

Greene County Career Center – Adult Education Peace Officer Basic Training



July 1, 2023-June 30, 2024
Adult Student
Handbook/Catalog



Board Approval: July 2023

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

Publication Date:

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

The Greene County Career Center's campus is considered a "school safety zone" under the Ohio Revised Code. Prohibitions against carrying deadly weapons and dangerous ordnance into a "school safety zone" are delineated in Ohio Revised Code section 2923.122. Students enrolled in the Peace Officer Basic Academy are prohibited from having firearms, deadly weapons or dangerous ordnance inside the Greene

County Career Center building. Students must comply with all other requirements of Ohio Revised Code sections 2923.122(D)(1), 2923.122(D)(3) and 2923.122(D)(4).

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, 7:15 am – 3:45 pm, with extended hours during specialized training courses. Appointment is suggested during the months of June, July and early August due to limited office hours.

1.10: Board of Education Members

| | |
|----------------|----------------------------------|
| Adam Remaly | Bellbrook-Sugarcreek Schools |
| Matt Sheridan | Cedar Cliff Local Schools |
| Gene Taylor | Beavercreek City Schools |
| Pam Callahan | Xenia Community School District |
| Tim Steininger | Fairborn City Schools |
| Suzanne Arthur | 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
Eva Anderson, Treasurer

PROGRAM COORDINATOR

Bryan Cook, Peace Officer Basic Training Academy Commander

CLERICAL STAFF

Tracey Cassel, Adult Education Secretary – Peace Officer Basic Training Academy

VA CERTIFYING OFFICIAL

Brandon Prather

FINANCIAL AID SPECIALIST

Brandon Prather

Section 2: Peace Officer Basic Training Program Information

845 Clock Hours

| | | |
|------------------------------|---------------------|--|
| Tuition: | \$5398 | Ohio Transfer to Degree Option: 16 Semester Hours |
| Registration Fee: | \$50 non-refundable | |
| Lab Fees: | \$898 | SOC Code: 33-3051 |
| Additional Equipment: | \$500-\$1000 | Maximum Class Size: 40 |
| Completion Timeframe: | 6 Months | Day Class Meets: Mon – Fri, 8:00 am – 3:30 pm, 30 hrs/wk (Some weekend hours are required) |

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, 200 & 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/CPR/AED, 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 | |
| Report Writing | 6.0 | 2.0 |
| Legal Basics | 6.0 | |
| 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 | 24 | 2.0 |
| Child Abuse & Neglect | 8.0 | |
| The Missing & Human Trafficking | 14.0 | |
| Juvenile Justice System | 3.0 | |
| Responding to Victims' Needs & Rights | 6 | |
| Firearms | 6 | 54 |
| Driving | 8.0 | 16.0 |
| Subject Control Techniques | 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 (OHLEG) | 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 |
| Digital Evidence | 3 | |
| 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 | 2 | |
| Total | 449.0 | 396.0 |

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 Xenia Police Division 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 (see chart5 below):

- Inner belt
- 2" outer belt (nylon or leather)
- (2) belt keepers
- Magazine pouch that will hold at least 2 magazines
- (1) pairs of handcuffs (chained or hinged)
single handcuff case
- Flashlight pouch
- (1) mini flashlight or mini tactical flashlight
- (1) Mace/Pepper spray holder
- Expandable baton holder
- 21" or 26" expandable baton
- Level 2 or 3 duty holster – NOTE: The Blackhawk Serpa or any holster that uses the trigger finger to release the pistol from the holster are **PROHIBITED FROM USE**, unless the holster is issued by your agency.
- Earmuffs and safety glasses for use at the range
- 9mm Luger (also known as 9x19 or (mm Parabellum, but not a 9x18 Russian/Makarov) or .40 S&W semiautomatic duty style pistol, which is preapproved by the Commander
- Compression shorts – approximately \$20

- Sports bra (females)- approximately \$20
- Boots that can be shined to a high luster/ -NO corfam- approximately \$100

| 12 | ITEM# | ITEM DESCRIPTION | SIZE | QTY | PRICE |
|----|--------|---|------|-----|----------|
| 13 | F5251 | KHAKI TACTICAL TROUSERS | | | \$29.95 |
| 14 | | NYLON DUTY GEAR | | | |
| 15 | 528104 | INNER VELCRO SYSTEM BELT, FOR TROUSERS | | | \$14.95 |
| 16 | 528100 | OUTER DUTY BELT, VELCRO SYSTEM, 2" WIDTH | | | \$27.95 |
| 17 | 520948 | KEEPERS, VELCRO (PAIR) | | | \$5.95 |
| 18 | 528101 | MAGAZINE HOLDER, DOUBLE | | | \$19.95 |
| 19 | 520819 | HANDCUFF CASE, CLOSED, HINGED OR LINKED CUFFS | | | \$14.95 |
| 20 | 520606 | RECHARGEABLE MINI LIGHT HOLDER | | | \$7.95 |
| 21 | 520816 | EXPANDABLE BATON HOLDER | | | \$13.95 |
| 22 | | LEATHER DUTY GEAR | | | |
| 23 | 520000 | INNER VELCRO SYSTEM BELT, FOR TROUSERS | | | \$27.95 |
| 24 | 520601 | OUTER DUTY BELT, VELCRO SYSTEM, 2 1/4" WIDTH | | | \$56.95 |
| 25 | 520800 | KEEPER, LEATHER | | | \$3.50 |
| 26 | 525601 | MAGAZINE HOLDER, DOUBLE | | | \$29.95 |
| 27 | 520860 | HANDCUFF CASE, CLOSED, HINGED OR LINKED CUFFS | | | \$26.90 |
| 28 | 526863 | RECHARGEABLE MINI LIGHT HOLDER | | | \$19.95 |
| 29 | 521151 | EXPANDABLE BATON HOLDER | | | \$24.95 |
| 30 | | HANDCUFFS | | | |
| 31 | 560067 | PEERLESS HINGED HANDCUFFS | | | \$41.95 |
| 32 | 560078 | PEERLESS LINKED HANDCUFFS | | | \$29.95 |
| 33 | 560901 | ASP LINKED HANDCUFFS | | | \$56.95 |
| 34 | 560713 | ASP HINGED HANDCUFFS | | | \$69.95 |
| 35 | 520190 | LARGE HANDCUFF KEY, POCKET STYLE | | | \$9.95 |
| 36 | | EXPANDABLE BATON | | | |
| 37 | 520267 | ASP BATON, BLACK ANODIZED, 21" | | | \$119.95 |
| 38 | R10078 | 21" BATON WITH <i>FREE</i> NYLON HOLDER | | | \$29.95 |
| 39 | 560635 | HOLSTER - BLACKHAWK SERPA® CQC® MATTE FINISH | | | \$49.99 |
| 40 | 564025 | RANGE HEARING PROTECTOR MUFFS | | | \$19.95 |
| 41 | | FLASHLIGHT | | | |
| 42 | 561301 | 600 LUMEN RECHARGEABLE FLASHLIGHT | | | \$39.95 |

← SPECIAL!

2.2: Program Calendar

Classes meet 8:00 am-3:30 pm Daily

| September 2023 | | | | | | |
|----------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | |
| | 4 | 5 | 6 | 7 | 8 | |
| | 11 | 12 | 13 | 14 | 15 | |
| | 18 | 19 | 20 | 21 | 22 | |
| | 25 | 26 | 27 | 28 | 29 | |

| October 2023 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 2 | 3 | 4 | 5 | 6 | |
| | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | |
| | 23 | 24 | 25 | 26 | 27 | |
| 29 | 30 | 31 | | | | |

| November 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| | 6 | 7 | 8 | 9 | 10 | |
| | 13 | 14 | 15 | 16 | 17 | |
| | 20 | 21 | 22 | 23 | 24 | |
| | 27 | 28 | 29 | 30 | | |

| December 2023 | | | | | | |
|---------------|----|----|----|----|----|-----|
| | M | Tu | W | Th | F | Sa |
| 1 | | | | | 1 | 22/ |
| | 4 | 5 | 6 | 7 | 8 | |
| | 11 | 12 | 13 | 14 | 15 | |
| | 18 | 19 | 20 | 21 | 22 | |
| | 25 | 26 | 27 | 28 | 29 | |

| January 2024 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | |
| | 1 | 2 | 3 | 4 | 5 | |
| | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | |
| | 22 | 23 | 24 | 25 | 26 | |
| | 29 | 30 | 31 | | | |

| February 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | |
| | 5 | 6 | 7 | 8 | 9 | |
| | 12 | 13 | 14 | 15 | 16 | |
| | 19 | 20 | 21 | 22 | 23 | |
| | 26 | 27 | 28 | 29 | | |

| Date | Event or Holiday |
|--------|-------------------------------|
| 11-Sep | 1st Term Begins |
| 10-Nov | No Classes |
| 23-Nov | No Classes 11/23/23 -11/24/23 |
| 30-Nov | second term begins |
| 22-Dec | No Classes 12/22/23 - 1/1/24 |
| 2-Jan | Classes Resume |
| 15 Jan | No Classes |
| 19-Feb | No classes |
| 27-Feb | Last day training |
| 28-Feb | Graduation |

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

Unless otherwise excepted by the Ohio Peace Officer Training Commission, open enrollment students and students who already hold a peace officer commission must:

- 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.
- Be at least 20 years of age.
- Have a valid Driver's License.
- Meet all of the eligibility requirements set forth by the Ohio Revised Code, the Ohio Administrative Code and the Ohio Peace Officer's Training Commission.
- NOT be in violation of Ohio's Child Support Enforcement Laws.
- 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. 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. 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 Academy Commander and the Greene County Career Center 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 Academy Commander and the Greene County Career Center 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 or the program coordinators designee.
- 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 \$10 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
- White T-shirt
- Cap (provided)
- Black leather boots that can be polished to a high luster
- 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)

- Compression shorts
- Sports bra (females)
- 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) with tabs

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 Instructors or the Commander
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
17. Professional or personal life conduct that brings about a criminal or administrative investigation upon the student

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 up to and including dismissal from the Peace Officer Basic Training Academy. 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, vape pens, and e-cigarettes, are 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*** Peace Officer Basic Training Academy.

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."

Mr. Brian McKnight, Director of Secondary Education
Ms. Jill Anon, Supervisor of Student Services

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 Peace Officer Basic Training Academy 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

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting school's Treasurer, or online at www.accsc.org.

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 can evaluate academic progress at any time. The following grade scale applies to the Peace Officer Basic Training Academy Program:

Any grade above 70% is consider passing

Below 70% = Unsatisfactory **OPOTA RULES REQUIRE 80%**

To maintain satisfactory progress, a student must achieve a minimum of 70% cumulative average each term (422.5 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 \$50 an hour per instructor 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 and for the overall program. A student may miss no more than 7% of the scheduled clock hours per term.
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 requires ~~suggests~~ students be given a 10-minute break every 50 minutes of class time. The class will assemble 15 minutes prior to class starting in the designated area for inspection, roll call, and announcements.

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, may 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 50th 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 \$50 an hour per instructor 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 3rd 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

Tuition: \$5398
Registration Fee: \$50 (non-refundable)
Lab Fees: \$898
Additional Equipment: \$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 pro-rated 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 by the end of the fifth training day. Any payment that is late may 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 | \$5398 | \$898 | \$16083 | \$11870 |

See Following pages for examples of Cost of Attendance:

Greene County Career Center
Peace Officer Basic Training Financing Plan

06 / 01 / 2023

Total Cost of Attendance 2023-2024

| | On Campus Residence | Off Campus Residence |
|-------------------------------------|-----------------------------|-----------------------------|
| Tuition and fees | \$6,296 | |
| Housing and meals | N/A | \$5,243 |
| Application Fee (non-refundable) | \$ 50 | |
| Transportation | \$1,618 | |
| Other education costs | \$500-\$1000 | |
| Estimated Cost of Attendance | \$8,464-\$8,964 / yr | \$13,707-14,207 / yr |

Expected Family Contribution

| | |
|---|--------|
| Based on FAFSA As calculated by the Institution using information reported on the FAFSA or to your institution. | varies |
| Based on Institutional Methodology Used by most private institutions in addition to FAFSA. | varies |

Scholarship and Grant Options

Scholarships and Grants are considered "Gift" aid - no repayment is needed.

Scholarships

| | |
|---------------------------------|--------------------|
| Merit-Based Scholarships | |
| Scholarships from your school | varies |
| Scholarships from your state | varies |
| Other scholarships | varies |
| Employer Paid Tuition Benefits | varies |
| Total Scholarships | varies / yr |

Grants*

| | |
|-----------------------------|---------------------|
| Need-Based Grant Aid | |
| Federal Pell Grants | \$6,474 |
| Institutional Grants | N/A |
| State Grants | N/A |
| Other forms of grant aid | N/A |
| Total Grants | \$6,474 / yr |

VA Education Benefits

| | |
|------------------------------|--------------------|
| VA Education Benefits | varies / yr |
|------------------------------|--------------------|

College Costs You Will Be Required to Pay

| | |
|---|--------------------|
| Net Price To You (Total cost of attendance minus total grants and total scholarships) | varies / yr |
|---|--------------------|

Loan and Work Options to Pay the Net Price to You

You must repay loans, plus interest and fees.

Loan Options*

| | |
|---|---------------------|
| Federal Direct Subsidized Loan (x.xx% interest rate) (x.xx% origination fee) | \$3,252 / yr |
| Federal Direct Unsubsidized Loan (x.xx% interest rate) (x.xx% origination fee) | \$5,575 / yr |
| Total Loan Options | \$8,827 / yr |

* For federal student loans, origination fees are deducted from loan proceeds.

Other Options

You may have other options to repay the remaining costs. These include:

- Tuition payment plan offered by the Institution
- Parent PLUS loans, which your parent can apply for
- Non-Federal Private education loan, which you or your parent can apply for after passing a credit check
- Other Military or National Service Benefits

***Federal Pell Grants**

Note that the amounts listed are the maximum available to you depending on your EFC. To learn about Federal Pell Grants, go to: <https://studentaid.gov/understand-aid/types/grants/pell>

Next steps

Work Options

| | |
|----------------------------|------------|
| Work-study | N/A |
| Hours Per Week (estimated) | N/A |
| Other Campus Job | N/A |
| Total Work | N/A |

For More Information

Greene County Career Center
Financial Aid Office
532 Innovation Dr
Xenia, OH 45385
Telephone: (937) 372-6941 ext 1555
E-mail: bprather@greenecoc.com

*** Loan Amounts**

Note that the amounts listed are the maximum available to you depending on your EFC. To learn about loan repayment choices and calculate your Federal Loan monthly payment, go to: <https://studentaid.gov/h/manage-loans>

Glossary

Cost of Attendance (COA): The total amount (not including grants and scholarships) that it will cost you to go to school during the 2023–24 school year. COA includes tuition and fees; housing and meals; and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, such as an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs. For students attending less than half-time, the COA includes tuition and fees; an allowance for books, supplies, and transportation; and dependent care expenses.

Direct Subsidized Loan: Loans that the U.S. Department of Education pays the interest on while you're in school at least half-time, for the first six months after you leave school (referred to as a grace period), and during a period of deferment (a postponement of loan payments).

Direct Unsubsidized Loan: Loans that the borrower is responsible for paying the interest on during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

Expected Family Contribution: A number used by your school to calculate the amount of federal student aid you are eligible to receive. It is based on the financial information provided in your Free Application for Federal Student Aid (FAFSA). This is not the amount of money your family will have to pay for college, nor is it the amount of federal student aid you will receive.

Federal Work-Study: A federal student aid program that provides part-time employment while the student is enrolled in school to help pay his or her education expenses. The student must seek out and apply for work-study jobs at his or her school. The student will be paid directly for the hours he or she works may not automatically be credited to pay for institutional tuition or fees. The amount you earn cannot exceed the total amount awarded by the school for the award year. The availability of work-study jobs varies by school. Please note that Federal Work-Study earnings may be taxed in certain scenarios; however the income you earn will not be counted against you when calculating your Expected Family Contribution on the FAFSA.

Grants and Scholarships: Student aid funds that do not have to be repaid. Grants are often need-based, while scholarships are usually merit-based. Occasionally you might have to pay back part or all of a grant if, for example, you withdraw from school before finishing a semester. If you use a grant or scholarship to cover your living expenses, the amount of your scholarship may be counted as taxable income on your tax return.

Loans: Borrowed money that must be repaid with interest. Loans from the federal government typically have a lower interest rate than loans from private lenders. Federal loans, listed from most advantageous to least advantageous, are called Direct Subsidized Loans, Direct Unsubsidized Loans, and Parent PLUS Loans. You can find more information about federal loans at [StudentAid.gov](https://studentaid.gov).

Net Price: An estimate of the actual cost that a student and his or her family need to pay in a given year to cover education expenses for the student to attend a particular school. Net price is determined by taking the institution's cost of attendance and subtracting any grants and scholarships for which the student may be eligible.

Non-Federal Private Education Loan: A private education loan is a loan issued expressly for postsecondary education expenses to a borrower (either through the educational institution or directly to the borrower) from a private educational lender, rather than as a Title IV, HEA loan offered by the Department of Education.

Origination Fees: An upfront fee charged by a lender for processing a new loan application. It is compensation for putting the loan in place. Origination fees are quoted as a percentage of the total loan.

Parent Plus Loan: A loan available to the parents of dependent undergraduate students for which the borrower is fully responsible for paying the interest regardless of the loan status.

Teach Grant Program: Provides grants of up to \$4,000 a year to students who are completing or plan to complete course work needed to begin a career in teaching. If you do not meet the requirements of your service obligation, all TEACH Grants you received will be converted to Direct Unsubsidized Loans. You must repay these loans in full, with interest charged from the date of each TEACH Grant disbursement. Service obligation information can be found at <https://studentaid.gov/understand-aid/types/grants/teach>.

Tuition Payment Plan: A tuition payment plan offered by an institution may allow students to spread out their payments. It includes an extension of credit of 90 days or less in which the educational institution is the lender, or of one year or less where an interest rate will not be applied to the credit payment.

VA Education Benefits: Benefits that help Veterans, service members, and their qualified family members with needs like paying college tuition, finding the right school or training program, and getting career counseling. You can find more information here: <https://www.va.gov/education/>.

For more information visit <https://studentaid.gov>.

6.5: Miscellaneous Fees

| | |
|---|--------------------------|
| Registration Fee | \$50.00 (non refundable) |
| High School & GED Transcript Obtainment Fee | \$15.00 |
| ID Badge Replacement | \$ 10.00 |
| Transcripts (One Free), each after: | \$ 10.00 |
| Replacement of Certificate of Completion: | \$15.00 |
| Check returned by the Bank: | \$40.00 |
| 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

6.7: Student Loan Requirements

1. After student has applied for student loans and received their Financial Aid Award Letter, a meeting will be scheduled with the Financial Aid Officer within 14 business days of letter. During this meeting time, the award letter will be discussed and the process of student aid will begin.
2. Student Loan Entrance Counseling must be completed prior to your meeting with the FA Officer. Go to:
[Entrance Counseling | Federal Student Aid](#)
3. Two weeks prior to completion of your program, you will need to email the Exiting Student Form to bprather@greeneccc.com. Please be advised that is a **requirement** before receiving your Graduation Certificate. This will prompt you to do the Student Loan Exiting Counseling online session as well as go over the Student Loan Repayment Plans, go to: [Loan Simulator | Federal Student Aid](#)
4. Students who need assistance with this process should contact or immediately notify the Financial Aid Officer bprather@greeneccc.com.

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:

Bryan Cook, Commander

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

Email: bcook@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 Division, 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 (Cleary 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.greeneccc.com.

| Criminal Offenses | FY23 | FY22 | FY21 |
|--------------------------|-------------|-------------|-------------|
| 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 |

| | | | |
|-----------------------------|--------------|-------------|-------------|
| Disciplinary Actions | FY223 | FY22 | FY21 |
| Drug Abuse Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |
| Weapons Possession | 0 | 0 | 0 |

| | | | |
|----------------------|-------------|-------------|-------------|
| Arrest | FY23 | FY22 | FY21 |
| Drug Abuse Violation | 0 | 0 | 0 |
| Liquor Law Violation | 0 | 0 | 0 |
| Weapons Possession | 0 | 0 | 0 |

| | | | |
|----------------------------|-------------|-------------|-------------|
| | FY23 | FY22 | FY21 |
| Crimes of Prejudice | 0 | 0 | 0 |

| | | | |
|-------------------------------|-------------|-------------|-------------|
| Violence Against Women | FY23 | FY22 | FY21 |
| 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 |
|-----------------|------------------------------|---------------------|
| Bryan Cook | Peace Officer Basic Training | 24 |

11.2: Part Time Faculty

| Instructor Name | Course(s) taught | Years of Experience |
|---------------------|------------------------------|---------------------|
| Kurt Althouse | Peace Officer Basic Training | 31 |
| Blake Breazeale | Peace Officer Basic Training | 22 |
| Bradley Scott Brown | Peace Officer Basic Training | 30 |
| Michael Brown | Peace Officer Basic Training | 41 |
| Penelope Cantrell | Peace Officer Basic Training | 26 |
| Wayne Dumolt | Peace Officer Basic Training | 31 |
| Johnathan Emery | Peace Officer Basic Training | 22 |
| Lon Etchison | Peace Officer Basic Training | 27 |
| Michael Farthing | Peace Officer Basic Training | 27 |
| Shaun Fleming | Peace Officer Basic Training | 26 |

| | | |
|-----------------------|------------------------------|----|
| Jason Harget | Peace Officer Basic Training | 25 |
| Randall Hawley, Jr. | Peace Officer Basic Training | 18 |
| Brandan Holliday | Peace Officer Basic Training | 18 |
| Matthew Hunt | Peace Officer Basic Training | 17 |
| Kraig Kirves | Peace Officer Basic Training | 41 |
| Timothy Littleton Jr. | Peace Officer Basic Training | 13 |
| Jonathon McCoy | Peace Officer Basic Training | 10 |
| David Miller | Peace Officer Basic Training | 47 |
| Joel Misirian | Peace Officer Basic Training | 22 |
| Michael Molchan | Peace Officer Basic Training | 15 |
| Christopher Mosley | Peace Officer Basic Training | 15 |
| Robert Naff | Peace Officer Basic Training | 21 |
| Zane Nickell | Peace Officer Basic Training | 28 |
| William Peck | Peace Officer Basic Training | 44 |
| Johnathan Rodgers | Peace Officer Basic Training | 21 |
| Anthony Scott | Peace Officer Basic Training | 28 |
| Michael Spitler | Peace Officer Basic Training | 29 |
| Jeffrey Thomas | Peace Officer Basic Training | 20 |
| Eric Totel | Peace Officer Basic Training | 32 |
| Jamison Underwood | Peace Officer Basic Training | 31 |
| Randall Warren | Peace Officer Basic Training | 26 |
| Richard Whalen | Peace Officer Basic Training | 46 |
| William Wilson | Peace Officer Basic Training | 31 |
| Stephen Wolaver | Peace Officer Basic Training | 46 |
| | | |
| | | |
| | | |

Section 12: Student Disqualifiers

Greene County POBT Academy Disqualifying Criteria

Applicants are not eligible for employment consideration unless they meet high standards. Certain events may be grounds for disqualification and are described herein. This not to be construed as an inclusive list of reasons for disqualification or rejection.

Disqualifying Criminal Conduct

- **Felonies:** All applicants who have been convicted in court of a felony or the attempt, conspiracy or solicitation of a felony, including but not limited to, treason, murder, voluntary manslaughter, rape, robbery, arson, burglary, kidnapping and any other felony that involves physical force or the threat of physical force or crimes of dishonesty, will be disqualified.

- **Misdemeanors:** All applicants who have been convicted of a misdemeanor offense in court within five (5) years of the date of application may be disqualified. All applicants convicted of two (2) or more misdemeanors will be disqualified.
- **Drugs (excluding marijuana):** Any use of any prohibited substance or abuse of a controlled substance may be grounds for rejection. All applicants who have been convicted in court of the possession and/or sale of narcotics, dangerous drugs or hallucinogens or any other controlled substance or drug of abuse that relates to job performance or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified.
- **Marijuana:** All applicants who have been convicted in court for the sale of marijuana, or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified. All applicants who have been convicted in court for the possession of marijuana may be disqualified. All applicants who have used marijuana during the selection process will be disqualified.
- **Sex Offenses and Acts of Violence:** All applicants who have been convicted in court of a sex offense as defined in Chapter 2907 of the Ohio Revised Code, or an offense of causing or threatening bodily harm as defined in Chapter 2903 of the Ohio Revised Code, or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified.
- **Guns, Concealed Weapons and Dangerous Ordinance:** Any applicants who have been convicted in any federal, state or municipal court of violating any gun control ordinance, carrying any concealed weapon, or possession of any dangerous ordinance, may be disqualified. Any attempt to violate any law, statute, or regulation to the above may be grounds for rejection.
- **Traffic Offenses:** All applicants who have been convicted in the last five (5) years in any court of competent jurisdiction of any of the following offenses will be disqualified: driving while impaired by drugs or alcohol, vehicular homicide, leaving the scene, reckless driving, or revocation or suspension of driving privileges on two (2) or more occasions. Any applicant currently under suspension or revocation of driving privileges will be disqualified. Any applicant with (6) or more points on their current record may be disqualified. No applicant will be eligible for appointment as a sworn employee unless that person possesses a valid Ohio driver's license.

Disqualifying Employment-Related Conduct

- All applicants who within five (5) years of the date of application have been discharged from previous employment for insubordination, serious misconduct on the job, unexcused absenteeism or tardiness, may be disqualified. All applicants who within the past five (5) years have been suspended, reprimanded, or disciplined for insubordination, misconduct on the job, unexcused absenteeism, tardiness, inefficiency, or neglect of duty on two (2) or more occasions, may be disqualified.
- Pilferage or thefts of cash, goods, or services from a place of employment will be cause for disqualification.

Miscellaneous Disqualifying Conduct

- All applicants who have failed to obey or honor any judgments entered by a court of record, including, but not limited to, alimony or support payments, or have failed to pay any fine imposed by a court of record, may be disqualified.
- All applicants who have been other than honorably discharged from the United States military service for reasons that are job related may be disqualified.
- All applicants who have made any intentional false alarm to any police agency may be disqualified.
- Any applicant who is currently a member of any organization that advocates crime or the violent overthrow of the United States government will be disqualified.
- All applicants who admit a current pattern of alcohol, drug abuse or illegal gambling within the past twenty-four (24) months will be disqualified (i.e., conduct that is predictable, repetitive or continuing activity).
- All applicants who have made false statements regarding any material matter during the selection process or have omitted any requested material information on the questionnaire, or who have cheated during any portion of the selection process will be disqualified.
- Any applicant who has paid or accepted a bribe or favor to cover or hide any criminal offense, or acted in any manner to prevent discovery and/or apprehension of any criminal by any duly constituted law enforcement agency, or was involved in any plan or attempt to accomplish any of the above, may be disqualified.
- All applicants who admit during the selection process to committing any of these offenses listed above may be disqualified as though they had been convicted.

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: _____