



Capital Area Regional Training Academy (C.A.R.T.A.)

RULES AND REGULATIONS

(updated 10/9/2023)

The Rules and Regulations contained in these pages should cover most situations. It is virtually impossible to cover all encompassing situations. The meaning should be clear; whenever there is a doubt, the student should seek clarification or explanation from a Staff member. No students can reasonably claim ignorance of the letter or spirit of any rule or regulations. These Rules and Regulations are established for the success of the student's academic process and the CARTA Academy.

Each student shall review the following rules and regulations and acknowledge the fact that they have reviewed and understand these rules and regulations on the final page. No deviations of these rules and regulations will be allowed without permission of the Commander or Training Staff.

We at the academy begin with the assumption each one of you are responsible adult and will conduct yourself as such. The rules and regulations imposed are fair and reasonable. All rules and regulations, written or verbal, will be strictly complied with. Failure to comply with these rules and regulations will subject you to disciplinary action and could result in dismissal from the Capital Area Regional Training Academy.

I. CONDUCT AND COURTESY

A. While enrolled in the academy you will conduct yourself in an exemplary manner at all times and conforms to the rules and regulations of the Academy, local ordinances, and state law, as well as rules and regulations of your department concerning general conduct.

B. It is prohibited for a student to display discourtesy to another student, instructor, or staff member by the use of abusive, insulting, satirical or profane language. This includes the practice of any discrimination regarding race, religion, color, national origin or ancestry.

C. No student will display negligence, or willful disobedience, laziness, indifference, carelessness, or inattention to duty, regarding regulations or directives.

D. As a CARTA student you will, at all times, maintain a courteous, and professional manner towards faculty and instructors and others with whom you associate.

1. All instructors and staff will be addressed by **TITLE AND LAST NAME**

i.e.: Sgt. Smith, Mr. Smith, etc.

II. ACADEMY STANDARDS

A. At least one test will be given for each block of instructions. There will be **TWO** re-test allowed. **NO** student can graduate with less than a 70% average earned for **each block** of instruction.

B. The maintenance of a satisfactory notebook is required (will be explained).

C. The minimum requirements of POST for firearms qualification must be achieved by each student in order to take the POST test.

D. Each student must pass the First Aid and CPR practical and written exam at 80%.

E. Regardless of the reason, excessive absences may prevent a student from graduating.

1. Excessive has been determined by the POST to be in excess of 10% of the total course.

F. Every student must pass the POST Certification test with a 70% or higher score.

G. Each student will satisfactorily complete all **Defensive Tactics** classes and successfully pass the Defensive Tactics written and practical test. You'll be allowed one re-test.

The following rules must be followed in order to create a clean and safe environment for the students and instructors:

1. No live firearm, live chemical agents, knives or any other weapons.
2. **All necklaces, earrings, or other body piercings must be removed.**
3. **Students should come to class showered and wearing clean clothes.**
4. **Do not wear perfume or cologne.**
5. If you have any pre-existing injuries or health conditions, you must report it to the instructor and have a written doctor's note stating you can participate.
6. **NONE** of the class can be missed.
7. Fingernails must be trimmed or you will be dismissed from the class.
8. Disruptive behavior or horseplay will not be tolerated.
9. All injuries, no matter how slight, must be reported to the instructor as soon as possible after they occur, but no later than the conclusion of that training day.

The student must pass two tests in order to receive their certification. The student will be allowed one re-test. You must pass a written exam with at least a score of 70% and a practical exam with either pass or fail.

H. There will be three evaluations. Every student **must do** at least 10 push-ups, 10 sit-ups, a 1 and ½ mile run (under 20 minutes), flexibility test, and a 300 meter run. First evaluation will be at the start of the academy. The second evaluation is performed toward the eighth week and the third will be performed near the end of the academy. All three scores from the three evaluations are recorded. You must have an overall score of at least 70% (will be explained). The student **must** have an academy Health form filled out and signed by a Physician showing that the student can participate in the listed activities, prior to attending the academy. The training consists of running, pushups, sit-ups, aerobics, circuit training, band training some sprinting and strength training.

All academy Health Forms (on our web page) must be turned in to the academy staff prior to or on the first day of class or you will not be registered in the academy. Students cannot miss more than **10% of the total hours of PT** or they **will be dismissed** from the academy.

III. ABSENCES

A. You are required to attend ALL scheduled or announced training sessions at the time and place designated. In the event of an anticipated or schedule absence students are required to complete a “Request for Absence” form and present it to the Director for approval.

B. You are required to notify the Director of the Basic Academy of any absence from training:

1. If you are to be absent from training, you will notify the Director before class by calling one of the following numbers:

Academy (225) 389-2365

Capt. P. Carter (225) 747-6651

Lt. A. Carter (225) 892-9008

C. Absences from the Academy are not authorized except in the following cases:

1. Personal Illness. (Doctor’s excuse may be required)

A. Each day you miss will cause you to miss a lot of important information. It will be the student’s responsibility to attain what they have missed. If you “just feel bad” you should attend class. A “Request for Absence” form must be filled out.

2. Serious illness, injury or death of immediate family members.

3. Subpoena for court appearance.

A. Court cases should be postponed until after the completion of the basic training if at all possible.

B. A student **must** complete a “**Request for Absence**” form and attach a copy of the subpoena.

4. Other emergencies approved by the Director.

A. The student must complete a “Request for Absence” form and have it approved by the Director.

D. Any unauthorized absences may result in disciplinary action up to and including possible dismissal from the Academy.

E. All absences will be reported to your agency.

IV. CLASSROOM REGULATIONS

- A.** Students will be seated at their desk assigned to them by the Director. No changes will be made without permission of a Staff member.
- B.** Classes start promptly as scheduled times.
- C.** Promptness is essential: tardiness **WILL NOT** be tolerated!
- 1.** Continued and habitual tardiness for the beginning of training sessions, late arrival from breaks, or any minor infractions will be handled internally. Discipline for those matters range from extra PT to off-duty writing assignments. Multiple minor infractions can also lead to dismissal from the Academy.
- D.** Whether in a classroom environment or any other training location, you will remain awake, alert and attentive to the instructor and follow all directions. If you fall asleep in class, you may be asked to leave and report to the Coordinator. Do not hold private conversations with other students while instructors are teaching.
- E.** You **WILL NOT** wear hats, caps, sunglasses, holsters while in the classroom. These will be permitted to be worn outside, unless directed otherwise.
- F.** If you are disruptive to the good order of the class or refuse to cooperate or follow instructions, you may be immediately removed by the instructor and disciplinary proceedings will be initiated by Staff.
- G.** Strict discipline is required in the classroom at all times.
- H.** There will be breaks given at the discretion of the instructor.
- I.** The classroom will be cleaned and straightened up at the conclusion of each day's training. **Everyone will be held responsible.** The classroom, restrooms, outside break areas, microwaves, parking lot, etc. are to be kept clean. Use trash cans and cigarette butt containers.
- J.** **No** tobacco products (cigarettes, chewing tobacco, snuff, vaporizers, etc.) are to be used in the academy facility. Do not throw any of it in the trash cans inside the facility.
- K.** There are to be **NO** weapons, pagers or cell phones in the classroom. Violation of this rule **will** subject you to disciplinary action and/or dismissal from the Academy.
- L.** No eating in the classroom...that includes snacks i.e.; chips, sunflower seeds, candy etc.
- M.** Do not sit, lean, or rock on the classroom tables or chairs as it may be a distraction to the class.

V. FIREARMS

- A. **NO** firearms will be worn in the classroom.
- B. While engaged in the firearms training, you will be thorough in following the directions of the range officers for your safety and the safety of others.
- C. Safety procedures will be adhered to at all times, and if you report for firearms training under the influence of alcohol, illegal substances, or prescription medication that may cause impairment, you will be removed from the range and subject to disciplinary action up to and including dismissal from the Academy.
- D. Duty belts only, no other rigs allowed.

VI. GROOMING AND APPEARANCE

- A. You shall maintain a neat, clean and orderly appearance. Clothing shall be observed daily. Female's hair must be worn up or off the collar. Male cadets will not have any hair growth including but not limited to: goatee, mustache, sideburns, and beards.
- B. The student uniform for the classroom is **khaki** cargo pants, black boots, polo, and the **academy issued t-shirt**.
 - For the **Range**, students are to wear the academy issued t-shirt and khaki cargo pants; issued cap.
 - For **Defensive Tactics**, students are to wear their CARTA t-shirt and black shorts or black sweat pants and on certain days cargo pants when told by the D.T. Instructor.
 - For **Physical Training**, students will wear their CARTA t-shirt, black sweats and black sweat shirt/black shorts (depending on the weather). Students can wear office issued jackets and black jackets in classroom.
- C. The cap issued by the academy is the only headwear allowed.

VII. STUDENT CONDUCT DURING TESTING

- A. You are responsible for conducting yourself in such a manner as to avoid suspicion that you are improperly giving or receiving aid on any assignment or examination. If you fail to conduct yourself, your paper or examination will not be graded and it will be recorded as a "zero" 0.
- B. You will not be allowed to leave the room until completing your examination, and after having left the room, you will not be re-admitted until the exam termination.
- C. No books are permitted on your desk during exams.

D. No test material may be copied or taken from the classroom during the test or test reviews.

VIII. REMEDIATION SERVICES

The academy offers no remediation services. Students must be able to read and write.

IX. GRIEVANCE AND/OR COMPLAINT POLICY

All grievances and/or complaints are to be filed in writing to the Academy Director. The Director will seek a solution to the grievance and/or complaint and respond to such in writing.

X. COUNSELING SERVICES

Any student requiring counseling during the academy is to notify the Academy Director of such need. The Director will contact the student's agency head in an effort to obtain the needed services for the student.

I have read and acknowledge that I fully understand the Rules and Regulations of the Capital Area Regional Training Academy (CARTA.) I understand and will abide by these rules and regulations while attending the Academy. I also understand the requirements needed for graduation from this Academy.

STUDENT SIGNATURE

DATE

PRINT NAME