

**LAFOURCHE PARISH SHERIFF'S OFFICE**  
**REGIONAL P.O.S.T. ACADEMY**  
**RULES AND REGULATIONS**

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All cadets are required to read and abide by the following rules and regulations.

Cadets **will**:

1. Obey all laws. Violations will result in disciplinary action.
2. Conduct themselves in a professional manner at all times. Any unethical conduct on or off the job/Academy will be dealt with on a case by case basis at the discretion of the Academy Staff.
3. Obey commands from officers and staff that rank above them. Insubordination is grounds for immediate dismissal from the academy.
4. No Tobacco products are allowed on academy compound including the parking lot by cadets.
5. Address the Academy Staff, instructor, or law enforcement guests by beginning with "Sir" or "Ma'am" as appropriate.
6. Arrive in sufficient time before class or other Academy function begins. Tardiness will not be tolerated and will be dealt with accordingly. Unexcused or excessive tardiness will result in dismissal from the Academy.
7. Stand at attention when: (1) an instructor or member of the Academy staff enters the classroom prior to the beginning of class and remain standing at attention until you are directed to be seated by the instructor or Academy Staff member, (2) when being addressed or addressing staff until told to stand at ease.
8. Be clean-shaven. Mustaches or beards will not be grown during the Academy. Hair cannot be dyed unnatural colors (only natural colors).
9. Wear uniforms that are clean, neat, pressed, and presentable at all times. Shoes will be shined to a high gloss. If your agency does not require uniforms, then wear business attire (ties for men); women may wear slacks and blouse/sweater or pantsuits (no dresses or skirts). Blue jeans are not permissible. Physical training attire will be modest in nature and will have no profanity printed on or affixed to any article of clothing. Women are to wear spandex type shorts under loose or knit shorts.
10. Take all breaks in the designated area. Hallways may be accessed only when needing to use restrooms or to get food and water.
11. Be present for all Academy functions unless properly excused prior to the absence. If you are sick and cannot attend class, you must call the Academy and inform an academy staff member or the absence will be considered unexcused. Unexcused absences are cause for dismissal. Excused absences may not exceed 10% of Academy time.
12. Pass every block of instruction with a minimum score of 70% (this excludes firearms and Taser which must be passed at 80%). Each cadet has the opportunity to take two (2) retests throughout the Academy. On the third failure, the cadet will be dismissed from the Academy.
13. Any cadet failing to qualify during the time allotted for firearms will schedule with an academy POST firearms instructor to qualify on their own time. The cadet will have until the week before the academy graduation to complete their POST qualification course.
14. Have all required materials needed for class and clothing for physical training each day. Ample notice will be given when firearms and associated gear are to be brought for the shooting range.
15. Keep "hand squeezies" with them at all times while at the Academy.
16. Complete and hand in all classroom assignments as directed. Incomplete assignment will prevent graduation. Cadets will use only black ink and loose leaf, 8 ½ x 11-letter size paper.
17. Upon notification of an "Officer Down", create or purchase a sympathy card in honor and remembrance of a fallen officer, sign it as a class, and send it to their respective agency. It will be the responsibility of the Cadet Commander to make sure this is carried out within one week.
18. Read the bulletin board daily for items that may pertain to you.

### Cadets **Will NOT:**

1. Carry weapons on their person, nor bring weapons into the Academy building unless told otherwise by an Academy Instructor (i.e. guns, knives, chemical weapons, martial arts weapons, or any similar devices).
2. Cheat or attempt to cheat on an exam. Dishonesty during examinations or any other phase of training may result in immediate dismissal from the Academy.
3. Report to class under the influence of drugs or alcohol. If a cadet is taking prescription drugs, the cadet will supply the Academy staff with a list of the drugs being taken and the reason for its use.
4. Enter the Academy Office without permission. Cadet will, knock 3 times, then state in a **loud** clear voice, "Sir (or Ma'am), Cadet (Your Name) requests permission to enter, Sir (or Ma'am)," then stand at Attention until acknowledged.
5. Leave the classroom or the compound without the permission of the instructor or Academy staff member.
6. Play loud music in their vehicles or use excessive acceleration when leaving the parking lot.
7. Curse or use profanity. Such language will not be tolerated at any time.
8. Walk on the grass in front of the building when entering or leaving.
9. Possess nor use cell phones during academy hours.
10. Engage in horseplay at any time.
11. Wear any ornamental jewelry or jewelry which is affixed to the body by means of body piercing.
12. Eat, drink, chew gum, chew tobacco, or dip snuff in the classroom.
13. Sleep in class.
14. Do homework assignments during class presentations.
15. Sit on tables, backs of chairs, or other furniture unless it is designed as a place to sit.
16. Lean on or place feet on walls.
17. Request or make a telephone call unless the situation is an emergency. An Academy staff member must give permission to a cadet to make a call.
18. Have visitors at the Academy (unless emergency circumstances exist).
19. Use recording devices for test previews and reviews.

### Disciplinary Procedures

1. Discipline will **ONLY** be assigned by the Academy Staff (Captain Champagne, Sergeant Prevost, or Sergeant Touns).
2. Exercise may be issued for rule infractions and can be given or taken away by Academy Staff **ONLY**.
3. Violation of any rule will be dealt with by the issuance of a Cadet Corrective Review Form. These forms will be kept in the cadet's academy file and if necessary forwarded to the cadet's immediate supervisor.
4. Corrective reviews may be cause for dismissal from the academy depending on the severity of the infraction.

Cadet Name (Printed): \_\_\_\_\_ Cadet Signature: \_\_\_\_\_  
Date: \_\_\_\_\_