

Incoming Recruit Information

STUDENTS WITH DISABILITIES:

Individuals with a documented disability may request reasonable academic accommodations. Individuals that would like to request reasonable academic accommodations should contact the Basic Training Evaluation Section Supervisor at 521 Lancaster Road, Schwendeman Building or call (859) 622-6581. Those wishing reasonable academic accommodations are required to produce written documentation of their disability as well as a written request of what accommodations will be needed prior to any written examination.

STANDARD UNIFORMS:

- Recruit uniform shirts must be navy blue. The shirts must have functional shoulder epaulets that allow buttoning/unbuttoning. Shirts must have two pockets with flaps. Shoulder patches are not allowed.
- Recruit uniform pants must be navy blue. Although most recruits wear a cotton/polyester blend uniform, there are no requirements as to the material for the shirt or pants.
- Recruits are required to bring a minimum of two (2) sets of uniform shirts and pants. If the Academy goes from long sleeve to short sleeve or visa versa, the recruit is required to have two sets of each. A third set of uniform shirt and pant are advised though only two are required.

If you cannot locate the items elsewhere, listed are three possible sources for the uniforms:

Galls Inc. 2680 Palumbo Drive Lexington, KY 40509 Order Toll Free 1-800-876-4242	Kentucky Uniforms 1525 N. Limestone Street Lexington, KY 40505 Order Toll Free 1-800-432-0793	Command Uniforms 961 S. Second Street Louisville, KY 40203 (502) 581-1235
---	--	--

- Crew neck, solid white tee-shirt/s must be worn under the uniform shirt. Recruits must wear police-type duty shoes. Black or navy blue socks are required. Raincoat/suit and warm clothing are recommended for any inclement weather.
- A police type jacket or coat (agency insignia/patch acceptable on sleeves) is the preferred outerwear during training activities.
- Recruits must have a complete set of leather or nylon gear (belt, holster, handcuffs, cuff case and ammo or magazine carrier). **No weapons, chemical agents or batons should be brought to the academy during the first week.** Chemical agents and batons will be provided by DOCJT during the appropriate training exercises. This gear should conform to the recruit's employing agency's policy. However in the absence of specific agency requirements DOCJT recommends a double or triple retention holster.
- A Department of Criminal Justice Training cap will be issued to recruits during the first week of class.
- Recruits must have the full uniform at 0800, beginning the initial day of the training class. The Branch Manager of Basic Training must approve any deviation from the above in advance of the class starting date. All uniform requirements will be inspected on the first day of class, except uniforms needed for graduation.
- Recruits who elect to wear B.D.U.s during firearms training must wear a solid color. B.D.U.s that are patterned, such as camouflage or tiger stripe, will **not** be allowed.

PHYSICAL FITNESS AND DEFENSIVE TACTICS UNIFORM/EQUIPMENT NEEDED:

- Recruits must wear solid dark blue athletic shorts (cut-off shorts or short-shorts are not permitted).
- Solid dark blue sweatshirt and sweat pants are required.

PHYSICAL FITNESS AND DEFENSIVE TACTICS UNIFORM/EQUIPMENT NEEDED (con't):

- Solid white athletic socks are necessary.
- A pair of running shoes (not basketball or court shoes) is required.
- Recruits must have an athletic type mouth guard.
- Male and female recruits must bring groin protection. Female recruits should also bring a sports bra.
- Also suggested for winter months: a navy blue or black watch cap (toboggan) and gloves. These are for running outdoors.
- Department of Criminal Justice Training Physical Training tee shirts will be issued to each recruit the first week of class.
- Chemical agents and batons will be provided by DOCJT during the appropriate training exercises.

PROHIBITED ITEMS:

All persons attending basic training are prohibited from having any of the following items in any room at Thompson Residence Hall, Bizzack Training Complex, Funderburk Building, McKinney Skills Training Complex or in a vehicle while parked on property utilized by the Department of Criminal Justice Training, unless authorized by an instructor:

- Deadly weapons (as defined in KRS 500.080)
 - Firearms
 - Any knife other than an ordinary pocketknife
 - Billy, nightstick (also PR-24) or club
 - Blackjack or slapjack
 - Nunchaku karate sticks
 - Shuriken or death star
 - Artificial knuckles made from metal, plastic or other similar hard material
- Ammunition
- Chemical agents
- Destructive devices (as defined in KRS 237.030)
 - Booby trap devices
 - Stun guns
 - Fireworks

Upon arrival at either Thompson Residence Hall or the Funderburk Building, recruits must notify the coordinator at check-in if they are in possession of any of the above.

GROOMING:

- Minimum grooming requirements allow neatly trimmed mustaches or clean-shaven with side burns, no longer than the middle of the ear (ear canal opening). Male and female hair shall be neat and above the collar. Females may wear their hair in a bun.

FIRST NIGHT CHECK-IN:

- The class Coordinator and other academy staff will greet the recruit in the lobby of Thompson Residence Hall for an orientation session on Sunday night at 1400 hours (2 p.m.). **Recruits must report at this time.** Recruits do not need to be in uniform when reporting for check-in. However, they must be dressed professionally. Dress pants and shirt (with collar) is acceptable for either male or female recruits. Dresses

are also acceptable for female recruits, if they prefer. Recruits will be required to present a valid operator's license at check-in. The operator's license must remain current throughout the eighteen weeks of training. The class coordinator will assign recruits to residence hall rooms. Attendance is mandatory. The Thompson Residence Hall is a non-smoking facility. This means that recruits will not be permitted to smoke or use smokeless tobacco products within the facility.

RULES AND REGULATIONS

A stringent disciplinary code is adhered to during a recruit's time at the academy. Recruits must comply with all Kentucky Administrative Regulations (KARs) relating to the Department of Criminal Justice Training.

The Kentucky Administrative Regulations relating to Basic Training conduct requirements can be found on the link located Incoming Recruit Information page/DOCJT website.

Department of Criminal Justice Training basic training; graduation requirements

<http://www.lrc.state.ky.us/kar/503/001/110reg.htm>

Basic law enforcement training course recruit conduct requirements: procedures and penalties

<http://www.lrc.state.ky.us/kar/503/003/010.htm>

Recruits may be removed from training as listed within these regulations. All Kentucky Administrative Regulations will be fully explained to recruits during orientation.

CLASSROOM MATERIAL:

- Recruits may choose to bring a computer and printer (both are provided in a computer lab utilized by recruits, though some bring their own).
- Paper and pen are provided.
- Recruits should bring a backpack or some sort of book bag for classroom materials and books.

GRADUATION:

- It will be necessary for recruits to wear their agency's full-dress uniform, **including hat**, on graduation day. In the event the agency does not require officers to wear a uniform or if officers are not issued a uniform, a letter should be sent to the Basic Training Branch Manager stating the same.

ADDITIONAL INFORMATION:

- All meals will be provided, with maximum monetary amounts set for each week. The recruit must purchase any additional food above the maximum monetary amount allotted.
- All Basic recruits must reside at the Thompson Residence Hall with no commuting, except on weekends, unless approved by the Director of Training. Residence hall curfew will be at the discretion of the Commissioner of the Department of Criminal Justice Training.
- TV cable access is available in each room, however no TV's are provided.
- There are telephones in each room. Recruits making long distance calls from the Residence Hall will need a calling card or call collect.
- Each room is equipped with a bathroom (commode, shower, double vanity sinks). Recruits should bring personal toiletries, towels, washcloths, soap, etc. and clothing to wear during non-training hours.
- All rooms are double occupancy and are furnished with 2 of the following: twin size bed with storage drawers, nightstand with drawer, 3-drawer dresser, 3-drawer student desk and bookshelf with overhead light. Recruits must bring their own pillows and linens (i.e. blankets, sheets, pillowcases).

ADDITIONAL INFORMATION (con't):

- Laundry facilities are available at the dormitory for a nominal fee. Please note, recruits will be responsible to maintain change on their own as there is not a change machine available.
- No electrical cooking devices are permitted in the dorm rooms.
- Each recruit will need to bring an alarm clock.

Basic Training Branch

Branch Manager: Karen Cassidy
karen.cassidy@ky.gov
(859) 622-2303

Evaluation Section

Interim Supervisor: Jerry Huffman
jerry.huffman@ky.gov
(859) 622-8127

This section handles coordination for classes in Basic Training, including all administrative paperwork, and scheduling. Each class has an assigned coordinator who guides recruits through the eighteen weeks of training. The coordinator for the class is also assigned as the student ombudsman for each of the recruits.

<u>Coordinator</u>	<u>Office Phone #</u>	<u>Cell Phone #</u>	<u>E-Mail Address</u>
Jerry Huffman	(859)622-8127	(859)248-5322	jerry.huffman@ky.gov
Scott Sharp	(859)622-6727	(859)200-0463	scottl.sharp@ky.gov
Bruce Rawlings	(859)622-5026	(859)582-6366	bruce.rawlings@ky.gov
Gary Wilson	(859)622-8388	(859)200-2770	gary.wilson@ky.gov

General Studies Section

Supervisor: Scotty Saltsman
scotty.saltsman@ky.gov
(859) 622-8092

- This section handles classroom instruction and practical evaluations, such as patrol techniques and criminal investigations.
- Students are trained using the facilitation and Problem-Based Learning methods of instruction. This is a student-centered approach as opposed to lecture format. In Facilitation Training and Problem-Based Learning, recruits are responsible for completing assignments prior to, during and after class periods. Recruits are divided into squads and work scenarios, either on paper or in practical exercises. They are taught how to solve a problem rather than memorize a specific response. Classroom participation is vital in this learning environment.

DUI Enforcement Section

Supervisor: Michael Leaverton
mike.leaverton@ky.gov
(859) 622-6250

The DUI Enforcement Section instructs recruits in the use of the Intoxilyzer. Recruits receive forty hours training in the use of the instrument and will be certified as breath test instrument operators upon successful completion of the training. Recruits also receive DUI detection training during their eighteen weeks. The instructors in this section teach standardized field sobriety tests.

Skills Training Branch

Branch Manager: Fran Root
fran.root@ky.gov
(859) 622-8075

Physical Training Section

Supervisor: Lindsay Hughes
lindsay.hughes@ky.gov
(859) 622-8300

The Physical Training Section teaches physical fitness and defensive tactics.

- The recruits begin the eighteen weeks by undergoing physical fitness testing using the Peace Officer Professional Standards (POPS) protocols. The testing will be conducted on Monday morning, Day 1 of training. If POPS recruits do not successfully complete the testing, a retest is given within five days. POPS recruits not successfully passing the retest are withdrawn from the academy at that time.

Agencies or prospective recruits may contact a Physical Training Instructor, at (859) 622-1328 if there is a need for assistance with the fitness entrance tests. The Physical Training Staff will be glad to provide assistance prior to the recruit’s arrival upon request.

PHYSICAL FITNESS ENTRANCE TEST

TEST	ENTRY STANDARD
Bench Press	64% of body weight
Sit-up	18 in one minute
300 Meter Run	65 seconds or less
Pushup	20
1.5 Mile Run	17:12

- It is the responsibility of the recruit to ensure that they continue to attempt to increase their fitness during the interim from the time they took their original POPS test and the first day of the academy. If an incoming recruit needs assistance with the fitness tests, contact the Physical Training Section at the number listed above. The Physical Training Staff will be glad to provide assistance upon request.
- POPS recruits are also required to pass a physical training exit test to successfully complete Basic Training.

PHYSICAL FITNESS EXIT TEST

<u>TEST</u>	<u>EXIT STANDARD</u>
Bench Press	73% of body weight
Sit-up	18 in one minute
300 Meter Run	65 seconds or less
Pushup	25
1.5 Mile Run	16:15

- Recruits are involved in an exercise program consisting of cardiovascular as well as strength work. Off-duty work is required.
- Defensive Tactics provides recruits with training in self-defense. Recruits are exposed to chemical agents (oleoresin capsicum) during their training, unless excused by a physician. Recruits are involved in confrontational situations using protective gear.

Firearms Section

Supervisor: George Boling
george.boling@ky.gov
(859) 622-2350

This section instructs in firearms training, utilizing the M^cKinney Skills Complex, as well as Boonesboro Firing Range. Recruits fire courses during the day as well as in low-level light. Recruits are taught the basics of handgun and shotgun using a variety of shooting situations and tactical courses.

- Firearms training will begin in week seven. It is not necessary to bring a firearm the first week of training. If recruits do bring their weapon/s on the first Sunday night, it must be stored in the armory at the Sayre Building. Consult staff during check-in for details. Weapons will be stored from SU night to FR afternoon, unless used in training. Weapons, ammunition and chemical agents are not permitted on dormitory grounds, room, or DOCJT facilities, at any time, except during applicable training.
- Unsafe or defective weapons will not be permitted at the academy. All weapons will be inspected prior to use.
- Any .38/.357 revolver, .357 Sig, 9mm, 10mm, .40, 10mm or .45 caliber semi-automatic pistol may be used, if it is authorized or required by the employing agency. Recruits must use their on-duty weapon during firearms training. If the recruit carries a semi-automatic handgun that has an exposed hammer and is not double action only, it must have a decocking system that allows the hammer to be lowered without using the trigger. Handguns without exposed hammers such as Glocks, Sigmas, etc., are permitted if authorized by the employing agency.
- The Department of Criminal Justice Training will provide ammunition for Basic Firearms Training for .38 caliber, .357 Sig, 9mm, .40. 10mm and .45 caliber weapons.
- If a semi-automatic pistol is used, the recruit must bring three (3) magazines.

- Shotguns and ammunition will be provided.
- If a recruit wants to bring a shotgun, it must be department owned and a police-type (12 gauge) weapon. Shotguns with folding stocks and/or pistol grips will not be permitted, except shotguns with a one-piece molded stock with grip.
- A flashlight is necessary. It must be police-type and the primary one carried on-duty. It should have a pressure/touch type switch. Common household flashlights of any type are unacceptable and will not be permitted during training.

Vehicle Operations Section

Supervisor: Jim Simpson
jimm.simpson@ky.gov
(859) 622-6250

This section instructs in defensive driving, utilizing the M^cKinney Skills Complex courses. Recruits must successfully complete two driving courses: emergency response and precision. Recruits are also exposed to night driving. Recruits are shown safe techniques for high risk and unknown risk stops. Late model, fully equipped, front-wheel and rear-wheel drive police vehicles are provided for training.