



U.S. Department of the Interior

National Park Service
Law Enforcement Training Center
Seasonal Law Enforcement
Training Program

**SEASONAL LAW ENFORCEMENT
TRAINING PROGRAM**

TRAINEE STANDARDS HANDBOOK

REVISED MAY 2019



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United States Department of the Interior
NATIONAL PARK SERVICE
Federal Law Enforcement Training Center
Glynco, Georgia 31524



Memorandum

January 1, 2016

To: Arriving Seasonal Law Enforcement Training Students
From: Seasonal Law Enforcement Training Program Manager
Subject: Welcome to Seasonal Law Enforcement Training Program

A handwritten signature in blue ink, appearing to read "Mark G. [unclear]".

Welcome to the Seasonal Law Enforcement Training Program. You are about to begin one of the most difficult and rewarding phases of your new career as a National Park Service law enforcement ranger.

The SLETP is designed to meet the entry level training needs of seasonal law enforcement rangers responsible for "conserving the scenery and natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations." Core courses include training in areas such as law, behavioral sciences, enforcement operations, patrol procedures, firearms, driving, physical techniques and other law enforcement duties in urban, suburban, rural and remote areas. The training includes conducting laboratory and practical exercises in simulated field settings such as trailheads, hunting and wildlife viewing areas, and camping zones.

Successful graduates of the SLETP will be eligible to receive a Type II law enforcement commission with the National Park Service. This commission enables the bearer to carry firearms, make arrests, investigate violations of the Code of Federal Regulations, investigate motor vehicle accidents (excluding fatalities), take initial reports on felonies and fatalities and assist in the follow-up investigations under the supervision and direction of an employee with Type I law enforcement authority and serve subpoenas and assist in the serving of a warrant under the immediate direction of an employee with Type I law enforcement authority.

Failure to meet the academic standards or to adhere to the student code of conduct set forth in this handbook will render a student ineligible from obtaining a certificate of completion and may result in the dismissal from the SLETP academy. A student's loss of eligibility only applies to the current academy class in attendance. A student may reapply to a future academy class or a separate SLETP academy.

You should retain this handbook throughout your training for future reference and guidance. If there are any items in this handbook you do not understand or there are questions left unanswered, please ask your academy director for clarification.

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PROGRAM INFORMATION

LENGTH OF PROGRAM

The SLETP contains 680 hours of required curriculum. Each educational institution may have additional training components in their program, and may increase or decrease hours due to the availability of instructors, equipment or facilities, and upon the approval from the NPS LETC program manager.

STANDARD DAILY SCHEDULE

The standard daily schedule will vary depending on which school you are attending. Refer to your academy schedule for specifics. Be aware that there will be both day and night classes. Some schools may have weekends scheduled as well. Contact the academy director for any issues.

Each school recognizes or offers recognition for completion of the course in one or more ways:

- Continuing education units
- Semester hours
- Quarter hours
- Certificate

TRAINEE EVALUATION

To receive a certificate of completion, a trainee must successfully complete each graded segment of the program, including written examinations and practical evaluations. Although laboratories are not graded, trainees are required to fully participate and complete the activity.



ACADEMIC TRAINING STANDARDS

WRITTEN EXAMINATIONS

There are six (6) scheduled written examinations administered throughout the training program. Each educational institution may administer additional written examinations and quizzes. Only NPS LETC written examinations will be counted on the graduation matrix for the purpose of NPS certification.

Additional examinations and quizzes administered by the academy will not be included in the graduation matrix for the purpose of NPS certification. Any student not achieving a minimum score of 70 percent or higher (the score will not be rounded) on any NPS written examination will be placed on academic probation and required to pass a remedial written examination.

During this period of academic probation, additional assistance such as counseling and personal instruction may be provided to the student upon request. The student must take the remedial written examination within three (3) academy training days of the failed written examination and prior to the next written examination.

A student will not meet NPS standards for certification if a student fails the remedial written examination or any subsequent written examination (after having failed and passed a remedial written examination). If a student enrolls in an SLETP after failing academically or failing a practical evaluation, the student must complete the entire SLETP from the beginning of the program.

Written Examination and Certificates

70%	Written Examination (six)
Certificate	ICS 100
Certificate	ICS 200
Certificate	ICS 700
Certificate	ICS 800

PRACTICAL EVALUATIONS

The trainee must attain a “satisfactory” or higher mark on each practical evaluation. Any trainee who does not receive at least a “satisfactory” score will be given one (1) opportunity to remediate the evaluation. If a trainee fails a practical evaluation the second time (initial attempt plus one (1) remedial attempt), they will not receive an NPS certificate and will not be eligible for a law enforcement position with the NPS. The following is a categorical breakdown and full itemization of the practical evaluation graduation requirement.



Critical Officer Safety

- 408 – Basic Tactics
- 416 – Patrol Skills
- 503 – Basic Marksmanship Instruction
- 504 – Reduced Light Semiautomatic Pistol
- 506 – Judgement Pistol Shooting
- 510 – Rifle
- 511 – Shotgun
- 603 – Emergency Response Driving
- 712 – Baton Control Techniques
- 715 – Arrest Techniques
- 716 – Control Tactics

Basic Officer Skill

- 112 – Courtroom Testimony
- 306 – Crime Scene Processing
- 401 – Traffic Accident Investigation
- 409 – Active Threat Response
- 412 – Standardized Field Sobriety Testing
- 601 – Non-Emergency Vehicle Operation
- 602 – Skid
- 702 – Physical Efficiency Battery
- 714 – Electronic Control Device
- 718 – Tactical Medicine

REMEDIATION

In addition, the practical evaluations are further defined to limit the failures (regardless if the remedial is passed) to: three (3) in the Critical Officer Safety elements; four (4) in the Basic Officer Skill elements; or a total of five (5) failures of any combination of the elements. If a trainee reaches any of these limits, the trainee will have failed to meet the required minimum standards for graduation and will not receive an NPS certificate of completion.

If the student fails the remedial practical evaluation, the student will not have met the NPS standard to certify successful completion of the SLETP and may be removed from the academy.

Appendix A lists the complete QUALIFICATIONS FOR ATTENDANCE AND GRADUATION for the SLETP written examinations and practical evaluations.

Any student not achieving a passing score on any NPS practical evaluation will be placed on academic probation and required to pass the remedial practical evaluation.

During this period of academic probation, additional assistance such as counseling and personal instruction may be provided to the student upon request.

The student must take the remedial practical evaluation prior to the next practical evaluation.



Note: If a student fails one of the eight (8) scenarios that comprise the Patrol Skills practical evaluation, the student will continue through all scenarios in the Patrol Skills practical evaluation. The student may be provided remedial training on the objectives of the failed scenario(s) prior to retesting. All nine (9) scenarios, including the report writing, comprise the Patrol Skills practical evaluation. The student will only retest on the failed scenarios.

Note: A student may take the Arrest Techniques (AT), Control Tactics (CT) and Baton practical evaluations in one setting if the SLETP academy has previously scheduled them together. If the student fails one or more of the AT, CT or Baton, they may continue with the remaining PEs without having to stop and take the remedial PE. The student must take the remedial examination within three (3) academy training days.

If the student fails any remedial practical evaluation, the student will not have met the NPS standard to certify successful completion of the SLETP and may be removed from the academy.



FIREARMS TRAINING

PURPOSE

The SLETP's fourteen (14) courses in firearms are designed to simulate a variety of shooting positions and situations a shooter could be expected to encounter in the field. Through lecture, class discussion and instructor/shooter demonstration, the student will learn the basic fundamentals of marksmanship, which are: stance, grip, sight alignment/sight picture and trigger control. Additionally, the student will be required to participate in laboratory and live fire exercises which will be conducted to demonstrate shooter proficiency, safe handling and general weapons procedures.

NPS Semiautomatic Pistol and Basic Marksmanship Instruction

A student who fails the remediation practical evaluation (PE) for the NPS Basic Marksmanship Instruction (BMI) will not have met the NPS standard to certify successful completion of the SLETP. The total amount of scheduled remedial firearms training will not exceed the allowable hours as outlined in the graduation matrix. The student must pass the BMI PE prior to taking the NPS Reduced Light PE. If the student fails the initial BMI PE, the student must complete the remedial training and the remedial BMI PE prior to the NPS Reduced Light PE. If a student enrolls in an SLETP after failing academically or failing a practical evaluation, the student must enroll in the entire SLETP to be eligible for an NPS law enforcement Type II commission.

Reduced Light PPC/Shotgun/Rifle/Judgement Pistol Shooting

A student who fails the remediation PE for the NPS Reduced Light /Shotgun/Rifle/ Judgement Pistol Shooting PEs will not have met the NPS standard to certify successful completion of the SLETP. The total amount of scheduled remedial firearms training will not exceed the allowable hours as outlined in the graduation matrix. If a student enrolls in an SLETP after failing academically or failing a practical evaluation, the student must enroll in the entire SLETP to be eligible for an NPS law enforcement Type II commission.

COMPLETION REQUIREMENTS

Satisfactory completion of the Seasonal Law Enforcement Training Program academy requires passing the following:

1. NPS Basic Marksmanship Instruction PE
2. NPS Reduced Light PE
3. NPS Shotgun PE
4. Rifle PE
5. Judgement Pistol Shooting PE



DRIVER TRAINING

The student must possess a valid state driver's license prior to being accepted into the SLETP.

PURPOSE

The Driver Training program instructs trainees in the safe and efficient use of motor vehicles. Emphasis is on principles and techniques relating to the laws of motion, vehicle dynamics, and driver response. Under close supervision and guidance, trainees will learn to recognize their personal limitations as well as limitations of the vehicle. The safe operation of patrol vehicles under a variety of extreme conditions is vital to the accomplishment of a police officer's mission. The driver training instructors are tasked with providing trainees the necessary skills to become effective law enforcement officers.

COMPLETION REQUIREMENTS

Satisfactory completion of the SLETP academy requires passing each of the following:

1. Non-Emergency Vehicle Operation (NEVO)
2. Skid Control
3. Emergency Vehicle Operation Course (EVOC)

ADVANCED INSTRUCTION

Once the trainee has successfully completed the pass/fail portion of the program, he or she will be given further mandatory advanced laboratory instruction in the areas of:

1. Risk and High Risk Vehicle Stops
2. Night Driving
3. Operating High Center of Gravity Vehicles
4. Vehicle Pursuit Driving and Termination



PHYSICAL TRAINING/ARREST AND CONTROL TECHNIQUES

GENERAL INFORMATION

It is the policy of the National Park Service that all trainees scheduled to participate in training-related physical activity are sufficiently physically qualified so as not to present an undue risk to the health and safety of themselves and other persons. Furthermore, it is the policy of the NPS that all trainees scheduled to participate in, or are participating in, training-related physical activity shall receive medical screening prior to engaging in such activity and as necessary during the course of training. Trainees who, because of medical screening, are found to have medical conditions that might create a health or safety risk to themselves or other persons will be referred to a medical officer for consultation.

Medical conditions which call for a referral to a medical officer include, but are not limited to, those indicated in the RM57A Medical Standards Program. They include epilepsy, diabetes, asthma, emphysema, multiple sclerosis, hypertension, pregnancy, joint injuries/problems, colitis, heart disease, etc., and are conditions which are generally indicative of an inability to (1) satisfy the practical evaluation requirements of the academy and/or (2) participate safely in unrestricted physical, weapons, and other training. Trainees who are unable to pass or meet training requirements or who are restricted from full participation in training for medical reasons will not receive an NPS certificate of completion.

PURPOSE

The purpose of the Physical Training/Physical Conditioning Program is fourfold:

1. To condition each trainee to an acceptable standard that will enable the trainee to perform the day-to-day duties of a law enforcement officer working in the field environment.
2. To physically train and condition the trainee to successfully react to environmental or man-made obstacles and physically dangerous situations in a manner most likely to minimize injury to the trainee, other officers or innocent third parties.
3. To psychologically condition each trainee to have confidence in their own physical ability to react positively to physically strenuous or dangerous situations while, at the same time, maintaining an awareness of their own physical limitations.
4. To instill in each trainee an awareness of the importance of physical fitness to law enforcement officers and the need to maintain an individual physical fitness program after leaving the academy.



COMPLETION REQUIREMENTS

Satisfactory completion of the SLETP academy requires passing each of the following:

- 1) Physical Fitness Battery at 25% or greater
 - Bench Press, Maximum Lift
 - Illinois Agility Run
 - Mile and a Half Run
 - Body Composition (must participate, 25% not required)
 - Flexibility (must participate, 25% not required)
- 2) Arrest Techniques
- 3) Control Techniques
- 4) Baton Control Techniques
- 5) Electronic Control Device
- 6) Oleoresin Capsaicin (documentation of mandatory exposure during laboratory)
- 7) Tactical Medicine

In addition, any restrictions (temporary or otherwise) from fully participating in any portion of the training such as Arrest and Control Tactics, Baton Skills Techniques, Patrol Skills Lab, Firearms Training, Driving Training, etc., will count as missed sessions of training. All missed sessions will count towards the cumulative absences of the trainee.



PROBATION AND TRAINEE COUNSELING

GENERAL INFORMATION

Any trainee who either fails a practical evaluation or written examination will be placed on academic probation. While on probation, the trainee may be assigned additional after-hours training as needed to assist him/her in meeting program requirements as outlined in the graduation matrix.

The highest grade a trainee will receive on a remedial exam is 70 percent. The actual grade will be recorded in the comments section of the learning management system and the 70 percent will be the grade recorded in the grade book.

TRAINEE COUNSELING GENERAL INFORMATION

At any time during training when a trainee is not progressing satisfactorily or fails a practical evaluation, performs poorly in laboratory exercises, or an examination, the trainee may be provided counseling.

Remedial training classes may be recommended for the trainee's benefit. A trainee may also seek counseling on his/her own initiative from the academy instructors. Trainees may be financially responsible for additional remedial training as outlined at the specific academy the trainee is attending.



ABSENCES

The SLETP is an intensive study in all areas of law enforcement. Each area and skill is a building block for those that follow. Therefore, it is essential that each trainee attend ALL classes of instruction.

1. To receive a certificate of completion, a trainee must successfully complete each graded segment of the program, including written examinations and practical evaluations. Although laboratories are not graded, trainees are required to fully participate and complete the activity.
2. To receive a certificate of completion, a trainee cannot miss significant portions of any training. Significant portions of training are a block or blocks of instruction that comprise the basic building blocks required before progressing to the next block of instruction. All training sessions must be made up hour for hour.
3. In determining if a significant portion of training has been missed, the SLETP academy director in consultation with the SLETP program manager will consider all pertinent factors including, but not limited to, the student's record; the difficulty of making up missed training, written examinations, and practical evaluations; and the overall impact on the student's ability to successfully complete the training program.
 - a. Trainees cannot miss participating in any practical evaluation, written examination or laboratory exercise. Observation of training does not qualify for participating in hours of instruction when the instruction is practical in nature. The student must fully participate in training.
 - b. All missed classes must be made up, hour for hour. In cases such as Control Tactics and Arrest Techniques, Firearms, Basic Tactics, Driving, etc., where the material missed cannot be made up prior to next class, the student will not be allowed to continue in the program.

In these cases, a high degree of risk is associated with performing the tasks or techniques without the prerequisite skills prior to advancing and therefore is not acceptable.
4. NPS LETC and SLETP academies will have specific attendance requirements outlined in the student orientation and syllabus. The attendance requirements will outline reporting procedures for unexpected events, illness, etc.



5. There are no “accepted” allowable hours a student can miss. Attendance is expected to be 100 percent. Academy directors will work with their academic institution and the SLETP program manager in instances where attendance is an issue.
6. Attendance will be recorded for each block of instruction.

EXCUSED ABSENCE BY THE ACADEMY

All trainees are required to participate in all training activities unless the absence is excused. Non-participation (illness, injury, absence) shall be noted on the daily attendance log. The training must be made up hour for hour.

COURT

If a trainee is scheduled for court, he/she must present the subpoena or other notification to the academy for logging prior to the scheduled day or required appearance. Where advance notice is not possible, the trainee is to bring a copy of the subpoena or other notice to the academy on the next class day and conform to the notification requirements listed. The training must be made up hour for hour.

SICKNESS/INJURY/FAMILY DEATH

If a trainee is going to be absent without prior notice to the academy, the student must make notification to the academy director as soon as reasonably possible. A written medical excuse may be required when sickness is the reason for the absence. Missed hours of instruction must to be made up hour for hour and the policies outlined above apply regarding significant portions of missed training will result in not completing the SLETP academy.

INJURY

If a trainee incurs an injury performing actions pursuant to the SLETP course, the trainee must report the injury immediately to the instructor of the class, who will in turn report the injury to the academy director. Appropriate medical attention must be administered. A written report of the injury will be completed by the instructor and filed in the student folder.

CLASS CANCELLATION

Should bad weather, natural disaster, or other unforeseen circumstances require a school closing during the day, the SLETP academy director will initiate the Continuity of Operations Plan, (COOP). The COOP will identify the notification process for trainees to assure the smooth continuation of the SLETP curriculum.

ABSENCE/LATENESS

If, for any reason, a trainee is absent or late, the situation must be documented by a memorandum. This includes lateness to class, leaving early from class, or missing an entire session or instruction. The student is responsible for any work missed during the absence. Excessive absence or absences that occur in patterns will be cause for termination from the



SLETP academy. Students may not be absent for personal business. Routine doctor's appointments or business matters should be scheduled during non-training hours.

START TIME

All trainees will report to class as determined by the schedule with all course materials needed for that particular session. The SLETP academy can adjust the schedule depending on the needs of the academy. No trainee will leave the academy at the end of the day until dismissed by academy staff or instructors. Additionally, no trainee will leave the grounds without permission from the training coordinator or a member of the staff. Trainees who wish to leave the grounds for lunch will follow the SLETP academy policy.



CONDUCT AND INTEGRITY STANDARDS

Law enforcement personnel are held to a higher standard of conduct than is expected of the general public, and as such, it is the policy of the National Park Service to maintain the highest standards of honesty, integrity, impartiality, and conduct by its employees to ensure the accomplishment of the agency's mission and to maintain public confidence. As law enforcement trainees, student behavior will be consistent with the conduct on becoming a National Park Service law enforcement officer. This section sets forth the Student Code of Conduct for all students seeking an NPS certificate of completion from the Seasonal Law Enforcement Training Program.

Failure to meet to academic standards or to adhere to the student code of conduct set forth in this handbook will render a student ineligible to obtain a certificate of completion and may result in the dismissal of a student by the SLETP academy. A student's loss of eligibility only applies to the current academy class in attendance. A student may reapply to a future academy class or a separate SLETP academy.

SCOPE

This section applies to all students enrolled in an NPS SLETP and applies to all students while in attendance of academy functions, as well as in their personal endeavors. Failure to adhere to the Student Code of Conduct set forth in this section will render a student ineligible to obtain a National Park Service certificate of completion and may result in the dismissal of a student by the SLETP academy. An SLETP academy may establish additional standards of conduct specific to their school. The additional standards may be more comprehensive than the Student Code of Conduct set forth in this section. The Student Code of Conduct set forth in this section, however, is the baseline for student eligibility with the National Park Service.

INFRACTION

An infraction is a violation of rules or regulations that occurs only once, which results in only a minor disruption of the environment where it occurs. As a rule, an infraction is handled on the spot by the observing instructor or staff member, and the student responds appropriately, demonstrating immediate and genuine remorse. Recurrence of such an infraction or an inappropriate response by the student may elevate an incident of an infraction to misconduct.

MISCONDUCT

Misconduct is conduct that is more serious than a single infraction because it represents a serious lack of professionalism. Several infractions may also constitute misconduct.



EXAMPLES OF INAPPROPRIATE CONDUCT

Conduct expected in the classroom, laboratories, and practical evaluation sites is no different at the SLETP academy than that expected of trainees in any well-disciplined law enforcement academy. A trainee is expected to be prompt, attentive, cooperative, and courteous to SLETP academy staff, instructors and fellow trainees. Trainees will address instructors and staff as Sir or Ma'am and may be required to rise as a class when an instructor or SLETP staff member enters a classroom.

Listed below are examples of conduct that is considered inappropriate for trainees. This list is not all-inclusive and is only intended to provide descriptive examples of inappropriate behavior.

1. Violation of Law

The student will never knowingly violate any local, state, or federal laws or regulations while enrolled within the SLETP. The student will avoid any actions creating the appearance that they are violating the law. Whether particular circumstances create an appearance that a law has been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

2. Alcohol/Drug/Tobacco Involvement

The student will never consume or be under any degree of influence of alcohol during academy activities. Any unauthorized drug use is prohibited. The use of any tobacco products or tobacco-less product substitutes is prohibited during academy activities.

3. Violation of individual SLETP Academy Rules and Regulations

Trainees must comply with all SLETP academy rules, regulations, directives, memorandums and bulletins.

4. Fraternalization between Staff Members and Trainees

Fraternalization violates the high standards of integrity and impartiality needed to assure the effective performance of duties and to maintain public trust. All staff members and students are expected to maintain these high standards of integrity, impartiality, and conduct. Therefore, fraternization between staff members and students is prohibited except in accordance with this directive and manual.

5. Disrespect or Discourtesy to Supervisors, Training Officers or SLETP Personnel

Trainees are expected to be respectful and courteous toward all SLETP staff and institution personnel.

6. Failure to Obey Orders and Directives

Trainees are expected to immediately follow orders and directives given by the SLETP academy staff or designated officers, and instructional or administrative staff.



7. Tardiness or Absence without Leave

Tardiness or absence from the academy without official leave approval is prohibited.

8. Cheating

Any form of cheating or falsifying information is prohibited.

9. Compliance with Uniform and Grooming Standards

Trainees are expected to comply with SLETP academy grooming standards.

10. Falsification, Misrepresentation, and/or Concealment of Information to Supervisor or Authorized Person Conducting an Investigation.

Trainees are required to respond fully and truthfully to questioning by the SLETP academy representatives, National Park Service Law Enforcement Training Center representatives, or an authorized person conducting an official investigation. Falsification, misrepresentation, and/or concealment of information pertaining to an investigation is prohibited.

11. Equal Employment Opportunity

The participating SLETP academies and the National Park Service support equal employment opportunity (EEO) policies and procedures. All complaints of hazing, harassment, abuse, or other EEO violations will be thoroughly investigated.

12. Contacts with Institution Security or other Law Enforcement Agencies

Any contact with SLETP academy security personnel or any other law enforcement agency, for any purpose, must be reported to the SLETP academy director or designee without delay.



DISCIPLINARY ACTION

SLETP ACADEMY DIRECTOR

The trainee is, at all times, under the direct oversight of the SLETP academy director or appointee, who continually monitors, documents, and evaluates trainee conduct.

NPS LETC SLETP PROGRAM MANGER

The SLETP program manager at NPS LETC makes the recommendation to the NPS LETC superintendent on the student's status regarding their conduct and eligibility to receive an NPS certificate of completion.

NPS LETC SUPERINTENDENT

The NPS LETC superintendent has the final discretion in determining if a student's conduct renders them ineligible to receive an NPS certificate of completion.

DISCIPLINARY ACTION

Discipline has long been reported as an important training tool, which is necessary to develop respect for authority in command positions. Accordingly, discipline will be expected in all training academy operations. Discipline shall not result in personal injury to the trainee.

Whenever the SLETP academy administration determines that a trainee violated academy rules and regulations, it may utilize, where practical, progressive discipline employing the following continuum by level or in combination. Administration and faculty may impose immediate dismissal as the appropriate sanction without first utilizing the progressive discipline scheme.

Whenever a violation of trainee rules or regulations occurs, which the administration determines warrants discipline beyond Level I, affected trainee(s) will forward a memo to the SLETP academy director for review and if necessary further action.

Level I: Infraction

1. Disciplinary counseling
2. Verbal caution

Level II: Misconduct

1. Disciplinary counseling
2. Letter of misconduct placed in student's file

Level III: Repeated Misconduct or Violation of Law

1. May result in non-admittance, expulsion, or dismissal from the training program
2. Requires notification of the NPS LETC program manager

Level III disciplinary actions place a trainee on probation and may result in dismissal.



Repeated or patterned Level II disciplinary violations will place a student on disciplinary probation.

Continued or patterned infractions at any level is unacceptable behavior and will result in counseling, further disciplinary action or dismissal from the SLETP academy.

Instructor/faculty members may discipline trainees at any time during the academy day, including breaks and lunches.

All disciplinary actions shall be entered into the trainee's permanent personnel file through a letter of misconduct and made available to a trainee's present or prospective law enforcement employer.

Disciplinary Counseling

Disciplinary counseling consists of a formal meeting between a student and the SLETP academy director. The student will be advised of their code of conduct infraction and counseled on behavioral improvement.

Letter of Misconduct in Training File

A written letter of misconduct may be placed in a student's official training file at the SLETP academy. The letter of misconduct will document in writing the student's behavioral misconduct and any associated counseling or warnings. The letter of misconduct will be signed by the SLETP academy director and the student.

Loss of Eligibility for NPS Certificate of Completion

Failure to adhere to the student code of conduct set forth in this section will render a student ineligible from obtaining an NPS certificate of completion. The superintendent at NPS LETC has final discretion in determining the eligibility of student based on the misconduct based on the recommendation from the NPS LETC program manager. A student's loss of eligibility only applies to the current academy class in attendance. A student may reapply to a future academy class or a separate SLETP academy. The student must notify in writing to the academy in which they are reapplying, the reason for dismissal due to conduct.

REDRESS OF STUDENT MISCONDUCT ALLEGATIONS

The student has the right to petition the PRLEA Director and/or NPS-LETC Program Manager directly for redress of grievances. The student may submit within three (3) business days, a written memorandum requesting redress, following the Memorandum Procedure outlined below.

MEMORANDUM PROCEDURE

Trainees may be directed to submit a memorandum to the training coordinator(s) for violations of academy rules and regulations or for other purposes. All memoranda will be submitted using the format provided below. Memos may be handwritten but must be legible. The following format shall be followed or the memo will be rejected:

Date: (Month/day/year)

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To: Instructor

From: Trainee (first and last name)

Re: (Subject of memo, e.g. lateness, insubordination, etc.)

Text of Memo: (Total account of incident)

Signature: Respectfully submitted, your signature

The SLETP academy cannot, and will not, graduate any student who owes any assignment or memorandum to a faculty member.

Submitted memoranda become a permanent part of a student's academy record.

Memorandum shall be submitted the next scheduled training day unless otherwise directed.

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DISMISSAL FROM THE SLETP

Dismissal of a student from the SLETP may be due to conduct, academic or practical evaluation failure or medical restriction. A student's dismissal from the SLETP is at the sole discretion of the SLETP academy director, in accordance with the policies of the host institution. Failure to meet academic standards or adhere to the student code of conduct set forth in this handbook will render a student ineligible from obtaining a certificate of completion from the NPS and may result in the dismissal of a student by the SLETP academy. A student's loss of eligibility only applies to the current academy class in attendance. A student may reapply to a future academy class or a separate SLETP academy.

DISMISSAL AND REINSTATEMENT BASED ON ACADEMIC OR PRACTICAL EVALUATION FAILURE

Any student dismissed from training or failing to fulfill the requirement of the NPS for eligibility of commissioning for Type II commissioning for failing either written examinations or practical evaluation may be re-admitted to any SLETP. The student must begin the program on the first training day and successfully complete all written examinations and practical evaluations with that SLETP class. The student will not be granted credit for previous written examinations or practical evaluations. The student must include in their application to an SLETP academy that they had previously failed an SLETP academy.

DISMISSAL AND REINSTATEMENT BASED ON CONDUCT

Any student dismissed from training for disciplinary reasons must fully disclose their previous dismissal in any new SLETP application package. The student must submit, in writing, an explanation outlining why they should be admitted. The letter should address what the student has done to correct the conduct that previously resulted in dismissal. The letter should be addressed to the SLETP academy director of the academy they are applying to. If the request is approved, the SLETP academy director must submit, in writing, to the NPS LETC SLETP program manager, an explanation supporting the SLETP academy's decision to admit the student into the SLETP. The student must begin the program on the first training day and successfully complete all written examinations and practical evaluations with that SLETP class. The student will not be granted credit for previous written examinations or practical evaluations.

DISMISSAL AND REINSTATEMENT BASED ON MEDICAL

Any student dismissed from training or failing to fulfill the requirement of the NPS for eligibility of commissioning for Type II commissioning due to medical history or medical condition may be admitted to any accredited SLETP academy providing the student meets the medical requirements of the SLETP academy. The student must also be fully advised of the NPS Medical Standards and Surveillance Program.



1. If the student is returning to the same SLETP academy at the same educational institution, within 12 months of departure from the departure date, they may resume training from the last written academic examination. All previous written academic examinations and practical evaluations stand and the student progresses forward.
2. If the student is returning to a different SLETP academy or educational institution or it has been over 12 months since the departure date from training at the same SLETP academy, the student must begin the program on the first training day and successfully complete all written examinations and practical evaluations with that SLETP class. The student will not be granted credit for previous written examinations or practical evaluations.

MEDICAL EXTENSION PEB DUE TO INJURY OR ILLNESS

On occasion the ability for a trainee to participate in the final Physical Efficiency Battery (PEB) may be disrupted by exigent medical or illness circumstances which make the continuation of training hazardous to the trainee. The NPS LETC has established a medical extension (MedEx) plan that outlines the student's ability to successfully complete the PEB which must be adhered to by every SLETP academy. The final PEB is a practical evaluation and a part of the graduation matrix. **Every student must successfully pass the final PEB to successfully pass the SLETP academy.**

SLETP students that have a medical illness or injury are required to produce a medical restriction and subsequent medical clearance to their SLETP academy director for consideration in instances where their ability to participate in the practical evaluation PEB is in question.

SLETP students must successfully complete the PEB and remedial *within one year from the start of the SLETP academy* for which they were enrolled. If the PEB is not successfully completed in the time allotted the student will be considered to have failed the SLETP academy and will not be eligible for an NPS certificate of completion based on their performance in the SLETP academy.

The MedEx PEB requires SLETP students that have received a medical extension to perform their PEB at the NPS-accredited SLETP academy in which they are currently enrolled to meet graduation requirements.

MedEx PEB FAQ's

a. What happens if a student fails to successfully complete their required PEB?

If a student does not successfully complete the PEB, including any remedial (in accordance with policy), within one year from their school start date, the student will have not met the standards set by the NPS and are ineligible for an NPS certificate of completion based on their performance in the SLETP academy. The student must retake the entire SLETP academy as their lack of successful completion of the required PEB constitutes a failure.



b. Will a PHYSICAL FITNESS ASSESSMENT MEDICAL RELEASE FORM still need to be submitted prior to the PEB?

Yes. Students must submit a copy of their medical release/authorization to participate to their SLETP academy director before the MedEx PEB can be scheduled. The student must bring the original release form, signed and stamped by the attending physician, to their scheduled MedEx PEB.

c. If a student was scheduled to attend the MEDICAL EXTENSION PEB and is late or fails to show, is that counted as an automatic failure?

Yes. Students must notify their SLETP academy director at least 24hrs prior to their scheduled MedEx PEB show time. The SLETP academy director must then re-submit the MEDICAL EXTENSION PEB REQUEST FORM to the NPS LETC SLETP program manager. All rescheduling requests are granted at the discretion of the NPS LETC SLETP program manager in consultation with the SLETP academy director.

d. Will students or their respective academy be reimbursed for travel related expenses?

No. The student will bear responsibility for all personal costs associated with attending the MedEx PEB.

e. Will students be reimbursed for costs associated with medical bills that may result from an injury received during the MEDICAL EXTENSION PEB?

No. All previously signed liability waivers remain in full effect.



GENERAL INFORMATION

DRESS AND GROOMING STANDARDS

Personal appearance presented by uniformed trainees of the SLETP academy reflects not only upon the academy, but also upon the law enforcement profession and the United States government. While in uniform, each trainee will observe the minimum standards of personal dress as prescribed by the SLETP academy director. NPS Reference Manual 43 and Reference Manual 9 will be used as general guidelines for each SLETP academy policy.

FRATERNIZATION

Fraternization violates the high standards of integrity and impartiality needed to assure the effective performance of duties and to maintain public trust. All staff members and students are expected to maintain these high standards of integrity, impartiality, and conduct. Therefore, fraternization between staff members and students is prohibited except as outlined in specific exemption.

Each staff member is responsible for implementing the SLETP's policy regarding fraternization. Supervisors and managers are further responsible for taking appropriate administrative and/or disciplinary action upon determining that a student/staff relationship is contrary to SLETP policy. SLETP academies may have more restrictive constraints/procedures than this manual, which the affected staff must follow. In the event a supervisor does have more restrictive constraints/procedures the supervisor must ensure that the affected staff has knowledge of these restrictive constraints/procedures.

Staff and students are responsible for reporting allegations of fraternization. All incidents of fraternization will be reported for referral and corrective action/resolution through the supervisory chain to the appropriate supervisor in the employee(s) chain of command. The supervisor, after considering the facts and circumstances of the case, will ensure the matter is properly investigated so the matter can ultimately be referred to an appropriate supervisory level for corrective action and/or resolution. The supervisor may appoint an administrative inquiry official to conduct fact finding.

In instances where the trainee is an NPS employee or the SLETP instructor is an NPS employee, the allegation may also be referred to the NPS Office of Professional Responsibility.

Any failure to report known or suspected instances of fraternization may constitute a separate basis for discipline, as appropriate.

Staff members occasionally encounter situations when family members, former co-workers, or close friends are attending training in SLETP programs. In these situations the integrity of training cannot be compromised.



LEAVE AFTER DUTY HOURS

Off-duty activities should not impact the trainees' ability to report to the next scheduled class on time. Failure to report on time for class or assignment may serve as a basis for dismissal from training, and may lead to ineligibility of the trainee to receive an NPS certificate.

HEALTH ISSUES

All injuries must be reported to SLETP academy personnel. The injury must be documented on the appropriate SLETP academy form. Without a record of the injury, there is no way to substantiate a claim should the injury cause the trainee to be unable to perform assigned duties later.

PROGRAM EVALUATION

1. At the direction of the SLETP academy director, each instructor/faculty will be required to distribute an instructor/academy critique form to each trainee for the purpose of a program evaluation.
2. Trainees are not required to sign the instructor/academy critique forms.
3. Each trainee is instructed to be candid regarding his or her comments relative to the SLETP academy and the instructor.
4. The evaluations will be used to monitor the trainee's perception of the academy. The information on the form will be reviewed, evaluated and used to enhance the overall program.
5. Instructor/faculty will not discriminate or retaliate against any trainee as a result of any appraisal.
6. Two online evaluation forms will be administered by NPS LETC via the learning management system. Each evaluation must be completed prior to the NPS certificate of completion being issued.

GRIEVANCES

A trainee may file a grievance regarding the actions of the SLETP academy in accordance with the policies outlined by the SLETP academy.



CLASSROOM CONDUCT

To gain recognition by the instructor, the trainee will raise his/her hand.

Classrooms will be kept neat and orderly.

Each day the classroom will be cleaned before any class member leaves. Lights will be turned off and the classroom secured.

Conversation between trainees during classroom recitation or lecture is not permitted. Audiotaping or videotaping of lectures or practical instruction is strictly prohibited.

Anytime an academy instructor/faculty member, officer, or visitor enters the classroom, except during written testing, the trainees may be called to attention by the class leader or designee. Trainees may be required to greet the person entering the classroom by standing and remain standing until the instructor acknowledges the class leader or designee. The greeting should consist of the class standing and saying Trainee Class (class number) good morning, afternoon or evening as appropriate then address the person as either Sir or Ma'am. For example: "Trainee Class (class number) good morning, Sir." Once acknowledged, the class leader will announce, "Trainees be seated."

Any trainee entering the class after the command, "Trainees be seated," is given by the instructor will be considered late and will be recorded as such in the academy record.

CHAIN OF COMMAND

Chain of command is the formal channel that determines authority, responsibility, and flow of communication.

- The academy director is responsible for the overall administration and management of the SLETP academy.
- The training coordinator(s) is/are responsible for the day to day operations, for delivery of instruction and program logistics, and for compliance of student standards.
- The academy Instructor(s) is/are responsible for training, maintaining classroom order and ensuring that all assigned tasks and skills are completed in a satisfactory manner.
- The class leader is responsible for the morale and good order of the class. While not a disciplinarian, they assist the academy faculty with enforcement of academy memoranda requirements.
- The chain of command for the SLETP must be adhered to as outlined by the SLETP academy.
- Information can flow up or down the chain of command. This chain will be followed for all communications.
- Communication through the chain of command can be either written, verbal or other means as prescribed by the academy director.

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STUDENT TERMS AND CONDITIONS AGREEMENT

Students must initial and sign the SLETP Student Terms and Conditions Agreement on the first day of training. A copy of the agreement is maintained electronically in the NPS LETC Learning Management System.

Failure or refusal to sign the Student Terms and Conditions Agreement will render a student ineligible from obtaining an NPS certificate of completion and may result in the dismissal of the student by the SLETP academy.

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APPENDIX A

SLETP Qualifications for Attendance and Graduation

The primary purpose of the Seasonal Law Enforcement Training Program is to train law enforcement officers empowered to make arrests and carry firearms. Within these guidelines, the National Park Service and the individual Seasonal Law Enforcement Training Program academy applies standards in selecting trainees for attendance in the Seasonal Law Enforcement Training Program (SLETP).

It is the policy of the NPS and SLETP Academies that all trainees scheduled to participate in training-related physical activity be sufficiently physically qualified so as not to present an undue risk to the health and safety of themselves and other persons. Furthermore, it is the policy of the NPS and SLETP Academies that all trainees scheduled to participate in, or participating in, training-related physical activity shall receive medical screening prior to engaging in such activity and as necessary during the course of training. Trainees who, because of medical screening, are found to have medical conditions that might create a health or safety risk to themselves or other persons will be referred to a medical officer for consultation. Medical conditions which call for a referral to a medical officer include, but are not limited to those indicated in the RM57A Medical Standards Program. They include epilepsy, diabetes, asthma, emphysema, multiple sclerosis, hypertension, pregnancy, joint injuries/problems, colitis, heart disease, etc., and are conditions which are generally indicative of an inability to (1) satisfy the practical exercise requirements of the academy and/or (2) participate safely in unrestricted physical, weapons, and other training. Trainees who are unable to pass or meet training requirements or who are restricted for medical reasons will not receive an NPS certificate and will not be eligible for a law enforcement position with the NPS. The trainee's continued enrollment in the SLETP for academic purposes or POST certifications will be as outlined by the policy of the SLETP academy the trainee is attending.

LENGTH OF PROGRAM

The SLETP contains 680 hours of required curriculum. Each educational institution may have additional training components in their program, and may increase or decrease hours due to the availability of instructors, equipment or facilities, and upon the approval from the NPS LETC program manager.

STANDARD DAILY SCHEDULE

The standard daily schedule will vary depending on which school you are attending. Refer to your academy schedule for specifics. Be aware that there will be both day and night classes. Some schools may have weekends scheduled as well. Contact the academy director for any issues.



TRAINEE EVALUATION

To receive a certificate of completion a trainee must successfully complete each graded segment of the program, including written examinations and practical evaluations. Although laboratories are not graded, trainees are required to fully participate and complete the activity.

WRITTEN EXAMINATIONS

There are six (6) scheduled academic examinations administered throughout the training program. Each educational institution may administer additional written examinations and quizzes. Only NPS LETC written examinations will be counted on the graduation matrix for the purpose of NPS certification. Additional examinations and quizzes administered by the academy will not be included in the graduation matrix for the purpose of NPS certification. Any student not achieving a minimum score of 70 percent or higher (the score will not be rounded) on any NPS academic examination will be placed on academic probation and required to pass a remedial academic examination.

During this period of academic probation, additional assistance such as counseling and personal instruction may be provided to the student upon request. The student must take the remedial examination within three (3) academy training days of the remedial training and prior to the next written examination.

If the student fails the remedial examination or any subsequent examination (after having failed and passed a remedial examination), the student will not have met the NPS standard to certify successful completion of the SLETP based upon their performance in the SLETP and access to the SLETP's Learning Management System will be restricted. If a student enrolls in an SLETP after failing academically or failing a practical evaluation, the student must complete the SLETP from the beginning.

PRACTICAL EVALUATIONS

The trainee must attain at least a "satisfactory" (either a 70% or 80% depending on the PE) mark on each practical evaluation. Any trainee, who does not receive at least a "satisfactory" score, will be given one opportunity to remediate the evaluation. If a trainee fails a practical evaluation the second time (initial attempt plus one remedial attempt), the student will not have met the NPS standard to certify successful completion of the SLETP based upon their performance in the SLETP and access to the SLETP's Learning Management System will be restricted. The following is a categorical breakdown and full itemization of the practical evaluation graduation requirement.



Critical Officer Safety

- 408 – Basic Tactics
- 416 – Patrol Skills
- 503 – Basic Marksmanship Instruction
- 504 – Reduced Light Semiautomatic Pistol
- 506 – Judgement Pistol Shooting
- 510 – Rifle
- 511 – Shotgun
- 603 – Emergency Response Driving
- 712 – Baton Control Techniques
- 715 – Arrest Techniques
- 716 – Control Tactics

Basic Officer Skill

- 112 – Courtroom Testimony
- 306 – Crime Scene Processing
- 401 – Traffic Accident Investigation
- 409 – Active Threat Response
- 412 – Standardized Field Sobriety Testing
- 601 – Non-Emergency Vehicle Operation
- 602 – Skid
- 702 – Physical Efficiency Battery
- 714 – Electronic Control Device
- 718 – Tactical Medicine

In addition, the practical evaluations are further defined to limit the failures (regardless if the remedial is passed) to: three (3) in the Critical Officer Safety elements; four (4) in the Basic Officer Skill elements; or a total of five (5) failures of any combination of the elements. If a trainee reaches any of these limits, the trainee will have failed to meet the required minimum standards for graduation and will not receive an NPS certificate of completion.



APPENDIX B

Seasonal Law Enforcement Training Program Graduation Requirements

Subject Matter	Category	Test Instrument	Number Of Such Instruments And The Minimum Requirements	Remedial Allowances
Comprehensive Written Examinations	N/A	Written Exam	Six (6) (70% minimum on each exam; scores will not be rounded up)	ONE (1); Remedial must be different version of the failed exam. Must be taken within three (3) academy training days of the initial exam and prior to the next exam.
408 – Basic Tactics	Critical	Practical Evaluation (PE)	70%	ONE (1); The student must pass each scenario. If they fail ONE scenario of the PE they have failed the PE; minimum of four (4) hours of remedial training but no more than eight (8) hours. The entire remedial PE will be given.
416 – Patrol Skills	Critical	PE	Nine (9) (70% minimum on each scenario; the scenarios are not a cumulative score)	ONE (1); The student must pass each scenario. If they fail ONE scenario of the practical evaluation they have failed the PE. The student will be given a minimum of 2 hours of remedial training and a maximum of 4 hours training. ONLY the failed scenario(s) will be retested on the remedial PE.
503 – Basic Marksmanship Instruction	Critical	PE	Pass/Fail	ONE (1); a minimum of four (4) hours of remedial training but no more than eight (8) hours. The remedial PE must occur within two weeks of the original PE.
504 – Reduced Light Semifautomatic Pistol	Critical	PE	Pass/Fail	ONE (1); minimum of two (2) hours of remedial training but no more than four (4) hours. The remedial PE must occur within one week of the original PE.

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506 – Judgment Pistol Shooting	Critical	PE	Pass/Fail	ONE (1); minimum of two (2) hours of remedial training but no more than four (4) hours. The remedial PE must occur within one week of the original PE.
510 – Rifle	Critical	PE	Pass/Fail	ONE (1); minimum of two (2) hours of remedial training but no more than four (4) hours. The remedial PE must occur within one week of the original PE.
511 – Shotgun	Critical	PE	Pass/Fail	ONE (1); minimum of two (2) hours of remedial training but no more than four (4) hours. The remedial PE must occur within one week of the original PE.
603 – Emergency Response Driving	Critical	PE	Pass/Fail	ONE (1); minimum of two (2) hours of remedial training and not more than four (4) hours. The remedial PE must be administered within one week of the original PE.
712 – Baton Control Techniques	Critical	PE	Pass/Fail	ONE (1); minimum of two (2) hours of remedial training and a maximum of four (4) hours. The student will retake the practical evaluation and must pass all elements.
715 – Arrest Techniques	Critical	PE	Pass/Fail Must Pass all Components	ONE (1); The student must pass all components of the practical evaluation. Minimum of two (2) hours of remedial training and a maximum of four (4) hours. The student will retake the practical evaluation and must pass all elements.
716 – Control Tactics	Critical	PE	Pass/Fail Must Pass all Components	ONE (1); The student must pass all components of the practical evaluation. Minimum of two (2) hours of remedial training and a maximum of four (4) hours. The student will retake the practical evaluation and must pass all elements.
112 – Courtroom Testimony	Basic	PE	80%	ONE (1); minimum of two (2) hours of remedial training and not more than four (4) hours.



306 – Crime Scene Processing	Basic	PE	70%	ONE (1); minimum of two (2) hours of remedial training and not more than four (4) hours.
401 – Traffic Accident Investigation	Basic	PE	70%	ONE (1); minimum of two (2) hours of remedial training and not more than four (4).
409 – Active Threat Response	Basic	PE	Pass/Fail	ONE (1); minimum of two (2) hours of remedial training and not more than four (4).
412 – Standardized Field Sobriety Testing	Basic	Written & PE	NHTSA standard 80% on exam and Pass/Fail on PE	One (1); NHTSA standards will be adhered to.
601 – Non-Emergency Vehicle Operation	Basic	PE	Pass/Fail	ONE (1); minimum of two (2) hours of remedial training and not more than four (4) hours. The remedial PE must be administered within one week of the original PE.
602 – Skid	Basic	PE	Pass/Fail	ONE (1); minimum of two (2) hours of remedial training and not more than four (4) hours. The remedial PE must be administered within one week of the original PE.
702 – Physical Efficiency Battery	Basic	PE	Must achieve a 25% or better in the agility, mile and a half run and the bench press and participate in the flexibility and body composition of the FINAL PEB	ONE (1); remediation PEB will consist of all five components, regardless of which element(s) was failed, and must be taken within 7 days of graduation.
714 – Electronic Control Device	Basic	Written & PE	Pass/Fail	ONE (1); minimum of two (2) hours of remedial training and not more than four (4) hours.

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718 – Tactical Medicine	Basic	PE	Pass/Fail	ONE (1); minimum of two (2) hours of remedial training and not more than four (4) hours.
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In addition to the practical evaluation matrix, the number of student failures is limited to: three (3) in the Critical Officer Safety elements; four (4) in the Basic Officer Skill elements; or a total of five (5) failures of any combination of the elements. If a student reaches any of these limits, they will not receive an NPS certificate of completion, access to the SLETP Learning Management System will be restricted and may be dismissed by the SLETP academy.

3 failures in the Critical Officer Safety Elements, in example:

- Arrest Techniques = Failure with successful remediation
- Control Tactics = Failure with successful remediation
- Basic Tactics = Failure. The student is no longer eligible to receive a certificate for the National Park Service

4 in the Basic Skills, in example:

- Crime Scene Processing = Failure with successful remediation
- Courtroom Testimony = Failure with successful remediation
- Traffic Accident Investigation = Failure with successful remediation
- Standardized Field Sobriety Test = Failure: The student is no longer eligible to receive a certificate for the National Park Service

Combination of 5 in both Critical Officer Safety and Basic Officer Skills, in example:

- Arrest Techniques = Failure with successful remediation
- Control Tactics = Failure with successful remediation
- Crime Scene Processing = Failure with successful remediation
- Courtroom Testimony = Failure with successful remediation
- Traffic Accident Investigation = Failure: The student is no longer eligible to receive a certificate for the National Park Service

The student has the option to waive their right to remedial training if they so choose. If they choose to forgo any remedial training, they may remediate the PE as soon as it is possible for the SLETP academy to administer.



U.S. Department of the Interior

National Park Service Law Enforcement Training Center
Seasonal Law Enforcement Training Program