



ILEA Student Handbook



STUDENT HANDBOOK

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Law Enforcement Oath of Honor

*On my honor,
I will never betray my badge
My integrity, my character,
or the public trust.
I will always have
the courage to hold myself
and others accountable for our actions.
I will always uphold the constitution
and the community I serve.*

Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community, to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all, and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn, ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.



Vision

A world class academy that develops and trains law enforcement professionals for service.

Mission

Indiana's center for law enforcement education. The Academy prepares officers for service through rigorous training based upon values and respect.

Values

Integrity - Your word is your bond - Say what you mean, do what you say.

Caring - Treat people with dignity and respect.

Commitment - Mission accomplishment through focus.

Teamwork - Achieve success together through empowerment and trust.

Competence - Know your job and do it well.



ACADEMY CODE OF CONDUCT

PREAMBLE: The characteristic that most distinguishes a professional law enforcement officer from the criminal being pursued is the trueness of the officer's word. Honesty is the premise upon which the entire justice system and the sworn affidavit are founded. Training and technology, important as they are, are only tools to be used. The element upon which law enforcement is and always will be based is the element of character. To this end, the law enforcement professional must be self-regulating, disciplined, and honest.

The Law Enforcement Code of Ethics is the bedrock to which professionalism attaches and from which it precariously grows. For professionalism is not a precisely dimensioned piece of granite, but an organic, supple ideal. One which is difficult to obtain, and one from which all officers stray from time to time. The rules of professional conduct provide a visible standard for ethical behavior and the means by which true professionalism is fostered.

THE CONDUCT ARTICLES

- Article 1. An officer who takes an oath to support and uphold a Law Enforcement Code of Ethics by so doing professes to accept those principles and the obligations therewith.
- Article 2. An officer will obey all the laws of the State and of the United States as well as all department and Academy regulations.
- Article 3. An officer will obey all lawful orders issued by superiors.
- Article 4. An officer will not shirk responsibility of duty when a duty is prescribed by law or regulation or order. An officer will not absent himself or herself from duty to avoid these responsibilities.
- Article 5. An officer will do no act which will bring discredit upon the officer's department, the profession, or the Academy or which might be unbecoming an officer.

THE DISCIPLINARY ARTICLES

(applies to all officers while in basic training)

The articles of discipline are here set forth to encourage honorable conduct that is consistent with the highest levels of professionalism. The goal of discipline is to shape one's behavior and ultimately one's character. True discipline is not for retaliation or exacting retribution. It is for training and focusing one's mind. Discipline is a means by which standards are reached and professionalism subsequently attained.

Types of Disciplinary Proceedings:

Article 101. Those violations which are minor in nature and which are acknowledged by the student may be handled through an administrative infraction procedure, which can result in the loss of liberty or by imposition of extra duty at the discretion of the Basic Course Commander. No permanent record is maintained of such infractions. Those acts considered minor infractions include only those violations of rules in which no harm or serious consequence results.

Article 201. In those cases when a full preliminary investigation is not warranted, a Staff Review Board, chaired by a Captain & composed of at least 6 members of the training staff, will be held to determine if the cause for the complaint is justified. If a finding is made that a violation occurred and the accused was the violator, the Review Board may summarily prescribe a disciplinary sanction.

Article 301. For serious offenses or when a student claims innocence or justification, a thorough preliminary investigation shall be conducted. If the investigation discloses a reasonable belief a violation occurred, a captain may convene a Staff Review Board. If after the hearing the student is found to have committed the violation, the Board may recommend a sanction up to and including dismissal. All disciplinary recommendations will be reviewed by the Deputy Director.

Article 401. If a student's conduct results in an alleged violation of law, a staff member will be assigned to conduct a preliminary criminal investigation. If this investigation discloses that there is probable cause to charge the student, the investigation may then be forwarded to the appropriate prosecuting attorney and the student will be dismissed from the Academy upon the review and approval of the Executive Director pending disposition of the criminal charges.

Violations that are considered serious include violation of an order, a departmental regulation or Academy rule in which injury or substantial property loss could occur or when the violation is conduct unbecoming an officer including intoxication, sexual harassment or lewd and lascivious conduct. Other serious violations include failure to report a serious violation, dereliction of duty, absence from duty without leave, cheating and/or lying. For the more serious violations of conduct a student may be issued a "Yellow Tag" or a "Red Tag" restriction.

The Yellow Tag restriction will result in the student losing some or all Academy privileges for a period of one (1) week with a letter sent to the department or agency head. The Red Tag restriction will result in the student losing some or all Academy privileges for a period of two (2) weeks with a letter sent to the department or agency head.

ACADEMIC ETHICAL STANDARDS

Students will complete their own work and not look upon another student's test. Plagiarism or use of case briefs or written material of another or having copies of tests from previous classes is an ethics violation. If any student obtains possession of a study guide that has been developed to aid in the study of any subject or course taught at the Academy, that student must immediately show the study guide to the Basic Course Commander or Director of In-service Training.

TESTING

A score on written exams of 75% or better is passing. Students will also be required to pass a number of practical skill evaluations including evaluations for psychomotor skill areas.

A firearms qualifying handgun score of 80% is needed for qualification on each required course. Shooter ratings are determined by the average of the three qualifying attempts: Expert 95 - 100, Sharpshooter 90 - 94, Marksman 85 - 89, Qualified 80 - 84.

TEST FAILURES - Written/Practical

If a student fails a written test by scoring below 75% or a practical skills evaluation, the student will be advised by the Basic Course Commander or In-service Director of the test failure. The Basic Course Commander or In-service Director will notify the agency head or department training officer of the test failure. A written letter will be sent to the student's agency regarding the test failure and the retesting procedure.

RETEST PROTOCOL

The agency head may request in writing that the student be permitted to take the test a second time. The letter requesting the second attempt must be sent to the Executive Director of the Law Enforcement Training Board (LETB). Once the letter is received and approved, a time and date will be selected and a written notice will be sent to the agency from the ILEA Registrar regarding the retest.

If the second attempt ends in failure or if there is a failure of any other exam or practical after an initial failure, the student will be dismissed from the Academy. The agency head may send a letter requesting readmission to the Academy and/or a third and final attempt at the test. Letters requesting a third attempt will be forwarded to the Law Enforcement Training Board (LETB) through the Executive Director. If the LETB grants the final attempt, the ILEA Registrar will notify the department of the date and time.

Failing a written or practical test will result in a basic student being ineligible for the following: Honor Graduate Distinction, Squad Leader, Assistant/Alternate Squad Leader, Academic Award Winner, Firearms Proficiency Winner, Class President, Class Vice President and the Herman H. Freed Award Winner.

THE HONOR GRADUATE DISTINCTION

The Honor Graduate distinction is designed to reward those students who excel in their Academy training. Such things as appearance and bearing, physical ability, alertness, and attitude are as important to the patrol officer as shooting ability and academic accomplishment. The honor distinction will combine the traditional areas rewarded for accomplishment in the academic and tactical skills, but will also recognize those less heralded areas that are indicative of high quality, reliable officers. There is no restriction on how many students in a class may receive the honor distinction. The following standards will be used to determine an Honor Graduate.

An Honor Graduate may not have more than seven (7) GIG card citations for any reason or any type of “yellow” or “red tag” restriction or other serious administrative disciplinary sanction imposed (see page 5). An Honor Graduate must meet the following physical fitness assessment requirements: Vertical Jump – 20 inches or more, 300 Meter Run – 54 seconds or less, Push-Ups – 34 or more, One Minute Sit Up – 40 or more and 1.5 Mile Run – 12 minutes or less. An Honor Graduate must attain a qualifying score on each of the three handgun qualification rounds, attain a qualification level of at least expert with the handgun, and have a passing score on the shotgun course. An Honor Graduate must attain an academic average, when combining all mandatory written exams, of at least ninety-five (95%), **and must not have failed any academic or practical component of the basic course.**

A candidate for Honor Graduate must make application by submitting the required form at the time designated to the Basic Course Commander. Withdrawal from the present session, for whatever reason, will prohibit the applicant from qualifying for distinction in a future session unless authorized by the Executive Director. Persons who achieve the Honor Graduate distinction will have a notation made on their graduation certificate and in their permanent record.

HERMAN H. FREED AWARD

The Law Enforcement Training Board established the Herman H. Freed Award in August 2004.

Major Herman Freed became the first Executive Director of the Law Enforcement Academy in 1967 and was instrumental in establishing the first and current Academy facilities. In 1979, Major Freed was appointed to the Law Enforcement Training Board’s Advisory Council, a position he held until 1990. Until his death on June 14, 2004, Major Freed attended all graduation ceremonies from the first academy class to the 157th session.

The Herman Freed Award will be presented during graduation ceremonies in honor of Major Freed, to a student who demonstrates the qualities of:

Integrity
Loyalty
Ethics
Attitude

The basic class students will determine the Herman Freed Award winner by vote. The top vote recipient must also meet the approval of the ILEA Staff and must not have failed any academic or practical component of the basic course.

GENERAL RULES

(applies to all basic and in-service officers)

DISCRIMINATION AND SEXUAL HARASSMENT

The Academy Staff supports the right of all students to work and study in an environment free from unlawful discrimination and sexual harassment. Unwelcome sexual advances constitute sexual harassment when this conduct interferes with a student's academic performance or creates an intimidating, hostile, or offensive training environment. Sexual harassment will not be tolerated.

Students will not ridicule, mock, deride or belittle another person or make offensive or derogatory comments based on race, color, sex, religion or national origin, either directly or indirectly, to another person.

ILEA Instructors will implement a reduced contact policy between students involved in a complaint of discrimination or harassment pending investigation and will assist any student who presents a complaint in documenting the complaint with the designated internal investigating authority.

Complaint Procedures: A student-victim of discrimination or sexual harassment will immediately inform the offending individual that their actions are unwelcome and offensive. The student should then document the incident and immediately report the incident to an ILEA Instructor. Students should also encourage fellow students who confide that they are being harassed to report the act(s) to an ILEA Instructor.

No retaliative action will be tolerated against any ILEA student for either filing a complaint or providing information regarding such complaint.

TOBACCO, ALCOHOL AND DRUG USAGE

Use of any tobacco product anywhere in the Academy buildings is prohibited in accordance with the requirements set forth in the Clean Indoor Air Law, IC 13-1-13 through 13-1-13-9. Tobacco products may be used in the designated area located outside the building next to the Northeast access door.

Students will not bring alcoholic beverages of any kind onto Academy property. Basic students will not consume alcoholic beverages during the nights of residence at the Academy. The Academy has a Zero Tolerance Policy. Consumption of alcohol by a Basic Training Student will constitute a dismissal of the student from basic training. Alcohol consumption by any in-service student that contributes to inappropriate behavior will not be tolerated. Inappropriate behavior could be grounds for a BAC test, but a test is not mandatory for disciplinary actions. Students are prohibited from possessing and/or using nonprescription drugs while at the Academy except for legal "over-the-counter" medications.

ACADEMY REGISTRATION AND CHECK-IN

Due to heightened security concerns, it is imperative that the staff knows who is on the property. Visitors and guest instructors will enter the main building and sign in at the reception desk. Students will proceed to the Quartermaster window to obtain an ID badge, secure their weapon (if applicable) and obtain a room assignment (if applicable). Students attending a seminar or course requiring the payment of tuition will present cash, certified check, money order, claim voucher, or personal check at time of registration to the business office. In-service students will not be provided housing on Fridays, Saturdays or Sundays.

ACADEMY SAFETY AND SECURITY

Safety and security of the Academy, its students, visitors, employees and instructors is everyone's responsibility. It is incumbent on you, the student, to be aware of your surroundings and report any suspicious activity, persons or items out of place to the Training Staff during the day or the Staff Duty Officer after business hours. Failure to do so could result in the loss of life, limb and property.

Fire:

Upon the fire alarm sounding, all occupants of the building will exit the building through the nearest door and then assemble at the South end of the South parking lot in the grass for a headcount. Escape routes are posted in each classroom as well as each dorm room in the Academy. It is also wise to plan a second exit route out of the building.

Personnel will be permitted to reenter the Academy only when the "all – clear" is given by the on scene commander or the Executive Director or his designee.

Tornado or Inclement Weather:

When the announcement of inclement weather or imminent danger from a tornado is given over the public address system of the academy. Students shall immediately be directed to one of the following areas:

- a. Instructor Pit between classrooms 2, 8, and 10
- b. Classroom 8 or 10
- c. Men's or Women's shower/bathroom adjacent to the assembly hall
- d. Other areas as directed by the Staff Duty Officer or Officer in Charge.

Students should stay away from large glass windows, large open spaces, Assembly Hall or the Gymnasium.

Students shall remain within the sheltered area until given an all clear by the Staff Duty Officer or the Officer in Charge that the danger has passed.

Chemical/Hazardous Material Incident:

Students will evacuate to an upwind position from the spill or incident. Once evacuated students will again form into their squad assignments and take an immediate head count. During the evacuation process, refrain from touching any items. Students may reenter the Academy once the all clear has been given by the SDO or Officer in Charge.

Bomb threat or Suspicious Package:

If a notification to evacuate the academy occurs during a class session, the students upon receiving the notification will calmly exit the building. Students will evacuate to the grassy area by the South parking lot of the Academy. Once there, students will take a headcount and account for the students in their squad. Students will stand by at that location and then follow further instruction from training staff or the SDO. Students may be ordered to another location on Academy grounds. Students should be aware of their surroundings and report any suspicious packages or containers to the SDO or training staff. Students may reenter the building once the all clear has been given by the Executive Director or his designee.

Active Shooter:

In the event of an Active Shooter situation, students will lock or secure themselves in the best way possible; in their classroom, dorm room, or skill area. In the event that students are in areas that cannot be secured, students should attempt to get to the nearest area that can be secured. Once secured in the area, students should attempt to gain further cover from inside the area. Students shall remain in the lock down status until the “all clear” has been given or until it becomes apparent the position is no longer safe and movement is imperative for safety.

Any “all clear” will be given via the Academy PA system as authorized by the Executive Director or his designee.

Academy Security (continued)

The entire Indiana Law Enforcement Academy Complex is now an area of controlled access. Department of Corrections facilities are adjacent to the Academy. In addition, homeland security concerns are now more important than ever. Consequently these policies are **STRICTLY ENFORCED**.

An Academy Identification Badge is required for all persons authorized access to Academy facilities. This badge must be visibly displayed at all times while on Academy grounds.

No firearm of any type will be taken into student dormitory quarters. All students in residence will be assigned a gun locker upon registration and will store their weapon there. Commuter students are permitted to wear their firearm in the classroom, cafeteria and all common areas. Basic students may take their firearm on evening liberty.

Exterior Doors will be kept secure at all times in the main building with the exception of the main entrance doors during business hours. Entrance into the main building will only be through the main entrance.

Attempts to breach this security by placing objects in doors to keep them open, tampering with the latches, or assisting any person to enter through doors other than the main entrance **may result in dismissal from the Academy.**

In-service students have no curfew. However, if they return to the facility they must present their Academy ID badge to the Staff Duty Officer (SDO) to gain entrance. Basic students will be inside the main facility no later than 2200 hours.

POSTED RULES

Rules governing the use of specific areas of the Academy are either published in this Student Handbook or posted at the locations. Students will familiarize themselves with these rules and conform to those requirements.

ACADEMY DRESS CODE

All persons attending instruction (classroom or field exercise) shall be appropriately dressed in a manner that projects a professional image.

During the training day basic course students will wear the tan Academy uniform with a black or brown belt and black polo and have clean, polished black or brown uniform shoes.

In-service students and visiting guest instructors will wear department uniform or clothing that reflects modest taste and is in good repair.

After hours all students (basic and in-service) are permitted to wear casual clothing suitable for a professional environment so long as the clothing is clean, in good taste and in good repair.

No student will be barefooted in the hallways or wear tank tops, halter-tops, cutoffs, sleeveless shirts, or shirts with offensive sayings or graphics or any other clothing determined by ILEA staff to be inappropriate.

During meals, students will not wear shorts, sweaty clothing (worn directly from athletic activities) hats/caps or sandals.

VISITORS

Basic and in-service students are permitted visitors while at the Indiana Law Enforcement Academy. Visitors are not permitted during training hours and must not interfere with student training. Visitors are not permitted to enter dormitory rooms during their visit.

Visiting Hours: Monday – Thursday, 1900-2200 hours

ACADEMY HOUSING

All students will maintain their assigned room in a clean and orderly manner. No foreign objects that might result in stoppage are to be placed in a toilet. No food items, unless in a sealed wrapper, are to be kept in a room. Once opened, these food items must be consumed or disposed of. No appliances such as irons, coffee pots, hot plates or high amperage or heat generating devices are allowed.

HEALTH AND EMERGENCY SERVICES

Any person who becomes **injured** or **ill** will **immediately notify** a member of the ILEA staff. A First Aid room is available for the treatment of minor injuries and health problems. Emergency oxygen is available in several marked locations throughout the Academy main building. Automated External Defibrillators (AED's) are located in the First Aid room as well as the Emergency Vehicle Operations building and firearms range. Students ARE NOT permitted in the First Aid room without permission from ILEA staff unless it is an emergency situation.

The Academy is not responsible for the cost of the following: casts, bandages, x-rays, medications, prescription or other related medical expenses such as visits to physicians and/or medical facilities. This is the responsibility of each individual and/or their department insurance carrier.

PARKING

All basic students will park in the student parking lot located on the North side of the main building of the Academy complex unless given permission by the Basic Course Commander to park elsewhere. In-service students will park in either the north or south parking lots. Students will not park in areas marked for ILEA staff, or in parking spaces reserved for others. Violation of the above parking rules, policies and procedures may result in the vehicle **being towed** from the restricted space.

COMPLAINTS AND ENFORCEMENT

The primary responsibility for maintaining and reinforcing student compliance with the Conduct Articles and rules of this Academy shall be with the students and their immediate supervisory instructors. When an instructor perceives a student may be having or causing problems, that instructor will report the situation to the OIC or Basic Course Commander.

All citizen complaints received by the ILEA staff pertaining to off-ground student misconduct will be documented and investigated. Anonymous complaints will be accepted for investigation. The Basic Course Commander or Director of In-service Training will serve the charges and specifications upon the student.

When a Staff Review Board is used as specified in the Disciplinary Articles, the hearing shall comply with the following due process rights: The student may present evidence on his or her behalf. The ILEA staff shall carry the burden of proving the violation or misconduct by a preponderance of evidence. The hearing shall be open if requested by the student unless there is compelling need for confidentiality. After a full review of the facts, the Staff Review Board will make a determination if a violation has occurred and impose a sanction if necessary.

The Deputy Director may endorse or modify the Board's sanction. The accused student or his/her agency head may appeal the decision to the Executive Director for final disposition. Students have 60 days in which to appeal. Appeals and requests for a review of proceedings must be in writing when submitted to the Executive Director. Thereafter, appeal is to the LETB and courts.

QUARTERMASTER SERVICES

Issuance of ILEA property will be via hand receipt. A student will report a lost key, ID or nametag to the Quartermaster. Students will be assessed a \$10.00 replacement fee for each lost, defaced or mutilated ID badge or name tag or lost key.

VENDING MACHINES

Vending machines are located in the vending alcove in the west hallway and along the south wall of the cafeteria. Requests for a refund of lost vending machine money should be made to the Quartermaster. The Quartermaster will not make change for vending machine purposes. A change machine is located in the Academy vending alcove.

MAIL SERVICE

All incoming mail must be addressed as follows:

Student Name
Indiana Law Enforcement Academy
5402 S. County Rd. 700 East
Plainfield, IN 46168-0313

Incoming mail will be sorted by Quartermaster personnel at 1000 hours daily and placed in the mailbox designated for the student's room. Outgoing mail must be deposited in the Quartermaster mailbox and is collected twice daily at 0900 and 1500 hours. Stamps and envelopes are available for purchase at the Quartermaster.

LINEN EXCHANGE

Linen (one sheet and one pillowcase) will be exchanged at the Academy Laundry Room. Times will be announced by the Basic Course Commander or OIC of each class.

FOOD SERVICE

Basic students will go through the serving line at every meal and take at least one item. All students and instructors will provide their ID badge number to the dining facility monitor upon entering the serving line. Classes will be assigned meal times during breakfast and lunch. Contracting with the food vendor may be possible for the evening meal. The Basic Course Commander will advise each Basic Class if contracting is available for their departments.

In-service students will NOT cut or break through Basic student formations. Students will be refused service if they are dressed inappropriately or if they fail to have their ID badge displayed.

All persons will bus their own tray and dishes to the conveyer belt.

FOOD SERVICE HOURS OF OPERATION

Morning Meal: 0630 – 0730 hours

Noon Meal: 1200 – 1300 hours (5 day week) 1215 – 1300 hours (4 day week)

Evening Meal: 1800 – 1930 hours (on your own most evenings) Time may be adjusted as necessary.

1730 – 1830 hours (if contracted with Kitchen Manager)

RECREATIONAL FACILITIES

TV lounges are located in areas 101, 139, 239 and 260 in the dormitory portion of the building and are available from 0600 – 2300 hours. TV volume must be maintained at a reasonable level and will be reduced to a discernible level during **Quiet Hours (2200 - 2300)**.

Game lounges are located at areas 122 and 222. The hours of operation for game lounges are: 0600 – 2200 hours. All equipment will be returned no later than 2200 hours.

Lounge areas will be kept clean and free of paper, soft drink cans, and other debris. Lounge furniture will not be moved or removed.

The Assembly Hall and Exercise Room hours of operation for recreational use are 0500-0630 and 1800 - 2200 hours. Appropriate apparel will be worn. Hard-soled shoes or shoes that mark the floor will not be worn during athletic events in the Assembly Hall.

Students will have at least one (1) other person present when working out with heavy weights. A telephone is located in the weight room for emergencies. Weights must be returned to the proper stands when the student is finished and all other equipment returned to its proper place. Students must report immediately any damaged or malfunctioning equipment to the Staff Duty Officer. Equipment must be cleaned and wiped down after each use.

Students are authorized to use the cinder track near the southeast corner of the building, the EVO Track when not in use, and the Fitness Trail for running. Students will not run on the EVO Track or Fitness Trail unless there are at least three (3) persons present. They do not have to run together. Students can run alone if they tell a roommate and the Staff Duty Officer that they are going to run around the ILEA building or the cinder track without other students present.

ILEA COMPUTER USE

As a student at the Academy it will become necessary to use the WIFI, and computers while attending the course. As a basic student, students will have to read and sign a Computer Use and Internet Service Agreement. As a student you need to realize that the State has the right to monitor your use of the Academy computers and service.

This also includes any communications occurring through it. Students also will need to log off of the system once they have completed their use.

Students will not use any Academy / Indiana State computer to view, copy, edit, create, save, email, reply to, forward nor chat any material with unethical content.

STUDENT USE AGREEMENT FOR STATE-PROVIDED
COMPUTER USE AND INTERNET SERVICE

DATE:

Student ID:

You are being asked to read and sign the agreement below, which describes your responsibilities regarding the use of the Academy computers and the Internet.

1. I acknowledge that the State of Indiana has provided me with the use of personal computers and Internet service (the 'Service') in order for me to conduct student activities and use the Internet while a student at the Indiana Law Enforcement Academy.
2. I understand that the computers and Service are to be used strictly to conduct student business, and to be used in a manner consistent with my student status and in accordance with the policies in effect at the Academy, and that the Service is not to be used to access lewd or lascivious material or any other material of an unethical nature.
3. I will not engage in unauthorized access or jeopardize security, and I will not permit others to use Academy computers or the Service, which the state has provided me.
4. If uncertain whether an activity is permissible, I will refrain from the activity and secure clarification of the activity before proceeding.
5. I am aware that my inappropriate use of the Academy computers or Service will result in disciplinary action being taken against me, and that such action could result in my expulsion from the Academy. I am also aware that the State retains the right to pursue prosecution when misuse of its information and computing resources is suspected to be in violation of law.
6. I understand that all information I place on or retrieve from the Academy computers and the Service, including e-mail and the facilities of the worldwide Internet, may be subject to the Access to Public Records Act, Indiana Code 5-14-3. Unless exempted by law, information placed on or retrieved from the Internet is a public record and, therefore, eligible for public disclosure.
7. I acknowledge that the State has the right to monitor my use of the Academy computers and Service, including communications occurring through it.

STATE AGENCY -- Law Enforcement Training Board/Indiana Law Enforcement Academy

☐ I hereby acknowledge that I have read this document, fully understand it, and agree to abide by it.

Printed Name of Student _____

State Form 48023(S)
(LETB/ILEA Revised 042017)

Law Enforcement Training Risk Acceptance
Law Enforcement Training Board
Indiana Law Enforcement Academy

Before you begin law enforcement training in any capacity as an instructor, student or guest here at the Indiana Law Enforcement Academy be warned and advised that you are submitting yourself to the possibility of injury, perhaps even death, during this training. While the Staff of the Indiana Law Enforcement Academy is committed to minimizing all chances of injury, the risks associated with such training activities as firearms or weapons of any kind, emergency vehicle operations, physical fitness, physical tactics, chemical agent sprays, and water activity can never be totally eliminated.

Injuries that occur to employees present on behalf of federal/state/local agencies as well as private companies at the Academy are almost always covered under Worker's Compensation or some other employer provided insurance coverage. But payment for treatment of an injury to Basic Training Tuition Students or anyone else present in their personal/individual capacity is the sole responsibility of the injured student, instructor or guest.

Having been advised of the potential for injury that exists with Indiana Law Enforcement Academy training, and knowing that the State of Indiana, Law Enforcement Training Board, and Indiana Law Enforcement Academy or their employees will not pay for the costs of treatment for injuries that I incur while being present at the Indiana Law Enforcement Academy, I agree to the following:

- To use my best judgment and to act responsibly throughout my entire time at the Indiana Law Enforcement Academy, day or night;
- To notify Staff of any physical or medical condition or prescription drug use that might adversely affect my performance or increase my chance for injury while participating in Indiana Law Enforcement Academy programs;
- To request clarification of what is expected of me when I am unsure;
- To express to Staff a concern for my personal safety if I feel endangered by an activity, and to refuse to participate in any activity in which I feel the risk of injury is more than I want to accept;
- To immediately stop any activity (whenever I believe I have been in some fashion injured) and immediately report the injury to Staff for the purpose of receiving appropriate care and treatment; and
- To release the State of Indiana, the Law Enforcement Training Board, its Executive Director and Advisory Council, and the Staff of the Indiana Law Enforcement Academy from any responsibility for injuries that occur to me while participating in any Indiana Law Enforcement Academy program or activity.

WARNING: Do not sign this document without first reading it in its entirety. If you have any reservations about signing this document – do not sign it. Instead, withdraw from participating in the Indiana Law Enforcement Academy program. The Law Enforcement Training Board and the Indiana Law Enforcement Academy do not want to force you to do anything you are opposed to doing.

☐ I agree to these conditions.

My Academy ID number is:

Printed Student Name: