



BULLETIN

Western Colorado Peace Officers Academy

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P.O.S.T. Manual for: Basic Law Enforcement Class	On file with the Director and with P.O.S.T.

Introduction

Effective July 1, 2005, the mandated P.O.S.T. hours were increased to 546. The Basic Class now includes 392 hours of academic instruction, 62 hours of arrest control techniques, 40 hours of law enforcement driving, and 52 hours of law enforcement firearms training. In addition, WCPOA offers 8 hours of basic First Aid/CPR training and additional hours of fitness and wellness training.

The Western Colorado Peace Officers Academy is located on the grounds of the Western Colorado Community College, 2508 Blichmann Avenue, Grand Junction, CO 81505. The WCPOA is a P.O.S.T. approved course of study.

Advisory Board

The WCPOA Advisory Board consists of local law enforcement executives and representatives from top administration at Mesa State College/Western Colorado Community College.

Director

The director is responsible for all aspects of the day-to-day operations of WCPOA. Responsibilities include the creation of a schedule of courses for each class that meets P.O.S.T.'s requirements and the hiring of the most experienced and competent instructors available. The director also ensures that the highest standards of conduct are met by students, faculty, and staff alike.

Instructors

Instructors at WCPOA, for the most part, are currently working as certified peace officers for area law enforcement agencies. They were selected to teach based upon years of practical experience and/or specialized training in a particular subject matter. Some instructors have a law degree; others work for local governmental agencies such as a fire department.

Academic Calendar

Each class is approximately fifteen weeks in length. On average, 2-3 classes are held each calendar year, with the number varying depending upon demand. No class is held on the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day (may include Christmas Eve for evening students)
- New Year's Eve (may include New Year's Day for day students)

WCPOA may be closed for an extended period of time during the Christmas/New Year's holiday season depending on when those holidays fall.

Class Schedules

DAY: 7:00 a.m. to 5:30 p.m., each day of the week (one-half hour for lunch).

Facilities and Equipment

The WCPOA building is location on the corner of 25 Road and Blichmann Avenue. The campus is located in the middle of Grand Junction, Colorado.

All academic courses and First Aid/CPR are taught in the WCPOA classroom. Law Enforcement Firearms Training is conducted at one of the state-of-the-art ranges owned and operated by the Grand Junction Police Department. Law Enforcement Driving is currently conducted at a unique, nearby driving track approved by P.O.S.T. (Whitewater Boat Ramp).

Handguns, holsters, and ammunition are checked out to students as required by the schedule and the instructors. Manuals are provided for each student. Computers and e-mail is made available to students.

Class Size / Student Instructor Ratio

Class size is generally limited to 20-25 students. Most academic courses are taught by a single instructor. Some are taught by two instructors or a single instructor may bring in one or more guest speakers. In keeping with P.O.S.T. requirements: For Arrest Control Techniques, the student/instructor ratio of 10 to 1 is met or exceeded when techniques are being employed; for Law Enforcement Driving, the student/instructor ratio for track driving of 6 to 1 is met or exceeded; for Law Enforcement Firearms Training, the student/instructor ratio of 4 to 1 is met whenever handguns are employed.

Eligibility and Enrollment

NO person applying for or attending WCPOA will be excluded from participating in, denied benefits of applying for or attending WCPOA or discriminated against on account of age, race, gender, color, religion, national origin, veterans status, disability or sexual orientation pursuant to the Civil Rights Act of 1964, Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and all civil rights laws of the State of Colorado.

NO applicant to the WCPOA may have a felony conviction or a pending felony charge. **NO** applicant may have a conviction for any of the misdemeanor crimes set out in C.R.S. 24-31-305(1.5), or a pending misdemeanor charge listed in that subsection. There cannot be a recent history of drug/substance abuse to include marijuana use in the previous 3 years or illegal "hard drug" use in the previous 5 years. Hard drug use means the illegal possession or consumption of opiates, barbiturates, stimulants, and/or synthetic drugs. Federal law prohibits anyone convicted of a domestic violence incident involving an actual act of violence or the threat of violence or the use of a deadly weapon from possessing a handgun. A minimum of a high school diploma or

equivalent is required by P.O.S.T. standards and by the Western Colorado Peace Officers Academy.

The entire class is approximately 15 weeks in length. If a student does not pay full tuition on the day of Orientation, the following schedule **must** be followed without exception: Increments of a minimum of \$995.00 for each quarter of the academy. **No student will be allowed to take the WCPOA final examination of the P.O.S.T. examination unless tuition has been paid in full.**

Every applicant must submit the Mesa State College Application for Admission and the \$30 application fee directly to: Mesa State College, Office of Admissions, 1100 North Ave., Grand Junction, CO, 81505. In addition, official high school transcripts or GED Scores and/or college transcripts need to be submitted directly to the above address by the issuing institution. Each applicant is assessed a non-refundable fee of \$50.00 by the WCPOA for a thorough background investigation conducted prior to admission. Each applicant is also assessed, prior to admission, a non-refundable fee of \$90.00 by the Mesa County Consortium (MCC) for a fingerprint criminal history check required by P.O.S.T. (\$55.00) and for drug screening (\$35.00). The completed fingerprint card must be sent to the CBI, along with the fee, prior to the commencement of the class the applicant wishes to attend. This is taken care of by MCC. In order to facilitate the background investigation, applications from non-sponsored students must be submitted to the WCPOA no later than one month prior to the start of the class the applicant wishes to attend. The background check fee is waived for any student sponsored by a law enforcement agency so long as a background investigation has been completed and reviewed by that agency with the approval of a ranking officer. Applications from sponsored students must be received by the WCPOA no later than two weeks prior to the start of the class each sponsored student wishes to attend.

Only those successfully passing the background investigation (and an oral interview with an oral board should one be utilized by the director, or any other admissions tool implemented by the director) **or** those approved for attendance, those approved for attendance by a sponsoring law enforcement agency may attend the WCPOA.

Transfer of Credit and Credit for Prior Learning

In meeting the requirements of Colorado P.O.S.T., the WCPOA does NOT grant credit for specific courses taken at other institutions. Colorado P.O.S.T. Basic Peace Officer certification has a minimum number of required hours in academic and skills areas, as noted above.

For those entering Colorado with the goal of pursuing a law enforcement career and having been certified previously as a peace officer in another state, P.O.S.T. may waive attendance at an in-state training facility. In that event, P.O.S.T. requires the applicant to pass a written examination, and to undergo evaluation as to the need for the applicant to attend skills training through a skills test-out.

Tuition Amount and Payment Schedule

Tuition is approximately \$4921.00 for the WCPOA. No less than one quarter (\$1230.25) of that amount **MUST** be paid the day of Orientation and presentation of the first course. Included in that tuition amount is the use of WCPOA handguns and holsters, equipment, and instruction. The

P.O.S.T. written examination fee (\$125.00) is the responsibility of the student and will be payable to P.O.S.T.

The entire class is approximately 15 weeks in length. If a student does not pay full tuition on the day of Orientation, the following schedule **must** be followed without exception: Increments of a minimum of \$1230.25 for each quarter of the academy. **No student will be allowed to take the WCPOA final examination of the P.O.S.T. examination unless tuition has been paid in full.** The WCPOA staff will offer some assistance to students applying for assistance from the Veterans Administration. However, completion of the application of process and receipt of financial assistance funds are matters solely between the student and the VA. Complications with the application process or a delay in the forwarding of funds does not relieve the student from complying with the payment schedule stated above.

Enrollment may be cancelled with a written request from a student submitted to the director within 3 business days after the enrollment agreement is signed. Reimbursement of any tuition paid, minus administrative fees authorized by law, will occur not later than 30 days after the receipt of the written request.

Tuition Refund Policy:

Students withdrawing or dismissed from the program may receive a refund of tuition paid in accordance with the following schedule:

If the student withdraws or is dismissed:	The student is entitled to a refund of:
No later than the first day of class	Full tuition paid less a cancellation charge*
Within the first week of the class	90% of tuition paid less a cancellation charge*
Within the second and third weeks of the class	50% of tuition paid less a cancellation charge*
Within the fourth and eighth weeks of the class	25% of tuition paid less a cancellation charge*

Once a student has completed at least 50% of the class, there is no refund of any portion of the tuition amount paid.

Since no tuition is due until the day of Orientation and presentation of the first course, refunds for cancellations by those not starting training and for students not admitted into the WCPOA are not applicable. In the event educational services are discounted by WCPOA, any tuition paid will be refunded in accordance with the refund policy set out above, except that this provision shall not apply in the event the WCPOA ceases operation. The amount of any refund will be based upon the date of termination as defined below and will be issued within 30 days of termination. As P.O.S.T. does not award transfer credit according to the P.O.S.T. requirements, refunds do not include transfer credit issues.

Withdrawal or Dismissal and Date of Termination

Once admitted, any student wishing to withdraw from the WCPOA must submit a letter of withdrawal to the Director. The date of withdrawal will be the date the Director receives such letter.

Students may be dismissed from the WCPOA for cause as determined by the Director in accordance with the WCPOA Rules and Regulations. (See Addendum A) The date of dismissal will be the day on which a disciplinary action appeal is either declined by the student, in writing, or completed by the three-member panel of the Advisory Board with an opinion adverse to the student.

Add/Drop of individual courses is not possible at WCPOA. WCPOA certification requires attendance at and satisfactory completion of the entire P.O.S.T. curriculum. Any student who withdraws due to extraordinary circumstances, such as a dire emergency, may be readmitted with the approval of the Advisory Board after consultation with WCPOA and P.O.S.T.

Postponement of Starting Date

Postponement of a starting date, whether at the request of WCPOA or the student, requires a written agreement signed by the student and WCPOA. This agreement will indicate whether the postponement is at the convenience of the student or of WCPOA and a deadline for the new starting date, beyond which the start date will not be postponed. WCPOA does not accept prepaid tuition.

Courses and Hours

The class curriculum is set by Colorado P.O.S.T. The following represents the minimum standards set for courses and hours of instruction and/or laboratory or field work by P.O.S.T.:

Course Title: Basic P.O.S.T. Academy	P.O.S.T. hours of instruction	P.O.S.T. hours of lecture/lab
Judicial Process	4	4
Ethics & Anti-Based Policing	8	8
Criminal Process	8	8
Law Enforcement Organizations	2	2
NCIC/CCIC	2	2
Colorado Criminal Code	32	32
Arrest, Search and Seizure	12	12
Colorado Children's Code	8	8
Legal Liability	8	8
Liquor Code	2	2
Controlled Substances	2	2
Ethnic Intimidation & Hate Crimes	6	6
Courtroom Testimony	8	8
Community Policing	2	2

Problem Solving	4	4
Community Partnerships	2	2
Crime Prevention	4	4
Report Writing	24	24
Patrol Observation and Percept	4	4
Officer Survival	8	8
Pedestrian Contacts	8	8
Gangs	4	4
Vehicle Contacts	12	12
Vehicle Searches	8	8
Building Searches	12	12
Handling In-progress Calls	8	8
Domestic Violence	8	8
Civil Disputes	2	2
Crowd Control	4	4
Hazardous Materials	8	8
Bio-Hazardous Materials	2	2
Traffic Code	10	10
Traffic Direction	4	4
Traffic Accident Investigation	16	16
DUI	12	12
Preliminary Investigations	4	4
Crime Scene Searches	2	2
Crime Scene Documentation	12	12
ID and Collection of Evidence	10	10
Interview & Interrogation	6	6
ID of Suspects	4	4
Major Case Considerations	18	18
Stress Management	4	4
Verbal Communication Tech.	8	8
Interaction w/Special Populations	2	2
Victims' Rights	4	4
Interrogations and Confessions	2	2
Rules of Evidence	4	4
Identity Theft	2	2
Risk Assessment & Response	8	8
Area Searches & Perimeters	2	2
Special Weapons and Tactics	4	4
Hostage Taking & Crisis Negotiations	4	4
Rapid Emergency Deployment	8	8
Law Enforcement's Role in Terrorism	8	8
Incident Command Systems	8	8

Law Enforcement Skills	P.O.S.T. mandated hours	P.O.S.T. hours of lecture/lab
Arrest Control	62	62
Law Enforcement Driving	40	40
Law Enforcement Firearms	52	52
	154	154

CPR/First Aid and Fitness/Wellness	0	16
Review for Academy Final Exam & P.O.S.T. Exam	0	20+
TOTAL	546	582

Testing and Academic Proficiency:

Twelve examinations are given approximately every two weeks during the class. The examinations are of equal value and collectively account for sixty percent (**60%**) of each student's final score. The WCPOA final examination accounts for twenty-five percent (**25%**) of each student's final score. A self-monitored, "take home" examination covering the Colorado Criminal Code accounts for fifteen percent (**15%**) of each student's final score. A cumulative score of eighty percent (**80%**) is required to graduate from the WCPOA and to be awarded a certificate of completion and to sit for the P.O.S.T. examination.

The grade on individual examinations and in a cumulative form are posted for each student, and listed under each student's identification number. Grades and progress records are maintained in WCPOA until completion of the class. These are available to each student upon request.

Grade Point Averages:

90 -	100	A	4.0
80 -	89	B	3.0
70 -	79	C	2.0
60 -	69	D	1.0
below	60	F	0

Any student failing to finish the class with the required cumulative score of eighty percent may attend any academic course in a subsequent class, including review sessions, at no additional cost. However, each student is responsible for paying P.O.S.T. its fee for administering a re-test.

The passing score for each of the three skills courses is established by the Full Skills Instructor for each course in accordance with the requirements and guidelines of P.O.S.T. Each Full Skills Instructor will advise the students of the passing score and the method(s) of scoring/grading.

Transcripts, Certificates and Charges:

Each student successfully completing the WCPOA will be issued a certificate of completion and a transcript (36 credit hours will be awarded). Additional copies of a transcript will cost \$10.00. Duplicate or replacement certificates will cost \$25.00.

Readmitted students are subject to a \$50.00 reinstatement charge.

Official transcripts of the credits earned from Mesa State College can be requested by contacting the MSC Registrar's Office at (970)248-1555.

Damage and Loss Charges: A student will be charged for the repair or replacement of any property, equipment or structure of the WCPOA or assisting agency damaged or destroyed by the willful misconduct or gross negligence of that student. A student will be charged the full replacement cost of any property or equipment of the WCPOA or assisting agency checked-out to that student and not returned to the WCPOA or assisting agency.

Rules and Regulations:

Each student will receive a copy of this Bulletin and the WCPOA Rules and Regulations which are an Addendum to this Bulletin. Each student is expected to review both documents, to be fully conversant with them, and to fully abide by them.

Physical Fitness:

Physical fitness is encouraged but is voluntary at this time, due to lack of shower and dressing facilities. That encouragement comes in the form of the Physical Fitness Challenge. Each academy class and the class leader is responsible for organizing any group training, for arranging for the actual Challenge towards the end of the class, and for reporting the results to the Director.

Transferability of Credit:

The WCPOA does not guarantee the transferability of credit hours awarded unless a written agreement exists with another institution. Some Colorado community colleges and universities award credit for attendance and graduation from the WCPOA according to their evaluation of hours and curriculum. It is solely the responsibility of the student to determine if an agreement exists between the WCPOA and any other institution, to determine which, if any, hours of WCPOA credit will transfer to a particular institution, and to accomplish any such transfer. The WCPOA will provide any documents or records required by another institution in order to facilitate such a transfer.

Career/Graduate Services:

The WCPOA strives to achieve a high percentage of its graduates subsequently being employed in a law enforcement career. Although employment is clearly not guaranteed by the WCPOA, graduates are assisted toward that goal in a number of ways:

Professional Development Advising – The Director and staff will assist with setting career goals, with job interviewing techniques, with suggestions for resume and cover letter preparation, with completing employment applications, with personal appearance suggestions, and with post-interview follow-up techniques.

Agency Recruitment Opportunities – The WCPOA readily accepts requests from law enforcement agencies that wish to send representatives to the WCPOA to make recruitment presentations to the students.

Job Opportunity Bulletin Board – All notices of job opportunities received by the WCPOA are posted for review by the students.

State Complaint Policy

If a student has a complaint against a licensed institution or program such as the WCPOA, and has exhausted all available grievance procedures established by the WCPOA, that student may file a written complaint with the Colorado Department of Higher Education. There is a two-year limitation on the Division taking action on a complaint.