

Eastland-Fairfield Career & Technical Schools  
Adult Workforce Development

# Basic Police Officer Training Student Handbook

2020-2021

Revised 07/03/2019

EASTLAND FAIRFIELD CAREER AND TECHNICAL SCHOOLS  
OHIO TECHNICAL CENTER  
BASIC POLICE OFFICER ACADEMY

COURSE POLICIES AND PROCEDURES

A congratulation on being accepted into one of the area's leading police training academies. You have chosen to enter a profession that is very demanding and can be hazardous for those who are unprepared for situations which arise during the performance of police duties. Proper training can make a difference between life and death when dealing with difficult and hazardous situations. The staff of the Eastland Fairfield Career & Technical Schools (EFCTS) Police Academy is dedicated to providing you the knowledge and skills necessary to serve the community as a peace officer.

As with any law enforcement agency, we at the academy also have rules to be followed. These rules, as listed below, have been developed to ensure students an appropriate and safe training environment and must be strictly followed:

**CODE OF CONDUCT**

The Basic Police Academy student will adhere to the EFCTS Police Academy's Code of Conduct, "I will respect others as I respect myself, I will not lie, cheat or engage in criminal activity, nor will I tolerate those that do." This means that students will at all times conduct themselves in an honest, ethical, and a courteous manner. They will not engage in conduct or speech, which is discourteous, racist, lewd or lascivious in nature. Students will report to the Academy Commander or the instructor teaching the class anyone, including himself/herself, who commits any of these offenses.

A student having knowledge of another student committing any of these offenses and attempts to conceal that knowledge will be deemed to be an accessory to the offense, and equally guilty as the principal offender.

Students who are in violation of the code of conduct and/or the academy policies and procedures are subject to disciplinary action including but not limited to, dismissal from class, expulsion from the academy and criminal prosecution when applicable.

**ATTENDANCE**

Attendance is taken at the beginning of each class. Each student will sign himself/herself in on the Student Attendance Roster. Attendance hours are computed from the student attendance roster to determine whether a student has attended the required number of instructional hours to be allowed to sit for the State of Ohio Peace Officer Certification examination. Any student found falsifying his/her or another's attendance record is guilty of falsifying an official document and is subject to discipline including but not limited to expulsion from the academy and/or criminal prosecution under section 2921.13 A 5 of the Ohio Revised Code.

Students who make legitimate errors on the Student Attendance Roster will immediately bring the error to the attention of the class instructor. If, in the instructor's opinion, the error was unintentional, they may correct the error on the roster. Upon correcting the error, the instructor and student MUST initial the correction and include a brief explanation in writing.

## **ABSENTEEISM AND UNCOMPLETED ASSIGNMENTS**

Students are expected to attend all sessions of instruction and to satisfactorily complete and promptly turn in all assignments. All students will be required to attend all classes, or make up the missed classes.

A student who has been absent will be required to promptly, no later than the end of the first day back to class, submit to the Academy Commander their written explanation for their absence from class. Along with their explanation, the student must request to be allowed to make up the class time missed. Failure to submit the notification of absence may result in the student being removed from the class. If the absence is for a bona fide emergency, the student may be permitted to reschedule the class missed. A bona fide emergency includes but may not be limited to:

- Illness of the student, or illness of an immediate family member where the student is needed to care for the ill immediate family member
- The death of an immediate family member
- An emergency employment situation
- An unanticipated transportation failure (only on the day of the failure)

Make-up training classes will be scheduled on the basis of convenience to the instructor, and availability of approved classrooms or other training facility. Therefore, the scheduling of make-up classes **IS NOT** guaranteed. Whenever practical, the Commander will attempt to schedule approved make-up instruction with the original topic instructor. If the missed class time is rescheduled for make-up with other than the original instructor or at an outside academy, including another Eastland academy, the student will be required to make up the entire block of instruction. All instructional hours scheduled as make-up, will be at the student's expense and payable prior to the make-up session. All make-up must be scheduled within two weeks of the date of absence. **A student must complete all instructional make-up sessions within two weeks of the date of the absence.**

## **TARDINESS**

The Basic Peace Officer Training Curriculum is broken into a specific number of clock-hours per topic. A clock hour is broken into fifty (50) minutes of instructional time followed by a ten (10) minute break. A break on the hour allows the student to keep alert. A student is required to be in his/her seat and prepared for class at the time listed on the schedule, and at the end of each break. Students will not be permitted to get up and leave the classroom during class time, if a student feels they must leave the classroom for any reason during class, they will be required to sign out for the time they are gone. Tardiness is considered absenteeism; any student who is tardy for class follows the same procedure as one who is absent. Excessive tardiness may also result in disciplinary action.

A student who arrives for class late or leaves early will have the time they were absent calculated in fifteen (15) minute intervals, rounded to up to the next quarter-hour. (An example is, a student arrives late or leaves early ten (10) minutes will have their absenteeism showing they missed one quarter (1/4) hour. A student arriving late or leaving thirty-five (35) minutes will show that they were absent three quarters (3/4) hour. Make-up sessions **cannot** be done during the lunch or hourly breaks. Make up instruction is \$30.00 per hour paid in advance of the make-up being done. OPOTC rules will not permit a make-up of less than 30 minutes.

## **CLOTHING AND GROOMING**

Students are required to wear the academy uniform to all classes unless otherwise excused by the academy staff. Uniform shirts are issued by the academy. Students are required to furnish black flat front cotton slacks, (Dicky, 5.11, etc.) black leather (real or artificial) service style shoes and a black leather belt. PT/DT uniforms are

provided by the academy and are to be worn during those classes. If permitted by the instructor(s), students may opt to wear a plain white crew neck T-shirt (no logos or writing) and full length sweat pants with tennis shoes for subject control and physical conditioning training. Uniforms and all apparel must be neat and clean and worn in the following manner:

- Shirrtails tucked into the waist of the pants
- Buttons, snaps and zippers fastened (exception is the top shirt collar button)
- During some outside classes, students will be allowed to dress according to weather conditions as determined by the instructor

Due to the close atmosphere of the classroom, the following personal grooming rules are required:

- Deodorants must be used daily
- Hair should be neat and clean
- Face must be clean shaven (mustaches are permitted and should be closely trimmed)
- Perfumes and colognes should be used in moderation

Students reporting to class out of uniform or wearing inappropriate attire or failing to maintain reasonable standards of personal hygiene will be dismissed from class and may return to class only when the offending condition has been corrected. The time the student is missing from class will be considered an absence and may require the student to make up any classroom time missed as a result of this dismissal. The student upon their return to class must follow absence notification requirements and make up procedures.

### **FOOD, DRINK AND USE OF TOBACCO**

No food is permitted in the classroom during class. A one-half hour meal break is scheduled on some days where classes are scheduled longer than five hours. Students are permitted to leave the training facility during the meal break. However, since they will be considered absent if they fail to return on time, they should consider packing a meal that can be consumed on the premises. Vending machines are available in the break-room for those wanting only a light snack and/or beverage. During class the student may have a beverage at the desk; it must be in a spill-proof container, to prevent spills. Smoking and the use of non-smoking tobacco products are prohibited in any school district building and on any school district grounds. Violators are subject to being ordered off school property, and in violation of the Ohio Revised Code.

### **FIREARMS – KNIVES - WEAPONS**

Students are not permitted to have or carry firearms, knives or any other type of weapon on EFCTS premises unless specifically instructed to do so by a member of the academy staff in conjunction with peace officer training. No student may carry or have in their possession any live firearm ammunition or other ordnance while on EFCTS property. Any student possessing a concealed weapon carry permit issued in compliance with the Ohio Revised Code is advised that permit is not valid for purposes of this class.

During firearms training, students are required to have a semiautomatic handgun, capable of firing in double action mode (or equivalent), be of quality manufacture, and in safe working order. The handgun must be a Glock 19 in, 9mm, unless the cadet has a department issued weapon. All firearms are to be inspected by an academy firearm instructor before being fired. The firearm instructor will have final say over the suitability of any firearm for training purpose (students will receive additional information concerning this topic at the beginning of firearms training). Students will fire only ammunition approved by the academy unless otherwise authorized by the academy's firearms instructional staff. Students will at all times handle their firearm in a safe manner,

complying with all the range rules and instructor's instructions. A student who demonstrates unsafe firearm handling, violates any range safety rule, or fails to follow the instructions of any of the academy range staff will be ordered to leave the range. Neither the academy commander nor EFCTS administration has any obligation to reschedule firearms instruction to any student ordered to leave the range.

**NOTE:** Attending Basic Peace Officer Training does **NOT** authorize a student to carry any weapon, including a firearm, concealed readily at hand on or about their person, nor does it relieve a student from any of the restrictions on carrying, handling, or transporting a firearm as set forth in any federal, state, or political subdivision ordinances.

### **USE OF ALCOHOL AND/OR DRUGS OF ABUSE**

Possession of or use of alcoholic beverages or the unlawful use of any other drugs of abuse on school property or while attending a school activity is not permitted. A student suspected of using alcohol or illegally using a drug of abuse will be dismissed from class. If a staff member believes that an unlawful act has occurred, the appropriate law enforcement agency will be notified.

Because of the potential dangers in many of the topics in the course curriculum, students must report, in writing, their use of any prescription drugs to the academy commander. The academy staff, in determining the ability of a student to participate in potentially hazardous training, uses this information. Students must store prescription drugs in their original containers supplied by the pharmacy.

### **GAMBLING**

Gambling on school property is unlawful and is prohibited in any form. School property will be considered any place where Basic Peace Officer Training is taking place.

### **MEDICAL EXCUSES FOR PHYSICAL CONDITIONING TRAINING**

Any student, who needs a medical excuse because they have a medical reason for not completing the physical conditioning training, must contact the Commander. There are special forms that are required by OPOTC prior to them issuing a medical extension for the physical conditioning assessment. No student will be certified to sit for the certification test until they have successfully completed the physical fitness assessment.

### **SPECIAL ACCOMMODATIONS**

Any student requiring accommodations for the written state certification test will need to make that request to the Commander as soon as possible, as there are several requirements to obtain OPOTC approval.

### **MISCELLANEOUS**

Unauthorized reading material and electronic devices are prohibited in the classroom. This includes; newspapers and magazines. Cellular phones may not be carried in an audible mode while in the classroom. All cell phones must be set to vibrate during any scheduled class time. Any student who has a newspaper, magazine or a cell phone in the audible mode disrupting the classroom will be asked to leave the class. The student must meet with the academy commander to request to make up any missed class.

Instructors have the authority to remove a student from a class for any of the following or other reasons:

- Disruptive, argumentative or disorderly behavior.
- Disrespectful statements or actions directed toward instructors, EFCTS staff or other students.
- Student's lack of or refusal of participation
- Student's inattention or sleeping
- Student's illness
- Dangerous or destructive actions

Neither the academy commander nor EFCTS administration has any obligation to reschedule any instruction to any student asked to leave a classroom.

It is the policy of the EFCTS Police Academy that educational activities, employment programs and services are offered without regard to race, color, national origin, sex, religion, disability, or age. A student needing any reasonable accommodation(s) made for training or testing should make that need known to the Academy Commander immediately.

### **NUMBER OF ATTEMPTS FOR PRACTICAL PROFICIENCY TESTING**

Students are advised they will have **ONLY TWO ATTEMPTS** to pass any practical proficiency tests as required by OPOTC rules. Those activities include:

- **Driving**
- **Firearms**
- **Subject Control**
- **First Aid**
- **The Final Physical Fitness Assessment**
- **Stops and Approaches**
- **Hazmat/WMD**
- **Incident Command System (ICS)**
- **National Incident Management System (NIMS)**
- **Patrol Techniques**
- **Building Searches**
- **NHTSA Speed Measurement**

**UNDER NO CIRCUMSTANCES** will a student be recommended to take the State of Ohio Peace Officer Certification examination if any of the following apply:

- The student has not completed all scheduled classes.
- The student failed to complete any skills or academic/written training assignment in the time allotted.
- The student owes any unpaid tuition or any unpaid fees to the academy.

## **FIREARMS PRACTICAL-FIRING RANGE SAFETY PLAN**

EFCTS Police Academy currently uses LEPD Firearms, Range & Training Facility located at 999 Bethel Road, Columbus, OH for practical firearms training. This is a public indoor shooting range reserved for Eastland cadets on scheduled range days. Any student absent during the range portion of firearms will need to arrange and pay for range usage in addition to any instructional fees.

### **HANDLING OF FIREARMS**

- ALWAYS KEEP THE GUN POINTED IN A SAFE DIRECTION.
- ALWAYS KEEP YOUR FINGER OFF THE TRIGGER UNTIL READY TO SHOOT, and outside the trigger guard, until ready to fire or until the command “Commence Firing” has been given.
- ALWAYS KEEP THE ACTION OPEN AND FIREARM UNLOADED UNTIL READY TO USE. On a firing range this means the shooters are in position on the firing line and the range has been cleared for live firing.
- KNOW YOUR TARGET AND WHAT IS BEYOND. When on shooting ranges, be mindful also of adjacent areas and act accordingly.
- BE SURE THE GUN IS SAFE TO OPERATE.
- KNOW HOW TO USE THE GUN SAFELY.
- USE ONLY THE CORRECT AMMUNITION FOR YOUR GUN. When at a shooting range with more than one firearm, use one at a time and when finished, store that firearm and its ammunition before using the next one.
- WEAR EAR AND EYE PROTECTION as dictated by the shooting range.
- NEVER USE ALCOHOL OR DRUGS BEFORE OR WHILE SHOOTING.
- STORE GUNS SO THEY ARE NOT ACCESSIBLE TO UNAUTHORIZED PERSONS. There may be federal, state or local statutes, ordinances and/or regulations regarding the manner of firearms storage, including some that may make the failure to properly store firearms a criminal offense. You are strongly advised to consult with a local attorney licensed to practice law in your state to advise you in regard to these matters.
- Be aware that certain types of guns and many shooting activities require additional safety precautions.

## GENERAL RANGE RULES

- Know and obey all range commands.
- Know where others are at all times.
- Shoot only at authorized targets.
- Ground level targets are not authorized without a proper backstop. Maintain the proper target height to ensure that the fired projectile, after passing through the target, hits the desired portion of the backstop. This will reduce the possibility of ricochets and projectiles escaping the property.
- Designate a range officer when none is present or assigned.
- Unload, open the action, remove the magazine and ground and/or bench all firearms during a cease fire.
- Do NOT handle any firearm or stand at the firing line where firearms are present while others are down range.
- Always keep the muzzle pointed at the backstop or bullet trap. **Never allow the muzzle to point in any direction whereby an inadvertent discharge would allow the escape of a projectile into an outer area.**

## SPECIFIC RANGE RULES AND REGULATIONS

- All rules and mandates as expressed by the Ohio Police Officer Training Commission will be followed.
- Any person using the range facility outside of its stated and intended use will be removed from the range. Any intentional disregard of any safety rules will result in a permanent removal from the range.
- Only duty and authorized off duty weapons may be utilized on the range. The use of incendiary, explosive, or experimental rounds is forbidden. No large bore weapons are allowed. No automatic weapons may be fired in full auto mode. Standard Ohio Police Officer Training Commission targets will be used during qualifications.
- All materials carried in shall be carried out. When finished with using the range, all brass and any other debris will be collected and removed from the range.

# **TECHNOLOGY RESOURCES**

## **EASTLAND-FAIRFIELD CAREER & TECHNICAL SCHOOLS**

### **Student Education Technology Acceptable Use and Safety Agreement**

All students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the applicable Student Handbook, Board Policy and/or civil or criminal liability including reimbursing the School District for any damage or loss incurred as a result of inappropriate use. Prior to accessing the District's Network and Internet connection, students must sign the Education Technology Acceptable Use and Safety Agreement. A parent or guardian must also sign the Education Technology Acceptable Use and Safety Agreement if his or her student is under the age of 18 or a non-minor dependent.

Smooth operation of the Board's Network relies upon students adhering to the following guidelines. The guidelines outlined below are provided so that students are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the District's Network and Internet connection.
- B. Students may only access the District's Network and Internet connection by using District assigned accounts. Use of another person's account/address/password is prohibited. Students may not allow other people to utilize their account by giving out his or her password(s).
- C. Students will not attempt to gain unauthorized access to the District system or to any other computer system through the District system, or go beyond their authorized access. This includes intentionally seeking information on, obtain copies of, or modify files, data, or passwords belonging to another person, or misrepresent other people on the network.
- D. Users will log off or lock their system when leaving the device for any period of time.
- E. Students may not use the District's Network and Internet connection to engage in any interference/sabotage/vandalism of computers, networks, software, or its components (such as "hacking," "spamming," virus copying, or other unlawful and harmful activities).
- F. Transmission of any material in violation of any State or Federal law or regulation or Board Policy is prohibited.
- G. Any use of the District's Network and Internet connection for commercial purposes, advertising, or political lobbying is prohibited.
- H. Use of portable "hot-spot" access devices are strictly prohibited.
- I. Students are expected to abide by the following generally-accepted rules of network etiquette:
  - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your message.
  - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff while communicating on the Internet.
  - 3. Secondary students are not permitted to transmit pictures or other information that could be used to establish his or her identity without prior approval of a teacher.
  - 4. Secondary students shall never agree to get together with someone you "meet" on-line without prior parent approval.
  - 5. Diligently delete or archive old data files from local and network drives to avoid excessive use of the District's computer storage space.

J. Use of the District's Network and Internet connection to access, process, distribute, display, or print child pornography and other material that are obscene, objectionable, inappropriate, and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political, or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.

K. Malicious use of the Board's computers/network to develop programs that harass other people or infiltrate a computer or computer system, unnecessarily use up bandwidth and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that would disrupt their use by others.

L. Students must avoid intentionally wasting limited resources. Users will use the system only for education and professional or career development activities.

1. Users will not download any file that does not have a clear educational purpose.
2. Users will not download large files unless absolutely necessary. If deemed necessary, users will download the file at a time when the system is not being heavily used.
3. Any large files should be archived to an external medium or the cloud as soon as its usage has been completed for the year.

M. All communications and information accessible via the District's Network and Internet connection should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected. This is most applicable when writing papers and utilizing external media such as hard drives, flash drives, or the cloud.

N. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to removable media or personal network drive (P: drive). If a user transfers files from information services and electronic bulletin board services, the user must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded with permission. If a user transfers a file or software program that infects the Network with a virus and causes damage, the user will be liable for any and all repair costs to make the Network once again fully operational.

O. Secondary students must secure prior approval from a teacher before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

P. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher, director, or superintendent. All such authorized communications must comply with these guidelines and must be educational in nature.

Q. Due to copyright rules and regulations regarding the use of media downloaded from the Internet, students are not permitted to download, store, or share any copyrighted material. This includes but not limited to: MP3's, MP4s, WMV's, and AVI's. Some examples of the copyrighted materials found in the above mentioned formats are used for movies, CD's songs, and TV shows.

This does not mean that all media found on the Internet cannot be used in school projects. If a website states that the content presented on that website can be used for public or private use, then a student may use material from the website. As always, any material used in student work, that is not his or her own work, must be cited appropriately.

R. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on, or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

S. Use of the District's Network and Internet connection and any information procured from the District's Network and Internet connection is at the user's own risk. The Board is not responsible for any damage a user suffers,

including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from the District's Network and Internet connection sources used in papers, reports, and projects should be cited the same as references to printed materials.

T. Disclosure, use, and/or dissemination of personal identification information of students via the Internet is prohibited, except as expressly authorized in writing to the Director of the Career Center by the dependent student's parent/guardian or the independent secondary student. Adult students must submit written authorization to the Adult Workforce Development Director.

The Eastland–Fairfield Career & Technical Schools maintains a webpage on the Internet and uses other electronic medium to promote the District and its students. Information that can be found on the webpage and other electronic medium pertains to academics, student organizations, clubs, alumni, and other activities. Unless the Director is notified in writing to the contrary, student's work, pictures, and/or first name may be used in all the aforementioned ways.

U. Proprietary rights in the design of websites hosted on the Board's servers remains at all times with the Board without prior written authorization.

V. Notebook computers are the property of the Eastland-Fairfield Career and Technical Schools. Consequently, all Code of Student Conduct rules and regulations apply to these computers.

W. Damage or misuse of District equipment- Consequences may include suspension/expulsion. A legal guardian or student (if emancipated) may be charged for damages to school property, including notebook computers, equipment, other instructional supplies, facilities, etc.

X. Students will be provided with a Google for Education account to use while attending Eastland-Fairfield Career and Technical Schools.

## MOBILE DEVICES

School personnel may allow students to use mobile devices in classrooms for class activities to access the Internet or other capabilities. Use is of sole discretion of the building director and/or each individual classroom.

Mobile devices may include but are not limited to: laptops, netbooks, tablets, eReaders, audio players (MP3 players), and mobile phones.

1. Use of mobile devices to "instant message" or email is **permitted** during instructional time, with teacher permission.
2. Use of mobile phones for any voice or text communication **is not permitted** during Instructional time.
3. Mobile phones may be used as a computer device when directed by school personnel. To avoid personal and class distractions/disruptions, mobile phones **must** be turned off or muted during school hours. Mobile phones may not be used to create a "hotspot."
4. Mobile devices may be used for these educational purposes:
  - a. For educational purposes only.
  - b. During classroom instruction and in the Media Center as permitted and directed and by school personnel.
  - c. In study hall and lunch as permitted and directed by school personnel.
5. These devices may NOT be used:
  - a. To access or connect to District owned resources such as, but not limited to laptops, servers, network, drops, printers or projector.
  - b. To create a "hotspot" to provide resources to others.
  - c. Install or operate District owned software, except as permitted by the District's license agreement.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000 47 U.S.C. 254, (1), Communications Act of 1934, as amended  
20 U.S.C. 6801 ET SEQ., Part F, Elementary and Secondary Education Act of 1965, as amended 18 U.S.C. 2256  
18 U.S.C. 1460  
18 U.S.C. 2246  
June 2015, April 2016

# Eastland-Fairfield Career & Technical Schools

## Student Education Technology Acceptable Use and Safety Agreement

### STUDENT SIGNATURE

I have read, understand, and will abide by the terms of the Eastland-Fairfield Career & Technical Schools' Education Technology Acceptable Use and Safety Agreement. Should I commit any violation or in any way misuse the electronic network services or the District's computer network, my access privileges may be revoked and disciplinary action and/or legal action may be taken.

Student ID: \_\_\_\_\_ Graduation Year: \_\_\_\_\_ Program: \_\_\_\_\_  
All items on this line can be found on your class schedule (a two letter code with a number: i.e. AB/1)

Name (Print in ALL CAPS): \_\_\_\_\_ Login ID: \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

User (circle one): Secondary Student                      Adult/Independent Student                      Other

### PARENT OR LEGAL GUARDIAN SIGNATURE

(If the student is under the age of 18 or a non-minor dependent, then a parent or legal guardian must also read and sign the Education Technology Acceptable Use and Safety Agreement.)

As the parent or legal guardian of this student, I have read, understand, and agree that my child or ward shall comply with the terms of the Eastland-Fairfield Career & Technical Schools Education Technology Acceptable Use and Safety Agreement. I understand that access to the electronic network is designed for educational purposes only. However, I also recognize it is impossible for the Eastland-Fairfield Career & Technical Schools to restrict access to all controversial materials, and I agree to hold harmless the Eastland-Fairfield Career & Technical Schools and its officers, agents, and employees from any and all liability of any kind that may result from my child or ward's access to inappropriate materials in connection with network usage. Further, I accept full responsibility for supervision if and when my child's use of a district account is not in a school setting. I hereby give permission for my child to use the District Network account to access the electronic network and to use my child's information in electronic publications as outline in paragraph T. Parents who desire to restrict use of information as outlined in paragraph T must notify the Director of the Career Center in writing.

Parent/Guardian Name (Print in ALL CAPS): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ Initialing this blank indicates disapproval of assigning a network account for this person.

\_\_\_\_\_ Initialing this blank indicates disapproval of Internet access for this person.

***Tear off this form and return to the computer support department. Keep the other pages for your reference.***

**EASTLAND FAIRFIELD CAREER AND TECHNICAL SCHOOLS  
OHIO TECHNICAL CENTER  
BASIC POLICE OFFICER ACADEMY**

**COURSE POLICIES AND PROCEDURES**

I, \_\_\_\_\_, received a copy of the Basic Police Officer Academy's Course Policies and Procedures; revised May 15, 2018. I have read and been read the Policies and Procedures and they were discussed during the academy's scheduled orientation session. Having an understanding of these Policies and Procedures, I agree to abide by them while attending the Eastland-Fairfield Career & Technical Schools' Basic Police Officer Academy. I further understand these Policies and Procedures will be applied to any training conducted at an off-site location.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date