Student Handbook

Federal Law Enforcement Training Centers

Cheltenham Center

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), Cheltenham Center. Now that you have arrived, registered at Building 6 and been assigned to training, 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

The FLETC headquarters is located in Glynco, Georgia, approximately one hour south of Savannah, Georgia and approximately one hour north of Jacksonville, Florida.

The Cheltenham, Maryland Center is located approximately 15 miles south of downtown Washington D.C.

For GPS navigation to the Cheltenham Center Main Gate, use the following address:
9300 Dangerfield Road
Clinton, Maryland

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 Centers, to include: Glynco, Artesia, Charleston, and Cheltenham. 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 Glynco, Georgia Center 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 Center 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 Charleston, South Carolina Center 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 Cheltenham, Maryland Center 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 work for and represent. 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. As appropriate, students may be permitted to 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 ensure 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 shall 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 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 (PTD 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. Be responsible with your alcohol consumption and always use a designated driver.

LODGING

GENERAL INFORMATION

The Cheltenham Center is a non-residential facility and does not provide housing or cafeteria services. For off-site lodging information refer to your agency's policies on travel and per diem to make lodging arrangements. Note: Per diem rates vary between local counties, refer to www.gsa.gov for the applicable location rates.

VALUABLES

Your valuables should be locked in a safe or secure container. You are responsible for safeguarding valuables while attending training.

FIRE

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

TELEPHONE INFORMATION

FLETC SECURITY NON-EMERGENCY TELEPHONE NUMBER

Security Dispatch:	301-877-8413
Site Security Officer:	301-877-8534

FLETC SECURITY EMERGENCY TELEPHONE NUMBERS

Security EMERGENCY from on-center phone:	extension 8400
Security EMERGENCY from cell phone:	301-877-8400

It is imperative to notify FLETC Security for coordination of emergency responses to facilitate immediate access to the Center.

EMERGENCY INCOMING CALLS FOR STUDENTS

During training periods, your Program Specialist will notify you of emergency calls. Please ensure your family knows the name of your employing agency and applicable training program you are attending so we are able to locate you quickly. You may provide the security dispatch number (301-877-8413) to your office and family for emergency situations.

ACCESS FOR GUESTS

- *Students may not sponsor guests onto the Cheltenham site.*
- Visitors for official purposes may be coordinated through your Program Specialist or sponsoring organization.
- Visitors must be escorted at all times and must remain in authorized areas only.
- The sponsoring official is responsible for the visitor's conduct.
- Only well-known visitors are permitted, new acquaintances are not authorized on the FLETC.
- Visitors ages 16 and over must show one valid form of photo identification.
- Visitors must leave the FLETC within 15 minutes after the conclusion of the event.
- Visitors 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 visitor is required at least 30 days in advance.

For more information, contact your Program Specialist.
You may also contact the Site Security Officer at 301-877-8534
or
FLETC-InternalSecurity@fletc.dhs.gov

SEVERE WEATHER INFORMATION

FLETC Security monitors the status of local weather via weather-band radio, cable TV weather channels, and local observations. In the event of severe weather, Security will make notification through: (1) Priority email lists, (2) Phone calls, (3) Public address via mobile units.

SEVERE THUNDERSTORMS

A severe thunderstorm warning means that lightening, high winds, rain, and/or hail are possible. If you are outside, seek indoor 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. In the event of 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 extension 8413 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, training at Cheltenham will be cancelled and rescheduled for a future date. Information regarding the resumption of training will be coordinated through your agency representative. Your Program Specialist or Class Coordinator may assist with additional information regarding the resumption of training

As a non-residential center, Cheltenham does not have a designated relocation site. Students should consult with their agency to determine a location for evacuation.

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 Site Security Officer at 301-877-8534.

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, Site Security Officer at 301-877-8534 or FLETC-OPSEC@fletc.dhs.gov.

WEAPONS

PERSONAL WEAPONS

Personal weapons and chemical agents are strictly prohibited on the Center. 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.

All weapons and chemical agents must be checked at the Visitors Center prior to entering the facility. Weapons may be retrieved upon departure from the Center.

GOVERNMENT ISSUED WEAPONS

All weapons and chemical agents must be declared prior to entering the facility. Students scheduled to attend firearms qualification and firearms specific training will be issued appropriate credentials upon check-in and must report directly to the firearms range without making any intermediate stops. Weapons are strictly prohibited in all other areas, including break areas. Duty weapons, including chemical agents, are authorized only while transiting directly to and from the firearms range. Students attending multi-venue training must strictly

adhere to this policy; weapons must be checked prior to attending training in any area other than the firearms range.

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 vast spectrum of training programs at the FLETC necessitates different uniform standards and/or civilian dress codes. Students attending Center Basic or Center Integrated Basic training programs report to the program orientation wearing either business attire or, in the case of some uniformed police agencies, "Class A" agency uniform. The Cheltenham Center does not issue training uniforms. For Center Advanced and Instructor-level programs, attire typically consists of business casual clothing or agency training uniform. Please refer to individual class information set forth in the student welcome letter distributed prior to training for specific uniform requirements. Students attending Agency Specific Basic or Agency Advanced training programs will receive reporting instructions from the respective agency prior to arrival.

CENTER DRESS CODE

While students may wear relaxed attire prior to or upon conclusion of scheduled training, clothing containing profane, obscene, offensive statements or scenes is prohibited at all times.

PHYSICAL TRAINING UNIFORMS

Physical training uniforms are not issued at the Cheltenham Center. Authorized attire will consist of agency issued uniforms or conservatively styled fitness wear. Muscle shirts, halter-tops, cut-offs, and spandex as outerwear are prohibited. Garments with profane, obscene, or otherwise offensive statements or scenes are prohibited. This policy applies to both official training and personal workouts and includes activity inside the Fitness Center and anywhere within the FLETC perimeter. Footwear must be acceptable for the surface being used; excessively soiled footwear is not permitted in the Fitness Center and hard sole shoes are prohibited on mat room floors.

DUTY BELTS AND GEAR

For specified training at the Cheltenham Center, students may be issued a training duty belt. A training duty belt may include: a holster, an inert training "red gun," a magazine pouch, an

extendable baton, one set of handcuffs and a handcuff key. Students may not wear this equipment 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.

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 Fitness Center. Students who participate in personal workouts away from the Fitness Center 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 student's 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 Cheltenham Training Management Division via the Cheltenham Main Number at 301-868-5830 and request to be connected with the assigned 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 within a locked closet or locked container. 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. Students may destroy FOUO materials upon return to their agency. If you prefer not to take FOUO material with you, contact the Program Specialist so that proper disposal arrangements can be made.

TRANSPORTATION

PRIVATELY OWNED VEHICLES (POVs)

If you operate a vehicle 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 vehicle with FLETC Security while at the Visitors Center (Building 6). 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 in your vehicle upon entering and while parked at the FLETC. Your vehicle must be parked in designated student parking areas. Any vehicle 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, notify FLETC Security upon check in so that suitable arrangements can be made. Maryland 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.

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 and be fully licensed for the specific vehicle type 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. 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. Bicycles may not be left in walkways or obstructing building entrances.

PEDESTRIAN SAFETY

Pedestrians have the right-of-way, when crossing streets. Pedestrians should always use caution to ensure that traffic is stopped. In areas where sidewalks are provided, pedestrians should not walk in the roadways. Classes in formation and joggers have the right-of-way on FLETC roadways. Drivers should slow down when passing and yield to these activities.

OTHER STUDENT RESOURCES

BREAK AREAS

For convenience, as a non-residential training facility, the Cheltenham Center provides self-service break rooms with kitchenettes in many training areas. Students are welcome to bring a bag lunch, store items, and use the amenities provided in the break rooms. Students are responsible for

cleaning up and removing all personal items on a daily basis. All items in break rooms and stored in refrigerators are disposed every Friday. **Note: weapons and chemical agents are prohibited in break areas at all times.**

FITNESS CENTER

The Fitness Center (Building 3) is available to students while attending training at Cheltenham; use is authorized only on the days a student is assigned to training and has valid authorization to be on the Center. Facilities include cardiovascular training equipment, selectorized strength machines, free weights, and mat room. The Fitness Center hours are Monday through Friday 5:00 a.m. to 6:00 p.m. The following rules and regulations apply to the Fitness Center.

- Weapons of any kind are prohibited inclusive of firearms, chemical agents, and knives.
- Smoking is prohibited within 25 feet of building entrances.
- Scheduled classes have priority in the Fitness Center.
- Appropriate attire is required. Authorized attire includes agency issued uniforms or conservatively styled fitness wear.
- Muscle shirts, halter-tops, cut-offs, and spandex as outerwear are prohibited. Garments with profane, obscene, or otherwise offensive statements or scenes are prohibited.
- Footwear must be acceptable for the surface being used; excessively soiled footwear is not permitted. Hard sole shoes are prohibited on mat room surfaces.
- Personal belongings must be stored in the locker room.
- Lockers are for daily use only, students may secure personal belongings in available lockers.
- Rack all weights and store all equipment after use. Equipment and attachments may not be left on the floor, leaning against walls or machines.
- Wipe all equipment after use.
- Guests are not permitted to use the facility.

AREA ATTRACTIONS

The Cheltenham Center is in close proximity to many of the nation's most unique and historic attractions. For regional attractions and tourist information, please visit:
www.visitmaryland.org
www.vrc.dc.gov
www.virginia.org

HEALTH AND WELL-BEING

HEALTHCARE

A Health Unit is not available at the Cheltenham Center. If you require healthcare while attending training, several urgent care facilities are located within close proximity to the Center. Additionally, the Southern Maryland Hospital Center is located within 1.3 miles of the main gate.

Southern Maryland Hospital Center
7503 Surrats Rd. Clinton, Maryland 20753
301-868-8000

STUDENT RESPONSIBILITIES

Should you receive a training-related injury, notify your instructor and Agency Point of Contact (POC) immediately. The Program Specialist or Program Coordinator, will assist in making notification if you are unable to do so. Students shall 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 your Agency POC, or the United States Department of Labor website at http://www.dol.gov/owcp/.

In the event medical treatment is necessary, 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
- Providing medical documentation to the Program Specialist from a healthcare provider clearing you to return to training.

NON-TRAINING-RELATED INJURIES AND ILLNESSES

If you are injured or become ill while performing activities not associated with your official training, you are responsible for covering the cost of medical care not provided by the FLETC, your employing agency, or OWCP. When using a treatment facility, present your insurance plan card to advise of your medical coverage. 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 Program Specialist/Class Coordinator. Sick leave may be authorized if a medical facility certifies your absence from class for incapacitation due to an illness or injury.

OUTDOOR PHYSICAL ACTIVITY RESTRICTIONS DUE TO WEATHER

Heat stress is a major concern due to the combination of physical activity, humidity, and seasonal high temperatures in this area. Heat stress monitoring is in effect during the period of May 1 through September 30 and when the ambient temperature exceeds 75 degrees. Heat stress conditions are available by dialing extension 8383 from on center or 301-877-8383.

The following flag warnings will be disseminated via email to the Cheltenham distribution list and posted on the heat stress message system. For personal fitness activities, this information serves as a guide to promote the overall health and safety of personnel on center.

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 PTD 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—The 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.

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

Seek medical attention 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 AUREUS (MRSA)

The presence of MRSA may cause an infection that is resistant to several common antibiotics. There are two types of infection. Hospital associated MRSA occurs in healthcare settings. Community-associated MRSA occurs as a result of 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.

Seek medical attention if infection is suspected. Treatment may include draining the infection and antibiotics.

CRITICAL INCIDENT STRESS MANAGEMENT (CISM)

Critical Incident Stress Management (CISM) provides confidential and free services. The CISM counselors provide support and care during times of personal or professional distress, such as academic stress, relationship stress, grief of loss, addictions and traumatic stress. To request CISM services, please call the 24hr support line at 1-877-235-7337.

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, 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 FLETC buildings.

Proper disposal of tobacco products is required. Cigarette butts should be extinguished and disposed of in appropriate containers. Waste from chewing tobacco and similar products shall 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 permitted in designated smoking areas only.

OUTDOOR ACTIVITY

Use caution and be cognizant of vehicular traffic while engaging in outdoor activity to include personal fitness. Bright colors or reflective clothing is recommended.

SUSTAINABILITY AT THE CENTER

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.

Recycling stations are placed throughout the Center; place appropriate items in the designated containers. 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. Some areas are outfitted with occupancy sensors that automatically activate lighting and regulate temperature. In areas without energy saving features, please turn off lights and electronics when not in use.

You may be interested to know that many other waste streams are included in the recycling program at the FLETC. These include brass and lead from expended ammunition, used motor oil, car tires, electronics, batteries, and light bulbs 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 monitored and is limited to authorized areas only. If you observe these types of items in unauthorized areas on FLETC, contact FLETC Security Dispatcher at 301-877-8413 or the Environmental Protection Specialist at 301-599-1691.

WILDLIFE

The FLETC includes natural wooded areas that attract a variety of wildlife including some protected wildlife species. Some of the wildlife that may be encountered around the facility includes deer, geese, wild turkey, fox, hawks, eagles and snakes (including venomous species). Insects and pests such as ticks, flies, and mosquitoes are commonplace. Many types of wildlife and pests carry diseases that can be transmitted to humans. Use appropriate precautions to minimize the incidence of unfavorable encounters with wildlife and pests.

Spring can be a particularly sensitive time for some species. Female Canada geese lay their eggs in ground nests near water. A male Canada goose guards the female and the nest. He can be very aggressive, attacking intruders with his wings and bill. White-tailed fawns are often left hidden in a natural environment while the doe feeds, sometimes for several hours. People may encounter fawns and fear they have been abandoned. The proper response is to avoid the area as the doe will return.

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;
- Drive within the posted speed limits to minimize the incidence of striking wildlife.

Contact the FLETC Security Dispatcher at 301-877-8413 to report wildlife concerns.

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

For formal graduation ceremonies in basic training programs, 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.

For Center Advanced and Instructor-level programs, attire typically consists of business casual clothing or agency training uniform. Please refer to individual class information set forth in the student welcome letter distributed prior to training for specific uniform requirements. Students attending Agency Specific Basic or Agency Advanced training programs should follow agency guidelines.

DEPARTURE

Upon departure, students must return identification badges and vehicle permits to FLETC Security at the Visitors Center (Building 6) or place in a drop box located at security gates.

FLETC TRANSCRIPTS

On the day of graduation, applicable training transcripts will be provided with your graduation packet.

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 identification. 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.

COLLEGE OF COASTAL GEORGIA—FLETC PROGRAMS

COLLEGE CREDITS

The FLETC partnered with the College of Coastal Georgia in an effort to provide college credits to students that successfully complete one of the following accredited Center Basic training programs:

- Criminal Investigator Training Program (CITP)
- Land Management Police Training Program (LMPT)
- Uniformed Police Training Program (UPTP)

Graduates of these programs are eligible to enroll and receive up to 12 credits for the following undergraduate classes:

- CRJU 1100-Introduction to Criminal Justice (3 credits)
- CRJU 2000-Introduction to Law Enforcement (3 credits)
- CRJU 2070-Introduction to Criminal Law (3 credits)
- CRJU 2160-Introduction to Criminal Investigation (3 credits)

The College of Coastal Georgia supports your pursuit to be professional law enforcement officers/agents and offers a way to link your training experience to these college courses. Please contact the College of Coastal Georgia's Office of Admissions at (912) 279-5730 to apply for this special FLETC program and to learn more about other degree opportunities that best meet your educational goals.

FREQUENTLY USED NUMBERS

Cheltenham Center Main Number	301-868-5830
CISM 24 Hour	877-235-7337
DHS OIG Hotline	800-323-8603
Educational Aides	912-267-2457
EEO Division	912-267-3316.
Environmental Protection Specialist	301-599-1691
FLETC OPR Hotline	912-261-4598
Heat Stress Message System	301-877-8383
Incoming Student Emergency Calls	301-877-8400
Security Dispatch	301-877-8413
Security EMERGENCY from on-Center Phone	ext. 8400
Security EMERGENCY from Cell Phone	301-877-8400
Site Security Officer	301-877-8534
Southern Maryland Hospital Center	301-868-8000

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	FLETC OPR HOTLINE
1-800-323-8603	912-261-4598

Calls can be made anonymously and confidentially.

Homeland Security

Federal Law Enforcement Training Centers

U.S. Department of Homeland Security

9000 Commo Road, STOP 4000

Cheltenham, Maryland 20588-4000

www.fletc.gov