

# Greene County Career Center – Adult Education Peace Officer Basic Training



July 1, 2021-June 30, 2022  
Adult Student  
Handbook/Catalog



Board Approval: June 09, 2021

Greene County Career Center  
532 Innovation Drive  
Xenia, Ohio 45385  
Registration: (937) 372-6941  
Ext. 1551  
[www.greeneccc.com](http://www.greeneccc.com)

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## Introduction

The school will generally follow the guidelines in this handbook, except as otherwise required by law. These guidelines may be amended, changed, revised, supplemented, or deleted, in part or in total, at the Greene County Career Center's Board of Education's sole discretion, at any time. Any changes will be posted or distributed to you, but students are responsible, at all times, for being knowledgeable of and complying with all current organizational policies and procedures. This handbook contains the authorized policies of the Greene County Career Center and supersedes any other versions.

Greene County Career Center is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, gender, religion, sexual orientation, age, marital status, disability, national origin, or public assistance status. The person responsible for coordinating Greene County Career Center's compliance with legal requirements relating to these nondiscrimination policies is the Superintendent, Greene County Career Center, 532 Innovation Drive, Xenia, Ohio 45385



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## Section 1: General School Information

### 1.1: History

The school facility constructed in 1967 at 2960 West Enon Rd, Xenia experienced a number of expansions and upgrades throughout its history occurring in 1989, 1994, 2001, 2003, and 2011. A new facility construction project began in 2019 at 532 Innovation Drive, Xenia. This facility opened in Summer 2020. The Peace Officer Basic Training area includes classrooms, work-out room, large multi-purpose training room, bathrooms, student break area, and staff offices and is recognized as a post-secondary career and technical center by the Ohio Higher Education, Accrediting Commission of Career Schools and Colleges (ACCSC), Ohio Peace Officer Training Commission and the United States Department of Education. The main campus consists of 25.3 acres located at 532 Innovation Drive in the city of Xenia , Ohio. The school is located immediately off of U.S. Rt 35 in Xenia.

### 1.2: Vision Statement

Where all students will achieve in real work and real life.

### 1.3: Mission Statement

Empowering students through advanced technologies, integrated instruction, and community partnerships to succeed in career, college and life.

### 1.4: Authorizations

Accreditations: Greene County Career Center Adult Education is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)

Affiliations: Ohio Higher Education

Memberships: Ohio Association of Career and Technical Education

Approvals: Workforce Initiative Act (WIA)  
State Approving Agency Veteran Training  
Trade Adjustment Assistance Programs (TAA)  
Bureau of Vocational Rehabilitation (BVR)  
United States Department of Education  
Ohio Peace Officer Training Commission

### 1.5: Parking and Personal Property

School parking is available at no cost to the student. The school assumes no responsibilities for loss or damage to students' personal property or for any damage to any car, or loss by theft of any vehicle or any of its contents in or adjacent to school property.

### 1.6: Children on Campus

Children may not attend classes or be permitted to remain in the student break areas while parents are attending classes.

### 1.7: Forbidden Carry Zone

School premises are considered a **Forbidden Carry Zone** as defined in Section 2923.126(B) R. C. It is illegal to carry a firearm, deadly weapon, or dangerous ordinance anywhere on these premises. No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance onto these premises.

### **1.8: Emergency Response & Evacuation Procedures**

The District will determine the severity of any emergency situation and will notify all staff and students if necessary. The school has established procedures that assign notification responsibilities for all staff and students in any emergency or evacuation situation.

### **1.9: Office Hours**

Office hours are Monday through Friday, 7:30 am – 4:00 pm, with extended hours during specialized training courses. Appointment is suggested during the months of June and July due to limited office hours.

### **1.10: Board of Education Members**

Anthony Remaly	Bellbrook-Sugarcreek Schools
Gail Martindale	Cedar Cliff Local Schools
Gene Taylor	Beavercreek City Schools
Pam Callahan	Xenia Community School District
Mike Uecker	Fairborn City Schools
Angela Reagan	Greeneview Local School District
Steve McQueen	Yellow Springs Exempted Village

\*Boards of Education of Ohio's Vocational School Districts are composed of representing board members from the boards of education of the city schools, exempted village schools, and the county boards within the vocational district.

#### **ADMINISTRATIVE STAFF**

Dave Deskins, Superintendent  
Virginia Potter, Assistant Superintendent  
Eva Anderson, Treasurer

#### **PROGRAM COORDINATOR**

Michael Hild, Sr., Peace Officer Basic Training Academy Commander

#### **ADMINISTRATIVE STAFF**

Tracey Cassel, Adult Education Secretary – Peace Officer Basic Training Academy  
Becky Bond, Administrative Assistant

#### **VA CERTIFYING OFFICIAL**

Jim DeLange

#### **FINANCIAL AID SPECIALIST**

Jim DeLange

## Section 2: Peace Officer Basic Training Program Information

845 Clock Hours

<b>Tuition:</b>	\$5198	<b>Ohio Transfer to Degree Option:</b>	16 Semester Hours
<b>Registration Fee:</b>	\$50	<b>SOC Code:</b>	33-3051
<b>Lab Fees:</b>	\$598	<b>Maximum Class Size:</b>	40
<b>Additional Equipment:</b>	\$500-\$1000	<b>Day Class Meets:</b>	Mon – Fri, 8:00 am – 2:30 pm, 30 hrs/wk (Some weekend hours are required)
<b>Completion Timeframe:</b>	6 Months		

**Possible Certifications Upon Completion:** Ohio Peace Officer Training Certification, ASP Baton, Oleo-resin Capsicum (O.C. Spray), Taser Electronic Control Device, Certified Defensive Driving, S.T.O.P.S., Firearms (may qualify for CCW), Alcohol Detection, Apprehension and Prosecution (ADAP), WMD First Responder (Incl: 100c & 700b NIMS), Active Shooter

**Special Note:** Students must pass the Physical Fitness and all Student Performance Objectives in order to sit for the Ohio Peace Officer Training Certification test. Each student has two attempts to take the test and pass with 70% or better. Students who do not meet the test criteria must repeat the Peace Officer Basic Training program before attempting to re-test.

**Program Description:** Peace Officer Basic Training is designed to meet and exceed the entry-level requirements of the Ohio Revised Code Section 109.77 for Peace Officer Certification. Trainees receive quality academic and tactile skills from highly skilled instructors. In addition to the intense training schedule, trainees receive advanced training to enhance their knowledge of the field.

### Program Objectives:

- Develop competencies in Peace Officer Basic Training based on all requirements governed by Ohio Peace Officer Training Commission consisting of areas in: Administration, Legal, Human Relations, Firearms, Driving, Subject Control, First Aid, Patrol, Civil Disorder, Traffic, Investigation, Physical Conditioning, Homeland Security, Specialized Training

### Course Hour Breakdown:

Course Title	Theory	Lab
Intro to Basic Training	1.0	
Intro to Policing	6.0	
Fundamentals of the Criminal Justice System	3.0	
Community Diversity and Procedural Justice	12.0	4.0
Ethics and Professionalism	5.0	
Below 100	4.0	
Fundamentals of Report Writing	6.0	2.0
Intro to the Ohio Revised Code	5.0	
Crimes Against Persons	20.0	
Crimes Against Property	10.0	
Crimes Against Justice & Public Administration	12.0	
Other Offenses	16.0	
Arrest, Search and Seizure	36.0	
Civil Liability & Use of Force	6.0	
Testifying in Court	4.0	1.0
Interacting with the Media	4.0	

Blue Courage: The Heart & Mind of the Guardian	12.0	4.0
Domestic Violence	10.0	2.0
Crisis Intervention	22.0	2.0
Child Abuse & Neglect	8.0	
The Missing & Human Trafficking	14.0	
Juvenile Justice System	3.0	
Responding to Victims' Needs & Rights	3.0	
Firearms	12.0	48.0
Driving	8.0	16.0
Subject Control	6.0	64.0
Impact Weapons	4.0	4.0
First Aid/CPR/AED	2.0	6.0
Critical Injury First Aid	2.0	6.0
Patrol Aspects & Overview	4.0	8.0
Companion Animal Encounters	2.0	
Building Searches	4.0	8.0
Stops and Approaches	16.0	14.0
Vehicle Theft & Identification	2.0	
Gang Awareness	4.0	
LEADS	2.0	
Booking & Handling	3.0	1.0
Ohio Law Enforcement Gateway	1.0	
Civil Disorders	2.0	6.0
Intro to Traffic	1.0	
Motor Vehicle Offenses	8.0	
Traffic Crash Investigation	8.0	24.0
Uniform Traffic Ticket	2.0	
NHTSA Speed Measuring Device	24.0	16.0
Traffic Direction and Control	2.0	
NHTSA SFST	24.0	16.0
Crime Scene	18.0	8.0
Electronic Evidence	2.0	
Police Photography	3.0	
Tracing Stolen Property	1.0	
Drug Awareness	8.0	
Line-ups	2.0	
Gambling	1.0	
Surveillance	3.0	
Interview and Interrogation	6.0	
Physical Fitness and Conditioning	4.0	36.0
Critical Incident Stress Awareness	4.0	
Strength/Core Training		88.0
Haz Mat & WMD Awareness for the 1st Responder	8.0	



Bombs & Explosives	2.0	
Terrorism Awareness	4.0	
Incident Command Systems	4.0	
National Incident Management System	4.0	
Taser Certification	2.0	4.0
O.C. Spray Certification	2.0	4.0
Single Officer Response to an Active Shooter	4.0	4.0
Interview Panel	6.0	
<b>Total</b>	<b>449.0</b>	<b>396.0</b>

**Possible Entry-Level Occupations:**

- Police Officer
- Deputy Sheriff
- Hospital Police
- Wildlife Officer
- University Campus Police
- Corporate Security

**Physical Facilities & Equipment:**

The Peace Officer Basic Training program space consists of several classrooms, laboratory, multi-purpose room, student commons, and male and female locker rooms. In addition, the program utilizes several off-site specialized training facilities in partnerships with local agencies. The firing range that the students train at is owned by the Greene County Sheriff’s Department and is located at 847 Ford Road in Xenia. The rooms are well equipped with technology, equipment, and supplies to deliver curriculum. There are training mats, specialized equipment, and physical training equipment to provide students with a wide range of learning experiences. The Fitness Lab includes equipment utilized in most gyms and fitness facilities. Students will train on proper use of exercise machines, free weights, cardiovascular and aerobic equipment and other standard fitness materials.

**2.1: Additional Required Student Equipment**

Students attending the Peace Officer Basic Training are required to purchase their own duty gear and equipment:

ITEM#	ITEM DESCRIPTION	SIZE	QTY	PRICE
F5251	KHAKI TACTICAL TROUSERS			\$29.95
	<b>NYLON DUTY GEAR</b>			
528104	INNER VELCRO SYSTEM BELT, FOR TROUSERS			\$14.95
528100	OUTER DUTY BELT, VELCRO SYSTEM, 2" WIDTH			\$27.95
520948	KEEPERS, VELCRO (PAIR)			\$5.95
528101	MAGAZINE HOLDER, DOUBLE			\$19.95
520819	HANDCUFF CASE, CLOSED, HINGED OR LINKED CUFFS			\$14.95
520606	RECHARGEABLE MINI LIGHT HOLDER			\$7.95
520816	EXPANDABLE BATON HOLDER			\$13.95
	<b>LEATHER DUTY GEAR</b>			
520000	INNER VELCRO SYSTEM BELT, FOR TROUSERS			\$27.95
520601	OUTER DUTY BELT, VELCRO SYSTEM, 2 1/4" WIDTH			\$56.95
520800	KEEPER, LEATHER			\$3.50
525601	MAGAZINE HOLDER, DOUBLE			\$29.95
520860	HANDCUFF CASE, CLOSED, HINGED OR LINKED CUFFS			\$26.90
526863	RECHARGEABLE MINI LIGHT HOLDER			\$19.95
521151	EXPANDABLE BATON HOLDER			\$24.95
	<b>HANDCUFFS</b>			
560067	PEERLESS HINGED HANDCUFFS			\$41.95
560078	PEERLESS LINKED HANDCUFFS			\$29.95
560901	ASP LINKED HANDCUFFS			\$56.95
560713	ASP HINGED HANDCUFFS			\$69.95
520190	LARGE HANDCUFF KEY, POCKET STYLE			\$9.95
	<b>EXPANDABLE BATON</b>			
520267	ASP BATON, BLACK ANODIZED, 21"			\$119.95
R10078	21" BATON WITH FREE NYLON HOLDER			\$29.95
560635	HOLSTER BLACKHAWK SERPA® CQC® MATTE FINISH			\$49.99
564025	RANGE HEARING PROTECTOR MUFFS			\$19.95
	<b>FLASHLIGHT</b>			
561301	600 LUMEN RECHARGEABLE FLASHLIGHT			\$39.95

\*Prior to firearms training, students will need a 9mm or .40 caliber semiautomatic handgun which must be preapproved by the Commander.

## 2.2: Program Calendar

**Vertex42™ Calendar Template** Vertex42™  
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<http://www.vertex42.com/calendars/perpetual-calendar.html>

Year:  Month:  Start Day:  (1: Tue, 2: Wed) Calendar Title:

Note: The monthly calendars only show the first 2 holidays/events per day from the list below. You will need to add other events manually.

**Peace Officer Basic Training 09/20/21-03/17/22**

### 2021-22

September 2021				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2021				
M	Tu	W	Th	F
			1	
4	5	6	7	8
10	11	12	13	14
18	19	20	21	22
25	26	27	28	29

November 2021				
M	Tu	W	Th	F
1	2	3	4	5
8	9	10	11	12
14	15	16	17	18
22	23	24	25	26
29	30			

December 2021				
M	Tu	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January 2022				
Sa	M	Tu	W	Th
	3	4	5	6
	10	11	12	13
	17	18	19	20
	23	24	25	26
	31			

February 2022				
Sa	M	Tu	W	Th
	1	2	3	4
	7	8	9	10
	14	15	16	17
	21	22	23	24
	28			

Classes meet 8:00 am-2:30 pm Daily

Date	Event or Holiday
20-Sep	1st Term Begins
11-Nov	No Classes
25-Nov	No Classes 11/25/21 - 11/26/21
13-Dec	second term begins
20-Dec	No Classes 12/20/21- 12/31/21
3-Jan	Classes Resume
17-Jan	No classes
21-Feb	No classes
17-Mar	Last day training
18-Mar	Graduation
Sept. 24	First PELL/Loans Request
Oct. 21	First Loan Request
Dec. 13	Second PELL and Loan Request

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## Section 3: Admissions, Textbooks, Fees, Graduation

Credit for prior learning will not be applied to coursework. Greene County Career Center Adult Education is a Title IV clock-hour educational institution. Students are required to attend the entire program of study.

### 3.1: Admission Process

The following process can be waived only by the Peace Officer Basic Training commander. Persons who hold a current oath of office with any Ohio law enforcement agency are automatically eligible for the Police Officer Basic Training Program. **Sworn officers** must:

- Have a physical assessment and oral interview.

- Be certified by a licensed physician as able to participate in all phases of the program's strenuous and stressful training (includes disability, chronic illness, pregnancy, etc.).

Persons who are **open enrollment** (not affiliated with a law enforcement agency) must meet the following minimum standards for enrollment:

- Be at least 20 years of age.
- Have a valid Driver's License.
- Have NO felony convictions, warrants or investigations pending.
- Have NO convictions for any offense stemming from a domestic violence charge. This includes guilty or no contest pleas to lesser charges when the original charge was domestic violence.
- Have NO drug convictions.
- NOT be in violation of Ohio's Child Support Enforcement Laws.
- Be certified by a licensed physician as able to participate in all phases of the program's strenuous and stressful training (includes disability, chronic illness, pregnancy, etc.).
- Successfully pass the entry level physical fitness assessment at 15% of Cooper Fitness Standards and the Ohio Peace Officer Training Commission (OPOTC) completion standard.
- Participate in an oral interview.

It is strongly recommended that open enrollment applicants have previous knowledge or experience in the criminal justice field. Applicants will be asked in an oral interview how they have prepared themselves for entrance into the Peace Officer Basic Training program. Preference will be given to candidates who can demonstrate appropriate preparation.

- Students who will be utilizing GI Bill Benefits for tuition payment must bring their COE (Certificate of Eligibility) to the School Certifying Official (SCO) prior to class starting. Students can obtain their COE online at [www.gibill.va.gov](http://www.gibill.va.gov). Once the COE has been received by the SCO the covered individual, who is entitled to educational assistance under chapter 31, Vocational Rehabilitation or chapter 33 (Post 9/11) benefits, is entitled to attend and participate in the course of education. This is limited to the portion of funds paid by VA and ends on the earlier of the following dates: 1) date on which payment from the VA is made to the institution or, 2) 90 days after the date the institution certified tuition and fees following the receipt of the COE.

#### **All applicants must:**

- Provide a copy of a high school or GED transcript or diploma. If a student is unable to provide a copy of a high school or GED transcript or diploma, a college transcript or diploma may be used in lieu of the high school or GED transcript or diploma. Complete the application for admission and return the application to the Office with a **non-refundable \$50.00 registration fee**.
- Complete the Enrollment Form.
- Settle first term account for tuition, fees, and books prior to the first day of class in the second term.
  - Students **applying for financial aid** must complete the FAFSA on-line and meet with the financial aid office prior to the first day of class to obtain the Award Letter. [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The school's PIN number is 016861.
  - Students with an **agency or employer paying for all or part of tuition** must meet with the Student Account's Office to complete the necessary paperwork.
  - Students who are **self-pay** must arrange for payment prior to the first day of class.
- Attend Orientation and submit signed Enrollment Form.

The school reserves the right to cancel any classes, change the hour of meeting, substitute instructors, and revise or add programs of study as conditions may demand. If the situation warrants, classes will be consolidated. Classes without sufficient numbers of students may be rescheduled or cancelled. The school reserves the right to postpone the starting date of any class by reason of insufficient enrollment.

### **Policy for Granting Credit for Previous Education and Training:**

Greene County Career Center's Adult Education Peace Officer Commander will evaluate official transcripts and documentation of previous education and training.

### **3.2: Graduation**

Completion certificates are generated for the student when he or she has:

- Mastered each of the program competencies as indicated on each Skills Student Performance Objective check sheet.
- Passed notebook inspection as indicated by OPOTC guidelines.
- Maintained 100% attendance rate.
- All outstanding balances on the student account have been certified as paid.
- All equipment and/or materials owned by the school that were assigned to the student have been returned and accounted for by the program coordinator.
- Complete the required financial aid exit interview.

### **3.3: Passports, Transcripts, and Certificates**

Students who qualify will receive their Career Passports at graduation. Students who do not participate in graduation may pick up Career Passports from the office.

Students will receive an official transcript and certificate of completion when the student has satisfactorily met the graduation requirements. Official transcripts and certificate of completion will be included in the Career Passport. Students may request additional copies of transcripts or certificate of completion for \$5 each.

## **Section 4: Student Expectations**

Greene County Career Center Adult Education holds each student accountable for his or her individual behavior as it relates to the freedom, rights, and safety of others or as it affects the learning atmosphere of the school. Unacceptable behavior and/or violation of school policies may be a basis for termination of enrollment.

### **4.1: Academic Honesty and Integrity**

Cheating, plagiarism, and any other form of academic dishonesty will not be tolerated. Students participating in academic dishonesty may be dismissed from their program or course.

### **4.2: Copyright Violations**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. The Higher Education Opportunity Act of 2008 (HEOA) includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted material through peer-to-peer (P2P) file sharing.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorney fees. For details, see Title 17, United States Code, Sections 504, 505.

### 4.3: Student Appearance

All recruits, instructors and persons associated with the Greene County Career Center Peace Officer Basic Training program will display professional, mature and respectful behavior at all times. The Law Enforcement Code of Ethics must be adhered to as of day one of the program. Any disruptive, disrespectful or unsafe behavior will not be tolerated and could result in disciplinary action to include dismissal from the program (see Refund Policy). Students and school personnel shall adhere to the guidelines and policies set forth in the Student Handbook and will be required to sign a statement of understanding.

Students are required to follow standards of personal appearance and hygiene:

- Hair for Men-military or tapered hair, off of the ears and no longer than collar length
- Hair for Women - if longer than shoulder length, must be pinned up or otherwise fastened securely to head
- No afros, unless short and neatly barbered
- No unusual hair dyes permitted
- No braids, cornrows, etc. in the hair, except where braided in order to fasten securely to the head (women only)
- No bandanas, hats or do-rags are permitted
- Men are to be clean-shaven, with no beards, goatees or long sideburns. A mustache may be worn as long as the ends of the mustache do not extend past the ends of the upper lip.
- No facial jewelry of any kind is permitted, including tongue piercings. No earrings are permitted. There are to be no visible body piercings anywhere else on the body; all jewelry (with the exception of wedding rings) must be removed before the physical contact portion of the training begins.
- All tattoos must be covered, particularly those of a vulgar or offensive nature. If the tattoos are in an area that cannot be covered, it is highly recommended that the individual consider having them removed.
- Students in the academy must present a clean, neat, professional appearance at all times. Clothing may not have stains, tears or holes, and will be washed and wrinkle free.
- Students will not wear excessive cologne or perfume.
- Caps will be worn when the student is in uniform and outside of the building or as designated by the instructor or Commander.

Daily Uniform – to be worn beginning on the first day of class:

- Navy polo (provided)
- Khaki trousers
- Cap (provided)
- Black leather boots that can be polished
- Black socks
- Duty belt with accessories
- Student I.D. badge (provided)

Physical Conditioning Uniform – to be worn when participating in physical conditioning activities:

- T-shirt (provided)
- Shorts (provided)
- Sweatshirt (provided)
- Sweatpants (provided)
- White athletic socks
- Tennis shoes, running shoes, or similar

Students should bring the following additional items on the first day of class:

- Pens and paper
- 4 large white three-ring binders with presentation cover (clear plastic sleeve)

Prior to firearms training, students will need a 9mm or .40 caliber semiautomatic handgun which must be preapproved by the Commander.

#### **4.4: Student Behavior**

Peace Officer Basic Training program enforces its operation through progressive discipline. The “three strikes, you’re out” policy is effective upon entrance into the academy. This policy includes any combination of three violations. The exception is if the violation is of the severity to warrant immediate dismissal. The Commander reserves sole authority to discipline, including dismissal, as granted by the OPOTC. See Student Grievance Procedure for additional information. These infractions include, but are not limited to:

1. Any criminal violations
2. Traffic violations such as DUI, Reckless Operation, Vehicular Homicide/Manslaughter
3. AWOL (Unexcused absences)
4. Sexual harassment
5. Failure to properly care for academy equipment
6. Insubordination (Failure to follow orders/instructions)
7. Refusal/Failure to participate in academy classes
8. Failure to submit assignments on time
9. Sleeping in class
10. Fighting
11. Disrespect to fellow recruits
12. Disrespect to Academy Instructor
13. Use of foul or offensive language
14. Excessive Absence/Tardiness
15. Violation of social media rules
16. Failure to pass the Student Performance Objectives

#### **Program Rules**

1. Recruits shall conduct their private and professional lives so as to avoid bringing discredit, disgrace, ridicule or scandal upon the school’s Peace Officer Basic Training program. Dishonesty and/or unethical behavior will not be tolerated.
2. Recruits shall not negatively criticize the school’s Peace Officer Basic Training program or the Greene County Career Center, its policies, programs, actions, staff, or make verbal statements which tend to bring them into disrepute or ridicule, or which tend to interfere with the reasonable supervision or proper discipline of the program.
3. One of the most important variables a police officer faces is time. Seconds may make a difference in a life or death situation. Citizens rely on an officer’s ability to respond without hesitation. Regular attendance and promptness are mandatory. Recruits are required to be in their seats, ready for instruction, at the beginning of each class.
4. The nature of police work demands expedient and efficient response. The general public is extremely cognizant of police response time and they are quick to criticize delays. All assignments will be completed on time.

5. The classroom is the students' home six hours a day and will be maintained in a clean and orderly manner at all times. There are appropriate receptacles for trash and wastepaper. Students who bring their lunch may eat at the designated lunch area and are responsible for cleaning up after themselves.
6. Upon graduation, students will be prepared to perform all duties expected of a sworn police officer. Until the time of a student's employment and swearing in, students are reminded that they are not police officers and must not represent themselves as police officers, give advice to the public, or attempt to make an arrest.
7. No weapons are permitted on school property, except by certified Probation and Peace Officers (see Forbidden Carry Zone).
8. Students will take written and performance skill examinations. No talking is permitted once a test has been handed out. Students will not be allowed to leave the classroom until they have completed it. Once students leave the room, re-entry is not permitted until all students have finished the test. Cheating on an examination will not be tolerated and is grounds for dismissal.
9. Equipment serves as a life-line and is vital in the performance of the job. Do not leave equipment unattended, wear a partial duty rig or be unprepared for class. Failure to observe these rules may cause students to be sent home with an unexcused absence reported.
10. Students will receive test results at the same time. Do not ask an Instructor or the Commander for an individual grade.
11. Students shall not divulge police information to which they may have access or which they may have become privy to during training. Students will not make information in academy training, police reports or records available to anyone not authorized by competent authority or engaged in the training at the school's Peace Officer Basic Training program. Students shall not post any aspect of Academy training on social media without approval from the Commander.

#### **4.5: Personal Electronics**

Ringtones, notifications, and other audible sounds must be turned off while in classroom. Course instructors will determine whether a student's behavior is disruptive to the learning environment.

#### **4.6: Drug, Alcohol and Tobacco Policies (Prohibited Substances)**

Drug and alcohol abuse affects the health, safety, and well-being of all students and restricts Greene County Career Center's ability to carry out its mission. Greene County Career Center prohibits the possession, use, or distribution of illegal drugs, narcotics, and alcohol on school property or as part of any school activity. ***If a student comes to class while under the influence of drugs or alcohol, the student will not be admitted to class, his or her enrollment will be terminated and/or he or she may be referred to law enforcement.***

#### **Sanctions for Drug and Alcohol Policy Violations**

Students who violate the Greene County Career Center policy against illegal drugs, narcotics, and alcohol are subject to discipline. Students must also be aware that there are significant criminal penalties under state and federal law for the unlawful possession or distribution of drugs and alcohol. Sanctions for violation include but are not limited to: (1) immediate suspension from class and with recommendation for dismissal from program of study and (2) notification to law enforcement.

See the Commander for more information on referral resources for a variety of public and private education and treatment programs.

### **Tobacco-Free Campus**

The use of all forms of tobacco, including chewing tobacco, is prohibited at Greene County Career Center's campuses. ***A student who violates the tobacco-free environment may be placed on probation, or dismissed from the program of study.***

### **4.7: Sexual Violence**

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its education programs and activities. The Board is committed to maintaining an education and work environment that is free from all forms of unlawful harassment, including sexual harassment.

Sexual harassment, including sexual violence, interferes with students' rights to receive an education free from discrimination, and, in the case of sexual violence, is a crime. Pursuant to its Title IX obligations, the Board is committed to eliminating sexual violence in all forms and will take appropriate action against any individual found responsible for violating this policy. To further its commitment against sexual violence, the Board provides reporting options, an investigative and disciplinary process, and other related services as appropriate.

This policy applies to all student complaints, whether filed by a student, his/her parent, an employee, or third party on the student's behalf. It applies to all District operations, programs, and activities, as well as to unlawful conduct occurring on school property or during a Board-sponsored activity. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment.

### **Definitions:**

#### **1. Sexual Harassment**

As detailed further in Policy 5517, sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Examples include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- C. threats or insinuations implying that a person's conditions of education may be adversely affected by not submitting to sexual advances;
- D. unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. speculations about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;



- I. inappropriate boundary invasions into a student's personal space and personal life; and
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

## **2. Sexual Violence**

Sexual violence, as used in this policy, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age, intellectual or other disability, or use of drugs or alcohol).

Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sexual harassment and, in turn, sex discrimination prohibited by Title IX.

Harassing conduct creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. For example, a single instance of rape is sufficiently severe to create a hostile environment.

### **Anti-Harassment Compliance Officers**

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers."

Mrs. Virginia Potter, Assistant Superintendent and  
Mr. Jason Miller, Supervisor of Satellite Operations

The Compliance Officers are available during regular school/work hours to discuss Title IX questions, sexual violence concerns, and to assist students, other members of the School District community, and third parties. Compliance Officers shall accept sexual violence complaints directly from any members of the School District community or a visitor to the District, as well as those initially filed within a school building administrator. Upon receiving a complaint, the Compliance Officer or designee will discuss confidentiality issues with the complainant (and his/her parent, if the complainant is a minor), and open an investigation as described below.

### **Complaint Procedures:**

#### **Reporting**

Students and Board employees are required, and parents, community members, and third parties are encouraged, to report sexual violence promptly to a teacher, administrator, supervisor, or other school official. Reports can be made orally or in writing, and should be as specific as possible. The person making the report shall identify the alleged victim, perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s). The District, however, will investigate and address all reports to the extent possible.

A student has a right to file criminal and/or Title IX complaints simultaneously. A student does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to sexual violence or any other Title IX concerns may also be filed with the U.S. Department of Education's Office for Civil Rights.

Any teacher, administrator, supervisor, or other school employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) school days, and shall comply with his/her mandatory reporting responsibilities pursuant to R.C. 2151.412. The Compliance Officer will oversee the District's investigation and response to any Title IX-related complaints, but s/he may delegate the investigative process to another individual ("Designee"). The Board reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy.

### **Confidentiality**

The District respects students' privacy and will only disclose information regarding alleged sexual violence to individuals who are responsible for handling the school's response, the student's parents (if the student is a minor or is considered a dependent under Section 152 of the Internal Revenue Code), or as otherwise required by law. During the course of a formal investigation, the Compliance Officer/designee will instruct all interviewees about the importance of maintaining confidentiality. Interviewees will be directed not to disclose any information that s/he learns or that s/he provides during the course of the investigation to third parties.

### **Investigation**

The District is committed to investigating all sexual violence complaints in an adequate, reliable, impartial, and prompt manner. The investigation will seek to determine whether the conduct occurred, and if so, what actions the school will take to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

The investigation may include:

- A. interviewing the complainant, perpetrator, and any witnesses;
- B. reviewing law enforcement investigation documents;
- C. reviewing student and personnel files;
- D. gathering and examining other relevant documents or evidence; and
- E. providing a disciplinary hearing as needed.

The District affords both parties a balanced and fair process. Specifically, the complainant has the same rights throughout the proceeding as the alleged perpetrator. Both parties, for example, will have an equal opportunity to present relevant witnesses and other evidence at a disciplinary hearing. Likewise, the District's appeal process is available to both parties. The District, however, does not require complainants to be present for the hearing or appeal. Further, the District will not permit parties to personally question or cross-examine each other directly.

In resolving a complaint, the District uses a preponderance of the evidence standard, determining whether it is more likely that not that sexual violence occurred.

### **Timeline**

The Compliance Officer/designee must contact the student within two (2) school days after receipt of a report of sexual violence to advise s/he/them of the Board's intent to investigate the alleged misconduct. The Compliance Officer/designee will also inform the alleged perpetrator of the opportunity to submit a written response to the complaint within five (5) business days. The District's investigation, including a disciplinary hearing process (but not appeal), may take up to sixty (60) calendar days to complete. This timeframe may be extended on a case-by-case basis, depending on the complexity and severity of the matter, criminal investigation requirements, and school breaks. During this period, the District will provide the complainant with periodic updates on the status of the investigation.

### **Interim Measures**

During the investigation, the District will take interim steps to facilitate the complainant's equal access to its education programs. These steps may include, but are not limited to: (1) notifying the complainant of his/her options to avoid contact with the alleged perpetrator; (2) allowing the complainant to change transportation, dining, and working situation as appropriate; and (3) informing complainant of other available resources, such as counseling, legal assistance, and victim advocacy. Specific interim measures will be considered and offered on a case-by-case basis.

### **Notice**

Upon completing its investigation, the District will notify both parties in writing about the outcome of the complaint and any appeal. Specifically, the District will notify the complainant: (1) as to whether the investigation substantiated the allegations; (2) of individual remedies offered to the complainant; (3) of sanctions imposed on the perpetrator that directly relate to the complainant; and (4) other steps the District has taken to eliminate the hostile environment and prevent recurrence. The alleged perpetrator will be notified of the investigation's result and disciplinary consequence to him/her, if any. The District will not notify the alleged perpetrator about the individual remedies afforded to the complainant. All aforementioned notifications will comply with Federal and State privacy laws, including the Family Education Rights and Privacy Act (FERPA).

### **Remedies**

The District will provide a prompt and equitable resolution. If the investigation substantiates the complaint, the District will take steps to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and remedy its effects. In addition to imposing disciplinary consequences on the perpetrator, the District will consider the following individual and global remedies, on a case-by-case basis:

- A. providing medical, counseling, and academic support services to the complainant and/or perpetrator;
- B. reviewing any disciplinary proceedings against the complainant;
- C. training or retraining employees;
- D. developing materials on sexual violence;
- E. conducting sexual violence prevention programs; and
- F. conducting climate checks.

The District will not offer mediation in cases involving sexual violence. Disciplinary consequences against offenders may include suspension, expulsion, termination, and any other sanctions the Board deems appropriate. Any discipline meted out to offenders will comply with special education and Section 504 laws and regulations.

### **Appeals Process**

Both complainants and perpetrators may appeal the outcome of the investigation. Any appeal opportunities afforded to the alleged perpetrator are also afforded to the complainant. Any party wishing to appeal the outcome of the investigation must submit a written appeal to the Board within ten (10) school days after receipt of the written notice of the outcome of the investigation. The Board shall, within twenty (20) work days, conduct a hearing concerning the appeal. The Board shall provide a written decision to the appealing individual within ten (10) work days following completion of the hearing.

### **Retaliation**

Federal law strictly prohibits retaliation against a complainant or witness. The District will inform complainant of this prohibition and direct him/her to report retaliation, whether by students or school officials, to the Compliance Officer. Upon learning of retaliation, school officials will take strong responsive action as appropriate.

### **Training**

All staff will be trained so they know to report harassment to appropriate school officials. This training will include practical information about how to identify and report sexual harassment, including sexual violence. The training will be provided to any employees likely to witness or receive complaints involving sexual harassment and/or sexual violence, including teachers, school law enforcement unit employees or school resource officers, school administrators, school counselors, and health personnel. Further, school administrators responsible for investigating allegations of sexual harassment and sexual violence will be trained how to conduct such investigations and respond properly to such charges.

### **4.8: Violence Prohibition**

#### **Violence, Threats of Violence, Dangerous Behaviors**

Any student that participates in violence, threats of violence or other dangerous behaviors such as inciting panic, fighting, misuse of equipment will not be tolerated at Greene County Career Center. Students have a right to a hostile-free environment. ***Students that engage in violence, threats of violence or dangerous behaviors will be dismissed from the program of study and may be referred to law enforcement.***

### **4.9: Student Grievance Procedure**

#### **I. Purpose and Scope**

The purpose of this procedure is to provide Adult Education students an opportunity to resolve complaints. It is the intent of this procedure that student complaints should be resolved, if at all possible, in the classroom or program where they arise.

#### **II. Definitions**

A. Complaint Resolution Officer (CRO): The person designated to receive, investigate, mediate, and resolve complaints brought under this procedure.

B. Student: An individual who is enrolled in or registered with an academic program

C. Respondent: The person designated to answer or respond to the complaint. Generally the respondent would be the program coordinator in which the violation allegedly occurred.

#### **III. Step 1: Program Level Informal Resolution Procedures**

Before filing a grievance under this policy, a student should attempt to resolve the matter informally with the person or with the program coordinator in which the alleged incident occurred. The student may contact the Student Services Office for assistance with informal resolution. Attempts to resolve the matter informally should be completed within five (5) days from the time of the alleged incident.

#### **IV. Step 2: Formal Resolution Procedures**

A. Filing a Grievance

If the student is not satisfied with the outcome of the program level informal resolution, the student may file a formal student grievance within ten (10) days of notice of the outcome of the program level process.

Student grievances must be in writing and signed by the student or the student's designated representative, if any. Grievances must contain the student's address and phone number to the extent available, a detailed statement of the specific action being grieved, the approximate date when the action took place, the resulting injury or harm, a description of the evidence supporting the grievance, whether informal procedures were available and completed, and the remedy or relief requested.

If the student is to be assisted by counsel or representative, the student must submit the name of the representative or counsel. All expenses will be the responsibility of the student. The student also must submit a signed statement authorizing the representative or counsel to receive copies of relevant student records and correspondence regarding the grievance and to accompany the student to any meetings.

B. Initial Review

Upon receipt of a formal written student grievance, the administrator, as appropriate, shall promptly designate a Complaint Resolution Officer (CRO).

C. Investigation: Complaint Resolution Officer (CRO)

The CRO will arrange a meeting involving the student and the respondent and will be arranged at a mutually convenient time to discuss the grievance. This meeting is to occur within five (5) days after the grievance is made.

D. Request for Reconsideration: Administrator

If the grievance is unresolved, it may be appealed to the Administrator and acted upon within seven (7) days after the director's receipt of the complaint.

E. Appeal Process: Superintendent and Board of Education

If the grievance is unresolved after the Request for Reconsideration meeting, the student may appeal to the superintendent and shall be acted upon within ten (10) days after the superintendent's receipt of the complaint.

If the grievance is unresolved after appealing to the superintendent, the student may appeal to the board of education or the board of education's designee within five (5) days after the superintendent's response to the grievance. If a hearing is granted, the student will be notified of the place and time of appeal hearing.

F. Appeal Process: Accrediting Institution

If the grievance is unresolved after a hearing of the board of education and the student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in

written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
(703) 247-4212

[www.accsc.org](http://www.accsc.org)      [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting school's Treasurer, or online at [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

## Section 5: Satisfactory Academic Progress/Attendance/Student Performance

### 5.1: Satisfactory Academic Progress

#### Satisfactory Academic Progress

The Higher Education Act of 1965 (as amended) requires each student to be making **Satisfactory Academic Progress** (SAP) to be eligible for federal and state financial aid programs. All students enrolled in 600 hour programs or greater, whether or not they receive federal aid, are required to maintain SAP.

#### Clock Hour

A clock hour is defined as 50 minutes of class time with a 10 minute break.

#### Satisfactory Progress

To successfully complete a full-time program at Greene County Career Center, students must maintain satisfactory academic progress requirements. Satisfactory progress is measured by two criteria, qualitative (academic progress and technical/skill performance) and quantitative (attendance).

#### Academic Progress

The instructor and/or Commander evaluates academic progress on a weekly basis. Periodic student/instructor conferences and /or timely grade reports keep the student informed of his/her progress. The following grade scale applies to the Peace Officer Basic Training Academy Program:

Any grade above 70% is consider passing

Below 70% = Unsatisfactory

To maintain satisfactory progress, a student must achieve a minimum of 70% cumulative average each term (375 hours). Failure to achieve a minimum standard will result in dismissal according to the following guidelines: Grades for Peace Officer Basic Training are evaluated on each Student Performance Objective (SPO). Students must pass each of these in order to proceed in the program. Remediation will be given for a failed SPO and student can test one additional time to pass the SPO. If the student does not pass each SPO by the second attempt, the student will be terminated from the program according to OPOTC regulations. After successful completion of all SPO's and the physical fitness assessment, students may then take the written State Certification Exam (SCE). Certain accommodations can be made during the SCE if a student has a disability that may impact the speed by which the student completes the exam. A request for such accommodations should be made to your Commander as soon as possible.

## **5.2: Attendance**

Each student has primary responsibility for tracking individual absences and tardiness although students are required to sign in and out each day, including lunchtime. Attendance records are reviewed by the Commander daily with 100% attendance requirement for successful completion of Peace Officer Basic Training, enabling students to sit for the State Certification Exam (SCE). Students are expected to arrive on time and stay until the end of the class. All arrivals after the designated starting time will be classified as a partial absence. Leaving early will also be considered a partial absence. Partial absences will be computed in real time, and are factored into the attendance requirement. Doctors' visits and other appointments should be scheduled outside of class time. If a student must miss school because of illness or other emergency, follow program specific requirements for procedures regarding notification and documentation. Student must make-up any time missed within 14 days of when the absence has occurred. Student will be given a "Notification of Makeup" form to help the student and Commander track this 14-day timeline. All make-up time will be charged to the student at \$40 an hour for payment of the additional time the instructor must stay after normal hours. Please note that students receiving VA Educational Benefits will not pay make-up hours tuition for attendance reasons.

The following are the Adult Education general minimum standards. Specific standards for the Peace Officer Basic Training also apply.

1. The minimum attendance requirement to maintain satisfactory progress is 93% for the term (375 hours) and for the overall program (two terms -750 hours). A student may miss no more than 7% of the scheduled clock hours per term (375 hours).
2. A student whose absences exceed 7% of the scheduled term hours at the first evaluation point (30 calendar days from start of program) will receive an attendance notice for the remainder of the term. Please note: students receiving VA Educational Benefits who miss three consecutive days without notifying the Commander will be unenrolled from the program and notification will be sent stopping VA Education Benefits. Students receiving VA Education Benefits who miss five consecutive days even though notification has been sent to the Commander, will be unenrolled from the program and VA Education Benefits stopped. If the student's absences continue to exceed 7% of the scheduled term hours at the second evaluation point (the end of the next 30 calendar days) he/she will receive a Standards of Progress Warning. This Warning will serve as a pre-dismissal notice.
3. Subsequent attendance evaluation will then occur every 30 days until program concludes.
4. Students who do not meet the satisfactory standards of progress for two successive evaluation points will be dismissed from the program and must file an appeal for reinstatement (see Appeals/Reinstatement below).

Note: The Greene County Career Center reserves the right to deviate from the above policy in cases where absences are so excessive at any evaluation point that the student cannot mathematically achieve a 93% attendance average for the term. Students who are not meeting minimum attendance/grade requirements at the time financial aid is scheduled for disbursement will not be eligible for those disbursements until satisfactory progress requirements have been met. If the student does not reestablish satisfactory progress within his/her probationary period (next evaluation period), financial aid will not be disbursed and the student will be responsible for payment of all tuition and fees for the applicable term(s).

### **Mandatory Attendance Requirements**

Sign-in sheets are reviewed by the commander on a daily basis. Attendance sheets are also reviewed by the State Inspector during program audits. The Director/Commander evaluates academic progress on a weekly basis or through periodic student/instructor conferences at the student's request. Timely grade reports keep the student informed of his/her progress. Students who are absent from school for three

or more days without notifying the school will be dismissed from the program. OPOTC suggests students be given a 10 minute break every 50 minutes of class time. The class will assemble 30 minutes prior to class starting in the designated area for inspection, roll call, announcements and class PT (physical training).

Each student must sign the daily attendance roster the time of arrival, lunch break, return from lunch (if applicable) and end of day. The total number of hours present or absent will be noted on the sheet. No student may sign in or out for another student. No student may miss any portion of the mandatory topics. Also note that any hour(s) the Director/Commander adds to the mandatory topics also become mandatory. Please note: students who miss three consecutive days without notifying the Commander will be unenrolled from the program. Students who miss five consecutive days even though notification has been sent to the Commander, will be unenrolled from the program due to the attendance requirements.

### **5.3: Certification and Final Assessment Requirements**

All students will be required to keep a notebook. The notebook will contain all handouts. Student Performance Objectives (SPO's) and other related information the student has received throughout the program. The Director/Commander will inspect all notebooks. The notebook must pass inspection for the student to sit for the state examination. In order to sit for the state examination, students must also meet all attendance requirements and mandatory skill requirements. Physical conditioning is a mandatory skill. Each student must attend the Final Assessment and successfully attain the 50<sup>th</sup> percentile per age and gender standards for each of the three events as listed on the SF195BAS, Physical Assessment Form. Any student who does not meet the 50 percentile must be given at least one additional attempt prior to the closing audit. If a student does not pass the final assessment, the student will not be eligible for the OPOTA certification examination. The appropriate OPOTA Field Agent will be notified of any student(s) needing additional attempt(s) and the dates, times, location and instructor(s) for additional attempt(s). If additional attempts are needed for the Final Assessment, the student must successfully complete all three events-not only the event(s) which he/she initially failed. All three events must be completed on the same date, at the same assessment.

### **5.4: Appeal/Reinstatement**

Students who have been dismissed for failure to maintain satisfactory progress may appeal the dismissal within 10 days of the date of the dismissal notification. Appeals must be in writing to the designated Supervisor (Director or Commander), and must include documentation of extenuating circumstances as well as an explanation of how the issues that lead to dismissal have been resolved. (Note: lack of transportation and/or child –care are not acceptable as extenuating circumstances.) Students will be notified in writing of the decision of the appeal within five business days of the appeal hearing. If the appeal is accepted, the student may be readmitted for a probationary period and financial aid will be reinstated, if applicable. The requirements which the student must meet will be stipulated in the acceptance notification. If the student meets or exceeds standards during the probationary period, he/she will be considered to be in good standing. If the student does not achieve minimum standards, he/she will be dismissed with no additional opportunities for appeal. Students can only appeal once per program.

### **Probation**

A student will be placed on probation due to unsatisfactory academic progress, failure to meet attendance requirements, or for disciplinary reasons. A student will be notified in writing that he/she is being placed on probation and that notice will include the reason for probation, the length of the probationary period and the conditions for removal from probation. If the student does not meet the conditions of the probation period, he/she will be subject to dismissals.



### **Extenuating Circumstances**

When documented extenuating circumstances exist, the school reserves the right to deviate from the stated attendance policy.

### **Make-Up Policy**

Students who miss any portion of the mandatory hours and have not completed a make-up course will not be permitted to sit for the state examination. All make-up hours must be completed prior to the student being allowed to sit for the state examination. Students must make-up any time missed within 14 days of when the absence has occurred. Student will be given a "Notification of Makeup" form to help the student and Commander track this 14-day timeline. All make-up time will be charged to the student at \$40 an hour for payment of the additional time the instructor must stay after normal hours.

### **Withdrawal Procedure**

When withdrawing from a training program prior to the official graduation date, it is important for the student to complete appropriate paperwork with the Adult Education office and any sponsoring agency. Students must also have an exit interview with the program supervisor. The procedure is to insure credit for billing adjustments if they are required. Any refund due to the student will be processed within 30 calendar days. If the student withdraws and re-enrolls there will be no transfer credits issued. If a student withdraws due to an OPOTC approved medical or military exemption, the hours earned prior to withdrawing will be credited towards the total quantitative hours to complete the program when student re-enrolls.

### **Maximum Time Frame**

Students must complete their program within one year of start date of academy per OPOTC regulations.

### **Transfer Credits**

Peace Officer Basic Training is a noncredit program and does not accept transfer credits, nor can we issue transfer credits

### **5.5: Student Performance Objectives (SPO)**

Each student shall be permitted one attempt at each Student Performance Objective and one retest if the student fails the initial attempt. Students who fail the initial attempt must be afforded a reasonable amount of remedial training prior to the retest. **Any student who fails both attempts shall be dismissed from the program.** If the student who fails both attempts is taking classes for the Ohio Transfer to Degree option, the student may continue taking classes but will no longer be eligible to take the state certification examination.

No student will be permitted to take the state certification examination unless and until they successfully complete the psychomotor skills assessments in the following units:

- a. Unit 4, Firearms;
- b. Unit 5, Driving;
- c. Topic 6-1 Subject Control
- d. Topic 6-2 Impact Weapons
- e. Topic 7-1 First Aid/CPR/AED
- f. Topic 7-2 Critical Incident First Aid (CIFA)
- g. Topic 8-1 Patrol Techniques
- h. Topic 8-4 Building Searches
- i. Topic 8-5 Stops & Approaches;
- j. Topic 10-6 NHTSA Speed Measuring Device Training

- K. Topic 10-8 Standardized Field Sobriety Testing (SFST);
- l. Unit 12, Physical Conditioning;
- m. Topic 13-1 HazMat & WMD Awareness for the First Responder;
- n. Topic 13-4 Incident Command System (ICS);
- o. Topic 13-5 National Incident Management System (NIMS)

**Student Notebooks**

As required by OAC 109:2-1-10, all students shall keep a notebook which shall be submitted to the School Commander for inspection. Students shall not be permitted to take the state certification examination unless they have received a satisfactory evaluation of their student notebook. Student notebooks shall be available for review by OPOTC staff upon request. The School Commander shall evaluate student notebooks in the following areas:

- a. Sufficiency of course content;
- b. Organization;
- c. Appropriateness of the material;
- d. Regularity of entries;
- e. Neatness;
- f. Accuracy;
- g. Legibility.

**Grade Appeals**

Students who believe an error has been made in evaluating a Student Performance Objective can appeal to the Commander. The Commander will notify the OPOTC Field Agent, Matt Lyons, who will review the situation for further action.

**5.6: Withdrawal and Re-Admission**

**Voluntary Withdrawal**

All students who voluntarily terminate enrollment must complete a Change in Status form to inactivate their records. The school attempts to contact any student who is absent without notice. If a student chooses to not return to school or cannot be reached, the school will officially terminate his or her enrollment on the 3<sup>rd</sup> day of non-attendance. The School will finalize the process by sending a termination letter by registered mail to inform the student of future requirements or options.

**Involuntary Withdrawal**

Greene County Career Center reserves the right to terminate the enrollment of students. See Student Behavior.

**5.7: Re-Admission**

Students requesting re-admission to a new session of the Peace Officer Basic Training program following withdrawal or termination must resolve any outstanding balances before being re-admitted and registered for classes. The student should contact the Office to clear the account.

**Section 6: Financial Aid and Account Information**

**6.1: Peace Officer Basic Training Course Costs**

<b>Tuition:</b>	\$5198
<b>Registration Fee:</b>	\$50
<b>Lab Fees:</b>	\$598
<b>Additional Equipment:</b>	\$500-\$1000

## 6.2: Cancellation and Refund Policy

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following the orientation.

All monies paid by an applicant must be refunded if requested within three days after signing an enrollment agreement and making an initial payment prior to entering the school. An applicant requesting cancellation more than three days, but prior to entering the school, is entitled to a refund of all monies paid minus an administrative fee of \$50. If such cancellation is made, the school shall promptly refund in full all tuition and fees paid as stated in the Enrollment Agreement and the refund shall be made no later than 30 calendar days after cancellation. This provision shall not apply if the student has already started the program or class.

Students may be entitled to a full refund of monies paid if:

- Student's application is not accepted.
- The class is cancelled.

A refund applies only to tuition. There is no refund on application fees books, tools, uniforms, or other objects or supplies which become the property of the student.

The amount of Title IV and other aid will be applied to the student's account first, based on the hours attended prior to student's withdraw date to cover tuition. The remaining balance will become the responsibility of the student using the calculation listed in the table below.

Days Enrolled Per Term	Total Tuition School Shall Refund
0-2 Days	100% Refund
3-10 days	50% Refund
Over 10 days	0% Refund

### 6.2:1 Return to Title IV Funds Policy

Greene County Career Center returns unearned funds received from Federal student assistance programs to the proper program accounts in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965.

A student receiving assistance from Federal Title IV programs is required to complete a minimum number of clock hours for the payment period in which assistance was received.

- If the student withdraws from a program before completing 60% of the payment period, a prorated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the payment period remaining. The student's last day of attendance will serve as the "withdrawal date" when calculating the return of Title IV Funds formula.
- If the student remains enrolled and attends class beyond the 60% mark of the payment period in which aid is received, all federal aid is considered earned and not subject to this policy.

Return of Federal Title IV funds will be distributed according to statutory regulations. Greene County Career Center utilizes the Return of Unearned Title IV Funds Calculation Form provided by the U.S. Department of Education in order to determine the percentage of financial aid students have earned for the payment period. This is based on the number of clock hours scheduled in the payment period. For example, if the student completed 20% of the scheduled clock hours in the payment period, they earned

20% of the federal funds they were originally scheduled to receive; the unearned aid, 80%, must be returned to the individual funding source.

Title IV funds that are to be returned are done so in the order required in the Return to Title IV calculations/regulations. Greene County Career Center must return funds up to the total amount from each source, in the following order:

- *Federal Unsubsidized Direct Loan*
- *Federal Subsidized Direct Loan*
- *Federal PLUS*
- *Federal Pell Grant*

Any Title IV funds the student did not earn will be returned to the Federal Department of Education no later than 45 days from the date of determination that the student withdrew.

Once Greene County Career Center has determined that a student has withdrawn, the Return of Title IV Funds calculation will be performed within 45 days. The institution will notify the student in writing of their revised eligibility after the Return of Title IV Funds calculation is completed. If the student owes unpaid tuition and fees, the student will receive an invoice from Greene County Career Center. These unpaid fees must be paid in order to enroll in future classes or programs at Greene County Career Center.

If the student did not receive all of the funds earned, they may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the institution must get the student's permission before the funds can be disbursed. All post-withdrawal disbursements of loan funds must be offered within 30 calendar days of the date the school determined a student withdrew. Return of non-Title IV funds are made within 30 days of the withdraw date.

### **6.3: Tuition and Late Fees**

Tuition or financial aid arrangements are due on the first day of class. If tuition is not paid in full or financial aid is not in place by the end of day 2 of the course schedule, the student will automatically be placed on a payment plan. First payment will be due immediately. Any payment that is late, will be assessed a \$25 late fee, with sequential charges added each month that payment is late. Program dismissal will become necessary if student's account continues to be in arrears after two weeks of notification of student's lack of payment status.

All tuition must be paid in full prior to the end of the term, before admission will be accepted for the subsequent term. Students may settle their account by any of the following methods:

- Cash, Check, Money Order or Credit Card (Visa, MasterCard)
- Financial aid, loans or scholarships
- Greene County Career Center will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under chapter 31 or 33.

### **6.4: Cost of Attendance**

The Financial Aid Office establishes standard budgets, which reflect average costs for students during a typical period of enrollment. Actual expenses vary among students depending on life styles, priorities, and obligations. To assist students in determining their need to meet all costs of education, direct and indirect, a schedule of tuition and fees cost has been provided below. Indirect costs include personal

expenses, room/board, transportation, child care and loan fees. Some tuition/supplies may be estimated and could be subject to change.

	DIRECT COSTS		INDIRECT COSTS	
PROGRAM	TUITION	LAB FEES	INDEPENDENT STUDENT	DEPENDENT STUDENT
Peace Officer Basic Training	\$5198	\$598	\$16083	\$11870

### 6.5: Miscellaneous Fees

Registration Fee	\$50.00
High School & GED Transcript Obtainment Fee	\$15.00
ID Badge Replacement	\$ 5.00
Transcripts (One Free), each after that:	\$ 5.00
Replacement of Certificate of Completion:	\$ 5.00
Check returned by the Bank:	\$35.00
Late Payment Fee:	\$25.00
Mailing Career Passport:	\$25.00

### 6.6: Types of Student Aid

To qualified students, Greene County Career Center can offer the following options: Pell Grant, Direct Loans, and Veterans Benefits. We are also able to create employer plans, work with funding agencies such as Workforce Investment Act (WIA) and Trade Assistance Act (TAA). Payment plans are available to qualified individuals when necessary.

- **Grants:** Financial aid that does not need to be repaid. Generally, grants are for undergraduate students, and the grant amount is based on need, cost of attendance, and enrollment status.
- **Loans:** Borrowed money that must be repaid with interest. Generally, loans are based on need, cost of attendance, and enrollment status.

Once the Financial Aid Office has determined the level of financial need, the student's financial aid package is created. The package is created in this order if eligible:

- Pell Grant
- Subsidized Stafford Loan
- Unsubsidized Stafford Loan

## Section 7: Financial Aid Process

### 7.1: Verification

Verification is the process of confirming the accuracy of student-reported data on financial aid applications. If selected for verification, students will receive a letter with further instructions.

#### **Consequences for Missing Financial Aid Deadlines**

1. The student's payment status is changed to "Self-Pay."
2. The student's financial aid award may be reduced.

3. The student's financial aid award may be delayed causing the student to make payments to the Student Account's Office for tuition, fees and supplies until financial aid can be secured.

## **7.2: Financial Aid Award Package**

When all required documents are verified, the Financial Aid Office creates a financial aid package for the Adult Education student. The Financial Aid Office determines the student's financial need upon review of his or her financial aid application. Financial need is determined by subtracting the Expected Family Contribution (EFC) from the Cost of Attendance (COA).

### **The Financial Aid Award Letter**

Students who apply for financial aid will receive a Financial Aid Award Letter prior to disbursement indicating the type and amount of Title IV funding in the award package for the award year. The award letter will contain specific information about how and when the funds will be disbursed.

Upon receipt of the award letter, the student should:

- Read the letter to make sure he or she understands the terms of the awards offered.
- Notify the Financial Aid Office of any outside scholarships or third-party assistance.
- If the student's award package contains Direct Loan Funds in the form of Stafford Subsidized, or Stafford Unsubsidized, the student has the right to cancel all or a portion of the loans. Students who wish to decline a portion of their aid should modify and initial their signed award letter before returning it to the Financial Aid Office. All award letters must be returned to the Financial Aid Office within 14 business days. If the award letter is not returned within 14 business days, there may be a delay in fund disbursements.

## **Section 8: Student Services**

### **8.1: Job Opportunities**

Employment assistance for Peace Officer Basic Training students includes but is not limited to the following:

- Interview Techniques class with local police chiefs as guest speakers.
- Students participate in local police community service projects; i.e., Greene County Prescription Drug Turn In, Yellow Springs Street Fair, local police departments' open houses, which familiarizes prospective employers with our students.
- Outside agencies in the criminal justice field speak to students during hiring fairs.
- Emails are sent to graduated students when job postings are received.
- Commander will proof resumes upon request.

### **8.2: Advising and Counseling**

Coping and life skills are part of the mandatory OPOTC curriculum to prepare students for the high stress demands in the law enforcement field. Topics covered include on-the-job pressures, balancing work and family skills, and mental health concerns. Financial aid staff can assist students with career-appropriate budgeting, loan planning, repayment options and personal finance issues. Peace Officer Basic Training office staff can offer information on housing, transportation and child care. Tutoring is available when necessary and must be pre-arranged with office staff.

## **Section 9: Procedures under FERPA for Postsecondary Students**

### **9.1: Student Records Access**

All students shall have the right to review their records. Access must be provided within 45 days after the

request. All materials in the cumulative folder and intended for school use shall be available. An administrator or designee shall be present during any review of student records. Parents of dependent students, (those persons answering NO to every question in Step 3 of the FAFSA), may be allowed access to student records, but only if the student signs a release form granting them permission.

### **Request for Amendment and Further Appeal**

Students shall have the opportunity to challenge the contents of the school records at a hearing, as scheduled by an administrator or designee, if they believe the materials are inaccurate, misleading, or inappropriate. Any materials determined to be inaccurate, misleading, or inappropriate must be deleted or changed. The decision or reply of the administrator or designee may be appealed to the superintendent within one work week after receiving it.

All records concerning the complaint and how it was handled must be sent to the superintendent. Within one work week after receiving the request and records pertaining to it, all persons involved may be invited to an informal hearing or discussion in an attempt to negotiate a satisfactory settlement of the grievance. If this does not settle the matter, further appeal may be made to the Superintendent/Designee according to due process of law.

### **Release of Student Records**

Any person requesting a release of student records must contact an administrator or designee for the appropriate form. The requestor must complete and sign the form. The administrator or designee then reports the request to the student. The student must complete a Release of Information form to grant permission. The release form shows the date records were released, to whom and for what purpose. The form shall remain in the student's file.

## **Section 10: Health, Safety and Welfare of Students**

### **10.1: School Closings and Class Cancellations**

The Peace Officer Basic Training program will remain open during inclement weather unless the Commander deems a closure is necessary. Closure notification procedures will be outlined in class.

### **10.2: Parking and Personal Safety**

#### **Parking**

Parking is provided free of charge to Adult Education students, visitors, and faculty members. Students should follow the posted speed limit of 10 M.P.H.

#### **Personal Items**

- Identify valuables such as iPods, iPads, calculators, etc.
- Password protect your cell phone and other electronic devices.
- Always keep your handbags, backpacks, and wallets with you at all times. Make sure your purse is closed or your wallet does not protrude from your pocket.
- Avoid carrying large amounts of cash or other valuables when attending class.

### **10.3: Procedures for Reporting On-and Off-Campus Crimes and Emergencies**

To report a crime, contact:

Mike Hild, Commander

Phone: (937) 372-6941, ext. 1553

Email: mhild@greeneccc.com

In person: Peace Officer Basic Training Office

***In the event of an emergency: Contact 9-1-1, when using a school phone, dial 8-9-1-1***

Any suspicious activity or persons seen in the parking lots or loitering around vehicles or inside the GCCC Main Campus Buildings should be reported to the Xenia Police Department at (937) 372-9901.

Greene County Career Center security personnel have the authority to detain and question an individual and to require his or her departure and/or exclusion from campus property. Greene County Career Center works cooperatively with the Xenia Police Department, and as necessary with the Ohio State Highway Patrol and Greene Co. Sheriff's Office. Greene County Career Center strongly encourages all students and employees to accurately and promptly report any suspected crime to security personnel and appropriate law enforcement agencies. A crime victim's identity is a required component of this report; however, this identity will not be shared with anyone other than those charged with investigating and/or prosecuting the criminal action.

**Timely Warnings:**

In the event that a situation arises, either on campus or off, that, in the judgment of the District Safety Officer, constitutes an ongoing or continuing threat, a campus-wide "timely-warning" will be issued. The warning will be issued through the posting in the Student Break area and via email to all students, faculty and staff. Anyone with information warranting a timely warning should report the circumstances to the District Safety Officer.

**Confidential Reporting:**

If a student becomes a victim of or witness to any crime on or near the GCCC Main Campus, the incident should be promptly reported to the District Safety Officer. Because the reports are public records under state law, the District Safety Officer cannot hold reports of crime in confidence. With such information, the school can keep accurate records of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the school community to potential danger.

**10.4: Policy on the Preparation and Dissemination of the Crime Report**

The District Safety Officer prepares this report annually to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. A copy of this report can be located on the Greene County Career Center Adult Education Website. This report is prepared in cooperation with the local law enforcement agencies surrounding Greene County Career Center and with the District Safety Officer.

Campus crime, arrest and referral statistics include those reported to the District Safety Officer, other campus individuals, and the Xenia Police Department. These statistics may include crimes that have occurred in private residences or businesses near the school and is not required by law.

**10.5: Safety Drills**

Periodic fire and tornado safety drills take place at the Greene County Career Center without prior notice. A log of safety drills is maintained by the school nurse.

**10.6: Possession, Use and Sale of Alcohol and Illegal Drugs**

The possession, sale, or the furnishing of alcohol or illegal drugs is governed by Greene County Career Center Board of Education Policy and Ohio State Law. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Greene County Career Center has been designated "drug free" and only under certain circumstances is the consumption of alcohol



### 10.7: Campus Safety and Security (Clery Act Disclosures)

The Campus Security Act requires all school receiving certain federal funds to disclose campus crime statistics to employees, students, and potential students. Copies of this report are available in the Peace Officer Basic Training office and on the website at [www.greenecc.com](http://www.greenecc.com).

<b>Criminal Offenses</b>	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Homicide	0	0	0
Murder/Non-manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Motor Vehicle Theft	0	0	0
Robbery	0	0	0
Sex Offenses: Forcible/Non-Forcible	0	0	0

<b>Disciplinary Actions</b>	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>
Drug Abuse Violation	0	0	0
Liquor Law Violation	0	0	0
Weapons Possession	0	0	0

<b>Arrest</b>	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>
Drug Abuse Violation	0	0	0
Liquor Law Violation	0	0	0
Weapons Possession	0	0	0

	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>
<b>Crimes of Prejudice</b>	0	0	0

<b>Violence Against Women</b>	<b>FY21</b>	<b>FY20</b>	<b>FY19</b>
Dating Violence	0	0	0
Domestic Violence	0	0	0
Sexual Assault	0	0	0
Stalking	0	0	0

## Section 11: Faculty

### 11.1: Full Time Faculty

Instructor Name	Course(s) taught	Years of Experience
Mike Hild, Sr	Peace Officer Basic Training	53

### 11.2: Part Time Faculty

Instructor Name	Course(s) taught	Years of Experience
Kurt Althouse	Peace Officer Basic Training	29
Blake Breazeale	Peace Officer Basic Training	20
Bradley Scott Brown	Peace Officer Basic Training	28
Michael Brown	Peace Officer Basic Training	39
Theodore Bruner	Peace Officer Basic Training	27
Nathan Collett	Peace Officer Basic Training	25
Bryan Cook	Peace Officer Basic Training	23
Emily Crist	Peace Officer Basic Training	18
Lon Etchison	Peace Officer Basic Training	26
Michael Farthing	Peace Officer Basic Training	26
Shaun Fleming	Peace Officer Basic Training	25
Brian Goldick	Peace Officer Basic Training	23
Randall Hawley, Jr.	Peace Officer Basic Training	17
Matthew Hunt	Peace Officer Basic Training	16
Ernest Husted	Peace Officer Basic Training	36
Kraig Kirves	Peace Officer Basic Training	40
Eric Kuhlman	Peace Officer Basic Training	21
David Miller	Peace Officer Basic Training	46
Joel Misirian	Peace Officer Basic Training	21
Michael Molchan	Peace Officer Basic Training	14
Robert Naff	Peace Officer Basic Training	20
William Peck	Peace Officer Basic Training	43
Beth Prall	Peace Officer Basic Training	19
Johnathan Rodgers	Peace Officer Basic Training	20
Anthony Scott	Peace Officer Basic Training	27
Angela Spitler	Peace Officer Basic Training	18
Michael Spitler	Peace Officer Basic Training	28
Jeffrey Thomas	Peace Officer Basic Training	19
Eric Totel	Peace Officer Basic Training	31
Jamison Underwood	Peace Officer Basic Training	30
Stephen Wolaver	Peace Officer Basic Training	45

## STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

DATE: \_\_\_\_\_

I understand it is my responsibility to read, understand, and comply with the regulations and procedures of the Greene County Career Center Adult Education both written and implied.

I understand that if I choose not to comply with the regulations and procedures of the Greene County Career Center Adult Education that I may be immediately dismissed from the program.

By signing the Student Acknowledgement Form, I verify that I will comply with the regulations and procedures of the Greene County Career Center Adult Education both written and implied.

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE # \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_