEOTA-mandated physical training classes five (5) days each week or any other time designated by the MLEOTA Staff Instructors.

Gym uniform: The uniform for all classes conducted in the gym (unless otherwise specified by that class instructor) will be a white cotton, full-length, round-neck T-shirt, and blue MLEOTA shorts. The Student's name will be stenciled in block letters, no smaller than 2 inches in height, on the back of the shirt across the shoulder blades. During periods of colder weather, students are permitted to wear warm-up suits. However, the warm-ups will be navy blue or gray loose-fitting cotton, with a round-neck shirt and the Student's name stenciled on the back across the shoulder blades. No detailing should be on the suit. The Student will also be required to wear non-marking sole gym shoes and white cotton gym/athletic socks.

Injury or illness: Any student who has a valid medical excuse from a licensed practicing physician will not be required to participate in any physical training that impacts the affected body part in question for the duration of the medical excuse. The medically excused Student must still report for physical training at the designated place and time and will be required to perform modified physical fitness training.

The Student must be released by a licensed practicing physician before continuing all phases of the physical training program. Any student who misses more than five (5) days of physical training is subject to dismissal regardless of the reason per the Board of Minimum Standards. In addition, any student who is found to have falsified any medical information on their application or has a medical condition they have not revealed or disclosed to the examining physician may be dismissed from MLEOTA.

In all cases where a student's medical condition may require dismissal, the Student will be notified of that possibility. The Student will be given a reasonable amount of time, not to exceed five (5) class days, to return to full training.

Testing: The students will participate in two physical fitness evaluations and one physical fitness test as required by BLEOST. The physical fitness evaluations will be administered in the third (3rd) and eighth (8th) week. The physical fitness test is administered during the eleventh (11th) week of training. A student must achieve a score of 70% or greater on the physical fitness test as required by BLEOST. Each Student MUST pass the physical fitness test administered in the 11th week. If a student fails the final physical fitness test, the Student will be given no more than three (3) attempts in the final week of training to score 70% or greater. If a student cannot take the final physical training test due to an injury or illness, a prior passing score is acceptable per BLEOST Standards. If any student is unable to achieve a passing score of 70% in the final week, that Student will be given no more than two (2) attempts within ninety (90) days of the scheduled class graduation date to correct any deficiencies. Should any student fail to correct a deficiency within ninety (90) days, the Student will be required to repeat the entire course.

Failure to Meet Performance Standards:

As noted above, any student who fails academically, or who fails in any of the two critical areas listed below, will be dismissed from MLEOTA:

- Failure of the Firearms Training standard as noted above.
- Failure to provide proof of First Aid or CPR certification as noted above.
- Failure of the Defensive Tactics standard as noted above.
- Failure of the Tactical Driving standard as noted above.
- Failure of the Physical Training standard as noted above.

The disciplinary hearing process is not used when a student is dismissed from MLEOTA for failing to meet performance standards. A dismissal for failure to meet the performance standards will not prevent a student from re-enrolling in a future training course.

FORMS USED BY THE BASIC CLASS COORDINATOR

1. Exit Form
2. Academic Form
3. Contact Form *

4. Physical Training Test Form

* The Class Coordinator fills out contact Forms for minor infractions that students commit. If a student receives more than two Contact Forms, MLEOTA notifies the Student's law enforcement agency/department. After the initial notification to the parent agency, if a student continues to receive Contact Forms, they may be dismissed from MLEOTA. All Contact Forms are placed in the Student's file.

STUDENT NOTEBOOKS

All students will be required to maintain notebooks in a well-organized manner. Students are required to take an ample amount of notes. Notebooks are not allowed to be removed from the classroom unless authorized by a MLEOTA Staff Member. Upon graduation, notebooks become the property of the Student and may be taken home with the Student.

TESTING POLICIES

During testing, if any student is observed looking around, an instructor will make a general announcement to the class that test takers are not allowed to look around and must instead look only at their assigned papers.

If the same Student is observed looking around again, the Student in question will receive a **ZERO** for that test. Additionally, if a student is found to be looking at another student's paper or cheating in any other way, such activities are grounds for **IMMEDIATE DISMISSAL**.

List of Abbreviations

BLEOST -	Board on Law Enforcement Officer Standards and Training
CPR -	Cardiopulmonary Resuscitation
EVR -	Emergency Vehicle Recovery
MLEOTA -	Mississippi Law Enforcement Officers' Training Academy
PPFT -	Pre-entrance Physical Fitness Test



NOTICE OF ACADEMIC PROBATION

Student: _____ Date: _____

Dept.: _____ S.S. #: _____

This Student has an academic average of _____ at the end of the _____ week of Basic Training. In accordance with BLEOST and the Student Handbook, an average below 70% at the end of two weeks of training will result in a student being placed on probation. The amount of time a student will remain on probation is at the discretion of the Director. At the end of the probationary period, a student with an average below 70% will be dismissed from training. This dismissal will not prevent the Student from returning to a future Basic Class.

On the above date and time, Student _____ was advised that they were being placed on probation for failing to meet the standard for _____. This Student was advised and acknowledged that failure to attain a 70% average by (date) _____, would result in dismissal from the Basic Law Enforcement training program.

The Student was further encouraged to seek help from the Staff Instructors and fellow students in addressing this academic inefficiency. The Student was advised that a copy of this notice was sent to his/her respective agency department head.

Student Signature

Date

Staff Signature



BASIC CLASS

RECRUIT CREED

SIR,

I STAND HERE A PROUD RECRUIT OF BASIC CLASS _____. IT IS MY GOAL TO BECOME A LAW ENFORCEMENT OFFICER IN THIS STATE. I PROMISE TO GIVE NO LESS THAN 100% OF MY MENTAL AND PHYSICAL CAPABILITIES. I PROMISE TO NEVER EMBARRASS MYSELF, MY AGENCY, FELLOW RECRUITS, OR THIS ACADEMY. WITH THE HELP OF MY INSTRUCTORS, I WILL ACHIEVE MY GOAL OF BECOMING A LAW ENFORCEMENT OFFICER IN THIS STATE, SIR!

Pregnancy Declaration

I understand, hereby state, my understanding of the possibility of hazards to my unborn child from the Physical training during my basic law enforcement training. It is my understanding that this is an area where there are no definitive research studies and where much remains unknown. I understand and acknowledge that Mississippi Law Enforcement Officers Training Academy has given me the option of withdrawing from the program immediately (option 1), or if, in the ninth week of training, pregnancy is discovered, I would like to continue in the program with my physician's consent and approval and with modification as to physical training as long as a third or sixth week PT test has passed at 70% (option 2) I will furnish written documentation of my physician's consent and approval to the Director of the Law Enforcement Academy. I hereby acknowledge that I have made this decision as a basic cadet at MS Law Enforcement Officers Training Academy during my pregnancy as my own individual decision with my physician's knowledge and approval.

_____ I intend to withdraw immediately (option 1)

_____ I intend to continue in the program with my physician's consent and approval with modification as to my physical training as long as a third or sixth-week PT test has been passed at 70 % (option 2).

Signed: _____ Date _____
Recruit

Signed _____ Date _____
Training Officer

Signed _____ Date _____
Lead Coordinator

c: Recruit file

Academy Attendance

I understand that by gaining entrance into MLEOTA Academy, this facility has become my Academy of record. If I withdraw voluntarily or the academy staff dismisses me, **I cannot attend any other academy unless I am released to do so by the academy director.** Any previous attempts to complete the Law Enforcement Officers Training Program must be disclosed to the academy staff before admittance. (This includes attending another academy for the first day).

Print Full Name: _____

Name of Department: _____

_____ No, I have never attended another academy.

_____ Yes, I have attended another academy.

Name of the Academy?

Date Attended: _____

Do you have a release form: _____ Yes _____ No

Recruit Signature

Date

c: Recruit file