



# RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY

## Municipal Police Training Academy

Community College of Rhode Island — Flanagan Campus  
 1762 Louisquisset Pike, Lincoln, RI 02865-4585  
 Telephone: (401) 722-5808 — Fax: (401) 722-3151



Colonel Steven G. O'Donnell  
 Commissioner, Department of Public Safety  
 Superintendent, Rhode Island State Police

Sergeant Scott N. Raynes  
 Executive Director  
 RI Municipal Police Training Academy

GENERAL ORDER			
NUMBER	POLICY NAME	CALEA STANDARD	PAGES
6.400	ACADEMIC STANDARDS/ COURSES OF STUDY		4
SUBJECT AREA		REFERENCE	DISTRIBUTION
			ALL
DATES			
EFFECTIVE	ISSUED	REEVALUATION	PREVIOUSLY ISSUED
12/2/2013	12/2/2013	AS NEEDED	July 15, 2013

### ACADEMIC STANDARDS/COURSES OF STUDY

#### I. PURPOSE

The purpose of this policy is to establish standards, procedures and guidelines for the successful completion of Academic courses of study.

#### II. POLICY

The Recruit Officers will be graded on completed assignments by the individual instructors for each graded course of study. A graded course of study is not complete until all assignments are submitted and all requirements and standards have been met. Where applicable for successful completion (Graded Courses) the recruit officer's grade average shall be no less than 70% or a Pass grade.

#### III. DEFINITIONS

A. **GRADED COURSES**: A course of study where a numerical grade average is achieved or PASS/FAIL is required to complete the program. Graded Courses are recorded on the Academy recruit officer's information sheet. The following courses of study are RIMPA graded courses: Criminal/Juvenile Law, Accident Investigation, Motor Vehicle Code, Criminal Investigation, Police Patrol, Domestic Violence/Sexual Assault, Report Writing, Radar/Laser, First Aid/CPR/AED, Basic Water Safety, Physical Training, Arrest Tactics, Firearm, Breathalyzer/SFST, EVOC, Officer Survival, OC Certification

- B. **PASS/FAIL GRADE**: A grade system assigned to courses of study where a numerical grade is not a measure of successful completion.
- C. **EXAMINATION RETEST**: An opportunity for a recruit officer to re-take an assessment (test) with the required support of the sponsored agency, upon receiving a sub-standard grade in a graded course.
- D. **ACADEMIC DISMISSAL**: The removal of a recruit officer from the Basic Recruit Training Program by RIPOST order for sub-standard academic performance.
- E. **PRACTICAL PROGRAMS**: First Aid/CPR/AED, Basic Water Safety, Physical Training, Arrest Tactics, Firearms, Breathalyzer, EVOC, Officer Survival, OC, *Baton* certification, and "Role Play".

#### IV. PROCEDURE

- A. Each student will acquire a minimum average of 70% or PASS in each individual graded course of study in which they participate.
- B. Recruit Officers will be graded on examinations, practical assessments and all other work assigned by the instructor(s).
- C. All Recruit Officers will bring the necessary books, notes and handouts, and any other items required for scheduled *daily* classes.
- D. All Recruit Officers shall be required to maintain a formal Academy notebook. Notes for each of the courses in the curriculum will be maintained in this notebook. All notes shall be typed
- E. The notes, handouts, and manuals should be *arranged* in the order given.
- F. This notebook shall be checked periodically by the training officer(s) and will be used in the evaluation of the recruit officer.
- G. Notebooks may be checked for organization, neatness, completeness, accuracy and effort.
- H. All Recruit Officers shall receive a copy of the class schedule. The schedule is subject to change and the revisions will be announced as soon as possible.
- I. Recruit Officers are held responsible for the material on all handouts and outside material assigned or received from the instructor(s).
- J. Recruit Officers are to complete all work and assignments on time.
- K. A recruit officer shall not report late or miss any course of study (class) unless authorized by Academy staff.

- L. Recruit Officers shall not cheat, attempt to cheat copy or plagiarize during any academic work. Recruit officer(s) shall not present the works of others as their own. *This shall be considered conduct unbecoming a recruit officer and considered grounds for dismissal from the academy.*
- M. A recruit officer who has not achieved the minimal passing grade of 70% or received a FAIL in a course graded as PASS/FAIL shall be eligible for a retest (“Second Bite of the Apple” model), at the discretion and request of the sponsoring agency. *Only one re-test per course of study, per Basic Recruit Training program shall be allowed.*

In the case of role play, a failure of one (1) of the five (5) scenarios shall be considered a failure of role play; however the recruit will be afforded the opportunity to participate in all five (5) scenarios. A recruit will be given three (3) attempts at any scenario/station to obtain a pass grade. A debrief will be conducted by instructors after each scenario, and a remedial training session prior to the recruits third and final opportunity to pass the scenario/station.

- 1. Academy staff shall notify the sponsoring agency of any recruit officer who fails to achieve a passing grade in any Academy course of study.
  - 2. A recruit officer who has failed to reach a passing grade in an Academy course of study shall engage in remedial training.
  - 3. The remedial training program shall be the responsibility of the recruit officer and the sponsoring agency.
  - 4. A timely retest date will be assigned by Academy staff.
  - 5. The recruit officer must achieve the 70% or a Pass score on the retest.
  - 6. A numerical grade above the 70% will be documented in the recruit officer’s file but only a score of 70% shall be recorded on the recruit information sheet.
- N. A sub 70% score or a failure of the retest shall yield the following outcome.
- 1. Academic dismissal-Executive Director recommends that the RIPOST terminates a recruit officer’s attendance at the Academy based upon the recruit officer’s failure to meet the Academy’s Academic Standards Policy.
  - 2. A majority vote of the Commission is necessary to enforce an Academic Dismissal
  - 3. The sponsoring agency may remove a recruit officer and petition the RIPOST in writing that the recruit officer is allowed to attend the next Basic Recruit Officers Program and repeat the failed course of study.

4. In a Practical Program course of study a sponsoring agency may request a test-out. All test-out requests shall be forwarded to the Executive Director in writing.
- O. A recruit officer shall not be granted a test-out, until their initial recruit class has graduated.
  - P. A recruit officer shall not complete the Basic Recruit Training Program and receive RIPOST certification until all Academy programs have been successfully completed.



By Order Of:

A handwritten signature in blue ink, appearing to read "K. D. Pinch".

Karen D. Pinch  
Lieutenant Colonel  
Commanding Officer  
Rhode Island Department of Public Safety