



Hello - my name is Miner Blackford, Director of the Otero Junior College Law Enforcement Training Academy (OJC-LETA). I want to introduce you to a peace officer training academy that takes pride in every graduate and presents a complete training package suitable for service in any agency, large or small. OJC-LETA graduates have successful peace officer careers because of their commitment to quality training and service with kindness, respect and absolute honesty.

OJC-LETA offers two 15 week one semester academies per year, the first academy starts mid-January through the end of April (Spring Academy) and the second academy starts middle of August through the end of November (Fall Academy). Academy applications will be accepted until the close of business ten (10) calendar days before the start of the academy.

OJC-LETA costs are \$8,214 for in-state students (out-of-state \$12,070) covering 40 semester hours of college credit, all training fees and supplies including ammunition, statute books, the use of a training weapon, laptop and duty gear during the academy, the \$150 POST test fee plus an estimated \$500 out-of-pocket expense for out-of-pocket pre-academy student purchased personal items.

Students are asked to keep their daily commute to no more than a 20 minutes because of scheduled late night and early morning classes plus lessen the chance of missing training because of winter storms. On-campus room and board runs \$3,407 per semester which is roughly \$33.40 per day for meals and lodging. Area apartment rentals are available in the \$400 to \$850 per month range or \$14 to \$30 per day plus the cost of food and gas.

This Application, Student Manual and Memorandum of Understanding is an agreement made by you to follow the rules for attending this academy with a simple step-by-step guide through the application process. This application explains the rules you are required to follow and how much the academy costs – no surprises. Save this application as a PDF with your last name first and the date of completion with the year first, e.g., Blackford, Miner 2017-6-5. Click on each blank to complete the application, then attach it to an email and send to [miner.blackford@ojc.edu](mailto:miner.blackford@ojc.edu). You can scan your application documentation; driver's license, high school completion documentation and DD214 if applicable, and attach to the application email. If it is inconvenient to scan and email those documents or email the application, you can mail them to me; Miner Blackford, OJC-LETA, 1802 Colorado Avenue, La Junta, Colorado 81050. If you plan to live on campus, you will need to mail the \$100 housing deposit money order to me, so you may also mail copies of your required driver;s license, high school completion and military discharge documentation with your deposit.

Please read the manual/memorandum and examine the attached schedule. If you have any questions about the academy or the application process, please call me at 719-384-6867 or email [miner.blackford@ojc.edu](mailto:miner.blackford@ojc.edu) it will be my pleasure to talk with you.

Thank you

Miner Blackford

# APPLICATION, STUDENT MANUAL AND MEMORANDUM OF UNDERSTANDING

## OTERO JUNIOR COLLEGE LAW ENFORCEMENT TRAINING ACADEMY (OJC-LETA)

Each question, information blank or check-box must have a response - insert "N/A" if it doesn't apply to you.

Printed Legal Name \_\_\_\_\_ / \_\_\_\_\_  
FIRST FULL MIDDLE NAME LAST NAME FIRST NAME YOU ANSWER TO

SSAN \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_  
SOCIAL SECURITY ACCOUNT NUMBER MM/DD/YYYY  
APPLICANTS MUST BE 21 YEARS OLD TO APPLY FOR THIS ACADEMY.

Contact Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_ POST PID: \_\_\_\_\_  
IF KNOWN OR A RESERVE WITH A COLORADO POST PID

College System Student Number: S \_\_\_\_\_ Student "S" Number assigned when you complete OJC registration.

Email address: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**High school completion?** Colorado Peace Officer Standards and Training (POST) requires Colorado Peace Officers to have completed high school by earning a diploma or a GED and document that completion:

I completed high school or earned my GED in the following year \_\_\_\_\_ and have enclosed the required documentation that I completed high school by attaching one of the following documents:

- A copy of my **high school diploma indicating the date I graduated, or**
- a copy of my **GED Certificate indicating the date I completed, or**
- a copy of a **high school transcript indicating the date I graduated.**

NOTE: Mail order "diploma mill" diplomas will not be accepted and internet earned high school degrees must show acceptable accreditation and transcripts of realistic coursework.

**Valid driver's license:** Colorado POST requires that applicants possess a valid state issued (any state) driver's license to enter any Colorado POST certified training. I have enclosed a copy of my valid driver's license from

State: \_\_\_\_\_ DL Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Note: Within 60 days from the start of the academy, out-of-state OJC-LETA students must possess a Colorado Driver's License and present that DL to the director to copy for your academy file. The State of Colorado requires you to have your valid Colorado Driver's License in your possession for the POST Peace Officer Certification Test.

**Veteran status:** Veterans must have a character of discharge "other than dishonorable", but if the term "dishonorable" is indicated anywhere on their discharge records, they cannot serve as a peace officer in Colorado.

- Yes,** I have served in the United State Military and have enclosed a copy of my DD214 **or** discharge documents showing no indication of the term "dishonorable" for discharge or character of service.
- No, I have not enlisted or served in the United States Military and I am not a veteran

**OJC-LETA Students wear the academy owned duty belts during training to condition students to wearing and using duty gear.**

**DUTY BELT**, YOUR BELT SIZE IN INCHES \_\_\_\_\_ **HOLSTER:** SPECIFY RIGHT  OR LEFT  HAND

### FAMILY EMERGENCY CONTACT INFORMATION

\_\_\_\_\_  
NAME (RELATIONSHIP) Phone ( ) \_\_\_\_\_

\_\_\_\_\_  
EMAIL ADDRESS MAILING ADDRESS

**OJC BOOKSTORE "KIT"** The OJC Bookstore Kit contains academy uniform shirts plus current statute books and classroom supplies. Academy shirts are special ordered and normally take a minimum of three weeks for delivery. All students, particularly applicants enrolling within a month of the start date will need to bring enough plain light grey polo shirts to wear until the academy uniform polo shirts are available. Arm tattoos must be covered during training and "shooters sleeves" are recommended or students can wear simple lightweight long sleeved grey tee shirts to cover tattoos.

**INDICATE YOUR ACADEMY SHIRT SIZE BY CHECKING THE CORRECT SIZE:**

**S \_\_\_\_ (34-36), M \_\_\_\_ (38-40), L \_\_\_\_ (42-44), XL \_\_\_\_ (46-48),  
XXL \_\_\_\_ (50-52), 3X \_\_\_\_ (54-56), 4X \_\_\_\_ (58-60), 5X \_\_\_\_ (62-64)**

**Colorado POST requested information:**

This POST information will become part of your POST training record and is not part of your academy application.

RACE:  African American,  Asian,  Hispanic,  Native American,  Pacific Islander,  Anglo,  Other

GENDER:  Female  Male

Formal education completed beyond high school?

- None,
- Attended college, non-graduate,
- Vocational Certification; \_\_\_\_\_  
(Type of certification or area of certification training)
- Associate Degree
- Bachelor Degree
- Masters Degree
- Doctorate
- Other \_\_\_\_\_

**Colorado POST needs to know if you are being sponsored in the academy by a recognized law enforcement agency or have a tentative offer from an agency for employment after passing the POST Test:**

- Not hired or sponsored
- Hired and sponsored
- Tentative hiring offer upon satisfactory POST test result

State agency information with the contact person and phone number below:

Agency Name: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_

Agency City, State and Zip code: \_\_\_\_\_

Agency Phone Number: \_\_\_\_\_

I certify that I am a citizen of:  the United States,  other - \_\_\_\_\_.

If you check "other" please indicate country of citizenship and provide copies of your Employment Authorization (work visa) and any other documents proving legal U.S. residency.

## Where to live during the academy?

**NOTE:** Students cannot commute beyond the Las Animas or Rocky Ford, 15 to 20 minute drives because of the tight academy schedule plus uncertain weather conditions can limit travel. You will be in class or studying until 10 pm each night and returning to class at either 5:30 or 7:45 am the following day and you simply cannot maintain your performance if you are commuting any distance. You lose grade points when you show up late or unprepared for class, the same as you will lose your job when you show up late or unprepared for work. Please rent a local apartment, bring a camper to the La Junta KOA, or live on campus (with cafeteria meals), if you live beyond a 15 to 20 minute commute. Contact the La Junta Chamber of Commerce, 719-384-7411, search the internet, e.g., Craig's List, or the local Tribune Democrat newspaper for La Junta area rentals.

Indicating your OJC housing intention below is merely a student survey to help the OJC Housing Director plan for the number of Law Academy students wishing to live on campus, not a formal contract.

Do you intend on living on campus in OJC Housing? YES  NO  UNSURE

If you indicated "yes" above, the OJC housing contract starts on page 18.

## BDU AND DUTY BOOT SUPPLIERS:

The academy can't stock the varied sizes and quantities of BDU pants or duty boots, so students must purchase navy or black colored BDU pants (6 pairs suggested) and black "polishable" tactical/combat boot type duty boots (2 pairs suggested) before coming to campus. There is a \$500 estimated expense for personal items included in the academy cost estimate. BDUs and boots may be purchased at uniform stores, many sporting goods stores and some Wal-Mart and similar retailers.

The following retailers have done business with the academy and are dependable equipment suppliers. It would be beneficial to make contact with one or more of these entities for your future career needs.

- **Kelly's Guns**, 217 Colorado Avenue, La Junta 719-383-9015
- **Specialty Sports**, 4285 East Fountain, Colorado Springs, CO 80916 719-391-2556
- **Arctic Supply** in Pueblo, 411 West 6<sup>th</sup>, Pueblo 719-545-1800, is very helpful and their prices are fair – highly recommended.
- **MB Police Equipment** 2715 South Prairie, Pueblo, 719-564-2918, his prices are fair and he goes out of his way to help.
- **Colorado Cop & Uniform Company**, (719) 561-1360 has a good selection of equipment. 1711 South Prairie, Pueblo,
- **Neve's Police Supply**, 525 E. Fountain Blvd. # 130, Colorado Springs, CO 80903, 1-877-825-3338
- **Gall's Catalog Sales** Phone 866-673-7643 [www.galls.com](http://www.galls.com)

## FYI: APPROXIMATE ACADEMY EXPENSES

Note this academy will not surprise you with added fees during or at the end of the academy. OJC runs all costs through your student account, except your student provided personal items that are included in the cost estimate; BDU pants, tactical/combat boot type duty boots, gym shoes, gym shorts, arrest control belt-loop shorts, firearms ear and eye protectors, off campus meals, bedding sheets, blankets, pillows and incidental items such as notebooks, pens, pencils, personal vehicle gas, etc. Students may use academy owned laptop computers if they do not have a suitable laptop with Windows, Word, PowerPoint, Excel and a WI-FI card

(internet access). Students are furnished the use of academy owned weapons, duty gear (duty belts, holster, hand cuffs, cuff case, flashlight and flashlight carrier) without cost during academy training. The academy provides 2,000 rounds of top quality ammunition for \$400, your POST Test fee, class manuals and certifications run \$500 and a Bookstore Kit consisting of Academy shirts, a CDAC Colorado Statute Book, a CDAC Legal Source Book, a Lexis-Nexis Peace Officer's Handbook, A Northwestern Traffic Accident Template plus Pocket CRS and Traffic Code Books runs approximately \$514. No money is due OJC for 30 days after the first class. Student financial aid partial pay-outs start the 30<sup>th</sup> day of the semester and continue on a 30 day interval. **OJC intends for all academy students to have their pay-outs divided into equal allotments but it never hurts to remind financial aid that you wish to follow this option instead of getting one large payment on the last day of the semester.**

**TUITION AND FEES Tuition and Fee costs for May 1, 2017 through April 30, 2018**

- The in-state student tuition rate with the COF Stipend is \$144.55 per semester hour and the OJC Law Academy contains 40 semester hours. .... **40 X \$144.55 = \$5,782.00**
  - Colorado resident total tuition cost is \$221.55 for each semester hour and Colorado pays a \$77 per hour Colorado opportunity Fund (COF) stipend to reduce that cost to \$144.55 per semester hour.
  - The Colorado Opportunity Fund (COF) is limited to Colorado resident undergraduate instruction not to exceed 145 semester hours **OR** baccalaureate degree holders who have been granted an addition 30 credit hours under C.R.S. 23-18-202 (5) (c) (I).
- OJC fees:
 

1. Student Center Fee	\$74.03
2. Student Government fee	\$11.62
3. Athletic Fee	\$19.65
4. OJC Registration Fee	\$13.30
5. Fitness Center Fee	\$90.00
6. Technology Fee	\$160.00
7. Student Activity Fee	\$12.70
8. Instructional Program Fee	\$136.70
	<b>\$518.00</b>

  - A COF qualified Colorado resident's OJC Tuition and course fee bill will read, Tuition \$8,862 minus the \$3,080 COF Stipend which equals ..... **\$5,782 tuition + \$518 OJC fees = \$6,300**
  - Non-resident tuition is \$240.95 per hour X 40 hours = \$9,638 + \$518 OJC fees = \$10,156

**OJC BOOKSTORE LETA "KIT":** (Termed "Bookstore Student Charges" on your bill)

- Academy shirts (3 polo & 3 Henley),
- CDAC Statute Book,
- CDAC Legal Source Book,
- Peace Officers Handbook,
- Northwest Traffic Template
- PPCT – Arrest Control Manual
- Speedy Spanish pocket guide
- Pocket CRS and Traffic Code

TOTAL (Additional shirts may be purchased for approximately \$30 each) ..... OJC Bookstore Fees: **+\$514**

**LAW ACADEMY SUPPLIES:** (Termed "Misc. Student Charges" totaling \$900, on your bill)

POST test fee (\$150), Traffic Accident Manual (\$50), CBI Crime Scene Investigation Manual (\$50), TASER certification (\$75), OC certification (\$75), 1<sup>st</sup> Aid, CPR & TCC certification (\$50),

Linescan fingerprint background check (\$50.00) ..... **+\$500**  
 Academy ammunition currently runs \$400 ..... **+\$400 = LEA SUPPLIES .... + \$900**

Student need to furnish their own BDU's duty boots and plain grey knit polo for Orientation and laundry days; Firearms training eye and hearing protection, gym shoes and gym shorts for P/T, shorts with belt loops for arrest control, sunshade hat and suitable cold weather clothing; notebook paper, pens, pencils, a student locker padlock and a coffee cup with an estimated cost no more than \$500.;

**+\$500+/-**

**Please remember the other costs are approximate and frequent trips to McDonald's significantly add to your expenses. Please stay away if your expenses include frequent trips to the local bars or liquor stores. Alcohol and weapons are not allowed in OJC housing and please do not cause you, your roommates and the academy problems by violating those rules.**

**Approximate academy cost if you are a Colorado resident with available COF funds and live OFF CAMPUS:**

(Tuition \$5,782 + OJC Fees \$518 + Bookstore \$514, Academy supplies \$500, Ammunition \$400 + personal items you purchase before and during the academy will run in the neighborhood of \$500).....

**\$8,214**

Out of State Tuition, fees and supplies will run approximately \$12,070

## OJC ON-CAMPUS HOUSING (ROOM AND BOARD) COST

Campus housing is not mandatory but please do not attempt more than a 20 minute commute;

OJC Housing includes both room and board – meals are provided in the Sodexo cafeteria and the cost is \$3,407 or \$33.40 per day. The \$33.40 per day is based on the 19 meal plan (3 meals weekdays and 2 meals on weekends) and the 102 day academy schedule. The three meals per day weekdays only, 15 meal plan is \$3289 or \$32.25 per day. Students are able to secure off-campus housing in the \$450-\$850 rent per month range (\$14 to \$30 per day for rent, and utilities based on a four month lease), not including vehicle gas, meals or groceries). Off-campus students tell me they spend \$8 to \$15 per day for food, so that figures approximately \$22 to \$45 per day for off campus apartment living and cooking your own meals.

Campus housing is available depending on how early you submit your application with the \$100 money order deposit – first come, first served. Colorado Community College regulations require all students over 21 year of age living on campus, must be housed separately from under 21 students. That is why we have the "LEA House", an on campus, two bathroom, two students to a bedroom, converted residence that is across the street from the OJC Student Center Sodexo Cafeteria. Think carefully about your housing choice and consider apartment privacy, costs as well as grocery shopping and cooking for yourself, verses adjusting to cafeteria food and living with other students in LEA House. The LEA House helps by having more time to study plus late night and weekend study group sessions are easier to attend. Academy comradery and teamwork are important now and for the rest of your career.

OJC LEA housing room and board: **\$3,407**

(LEA students will be housed on a "first-come-first-served" order in which the housing application and \$100 deposit are received)

**Cost for a Colorado resident with COF funds and living ON CAMPUS: ..... \$11,621**

## WRITING SKILLS PREDICT PEACE OFFICER CAREER SUCCESS

Peace officers must be able to read peace officer level materials and write accurate, detailed and easily read police reports. It is your responsibility to see that you have the necessary writing skills to succeed as a peace officer and the ACCUPLACER testing, available in the OJC Student Center or any community college in Colorado, will give you an idea about your preparedness to become a peace officer. Failing to take the ACCUPLACER will not prevent you from registering in the academy because you may take the test after the start of the academy, but it is highly recommended that you take the test with enough time to complete any writing skill classes the test suggests to improve your writing skills. Phone the OJC Testing Center (719) 384-6948, for an OJC appointment or information about remote (other college) ACCUPLACER testing.

Law enforcement requires the ability to write well enough so that anyone reading a report would have an unmistakable understanding of the contents. The academy cannot bring a person with zero reading and writing skills up to a peace officer level in one fifteen week semester, but there are steps a person can take on their own before registering in the academy to insure they have the necessary writing skills. This academy has a significant number of successful graduates who have used the free online Khan Academy or by subscribing to Guaranteed 4.0 or the Eleanor Wood learning improvement courses to improve their writing skills. Searching the internet will help you find these and other courses. You will be required to write every day in the academy and you must write accurate, detailed and easily read reports and essays or you will not complete the academy or get hired as a peace officer. Remember, your academy 40 semester hours can also be used toward an associate degree from OJC <http://www.ojc.edu/catalog/workforcedegrees/catlawenforcementaas.aspx> plus entry into the online Criminal Justice bachelor program through Grand Junction Mesa University.

# PART 1 - OJC APPLICATION PROCESS

Registering in the academy is a two-step process. Follow the Otero Junior College (OJC) Student Registration, PART 1, Steps 1 - 6 to register as an OJC student and PART 2, steps 10-16 to register in the Law Enforcement Training Academy (LEA) classes. Complete this memorandum of understanding by carefully reading and then initialing your understanding and agreement to comply in the blank next to each statement and by filling in all requested information blanks.

**Step 1:** The online Free Application for Federal Student Aid (FAFSA) must be submitted before registering in Otero Junior College – including veterans with financial benefits and sponsored students. Available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) the OJC School Code is **001362**.

\_\_\_\_\_ 7A (Initial understanding and completion) I completed my current FAFSA on: \_\_\_\_\_  
DATE

**Step 2:** To register as an OJC student, go to <http://www.ojc.edu/howToApply.aspx>

\_\_\_\_\_ 7B (Initial understanding and completion) I have registered online as an OJC student on: \_\_\_\_\_  
DATE  
and entered my College System Student number, S \_\_\_\_\_ on page 3 of this application

**Step 3:** The Student Loan Repayment Agreement on pages 31 and 32, is your assurance the financial loans will be repaid and then Otero Junior College can extend you credit.

Note: You may be receiving VA benefits or your tuition may be paid by an employer but OJC supplies are “charged” to you as an individual until repayment arrangements have been made on the 30<sup>th</sup> day of class.

\_\_\_\_\_ 7C I completed the student loan repayment agreement.

**Step 4:** If you are a Colorado resident and have not exhausted your benefits access the Colorado Opportunity Fund by following the directions at: <https://cof.college-assist.org>  
Non-Colorado residents mark “N/A” on 6D below and proceed to the next step

\_\_\_\_\_ 7D I have applied for the Colorado Opportunity Fund (COF) on this date: \_\_\_\_\_

**Step 5:** I understand on-campus housing (room rent and meals, room and board) is optional and if I wish to live on campus, I understand completing the “OJC Law Academy Housing Contract” starting on page 19, plus enclosing a required \$100 money order deposit that will be applied to your bill. I further understand my room will not be reserved until that \$100 money order deposit is received by OJC and OJC housing is assigned on a first come – first served basis.

The housing contract is also available at: <http://www.ojc.edu/studentHousing.aspx>

- 7E YES, I intend to live on campus and have completed the housing contract on pages 19 and 20 and have attached a \$100 money order housing deposit.
- 7F YES, I intend to live on campus and have completed the housing contract, however, I have not enclosed the \$100 housing deposit and I understand my room will not be reserved until I furnish the deposit.
- 7G NO, I do not wish to live on campus and understand that I must be living within a 20 minute commuting distance from the academy.

OFF CAMPUS ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

- 7H NO, I do not wish to live on campus. I understand that I must live within a 20 minute daily commuting distance, but my off campus address is unknown at this time.



## PART 2 - OJC-LETA APPLICATION/REGISTRATION PROCESS

**NOTE:** Scan and attach copies of your academy required documentation (high school diploma, GED, or high school transcript showing date of graduation, driver's license and DD214 or branch discharge documentation if a veteran) to your email when submitting this application. ] If you are planning to live on campus, you will need to mail a \$100 money order dorm deposit to the academy and your registration documents could be mailed with the money order.

**Step 6:** This OJC ACADEMY APPLICATION, STUDENT MANUAL and MEMORANDUM OF UNDERSTANDING details the academy rules and procedures to insure applicants understand what the rules are and further understand they must follow the stated rules plus any additional directions verbalized by any OJC instructor or OJC staff to complete the academy. Complete your Application, Student Manual and Memorandum of Understanding by answering all the questions and filling in the required spaces, initial your understanding and agreement to follow OJC-LETA rules and enter your electronic signature at the end.

\_\_\_\_ 8A I have read and understand the material presented in the OJC APPLICATION, STUDENT MANUAL and MEMORANDUM OF UNDERSTANDING, and have attached my electronic signature stating that I have answered all application questions honestly and agree to follow the stated academy rules plus I understand that I am obligated to follow the instructions verbalized by academy instructors and OJC staff during the academy.

**Step 7:** Colorado peace officers must have completed high school or a high school equivalent and prove that completion by submitting either a copy of their high school diploma or a copy of their General Education Diploma (GED) or an official high school transcript. All documentation must show your date of graduation.

\_\_\_\_ 8B I understand Colorado Peace officers must have completed high school and I have submitted proof of my completion in the form of a (check one) a copy of my diploma,  a copy of my GED  or an official transcript  indicating my high school graduation date.

**Step 8:** Students cannot serve as peace officers in Colorado until they are 21 years of age and you must be 21 years of age and have a valid state issued driver's license to enroll in the Otero Junior College Law Enforcement Training Academy (OJC-LETA). Please enclose a photocopy of your valid state issued driver's license with this academy application. NOTE: Out-of-state students can enter the academy with a valid out-of-state driver's license, but they must prove they have applied for and/or possess a Colorado driver's license no later than the 30<sup>th</sup> calendar day of the academy.

\_\_\_\_ 8C I enclosed or attached a photocopy of my state issued valid driver's license and understand if my driver's license is not from Colorado, I must prove that I have applied for or possess a Colorado driver's license no later than the thirtieth (30<sup>th</sup>) calendar day of the academy. If my valid Colorado driver's license expires during the academy, I will immediately submit my new driver's license to the academy director to be copied for my academy file and POST Test application.

**Step 9:** Military veterans cannot have a dishonorable military discharge or character of service to serve as a peace officer in Colorado and you must document that *character of service* or *discharge* by providing a copy of their DD214 or comparable discharge verification document that does not have the term "dishonorable" listed for discharge or character of service.

Veterans using benefits go to: <http://vabenefits.vba.va.gov/vonapp/main.asp>  
<http://www.archives.gov/research/order/standard-form-180.pdf> OR  
<https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>

NOTE: Your DD214 or discharge documentation form must show a service or discharge that does not use the term "dishonorable".

\_\_\_\_ 8D I understand veterans cannot have any dishonorable discharge or character of service to become a peace officer in Colorado.

I am not a veteran  I am a veteran and have enclosed my DD214 or equivalent showing my discharge that does not contain the term "dishonorable".









































































**COMPUTER:** Students are required to produce daily journals, essays and other writing assignments and the academy has laptops for use during the academy if the student's laptop does not have Word or the capability of emailing a Word document.

NOTE: Students must know how to operate a computer and have the keyboarding skills to produce the required daily writing assignments when they enter the academy, the academy cannot teach you how to run a computer. If you don't know how to type or operate a laptop, take a training class and learn those skills before you come to the academy or you will fall behind and have a difficult time trying to catch up.

**CLASSROOM EQUIPMENT** A good book bag or range bag or a back pack with a sleeve that will hold a 17" laptop sleeve; pens, mechanical pencils, notebook paper, letter sized notepads, a **padlock and a coffee cup. *I am manic about people leaving dirty coffee cups in the sink. Wash your coffee cup in the sink and leave it on your desk.***

We issue academy shirts, statute books and supplies during Orientation.

### **GRADUATION NOTES:**

WHEN: Graduation will be held at 10 am on the day after the POST Test. The doors open at 9:30 AM and the ceremony starts promptly at 10:00 AM.

WHERE: OJC Student Center Banquet Room – OJC campus, San Juan Avenue

- The Facility can seat 250 people so invite all your family and friends.
- We normally have 100 to 125 people present and we order enough meatballs, fruit, cheese and crackers, coffee, water, punch and cookies for 150. Please encourage all your friends and family to come hungry and spend time visiting.
- The graduation ceremony concludes about 10:40 and normally the last people out – the director, his wife and the Student Center staff, leave around 1:00 pm.
- The students, director and the OJC President meet outside the Banquet Room at 9:55 am and proceed to their seats on the riser. Go into the Banquet Room and get your family seated somewhere between 9:30 and 9:45 and meet in the hallway outside the Banquet Room at 9:55 and we will go in together.
- 10:45 am +/- Reception with plenty of refreshments.

**Please encourage your whole family and all your friends to attend graduation and stay after the ceremony to meet your classmates and have lunch with the academy staff and instructors.**

## OJC LAW ACADEMY SAFETY PLAN

A printed academy safety plan is provided to each student during Orientation and printed copies are available in the classroom/training area sign in binder.

Academic Classroom:

Mailing Address:

Otero Junior College Law Enforcement Training Academy  
Otero Junior College  
1802 Colorado Avenue  
La Junta, Colorado 81050  
719-384-6867  
E-mail: [Miner.Blackford@ojc.edu](mailto:Miner.Blackford@ojc.edu)  
web site: [www.ojc.edu](http://www.ojc.edu)

Physical address:

East Otero School District East School  
West addition entrance  
551 Prospect Street  
La Junta, Colorado 81050

- Location: City of La Junta: The academy classroom is not on campus, it is in the west end of East School, 551 Prospect Street. East School is on the east side of town, close to the sale barns at 1402 East Sixth Street, in La Junta, Otero County, Colorado, but the academy entrance is on the west side of the building, 551 Prospect Street..
- Drive Highway 50 East ( 1<sup>st</sup> Street) through La Junta, past the train depot and under the north La Junta bridge overpass to the far end of the Red Lion Inn on the east side of town.
- Turn right (south) on the street immediately past (east) of the Red lion Inn and Triad Computers which is Prospect street.
- Continue south on Prospect through the stop intersection (3<sup>rd</sup> Street), between the Social Security Office and VanHook's Nursery and the academy is on the left in the second block, just past the baseball field.
- The East School West Addition is a pebble faced cement building facing west, Prospect Street, and we are in the middle of the building with and OJC Law Enforcement Training Entrance sign on the door

Arrest Control Skills: East Otero School District East School class room and adjacent mat room.

Firearms Skills: East Otero School District East School classroom and  
La Junta Police Department Firearms Training Range  
La Junta Industrial Park  
La Junta, Colorado 81050

Location: City of La Junta: Highway 50: turn south on Colorado Avenue to the stoplight on 3<sup>rd</sup> Street: Turn left (east) to the eighth (8<sup>th</sup>) intersection and turn left at the stop sign onto Adams Avenue/ Colorado Highway 109. Continue over the bridge crossing the river and railroad tracks for 3.2 miles to the entrance of the La Junta Industrial Park (Harris Road) and make a right turn: The firearms training range is after the OJC Rodeo Arena and Kid's Rodeo Grounds on your right .75 mile. Eye and hearing protection are required to be worn at all times. . A full instructor will be on site during scheduled class times and when students are present.

Driving Skills: East Otero School District East School classroom and  
La Junta Police Department Law Enforcement Driving Range  
La Junta Municipal Airport and Industrial Park  
La Junta, Colorado 81050

Location: City of La Junta: Highway 50: turn south on Colorado Avenue to the stoplight on 3<sup>rd</sup> Street: Turn left (east) to the eighth (8<sup>th</sup>) intersection and turn left at the stop sign onto Adams Avenue/ Colorado Highway 109 for 3.2 miles to the entrance to the La Junta Industrial Park (Harris Road) and make a right turn: The driving range is at the end of Harris Road past the Kid's Rodeo Ground, golf course and lounge and The CenturyTel Building: turn right at the airport terminal and continue east to the access gate on your left .75 miles east. The class will be visible from the gate distinguishable by about half a dozen cop cars. A full instructor will be on site during scheduled class times and when students are present.

The East School academy director's office is inside the entrance door, through the passage on your right. Academy records are housed in the East School director's office.

The *Safety Plan* is designed to promote training safety and limit personal injury.

The *Safety Plan* will be flexible to accommodate contingencies of various magnitudes.

## Reporting Emergencies

- Lead instructors are responsible for insuring emergencies are reported and to insure that all emergencies are addressed immediately and safely. Assistant instructors and students will report emergencies to the lead instructor as the emergency is discovered and until it is assured the situation has been addressed and remedied. If any person discovers a medical related situation that requires emergency medical assistance, contact the La Junta Emergency Medical Service Ambulance by calling 911, either by using the cell phone carried by all instructors, a student cell phone or from any OJC phone. OJC phones will access an off campus line by dialing "9". Seeking permission is not needed to use any OJC telephone during an emergency. Never assume someone else has made the emergency 911 call. Make the call yourself because people often assume someone called 911 when the call was not actually made.
- Fire alarm boxes are located at all exit doors on East School and all OJC campus buildings. Promptly exit any of those facilities upon first realization that a fire exists and either trip the fire alarm box as you exit or promptly call 911 on a cell phone or the nearest line phone. There are other alarm boxes within those buildings and you need to familiarize yourself with their locations.
- All training will cease until the cause of any emergency is identified and the site secured, 1<sup>st</sup> aid administered and the instructor is able to give further instruction.
  - o Firearms: Student weapons will be holstered immediately and wait for instructions from the instructor or range supervisor.
  - o Driving: Vehicles will stop in place.
  - o Arrest Control: Students will disengage completely and stand down.
  - o Academic: Students will remain quietly in their seats or if the situation dictates, evacuate the building according to the prescribed evacuation plans posted at each exit.
- You must immediately report any incident to the nearest college instructor, faculty, staff or administrator.
- Students do not need permission to use any office phone for emergency situations.



## Definitions of an Emergency:

- Minor emergency – **Any incident, potential or actual, which will not seriously affect the overall function of the academy or the college.**
- Major emergency – **Any incident, potential or actual, which affects the entire academy and which will adversely disrupt the overall operations of the academy the college and outside emergency services are required.**
- Disaster – **Any event or occurrence that has seriously impaired or halted the operations of the college. In some cases, casualties or severe property damage may be sustained. Outside emergency services will be required. The community tornado warning siren on campus will give a constant wail during testing operations and a “warble” or variable pitched wail in the event of a tornado watch.**

NOTICE: At all times, be aware of your surroundings. Be cognizant of unattended/suspicious items in classrooms, offices and open areas. Otero Junior College asks that all first aid above the simple band-aid level but not requiring an ambulance, be referred to the Arkansas Valley Regional Medical Center Emergency Department.

### Law Enforcement on Campus

- The City of La Junta Police Department serves as the official law enforcement agency for OJC. This agency responds to all activities of a criminal or emergency nature.
- OJC security guards are deployed evenings and weekends. They are not peace officers and arrest and apprehensions are referred to the LJ Police Dept.; however, Campus Security may detain individuals until the city police arrive.
- OJC Security’s primary duty is to perform building and college grounds security checks.
- OJC Security also assists students, employees, and the general public in ways to make the campus a safe and secure environment.

### Reporting Non-Emergency Crimes

- If you are a victim of a crime or have witnessed a crime on the OJC campus, you should immediately report the crime directly to the La Junta Police Department prior to reporting to OJC Security.
- The La Junta Police Department’s non-emergency number is 719-384-2525 and to access OJC Security, phone 719-469-2613.

### Access to Buildings

- All OJC buildings are monitored by OJC Security and Physical Plant staff during normal working hours and as scheduled during weekend, evening, and holiday hours.
- Questions regarding building access can be directed to the Physical Plant office at 719-384-6818 or 719-469-2613.

The Otero Junior College Law Enforcement Training Academy (OJC-LETA) requires all people involved to maintain safe practices and understand it is their responsibility to intervene if they become aware of any unsafe action or situation. OJC-LETA is responsible for the safety of all persons, either directly or indirectly involved with an OJC activity, to include totally uninvolved persons who happen to be in the approximate area and could be negatively affected by academy activities.

- Only currently contracted OJC-LETA instructors, currently enrolled Law Enforcement Training Academy students and academy director approved and pre-scheduled guest speakers, are permitted to be in or near the area of academy training. It is the instructor’s responsibility to inform anyone entering the training area who are not an OJC-LETA contracted instructor, a currently registered LEA student or a pre-scheduled guest speaker entering the training area, to leave immediately and meet with the academy director.

OJC-LETA training is focused on student teamwork and safety is compromised when the class loses momentum and students become distracted.

- Students will appear for training in proper academy uniform and prepared for training 15 minutes before morning classes begin and be in their seats and ready at the end of each break, lunch or dinner period.
- Students will become accustomed to wearing duty gear by wearing duty gear during all academy training except physical training classes and students will wear protective vests while operating motor vehicles during the Law Enforcement Driving training class.

- Students will not operate cell phones or other electronic devices during academy training outside of skill training emergency contact needs and will give their cell phones to the lead instructor to monitor in the event of a personal outside emergency situation.
- Tobacco use is not allowed in any academy training area and all cigarette butts and chewing tobacco must be discarded in proper trash receptacles before returning to the training area.

POST Rule 21 (h) Duty to report.

- (I) In addition to any notifications that may be required administratively or under federal, state or local law, it shall be the duty of every academy director or the academy director’s designee to report the following events to P.O.S.T. immediately or as soon as practicable after the event:
  - (A) Any death, gunshot wound or serious bodily injury that occurs to any person whose death, gunshot wound or serious bodily injury was either caused by, or may have been caused by, any training or activity associated with the academy; or
  - (B) Any bodily injury that occurs to any person who is not affiliated with the academy, e.g., an innocent bystander, whose bodily injury was either caused by, or may have been caused by any training or activity associated with the academy.
- (II) Training to cease.
  - (A) In the event of any death or gunshot wound as described in paragraph (h)(I)(A) of this section, all training shall immediately cease at the training site where the death or gunshot wound occurred.
  - (B) Training may resume only after the POST Board or its designated representative(s) have ensured that the program is operating in compliance with P.O.S.T. Rules.
- (III) Serious bodily injury means those injuries as defined in § 18-1-901(3)(p), C.R.S.
- (IV) Bodily injury means those injuries as defined in § 18-1-901(3)(c), C.R.S.

I certify that I have read and understand the above OJC Law Enforcement Training Safety Plan plus affirming that I will follow the procedures detailed in the safety plan.

## **LAW ENFORCEMENT - ASSOCIATE OF APPLIED SCIENCE**

The Law Enforcement Associate of Applied Science degree combines the Law Enforcement Training Academy with related general education courses to assist academy students with career advancement. This Associate of Applied Science degree <http://www.ojc.edu/catalog/workforcedegrees/catlawenforcementaas.aspx> articulates into Colorado Mesa University’s (CMU) Bachelor of Applied Science in Public Administration/Public Safety online degree program [www.coloradomesa.edu](http://www.coloradomesa.edu) .

### *40 semester hours from the Law Enforcement Training Academy*

LEA 101 Basic Police Academy I . . . . .	6
LEA 102 Basic Police Academy I . . . . .	12
LEA 105 Basic Law . . . . .	8
LEA 106 Arrest Control Techniques . . . . .	3
LEA 107 Law Enforcement Driving . . . . .	3
LEA 108 Firearms . . . . .	3
LEA 109 Cultural and Conflict Resolutions . . . . .	2
LEA 110 Career Management . . . . .	1
LEA 111 Law Enforcement Defensive Weapons. . . . .	1
HWE 103 Community First Aid and CPR . . . . .	1 - 40 Hrs
<i>The following 24 or 25 semester hours are needed to complete the AAS</i>	
ENG 121 English Composition I . . . . .	3
ENG 122 English Composition II . . . . .	3

MAT 107*/ MAT 121 Career Math/College Algebra . . . . .	3or4
PSY 101/SOC 101 General Psychology I/Introduction to Sociology I ..	3
POS 111 American Government . . . . .	3
POS 125 State and Local Governments . . . . .	3
HIS History** . . . . .	3
CIS 118/ BUS 115/ Intro to PC Applications/Introduction to Business or	
MAN 226 Principles of Management . . . . .	3 – 24 or 25 Hrs

\*MAT 107 will not count towards transfer into the BAS in Public Administration/Public Safety at Colorado Mesa University.

\*\*Choose between HIS 101, HIS 102, HIS 201, or HIS 202

**Colorado Governmental immunity Act, 24-20-101, C.R.S.** Otero Junior College is an Institution of Higher Education in the State of Colorado and, as such, is covered by the Colorado Governmental immunity Act, 24-20-101, C.R.S. et seq. This law provides that the State of Colorado and its institutions are immune from lawsuits for injuries suffered by private persons, except, in specific situations listed in the law, where immunity is specifically waived. In other words, by law, if a student suffers an injury as a result of a participation in instructional activities of the college, the college is immune from fiscal liability for such injury and will not pay hospital or emergency room expenses. For this reason, students are strongly encouraged to obtain medical insurance coverage, if they do not already have coverage, before participating in activities that present a risk of physical injury.

I am exercising my own free choice to participate voluntarily in the Otero Junior College Law Enforcement Training Academy and I promise to take due care during such participation. I have been informed of the possibility of danger related to law enforcement basic academy training and I am aware of the hazards and risks that may be associated with my participation in this and the associated student activities, including the risks of bodily injury, death or damage to property from known or unknown causes. I further acknowledge that I have been advised to consult a physician concerning my physical suitability to participate in strenuous daily activities.

In consideration of the privilege of participating in instruction offered by employees of Otero Junior College, I have and do hereby assume all risks and will hold Otero Junior College and employees and agents harmless from any and all liability, actions, causes of action, debts, claims and demands of every kind and nature whatsoever which I now have or which may arise from or in connection with participation in instruction activities arranged for me by Otero Junior College or its employees or agents. The terms hereof shall serve as a release and assumption of risk for my heirs, executors and administrators and all members of my family.

In signing this document of my own free will, I hereby assert that:

1. I have read, understood and agree to follow the rules published within this OJC Law Enforcement Training Academy Application, Student Manual and Memorandum of Understanding which contains the Colorado POST mandated Academy Safety Plan and agree to observe, follow and obey the rules and policies stated therein;
2. I further agree to comply with any verbal or written instruction conveyed to me by any OJC authority during the course of the academy.
3. I understand that Otero Junior College is covered by the Colorado Governmental Immunity Act;

