

POLICY AND PROCEDURE:       **502**

EFFECTIVE DATE:               **October 15, 1996**

REVISION DATE:               **October 1, 2002**

SUBJECT:                       **Pre-employment Equipment**

APPROVING AUTHORITY:       **Carl B. Vickers, Director**

POLICY:       It shall be the policy of the Cardinal Criminal Justice Academy to require pre-employment students to possess necessary equipment and supplies to participate in training at the Academy.

PURPOSE:     The purpose of this policy is to provide pre-employment students notice prior to matriculation of equipment and supplies, beyond the cost of tuition, which they shall possess to participate in mandated criminal justice training.

PROCEDURE:

- I.     To be considered for admission to Academy pre-employment training programs, each student shall have in their possession at the time of course opening specific items of equipment. Pre-employment students will be notified of such required equipment prior to any tuition payments being made to the Academy. Academy staff must evaluate and give final approval of all pre-employment student equipment and supplies prior to program opening.
- I.     Certain types of equipment may not be mandatory for specific courses, academy staff will specify what equipment is necessary for each student based upon the type of course the student is making application.
- II.    The following list of equipment shall be required and maintained by the students who participate in the pre-employment law enforcement or jailor/court services training programs:
  - A.     Socks-dress black (3 pairs)
  - B.     Shoes-dress black leather, laced, smooth toe (1 pair)
  - C.     Belt-waist dress black
  - D.     Uniform shirts, navy blue (3)
  - E.     Uniform trousers, navy blue (3)
  - F.     Clip on tie (1)
  - G.     Chrome metal name plate (1)
  - H.     Uniform baseball cap, navy blue (1)

- I. Handcuffs (1)
  - J. Flashlight plastic (1)
- III. Students that participate in the pre-employment dispatcher or animal control training programs are not required to possess the equipment listed in Section II of this policy.