



POLICE ACADEMY



INSTRUCTOR GUIDE

JANUARY 2005

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INTRODUCTION

Congratulations on your assignment to the New York City Police Academy. You will find teaching extremely rewarding- but equally demanding. Through your words and demeanor, you will be the primary influence on the careers of those recruits under your charge. The responsibilities are great. You must understand that you are viewed as a role model while in the classroom and during informal dealings with recruit officers. Recruits are eager to learn, and may emulate your behavior. For this reason, it is imperative that you act professionally and courteously toward recruits inside and outside the classroom.

Recruits will ultimately form their opinions of the job based on your attitudes and behavior. In light of this, the Department should be depicted in a positive light. To recruits, you are the personal representative of the Department and, as such, you must always act accordingly.

Over the course of the next six months, you will be training new officers to become community-minded, problem-solving public servants who will actively and impartially enforce the law, while respecting the dignity of each individual.

POLICIES

Fraternization

Fraternization with recruits from any company while they are assigned to the Academy is **strictly forbidden** and will result in **immediate disciplinary action**, including, but not limited to, loss of assignment and/or transfer from the Academy. Fraternization includes dating, flirting with, or socializing with recruits of either sex, either while on-duty or off-duty. Even the appearance of impropriety is to be avoided. Instructors are not permitted to attend company functions or parties until after recruits have graduated from the Academy. Instructors are prohibited from car-pooling with recruits, offering rides, etc., as well as communicating via e-mail, telephone or other electronic means.

Gifts

The acceptance of gifts other than a *plaque or pen and pencil set* from recruit officers or recruit companies, before or after the completion of training in the Police Academy, is prohibited.

Equal Employment Policy

The use of racist, sexist, or homophobic language, or using sexually explicit terminology in the classroom is prohibited, whether this language is directed toward or against an individual or not. The use of “street” language or terms, for whatever reason, has been construed by the Office of Equal Employment Opportunity (OEEEO) as creating a hostile work environment. The telling of ethnic, racial, sexual or religious jokes, or jokes about disabilities is strictly prohibited. It is incumbent upon instructors to comply with OEEEO policies and Police Academy guidelines regarding employment discrimination/sexual harassment reporting requirements.

Maintenance of Discipline

Instructors are expected to be “firm but fair.” Your general attitude should be one of encouragement. Degrading or berating recruits in front of the company should be avoided, and criticism should generally be done in private. Intimidation is prohibited. Creating an atmosphere of fear is counterproductive to the learning process and discourages legitimate questions from recruits.

Instructor Demeanor

Your primary role should be one of encouragement, motivation and morale-building. Emphasis should be placed on positive reinforcement. Recruits should be encouraged to ask questions in class, and they should not be criticized for any questions asked. Discipline should be meted out with respect. There is nothing wrong with being firm, particularly in the beginning, but after a certain period, you should act more as a mentor and helper than a disciplinarian. Remember, the manner in which recruits are treated by you and other Academy staff is the way recruits will treat the public. Respect the dignity of each individual, and treat recruits with courtesy and civility.

Assigning Homework

Recruits are regularly assigned chapters to read prior to the next day's classes. It is important to keep in mind that recruits are required to do homework. Reading and studying assignments must be reasonable and not utilized as punishment. **“Punishment” homework assignments**, such as writing out entire chapters, have been found to be counterproductive and are **PROHIBITED**.

Company Punishment

If a recruit or several recruits commit an infraction, they are to be dealt with individually through normal disciplinary processes. Punishing an entire company for the actions of a few will NOT be used as a normal method of discipline. If you feel that company punishment is warranted, conferral must first be made with your Team Leader. Team Leaders will determine if such action is warranted.

Documentation

It is extremely important that all behavior, both positive and negative, be documented by the instructor in a timely fashion. The Recruit Company Diary is used for this purpose. Additionally, any "49's" written about the recruit's behavior must also be retained. At the end of training, a Recruit Performance Assessment Committee meets and determines whether a recruit will be recommended for field assignment, special monitoring, or termination. The information in the recruit company diary is critical in deciding whether termination proceedings are mandated.

RULES AND REGULATIONS

1. Keep Team Leaders informed of your whereabouts at all times.
2. Upon reporting for duty - check with Team Leaders for any previously unscheduled assignments such as:
 - a. Muster coverage
 - b. Class coverage
 - c. Mail-run duty
 - d. Detail coverage
3. **BE ON TIME** for work, classes, to and from meal, etc. **You are required to be in the appropriate uniform at the start of your tour.**
 - a. It is Academy policy that lateness for duty will result in a submission of a "28" for lost time, as well as an entry in the minor violations log.
 - b. Be timely with assignments.
4. Team Leaders must approve any changes to class schedules.
5. Any discrepancies or conflicts in instructor schedules should be brought to the Team Leader's attention as soon as possible.
6. Submit "28's" five (5) days in advance:

- a. Submission of a "28" does not guarantee a day off – M.O.S. are responsible to follow-up to determine approval.
 - b. When taking off, let Team Leaders know what lesson has to be covered.
7. Be familiar with the contents of the Recruit Orientation Handbook. You are responsible for the information that it contains.
8. Staff members will be in **proper** uniform at the beginning of their tour.
 - a. Unauthorized equipment and uniform items are prohibited (i.e. non-uniform jackets or vests, cellular phones, beepers, etc.),
 - b. Uniforms should be clean, pressed and in good repair at all times,
 - c. When conducting classroom instruction, uniform shirts should not be rolled up and ties should be correctly fastened to shirt.
9. Have uniform available at all times (including white shirt, summer blouse dress shoes, helmet, vest etc.)
10. Update the status board on a **daily** basis.
11. Classroom instruction protocol is as follows:
 - a. Put your name, current lesson and homework assignment on the chalkboard (top right).
 - b. Review past day's lesson - question and answer session. Use street-related questions in order to see how students apply their knowledge.
 - c. Introduction/transition from previous lesson to lesson at hand, mentioning TPOs.
 - d. Cover present lesson - intro and content in your specific teaching style (i.e. lecture, PowerPoint, role-play).
 - e. Summarize the day's lesson.
 - f. Assign the specific TPOs that will be covered during the next lesson. This will give the student direction as he or she does his or her homework.
12. Be prepared to be evaluated at all times (including while substituting). You are expected to be teaching the lesson that is listed on the status board.

13. Instructors are to have a seat available by the door for any visitor at all times (e.g., C.O.P.A., C.O., Recruit Training Section, Team Leaders).
14. All instructors are required to attend all seminars. The seminars are run on a strict schedule; therefore, be punctual and prepared.
15. Never leave a class unattended or dismiss a class prior to the scheduled end of training or end of tour (1530 or 2400).
16. Ensure that classroom is clean-have student officers pick up refuse before you teach and at the conclusion of the class.
17. All instructors will be issued a class diary for each company assigned to them.
 - a. Diaries for *each company* must be maintained and updated and must be available and **accessible** for inspection at all times.
 - b. Instructors must document occurrences such as inappropriate classroom conduct, off-duty incidents or any other behavior deemed noteworthy.
 - c. Instructors will record grades, demerit cards, command disciplines and any referrals (tutoring, counseling, etc.) without delay.
 - d. Any/all information in diaries is to be considered confidential and will not be shared with other recruit officers.
 - e. Copies or originals of any pertinent documents **must** be kept in diaries ("49's", D.I.R.'s, "61's").
 - f. Diaries will be inspected by supervisors on a regular basis.
 - g. Official Company Instructors should ensure that the diary inspection sheet (available in the appendix) is accessible for supervisory signatures.
18. **Never** portray a negative attitude or express negative opinions in the presence of recruits regarding the Department, the students, the P.A., other instructors/staff, etc.
19. At the end of each exam, instructors with an inordinate number of failures in his or her company will be interviewed by the Squad Commander to explain how he or she intends to reduce the number of failures (tutoring, counseling, conferences, motivation, etc.).

20. Any recruit who fails two or more quizzes in any trimester must be **officially** referred to tutoring by the instructor.
21. All recruit failures will be moved to the front center desks in the classroom and will be monitored for improvement.
22. Breaks are a privilege that recruits should **earn**, if they are to be given at all.
 - a. If a break is given, the instructor is responsible for his or her recruits.
 - b. Breaks will be taken inside the classroom and should not exceed 10 minutes.
23. Sign in sheet - Sign in (please print **CLEARLY**) at the time you arrive and **not based on the last entry**. Sign in sheets will be located in room 523 or room 609 of the Police Academy.
24. Sign out when leaving the building. When leaving building for court, follow Patrol Guide procedures.
 - a. Indicate post changes on the front and rear of the roll call sign in/out sheet.
 - b. When performing the mail run, check with the Squad Commander for any additional mail run assignments.
25. Staff members' professional personal appearance should exceed that of the recruits. We are role models. This is particularly important at muster. Make sure your uniform, equipment, and personal appearance reflect favorably on you, the Police Academy, and the Police Department.
26. Personal cell phones and beepers will not be openly displayed during work hours (unless used for official business).
27. Note to all MOS who use their meal period for physical workout:
 - a. Meal is 1 hour
 - b. MOS should sign in and out on roll call. If using gym, sign gym log
 - c. Once you use your meal for workout/run, you are not entitled to another hour for meal
 - d. **Do not remain in any office or classroom attired in gym gear**
 - e. If in lounge, you must be on meal period and signed out on roll call
28. Recruit officers are to be addressed as "Recruit" or "Recruit (and surname);" Instructors as "Sir," "Police Officer (surname)" or "Sergeant (surname)"

DUTIES AND RESPONSIBILITIES

General Duties and Responsibilities

As an instructor at the Academy, your day will be demanding. You will be teamed with other instructors and you will teach a unified curriculum to your assigned company. Additionally, you will attend instructional seminars daily; prepare lessons for class; prepare test questions; proctor exams and quizzes; tutor and advise recruits; conduct muster inspections and recruit roll calls; perform duty at details; give expert testimony; and carry out various administrative duties.

Muster

Companies scheduled for physical training as the first assignment of the day shall muster in the gymnasium unless a classroom is specified. Other companies shall muster on the muster deck (3rd flr.), or Campus Deck (1st flr.), as specified in the daily schedule. Recruit officers shall fall in for muster at the time indicated on the official schedule for the day, usually 0715 hrs. for the “day” tour and 1545 hrs. for the “4x12”. During inclement weather, companies scheduled for muster on the muster deck will muster according to the Inclement Weather Muster Schedule, as directed by Recruit Operations. At such times, notice will be given to Company Sergeants, who will inform their companies.

- Company Sergeants will call the roll and prepare Absentee Forms.
- On command, Company Sergeants will deliver Absentee Forms to the instructor mustering the company.
- On command, Company Instructors will march their companies to their assignments.

Inspections

All companies are inspected daily for personal appearance and proper equipment. As an instructor, it is imperative that you strictly adhere to Department guidelines regarding personal appearance. Uniforms must be clean and pressed, and shoes shined. You must become familiar with Patrol Guide Section 204 – Uniforms and Appearance.

Squad Commander

The following duties and responsibilities are in addition to those enumerated in Department procedures, directives, and orders relevant to the Squad Commander’s rank.

- Be responsible for the overall performance of *all* personnel assigned to squad – including recruits.

- Ensure proper decorum of all personnel assigned to squad – including recruits.
- Conduct muster in the absence of Assistant Squad Commander.
- Complete and forward assigned communications in a timely manner.
- Oversee discipline of recruit officers assigned to squad.
- Conduct weekly squad conferences to discuss matters affecting squad.
- Disseminate orders and directives from Commanding Officer, Recruit Training Section.
- Ensure that notifications are given to members assigned to squad.
- Perform all matters assigned by competent authority.
- Ensure that all members assigned to squad are in appropriate attire and that their personal appearance is consistent with Department regulations.
- Ensure that monthly self-inspections are completed in a timely manner.
- Ensure that ‘Line of Duty’ injuries to recruits and staff are investigated and recorded as appropriate.
- Schedule Assistant Squad Commander for a minimum of six (6) hours per week of classroom instruction/observation.
- Ensure that hourly floor inspections are conducted as scheduled.
- Ensure that status sheet is maintained and updated on a daily basis.
- Ensure that an adequate supply of Student Guide materials, lesson plans, quizzes and all other necessary written materials are on hand and distributed when needed.

Assistant Squad Commander

The following duties and responsibilities are in addition to those enumerated in Department procedures, directives, and orders relevant to the Assistant Squad Commander’s rank.

- Assumes the duties and responsibilities of the Squad Commander when he/she is not present.
- Complete and forward assigned communications in a timely manner.
- Monitor classroom instruction of squad to ensure that curriculum is being taught in a consistent manner.
- Be directly responsible for supervision of Squad Leaders.
- Conduct muster as assigned by the Squad Commander.
- Verify and sign roll call.
- Direct the preparation of a weekly roll call and daily sign-in sheets.
- Investigate ‘Line of Duty’ injuries to recruits and staff, as appropriate.
- Perform all matters assigned by competent authority.
- Sign requests for excusals in the absence of Squad Commander, and maintain squad diary.
- Review classroom evaluations prepared by Team Leaders and notify Squad Commander of results.
- Perform monthly self-inspections as directed.

- Perform a minimum of six (6) hours of classroom instruction/observation as directed by Squad Commander each week.
- Inspect and sign company diaries of companies assigned to squad at least two (2) times per trimester and at least two (2) times during the Skills and Abilities term.
 - Ensure that Squad Commander is notified of any incidents that impact a P.P.O.'s performance or evaluation.
 - Ensure that remedial measures are taken to correct minor deficiencies.
- Inspect and sign company diaries of companies assigned to squad upon notification by the Official Company Instructor of any matters affecting the performance of the company.
 - Ensure that Squad Commander is notified of any incidents that impact a P.P.O.'s performance or evaluation.
 - Ensure that remedial measures are taken to correct minor deficiencies.
- Perform hourly inspections as directed by Squad Commander.

Team Leader

The following duties and responsibilities are in addition to those enumerated in Department procedures, directives, and orders relevant to the Team Leader's rank.

- Be responsible for the overall performance of instructor team.
- Ensure that all instructors assigned to team are in appropriate attire and that their personal appearance is consistent with Department regulations.
- Monitor classroom instruction and prepare classroom evaluations of instructors.
 - Review with instructors; recommend improvements in instructional style, discipline, and overall classroom management.
- Coordinate scheduling of classes under the direction of the Squad Commander.
- Ensure that all training blocks are covered and the appropriate lessons taught in the event of OCI's absence due to vacation, sick, or other authorized leave.
- Attend mandatory instructional seminars provided by the CDU seminar coordinator – as scheduled – and **conduct daily seminars** for instructors in team.
 - Document seminars in *Seminar Log*.
- Prepare lesson plans and instructional aids and teach a minimum of six (6) hours per week.
 - Document training sessions provided in the manner prescribed by the CO, RTS.
- Visit or inspect each company assigned to team at least two (2) times per week.

- **Inspect** and **sign** Company Diaries of companies assigned to team at least once per week, or upon notification by Official Company Instructor of any matters affecting the performance of the company or team.
- Review and sign department cards submitted by Official Company Instructors.
- Provide coverage for details when directed by Squad Commander.
- Prepare annual evaluations for Police Officer instructors assigned to team.
- Conduct a weekly team conference to discuss issues directly affecting the performance of the team:
 - Classroom performance of instructors;
 - Overall performance of recruit officers;
 - Changes in curriculum;
 - Scheduling issues.
- Disseminate orders and directives from Squad Commander.
- Investigate “Line of Duty” injuries when directed by Assistant Squad Commander.
- Supervise the preparation of Recruit Evaluations of those recruits assigned to team instructors.
- Perform muster and/or officer of the day duties when directed.
- Update *Status Sheet* on a daily basis.
- Carry out all matters assigned by the Squad Commander.
- Meet with Physical Training and Tactics Dep’t. personnel, on a weekly basis, to discuss matters relating to overall performance of team.
- Contact Recruit Operations to discuss matters relating to overall performance of team.
- Perform duties of other team leaders when directed.
- Ensure that adjunct instructors are observing/teaching companies within team for the entire teaching block (4 ½ hours) each day.
- Make notifications to instructor team, as appropriate.
- On a weekly basis, confer with the Squad Commander to ensure standardization of instruction and dissemination of information.
- Be prepared to discuss all aspects of team performance at Pro-Act Meetings.
- Ensure that all team member requests for leave (UF 28’s) are submitted to Team Leader for approval by Squad Commander five (5) days prior to requested leave.
- Perform hourly floor inspections as assigned

Official Company Instructors

One Company Instructor is designated for each company. The **Official Company Instructor** (OCI) is responsible for the overall administration of the recruit company. OCIs must be informed of any incident, situation or problem which recruits encounter that could affect training - including arrests,

summonses, auto accidents, etc. The Company Instructor will also monitor the training activity of the company as a whole to ensure that there are no problems or deficiencies. When in doubt as to what incidents are to be reported, confer with the Team Leader.

The following duties and responsibilities are in addition to those enumerated in Department procedures, directives, and orders relevant to the OCI's rank.

- Be directly responsible for the performance of Recruit Officers assigned to his/her company.
- Personally prepare lesson plans and instructional aids for class.
- Maintain overall performance evaluations/records regarding recruit officers assigned to their company.
- Submit department cards taken from recruit officers to Team Leaders.
- **Maintain** and **update** company diary, as necessary;
 - List and explain grades, department cards, command disciplines, referrals and any other noteworthy incidents.
- Perform details as assigned.
- Inspect and grade homework assignments and quizzes in a timely fashion.
- Perform duties of other instructors when assigned by competent authority.
- Perform muster inspection of recruits as scheduled.
- Conduct workshops and role-plays as directed.
- Make notifications to recruit officers, as appropriate.
- Perform all matters assigned by the Team Leader.
- Ensure that all recruits assigned to company are in appropriate attire and that their personal appearance is consistent with Department regulations.
- Submit recommendations for referrals to Human Resources directly to Team Leader for review and approval.

Adjunct Instructor

The adjunct instructor is responsible for assisting the members of the team with instruction of the companies. The adjunct will follow a weekly schedule created by the Team Leader. Adjunct instructors must teach or observe at least 3 lessons a day (4 ½ hours).

GENERAL REGULATIONS

Lawful Orders

Recruit officers have police officer status. As such, they are subject to all lawful orders of the Police Commissioner, and all ranking officers. **An Academy instructor or supervisor of any rank must be obeyed.**

A recruit who fails to obey a lawful order of a ranking officer, instructor, or staff member, or who is otherwise found to be insubordinate, will be referred for a hearing before the Commanding Officer, Police Academy, or a designated ranking officer.

General Rules Regarding Recruit Conduct

As a primary enforcer of Academy regulations, you must familiarize yourself with the rules contained in the "Recruit Officer Handbook." A recruit's behavior, conduct and ability to conform to the rules and regulations of the Police Academy are under constant evaluation and scrutiny by the staff. It is important that you are knowledgeable of these rules and regulations. Remember to use your discretion when appropriate.

Uniform Cap Regulation

Recruits are only required to wear their uniform cap while in the confines of the 13th Precinct (14th – 29th St., FDR Drive – 7th Ave.) or when assigned to a detail or field trip. Discretion should be shown when disciplining recruits off duty, such as on the Long Island Railroad, Penn Station, etc. The disciplining of off duty recruits should generally be restricted to serious infractions or infractions that would be detrimental to the Department's reputation.

Classroom Regulations

Recruit Officers must be prepared for scheduled lessons and shall bring with them all necessary books and materials. The Police Student's Guide will be kept in a loose-leaf binder for easy additions. Notebooks of some type must be maintained. Newspapers, books, periodicals and similar matter not related to classroom instruction are not to be brought into classrooms. Recruits must have a #2 pencil with them while in class.

Recruits may not leave the classroom without your permission. When required to leave class, they must also inform the Company Sergeant of the reason and their destination.

A recruit class will come to attention when its instructor enters the classroom at the beginning of each class. Thereafter, the class will only be

called to attention by the instructor when a member in the rank of Sergeant or above enters the room. In the absence of an instructor, the Company Sergeant, Assistant Company Sergeant or other designated person will call the class to attention.

Classroom Appearance

Classrooms will be checked periodically by supervisors. Instructors must ensure that desks are neatly aligned, window shades are all at the same level, and debris is removed. Instructors will prepare a "Classroom Inspection Report" and will notify the Squad Commander when repairs are required.

Saluting

All recruit officers will render an appropriate hand salute, as prescribed by U.S. Army regulations, to all members of the service while wearing their recruit hat or when reporting to ranking officers. It is not necessary to halt while saluting a uniformed officer. Acknowledgment may be verbal, such as the statement "carry on" or "as you were." Salutes will not be returned by personnel who are not covered (the ranking officer is not wearing a hat). Once the salute has been acknowledged, the recruit will be free to continue on his or her way or address the member whom he or she has saluted. An acknowledgement and greeting "Good morning (afternoon or evening), Sir/Ma'am" will also be rendered to all civilian-clothed personnel while recruits are traveling about the Police Academy building.

Addressing Instructors

When reporting to or when speaking to an instructor, recruits will, at all times, address you as "Instructor," e.g. "Instructor Jones" or "Sergeant Jones." At no time will an instructor or staff member allow a recruit to address them by their first name. Recruits must use the term "sir" or "ma'am" in any conversation with instructors or clerical staff. ***Conversely, you should address the recruits as "Recruit" or "Officer", e.g. "Recruit Smith" or "Officer Smith."***

Company Sergeants

A Recruit Company Sergeant will be selected from the company to which you are assigned. His or her selection is based on prior military and/or academic experience. He or she must be obeyed (by recruits) in the same manner as Police Academy instructors. The Company Sergeant serves as liaison between the Academy staff and the recruit officers. His/her primary task is to convey important information to and from the recruit officers. The Company Sergeant will assume control of the company when no staff member is present. In order to assist the Company Sergeant, an Assistant Company Sergeant will also be designated.

As your representative, it is important that you support your Company Sergeant. If a Company Sergeant is clearly unsuited for the extra duties assigned, a new one will be selected. The mere fact that members of a company do not like their Company Sergeant is not, in and of itself, a reason for replacement.

Administrative Officer

Each month a recruit officer is designated as an administrative officer for the company. Their duties are as follows:

1. Assume post outside the classroom and call the room to attention.
2. Assist Instructors/Company Sergeants in issuing or collecting materials.
3. Clean/organize classroom when dismissed for next assignment.
4. Assist Company Sergeant and Physical Training and Tactics Department staff in motivating recruit officers who have difficulty with cardiovascular endurance training.
5. Perform duties of Assistant Company Sergeant when that officer must perform Company Sergeant duties.

Punctuality

Recruits are expected to be punctual when reporting for training or other duties. Repeated lateness will be considered a lack of capacity for police service. As their instructor, ***it is imperative that you hold yourself to the same standard and set an example.***

Recruits who are late for muster will be directed to the Recruit Operations Unit, Room #523. If recruits are one (1) hour late (or more), they will receive a Command Discipline. Recruits returning late for class or returning late from meal may be issued a department card.

DISCIPLINE

Procedures

Recruits are expected to conduct themselves in accordance with the rules and standards of the Police Department and the Police Academy. The Recruit Discipline Unit, located in room 523A, is responsible for disciplinary problems and compiling statistics for those individuals who do not meet the Police Academy's standards. Each recruit while in uniform will carry two recruit department cards, properly filled out. If you observe a recruit committing an infraction, or a recruit who is in violation of procedures, you will take one card, fill in the information and turn the card in to your Team Leader. Inform the recruit to report to his or her Company Sergeant, who will replace the surrendered department card with a new one. An accumulation of department cards will lead to a Command Discipline. Command Disciplines and department cards should not be taken lightly, as they may lead to a recruit's dismissal. All department cards taken by an instructor from recruits **MUST** be turned in to the Recruit Discipline Unit (after review from the Platoon Commander). Failure to do so will be considered a serious violation.

Disciplinary Probation

Recruits will be officially summoned to the office of the Recruit Discipline Unit for a Disciplinary Probation Hearing when he or she accumulates:

- Five (5) recruit department cards - Disciplinary Probation
- Lateness of one (1) hour or more - Command Discipline
- Three (3) lateness under one (1) hour - Command Discipline

Continuous disciplinary lapses will result in "Special Tracking" designation. Those recruit officers placed on Special Tracking will be given special attention and considered for possible termination.

ACADEMIC CURRICULUM

The new, integrated curriculum takes a holistic approach to police training. As a Police Academy instructor, you will be a generalist, able to impart to the new recruits the knowledge and skills needed to be an effective Police Officer. Our unified curriculum draws on three main traditional areas of police training: Law, Police Science and Behavioral Science. Unlike the past, when each discipline was taught independently, the new curriculum has been updated to reflect the changing role of police officers in today's society.

Police officers are expected to play the role of social worker, crime fighter, mediator, first responder, teacher and role model to name a few. As such, police

officers are required to learn and be able to apply the law and patrol guide procedures as well as have the emotional competence to carry out their role effectively.

While in the Academy, recruit officers will be expected to acquire a working knowledge of the law and its various components, such as: search and seizure, rights of people taken into custody, laws of arrest, criminal procedure law and the guidelines on the use of deadly physical force. In addition, they will be instructed on Police Department policies, procedures, regulations and tactics; these include: an introduction to law enforcement, the Police Department's mission and rank structure, report writing, emergencies and unusual disorders, arrest procedures and many more. These "technical" skills, coupled with further instruction on effective communication, ethics, crisis intervention and the ability to appreciate other cultures form the basis of the new, unified curriculum.

A variety of approaches will be used to teach the recruit officers. Aside from the traditional classroom format, instructors will also employ role-plays and socio-dramas, simulations and assessment exercises, team teaching, tutoring and other student centered methodologies. This will help bridge the gap between theory and practice and to afford the recruit officers the opportunity to practice their newly acquired knowledge and skills.

Instructors, including detectives and police officers, have supervisory roles and responsibilities relative to their recruit officers. The discretion and latitude enjoyed by you as an instructor is an awesome responsibility and should be viewed as an opportunity to expand your skills while shaping the future of our Department.

Examinations

Recruits will take four academic examinations during their Academy training. Three exams are administered during the first fifteen weeks with a final examination prior to graduation.

On examination days, no recruit is permitted into the Police Academy unless authorized. Prior to entering the building, authorization will be obtained from a supervisor in Recruit Operations Unit via the security desk on the first floor.

Exam integrity is of utmost importance. The instructor assigned to proctor a company during an exam will obtain exams from the Testing Unit. They are carefully counted before removal from the office and are signed for by the instructor. When collected after the exam, they must again be counted to ensure that all copies are returned to the Testing Unit. If an exam is missing, a Command Discipline will be issued to the responsible instructor.

Grading Criteria

Graduation from the Police Academy will require recruits to pass both terms of the curriculum, as measured through the following:

1. A **minimum grade of 75.0% on each of three written examinations** administered during the Knowledge and Fitness Term. Recruits who fail a written examination will be permitted one additional attempt to demonstrate mastery of the subject matter by taking a make-up exam within seven (7) days of the original exam (or as scheduling permits). **A second failure of any written examination will result in immediate recommendation for termination.**
2. Successful completion of all components of the physical strength, agility, and fitness examination administered at the end of the Knowledge and Fitness Term. Recruits who fail any components of this examination on their first test will be permitted **one additional attempt to pass.**
3. Successful completion of the Firearms and Tactics component of the Skills and Abilities Term, as measured through standards and tests developed by the Firearms and Tactics Section.
4. Satisfactory evaluation by Recruit Training Section instructors and platoon commanders on the practical exercises administered during the Skills and Abilities Term.
5. A minimum grade of **75.0%** on the final written examination administered upon completion of the Skills and Abilities Term. Recruits who fail the final written examination will be permitted one additional attempt to demonstrate mastery of the subject matter by taking a make-up exam within seven days of the original exam (or as scheduling permits). **A second failure of the final written examination will result in immediate recommendation for termination.**
6. A score of **100.0%** on the written ***Justification for the Use of Force*** examination administered during the Skills and Abilities Term. Recruits who fail the Justification examination will be permitted one additional attempt to demonstrate mastery of the subject matter by taking a make-up exam within seven days of the original exam (or as scheduling permits). **A second failure of the Justification examination will result in immediate recommendation for termination.**
7. A record of adherence to Departmental and Police Academy disciplinary standards.
8. Satisfactory overall evaluation by Recruit Training Section official instructors and platoon commanders.

9. Upon a Recruit's Failure to Meet any of These Standards: The Commanding Officer, Recruit Training Section shall cause the recruit to be notified that the recruit has failed the training program, and that termination procedures will be initiated.

Note: Recruits who possess a valid vehicle operator's license but who fail or do not have the opportunity to complete the Driver Training Program of the Skills and Abilities Terms shall graduate with their classes, so long as they have met all other standards above. They shall not, however, be certified as qualified vehicle operators until they successfully complete this program.

Academic Probation

If a recruit fails to achieve a minimum grade of 75% on any one of the trimester examinations, he or she will be given a second exam on the relevant subjects and placed on "Academic Probation" during the next trimester. Probation is a warning to the recruit that his/her academic performance must improve. It also alerts instructors that the recruit is experiencing difficulty and requires special attention. During the period of Academic Probation, a recruit's performance will be closely monitored to ensure tutoring attendance, satisfactory completion of assignments, increased class participation, as well as utilization of Academy resources. A recruit will remain on Academic Probation until he or she successfully passes an academic examination on the first attempt. Recruits who do not pass the trimester exam on the second attempt will be recommended for termination.

Recruit Evaluations

Near the end of the training period, each recruit's overall performance will be evaluated by his or her instructors and recorded on a Performance Evaluation Form. The evaluation is based on a recruit's examination scores, disciplinary record and behavioral characteristics (such as communication skills, self discipline, judgment/decision-making, appearance, attitude, police ethics, comprehension skills, interpersonal skills, drive/initiative and sick record). An unsatisfactory sick record will have an adverse effect on a recruit's evaluation.

Dismissal

If after being afforded additional assistance through tutoring and/or the Human Resources Section, a recruit still does not meet the established standards, a request will be made for termination. Academic failure and/or a poor disciplinary record will result in "Recommendation for Termination." The goal of the entire academy staff is to assist every recruit in achieving the successful completion of the training course; however, we will maintain our academic standards and expect compliance with all rules and regulations.

RESOURCES

Seminars and Training Resources

You should strive to be the best possible instructor. In addition to the state certified Methods of Instruction course, instructor seminars are available for your professional development - they are conducted by experienced instructors; don't be afraid to ask questions or clarification if anything is unclear in your mind.

Individual Tutoring

Tutoring in the Academy is readily available for all recruit officers. Attendance at these review sessions is to be strongly encouraged. A copy of the weekly Academic Tutoring schedule is provided to each recruit company. Additionally, tutoring schedules are posted in the cafeteria as well as on the fourth and fifth floors.

Human Resources Section

The Academy's Human Resources Section is available to all recruit officers who may be experiencing a personal or other type of problem. The Human Resources Section is in operation Monday through Friday, from 0800X2200 hours and is staffed by professionally trained counselors. A recruit may seek assistance voluntarily or may be referred by his or her instructor. Should an officer feel that he or she is experiencing any personal problem (family, marital, financial or inter-/intra-personal) that may affect his or her performance as a recruit officer, the officer should be urged to seek the assistance of the Human Resources Section. All discussions with a counselor are deemed confidential, as per Police Department guidelines. If you suspect that a recruit is experiencing personal problems, the recruit should be officially referred to the Human Resources Section.

Studying

In order to achieve academic success, it is important for recruits to devote several hours a day to reading and studying the material. Recruits should be encouraged to ask questions if they are uncertain about a particular point or issue.

"Drop-in" Discussion Group

The Human Resources Section will provide an ongoing Drop-In Discussion Group for recruit officers. The group will be facilitated by two guidance counselors and will be offered once a week to recruit officers (who can attend on their meal hour, as well as their off-duty time). Time will be allotted in

the beginning and end of each discussion for recruit officers to vent particular concerns.

The Drop-In Discussion Group will be advertised to all companies and each time a recruit is officially referred to the Human Resources Section, he or she will be advised of the opportunity to attend the group discussions.

Recruits can check bulletin boards for postings of upcoming Discussion Group's "Theme of the Month" as well as the scheduled time and room in which the group will meet. The discussion themes will run for approximately one month to ensure that each recruit is afforded the opportunity to attend.

ANCILLARY INFORMATION

Accreditation

The classes that you will be teaching are college level courses. After recruits graduate from the Police Academy, they will have earned 34 college credits, 18 of which are upper class credits.

Parking Permits and Locations

Police Academy staff parking permits are obtained from the Integrity Control Officer. You will also receive a current list of authorized "self-enforcement" parking locations. Police Academy personnel are prohibited from parking at fire hydrants, bus stops, bus lanes, etc.

Awards

At the graduation ceremony, recruits who have demonstrated outstanding performance during their Academy training will receive awards. There are awards for first, second highest overall performance (academic and physical); first category, academic or physical; and highest average in firearms. Individual awards are presented by the Mayor, The Police Commissioner, the First Deputy Commissioner, the Chief of Department and outside benefactors. The highest overall performer is selected as the class valedictorian. Notice of an award is placed in the officer's personnel folder.

Fire Drills

Instructors are responsible for the orderly evacuation of recruits in the event of a fire or fire drill. Fire drills are conducted periodically. You must familiarize yourself with the escape route map posted in each classroom. Recruits are to be instructed to remain orderly.

PHYSICAL TRAINING AND TACTICS DEPARTMENT

Training Regimen

Recruit officers receive training in military drill, self-defense, baton, first aid, CPR, crowd control and frisking and cuffing. A typical physical training class will begin with a run and a calisthenics class.

Graduation Requirements

In order to graduate, recruit officers must:

- Attain an overall grade of 75% or above ***and***;
- Attain a minimum passing grade above 7.5 percentile in each of the three (3) fitness components.

Fitness Components

Upon entry into the Academy and again prior to graduation, recruits will be administered a test in the following three (3) components:

1. Muscular Endurance - Recruit officers are given one (1) full minute to perform as many bent knee sit-ups as possible.
2. Cardiovascular Endurance - Recruit officers must run 1.5 miles within a prescribed time period.
3. Muscular Strength - Recruit officers must bench press a specific percentage of weight as determined by their own body weight.

Failure to meet the Physical Training and Tactics Department's requirements (overall grade, physical agility test, and fitness components) will prevent a recruit from graduating and will ultimately lead to the termination of their employment.

DRIVER EDUCATION AND TRAINING UNIT

The Police Academy Driver Education and Training Unit program is a four (4) day driving course that serves as a qualification program for recruit officers.

Three (3) Day Emergency Vehicle Operation Course

1. Offsite Testing: This test is designed to evaluate a recruit officer's skill in the operation of an RMP under routine driving conditions. The proper execution of basic maneuvers, including a parallel park, three point turn, and a four-corner turn, will be evaluated by instructors.

2. Backing Exercise: This test requires a recruit officer to back a vehicle around a three-cone serpentine into a coned chute. This exercise simulates parking between two existing vehicles. In order to qualify, the recruit officer must complete this exercise within 25 seconds without disturbing any cones.

3. Emergency Vehicle Operation Course: The Emergency Vehicle Operation Course challenges an officer's ability to control a vehicle under simulated police emergency situations. The course requires a driver to complete the run within a certain time frame. Penalty time is calculated into their final score for committing driving errors.

4. Highway Test: This examination evaluates a driver's ability to handle an RMP, while driving under everyday highway situations.

5. Written Exam: Based on the lessons learned in class, along with the material offered in the Recruit Student Guide, this test must be passed with a 70% score or better.

Note: Tutoring is available to recruit officers who have difficulty with the safe operation of an RMP. Appointments must be made by calling (718) 377-6323. After successful completion of the RMP course, an insurance discount is recognized by the New York State Department of Motor Vehicles.

One (1) Day 12 - Passenger Van Course

This program is given to recruit officers who have qualified in all five areas of the Three (3) Day Emergency Vehicle Operation Course. Recruit drivers are tested on the highway, residential streets, a van course, and barrel proficiency course. This program is conducted on the 4th day of the 4-day recruit program.

FIREARMS AND TACTICS TRAINING

The Firearms and Tactics Section conducts ten (10) days of training for recruit officers that consists of the following courses:

Five-Day Basic Firearms Course

The Five-Day Basic Firearms Training Course is designed to provide the recruit officer with a working knowledge of the basic tenets of marksmanship and firearms safety. It consists of five training sessions that include both classroom instruction and range-firing exercises. Classroom instruction covers a broad spectrum of topics ranging from basic shooting fundamentals to Justification. Range-firing exercises are designed to develop a novice shooter's proficiency with the service and off-duty 9mm pistols. A series of range exercises are fired from a distance of 7, 15 and 25 yards during sessions 1 through 4. These drills will prepare the recruit officer for a qualification course, to be fired during session #5.

Firearms Testing

Recruit officers must achieve a score of 78% or better on qualification day (Session #5) with the service weapon. All recruit officers will fire a qualifying service and off-duty pistol Practical Qualification Course. The course requires the recruit officer to consistently strike a basic silhouette target within a gray shaded area located in the center of the target. A total of fifty (50) rounds of ammunition will be fired from a distance of 7, 15 and 25 yards, within a specified period of time. Each round has a value of 2 points if it strikes the gray shaded area. The best possible score that can be achieved is 100%.

Firearms Tutoring

If a recruit officer fails to achieve a score of 78% or better with the service and off-duty pistol on qualification day, tutoring services are available. Recruit officers are also given the opportunity to re-qualify with the service and off-duty pistol at the Police Academy range. Tutoring and re-qualification take place on the officer's personal time (R.D.O.'s, meal periods, etc.).

Five-Day Tactical Training Course (Sessions 1-5)

Since 1969, the Firearms and Tactics Section has monitored and evaluated armed confrontations. The information acquired through this analysis has been invaluable in developing a comprehensive tactical training program. During the Five-Day Tactical Training Course, the recruit officer is instructed in methods and techniques designed to maximize the officer's ability to survive an armed confrontation.

Session # 6

This session consists of four (4) qualifying courses of fire. The following is a brief description of each exercise.

1. **Off-Duty Practical Qualification Course** - This course consists of a series of timed exercises in which the recruits fire their off-duty pistols from the 7, 15, and 25 yard lines. Fifty (50) rounds of ammunition are fired at a silhouette target. Each round that strikes the gray shaded area is worth two points. The highest score that can be achieved is 100%. The recruit officer must score 78% or better in order to qualify.
2. **Close Combat Course** - Fifty (50) rounds of ammunition are fired at an advanced silhouette target from a distance of 3 feet and 10 feet, utilizing close-firing techniques. Recruit officers then fire from a distance of ten (10) feet utilizing point shoulder shooting. The recruit officer must strike the target at least thirty-nine (39) times in order to qualify.
3. **Exertion Course** - This course is designed to simulate the mental and physical fatigue an officer might encounter during an armed confrontation. Each recruit officer will be required to perform a series of physical exercises that include jogging, running and push-ups. After each set of exercises, the recruit officer will fire a series of exercises from the seven (7) and fifteen (15) yard lines. Out of the fifty (50) rounds of ammunition that are fired, thirty-nine (39) must strike the target in order to qualify. The recruit officer must also complete all required physical exercises.
4. **Multiple Target Course** - Fifty (50) rounds of ammunition are fired at two (2) targets from a distance of seven (7) yards. The officer must strike the targets at least thirty-nine (39) times in order to qualify.

Session # 7

The recruit officer will be instructed in the advantages of utilizing cover in an armed confrontation. Range exercises will include firing fifty (50) rounds of ammunition at an advanced silhouette target from behind cover. Recruit officers will then train on the Firearms Simulator (**F.A.T.S.**) where they will respond to a series of simulated field encounter scenarios. This is a non-qualifying course of fire.

Session # 8

During this session recruit officers receive classroom instructions and view videotapes on the following topics:

- a. Soft-Body Armor
- b. Pepper Spray (O.C.)
- c. Accidental Discharges
- d. Armed Confrontations and Encounters (“friendly fire”)
- e. Post Shooting Tactics
- f. Safeguarding Weapons
- g. Mass Reflexive Response
- h. Dog Encounters
- i. Laser Alert
- j. Weapons Retention
- k. Terrorism

Session #9

This training session takes place in the “Tactics House” where the recruit officers participate in role-plays involving various types of real life police encounters that emphasize the following tactical skills:

- a. Use of Proper Tactics
- b. Room Entries
- c. Perimeter Searches
- d. Confrontation Situations
- e. Use of Cover and Concealment
- f. Justification
- g. Deadly Physical Force

Session # 10

This training session takes place in the “Tactical Village” where recruit officers participate in simulated street encounters. Modified weapons capable of firing marking cartridges are utilized.

TELEPHONE NUMBERS OF IMPORTANCE

Please note the locations and telephone extensions of the following Academy Units, many of which you will interact with on a regular basis:

Administrative Services	Room 631	x734
Ceremonial Unit	Room 761	x744
College Liaison	Library	x750
Computer Training	Room 760A	x713
Commanding Officer	Room 617	x727
C.O., Recruit Training	Room 612	x720
Curriculum Development	Room 614	x715, 717
Driver Education & Training	Floyd Bennett	718-377-6323
Firearms & Tactics	Rodman's Neck	718-885-2500
Graphic Art & Design	Room 424	x747
Human Resources	Room 820	x223
Instructor Development	Room 746B	x222
Instructor Room	Room 609	x289, 226
Instructor Room	Room 633	x738
Library	Room 629	x723
Lost and Found	Room 523A	x229
Personnel Officer	Room 617	x294
Physical Training & Tactics	Basement	x756, 758
P.A. Security Desk	Lobby	x757
Recruit Operations Unit	Room 523	x721, 790
Recruit Discipline Unit	Room 523A	x213
Reproductions	Sub-basement	x762
Research & Development	Room 638	x740, 741
Roll Call	Room 631	x723
Scheduling	Room 613	x703
Sick Desk	Lefrak City	718-760-7600/01, 02
Switchboard	Room 631	x700
Testing Unit	Room 421	x749
Video Productions	Room 431	x751

The General Information telephone number for the Police Academy is:
(212) 477-9700

SBA Delegates

Sgt. Michael Stewart	Room 614	x248
Sgt. Gary Lombardo	Room 613	x281

PBA Delegate

P.O. Steve Wallace	Room 613	x281
P.O. Ricky Vitalli	Room 609	x289