Student Handbook

Charleston Facility

Homeland Security

THE FEDERAL LAW ENFORCEMENT TRAINING CENTERS

Mission

We train those who protect our homeland.

Vision

Training excellence through partnerships.

Values

Respect

Integrity

Service

Excellence

Federal Law Enforcement Training Centers
U.S. Department of Homeland Security
1131 Chapel Crossing Road
Glynco, Georgia 31524

Homeland Security

GREETINGS FROM THE DIRECTOR

Dear Students:

Welcome to the Federal Law Enforcement Training Centers (FLETC). Whether you are here for basic training in one of our flagship programs, professional development in one of our advanced courses, or an agency-specific program, we look forward to providing you with a first-rate experience while on site. I am confident you will find talented instructors, dedicated staff, and a culture committed to providing the very best preparation for those who have chosen careers in service to the public and our Nation.

FLETC, a component of the Department of Homeland Security, conducts basic and advanced law enforcement training for more than 90 federal agencies and for thousands of state, local, tribal, and international law enforcement agencies. FLETC was founded over 40 years ago on the premise that consolidated federal law enforcement training best serves the taxpayer and the Nation's law enforcement officers and agents. Under FLETC's consolidated training model, agencies maintain the flexibility to provide specialized training unique to their missions, while FLETC provides training in areas common to all law enforcement officers, such as firearms, driving, tactics, and investigations. Not only does this create cost efficiencies for the Federal Government, but it gives students the opportunity to train side-by-side with officers and agents from other agencies, instilling collaborative mindsets and facilitating future interoperability.

The Student Handbook provides information about safety, resources, services, activities, and support available to you while at FLETC. If you need additional assistance, your class coordinator is an excellent resource.

I am personally committed to ensuring that FLETC's training provides you with the skills and knowledge you need to carry out your responsibilities and to remain safe. I encourage you to leverage your instructors' experience, learn from your fellow students, and engage in lifelong learning.

I thank you for your commitment to protecting our homeland, and wish you the best of luck in your training and your career.

Sincerely,

Connie L. Patrick

Connie L. Patrick
Director
Federal Law Enforcement Training Centers

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INTRODUCTION

Welcome to the Federal Law Enforcement Training Centers (FLETC), Charleston Training Delivery Point (TDP). Now that you have arrived, registered at the Visitors Control Center (VCC) Building 642 and been assigned a room, you are ready to begin your FLETC experience. The information in this Student Handbook can guide you on your way and will greatly enhance your learning experience. We will make every effort to make your stay with us a positive and rewarding one.

LOCATION

FLETC Charleston is located six miles north of Charleston, South Carolina, on the former United States Navy Base. Charleston serves as the hub for resort activities in coastal South Carolina. The Charleston tri-county area has a population of approximately one half million.

HISTORY

Originally a bureau of the Department of the Treasury, the FLETC became a component of the newly formed Department of Homeland Security (DHS) on March 1, 2003. Prior to the inception of the FLETC, the concept of consolidated law enforcement training circulated for a number of years until a pivotal moment in the late 1960s. Two studies indicated a clear need for a shared facility for consolidated Federal law enforcement training and highlighted a critical lack of:

- Quality training
- Permanent, trained cadre of instructors
- Adequate physical facilities
- Standardized course content
- Cost-effective training

The studies extensively analyzed the requirements for basic, advanced, in-service, and refresher training as well as specialized training for Partner Organizations (POs). As a result, Congress authorized the construction and appropriated funds for the establishment of an organization dedicated to train Federal law enforcement agencies. Initially established in 1970 as the Consolidated Federal Law Enforcement Training Center (C-FLETC) based in Washington, D.C., the organization relocated to its present headquarters in Glynco, Georgia in 1975 and became known as the FLETC. The FLETC now serves as an interagency training facility for more than 91 Federal organizations and operates four domestic TDPs, to include: Glynco, Georgia; Artesia, New Mexico; Charleston, South Carolina and Cheltenham, Maryland. Individually, these locations each perform a vital role; collectively, they serve to meet the critical needs for law enforcement training throughout the United States.

The Charleston, South Carolina TDP specializes in maritime and advanced training for various agencies. Charleston serves as the center of training for the U.S. Coast Guard's Maritime Law Enforcement Academy, Administrative Office of the U.S. Courts, Office of Probation and Pretrial Services and the Food and Drug Administration. Charleston also supports various advanced training programs for the Immigration and Customs Enforcement, Customs and Border Protection and the Naval Criminal Investigative Service. A signature component of the Charleston complex is the assortment of boat boarding platforms and shipboard training venues, to include the SS Cape Chalmers, a 494-foot break-bulk cargo ship retired from the Military Sealift Command.

The Glynco, Georgia TDP serves as a hub for basic training for numerous federal law enforcement agencies. Glynco serves as a major training location for the core FLETC Center Basic training programs: the Criminal Investigator Training Program, the Land Management Police Training Program and the Uniformed Police Training Program. The approximately 1,600 acre facility contains a wide range of specialized venues for the basic and advanced training of uniformed and investigative law enforcement personnel.

The Artesia, New Mexico TDP is home to an array of basic and advanced programs. Notably, the U.S. Border Patrol, Bureau of Indian Affairs, and tribal police all base training academy operations in Artesia. Post September 11th, Artesia has also played a fundamental role in training for the Federal Air Marshal Service and the Federal Flight Deck Officer program. In FY12, Artesia added one of the signature FLETC Center Basic training programs, the Land Management Police Training Program, to its portfolio of offerings. In FY13, Artesia added another basic training program, the Rural Police Officer Training Program.

The Cheltenham, Maryland TDP was established by Congress through public law to support the in-service and continuing professional training needs of Federal and local law enforcement in the National Capital Region (NCR). Cheltenham is a non-residential facility specializing in advanced training with an emphasis on vehicle operations, firearms, and tactics. Cheltenham has become recognized as a key provider in the NCR for refresher and qualification training and pre-deployment preparation. The facility hosts several onsite training partners, to include the Washington, D.C. Metropolitan Police Department, Department of State, Pentagon Force Protection Agency and the United States Capitol Police. Comprehensive driver training venues include an extensive off-road course. Of note, Cheltenham operates one of the largest known fully enclosed, climate controlled firearms facilities, including a 100-yard range among the seven individual ranges under one roof.

In 1982, training was extended to state, local, rural, campus, and tribal law enforcement officers for advanced and specialized subjects. Today, the FLETC also exports international training to San Salvador, El Salvador; Gaborone, Botswana; Budapest, Hungary; and Bangkok, Thailand. Through the expanded use of technology in training, programs are delivered when and where they are needed.

STANDARDS OF CONDUCT

CODE OF CONDUCT

You are expected to conduct yourself in a manner befitting a government employee. Executive Order 11222 (18 U.S.C. 201) states the basic philosophy of conduct for those who carry out the public business: "Where government is based on the consent of the governed, every citizen is entitled to have complete confidence in the integrity of his government. Each individual officer, employee or advisor of government must help earn and must honor that trust by his own integrity and conduct in all official actions." You are expected to adhere to these principles and to standards of behavior that will reflect credit upon the Government. Additionally, you are reminded that the Office of Personnel Management regulations state that Federal employees shall not engage in criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, or other conduct prejudicial to the Government. Included in the Government Code of Conduct is a statement regarding the responsibility to protect and conserve all Federal property.

You must be constantly aware that your behavior both at the FLETC and in the local community is reflective not only of yourself, but also of the Federal Government, the FLETC and the agency that you represent and work for. Model conduct is particularly important in your dormitories, where the rights of others to an environment conducive to study and rest are paramount. Misconduct on or off the FLETC, at any time, is grounds for disciplinary action, to include dismissal from training.

STUDENT HONOR CODE

The FLETC Student Honor Code is based on the premise that persons aspiring to serve as law enforcement agents/officers should exhibit the highest levels of personal conduct and integrity. The FLETC Student Honor Code prescribes that all work submitted by a student be the sole product of the student. You have an obligation to uphold the highest standards of integrity in training, which includes a refusal to tolerate dishonesty by other students at the FLETC. You should have an active interest in contributing to the existence of a high sense of moral and social responsibility on the part of all students at the FLETC. All allegations of cheating must be reported to the appropriate personnel, typically your Program Specialist.

Student Honor Code applies not only to written examinations, but also to all work performed in graded practical exercises (PE) and laboratory exercises of a training program. Student Honor Code violations, as outlined in FLETC Directive 67-35.C, "Student Misconduct," will result in an expulsion from training. The following are considered to be violations of the FLETC Student Honor Code as it pertains to dishonesty (cheating) on written examinations and graded PEs:

- Copying from another student's work.
- Soliciting, giving, and/or receiving unauthorized aid (e.g., intentionally firing on another student's targets to help them qualify; telling a student the evaluated criteria of a PE before the evaluation).
- Duplicating or replicating of any part of an examination, laboratory exercise or PE (e.g. cutting or copying from another student's Affidavit or Status Report and pasting it in your Affidavit or Status Report).
- Exchanging and/or transmitting examination questions/materials or study aides from one class to another.
- Use of or possession of duplicated or replicated examination questions/materials.
- Using unauthorized aids.
- DO YOUR OWN WORK!!

Each instance of alleged cheating will be fully investigated, to determine the validity of the allegation. Allegations of cheating shall be made a matter of official record, together with the results of the investigation and appropriate action. If you are found cheating, you will immediately be dismissed from training. If you are dismissed from training because of cheating, you will not be permitted to attend subsequent FLETC training. Upon receipt of this handbook, you agree to the pledge that you will neither give nor receive aid from any unauthorized source before or during an examination or PE and that if you observe or learn of another student's violation of the FLETC Student Honor Code, you are bound to report to the Program Specialist the name of such student(s) involved and furnish such evidence that is available to support your charge. For the FLETC Student Honor Code to operate successfully, the cooperation of the entire student body of the FLETC is essential.

CLASSROOM CONDUCT

Sleeping, eating, the use of ear buds, the use of tobacco products, talking on cell phones, and reading of non-training related material is strictly prohibited in the classroom. Prior to a classroom lecture or during an authorized break, students are permitted to quietly text message and/or use personally owned electronic devices. Prior to a classroom lecture or during an authorized break, any student who wishes to make an actual telephone call must exit the classroom and hallway so other students are not disturbed. Students can use unoccupied breakout rooms or go outside to make phone calls. Once a lecture begins and/or resumes, all electronic devices, unless being used to take notes or view course material, must be completely turned off and stored out of view. Non-alcoholic drinks may be permitted in the classroom, provided the beverage containers have a lid. Certain training locations, such as computers labs, may prohibit beverages.

FRATERNIZATION POLICY

The students and staff have the right to expect that decisions and evaluations are based upon proficiency, impartiality and professionalism. Such an environment encourages mutual professional respect, as the fundamental basis for student/staff relationships at the FLETC and contributes to the continued effective performance of the duties and responsibilities of the FLETC. Fraternization and other inappropriate student/staff relationships violate the high standards needed to maintain and assure the effective performance of duties and maintenance of public trust. The definition of "staff" is interpreted broadly; to include FLETC instructors, FLETC support personnel, agency staff and contract personnel who have direct contact with students. It does not matter that the instructor or staff member is not assigned to your class or program. All incidents of fraternization should be reported to the Program Specialist.

TYPES OF INFRACTIONS AND/OR MISCONDUCT

Types of infractions and/or misconduct include, but are not limited to, the following:

- Cheating or violating the FLETC Honor Code.
- Lying or engaging in dishonest behavior.
- Stealing or using another's property.
- Engaging in harassing behavior.
- Misuse or excessive use of force.
- Misuse, excessive use, or threatened use of force with a FLETC training aid or platform.
- Dangerous or reckless use of a firearm.
- Gratuitous use of profanity.
- Fraternization between FLETC staff and students.
- Failing to wear required uniform properly or wearing improper attire while in training or at the dining facility.
- Being drunk and/or impaired during training.
- Using controlled substances and or abusing prescription drugs at any time.
- Intentionally or willfully failing to follow instructions.
- Disrespect, defiance or belligerence directed at an instructor, staff member or other student.
- Intentionally or willfully engaging in unsafe conduct during training.
- Using tobacco products in a class or a dormitory room, government-owned building or in a government-owned vehicle.
- Bringing inappropriate materials to training.
- Inattentiveness or sleeping during training.
- Engaging in conduct that is disruptive.
- Exhibiting a behavioral problem as outlined in pertinent FLETC directives.
- Engaging in conduct that violates Federal, state or local law.
- Intentionally or recklessly damaging Federal property or the personal property of another.
- Being tardy, late, or absent from training without permission.

- Providing false information on a Physical Performance Requirements form.
- Exhibiting an uncooperative or indifferent attitude during training.
- Failing to cooperate in an administrative inquiry or criminal investigation.
- Failing to report infractions and/or misconduct covered in this manual.
- Inappropriate or unauthorized use of government information technology resources.
- Engaging in conduct that is prejudicial to good order and discipline or is of a nature to bring discredit upon the FLETC or the Federal Government.

ATTENDANCE REQUIREMENTS

You are required to attend all scheduled classes and training sessions. You will not be granted annual leave while you are in training, unless extenuating circumstances apply. If unforeseen circumstances arise, your leave request must be coordinated through both your Program Specialist and your agency. As a general rule, if you miss one or more of the first three (3) days of basic training, you will not be permitted to participate in that class. Special considerations will be given if you experience unavoidable delays in travel to the FLETC. If a laboratory exercise is missed as a result of a FLETC Health Unit medical restriction, the training must be "made up" after hours. For emergency situations only (e.g., death in the family, illness, hospitalization, court appearance, etc.) a student may miss no more than 24 hours of training during the training program. This typically equates to three (3) training days. Also, when a student misses a substantial amount of training in one topical area (PT sessions, firearms, tactics, etc.) the student may be dismissed from training. A substantial amount typically equates to three (3) consecutive sessions of a specific topic area. When, in the judgment of the Training Management Division, Division Chief, or designee your cumulative absences result in too many classes being missed, and your success in the program is severely compromised, you will be dismissed from training and returned to your agency.

ALCOHOLIC BEVERAGES

Alcoholic beverages shall not be consumed or possessed by any personnel during normal training hours or adjacent to a training area at any time. During non-training hours, your use of alcohol becomes a personal choice, but that choice cannot, in any way, interfere with your training or place others at risk. The general rule is to refrain from consuming any alcoholic beverages at least eight (8) hours prior to duty. That rule applies to our training environment as well. Your training is too important for you to place the consumption of alcohol ahead of your success in training. Even the odor of alcohol on your person during training hours will result in a stoppage of training in order to investigate if you are placing yourself or others at risk. Irresponsible alcohol use will result in disciplinary action and possibly removal from the training program. Licensing requirements prohibit you from bringing alcoholic beverages purchased elsewhere into the No Wake Zone. Be responsible with your alcohol consumption and always use a designated driver.

HOUSING

GENERAL INFORMATION

The FLETC's housing policy is established by Federal law and requires you to reside in on-center or FLETC provided housing. Whether housed on-Center or off-Center, you are accountable for your room and its furnishings. Upon arrival, you should inspect the condition of your room and all items in the room. If housed on-Center, any damaged, broken, or missing items should be reported to the Desk Clerk. Unreported damage to your room, found later, will be charged to you. If housed off-Center, you should report damaged, broken, or missing items to the hotel front desk clerk upon check-in. This report can be made at any time of the day or night. You are responsible for ensuring that your guest(s) comply with all regulations. You will be held liable for any loss and/or damage that your guest(s) causes and you may be subject to disciplinary action. All FLETC on-Center dormitories are heated and air-conditioned. Rooms are cleaned and beds are made each weekday, by maid service. Clean bed linens are issued once a week. Towels are exchanged daily—one fresh for each type soiled item. Towels may not be taken out of the housing facilities. Bed and bath linens must be left in your room, readily available for the housekeeping staff to exchange. ***Your room will be equipped with the following items: sheets, bedspread, pillowcase, blanket, towels, wash cloths, television, small dormitory refrigerator, iron and ironing board, and a safe.*** Requests for additional linen items may be submitted to the on-duty Desk Clerk. Do not mix personal items with soiled linens and towels that are to be picked up by housekeeping. Rooms should be kept neat, with all personal items properly stored. You must clean up any trash and remove personal items from the floor, bed, and furniture so the housekeeper can clean your room. Housekeepers will not move personal items in order to clean and dust. Put away any potentially offensive materials. The housekeeper can refuse to clean your room if offensive material is left out in the open. To prevent insects from visiting, stored food must be limited to snacks and kept in air tight containers. Small amounts of beer (or other alcoholic beverages) are permitted inside the dorm rooms for personal consumption. Small appliances, such as irons, curling irons, and hair dryers should be turned off and unplugged after each use. Furniture should never be moved from room to room. In addition, furniture should never be placed on balconies or taken to other outdoor areas. If you rearrange furniture within your room, ensure that it does not impede housekeeping.

The following items are prohibited inside of the FLETC dormitory rooms:

- Firearms
- Flammable materials
- Open flames, such as candles
- Cooking grills (not permitted in the dormitory area, use provided grill areas)
- Coolers containing ice
- Beer kegs

- Pets
- The use of tobacco products, including vapor cigarette products
- Bicycles

VALUABLES

Your valuables should be locked in a cabinet or closet or safe. You are responsible for safeguarding valuables that are left in your room. Valuables found by the housekeeping staff will be removed and secured by FLETC Security. If FLETC Security removes an item from your room, a notice with the procedure for retrieving the item will be placed in your room.

DORMITORY QUIET HOURS

Quiet Hours are from 10:00 p.m. to 7:00 a.m. Sunday – Thursday and 10:00 p.m. – 10:00 a.m. Friday, Saturday and Holidays. These hours will be strictly enforced for the benefit of all students. Students should not have to wait until quiet hours in order to study, so be respectful at all times. When asked to turn the volume down or move your conversation away from outside of someone's room or take the party somewhere else, simply comply with the request. Remember, our mission and focus is to train law enforcement officers and we expect differences to be resolved professionally and respectfully. During quiet hours, the following is strictly prohibited in the dormitory areas:

- Loud music
- Washing or drying clothes
- Loud talking and disruptive noises
- Dormitory room parties

Students can report violations of quiet hours, by contacting FLETC Security Dispatch non-emergency numbers at (843) 974-6303 or 6304.

Failure to observe the stated quiet hours may result in disciplinary action.

ROOM CHANGES

Requests for room changes must be submitted to your Program Specialist or agency representative for review. Your request to change rooms must be supported. The Program Specialist or agency representative will assist to resolve maintenance or personal issues prior to making room changes. Requests for room changes must be approved by the FLETC Charleston Administrative Division.

DORMITORY FACILITIES

Television rooms, study rooms and recreational game rooms are located in the lounge area of each dormitory for your enjoyment. Washing machines and dryers are available, at no cost to

you, in each on-Center housing facility. ***Detergent is not provided. Hair dryers and shampoo are not provided.***

LOST ROOM KEYS

Replacement of a lost room key must be addressed with the on-duty Desk Clerk. In the case of rooms accessed via FLETC card readers, lost I.D. badges must be reported to FLETC Security. The FLETC Security Specialist will review the report and make a recommended action to the Administrative Division Chief. Each lost ID badge will be replaced at the student's expense of $10.00 per badge. To get a new ID badge, students should go through the FLETC Cashier located in Building 1, room 230. Once they have paid the $10.00 and received a receipt, the student should go to the VCC (Building 642) with receipt to obtain a new badge. Once a new I.D. badge is received, it must be taken to your dormitory Desk Clerk for room access programming.

INSPECTIONS

The FLETC dormitories are subject to inspection to ensure that the contractor is providing the services outlined in the contract. If the room inspection reveals a violation for which you are responsible, you will be given a notice.

FIRE

If a fire alarm sounds, evacuate the building immediately. Do not attempt to fight the fire.

PROBLEMS AND COMPLAINTS

Problems regarding your room should initially be discussed with the Desk Clerk, especially if emergency maintenance is needed. If it is not a maintenance emergency, you can complete an "Occupant Report of Maintenance Problems" form and leave it on your bed, prior to leaving for class. You can also notify your Program Specialist of the problem. Your Program Specialist will notify the Housing Manager. Suspected theft should be reported to the Desk Clerk and also FLETC Security.

HOUSING AREAS ARE RESTRICTED

Only students, FLETC personnel, agency personnel, contract personnel on official business, and authorized guests are permitted in housing areas. Overnight housing of family members or guests is strictly prohibited. Students' guests are allowed in housing areas Monday through Friday, from 5:00 p.m. to 12:00 midnight. On Saturdays, Sundays and Federal holidays, students' guests are allowed in housing areas from 9:00 a.m. to 12:00 midnight. Students may visit other students in their rooms, but only during the hours cited in this paragraph. You must be in your assigned room after midnight.

MOLD AND MILDEW CONTROL

Due to the high humidity in coastal South Carolina, mold and mildew are persistent problems at the FLETC. Some people are highly susceptible to mold spores, and for such people prolonged exposure can cause discomfort and may even require medical attention. You can help combat these problems by limiting the amount of moisture present in your dorm room. The following measures will reduce the high humidity that encourages the growth of mold and mildew:

- Keep doors and windows closed as much as possible;
- Set thermostats to Hi Cool;
- Run air conditioner fan at the highest speed setting;
- If a bathroom has an exhaust fan, leave the fan on for at least 5 minutes after showering;
- Do not attach makeshift air filters to the air vent;
- Do not take any part of your A/C apart or modify it. Contact the Desk Clerk and submit a maintenance request. Conducting your own maintenance on the unit typically results in further damage, which you will be responsible for.

Please address any questions or concerns with your Program Specialist who will contact the Environmental and Safety Manager at (843) 566-8511.

DEPARTURE INFORMATION

Upon final departure from the FLETC, remove all personal property, dispose of food and trash, unlock your closets and ensure that furniture is returned back to the original arrangement. "Check out" time is no later than 12:00 noon, unless otherwise coordinated with your Program Specialist and approved by the Housing Program Manager. Leave room keys/ID Badges with your respective dormitory Desk Clerk.

OFF-CENTER HOUSING

In some rare cases, off-Center housing is required. In order to maintain consistency, specifications for housekeeping and other services will be similar to on-Center housing. During the training week, during the hours that you are in class, do not place the "DO NOT DISTURB" sign on your door. By contract, each hotel facility is required to clean each room five times per week. By placing the "DO NOT DISTURB" sign on your door, you are inadvertently asking the facility to violate its contract with the FLETC. However, if you leave your room during the evening or the weekend, close the curtains and place the "DO NOT DISTURB" sign on your door. This is to deter criminal activity. Always secure your valuables in a safe location. The housing facility will not be responsible for items (i.e., money, laptop computers, jewelry, medications, etc.) left in rooms and not properly secured. Additional room charges incurred by the occupant (i.e., long distance calls, movies, room service, additional guests, etc.) must be paid

by you, to the facility, prior to checking out. You must comply with the rules and regulations of the facility that you are residing in during your training at the FLETC.

Off-Center housing accommodations are subject to inspection by the FLETC to ensure that the contractor is providing the services stated in the contract. If the room inspection reveals a violation for which you are responsible, you will be given a notice. Please report problems or complaints regarding off-Center housing services to the facility manager. If satisfaction is not achieved in a reasonable period of time, report the matter to your Program Specialist. You should report suspected theft, damage to property, or other security issues to the facility manager and the local police department.

TELEPHONE USE INFORMATION

FLETC SECURITY NON-EMERGENCY TELEPHONE NUMBER

(843) 974-6303 or 6304

EMERGENCY TELEPHONE NUMBERS

Ambulance/Fire/Police – Dial 911

FLETC Security Number – (843) 974-6305

It's important that FLETC Security coordinate emergency responses so there is no delay at the front gate.

INCOMING AND OUTGOING PERSONAL CALLS

- Calls from outside the FLETC are directed through the Automatic Call Director.
- **The number for most on-Center housing is (843) 566-8500.** After dialing the number, the caller will receive a message with instructions to dial the last five (5) digits of the party s/he wants to contact. The Automatic Call Director will then transfer the call. If the caller cannot contact the party, s/he can dial the Automatic Call Director, listen to the options and dial as directed.
- **Students residing in Dorm 39:** If someone wants to call a student's dorm room directly, they should dial **843-566-8501**. They will be asked to enter their party's five digit extension or to remain on the line for assistance. If the caller remains on the line without entering an extension, the call will be transferred to the front desk. The attendant at the front desk will ask what room the individual is in. If unknown, the attendant will look it up and transfer the call. The five digit extension to a student's room consists of the following: xx (building number) + x (floor number) + xx (room number). If a student is in room 67 of the 4th floor, the five digit extension is 39467.
- **Personal Calls – Outgoing:** Long distance personal calls must be made using a credit card or phone card.
- **Official Calls:** Official calls must be coordinated through your Program Specialist or on-site agency representative.
- **Official Overseas Calls:** Prior to placing an official overseas call on a FLETC telephone, you must have authorization from your Program Manager or Agency Representative.
- **NOTE:** Do not attempt to plug a personal computing device into the telephone jack. The switch will recognize an unauthorized access attempt and lock the port. Your phone will not work when plugged back in following such an effort. Additionally, this is considered unauthorized use of government information technology resources and may be subject to disciplinary action.

EMERGENCY INCOMING CALLS FOR STUDENTS

During training periods, your Program Specialist will notify you of emergency calls. After 5:00 p.m., you will be contacted at your room. Please ensure your family knows the name of your employing agency and applicable training program you are participating in so we are able to locate you quickly and help in the emergency situation. You may provide the following information to your office and family for emergency or important notifications to you:

Monday-Friday
(7:00 a.m. - 5:00 p.m. Eastern Time)
(843) 974-6305

ACCESS FOR GUESTS

To obtain access to the FLETC for a guest, you must personally sign for your guest at the VCC, Building 642.

- Your FLETC identification badge will be checked.
- You must escort your guest(s) at all times while they are on the FLETC and you must ensure that they remain in authorized areas at all times.
- You are responsible for your guests' conduct and their vehicles.
- Guests cannot remain unescorted in your dormitory room while you are in training.
- You are not to bring new acquaintances onto the FLETC.
- Only family members or long-term friends are permitted, in limited number and frequency.
- You cannot have overnight guests and your guests must be escorted off-Center by 12:00 midnight each evening.
- Guests ages 16 and over must show one valid form of photo identification.
- Access for guests attending official functions, such as graduation ceremonies, is coordinated through your Program Specialist.
- Guests at graduation must leave the FLETC within 15 minutes after the ceremony concludes.
- Guests who are not U.S. citizens will not be permitted entry unless they have been vetted through the Office of Security and Emergency Management in advance.
- Submission of specific personal data on the proposed guest is required at least 30 days in advance of the visit.

For more information, contact your assigned Program Specialist.
You can also contact the Office of Security and Emergency Management Site Security Officer at (843) 566-8554 or the SEM Security Specialist at (843) 740-6643.

SEVERE WEATHER INFORMATION

The FLETC's Early Warning System is a siren that alerts people to severe weather or other emergencies. Sirens are located in outdoor areas and selected indoor facilities.

SEVERE THUNDERSTORMS

When a severe thunderstorm warning is issued, it means lightning, high winds, rain, and/or hail are possible. You will hear the Severe Thunderstorm warning signal—a siren wail, followed by a verbal announcement that there is a Severe Thunderstorm Warning. If you are outside, seek shelter immediately.

TORNADOES

A "Tornado Watch" means that conditions are favorable for tornado activity. A "Tornado Warning" means there is a distinct and immediate threat of a tornado. When the FLETC announces a Tornado Warning signal, a fast siren wail is sounded, followed by a verbal announcement that there is a Tornado Warning. Seek shelter immediately. When seeking shelter from a tornado, move inside the nearest strong building. If possible, position yourself in an interior hallway or a sheltered space, preferably in a corner. Avoid rooms with glass or windows. The first floor is better than the second. For additional shelter, get under sturdy furniture such as a workbench or heavy table or desk and hold on to it. Use your arms to protect your head and neck. If you are in training, your instructor will tell you what to do.

If you are not in training, you may be able to monitor the situation via Center News monitors, electronic emergency notifications, television, internet, or the FLETC social media outlets. If you do not have access to any of these, you may seek assistance from the **FLETC Security Dispatcher at (843) 974-6303 or 6304** or from your assigned Program Specialist/Class Coordinator. When the threat is over, an "ALL CLEAR" announcement is made and training and other outdoor activities may resume.

HURRICANE EVACUATION

If a hurricane threatens our geographical area and a decision is made to evacuate the FLETC, your Program Specialist will provide relocation instructions. The FLETC has agreements with an inland location for housing and feeding of FLETC students and selected staff during an evacuation. You will be required to pack four to five days' worth of personal belongings in ONE suitcase or bag. Be sure to bring your FLETC identification badge, government-issued identification (driver's license, agency credentials, etc.), medications and toiletry items. Before leaving your dormitory room, close and lock all windows, close the blinds and/or drapes, unplug all electrical items and lock the door as you leave. At the appropriate time, you will receive instructions from your Program Specialist concerning vehicles, large personal property items and/or your personal or duty weapon(s), based on the specific conditions/threats of the storm. The evacuation site does not allow firearms. If you have checked a firearm at the FLETC, be sure to get instructions on what to do about your checked weapon. The FLETC will not require all students to evacuate to the official FLETC relocation site. With approval of your agency, students will have the option of evacuating to an inland location of their choice. Students who choose to not evacuate to the official FLETC relocation site will be the responsibility of their agency.

INFORMATION TECHNOLOGY (IT) SYSTEM USE

The FLETC Information Technology (IT) systems and resources are provided for official government use only. These IT systems include but are not limited to desktop and laptop computers, portable electronic devices (PED), applications, network services and telephone systems. Using the FLETC IT systems and resources does not give any right to, or expectation of, privacy while using these resources, including Internet and email services.

You must adhere to standards of behavior that are expected of any government employee while using these IT systems or resources. Use of the FLETC IT systems to generate, access, transmit, or store information of a criminal, offensive, or sexually explicit nature is prohibited, unless officially directed and monitored as part of a FLETC training curriculum. All information on the FLETC IT systems or resources is subject to monitoring and may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes. Your use of the FLETC IT systems and resources express consent to such monitoring, recording, and auditing. Violations of the FLETC IT system use will be reported to the appropriate agency point of contact. Accidental violations such as access to internet sites that contain offensive materials must be immediately reported to the course instructor.

CAMERAS

The Privacy Act and FLETC Operations Security practices limit the student use of any camera, personal still, cellphone or video cameras on the FLETC. Students must protect the identities of law enforcement personnel, some of whom could be operating in an undercover role in the future. Students must also protect information, techniques and strategies that law enforcement officers employ in the execution of their duties.

The FLETC policy limits camera use by students and their guests to non-training activities, social events and graduations. Students are particularly not to photograph (still or video) sensitive FLETC facilities or training in progress. Students are permitted to take photographs or video when required to do so as part of an approved course of instruction.

Students who publish, place, or post personally-taken photographs or video footage on the Internet or in media publications without prior authorization will be subject to disciplinary action by the FLETC or by their own agency.

Please report all suspicious circumstances involving photographic film images to FLETC Security at (843) 974-6305

RECORDING DEVICES

You are prohibited from using recording devices in the classroom or other training venues, unless the recording device is a required part of the training exercise and/or you have received prior approval to use such devices. Electronic devices, such as cell phones, iPads and tablets are permitted in most training venues with limited use, but the use of the recording features is strictly prohibited.

OPERATIONS SECURITY

Operations Security (OPSEC) is defined as a countermeasures program designed to disrupt or defeat the ability of foreign intelligence services or other adversaries to exploit sensitive activities or information. The FLETC OPSEC Program acts to secure against the inadvertent release or unauthorized disclosure of such information outside established control procedures. Specific, unclassified facts about the FLETC and Federal law enforcement agencies' mission, intentions, capabilities, or activities are considered critical information and must be protected to ensure our adversaries are not successful.

The nature of law enforcement training and operations-related information present at the FLETC creates OPSEC concerns and makes it a potential target for exploitation. During your training experience at the FLETC, you are urged to practice sound OPSEC and internal security measures at all times, especially when away from the FLETC. You should remember and practice the "Need to Know" principle. You should also be aware of "social engineering," which is a common intelligence collector method of befriending and/or gaining trust to elicit critical information through various means (e.g. doing favors, giving gifts, use of alcohol, etc.). Also, you should practice good OPSEC during interactions with foreign national individuals. Finally, you should refrain from discussing critical information in public places.

If you perceive that you have been approached by an individual with more than a casual interest in FLETC activities, contact your Program Specialist/Class Coordinator or the FLETC Office of Security and Emergency Management Site Security Officer at (843) 566-8554 or SEM Security Specialist at (843) 740-6643.

WEAPONS

You are prohibited from bringing weapons, personal or government-issued, onto the facility. The FLETC definition of weapons consists of any operable or inoperable firearm including: revolvers, pistols, shotguns, automatic weapons, air rifles, BB/pellet and cap guns, Tasers, swords, knives with blades in excess of four (4) inches, or any device capable of propelling darts or arrows, such as bows, compound bows, and crossbows.

You must check all weapons, personal or government-issued, at the VCC, Building 642. Clearing barrels are located inside the VCC and should be used under the direction of FLETC Security.

While attending a training program at the FLETC, credentialed students can retrieve their government-issued weapons for off-duty carry. Weapons may be stored in the armory or in a weapons box/locker at the VCC depending on circumstance. Weapons needed for training must be checked in and out of the armory. Students must have their receipt to retrieve a weapon from the armory. An email from the class coordinator is required for weapons that are checked out from the armory and not returning. Weapons not needed for training may be secured in a weapons box/locker and retrieved by the student at will. **Individuals are responsible for maintaining the key to the weapon locker. The cost to replace a lost weapon locker key is $75.00 since the entire lock must be replaced.**

Upon graduation and departure from the FLETC, graduates may retrieve their weapons. If a graduate must remain at the FLETC for an extended period of time after graduation, the weapon must remain "checked in" and, upon final departure from the FLETC, graduates may then retrieve their weapons.

UNIFORMS AND OTHER STUDENT ATTIRE

TRAINING UNIFORMS

Your personal appearance should always reflect a positive image upon the FLETC, your agency, and the law enforcement profession. Therefore, you must observe high standards of appearance at all times.

The various training programs at the FLETC have different uniform standards and/or civilian dress codes. Students attending Center Basic or Center Integrated Basic training programs report to their FLETC orientations wearing either business attire or, in the case of some uniformed police agencies, their Class A agency uniform. Students attending Center Advanced training programs typically report to their FLETC orientations wearing business casual attire, a FLETC training uniform or an agency training uniform. Students attending Agency Specific Basic or Agency Advanced training programs will receive reporting instructions from the respective agency prior to arrival.

Any FLETC issued uniform item can be replaced at Building 65, Uniform Issue, Monday through Friday, between the hours of 7:00 a.m. and 6:00 p.m.

DUTY BELTS and GEAR

All students attending Center Basic and Center Intergraded Basic training programs must wear the FLETC or agency issued duty belt at all times, while in uniform. The duty belt should include, but not limited to: a holster, a plastic "red gun," a magazine pouch, an extendable baton, one set of handcuffs and a handcuff key. Students may not wear this gear off-Center, unless they are under the direct supervision of a FLETC or agency instructor, during an authorized laboratory or PE. Plastic "red guns" will be handled as if they were "live" and will only be used as directed by a FLETC or agency instructor. Horseplay with plastic "red guns" and/or intermediate weapons will not be tolerated. Violations of these rules could result in disciplinary action or dismissal from training.

PHYSICAL TRAINING UNIFORMS

The FLETC physical training uniforms are required while participating in all physical training activities within the Physical Techniques (PT) complex (Buildings 46 and 65), including the running tracks. This policy applies to both official training and personal workouts.

Students participating in personal workouts within the PT complex are prohibited from wearing civilian workout attire. Students participating in personal workouts away from the PT complex, such as use of the fitness trails, may wear appropriate civilian workout attire.

After each physical training activity, an official training session, or a personal workout, students can visit the Uniform Issue and exchange their FLETC physical training uniform for a new set.

Students must provide their own athletic footwear, such as running shoes or court shoes. Students participating in Officer Response Tactics (ORT) will wear uniform cargo shorts and a duty belt.

DINING HALL DRESS CODE

Monday through Friday (and Saturday when scheduled training occurs), breakfast and lunch:
Depending upon the training program, students are to wear either their standard training uniform or conservative civilian training attire. Uniform hats must be removed upon entry. The ORT uniform (FLETC T-shirt and cargo shorts) is authorized only if the training has not taken place and the uniform is clean.

During all dinner meals, the dress code will be relaxed:
Students can either wear their standard training uniform (described above) or appropriate casual civilian attire.

The following casual attire is prohibited:
Tank tops, cut-offs, swimsuits, athletic gear, hats, flip flops and any clothing containing profane, obscene, offensive statements or scenes. Gym clothing or athletic wear that has an offensive odor or is soiled by dirt, perspiration, or other foreign substances is not permitted at any time in the dining facility.

Clarification of the Dining Hall Dress Code should be referred to the **Dining Hall Manager (843) 746-9888 or the Contracting Officer representative at (843) 566-8547**.

If you refuse to comply with the dress code or become belligerent after being told to change into appropriate attire, you will be reported to FLETC Security.

DISPLAY OF FLETC IDENTIFICATION (ID) BADGES

You are required to prominently display your FLETC ID badge, above the waist, at all times while on the FLETC. There are only two exceptions. The first exception is when wearing the FLETC ID badge would obstruct training-related performance and the students are under the direct supervision of a FLETC instructor. The second exception is when students are participating in personal workouts within the PT complex. Students who participate in personal workouts away from the PT complex must have their FLETC ID badge on their person.

REASONABLE ACCOMMODATION PROCESS

Reasonable accommodations in the student setting are a modification or adjustment to a class or program that will enable a person with a qualified disability to participate in the program or class or to enjoy the benefits and privileges offered by the FLETC. Upon request, the FLETC provides reasonable accommodations to students with documented learning disabilities and/or physical disabilities. The FLETC requires the student to give reasonable notice of the request for accommodation and provide supporting medical documentation.

Reasonable accommodation requests are processed in a formal manner, involving both legal counsel and representatives from the FLETC Equal Employment Opportunity (EEO) Division. The formal process takes time to complete and it is recommended that the FLETC Program Specialist/Class Coordinator be notified in advance of the students' arrival at the FLETC. You should coordinate all requests for accommodations through your Program Specialist/Class Coordinator. Failure to notify your FLETC Program Specialist/Class Coordinator before arrival at the FLETC and not having supporting documentation could result in a delay of processing your reasonable accommodation request. **Contact the Charleston Training Management Division at (843) 746-0809 to identify the appropriate Program Specialist/Class Coordinator.**

"FOR OFFICIAL USE ONLY" INFORMATION

"For Official Use Only" (FOUO) is a designation for information that is law enforcement sensitive. FOUO information must be protected from unauthorized disclosure. FOUO information must be handled, disseminated, stored and destroyed in accordance with specific guidelines. Inadvertent release of such information could be detrimental to the United States, the FLETC, and/or Federal law enforcement agencies. FLETC textbooks, FLETC "thumb drives" and FLETC issued laptop computers all contain FOUO information. These items are considered FOUO because they could be sold for profit and because they could compromise U.S. government intentions, capabilities, operations, activities or otherwise threaten operations security of the law enforcement agencies that train at the FLETC. When unattended, FOUO materials may be secured in your dormitory room or in a locker within a FLETC classroom building. Within FLETC dormitory rooms, students should take further steps to secure FOUO information by placing the materials within a locked closet or locked container. When students are away from their dormitory rooms, FOUO training materials should not be left in "plain view."

While the FLETC encourages graduates to maintain FOUO student materials for future reference, FOUO student materials can also be properly destroyed. Throughout the FLETC's various classroom buildings there are secure plastic storage bins that are labeled "FOUO." All training materials deposited in the secure plastic bins are properly destroyed on a routine basis.

TRANSPORTATION

PRIVATELY OWNED VEHICLES (POVs)

If you operate a POV on the FLETC property, you are subject to traffic and parking regulations. The FLETC Security will cite violators as appropriate. Violators are subject to assessment of points, which can result in the revocation of driving privileges on the FLETC. You must register your POV with the FLETC Security while at the VCC. A valid driver's license, proof of insurance and vehicle tag number are required before a FLETC parking permit will be issued. A student parking decal will be issued and must be properly displayed at all times while your POV is parked on the FLETC property. Your POV must be parked at your dormitory Monday through Friday from 7:30 a.m. to 4:30 p.m. All students housed on the FLETC must either walk or utilize the FLETC transportation provided. Any POV that is in violation of the FLETC parking policy will be ticketed. If you have a medical condition that could impact your ability to walk long distances, you may request a medical parking permit, through the FLETC Health Unit. South Carolina state law and FLETC policy require anyone operating a vehicle on the FLETC to wear a seatbelt at all times, while the vehicle is in motion.

Motorcycle operators are required to wear a Department of Transportation (DOT) approved helmet on Federal property.

USE OF GOVERNMENT VEHICLES

As provided by law, the use of FLETC government vehicles are restricted to official purposes only. You must have a valid driver's license to operate a FLETC government vehicle; you are responsible for its proper use and protection. Any accidents, no matter how severe, must be reported to your instructors. The use of tobacco products (including smokeless and vapor) is strictly prohibited. Unless specifically authorized by an instructor, food and drink are also prohibited in FLETC government vehicles.

TRAFFIC POINT PENALTIES

Violators are subject to assessment of points for each citation at the FLETC. The accumulation period for points is two years. Names of violators and their points will be kept on file for two years, starting with the date the violation occurred. If you return to the FLETC within two years, the record will still be in effect and any previous violation will still be charged against you. A period of suspension previously assigned and not completed will resume upon return within the two-year period.

The Director, or other designated official, reserves the authority to extend suspensions or permanently revoke driving privileges on the FLETC for repeat offenders or other persons whose driving records, in the Director's judgment, warrant such action to ensure the safety of staff, students and visitors.

BICYCLE SAFETY

The FLETC requires safe riding practices to prevent dangerous conflicts with vehicles and pedestrians. Many sidewalks on the FLETC are wide enough to accommodate both pedestrians and bicyclists. Pedestrians always have the right-of-way. Additionally, when using sidewalks, the bicyclist shall stop at all crosswalks and walk his/her bike through the intersection, following the same rules as pedestrians. A bicyclist riding on the roadway must follow the same rules as motorists. Bicyclists must ride in the same direction as traffic, riding single file, on the right-hand side of the road, unless required by an obstacle or maneuver, such as turning left. At all times, bicyclists must wear a reflective safety vest, visible on the outside of their clothing. Hanging the reflective safety vest from a backpack is not acceptable. Bicycle helmets are not required, but are highly recommended. At all training locations and the dormitories, bicycles must be properly secured in or near the bicycle racks that are provided. Bicycles will not be stored inside assigned dormitory rooms.

PEDESTRIAN SAFETY

Pedestrians always have the right-of-way, when crossing streets, so long as they are utilizing designated crosswalks. Pedestrians should always use caution to ensure that traffic is stopped. In areas where sidewalks are provided, pedestrians should not walk in the roadways. Some classes march in formation on the FLETC and may utilize small portions of the roadway. Drivers should slow down when passing and give way to these formations.

ON-CENTER TRANSPORTATION

The FLETC Charleston is a walking campus and students should plan accordingly when packing shoes/footwear. High heels are not recommended.

During inclement weather, the FLETC will provide bus transportation. Please refer to the **Bus Transportations – Inclement Weather – Weekday – Training Days** schedule in the Student Information folder you received at check-in.

WEEKEND TRANSPORTATION

The Recreation Specialist coordinates weekend and holiday transportation to local malls, stores, sporting events and tourist areas. The recreation shuttle schedules are provided in the Student Information folder and are also posted throughout the Center. **For additional information on recreational trips and activities, please contact the Recreation Specialist (843) 746-0858.**

DINING HALL MEALS

The Dining Hall is located in Building 43 and is open for three meals per day, seven days per week. Cafeteria-style service is featured with varied food selections. Dining Hall personnel will assist students with special dietary needs/requirements upon request.

All meals must be consumed on the premises (Building 43) unless it is being provided to a student who is ill and confined to his/her room.

Only fresh fruit (maximum of 2 pieces/person per meal) and coffee (cup provided) may be removed from the dining hall without additional cost.

Hours of operation are posted in the dormitories and at the dining hall.

OTHER STUDENT RESOURCES

FLETC CONVENIENCE COMPLEX (Building 46)

The FLETC Convenience Complex is located at Building 46 and consists of the FLETC Express Convenience Store, Deli/Coffee Shop, Barber Shop, Post Office, Recreation Specialist, Automated Teller Machine (ATM), Student Computers, the Athletic Trainers Office and the Health Unit. Hours for all conveniences are included in the Student Information folder and posted throughout the campus.

THE FLETC EXPRESS CONVENIENCE STORE

At the store, you will find books, magazines, snack items, beverages, personal accessories, agency logo items, '5.11' merchandise and other souvenir items. An ATM is located in the lobby just outside of the FLETC Express. The FLETC Express accepts all major credit cards and debit cards. **The store telephone number is (843)746-0854.**

The hours of operation are Monday to Friday from 7:00 a.m. to 7:00 p.m., Saturday from 10:00a.m. to 5:00 p.m. and Sunday from 12 noon to 6:00 p.m. Holiday hours will always be posted.

BARBER SHOP

A full-service barber shop/styling salon is available on-center in Building 46. Hours of operation vary. Stop by or call **(843)746-0853** for current hours of operation. Walk-ins welcome – no appointment necessary.

DELI/COFFEE SHOP

The Deli/Coffee Shop features Starbucks brand coffee/drinks and serves a variety of light fare such as fresh sandwiches, salads, wraps, pizza and house-made bakery items. **For more information, call (843) 746-0852.**

Hours of operation are: Monday – Friday, 7:00 a.m. – 3:30 p.m. Weekends/holidays - CLOSED

POST OFFICE

The Post Office hours of operation are Monday - Friday from 11:30 a.m. to 1:00 p.m. and 4:15 p.m. – 6:00 p.m. The Post Office is closed on the weekend and holidays. Incoming mail (including packages) will be held in the Post Office and may be picked up by the class or agency representative.

PERSONAL MAIL

During your stay at FLETC Charleston, personal mail should be addressed as follows:

Your Name

Class Name or Letters (e.g. USC_IPPT, USCG_MEA, ICE_DFOTP, etc.) & your Class Number (e.g. 403)
2000 Bainbridge Avenue
Federal Law Enforcement Training Centers
North Charleston, SC 29405-2607

THE NO WAKE ZONE BAR (Building 286)

On weekends and weekday evenings after 4:30 p.m., the No Wake Zone (NWZ) Bar provides students a place to enjoy a peaceful view of the Cooper River, food, beverages, music and "pay per view" events. Students may also attend special events, such as karaoke contests. Students are not permitted in the bar area nor may they consume alcoholic beverages at the No Wake Zone while in uniform and/or wearing duty belts containing law enforcement equipment. Hours of operation are posted at the NWZ.

FLETC RECREATION ASSOCIATION

The FLETC Recreation Association is a nonprofit corporation comprised of persons assigned to or retired from the FLETC. Students are honorary members while attending training at the FLETC. The FLETC Recreation Association owns and operates the "FLETC Express" Convenience Store. The "FLETC Express" Convenience Store is the primary source of financial support for many recreational activities that benefit students.

RECREATION FACILITIES

Enjoy the use of the following on-Center recreation facilities:

- Swimming pool (Building 59)
- Basketball courts
- Sand volleyball courts (Building 59)
- Horseshoe Pits
- Exercise area (behind Building 39)
- Walking/Jogging routes

ORGANIZED TOURS AND TRIPS

Enjoy one of the weekend tours and trips that are planned and organized by the Recreation Specialist. In some instances, the Recreation Association may sponsor trips and program costs may be subsidized through the profits generated at the "FLETC Express" Convenience Store. Trips include, but are not limited to:

- River Dogs baseball games and local college football games
- Local Craft Breweries
- Tours of local historic districts
- Kayaking fishing trips inshore and offshore

- Weekend shopping trips
- Local Beaches

Check the monthly schedule for additional events. See the monthly Recreation calendar located in the Student Information folder as well as in the Dining Hall, the "FLETC Express" Convenience Store, the Student Center and the dormitories.

To check out the following equipment: stand up paddleboards, kayaks, paddles and personal flotation devices, contact the Pool Operator at (843) 746-7751 for additional information. There is no charge for FLETC students.

COPIERS

Copiers are available for official student use in **Building 61, Room 165**.

FAX SERVICE

Use may be coordinated through your Program Specialist or your Agency Representative.

SELF-STUDY COMPUTER LABORATORY

Self-Study computer labs are located in **Buildings 28, 39 and 46**. The labs are equipped with Windows compatible personal computers with DVD drives, printers and internet accessibility. Labs in these locations are available 24/7.

Software loaded on the computers includes: Microsoft Office Suite, Internet Explorer, various computer based tutorials, and requested files and folders for specific training programs. This computer classroom is internet capable. Do not copy or save anything to the hard drive. If you bring your own disks or thumb drives, provide them to the Laboratory Monitor so that he/she can scan the media for viruses.

Do not copy anything from the hard drive. The computer programs are copyrighted and may not be duplicated for any reason. Do not load or attempt to load any personal or agency specific programs on the computers. Do not attempt to change default settings on the various programs, including the default website for Internet Explorer and other software programs. Styrofoam/paper cups and food are not permitted in the classroom. Drinks in glass/plastic/metal sealable containers are allowed but must remain capped while in the classroom. Please comply with the FLETC policy posted in the classroom or you may be reported to your Program Specialist/Class coordinator or agency representative.

HEALTH AND WELL-BEING

HEALTHCARE

If you require healthcare, the FLETC Health Unit at Charleston is located in FLETC Convenience Complex, Building 46.

Normal hours of operation (excluding Government holidays):
Monday – Friday 7:00 a.m. – 5:30 p.m.

STUDENT RESPONSIBILITIES

Should you receive a training-related injury report to the FLETC Health Unit and notify your Agency Point of Contact (POC). If your POC is unknown, inform your assigned Program Specialist or Program Coordinator, who may assist you in identifying your POC. Students should complete the employee portion of the Department of Labor, Office of Workers Compensation Program (OWCP) Form CA-1 and submit it to their Agency POC as soon as possible, but not later than 30 days following the injury. You may obtain a Form CA-1 from the Health Unit, your Agency POC, or the United States Department of Labor website at http://www.dol.gov/owcp/. Ask the FLETC Health Unit staff for assistance if you need help to quickly route this form to your Agency POC.

If practicable, treatment of an injury may be performed at a government facility such as the FLETC Health Unit, who may also provide you with a referral for outside medical treatment. After being evaluated at the FLETC Health Unit, you are entitled to select a licensed physician of your choice for outside medical treatment; however, you are responsible for:

- Requesting that your Agency POC authorize medical treatment by the use of Form CA-16, Authorization for Examination and/or Treatment;
- Covering any medical costs associated with seeking treatment until your claim has been approved;
- Covering the cost of medical care not provided by the FLETC, your employing agency or OWCP;
- Obtaining all medical documentation to support an injury claim and forwarding this information to your Agency POC and the FLETC Health Unit; and
- Reporting to the FLETC Health Unit to obtain training modifications or clearances to train after all outside medical treatment.

NON-TRAINING-RELATED INJURIES AND ILLNESSES

If you are injured while performing activities not associated with your official training, you may use the FLETC Health Unit. If your non-training injury or illness requires further medical treatment not

covered by the FLETC Health Unit, you are responsible for covering the cost of medical care not provided by the FLETC, your employing agency, or OWCP. If you use a treatment facility other than the FLETC Health Unit, present your insurance plan card, so the treatment facility personnel are aware of your medical coverage. Your questions concerning the billing procedure of the treatment facility should be directed to the billing department of the treating facility.

Illnesses not associated with the performance of official training shall be treated the same as non-training related injuries. Medical expenses associated with such non-training-related injuries and illnesses are your responsibility. Non-training-related injuries and injuries incurred due to your intoxication, willful misconduct, or intention to bring about injury or death to yourself or another are not covered by the Federal Employees Compensation Act (FECA).

SICK LEAVE

Sick leave is coordinated through the FLETC Health Unit and the FLETC Program Specialist/Class Coordinator. Sick leave may be authorized when the FLETC Health Unit certifies your absence from class for incapacitation due to an illness or injury.

If you are authorized sick leave, you must remain in your assigned housing, the Health Unit, or in rehabilitative facilities. The FLETC medical staff will monitor your condition, provide the medical care prescribed by the facility physician, and assist with information so that you can arrange for meals to be brought to you. **Information is available by calling the Health Unit at (843) 746-0802.**

WHEN THE FLETC HEALTH UNIT IS CLOSED

Treatment services are available at specialty clinics and urgent care centers in the area. If you are treated at a specialty clinic or urgent care center, you must report to the FLETC Health Unit at the start of the next training day. If your condition is a non-emergency, you should make your own arrangements for transportation to a medical facility.

- If emergency medical attention is needed during the time the FLETC Health Unit is closed, please contact the 24-hour FLETC Security Dispatcher.
- To do so from a cell phone or off-center line call (843)974-6303, from an on-center line dial the five (5) digit extension 46303.
- Call 911 if the illness is severe or an emergency.

ATHLETIC TRAINERS OFFICE

Full-time, certified Athletic Trainers are on staff and located within the FLETC Convenience Complex, Building 46. **For more information, you can contact the Athletic Trainers at (843) 746-0808 or (843) 746-0807.** The hours of operation are Monday to Friday, from 7:00 a.m. to 5:30 p.m. (excluding government holidays). Services provided include injury evaluation,

treatment, rehabilitation, supportive taping, personal exercise programs, instruction regarding the individual's injury and the rehabilitation process.

PHYSICAL TECHNIQUES FACILITIES (Buildings 46, 59 and 65)

Outside of normal training hours, you may continue to participate in physical training activities at the various PT facilities to include an indoor basketball court (BLDG 46), an outdoor running track (1/8th mile), cardiovascular and weight training (free weights and machines) areas and the swimming pool (BLDG 59). The facilities are available Monday through Friday, from 5:00 a.m. to 9:00 p.m. On Saturdays, it is open from 8:00 a.m. to 6:00 p.m. On Sundays and holidays, it is open from 10:00 a.m. to 6:00 p.m. **NOTE: Pool hours are posted separately.** Plan to end your activities at least 30 minutes prior to the posted closing time in order to allow time to shower and turn in equipment and uniforms before the PT complex closes.

Physical fitness recommendations and nutritional counseling are available from the instructors and Athletic Trainers. A wide variety of fitness and nutritional information is available.

The following rules and regulations apply to all FLETC personnel while using the PT facilities, the running track and swimming pool:

- The PT uniform must be worn when using the PT facilities.
- Solid black, white, navy, or royal blue spandex may be worn underneath the PT issued uniform.
- Athletic footwear is to be worn with the PT-issued uniform.
- Shower shoes are only to be worn in the locker room or pool area.
- Personal swimsuits may be worn when using the pool for either training or recreation. Men's swimsuits must be at least mid-thigh and women's swimsuits must be a conservative one-piece.
- You may not wear jewelry while using the PT facilities.
- You may not remove your shirt in the PT facilities except when required for training or within the confines of the locker room.
- Smoking is prohibited within 100 feet of the PT facilities.
- Only PT-issued padlocks are permitted on assigned lockers.
- The gymnasium and weight training rooms are closed when official training classes are in session.
- During Black Flag conditions, use of the PT tracks are prohibited.
- Family Members and Guests are **not** permitted to use the facility.

OUTDOOR PHYSICAL ACTIVITY RESTRICTIONS DUE TO WEATHER

Heat stress is a major concern due to the combination of physical activity, humidity, and soaring temperatures in this area. The following flag warnings will be posted on the flag pole outside of the PT complex, to the left of the track:

Blue Flag Category 1—All activities will proceed as usual; however, instructors will not allow students to wear sweat clothing (or any other clothing that covers the arms and/or legs) during outdoor physical conditioning and the wearing of sweat clothing will not be permitted for any staff or students using the outside PT facilities (tracks, obstacle course). The prohibition of sweat clothing for outdoor activity applies to categories I through 5. In any 2-hour training session, 10 minute breaks will be provided at 50-minute intervals with fluids available for replacement of lost body fluids.

Green Flag Category 2—All activities will proceed as usual; however, instructors should make frequent inquiries and observations of the students as to their physical condition and, in any 2-hour training session, 10-minute breaks will be provided at 50-minute intervals with fluids available for replacement of lost body fluids. Physical conditioning classes will be restricted to a maximum of 50-minutes outdoor physical conditioning.

Yellow Flag Category 3—Intense physical activities such as endurance running (half mile or longer), intense callisthenic conditioning, obstacle course testing, shotgun stress, and similar activities are to be modified to reduce sun exposure and should be more strictly supervised. In any 2-hour training session, breaks will be provided at 40 minute intervals with fluids available for replacement of lost body fluids. Physical conditioning class will be restricted to a maximum of 40 minutes outdoor physical conditioning.

Red Flag Category 4— Intense physical activities as noted in Category 3 are to be conducted inside, or reduced in intensity and constantly supervised. Additional rest periods will be provided. In any 2-hour training session, breaks will be provided at 30 minute intervals with fluids available for replacement of lost body fluids. Physical conditioning classes will be restricted to a maximum of 30 minutes outdoor physical conditioning.

Black Flag Category 5— All outdoor FLETC training courses, to include physical conditioning, laboratory and practical exercises, will be modified as necessary to ensure that the training is conducted safely. Some examples of program modification are: moving the training indoors, increased water breaks, providing indoor shelter, and decreasing the physical intensity of the existing course.

For current FLETC Charleston heat stress conditions (May 1 - September 30) call extension 6-7750 or 843-746-7750.

RHABDOMYOLYSIS

Rhabdomyolysis is the breakdown of muscle fibers resulting in the release of muscle fiber contents (myoglobin) into the bloodstream. Some of these are harmful to the kidney and frequently result in kidney damage.

Causes, incidence, and risk factors:

All strenuous exercise results in some degree of muscle fiber breakdown. When muscle is damaged, a protein pigment called myoglobin is released into the bloodstream and filtered out of the body by the kidneys. Dead muscle tissue may cause a large amount of fluid to move from the blood into the muscle, reducing the fluid volume of the body and leading to shock and reduced blood flow to the kidneys. Individuals at risk include law enforcement trainees, athletes, and individuals in poor physical condition and sporadic exercisers. The non-exercise risk factors are high ambient temperatures, illness, medications, and inherited defects.

Symptoms:

- Abnormal urine color (dark, red, or cola colored)
- General weakness or fatigue
- Muscle stiffness, weakness, tenderness, pain

FLETC students should report to the Health Unit, Building 46, if symptoms indicate rhabdomyolysis may be present.

Prevention:

Drink plenty of fluids after strenuous exercise to dilute the urine and flush the myoglobin out of the kidney. Proper hydration is also necessary after any condition or event that may involve damage to skeletal muscle.

METHICILLIN-RESISTANT STAPHYLOCOCCUS AUREAS (MRSA)

MRSA causes a staph infection that is resistant to several common antibiotics. There are two types of infection. Hospital associated MRSA happens to people in healthcare settings. Community-associated MRSA happens to people who have close skin-to-skin contact with others, such as athletes involved in football and wrestling.

To prevent community-associated MRSA:

- Practice good hygiene;
- Keep cuts and scrapes clean and covered with a bandage until healed;
- Avoid contact with other people's wounds or bandages;
- Avoid sharing personal items, such as towels, washcloths, razors, or clothes;
- Wash soiled sheets, towels and clothes in hot water with bleach and dry in a hot dryer.

FLETC students should report to the Health Unit, Building 46 if a wound appears to be infected. Treatment may include draining the infection and antibiotics.

CRITICAL INCIDENT STRESS MANAGEMENT (CISM)SERVICES

The following services are available to students and staff who would like assistance and guidance dealing with personal or work issues. These services are provided free of charge and all information and/or counseling is strictly confidential.

Peer Support Program: The Peer Support Program is an informal, confidential and private opportunity available 24 hours a day for you to speak to someone in your peer group who will help you deal with life issues you may be having difficulty resolving. The program is designed to help clarify your concerns and explore available options.

Stress is a part of everyday life. Too much stress or being involved in a critical incident can cause physical, emotional and interpersonal changes. Reaching out for help or guidance to help deal with these types of issues should not be perceived as a weakness in character, but as "preventive maintenance."
All peer supporters have received formal training in listening skills are able to recognize, help prevent and understand the effects of stress. They can also refer you to other confidential assistance programs that are available, if needed.
The Peer Support Program is not an element of the Employee Assistance Program (EAP), nor is it a substitute for professional help. The program is an opportunity to discuss issues or pressures which may be encountered while attending training at the FLETC.

There is no cost for this assistance and it is available by dialing the following number **24 hours/day, 365 days a year:**

1-877-235-7337

Employee Assistance Program (EAP): The EAP is a mental health professional counseling service. There is no charge for initial counseling sessions. The following company has been contracted to provide EAP services for FLETC Charleston:

SAVE, Inc.
(843) 747-5327 Charleston Area
(800)768-5328 Other Locations

The service provider will discuss fee information with any individual requiring additional sessions.

FLETC CHURCH SERVICES

A non-denominational church service is offered Sundays at 1:00 p.m. in the theater located next to the Deli/Coffee Shop in the FLETC Convenience Complex, Building 46. Contact your Program Specialist for additional information on service times and locations in our community.

SAFETY AND ENVIRONMENTAL

GENERAL SAFETY

The FLETC is committed to Occupational Safety and Health. As a part of this commitment, you will receive safety training during your instruction. If you have safety questions or concerns during your training at the FLETC, ask for clarification or further instruction. To ensure a safe and healthful work environment, you are encouraged to:

- Take responsibility for following all safety procedures;
- Stay aware of your environment;
- Recognize dangerous or unsafe conditions;
- Report possible hazards immediately to your class coordinator or instructor.

FIRE SAFETY

You should locate the closest exits when entering any building structure on the FLETC and familiarize yourself with the appropriate evacuation routes. Do not try to fight a fire. Whenever a fire alarm sounds, you should evacuate immediately.

Evacuation routes are posted near entrances in all large buildings at the FLETC. Fire extinguishers are located at most training sites and buildings but are to be used only by trained personnel.

SMOKING AND TOBACCO USE POLICY

The FLETC is a smoke-free workplace. Use of tobacco products and vapor devices are strictly prohibited within 25 feet of all FLETC buildings including trailers, dormitories and recreational buildings.

Proper disposal of tobacco products is required. Cigarette butts should be extinguished and disposed of in appropriate containers and not on the ground. Wastes from chewing tobacco and similar products should be properly disposed of in a toilet and not in a waste can or on the ground. Janitorial service employees are not required to empty containers with these types of waste.

Smoking, including the use of smokeless tobacco products and vapor devices, is allowed in designated smoking areas only.

JOGGING

Many students run or jog for personal fitness. If you do run or jog, the FLETC recommends that you stay off the main roads where alternate paths are available. During hours of darkness, it is recommended that students wear reflective clothing and/or materials. While jogging, always be aware of vehicle traffic.

SUSTAINABILITY AT THE FLETC CHARLESTON CAMPUS

The FLETC has committed to a series of actions to improve our impact on the environment. These actions affect areas such as energy use reduction, water use reduction, recycling of various waste streams and renewable energy.

You will find recycling stations have been deployed in the dormitories and classroom facilities. There are posters adjacent to the stations which indicate what materials may be recycled. In general these items are paper, cardboard, plastics numbered 1 through 7 (without the caps), aluminum and steel cans. Paper and cardboard cannot be food contaminated. As part of this effort, occupancy sensors were installed in most FLETC dorms and classroom buildings. Some of these sensors will detect when the room is empty and set the temperature back accordingly. When the room is occupied, the system will automatically bring the temperature back to comfort levels within just a few minutes. The plumbing fixtures within the dorms and classrooms buildings were modified or replaced in order to use water more efficiently. If your room is not equipped with these energy saving improvements, you are requested to turn lights and electronics off when you are leaving the room.

There are a number of washing machines provided for student use. Most of these machines have been replaced with front loading types. These machines use far less water than conventional top loaders and are more energy efficient as well. Please note that special detergent marked as "he" (for high efficiency) is required for use in these machines. We also request that the doors to the machines be left open when not in use.

You may be interested to know that many other waste streams are involved in the recycling program at the FLETC. These include brass and lead from expended ammunition, used motor oil, car tires, electronics and batteries of all sorts to name a few.

CONSERVATION

Water and energy are expensive. Turn off lights, water and appliances; when not in use. In addition, windows and doors should remain closed when the air conditioning or heat is in operation.

HAZARDOUS CHEMICALS

Storage of environmentally unfriendly chemicals such as gasoline, oil, or charcoal lighter fluid on the FLETC property is strictly prohibited. If you observe these types of items in unauthorized areas on FLETC, contact your Program Specialist.

WILDLIFE

The FLETC includes natural wooded areas that attract a variety of wildlife. Some of these are protected wildlife species. Coexisting with the wildlife are insects and pests such as ticks, flies, and mosquitoes. Many types of wildlife and pests carry diseases that can be transmitted to humans; therefore, the FLETC has initiated pest control programs that include the use of mosquito magnets at the training sites and sprays applied to appropriate areas to decrease the number of ticks. Snakes, including some that are poisonous, are commonly found in wooded areas and around water.

Feral cats and dogs can also be found at times on the FLETC. They can reproduce and have kittens/puppies. Do not feed or attempt to pet them because they are usually not tamed and can scratch or bite. You should be aware of the environment and comply with the following restrictions:

- Do not feed the wildlife;
- Do not pet or attempt to pet the wildlife;
- Do not harass the wildlife;

Contact the FLETC Security Dispatcher at (843) 974-6303 or 6304 to report any issues with animals on the FLETC sites.

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The EEO Program encompasses the special emphasis programs as well as the discrimination complaint process. This program was established to ensure the equitable treatment of all individuals in employment, promotion, training, and other personnel management actions without regard to their race, color, religion, sex, age, national origin, retaliation, disability, or genetics. This includes sexual harassment. You are also protected against discrimination based on your sexual orientation.

You have the right to work in an environment free from harassment. Harassment is any unwelcome verbal or physical conduct based on one of the EEO protected bases (race, color, religion, sex, national origin, age [40 and over], retaliation, disability or genetics), that is so objective as to alter the conditions of your employment or where the conduct culminates in a tangible employment action or is sufficiently severe or pervasive as to create a hostile work environment.

If you are the victim of harassment, or if you observe harassment at the FLETC you may:

- Notify your Program Specialist or your agency representative.
- Contact the EEO office within 45 days of the alleged matter.
- Contact the Office of Inspector General directly.

For information concerning the discrimination complaint process or EEO, contact the EEO Division at (912) 267-3316.

GRADUATION AND DEPARTURE INFORMATION

GRADUATION ATTIRE

During graduation ceremonies, male students are expected to wear a coat and tie or their agency's dress uniform. Female students are expected to wear a skirt or dress slacks and a blouse, pantsuit, dress, or their agency's dress uniform. If you are improperly attired at graduation, you may be prohibited from participation. Your graduation certificate and an explanation as to why the certificate was not awarded at graduation will be mailed to your employing organization.

TRANSPORTATION AFTER GRADUATION

On the designated travel day, transportation will be provided for students going to the Charleston International Airport. **The FLETC Charleston Arrival/Departure Transportation Schedule is included in the Student Information folder you received at check-in.**

FLETC TRANSCRIPTS

On the day of your graduation, the FLETC transcripts will be provided with your graduation certificate.

If, later in your career, your FLETC transcript becomes lost or destroyed, you can obtain a new copy by completing and submitting a Transcript Request Form, along with a legible copy of your signed picture ID. Incomplete or unsigned requests cannot be processed. Requests submitted without a legible copy of your signed picture ID cannot be processed. To receive the Transcript Request Form:

- Send an email to FLETC-Transcripts@dhs.gov and the form will be returned via email; or
- Send a fax to (912) 554-4434 and the form will be returned via fax; or
- Call the Educational Aides office at (912) 267-2457 or (912) 280-5428 and request a form

FREQUENTLY USED NUMBERS

Athletic Trainers	843-746-0807 or 843-746-0808
Barber Shop	843-746-0853
Dining Hall Manager	843-746-9888
Dorm Clerk (BLDG 28)	843-740-3276
Dorm Clerk (BLDG 39)	843-740-5639
Educational Aides	843-566-8562
Environmental Specialist	843-566-8511
FLETC Convenience Store	843-746-0854
Health Unit Main Line	843-746-0802
No Wake Zone	843-740-3278
Peer Support 24hr	877-235-7337
Pool	843-746-7751
Recreation Specialist	843-746-0858
Uniform Issue	843-746-0801
Visitor Control Center (VCC)	843-746-0850

FLETC SECURITY

All numbers listed below are manned 24/7

Dispatch Non-Emergency	843-974-6303 or 6304
Dispatch Emergency	843-974-6305 or 911
SEM Site Security Officer	843-566-8554
SEM Security Specialist	843-740-6643

FLETC CHARLESTON OPERATIONAL STATUS LINE

843-746-7755

Follow FLETC on social media to get the latest buzz!

Homeland Security

DHS Office of Inspector General
Federal Law Enforcement Training Centers
OFFICE OF PROFESSIONAL RESPONSIBILITY

The DHS OIG & the FLETC OPR, wants to work with DHS employees and the public to protect the integrity, effectiveness, and efficiency of DHS programs.

Report suspected criminal violations, misconduct, wasteful activities, and allegations of civil rights or civil liberties abuse to the:

DHS OIG HOTLINE
1-800-323-8603

FLETC OPR HOTLINE
912-261-4598

Calls can be made anonymously and confidentially.

Homeland Security

Federal Law Enforcement Training Centers
U.S. Department of Homeland Security
1131 Chapel Crossing Road
Glynco, Georgia 31524
www.fletc.gov