ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

Gregory A. Pensa, President
Hilda Zacarías, Vice President
Alejandra Enciso
Jeffery C. Hall
Suzanne Levy, Ed.D.
Mirian Solano, Student Trustee

Agenda
Regular Board Meeting
Tuesday, April 18, 2023

Allan Hancock College
Closed Session - Captain's Room, B-102
Open Session - Boardroom, B-100
800 South College Drive, Santa Maria, CA 93454

		Page	Tent. Time
1.	Call to Order		5:00 PM
2.	Public Comment to Closed Session		

This section of the agenda is intended for members of the public to address the Board of Trustees on items involving the community college district that are being considered in Closed Session. *Please note that board members are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda*. Public comments will be given in person during the meeting or submitted in writing at least 24 hours before the meeting via email to: ccamacho@hancockcollege.edu. The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment card for each item.

3.	Adjourn to Closed Session		5:00 PM
3.A.	Discipline/Dismissal/Release of Public Employee (1 case) (Govt. Code §54957)		
3.B.	Conference with Labor Negotiator – (Government Code §54957.6)		

Agency designated representatives: Dr. Robert Curry
Employee Association: Faculty Association

Agency designated representative: Dr. Robert Curry
Employee Association: Part-Time Faculty Association

Agency designated representative: Dr. Kevin Walthers
Unrepresented Employees: Management

Agency designated representative: Dr. Kevin Walthers
Unrepresented Employees: Supervisory/Confidential

Agency designated representative: Ruben Ramirez
Employee Organization: California School Employees Association (CSEA) Chapter #25

		Page	Tent. Time
	Agency designated representative: Ruben Ramirez Unrepresented Employee: Superintendent/President		
4.	Reconvene to Open Session		6:00 PM
5.	Action Taken in Closed Session		
6.	Pledge of Allegiance		
7.	Approval of Agenda as Presented		
8.	Public Comment Public comments on an agenda item or another topic within the jurisdiction of the board of trustees will be given in person during the meeting or submitted in writing at least 24 hours before the meeting via email to: ccamacho@hancockcollege.edu The leading speaker from the audience on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment for each item. Testimony on specific agenda items will be welcome during consideration of the item by the Board of Trustees. When public testimony is completed regarding a specific agenda item, discussion is then confined to board members only. This practice is in accordance with laws governing Board of Trustees public meetings.		
9.	Approval of Minutes		
9.A.	Approval of Minutes from the March 21, 2023, regular board meeting.	8	
10.	Presentation		
10.A.	Student Equity accomplishments Yvonne Teniente, dean, student services, and Erica Biely, senior institutional effectiveness analyst, will present an update on student equity and accomplishments.		
10.B.	Tutorial Center Update Dr. Mary Patrick, dean, academic affairs and Elaine Healy, associate professor/coordinator, Academic Resource Center will provide an update on the Tutorial Center.		
10.C.	Changing the Odds Dr. Walthers will share a Changing the Odds moment.		

		Page	Tent. Time
11.	Consent Agenda		
	Consent agenda items are consistent with adopted policies and approved practices of the district and are deemed routine in nature. They will be acted upon by roll-call vote in one motion without discussion unless members of the board request an item's removal from the consent agenda.		
11.A.	Register of Warrants and Payroll Summary 02/01/23 through 02/28/23	14	
	A recommendation that the board of trustees approve commercial warrants.		
11.B.	Authorization to Declare District Property as Surplus	16	
	A recommendation that the board of trustees declare the items listed to be surplused and authorize disposal of the items through the appropriate procedures.		
11.C.	California Environmental Quality Act (CEQA) Notice of Exemption Approval for the Parking Lot #12 Project	18	
	A recommendation that the board of trustees approve the notice of exemption approval for the Parking Lot #12 Project.		
11.D.	Authorization to Solicit Bids for the Public Safety Training Complex Roof Prop Project (Bid No. 23-07)	20	
	A recommendation that the board of trustees authorize solicitation of bids for the Public Safety Training Complex Roof Prop Project (Bid No. 23-07).		
11.E.	Authorization to Utilize the Sourcewell Contract #022719-MBS for Updating the Campus Phone System	21	
	A recommendation that the board of trustees approve authorization to utilize the Sourcewell Contract #022719-MBS to purchase Mitel phone replacements from GCTI in the amount of $172,570.01 for updating the campus phone system.		
11.F.	2025-2029 State Five-Year Construction Plan	59	
	A recommendation that the board of trustees approve the 2025-2029 State Five-Year Construction Plan.		

		Page	Tent. Time
11.L.	Acceptance of Grants Approved and Review of Grant Proposals Submitted A recommendation to accept grants approved and review grant proposals submitted.	103	
11.M.	Employee Personnel Actions A recommendation that the board of trustees approve the employee personnel actions as presented.	105	
11.N.	New Classified Management Job Description A recommendation that the board of trustees approve the new classified management position of assistant director, information technology as presented.	107	
12.	Oral Reports		6:50 PM
12.A.	Superintendent/President's Report		
12.B.	Board Member Reports		
12.C.	Association Reports 1) Faculty Association 2) Academic Senate 3) California School Employees Association 4) Associated Student Body Government 5) AHC Foundation 6) Management Association 7) Part-Time Faculty Association		7:00 PM
			7:25 PM
13.	Action Items		
13.A.	Resolution 23-01 Classified School Employees Week A recommendation to adopt resolution 23-01 designating May 15-19, 2023, as Classified School Employees Week.	112	
13.B.	Appointment of Executive Management Employee A recommendation that the board of trustees approve the classified executive management appointment of associate superintendent/vice president, finance and administration as presented.	114	

		Page	Tent. Time
14.	Information		7:30 PM
14.A.	Employee Retirements and Resignations The superintendent/president has accepted the retirements and resignations of employees as presented.	115	
14.B.	Academic Program Cohort Selection Process The academic program cohort selection process will be provided.	116	
14.C.	Report on COVID-19 Recovery Block Grant Initiatives	128	
14.D.	First Reading: Revised Board Policy and Administrative Procedure 3300, Public Records A recommendation to review revised board policy and administrative procedure 3300, Public Records.	145	
14.E.	First Reading: New Administrative Procedure 3516, Registered Sex Offender Information A recommendation to review new administrative procedure 3516, Registered Sex Offender Information.	150	
14.F.	First Reading: Revised Administrative Procedure 4104, Contract Education A recommendation to review revised administrative procedure 4104, Contract Education.	153	
14.G.	First Reading: Five-Year Review of Administrative Procedure 4227, Repeatable Courses A recommendation to review administrative procedure 4227, Repeatable Courses.	158	
14.H.	First Reading: Five-Year Review of Administrative Procedure 4228, Course Repetition - Significant Lapse of Time A recommendation to review administrative procedure 4228, Course Repetition - Significant Lapse of Time.	161	

		Page	Tent. Time
14.I.	First Reading: New Administrative Procedure 4236, Advanced Placement Credit A recommendation to review new administrative procedure 4236, Advanced Placement Credit	163	
14.J.	First Reading: Review Board Policy and Revised Administrative Procedure 4400, Community Education Programs A recommendation to review board policy and revised administrative procedure 4400, Community Education Programs.	165	
14.K.	First Reading: Reviewed Board Policy and Administrative Procedure 7110, Delegation of Authority for Human Resources. A recommendation to review board policy and administrative procedure 7110, Delegation of Authority for Human Resources.	172	
14.L.	Student Health Fee Increase The student health fee will increase beginning the fall 2023 semester.	175	
14.M.	Monthly Report, Associate Superintendent/Vice President, Academic Affairs	176	
14.N.	Monthly Report, Associate Superintendent/Vice President, Student Services	177	
14.O.	Monthly Report, Vice President, Institutional Effectiveness	178	
14.P.	Monthly Report, Executive Director, College Advancement	179	
14.Q.	Monthly Report, Associate Superintendent/Vice President, Finance and Administration	180	
14.R.	A Monthly Report on the Year-to-Date Financial Data for Various Funds.	182	
15.	New Business		8:30 PM
16.	Calendar	205	
17.	Adjournment		

Page	Tent. Time

The next regular meeting of the Board of Trustees will be held on Tuesday, May 16, 2023, in the boardroom at the Santa Maria campus. Closed session begins at 5:00 p.m. Open session begins at 6:00 p.m.

Kevin G. Walthers, Ph.D.
Secretary to the Board of Trustees

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

Gregory A. Pensa, President
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Suzanne Levy, Ed.D.
Mirian Solano, Student Trustee

Minutes
Regular Board Meeting
Tuesday, March 21, 2023

Allan Hancock College
Closed Session - Captain's Room, B-102
Open Session - Boardroom, B-100
800 South College Drive, Santa Maria, CA 93454

1. Call to Order

   Trustee Pensa called the meeting to order at 5:05 p.m. with the following trustees present: Enciso, Hall, Levy, Pensa, Zacarías.

   Trustees absent: None
   Administrators present: Ramirez, Walthers

2. Public Comment to Closed Session

   No public comment was made.

3. Adjourn to Closed Session

   Trustee Pensa adjourned the meeting to closed session at 5:05 p.m.

4. Reconvene to Open Session

   Trustee Pensa reconvened the meeting to open session at 5:05 p.m.
   Administrators present: Hooten, Milbourne, Murphy, Ramirez, Siwabessy, Smith, Specht, Walthers

5. Action Taken during Closed Session

   Trustee Pensa reported there was no action taken during closed session.

6. Pledge of Allegiance

   Dr. Walthers led the audience in the Pledge of Allegiance.

7. Approval of Agenda as Presented

   Information item 14.B. Facilities Master Plan Progress was moved to follow the public comment section of the agenda.

On a motion by Trustee Levy, seconded by Trustee Hall, the board of trustees approved the agenda, as revised on a roll-call vote as follows:

Ayes: Enciso, Hall, Levy, Pensa, Zacarías
Noes: None
Abstentions: None
Concur: None

8. Public Comment

Mike Rochlin gave an overview of the benefits of keeping old buildings and their unique features. He stated he does not want buildings E and F torn down.

Janice Featherstone, community education student, spoke on behalf of an appeal to attend a second embroidery class. She shared her concerns regarding the class enrollment procedure and changing the appeal process. She asked the board of trustees to look into what happened.

9. Approval of Minutes

9.A. Approval of Minutes from the February 21, 2023, regular board meeting.

On a motion by Trustee Enciso, seconded by Trustee Levy, the board of trustees voted unanimously to approve the minutes for the February 21, 2023, regular board meeting. (Ayes: Enciso, Hall, Levy, Pensa, Zacarías; Noes: None; Absent: None; Student Advisory Vote: Absent)

10. Presentation

10.A. Sabbatical Presentation

Ashley Brackett, professor/counselor, University Transfer Center (UTC), presented her sabbatical topic on Transfer Center best practices. She noted her project's objective was to research best practices that lead to a more digital friendly transfer center and increase early access to University Transfer Center (UTC) services, resources, and information. She reviewed the activities she conducted during her research, conclusions of her research, and provided suggestions to improve the program.

14.B. Facilities Master Plan Progress

Associate Superintendent Eric Smith noted a new Facilities Master Plan was approved in 2021. Laura Jones and Alan Kroeker, architects with 19-6 Architects, reviewed the proposed Facilities Master Plan updates. Ms. Jones mentioned they worked with various committees to update the plan based on need while keeping an eye on sustainability. Based on their research and review, they presented a proposed site plan for the Santa Maria campus, the Lompoc Valley Center, and South Campus that included maintenance needs, relocating facility and maintenance services,

increasing electrical vehicle charging stations, adding classroom space, and many other projects.

10.B. Public Information Strategies

Lauren Milbourne, Dr. Hooten, and Chris McGuiness provided an overview of current Public Affairs marketing strategies. Ms. Milbourne explained what services Public Affairs provides. Mr. McGuiness briefly reviewed student survey results on the type of communication modes they prefer. Ms. Milbourne noted preference surveys guide the type of outreach her team uses to reach students, staff, and community members. She shared the number of times college advertising in various social media applications are accessed. Dr. Hooten shared two videos from three digital campaigns viewed on local television stations that encourage students to attend Hancock College.

10.C. Changing the Odds

Dr. Walthers reported Student Services staff are planning a registration rally for various high school students to enroll at Hancock. He added there are 2300 enrollment applications from students to date.

11. Consent Agenda

On a motion by Trustee Enciso, seconded by Trustee Levy, the board of trustees voted to approve the consent agenda, on a roll-call vote as follows:

Ayes:	Enciso, Hall, Levy, Pensa, Zacarías
Noes:	None
Abstentions:	None
Concur:	None

12. Oral Reports

12.A. Superintendent/President's Report

Dr. Walthers said developers would like to lease the South Campus property and provide student housing at student housing rates. He said Trustee Pensa and Trustee Enciso will work with the developer to review and possibly pursue this project.

12.B. Board Member Reports

Trustee Zacarías attended the grand opening of the new Fine Arts Complex. She and her family enjoyed touring the complex.

Trustee Hall also attended the grand opening and was happy to see, in spite of a large rainstorm, great community attendance. He attended a Black History event at Pioneer Park and was glad to see Hancock ambassadors there.

Trustee Levy attended many Hancock events that included a wine and viticulture advisory committee meeting, International Women's Day, Trustee Open Hour, a jazz band concert, Fine Arts Complex grand opening, and two PCPA events.

Trustee Enciso joined her fellow trustees at the grand opening of the Fine Arts Complex..

Trustee Pensa also attended the grand opening, a high school design competition that hosted 50 local students and a Diversity, Equity, and Inclusion breakfast. He noted counseling and financial aid are key to student success.

12.C. Association Reports

1) Academic Senate

No report was given.

2) California School Employees Association

Toby McLaughlin reported CSEA may have reached tentative agreements on some articles. He said they have a new labor relations representative. He mentioned they are planning to resume sending out a CSEA newsletter.

3) Associated Student Body Government

No report was given.

4) AHC Foundation

No report was given.

5) Management Association

Sofia Ramirez Gelpi gave a brief overview of recent management accomplishments. She thanked staff working with Wayco on making the campus a safer work environment.

6) Part-Time Faculty Association

Monique Segura reported negotiations have reached a tentative agreement on six contract articles.

7) Faculty Association

No report was given.

13. Action Items

13.A. Election of California Community College Trustees (CCCT) Board of Directors

On a motion by Trustee Hall, seconded by Trustee Levy, the board of trustees voted unanimously to vote for up to nine (9) candidates to serve on the California Community College Trustees Board of Directors. (Ayes: Enciso, Hall, **Levy,** Pensa; **Zacarías** Noes: None; Absent: ~~**Levy, Zacarías**~~; Student Advisory Vote: Absent)

13.B. Resolution 23-01 Authorization of Payment for Board Member Absence

On a motion by Trustee Pensa, seconded by Trustee Hall, the board of trustees adopted Resolution 23-01 Authorization of Payment for Board Member's Absence, on a roll-call vote as follows:

Ayes: Enciso, Hall, Levy, Pensa, Zacarías
Noes: None
Abstentions: None
Concur: Student Trustee

14. Information Items

14.A. Employee Retirements and Resignations

Dr. Walthers has accepted the retirements and resignations of employees as presented.

14.B. Facilities Master Plan Progress

This report was moved to follow item 10.A.

14.C Monthly Report, Associate Superintendent/Vice President, Academic Affairs

Dr. Walthers noted Dr. Curry was on vacation.

14.D Monthly Report, Associate Superintendent/Vice President, Student Services

Associate Superintendent Siwabessy commended the outreach team for their work on the upcoming registration rally.

14.E. Monthly Report, Vice President, Institutional Effectiveness

Dr. Murphy reviewed information on the upcoming planning retreat. He said, in part, the retreat will help prioritize strategies. He shared data from a recent survey and briefly shared reasons why students drop classes.

14.F. Monthly Report, Executive Director, College Advancement

Dr. Hooten mentioned the grand opening of the Fine Arts Complex was excellent and had lots of media coverage. He pointed out students cut the inaugural ribbon.

14.G. Monthly Report, Associate Superintendent/Vice President, Finance and Administration

Associate Superintendent Smith said the tax reporting deadline has been extended to October. This will make it difficult to plan and adopt a budget.

14.H. A Monthly Report on the Year-to-Date Financial Data for Various Funds

Associate Superintendent Smith said all funds have positive fund balances.

15. New Business

Trustee Pensa confirmed he and Trustee Enciso will form an Ad Hoc committee to work on a possible use of the South Campus property. Trustee Zacarías requested an update on the class wait list process and how the process is changed.

16. Calendar

Dr. Walthers shared events from the calendar.

17. Adjournment

Trustee Pensa adjourned the meeting at 7:54 p.m.



Kevin G. Walthers, Ph.D.
Secretary to the Board of Trustees

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	Register of Warrants and Payroll Summary 2/01/23 through 2/28/23	Item Number:	11.A.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 2 Full Warrant Register online

BACKGROUND

The following summary is submitted for board of trustees' approval. The full warrant register will be posted on the district's website in the electronic board agenda for review prior to the board meeting.

	Fund Expenditures	Total Fund Expenditures
General Fund 9410		
Invoice Warrants	$3,696,001.87	
Payroll 2/1/23 - 2/28/23	6,048,802.65	
Total General Fund		$9,744,804.52
Child Development Fund 9433		
Invoice Warrants	6,878.86	
Payroll 2/1/23 - 2/28/23	76,305.24	
Total Child Development Fund		83,184.10
Capital Projects Fund 9440		
Invoice Warrants	0.00	
Payroll 2/1/23 - 2/28/23	0.00	
Total Capital Projects Fund		0.00
Capital Outlay Projects Fund 9441		
Invoice Warrants	559,375.84	
Total Capital Outlay Projects Fund		559,375.84
Go Bond Building Fund 9447		
Invoice Warrants	145,308.22	
Total Go Bond Building Fund		145,308.22
Self-Insurance Dental Fund 9461		
Invoice Warrants	0.00	
Total Self-Insurance Dental Fund		0.00
Self-Insurance Property/Liability Fund 9463		
Invoice Warrants	12,118.08	
Total Self-Insurance Property/Liability Fund		12,118.08
Post-Employment Benefits Fund 9469		
Invoice Warrants	0.00	
Total Post-Employment Benefits Fund 9469		0.00
Student Center Fee Trust Fund 9473		
Invoice Warrants	$0.00	
Total Student Center Fee Trust Fund		$0.00
Grand Total All Funds		$10,544,790.76

RECOMMENDATION

Staff recommends that the board of trustees approve commercial warrants 25039168 through 25039827 for a subtotal of $4,419,682.87 and payroll warrants in the amount of $6,125,107.89 for a grand total of $10,544,790.76.

Administrator Initiating Item:	Final Disposition:
Eric D. Smith	

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
02/01/2023 - 02/28/2023
Payroll

General Fund 10

100 Academic Salaries		
1100A	Academic Salaries Full Time	1,725,395.77
1100B	Administrators (Cert.) Non Teaching	258,801.57
1100D	Part Time Faculty	706,285.70
SUB TOTAL		**$2,690,483.04**
200 Classified Salaries		
2000A	CSEA	1,270,189.90
2000B	Confidential/Supervisory	195,313.31
2000C	Classified Administrators	215,781.19
2000E	Classified Hourly	119,259.12
2000F	Student Workers	131,359.26
2000G	Board Member	1,008.00
SUB TOTAL		**$1,932,910.78**
300 Employee Benefits		
3000A	STRS	419,119.94
3000B	PERS	425,965.04
3000C	OASDHI-FICA	165,097.82
3000D	Health & Welfare	357,394.32
3000E	EDD-SUI	21,271.61
3000F	Workers Comp	36,560.10
SUB TOTAL		**$1,425,408.83**
TOTAL FUND 10		**$6,048,802.65**

Child Development Fund 33

100 Academic Salaries		
1100A	Academic Salaries Full Time	19,710.37
SUB TOTAL		**$19,710.37**
200 Classified Salaries		
2000A	CSEA	18,982.73
2000E	Classified Hourly	2,783.96
2000F	Student Workers	20,560.81
SUB TOTAL		**$42,327.50**
300 Employee Benefits		
3000A	STRS	3,694.41
3000B	PERS	5,007.13
3000C	OASDHI-FICA	1,799.42
3000D	Health & Welfare	3,082.29
3000E	EDD-SUI	192.15
3000F	Workers Comp	491.97
SUB TOTAL		**$14,267.37**
TOTAL FUND 33		**$76,305.24**
TOTAL DISTRICT PAYROLL		**$6,125,107.89**

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
Bank Code: CT

Vendor Name	Description	Amount	Warrant
African American Male Education Network & Development A2MEND	Registration Jackson, Michael	$675.00	
		$675.00	CT 25039168
Ahc - District Trust Fund	PAYROLL DEDUCTION 1.31.23	$140.00	
		$140.00	CT 25039169
AHC Foundation	PAYROLL DEDUCTION 1.31.23	$2,881.96	
		$2,881.96	CT 25039170
Assoc CA Community College Admin	PAYROLL DEDUCTION 1.31.23	$97.74	
		$97.74	CT 25039171
Yulisa Bautista	Open Mileage 9.21-11.30.22	$315.00	
		$315.00	CT 25039172
C.S.E.A. Chapter 251 Dues - AHC	PAYROLL DEDUCTION 1.31.23	$450.00	
		$450.00	CT 25039173
C.S.E.A. Victory Club	PAYROLL DEDUCTION 1.31.23	$120.00	
		$120.00	CT 25039174
CA School Employees Association	PAYROLL DEDUCTION 1.31.23	$8,405.10	
		$8,405.10	CT 25039175
Comcast Cable	Comcast Monthly Recurring Costs	$174.65	
		$174.65	CT 25039176
Envoy Plan Services Inc.	PAYROLL DEDUCTION 1.31.23	$133,037.98	
		$133,037.98	CT 25039177
Angelica Eulloqui	9.30.22T Santa Maria	$179.82	
		$179.82	CT 25039178
FACCC Fac Assoc CA Comm Colleges	PAYROLL DEDUCTION 1.31.23	$314.00	
		$314.00	CT 25039179
Faculty Association of AHCC	PAYROLL DEDUCTION 1.31.23	$7,127.47	
		$7,127.47	CT 25039180
Franchise Tax Board	PAYROLL DEDUCTION 1.31.23	$1,989.64	
		$1,989.64	CT 25039181
Danielle Gilbert	12.01-14.22 Open Mileage	$60.75	
		$60.75	CT 25039182
GM Financial Leasing	Leasing 2020 Chev Suburban, 7-01-22 thru 2-28-23	$759.61	
		$759.61	CT 25039183
	Leasing 2020 Chev Suburban, 7-01-22 thru 2-28-23	$759.61	
		$759.61	CT 25039184

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Ana Gonzalez	HR meetings 10.19,24,27.22	$91.13	
		$91.13	CT 25039185
Elizabeth Hernandez	Open Mileage 9.23-11.14.22	$61.88	
		$61.88	CT 25039186
IRS ACS Support	PAYROLL DEDUCTION 1.31.23	$160.32	
		$160.32	CT 25039187
Dorine Mathieu	Open Mileage 8.20-11.22.22	$42.94	
		$42.94	CT 25039188
Daniela Morales	12.2-16.22 Open Mileage	$60.75	
		$60.75	CT 25039189
PARS Public Agency Retirement	PAYROLL DEDUCTION 1.31.23	$6,438.82	
		$6,438.82	CT 25039190
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 1.31.23	$8,679.66	
		$8,679.66	CT 25039191
Shabel Paul	Open Mileage 9.20-11.29.22	$124.01	
		$124.01	CT 25039192
Nicholas Quang	Open Mileage 10.01-12.22.22	$212.63	
		$212.63	CT 25039193
Maria Rocha	12.5-21.22 Open Mileage	$578.00	
		$578.00	CT 25039194
Angel Rodriguez Guzman	12.2-17.22 Open Mileage	$135.00	
		$135.00	CT 25039195
Tania Salinas	12.1-29.22 Open Mileage	$92.38	
		$92.38	CT 25039196
Santa Barbara County Sheriff's Office	PAYROLL DEDUCTION 1.31.23	$1,169.25	
		$1,169.25	CT 25039197
ScholarShare College Savings 529	PAYROLL DEDUCTION 1.31.23	$30.00	
		$30.00	CT 25039198
Ramon Silva	112.01-16.22 Open Mileage	$42.62	
		$42.62	CT 25039199
Laura Thomas	Digital Illustration Tech. Pasadena CA	$700.00	
		$700.00	CT 25039200
United Way of the Central Coast	PAYROLL DEDUCTION 1.31.23	$30.00	
		$30.00	CT 25039201
Verizon Wireless	Monthly Line Charges for 805-621-2466 thru 6.30.23	$76.02	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		$76.02	CT 25039202
Verizon Wireless	Cell Phone Service Fees for Facilities Dept.	$485.33	
	Verizon annual plan charges for Student Navigators	$172.04	
		$657.37	CT 25039203
	Cell Phone Service from 07/01/22 - 06/30/23	$521.76	
		$521.76	CT 25039204
	Cell Phone Monthly Charges 4 @ $50.05 September	$203.60	
		$203.60	CT 25039205
	Unlimited Data Plan- 2 devices @ 37.99/mo	$76.02	
		$76.02	CT 25039206
	Unlimited mobile broadband plan 2 year	$38.01	
		$38.01	CT 25039207
4imprint Inc.	SPORT MINI FLYER - 5" Item 162194-5	$674.25	
	SET-UP CHARGES	$108.75	
	MOOD BRACELET Item 118634	$674.25	
	FREIGHT	$117.02	
	Supplies for various outreach events 9.1.2022	$6,026.02	
	Supplies for various outreach events 9.1.2022	$3,121.55	
		$10,721.84	CT 25039208
Accurate First Aid Services	First Aid Supplies, Invoice A-7571	$1,561.79	
	First Aid Supplies, Invoice A-7572	$738.16	
		$2,299.95	CT 25039209
Adamski Moroski Madden Cumberland & Green LLP	Legal Representation - Ground	$549.99	
	Legal Representation - Ground	$1,430.01	
		$1,980.00	CT 25039210
AHC - Auxiliary Corporation	General Fund Allocation to PCPA	$464,342.67	
		$464,342.67	CT 25039211
Amazon	FERNO Pedi-Mate Plus Part #678-PLUS-EACH	$375.54	
	Instructional supplies for MESA & STEM Center	$176.22	
	Instructional supplies for Biology Labs	$77.47	
	Office Supplies - Deans office	$404.02	
	Office/Operational supplies for MESA & STEM Center	$204.57	
	Office Supplies for Fire Academy	$196.93	
	Office Supplies 9/26/22 - 5/31/23	$68.55	
	Instructional Supplies 7/05/2022-5/31/2023	$798.59	
	Instructional Supplies 7/05/2022-5/31/2023	$56.44	
	BOOKS FOR SANTA MARIA LIBRARY, 8-11-22 TO 5-31-23	$41.77	
	OFFICE-OPERATIONAL SUPPLIES, 8-29-22 TO 5-31-23	$82.59	
	CPR Adult Manikin 4-Pack and Infant Manikin 4-Pack	$6,110.49	
	CPR Adult Manikin 4-Pack & Infant Manikin 4-Pack	$2,036.83	
	Supplies for the Chem labs 07-01-22 thru 05-31-23	$33.42	
	Misc Supplies for Children Cntr 10-1-22 to 5-31-23	$870.03	
	Misc Supplies for Children Cntr 10-1-22 to 5-31-23	$62.16	
	Student Materials 1-13-23 thru 05-31-23	$1,757.33	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
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Vendor Name	Description	Amount	Warrant
Amazon	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.23	$99.45	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.23	$9.65	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.23	$22.84	
	Student Materials 1-13-23 thru 05-31-23	$135.75	
	Student Materials 1-13-23 thru 05-31-23	$2,823.51	
	Physics supplies Sept 1, 2022 thru May 31, 2023	$96.50	
	Office Supplies, July 1, 2022 - May 31, 2023	$29.74	
	Culinary Arts Instructional Supplies	$156.47	
		$16,726.86	CT 25039212
American Cleaners & Laundry Inc	Dry Cleaning for Fiesta Mexicana Concert and	$3,170.00	
		$3,170.00	CT 25039213
American Fidelity Assurance Co	INSURANCE PREMIUMS JANUARY 2023	$29,056.78	
		$29,056.78	CT 25039214
	INSURANCE PREMIUMS JANUARY 2023	$11,936.83	
		$11,936.83	CT 25039215
	INSURANCE PREMIUMS JANUARY 2023	$5,104.16	
		$5,104.16	CT 25039216
American Industrial Supply	Operational Supplies for Fire Academy	$63.31	
		$63.31	CT 25039217
American Star Tours, Inc.	Bus Service - AHC Men's Basketball, Jan 25	$1,500.00	
	Bus Service - AHC Men's Basketball, Jan 11	$1,500.00	
	Bus Service - AHC Men's Basketball, Jan 14	$1,875.00	
	Bus Service - AHC Baseball, Jan. 20-21, 2023	$3,125.00	
	Bus Service - AHC Baseball, Jan 27-28, 2023	$3,125.00	
		$11,125.00	CT 25039218
Barbara Armstrong	Independent Services Agreement to provide	$6,536.00	
		$6,536.00	CT 25039219
Assessment Technologies Institute Llc	Teas Test for 2023 RN class	$3,185.00	
		$3,185.00	CT 25039220
Atkinson Andelson Loya Ruud And Romo	General Legal Services	$1,512.00	
		$1,512.00	CT 25039221
B & B Steel & Supply	Supplies Per Attached Quote No. 4946	$3,320.25	
		$3,320.25	CT 25039222
B&H Photo Video	Dell OP 5000 TWR i5, 256SSD Desktop DEO5000HYDM3	$3,328.45	
	Dell Ultrasharp 24" USB-C Hub Monitor DEU2421E	$1,957.41	
	E-Waste Recycling Fee	$40.00	
	TP-Link Archer T3U AC1300 USB WiFi Adapter	$194.66	
	Dell OP 3000 MFF 12500T 16GB 256 WLS Computer	$1,880.67	
	Logitech H390 Computer Headset	$0.00	
	Logitech C920s HD Pro Webcam	$239.54	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
Bank Code: CT

Vendor Name	Description	Amount	Warrant
B&H Photo Video	Dell OP 3000 MFF 12500T 16GB 256 WLS Computer	$631.42	
	Dell 24" LED LCD Monitor	$1,251.76	
	E-Waste Recycling	$40.00	
		$9,563.91	CT 25039223
Mario Banuelos	C6 Alliance LSAMP KeyNote Speaker at	$2,500.00	
		$2,500.00	CT 25039224
Bremer Auto Parts	Operational Supplies for Fire Academy	$41.01	
	Operational Supplies for Fire Academy	$102.03	
		$143.04	CT 25039225
Brummel Myrick & Associates	LEED Engineering Services for Operational	$772.00	
		$772.00	CT 25039226
Cal State Auto Parts	Auto Supplies, 07-01-22 thru 05-31-23	$84.01	
	Instructional supplies for AT Program	($84.01)	
	Auto Supplies, 07-01-22 thru 05-31-23	$129.20	
	Auto Supplies, 07-01-22 thru 05-31-23	$6.20	
	Auto Supplies, 07-01-22 thru 05-31-23	$5.91	
	Instructional supplies for AT Program	$33.33	
		$174.64	CT 25039227
California Electric Supply	Electrical-Lighting Supplies, 07-01-22 thru	$94.42	
	Ballast, Lutron, T8 32W DMG per Quote 1176158	$2,936.25	
		$3,030.67	CT 25039228
CDW Government Inc	Kemp Enterprise Subscription	$10,782.22	
	LiveScribe ECHO-2 Smartpen	$4,455.60	
		$15,237.82	CT 25039229
Clay'S Septic & Jetting Inc	Pump Out Grease Trap, Bldg. I per Invoice 75564	$558.69	
	Pump Out Grease Trap, Bldg. S per Invoice 75565	$558.69	
	Pump Out Grease Trap, Bldg. G per Invoice 75566	$558.69	
		$1,676.07	CT 25039230
Coast Clutch & Brake Supply	Jack Foot per Invoice 160919	$15.52	
		$15.52	CT 25039231
Comcast Cable	Comcast Monthly Recurring Costs	$216.14	
		$216.14	CT 25039232
Consolidated Partitions Inc	Labor and materials to install 72"H Penco Recessed	$30,000.00	
		$30,000.00	CT 25039233
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for AB 1.24.23-5.30.23	$44.87	
		$44.87	CT 25039234
Division Of The State Architect	DSA Registration Fees for the Allan Hancock	$2,191.00	
		$2,191.00	CT 25039235
Eyemed Vision Care	INSURANCE PREMIUMS FEBRUARY 2023	$682.93	
	INSURANCE PREMIUMS FEBRUARY 2023	$3,942.60	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		$4,625.53	CT 25039236
Fatte's Pizza of Santa Maria	Pizza - Auto Tech Advisory meeting Dec 8, 2022	$61.97	
	Food Purchase for UTC Student Worker Appreciation	$210.92	
	Delivery	$27.69	
		$300.58	CT 25039237
Federal Express Corp	Mailings for Acct #1104-8488	$8.17	
		$8.17	CT 25039238
Frank Diaz Consulting	Sealer Maintenance -	$552.50	
	MBO Folder Maintenance	$987.50	
	GBC Comb Bind Maintenance	$375.00	
	Roll Stroller Flatbed Applicator Maintenance	$497.50	
	USI Laminator Maintenance -	$527.50	
	Paper Cutter Maintenance	$1,016.00	
	Oki Data Envelope Press Maintenance	$775.00	
		$4,731.00	CT 25039239
Graybar Electric	Ortronics Cat6A 5 Ft Patch Cord White OR-MC6A05-09	$337.33	
	Ortronics Cat6A 7 Ft Patch Cord White OR-MC6A07-09	$566.70	
	Ortronics Cat6A 9 Ft Patch Cord White OR-MC6A09-09	$860.43	
	Ortronics Cat6A 15Ft Patch Cord White OR-MC6A15-09	$727.54	
	Ortronics Cat6A 20Ft Patch Cord White OR-MC6A20-09	$727.27	
	Ortronics Cat6A 25Ft Patch Cord White OR-MC6A25-09	$970.27	
	Ortronics Cat6A 5Ft Patch Cord Yellow OR-MC6A05-04	$506.01	
	Shipping Costs	$30.00	
		$4,725.55	CT 25039240
Health Sanitation Services	Roll Off for 12-07-22 per Invoice 0070622-1082-3	$167.32	
	Green Yard Waste - Disposal Per Ton	$134.03	
		$301.35	CT 25039241
HigherEdJobs	Subscription Renewal Job Postings Inv #524886	$4,745.00	
		$4,745.00	CT 25039242
House Sanitary Supply, Inc.	DISP Dual Token Mech. Fem Sanitary	$721.90	
	Transportation Surcharge	$4.95	
		$726.85	CT 25039243
Integrated Industrial Supply Inc	Safety Glasses, Pyramex V2 Readers per Inv. 88292	$18.50	
		$18.50	CT 25039244
Intermountain Lock And Security Supply	Key and Lock Supplies, 07-01-22 thru 5-31-23	$898.43	
		$898.43	CT 25039245
Invoke Learning, Inc	Invoke Clarity Data Platform (Student Domain)	$50,000.00	
	Snowflake Credits (Initial Purchase)	$10,000.00	
	Data-Warehousing-as-a-Service (DWaaS) Consulting	$30,000.00	
		$90,000.00	CT 25039246
Jan-Pro Central Coast	Construction Clean up at the Fine Arts Complex	$28,730.28	
		$28,730.28	CT 25039247

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
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Vendor Name	Description	Amount	Warrant
Norm Katz	Pre-Employment Psychological Screening	$495.00	
		$495.00	CT 25039248
Kelly Paper Co	Office Supplies - Paper, Wideformat and Bindery	$408.69	
		$408.69	CT 25039249
KIDI/KRTO/KTAP La Buena	30-second Ad Promoting Spring 2023 Registration	$1,000.00	
		$1,000.00	CT 25039250
KSBY-TV	30-second Ad Promoting Spring 2023 Registration	$960.00	
		$960.00	CT 25039251
L.N. Curtis & Sons	Para Nipple X Industrial Nipple with Valve	$371.93	
		$371.93	CT 25039252
Lincoln Aquatics	Anchor- Single post platform Item# SRS-35-1251	$2,824.94	
	Freight	$1,600.00	
	Velolr-TS-TA Velocity Long Reach True Tread Start	$21,620.48	
		$26,045.42	CT 25039253
Local Copies Etc. Inc.	Livescan for Spring CNA 2023	$850.00	
		$850.00	CT 25039254
Amanda Lombard	Reimburse for instructional supplies	$107.61	
		$107.61	CT 25039255
M & W Pumps Inc	Service Call - Labor per Invoice 14714	$172.50	
		$172.50	CT 25039256
Maaco Auto Painting & Bodyworks	Body Materials - 2013 International Truck	$81.56	
	Labor Charges	$921.50	
	Parts - Taxable	$516.72	
	Parts - NT	$202.50	
	Sublet	$16.32	
		$1,738.60	CT 25039257
Christopher Martinez	Reimbursement for Certification Fee for Instructor	$100.00	
		$100.00	CT 25039258
Dorine Mathieu	Reimbursement for Calculus Boot Camp Snacks	$48.06	
		$48.06	CT 25039259
Maxient, LLC	Annual Service Fee for Maxient software;	$7,000.00	
	Setup Fee	$8,000.00	
		$15,000.00	CT 25039260
Maya Restaurant	Food Purchase for BIGE Club Meeting	$326.25	
	Delivery Fee	$20.00	
	Utensils	$25.00	
		$371.25	CT 25039261
Metro Media	Santa Maria Magazine Spring 2023 Advertising	$900.00	
	Santa Maria Magazine Summer 2023 Advertising	$900.00	
	Santa Maria Magazine Fall 2023 Advertising	$900.00	
	SM Chamber Visitor's Guide 2023 Advertising	$900.00	

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Warrant Register

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Vendor Name	Description	Amount	Warrant
		$3,600.00	CT 25039262
Metropolitan Life Insurance Co	INSURANCE PREMIUMS JANUARY 2023	$6,494.11	
		$6,494.11	CT 25039263
Kalin Middleton	Reimbursement for Work Boots	$175.00	
		$175.00	CT 25039264
Mizuno USA	MVP BTG Helmet w/FP Mask Royal #380433.5252 -	$971.96	
	Shipping	$123.81	
		$1,095.77	CT 25039265
Monterey Peninsula College	Cost-Reimbursement Subaward Agreement for	$5,765.04	
		$5,765.04	CT 25039266
NCS Pearson Inc	CAI Enhanced Mail-In Response Booklet/Profile	$884.00	
	Shipping Fee	$48.07	
		$932.07	CT 25039267
NewsChannel12 CBS	30-second Ad Promoting Spring 2023 Registration	$760.00	
		$760.00	CT 25039268
Niles Biological	Instructional Supplies for Biology labs	$33.66	
		$33.66	CT 25039269
Noble Power Equipment	Supplies per Invoice 560032	$205.60	
	Supplies per Invoice 560033	$125.58	
	Supplies per Invoice 562505	$215.18	
		$546.36	CT 25039270
North State Environmental Inc	Hazardous Waste Removal per Inv. 220508 and 220509	$5,394.03	
	Hazardous Waste Removal per Inv. 220508 and 220509	$1,434.32	
		$6,828.35	CT 25039271
ODP Business Solutions LLC	Office operational supplies 7/5/22 - 5/31/23	$404.50	
	Office/Operational Supplies 7/20/22 - 12/31/22	$60.89	
	Student Materials 07-05-22 to 05-31-23	$249.83	
	Office Supplies For Community Education	$407.99	
	Office Supplies for 7-1-2022 to 5-31-2023	$50.20	
	Office Supplies for 7-1-2022 to 5-31-2023	$33.56	
	Office Supplies for 7-1-2022 to 5-31-2023	$29.56	
	Office Supplies 07/01/22 - 05/31/23	$183.86	
	General Office Supplies for EOPS, CARE, NextUp,	$0.00	
	General Office Supplies for EOPS, CARE, NextUp,	$0.00	
	General Office Supplies for EOPS, CARE, NextUp,	$167.14	
	General Office Supplies for EOPS, CARE, NextUp,	$0.00	
	General Office Supplies for EOPS, CARE, NextUp,	$10.87	
	General Office Supplies for EOPS, CARE, NextUp,	$10.87	
	General Office Supplies for EOPS, CARE, NextUp,	$10.87	
	General Office Supplies for EOPS, CARE, NextUp,	$10.87	
	Instructional Supplies July 1 2022-May 31 2023	$64.37	
	Office Supplies for July 1, 2022 to May 31, 2023	$200.89	
	Office Supplies for the Cosmetology Program	$62.09	
	office supplies for VPSS office 9/26/22 - 5/31/23	$72.62	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.23	$70.47	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	Instructional Supplies for Instructors	$131.73	
	Instructional supplies, July 1, 2022-May 31, 2023	$65.55	
	Office Supplies July 1, 2022-May 31, 2023	$129.42	
	Brother® TZe-251 Black-On-White Tape, 1" x 26.2'	$18.50	
	Pilot G-2 Retractable Gel Pens, Bold Point, 1.0 mm	$12.06	
	Scotch Magic™ 810 Tape, 3/4" x 1,000", Pack Of 12	$24.18	
	Sharpie Fine Point Permanent Markers, Gray Barrel,	$8.11	
	Sharpie Permanent Fine-Point Markers, Red, Pack	$9.65	
	Office Supplies 1-19-23 to 5-31-23	$111.81	
	Office Supplies 1-19-23 to 5-31-23	$77.95	
	Office Supplies 1-19-23 to 5-31-23	$56.60	
		$2,747.01	CT 25039272
Old Town Shirt Factory	Customer Provided - Embroidery Invoice# 220453	$27.18	
	Customer Provided - CadCut Heat Apply	$57.10	
		$84.28	CT 25039273
	Port & Company Essential Tee Inv# 220533	$1,611.68	
		$1,611.68	CT 25039274
	Bella + Canvas Unisex Jersey Short Sleeve Tee	$607.80	
	Bella + Canvas Unisex Jersey Short Sleeve Tee	$84.88	
	Additional cost for Back print	$233.27	
		$925.95	CT 25039275
	Richardson Trucker Hat Item# 112 Inv# 230001	$185.31	
		$185.31	CT 25039276
	CP-UA Polo Royal Inv# 230021	$99.83	
	CP-UA Hoodie Black	$99.84	
		$199.67	CT 25039277
OTM Furniture Installations	Receive, deliver, unpack, install, and test FFE	$27,430.00	
		$27,430.00	CT 25039278
Prestosports Inc	PrestoSports - Website - Pro Package	$3,984.75	
		$3,984.75	CT 25039279
Pride Sash	Poly Satin (Bridal Satin Graduation Sash) for EOPS	$8,221.50	
	FedEx Ground Shipping for EOPS Graduation Sashes	$38.20	
		$8,259.70	CT 25039280
ProCare Janitorial Supply, Inc.	Custodial Supplies-Lompoc, 07-01-22 thru 05-31-23	$1,021.15	
		$1,021.15	CT 25039281
Rally Factory	Screen Printing - Apparel Port & Company - Core	$217.50	
	Setup	$27.19	
	Shipping	$20.00	
		$264.69	CT 25039282
Ran Graphics Inc	Printing of Spring 2023 Spectrum Class Schedule	$3,401.77	
	Printing of Spring 2023 Spectrum Class Schedule	$1,500.00	
	Printing of Spring 2023 Spectrum Class Schedule	$5,322.23	
	Sales Tax (8.75%) on Approx 705 Campus Copies	$8.20	
	Bulk Mail Prep Simplified Saturation	$755.55	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
Ran Graphics Inc	Bulk Mail Prep Out-of-dist Addressed	$254.02	
	Delivery to SMPO and AHC	$1,160.00	
	Sales Tax on Prepress Materials	$144.85	
		$12,546.62	CT 25039283
CalSoft Water	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	$55.90	
	Reverse Osmosis for Buildings: J,K,M,N,CBC,S2,R2	$128.95	
		$184.85	CT 25039284
Safety-Kleen Systems, Inc	Parts Washer Service Fees-Lompoc	$574.56	
	Oil Service-Stop Fee-Lompoc Campus	$46.25	
	Parts Washer Service Fees-South Campus	$342.02	
	Parts Washer Service Fees-Santa Maria	$1,026.03	
	E-Manifest Fee	$20.00	
	Oil Service-Stop Fee-South Campus	$38.75	
	Oil Service-Stop Fee-Main Campus	$67.50	
		$2,115.11	CT 25039285
Salesforce, Inc	Tableau Interactor Maintenance Renewal LP	$8,415.00	
	Tableau Pro Maintenance Renewal	$1,224.00	
		$9,639.00	CT 25039286
Santa Barbara Cnty Air Pollution Control District	AB2588 State Fee - 01019 - Allan Hancock College	$70.00	
	Emission Fee - 01019 - Bldg O Auto Body Permit	$498.12	
		$568.12	CT 25039287
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 7-1-22 to 6-30-23	$2,027.89	
		$2,027.89	CT 25039288
Santa Barbara Co Env Health Svc	S421 - Plan Check Follow-Up on 12/09/22 for the	$53.67	
	S422 - Plan Check Approval on 12/19/22	$53.67	
		$107.34	CT 25039289
Scantron Corporation	882-E Answer Sheet. 100Q. 5 Chc Alpha (500/pkg).	$183.24	
	Freight	$26.53	
		$209.77	CT 25039290
	INSIGHT 20 Plus SCANNER (serial #: 2601147)	$445.00	
		$445.00	CT 25039291
Eva Schiorring	External Evaluator for Project Evaluation	$8,646.00	
		$8,646.00	CT 25039292
Jennifer Schroeder	Reimburse for Food supplies for 8-31-22 Bow Wow	$63.97	
		$63.97	CT 25039293
Sehi Computer Products Inc.	Aruba 8360 24 Port Switch Bundle JL710C	$15,406.62	
	HPE Aruba 4SFP 10G Module JL083A	$9,869.07	
		$25,275.69	CT 25039294
Sherwin-Williams	Supplies per Invoice 8047-1	$37.94	
	Supplies per Invoice 9032-2	$106.12	
	Supplies per Invoice 7218-2	$31.65	

Allan Hancock College

Warrant Register

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Vendor Name	Description	Amount	Warrant
		$175.71	CT 25039295
SHI International Corp	C2G 6 Foot HDMI Cable	$380.63	
	Dell Latitude 5430 14 Inch Touch Screen Laptop	$2,106.14	
	Logitech Ergo M575 Bluetooth Trackball Mouse	$48.94	
		$2,535.71	CT 25039296
Skidcar System, Inc	Skidcar Type A Simulator System	$59,377.50	
	Air Freight	$6,500.00	
		$65,877.50	CT 25039297
SLO Safe Ride	Bus Service - AHC Womens Basketball on 12-29-22	$2,268.77	
	Bus Service - AHC Womens Basketball on 1-14-23	$2,033.70	
	Bus Service - AHC Womens Basketball on 1-11-23	$1,457.15	
	Bus Service - AHC Womens Basketball on 1-25-23	$1,950.72	
		$7,710.34	CT 25039298
Smart & Final	Instructional supplies for Biology Labs	$91.09	
	Food Supplies for MESA.STEM Center Winter Calculus	$267.50	
	Snacks for UTC Workshops	$31.55	
	Snacks for UTC Workshops	$75.39	
		$465.53	CT 25039299
Specialty Constructors Services Inc	Construction for the Baseball Softball Complex	$58,890.50	
		$58,890.50	CT 25039300
Subway	Food Purchase for UTC Workshop	$207.79	
		$207.79	CT 25039301
Swimoutlet.com	Swimsuits, Fins, and Swim Caps per attached Quote	$1,806.02	
	Swimsuits, Fins, and Swim Caps per attached Quote	$1,806.01	
		$3,612.03	CT 25039302
T-Mobile USA Inc	Extended Service Contract for Hotspots	$2,713.20	
		$2,713.20	CT 25039303
Taft Electric Company	A403 Power and Comm Work	$13,756.00	
		$13,756.00	CT 25039304
Testa Catering	MORNING REFRESHMENTS CATERING FOR ALL STAFF DAY	$1,592.52	
		$1,592.52	CT 25039305
Texas Life Insurance Co.	INSURANCE PREMIUMS JANUARY 2023	$9,999.11	
		$9,999.11	CT 25039306
The Myers-Briggs Company	MBTI Self-Scorable (Form M/Step I) Item 6165	$902.19	
	Shipping Fee	$14.50	
		$916.69	CT 25039307
Jeffrey Thon	Reimbursement for Jeffrey Thon	$83.54	
		$83.54	CT 25039308
Urbane Cafe	Food Purchase for Counseling Retreat	$567.13	
	Delivery Fee	$20.00	

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Vendor Name	Description	Amount	Warrant
		$587.13	CT 25039309
US Bank Corporate Payment System	Urbane Cafe - Staff lunch for Spring Planning	$240.66	
	WalMart - Angel Tree gift purchases for recipients	$2,373.87	
	WalMart - Angel Tree gift purchases for recipients	$680.93	
	WalMart - Angel Tree gift purchases for recipients	$86.84	
	WalMart - Angel Tree gift purchases for recipients	$131.57	
	CheckR - Background Checks	$340.00	
	AALRR - 2023 Leadership Training for Higher Ed	$499.00	
	Amazon-Ruben Accidental Personal Charge	$18.30	
	CalPERS Registration Fee 10/31-11/3/22	$499.00	
	BBQ In the Stix DEI Summit Lunch Bal. Due 10-7-22	$2,500.00	
	ArtStation Job Listings	$375.00	
	Costco Meeting Supplies	$83.94	
	GoodHire Background Checks	$884.00	
	LinkedIn Job Listings	$200.00	
	Indeed Job Listings	$191.73	
	Facebook Job Listings	$46.69	
	Smart & Final Meeting Supplies	$106.57	
	Costco Meeting Supplies	$200.85	
	Chick-Fil-A HR Bootcamp Training 12-8-22	$120.76	
	GoodHire Background Checks	$34.00	
	Cups and Crumbs CSEA Meeting Breakfast 12-21-22	$55.97	
		$9,669.68	CT 25039310
Viking Mechanical Refrigeration, Inc	Labor/Repair to Spray Booth Heaters	$3,825.00	
	Belts (Sales Tax Included in Price)	$1,280.00	
	Bearing Assembly and Shaft, Grease, CO2	$595.00	
	Freight	$100.00	
		$5,800.00	CT 25039311
VWR International	Instructional Supplies for Biology Labs	$85.58	
	Instructional Supplies for Biology Labs	$57.28	
	Instructional Supplies for Biology Labs	$29.50	
		$172.36	CT 25039312
WAXIE Sanitary Supply	Karcher NT 68/1 18 GL Wet/Dry Vacuum #572958.	$993.04	
	Kar BDS 51/175-300 C 20 1.5 HP #571246.	$1,654.35	
		$2,647.39	CT 25039313
Zoe's Hawaiian Bbq	Food Purchase for PD 101 (BIGE Learning	$251.32	
	Delivery	$10.50	
		$261.82	CT 25039314
Deily del Carmen Albornoz	Manual Refund Submitted	$500.00	
		$500.00	CT 25039315
Isabella Aldridge	Manual Refund Submitted	$20.00	
		$20.00	CT 25039316
Edward Alvarado	Manual Refund Submitted	$25.00	

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Vendor Name	Description	Amount	Warrant
		$25.00	CT 25039317
Santiago Ayala	Manual Refund Submitted	$500.00	
		$500.00	CT 25039318
Louis Bretado	Manual Refund Submitted	$300.00	
		$300.00	CT 25039319
Monserrat Briones Valdovinos	Manual Refund Submitted	$500.00	
		$500.00	CT 25039320
Cindy Inda	Manual Refund Submitted	$20.00	
		$20.00	CT 25039321
Lidia Jimenez	Manual Refund Submitted	$400.00	
		$400.00	CT 25039322
Stephanie Meza	Manual Refund Submitted	$20.00	
		$20.00	CT 25039323
Eugenia Venegas	Manual Refund Submitted	$250.00	
		$250.00	CT 25039324
Heidi-Daryl Von Dunker	Manual Refund Submitted	$300.00	
		$300.00	CT 25039325
Gregorio Zeferino Sanchez	Manual Refund Submitted	$300.00	
		$300.00	CT 25039326
Acme Auto Leasing Llc	Lease payments for 2018 Dodge Police Charger	$658.80	
		$658.80	CT 25039327
Michael Bernal	Open Mileage Jan 2023 1.23-31.23	$119.21	
	Open Mileage Jan 2023 1.23-31.23	$119.21	
		$238.42	CT 25039328
City of Lompoc	Waste Disposal-Sewer Fees 7.1.2022 - 6.30.2023	$516.50	
	Water Services 7.1.2022 - 6.30.2023	$4,084.47	
		$4,600.97	CT 25039329
	Waste Disposal-Sewer Fees 7.1.2022 - 6.30.2023	$1,490.62	
		$1,490.62	CT 25039330
City Of Santa Maria	Water Services and Disposal Site	$674.60	
	Water Services and Disposal Site	$158.24	
	Water Services and Disposal Site	$3,341.81	
	Water Services and Disposal Site	$783.88	
	Water Services and Disposal Site	$921.36	
	Water Services and Disposal Site	$216.12	
	Water Services and Disposal Site	$574.14	
	Water Services and Disposal Site	$134.67	
	Water Services and Disposal Site	$406.33	
	Water Services and Disposal Site	$95.31	
	Water Services and Disposal Site	$190.12	
	Water Services and Disposal Site	$44.59	
	Water Services and Disposal Site	$2,393.42	

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Vendor Name	Description	Amount	Warrant
City Of Santa Maria	Water Services and Disposal Site	$561.42	
	Water Services and Disposal Site	$344.41	
	Water Services and Disposal Site	$80.79	
	Water Services and Disposal Site	$96.97	
	Water Services and Disposal Site	$22.75	
	Water Services and Disposal Site	$115.04	
	Water Services and Disposal Site	$26.98	
	Water Services and Disposal Site	$205.09	
	Water Services and Disposal Site	$48.11	
	Water Services and Disposal Site	$866.97	
	Water Services and Disposal Site	$203.36	
		$12,506.48	CT 25039331
Comcast Cable	Comcast Monthly Recurring Costs	$225.65	
		$225.65	CT 25039332
Digital West Networks, Inc	Telephone Service 7/1/2022-6/30/2023	$4,377.82	
	Telephone Service 7/1/2022 - 6/30/2023	$1,811.75	
	Telephone Service 7/1/2022 - 6/30/2023	$1,547.39	
		$7,736.96	CT 25039333
Christine Grelck	1.17.23 Open Mileage	$7.47	
		$7.47	CT 25039334
Jeffery Hall	1.17,18,20,20.23	$131.61	
		$131.61	CT 25039335
Frankie Maldonado	Open Mileage 1.19.23	$36.55	
	Open Mileage 1.19.23	$0.00	
		$36.55	CT 25039336
	College Corps peer Workshop Merced, CA	$381.30	
		$381.30	CT 25039337
Alejandra Medina	Open Mileage 1.17.23	$13.23	
		$13.23	CT 25039338
Geraldine Montoya	Open Mileage 1.11.23	$43.23	
		$43.23	CT 25039339
Ricardo Navarrette	33 PREPAY MEALS 100% 1 @ 80%	$3,751.80	
		$3,751.80	CT 25039340
Karina Novoa	CMC Fall Conference Monterey, CA	$543.25	
	Open Mileage 8.15-12.05.22	$980.38	
		$1,523.63	CT 25039341
Greg Pensa	CCLC Conf Sacramento CA	$1,654.68	
	Open Mileage 1.17.23	$46.64	
		$1,701.32	CT 25039342
Diana Perez	Open Mileage 1.19,27.23	$105.46	
		$105.46	CT 25039343
Keli Seyfert	Open Mileage 1.26.23	$20.72	

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Vendor Name	Description	Amount	Warrant
		$20.72	CT 25039344
Jesus Solorio	PREPAY MEALS & MILEAGE 80% 2.11-13.23	$365.44	
		$365.44	CT 25039345
	Student Meals Prepay 100% 2.11-13.23	$454.50	
		$454.50	CT 25039346
Southern California Gas Co	Gas Supply 7.1.2022 - 6.30.2023	$19,045.08	
	Gas Supply 7.1.2022-6.30.2023	$3,900.80	
		$22,945.88	CT 25039347
Hanali Tapia-Palacios	Open Mileage 1.12,17,30.23	$41.13	
		$41.13	CT 25039348
The RP Group	Virtual PD Conference for Yvonne Teniente:	$1,050.00	
		$1,050.00	CT 25039349
Vincent Tobin	9.08-12.01.22 Open Mileage	$187.50	
		$187.50	CT 25039350
Ashley Wise	8.16-12.06.22 Open Mileage	$484.38	
		$484.38	CT 25039351
25th Hour Communications, Inc	Digital Marketing Media Buys and Management	$50,000.00	
		$50,000.00	CT 25039352
AHC - Part-Time Faculty Association	Part-Time Faculty Reimbursement Per Article 11.7	$3,309.13	
		$3,309.13	CT 25039353
AHC Foundation	Fiscal 2022 -23 FDTN Adv Salary Rmb	$7,234.78	
		$7,234.78	CT 25039354
Alpha Fire Corporation	Service Labor - Repairs to Child Care Center Fire	$990.00	
	Truck Service Charge	$35.00	
	Pipe	$18.49	
	Sprinkler Head	$21.21	
	Annual Fire Sprinkler Inspection, Bldg. D Theater	$800.00	
	Compliance Engine Fees	$25.00	
		$1,889.70	CT 25039355
Amazon	Supplies for the Chem labs 07-01-22 thru 05-31-23	$48.44	
	Athletic Supplies 7-1-22 through 5-31-23	$20.59	
	BILITOOLS Radiator Coolant Pressure	$107.11	
	Instructional Supplies July 1, 2022-May 31, 2023	$272.94	
	Instructional supplies for Biology Labs	$233.49	
	BOOKS FOR SANTA MARIA LIBRARY, 8-11-22 TO 5-31-23	$13.80	
	BOOKS FOR SANTA MARIA LIBRARY, 8-11-22 TO 5-31-23	$694.46	
	Misc Supplies for Children Cntr 10-1-22 to 5-31-23	($0.01)	
	Misc Supplies for Children Cntr 10-1-22 to 5-31-23	($0.01)	
	Misc Supplies for Children Cntr 10-1-22 to 5-31-23	($0.16)	
	Misc Supplies for Children Cntr 10-1-22 to 5-31-23	($0.17)	
	Misc Supplies for Children Cntr 10-1-22 to 5-31-23	($0.47)	
	Misc Supplies for Children Cntr 10-1-22 to 5-31-23	($1.12)	
	Misc Supplies for Children Cntr 10-1-22 to 5-31-23	($1.12)	

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Vendor Name	Description	Amount	Warrant
Amazon	Misc Supplies for Children Cntr 10-1-22 to 5-31-23	($1.13)	
	Misc Supplies for Children Cntr 10-1-22 to 5-31-23	($1.13)	
	Misc Supplies for Children Cntr 10-1-22 to 5-31-23	($1.13)	
	Misc Supplies for Children Cntr 10-1-22 to 5-31-23	$688.16	
	Instructional Supplies 1/26/2023-5/31/2023	$370.90	
	Instructional Supplies 1/26/2023-5/31/2023	$234.80	
	Instructional Supplies 07-05-22 to 05-31-23	$163.11	
	Student Materials 1-13-23 thru 05-31-23	$451.31	
	Student Materials 1-13-23 thru 05-31-23	$133.70	
	Student Materials 1-13-23 thru 05-31-23	$43.50	
	Office Supplies 1-19-23 to 5-31-23	$107.64	
	Instructional Supplies 1/26/2023-5/31/2023	$141.03	
		$3,718.53	CT 25039356
Amazon Web Services, Inc	Amazon Web Services (AWS) Estimated Usage through	($0.17)	
	Amazon Web Services (AWS) Estimated Usage through	($1.86)	
	Amazon Web Services (AWS) Estimated Usage through	$2,275.57	
		$2,273.54	CT 25039357
American Star Tours, Inc.	Bus Service - Men's Basketball on 2-1-23	$1,500.00	
		$1,500.00	CT 25039358
Apple Inc.	14-inch MacBook Pro: Apple M2 Pro Chip, 512SSD,	$2,010.79	
	Recycling Fee	$4.00	
	Magic Mouse MK2E3AM/A	$85.91	
	Magic Keyboard MQ052LL/A	$140.29	
	Belkin USB 3.0 Hub HL9B2VC/A	$76.07	
		$2,317.06	CT 25039359
Aramark	Towel service LE-Fire 07-1-22 to 06-30-23	$81.12	
		$81.12	CT 25039360
B&H Photo Video	Dell 24-Inch LED Monitor P2422H	$4,349.84	
	Pearstone 6 Foot HDMI Cable HDA-X106	$283.30	
	Pearstone HDMI Coupler HD-AFSS2	$44.80	
	Pearstone USB Type-C to HDMI Cable CHD-4606	$309.72	
	Pearstone 3 Foot HDMI Cable HDA-X103	$97.00	
	PNY 32GB XLR8 Memory Kit MD32GK2D4360018LP	$770.38	
	Dell Soundbar SB521A	$284.75	
	Impecca AA Batteries 100-Pack IMPAA100	$25.26	
	Energizer Industrial 9V Battery 12-Pack EI9V	$36.80	
	E-Waste Fee Dell Monitors	$120.00	
	Peerless Grommet Base Dual Monitor Mount LCT620ADG	$454.25	
		$6,776.10	CT 25039361
Bound Tree Medical	Splint, SAM, Gray, Flatfold, 4.25 in x 36 in	$28.09	
	Curaplex TritonGrip EC Gloves, SM, Blue Nitrile,	$8.43	
	Curaplex TritonGrip EC Gloves, MED, Blue Nitrile,	$8.43	
	Curaplex TritonGrip EC Gloves, LG, Blue Nitrile,	$8.46	
	Curaplex Select Endotracheal Tube with Stylette	$19.14	
	Curaplex Select Endotracheal Tube with Stylette	$57.42	
	Curaplex Select Endotracheal Tube with Stylette	$57.42	
	Curaplex Select Endotracheal Tube with Stylette	$19.16	

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Vendor Name	Description	Amount	Warrant
		$206.55	CT 25039362
Bremer Auto Parts	Parts-tools for LE veh. 07-5-22 to 05-31-23	$10.86	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	$492.41	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	$288.32	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	$60.31	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	$13.83	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	$25.82	
	Operational Supplies for Fire Academy	$78.28	
		$969.83	CT 25039363
Burnham Insurance Services	ACA Consulting July 1, 2022 - June 30, 2023	$3,250.00	
		$3,250.00	CT 25039364
Ca Fire Tech Directors Assoc	CFTDA Annual Membership Dues 2023	$40.00	
	CFTDA Annual Membership Dues 2023	$40.00	
	CFTDA Annual Membership Dues 2023	$40.00	
		$120.00	CT 25039365
Cal State Auto Parts	Auto Supplies, 07-01-22 thru 05-31-23	$47.10	
		$47.10	CT 25039366
Cal-Coast Machinery, Inc.	Bulb per Invoice No. 801359	$41.17	
		$41.17	CT 25039367
California Electric Supply	Electrical-Lighting Supplies, 07-01-22 thru	$1,046.62	
	Electrical-Lighting Supplies, 07-01-22 thru	$123.98	
		$1,170.60	CT 25039368
California Stainless Mfg. Inc.	Stainless film drying cabinet with 2 clip rods and	$1,984.69	
	Crating and Shipping	$825.00	
		$2,809.69	CT 25039369
Carolina Biological	Science Lab Supplies July 1, 2022-May 31, 2023	$60.48	
		$60.48	CT 25039370
Carr's Boot Shop	Safety boots for employees 7-1-22 to 6-30-23	$138.65	
	Safety boots for employees 7-1-22 to 6-30-23	$166.38	
	Safety boots for employees 7-1-22 to 6-30-23	$175.00	
		$480.03	CT 25039371
CDW Government Inc	Dell Latitude 7430 14" i7 1265U EVO 16GB 256SSD	$27,832.06	
	Recycling Fee	$56.00	
		$27,888.06	CT 25039372
CommUnify	SILVER SPONSOR - CHAMPIONS DINNER	$2,500.00	
		$2,500.00	CT 25039373
Council on Alcoholism and Drug Abuse	SUPPORTER SPONSORSHIP - SUMMIT FOR DANNY	$2,500.00	
		$2,500.00	CT 25039374
Culligan/Central Coast Water Treatment	Deionized Water for Bldg M	$100.00	
		$100.00	CT 25039375

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Vendor Name	Description	Amount	Warrant
Culligan/Central Coast Water Treatment	Deionized Water for Bldg M	$101.49	
		$101.49	CT 25039376
	Bottled Water Delivery Service 7-1-22 thru 6-30-23	$9.68	
		$9.68	CT 25039377
	CAMPUS GRAPHICS DRINKING WATER DELIVERY	$13.50	
	FUEL SURCHARGE	$1.68	
	HOT / COLD WATER STAND RENTAL	$11.00	
		$26.18	CT 25039378
	Bottled Water Delivery, 7-01-22 thru 6-30-23	$59.45	
	Stand Rentals (hot and cold) 7-01-22 thru 6-30-23	$11.00	
		$70.45	CT 25039379
	Bottled Water Delivery, 7-01-22 thru 6-30-23	$71.43	
	Stand Rentals (hot and cold) 7-01-22 thru 6-30-23	$11.00	
		$82.43	CT 25039380
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for AB 1.24.23-5.30.23	$1,012.39	
	Instructional Supplies for AB 1.24.23-5.30.23	$118.31	
		$1,130.70	CT 25039381
De Frisco Photography	Production Fine Arts Complex Grand Opening Videos	$3,310.00	
		$3,310.00	CT 25039382
Department Of Social Services	Children Center Annual Licensing Fee	$484.00	
	Children Center Annual Licensing Fee	$484.00	
		$968.00	CT 25039383
DMQ Catering	DEI Breakfast 03-17-23, Invoice 00001210	$2,039.06	
		$2,039.06	CT 25039384
Downs Government Affairs, LLC	Services for consortium project 7/1/2022-6/30/2023	$2,000.00	
		$2,000.00	CT 25039385
Employment Development Dept	CA EDD GARNISHMENT ID 181162496	$352.02	
		$352.02	CT 25039386
Ewing Irrigation Products Inc	Athletic Marking Chalk, Quik per Invoice 18590997	$343.12	
	Athletic Marking Chalk, Quik per Invoice 18591082	$85.78	
		$428.90	CT 25039387
Facilities Planning And Consulting Services	Consulting Services to provide an evaluation of	$470.00	
		$470.00	CT 25039388
FCG Environmental	Proposal to Perform Hazardous Materials	$925.00	
		$925.00	CT 25039389
Ferguson Enterprises Inc	Plumbing Supplies, 07-01-22 thru 5-31-23	$476.41	
	Plumbing Supplies, 07-01-22 thru 5-31-23	$42.45	
	Plumbing Supplies, 07-01-22 thru 5-31-23	$13.53	
	Plumbing Supplies, 07-01-22 thru 5-31-23	$226.26	

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Vendor Name	Description	Amount	Warrant
		$758.65	CT 25039390
Fisher Scientific Co Llc	Supplies for the chem labs, 12-14-22 thru 05-31-23	$52.86	
		$52.86	CT 25039391
Global CTI Group, Inc	Mitel 6920 IP Phone	$11,782.46	
	Mitel 6930 IP Phone	$2,689.44	
	6900 Series Wall Mount Kit (10 Pack)	$412.47	
	Equipment Handling	$119.60	
		$15,003.97	CT 25039392
GotSafety, LLC	Monthly Consultation fees from 07/01/22 to	$1,150.00	
		$1,150.00	CT 25039393
Griego Pool Service	Pool Service, 7-01-22 thru 6-30-23	$2,550.00	
		$2,550.00	CT 25039394
H&H Publishing Co, Inc	Becoming a Strategic Learner (LASSI Modules)	$825.00	
	Account Set-up/Update Fee	$4.50	
		$829.50	CT 25039395
Hayward Lumber Inc	Hardware-Lumber Supplies, 07-01-22 thru 05-31-23	$24.04	
		$24.04	CT 25039396
Heidi Anne Worldwide Corp	Bulldog Mascot Costume 15-Size TBD Estimate #1682	$1,431.18	
	PCVZ Phase Change Zipper Vest	$273.12	
	Shipping	$147.49	
		$1,851.79	CT 25039397
Institute Of Beauty Culture Inc	Agreement for Cosmetology Training	$1,538.40	
	Agreement for Cosmetology Training	$1,025.60	
	Agreement for Cosmetology Training	$58,520.40	
	DSL Line Fees July 1, 2022-June 30, 2023	$123.20	
	Agreement for Cosmetology Training	$39,013.60	
		$100,221.20	CT 25039398
Jay Cee Trophy	Badge Gold Bar Name for Officers Invoice #509118	$41.00	
	Badge Gold Bar Name for Officers Invoice #509118	$2.50	
		$43.50	CT 25039399
Kenco Construction Services, Inc	On Site DSA Project Inspections for the	$14,280.00	
	Onsite DSA Project Inspections for the Contruction	$1,680.00	
	DSA Inspection Services for the AHC Baseball	$4,410.00	
		$20,370.00	CT 25039400
Knorr Systems Inc	Lochinvar CPN Heater Booster Pump	$1,917.10	
	Freight Charges (Estimated)	$95.00	
		$2,012.10	CT 25039401
Christina Koob	Reimburse for Supplies for the chemistry labs.	$7.70	
		$7.70	CT 25039402
KPMR-TV	30-second Ad Promoting Spring 2023 Registration	$1,500.00	

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Vendor Name	Description	Amount	Warrant
		$1,500.00	CT 25039403
Linde Gas & Equipment Inc.	Instructional Supplies for WLDT Program	$566.64	
	Carbon Dioxide Liquid, 07-01-22 thru 06-30-23	$412.16	
		$978.80	CT 25039404
Louie's Central Coast Movers And Laborers Inc	Move 7 Foot Steinway Grand Piano in Box	$550.00	
	Move 7 Foot Steinway Grand Piano	$550.00	
	Move Yamaha Upright Piano	$225.00	
	Move Yamaha Grand Piano.	$450.00	
	Dolly Installation Fee	$350.00	
		$2,125.00	CT 25039405
Lowes	Wooden Picnic Table, 6 ft.	$351.26	
		$351.26	CT 25039406
Metlife Small Market	INSURANCE PREMIUMS JAN 2023	$6,505.14	
		$6,505.14	CT 25039407
Mission Linen Supply	Laundry Service for Auto Body Program	$21.65	
	Laundry Services for Auto Tech 7.1.22-6.30.23	$34.60	
	Uniform Services and Towels, 07-01-22 thru 6-30-23	$19.95	
	Uniform Services and Towels, 07-01-22 thru 6-30-23	$39.20	
		$115.40	CT 25039408
Modern Campus	LMAPN100 - Campus Map - License -	$4,500.00	
		$4,500.00	CT 25039409
Multi-Media Consulting Inc.	Analyze programmatic requirements and design work	$87.50	
		$87.50	CT 25039410
National Print and Promo	2022 W-2 Blank Form with Instructions #4DWNPERF	$162.69	
	W-2 Envelopes	$208.80	
	Shipping Estimate	$73.10	
		$444.59	CT 25039411
NCS Pearson Inc	CAI-ENH M-I Profile Report	$795.66	
	Return Address Labels (sheet of 6)	$0.11	
	Freight	$43.75	
	CAI-ENH M-I PROFILE RPT	$5.52	
		$845.04	CT 25039412
New Readers Press	News for You Classroom Subscription 16 weeks	$292.32	
	Shipping	$25.54	
		$317.86	CT 25039413
ODP Business Solutions LLC	Office Supplies-08/01/2022-05/31/2023	$415.94	
	Office Supplies-08/01/2022-05/31/2023	$266.90	
	Office Supplies-08/01/2022-05/31/2023	$32.29	
	Office Depot® Heavy-Duty View 3-Ring Binder	$68.84	
	Duracell Coppertop C Alkaline Batteries, Box Of 12	$43.52	
	Office Supplies 07/01/2022-05/31/2023	$65.66	
	Office Supplies 7-1-2022 through 5-31-2023	$61.11	
	Office Supplies 7-1-2022 through 5-31-2023	$74.48	

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Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	Office Supplies 7-1-2022 through 5-31-2023	$117.34	
	Office Supplies 7-1-2022 through 5-31-2023	$11.57	
	LIBRARY SUPPLIES, 8-11-22 TO 5-31-23	$3.80	
	LIBRARY SUPPLIES, 8-11-22 TO 5-31-23	$121.20	
	Office Supplies 9/1/22 - 5/31/23	$94.36	
	Office Supplies 9/1/22 - 5/31/23	$401.97	
	Office Supplies 9/1/22 - 5/31/23	$42.93	
	Instructional Supplies 7/05/2022-5/31/2023	$151.27	
	Office Supplies, 07/05/22 - 05/31/23	$426.98	
	Office Supplies 07/01/2022-05/31/2023	$331.50	
	Instructional Supplies July 1 2022-May 31 2023	$60.39	
	OPERATIONAL SUPPLIES - ENDING MAY 2023	$60.06	
	Office Supplies 1-19-23 to 5-31-23	$233.51	
	Office Supplies: 1.20.23-5.30.23	$181.18	
	Office Supplies: 1.20.23-5.30.23	$99.77	
	Office Supplies 1.20.23 - 5.31.23	$227.20	
	Office Supplies 1.20.23 - 5.31.23	$401.13	
	Office Supplies for Community Education	$332.04	
	Sharp EL1197PIII Desktop Printing Calculator	$104.86	
	Kensington Pro Fit Keyboard	$35.88	
		$4,467.68	CT 25039414
Oracle America Inc	Oracle Linux Premier Limited Support	$1,454.96	
	Oracle Linux Extended Support	$194.13	
		$1,649.09	CT 25039415
Otto Frei	Instructional Supplies for noncredit jewelry class	$250.00	
		$250.00	CT 25039416
PARS Public Agency Retirement	INSURANCE PREMIUMS 02-10-2023	$6,194.55	
		$6,194.55	CT 25039417
Part Time Faculty AHC - Member	PAYROLL DEDUCTION 02-10-23	$208.83	
		$208.83	CT 25039418
Adelina Pozos	Reimbursement for pizzas for College Corps	$149.06	
	Reimbursement for pizzas for College Corps	$63.98	
		$213.04	CT 25039419
PPG Architectural Finishes Inc	Paint Supplies, 07-01-22 thru 05-31-23	($69.02)	
	Paint Supplies, 07-01-22 thru 05-31-23	$243.51	
	Paint Supplies, 01-01-23 thru 05-31-23	$87.47	
	Paint Supplies, 01-01-23 thru 05-31-23	$131.42	
	Paint Supplies, 01-01-23 thru 05-31-23	$57.19	
		$450.57	CT 25039420
Premier Water Management, LLC	Monthly Water Treatment, Santa Maria Campus	$197.90	
	Monthly Water Treatment, Lompoc Campus	$246.20	
	CA EDD LEVY NOTICE 09-23-22	($352.02)	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		$92.08	CT 25039421
ProCare Janitorial Supply, Inc.	Custodial Supplies-SM, 07-01-22 thru 05-31-23	$114.19	
	Custodial Supplies-SM, 07-01-22 thru 05-31-23	$632.65	
	Custodial Supplies-SM, 07-01-22 thru 05-31-23	$226.20	
	Custodial Supplies-SM, 07-01-22 thru 05-31-23	$26.10	
	Custodial Supplies-SM, 07-01-22 thru 05-31-23	$4,440.28	
	Custodial Supplies-SM, 07-01-22 thru 05-31-23	$152.55	
	Custodial Supplies-SM, 07-01-22 thru 05-31-23	$5,709.18	
	Custodial Supplies-SM, 07-01-22 thru 05-31-23	$1,182.78	
	Custodial Supplies-SM, 07-01-22 thru 05-31-23	$135.94	
		$12,619.87	CT 25039422
R&M Diesel Service & Towing LLC	R & M Labor	$326.81	
	R & M Diesel Parts for Truck Driving Class	$449.46	
		$776.27	CT 25039423
Rave Mobile Safety	Rave Alert Basic Annual License Fee	$13,770.90	
	Premium SMS Messaging for Rave Alert Annual Fee	$353.10	
	Rave Smart Loader Annual Integration	$1,926.00	
		$16,050.00	CT 25039424
Rays Auto Parts	Parts-Supplies, 07-01-22 thru 5-31-23	$4.84	
	Parts-Supplies, 07-01-22 thru 5-31-23	$42.22	
	Parts-Supplies, 07-01-22 thru 5-31-23	$76.02	
	Parts-Supplies, 07-01-22 thru 5-31-23	($45.59)	
	Parts-Supplies, 07-01-22 thru 5-31-23	$28.26	
		$105.75	CT 25039425
Saad Sadig	Reimbursement - sling psychrometers	$432.78	
		$432.78	CT 25039426
Santa Barbara Cnty Air Pollution Control District	Emission Fee-11210-Hancock Dr. 1 per Invoice 59540	$498.12	
		$498.12	CT 25039427
Santa Barbara Co Dept Of Social Svc	WRC Lease Operating Costs 7-1-22 to 6-30-23	$1,819.46	
		$1,819.46	CT 25039428
Santa Barbara Co Elec Training Trust	Per 2022-2023 contract; Fall 2022 RSI APRN 481	$14,902.27	
		$14,902.27	CT 25039429
Santa Maria Chrysler Jeep Dodge Ram	Labor - Smog Inspection - Invoice 36847	$279.73	
	Labor - Smog Inspection - Invoice 36785	$279.73	
		$559.46	CT 25039430
Santa Maria Times	Reveal Ad Promoting Spring 2023 Registration	$350.00	
	Monthly Online Big Ad July 2022-June 2023	$1,000.00	
		$1,350.00	CT 25039431
Save Mart Supermarkets	Food Supplies for Children Cntr 12-1-22 to 6-30-23	$523.39	
	Food Supplies for Children Cntr 12-1-22 to 6-30-23	$203.39	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
Bank Code: CT

Vendor Name	Description	Amount	Warrant
Save Mart Supermarkets	Food Supplies for Children Cntr 12-1-22 to 6-30-23	$459.22	
	Food Supplies for Children Cntr 12-1-22 to 6-30-23	$292.33	
	Food Supplies for Children Cntr 12-1-22 to 6-30-23	$510.46	
		$1,988.79	CT 25039432
ServerSupply.com, Inc	HP Aruba 4-Port SFP+ 10G Module JL083A	$9,698.32	
		$9,698.32	CT 25039433
Siemens Industry Inc	Siemens Fire Contract LVC Year 3 of 3-Year Term	$488.00	
		$488.00	CT 25039434
Signs for Success, Inc	100 foot fence: DS 4' wide panels Chain Link Fence	$4,440.53	
	Design: quick setup of previous artwork for new	$65.25	
	Shipping & Handling	$457.31	
		$4,963.09	CT 25039435
SISC III	INSURANCE PREMIUMS FEB 2023	$479,907.00	
		$479,907.00	CT 25039436
SLO Pest And Termite	Pest Control Services, 07-01-22 thru 06-30-23	$85.00	
	Pest Control Services, 07-01-22 thru 06-30-23	$100.00	
	Pest Control Services, 07-01-22 thru 06-30-23	$125.00	
	Pest Control Services, 07-01-22 thru 06-30-23	$110.00	
	Pest Control Services, 07-01-22 thru 06-30-23	$80.00	
	Pest Control Services, 07-01-22 thru 06-30-23	$120.00	
		$620.00	CT 25039437
SLO Safe Ride	Bus Service - AHC Women's Basketball on 2-1-23	$1,944.09	
		$1,944.09	CT 25039438
Smart & Final	Snacks for UTC workshops and student events	$86.67	
	Student Snacks for EOPS, CARE, NextUp, & CalWORKs	$126.38	
	Student Snacks for EOPS, CARE, NextUp, & CalWORKs	$126.36	
	Student Snacks for EOPS, CARE, NextUp, & CalWORKs	$126.36	
	Student Snacks for EOPS, CARE, NextUp, & CalWORKs	$126.36	
		$592.13	CT 25039439
	Food for childrens center 9-1-22 to 6-30-23	$246.04	
	Food for childrens center 9-1-22 to 6-30-23	$35.60	
	Food for childrens center 9-1-22 to 6-30-23	$174.84	
	Food for childrens center 9-1-22 to 6-30-23	$142.07	
	Food for childrens center 9-1-22 to 6-30-23	$253.32	
		$851.87	CT 25039440
	CA Supply purchase 08.15.22 thru 12.31.22	$29.97	
	CA Instructional Supplies	$152.90	
	CA Instructional Supplies	$173.96	
	CA Instructional Supplies	$29.25	
	CA Instructional Supplies	$80.96	
	CA Instructional Supplies	$25.18	
		$492.22	CT 25039441
Smith Pipe & Supply Inc	Landscape Supplies, 7-1-22 thru 5-31-23	$309.01	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		$309.01	CT 25039442
Sousa Tire Service	Service Call-Flat Repair per Invoice 69615	$84.00	
	Tube-Dawg Poung	$30.22	
	Service Call per Invoice 69915	$60.00	
	Tire, Advance Industrial Skid Steer	$364.20	
	Dismount and Mount	$48.00	
	State Tax Recycle Fee	$3.50	
	Tire Disposal Fee	$24.00	
		$613.92	CT 25039443
Target Specialty Products	Landscape Supplies, 7-1-22 thru 5-31-23	$915.63	
	Landscape Supplies, 7-1-22 thru 5-31-23	$149.28	
	Landscape Supplies, 7-1-22 thru 5-31-23	$1,470.80	
		$2,535.71	CT 25039444
Bridget Tate	Reimbursement for 3 Stainless Steel Slide Bolt	$73.85	
		$73.85	CT 25039445
United Health Care Insurance Co	RETIREE AARP INS PREMIUMS MAR 23	$805.68	
		$805.68	CT 25039446
United Parcel Service	UPS Charges, 7-1-22 thru 6-30-23	$2.23	
		$2.23	CT 25039447
United Refrigeration Inc	HVAC Supplies, 07-01-22 thru 05-31-23	$198.73	
	HVAC Supplies, 07-01-22 thru 05-31-23	$66.41	
		$265.14	CT 25039448
United Site Services Of California Inc	Services - 3 Portable Toilets, 7-1-22 thru 6-30-23	$580.50	
		$580.50	CT 25039449
US Bank Corporate Payment System	Enzymes for Hemp Project from BioWorld	$343.40	
	Fish food for Marine Biology	$41.83	
	Neutrino API - Subscription	$19.47	
	Albertsons - Lab Materials	$95.99	
	Bluebeam (Computer Software)	$240.00	
	Tacos El Pirata Mayor--Food Purchase--Study-A-Thon	$563.75	
	Tacos El Pirata Mayor--Food Purchase--Rising	$161.38	
	Tacos El Pirata Mayor--Food Purchase--Study-A-Thon	$781.25	
	Fattes Pizza--Food Purchase--Cash for College	$65.23	
	Chick-Fil-A--Food Purchase--Cash for College	$91.89	
	Mi Amore Pizza and Pasta--Food Purchase--LVC	$293.80	
	Verizon Wireless--Monthly Cell Phone Charges--	$530.48	
	Amazon Marketplace--Headphone Purchase for	$326.16	
	AHSIE--Conference Registration--	$1,790.00	
	Costco Wholesale--Food Purchase--Dream Club end-of	$32.46	
	Smart and Final--Visa Gift Card Purchase--Basic	$494.55	
	Smart and Final--Visa Gift Card Purchase--Basic	$494.55	
	Smart and Final--Visa Gift Card Purchase--Basic	$109.90	
	2023 ACCCA -ACBO Budget Workshop on January	$75.00	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
Bank Code: CT

Vendor Name	Description	Amount	Warrant
US Bank Corporate Payment System	2023 ACCCA- ACBO Budget Workshop Webinar	$75.00	
		$6,626.09	CT 25039450
Ventura College	Cost-Reimbursement Subaward Agreement for	$9,879.37	
		$9,879.37	CT 25039451
VTC Enterprises	Collection of Recycling Paper on Main Campus,	$740.00	
		$740.00	CT 25039452
Wex Bank	Gas Credit Card Purchases, 07-01-22 thru 6-30-23	$143.36	
		$143.36	CT 25039453
Work World	Uniforms for LE mechanic 07-05-22 to 05-31-23	$260.92	
		$260.92	CT 25039454
Margarita Ayala	Manual Refund Submitted	$500.00	
		$500.00	CT 25039455
Kailen Castillo	Manual Refund Submitted	$412.00	
		$412.00	CT 25039456
Hannah Covarrubias	Manual Refund Submitted	$150.00	
		$150.00	CT 25039457
Nathan Garcia	Manual Refund Submitted	$2.00	
		$2.00	CT 25039458
Destiny Herrera	Manual Refund Submitted	$300.00	
		$300.00	CT 25039459
Alexander Hibbs	Manual Refund Submitted	$138.00	
		$138.00	CT 25039460
Casey Irons	Manual Refund Submitted	$46.00	
		$46.00	CT 25039461
Zachariah Johnson	Manual Refund Submitted	$1,724.00	
		$1,724.00	CT 25039462
Christian Juarez	Manual Refund Submitted	$517.00	
		$517.00	CT 25039463
Nicholas Maddox	Manual Refund Submitted	$250.00	
		$250.00	CT 25039464
Karla Marin	Manual Refund Submitted	$100.00	
		$100.00	CT 25039465
Keila Nogales	Manual Refund Submitted	$500.00	
		$500.00	CT 25039466
Naomi Nordwall	Manual Refund Submitted	$100.00	
		$100.00	CT 25039467
Mauro Ortiz	Manual Refund Submitted	$20.00	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		$20.00	CT 25039468
Tyler Parker	Manual Refund Submitted	$100.00	
		$100.00	CT 25039469
Ramon Ramirez	Manual Refund Submitted	$347.00	
		$347.00	CT 25039470
Rosa Rueda Cortes	Manual Refund Submitted	$500.00	
		$500.00	CT 25039471
James Stewart	Manual Refund Submitted	$50.00	
		$50.00	CT 25039472
Beverlee Torres	Manual Refund Submitted	$531.00	
		$531.00	CT 25039473
Danielle Watkins	Manual Refund Submitted	$300.00	
		$300.00	CT 25039474
AHC-RCF	GM MOTORS BUYOUT P2302166 L1F	$25,456.62	
	GM MOTORS BUYOUT P2302166 L2F	$25,456.62	
		$50,913.24	CT 25039475
AMG & Associates, Inc	Fine Arts Complex Project	$28,301.23	
	Fine Arts Complex Project	$7,742.11	
		$36,043.34	CT 25039476
Best Buy	ASUS ProArt PA279CV-LED Monitor 27"	$10,413.89	
	Delivery/Shipping	$275.20	
	Electronic Recycling	$120.00	
		$10,809.09	CT 25039477
Canon Financial Services Inc	Lease Contract Charges for DUPLO DC646	$980.73	
	Campus Graphics Copiers Lease	$3,917.15	
		$4,897.88	CT 25039478
Comcast Cable	Comcast Monthly Recurring Costs	$133.65	
		$133.65	CT 25039479
Constellation Newenergy Inc	Electricity Services 7.1.2022 - 6.30.2023	$58,178.33	
	Electricity Services 7.1.2022 - 6.30.2023	$9,470.89	
		$67,649.22	CT 25039480
Hernan Diaz Sirlopu	9.29-12.20.22 Open Mileage	$212.26	
		$212.26	CT 25039481
Michael Mcnutt	Pick up Clay, Santa Ana, CA	$19.34	
		$19.34	CT 25039482
Fabian Mendoza	Open Mileage 1.10-31.23	$57.38	
		$57.38	CT 25039483
Pacific Gas & Electric Company	Electricity Services 7.1.2022- 6.30.2023	$57.95	
	Electricity Services 7.1.2022 - 6.30.2023	$15.41	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
Bank Code: CT

Vendor Name	Description	Amount	Warrant
		$73.36	CT 25039484
Pacific Gas & Electric Company	Electricity Services 7.1.2022- 6.30.2023	$70.27	
	Electricity Services 7.1.2022 - 6.30.2023	$18.68	
		$88.95	CT 25039485
	Electricity Services 7.1.2022- 6.30.2023	$24.08	
	Electricity Services 7.1.2022 - 6.30.2023	$6.40	
		$30.48	CT 25039486
	Electricity Services 7.1.2022- 6.30.2023	$1,923.24	
	Electricity Services 7.1.2022 - 6.30.2023	$511.24	
		$2,434.48	CT 25039487
	Electricity Services 7.1.2022- 6.30.2023	$3,309.18	
	Electricity Services 7.1.2022 - 6.30.2023	$879.65	
		$4,188.83	CT 25039488
	Electricity Services 7.1.2022- 6.30.2023	$286.94	
	Electricity Services 7.1.2022 - 6.30.2023	$76.27	
		$363.21	CT 25039489
R&M Diesel Service & Towing LLC	R&M Labor for Truck Driving Class	$248.48	
	R&M Labor for Truck Driving Class	$248.48	
	R&M Labor for Truck Driving Class	$248.48	
	R&M Labor for Truck Driving Class	$248.48	
	Labor - Ford F800 Diesel 1997 RO#19900	$1,976.71	
	Parts	$3,740.41	
	Sublet- dismount and mount tires	$330.00	
	Disposal and Environmental	$22.50	
		$7,063.54	CT 25039490
Ignacio Ramirez Munoz	Open Mileage 10.1-12.23.22	$277.94	
		$277.94	CT 25039491
Chad Ruyle	Teacher Association Conf. Long Beach, CA	$699.59	
		$699.59	CT 25039492
Amy Silva	Open Mileage 1.23,25,30	$94.32	
		$94.32	CT 25039493
Mirian Solano	Open Mileage 9.23-12.19.22	$307.12	
		$307.12	CT 25039494
Christopher Sprecher	Open Mileage 1.23-30.23	$98.64	
		$98.64	CT 25039495
US Bank Corporate Payment System	Dominos Pizza - food for Study-A-Thon events	$210.44	
	Michaels Stores - supplies	$38.62	
	USPS Kiosk - postage stamps	$10.20	
	FBI Identification Record	$18.00	
	Chronicle of Higher Education Subscription	$189.00	
	Centro de Latino Services	$25.00	

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
Bank Code: CT

Vendor Name	Description	Amount	Warrant
US Bank Corporate Payment System	Kapwing Digital Subscription	$20.00	
	Facebook Ads Spanish Parent Awareness Campaign	$116.84	
	CCPRO 2023 Award Entries	$510.00	
	Google Photo Storage Annual Subscription	$29.99	
	Urbane Café Lunch for Nursing Position Interviews	$187.67	
	CheckR - Background Checks	$623.00	
	Costco Meeting Supplies	$173.59	
	Amazon Candy for LVC Halloween event	$12.99	
	Fattes Pizza food for Cash for College on 10.25.22	$30.44	
	Fattes Pizza food for Cash for College on 11.9.22	$30.44	
	Nipomo Pumpkin Patch field trip on 10.26.22	$168.00	
	Costco food for Pride Alliance field trip on 10.26	$21.64	
	Smart Final food for Bulldog Bound on 10.27.22	$531.22	
	Domino's Pizza food for Leadership class 10.26.22	$215.69	
	Taco Bell food for Cash for College 10.26.22	$30.43	
	AHC Bookstore Halloween costume contest prize	$180.00	
	Taco Bell food for Cash for College 10.27.22	$30.43	
	Albertson gift card purchase for Halloween costume	$125.00	
	Smart & Final Bulldog Bound Supplies 11.4.22	$204.69	
	Office Depot Bulldog Bound Supplies 11.4.22	$7.60	
	Fatte's Pizza food for Pride Aliance mtg 11.2.22	$103.51	
	Village Coffee Stop Shop Cafe food for workers	$422.72	
	Chipotle food for Cash for College 11.8.22	$109.62	
	Fatte's Pizza food for Pride Alliance mtg 11.9.22	$70.35	
	Fatte's Pizza food for Cash for College 11.15.22	$34.52	
	Fatte's Pizza food PCPA Student Night Out 11.16.22	$156.03	
	Fatte's Pizza food for Pride Alliance mtg 11.16.22	$106.23	
	Days Inn Student Shelter 11.16-11.17 for student	$117.60	
		$4,861.50	CT 25039496
Verizon Select Svc Inc	Long Distance and Toll Free Service Charges	$34.92	
		$34.92	CT 25039497
	Long Distance and Toll Free Service Charges	$0.40	
		$0.40	CT 25039498
Kevin Walthers	CCLC Conf. Sacramento, CA	$601.47	
		$601.47	CT 25039499
Aardvark Clay & Supplies, Inc	Cone 04 - 06: Raku Clay	$271.88	
	Cone 10: Bee Mix	$413.25	
	Cone 10: Long Beach	$174.00	
	Cone 10: Pomona	$174.00	
	Pallet Charge	$26.10	
		$1,059.23	CT 25039500
AC Designs	Deluxe Retractable Banner Stands	$2,938.97	
	Shipping	$127.40	
		$3,066.37	CT 25039501
Advantage ColorGraphics	Printing of 2023 Community News	$11,233.58	
	Sales Tax (8.75%) on approx 706 campus copies	$8.83	

Allan Hancock College

Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
Advantage ColorGraphics	Bulk Mail Prep Simplified Sat Approx 76,318 pieces	$566.59	
	Bulk Mail Prep Out of District Addressed Approx	$376.73	
	Delivery to SMPO and AHC Monday, January 9, 2023	$1,601.00	
		$13,786.73	CT 25039502
AHC - Auxiliary Corporation	General Fund Allocation to PCPA	$464,342.67	
		$464,342.67	CT 25039503
Airgas Usa Llc	Operational supplies LE Veh. 11-1-22 to 5-31-23	$31.10	
		$31.10	CT 25039504
All American Screen Printing Inc	AHC Pride Pin-Repeat Order Inv# 35714	$3,262.50	
	AHC Spike Pride Pin-New Order	$1,767.19	
		$5,029.69	CT 25039505
Stephanie Alvarado	Reimbursement for CAN-TRIO Staff Meeting Breakfast	$13.99	
	Reimbursement for CAN-TRIOs Welcome Back Event	$43.65	
		$57.64	CT 25039506
Amazon	Supplies for the Chem labs 07-01-22 thru 05-31-23	$30.92	
	Instructional Supplies July 7, 2022 - May 31, 2023	$91.21	
	MEDICAL SUPPLIES 09/01/22 - 05/31/23	$394.57	
	MEDICAL SUPPLIES 09/01/22 - 05/31/23	$80.42	
	Physics supplies Sept 1, 2022 thru May 31, 2023	$63.58	
	Operational Supplies 12-08-22 to 5-31-23	$50.74	
	Operational Supplies 12-08-22 to 5-31-23	$147.89	
	Instructional supplies for MESA & STEM Center	$808.65	
	Instructional supplies for MESA & STEM Center	$312.07	
	Instructional Supplies 1/26/2023-5/31/2023	$193.54	
	Instructional Supplies 07-05-22 to 05-31-23	$84.78	
	Instructional Supplies 07-05-22 to 05-31-23	$99.25	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.23	$55.33	
	Windsor Vac Motor, 36V, 2 Stage, Td 8.601-221.0	$169.32	
	Applied Behavioral Sciences Instructional Supplies	$119.93	
	ENVT Office Supplies 2/1/23 - 5/31/23	$49.78	
	Instructional Supplies for FASH and FCS program	$73.38	
	uni USB C to HDMI Cable 3ft	$57.76	
		$2,883.12	CT 25039507
American Business Machines	Staples for machines, Office supplies	$356.70	
	Canon imageRUNNER DX4725i Digital Copier, Printer,	$2,495.81	
	DADF-BA1 -- 3813C001AA	$478.50	
	Inner Finisher-J1 -- 1423C002AA	$753.64	
	Cabinet Type Q -- 2299C001AA	$106.58	
		$4,191.23	CT 25039508
American General Media Inc.	30-second Ad Promoting Spring Registration	$800.00	
		$800.00	CT 25039509
American Medical Response West	Stand by ambulance for Strawberry Bowl 11.26.22	$1,273.88	
		$1,273.88	CT 25039510

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Warrant Register

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Bank Code: CT

Vendor Name	Description	Amount	Warrant
Apex Auto Glass	Windshield per Invoice 30495	$227.29	
	Remove and Install	$150.00	
	Adhesive	$27.19	
		$404.48	CT 25039511
Apple Inc.	14-in MacBook Pro: Apple M2 Pro chip with 10-core	$2,010.79	
	Recycle Fee	$4.00	
	Mac Studio: Apple M1 Max 32-core GPU, 32GB Memory,	$2,347.91	
	Magic Keyboard with Touch ID for MAC #MK293LL/A	$162.04	
	Magic Mouse for Mac #MK2E3AM/A	$85.91	
	16-inch MacBook Pro-Space Gray	$83,493.90	
	3 Year AppleCare + for Schools 16 Inch MacBook Pro	$6,936.00	
	eWaste Recycling Fee	$120.00	
		$95,160.55	CT 25039512
B & B Steel & Supply	Instructional Supplies WLDT 11.1.22 thru 5.31.23	$1,076.63	
		$1,076.63	CT 25039513
Battery Systems Inc	Batteries for Alarm Panel CB12-105 12V, G27, 105AH	$2,009.51	
	Battery Fee	$12.00	
		$2,021.51	CT 25039514
Blackhawk Network, Inc	Subway Food cards for EOPS Students FAID# 32199	$10,000.00	
	Shipping	$21.25	
		$10,021.25	CT 25039515
Ashley Brackett	Employee reimbursement for surcharge cord	$17.27	
		$17.27	CT 25039516
Bremer Auto Parts	Operational Supplies for Fire Academy	$2.44	
		$2.44	CT 25039517
California Department Of Justice	Fingerprinting for CNA Spring 2023 class	$1,024.00	
		$1,024.00	CT 25039518
California Electric Supply	Electrical-Lighting Supplies, 07-01-22 thru	$427.71	
		$427.71	CT 25039519
Camarenas Tire	Tires for LE Veh. 07-05-22 to 05-31-2023	$3,227.78	
		$3,227.78	CT 25039520
CDW Government Inc	HP Laserjet Pro 4001dwe Wireless BW Printer	$335.48	
	HP Scanjet Pro n4000 snw1 Sheetfeed Scanner	$534.01	
	Dell Micro Form Factor All-in-One Stand MFS18	$1,954.43	
	Dell OptiPlex 3000 - micro - Core i5 12500T 2 GHz	$17,835.17	
	Dell P2423 - LED Monitor - 24"	$7,610.37	
	Recycling Fee 15" to less than 35"	$105.00	
		$28,374.46	CT 25039521
Central City Tool Supply	Instructional Supplies for WLDT Program	$69.00	
		$69.00	CT 25039522
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for AB 1.24.23-5.30.23	$39.19	
	Instructional Supplies for AB 1.24.23-5.30.23	$46.65	

Allan Hancock College

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Vendor Name	Description	Amount	Warrant
Custom Colors Auto Body Supplies, Inc.	Instructional Supplies for AB 1.24.23-5.30.23	$36.67	
		$122.51	CT 25039523
Brent Dionisio	Snacks Purchased for Bulldog Bow-Wow Event	$46.47	
		$46.47	CT 25039524
Duxbury Systems, Inc	Duxbury Braille Translator Item #C14-U-y3	$690.00	
		$690.00	CT 25039525
Federal Express Corp	Mailings for Acct #1104-8488	$11.55	
		$11.55	CT 25039526
Fisher Scientific Co Llc	Science Lab Supplies July 1, 2022-May 31, 2023	$51.20	
	Science Lab Supplies July 1, 2022-May 31, 2023	$35.91	
	Science Lab Supplies July 1, 2022-May 31, 2023	$136.40	
		$223.51	CT 25039527
Flinn Scientific Inc	Supplies for the Chem labs 07-01-22 thru 05-31-23	$39.64	
		$39.64	CT 25039528
Foodbank Of Santa Barbara County	Food for Food Share Because We Care 2022-2023	$1,170.37	
		$1,170.37	CT 25039529
Glowforge Inc.	EDU Premium 3 year plan Quote #D106818	$679.00	
		$679.00	CT 25039530
Graybar Electric	Werner 6 Ft Fiberglass Ladder 6206	$202.34	
	Werner 10 Ft Fiberglass Ladder 6310	$610.12	
		$812.46	CT 25039531
Guitar Center Stores, Inc	P-45 88-Key Weighted Action Digital Piano Black	$12,696.56	
		$12,696.56	CT 25039532
Hardy Diagnostics	Instructional supplies for Biology labs	$122.23	
		$122.23	CT 25039533
Scott Hashim	Reimbursement for Distilled Water	$11.90	
	CRV Fee	$1.00	
		$12.90	CT 25039534
Health Sanitation Services	Roll Off for 1-12-23 per Invoice 0070686-1082-8	$167.32	
	Green Yard Waste - Disposal Per Ton	$182.84	
		$350.16	CT 25039535
IParq / The Permit Store	System Fees For Permits, Citations and Accounting	$400.00	
		$400.00	CT 25039536
Irrigation Design & Construction LLC	SCh 80 Fittings and Pipe, Galvanized Fittings,	$361.37	
	Labor and Commissioning	$1,375.00	
		$1,736.37	CT 25039537
Kamran and Company, LLC	Refrigerated Merchandiser True Mfg	$3,675.98	

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Vendor Name	Description	Amount	Warrant
		$3,675.98	CT 25039538
Kaplan North America LLC	NIT Review Spring 2023 Cohort Nursing	$13,230.00	
		$13,230.00	CT 25039539
KCBX	15-second ad promoting AHC Fine Arts Complex Grand	$150.00	
		$150.00	CT 25039540
Kone Inc	Service Call - Bldg. K Elevator per Inv 1158467209	$124.37	
		$124.37	CT 25039541
Laerdal Medical Corp	On-Site Tech Service LLEAP 1 day, Upgrades	$2,094.00	
	LLEAP Software License Product #400-01050	$5,429.44	
	Navigating LLEAP - Site Purchase Virtual 2 hrs	$879.12	
		$8,402.56	CT 25039542
McMaster-Carr Supply Co.	Supplies Per Attached Quote No. 628291	$7,540.36	
	Supplies Per Attached Quote No. 628291	$176.35	
	Supplies Per Attached Quote No. 628291	$412.73	
	Supplies Per Attached Quote No. 628291	$701.01	
		$8,830.45	CT 25039543
Meathead Movers, Inc	Fine Arts Move	$3,066.75	
	Fine Arts Move -	$1,494.00	
	Additional Professional Moving Services	$1,002.00	
		$5,562.75	CT 25039544
Media Education Foundation	THEATERS OF WAR - DVD - SOCIOLOGY	$280.00	
	SHIPPING HANDLING	$10.98	
		$290.98	CT 25039545
Mission Linen Supply	Laundry Service for Auto Body Program	$21.65	
	Laundry Services for Auto Tech 7.1.22-6.30.23	$34.60	
	Laundry Services for Auto Tech 7.1.22-6.30.23	$34.60	
	Laundry Service for Auto Body Program	$21.65	
	Laundry Services for Auto Tech 7.1.22-6.30.23	$34.60	
		$147.10	CT 25039546
ODP Business Solutions LLC	Office Depot® Brand Small Bubble Cushioning, 3/16”	$86.34	
	Scotch® Heavy-Duty Shipping Packing Tape With	$114.01	
	Office Supplies 7.1.2022- 5.31.2023	$366.36	
	Office Supplies 7.1.2022- 5.31.2023	$586.74	
	Office Supplies 7.1.2022- 5.31.2023	$3.26	
	General Office Supplies for EOPS, CARE, NextUp,	$16.22	
	General Office Supplies for EOPS, CARE, NextUp,	$16.22	
	General Office Supplies for EOPS, CARE, NextUp,	$16.22	
	General Office Supplies for EOPS, CARE, NextUp,	$16.23	
	Office Supplies-08/01/2022-05/31/2023	$27.18	
	Office Supplies-08/01/2022-05/31/2023	$27.18	
	Instructional Supplies 7/05/2022-5/31/2023	$118.10	
	Instructional Supplies 7/05/2022-5/31/2023	$31.53	
	Office and Operational Supplies for the	$8.77	
	Operational Supplies 9-28-22 - 5-31-23	($148.36)	
	Office/Operational Supplies 7/20/22 - 12/31/22	$67.35	

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Vendor Name	Description	Amount	Warrant
ODP Business Solutions LLC	Instructional Supplies	$235.49	
	Copy Paper 8.5 x 11, 20lbs	$0.00	
	Copy Paper 8.5 x 11, 20lbs	$10,238.60	
	Pentel® e-Sharp™ Mechanical Pencils, 0.5 mm	$11.22	
	Epson® T277XL High-Yield Black Ink Cartridge	$54.35	
		$11,893.01	CT 25039547
Pasco Scientific	Resonance wire loop, item#SF-9405, quote#132840	$206.64	
	Shipping	$20.66	
		$227.30	CT 25039548
Portable Johns, Inc.	Rental-Servicing Portable Toilets and Hand Washing	$747.77	
		$747.77	CT 25039549
Adelina Pozos	Reimbursement for Adelina Pozos- Bulldog Bites	$790.82	
		$790.82	CT 25039550
ProCare Janitorial Supply, Inc.	Blade Squeegee Front Duro 40	$47.52	
	Blade Squeegee Rear Duro 40	$47.51	
		$95.03	CT 25039551
Quest Diagnostics	LABORATORY SERVICES FOR AHC STUDENTS	$7.88	
		$7.88	CT 25039552
Roebbelen Construction Management Services	AHC Fine Arts Project - Construction Management	$42,660.00	
		$42,660.00	CT 25039553
S/P2	Renewal S/P2 Automotive Service 1 Yr Subscription	$349.00	
		$349.00	CT 25039554
Santa Barbara City College	Cost-Reimbursement Subaward Agreement for LSAMP	$45,696.33	
		$45,696.33	CT 25039555
Santa Maria Times	Lompoc Record Annual Digital Subscription	$119.88	
		$119.88	CT 25039556
Santa Ynez Valley Star	Quarter-page Print Display Ad Promoting AHC Fine	$272.00	
	Digital Companion Ad 300px x 600 px to run	$300.00	
		$572.00	CT 25039557
Santa Ynez Valley Union High School District	INV23-00026 CREDIT STUDENT HEALTH FEES	($2,070.00)	
	Reimbursement Concur Enrol HIST 107	$9,000.00	
	Reimbursement Concur Enrol POLS 103	$3,000.00	
		$9,930.00	CT 25039558
SHI International Corp	StarTech 10Ft HDMI Cable HDMM10	$261.00	
	StarTech 12Ft HDMI Cable HDMM12	$261.00	
	StarTech 10Ft Computer Power Cord PXT1011010PK	$274.05	
	StarTech 15Ft Computer Power Cord PXT10115	$261.00	
	StarTech 7 Port USB 3.0 Hub ST7300U3M	$1,500.75	
	Ortronics Cat6A 15Ft Patch Cable White MC6A15-09	$565.50	
	Ortronics Cat6A 25Ft Patch Cable White MC6A25-09	$443.70	

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Vendor Name	Description	Amount	Warrant
		$3,567.00	CT 25039559
Simplynas	QNAP 18-Bay 2U rackmount NAS	$6,840.00	
	QNAP RAIL KIT	$99.00	
	Network Attached Storage Burn in Testing	$145.00	
	Shipping	$89.90	
		$7,173.90	CT 25039560
SLO Pest And Termite	Pest Control for Ants per Invoice 33602	$125.00	
		$125.00	CT 25039561
SLO Safe Ride	Bus Service - AHC Swim Team, Feb. 2-4, 2023	$8,326.00	
		$8,326.00	CT 25039562
Smart & Final	Snacks for UTC Workshops	$45.41	
	Snacks for UTC Workshops	$25.37	
	Lunch Locker - Food Supplies 10/4/2022- 12/30/2022	$21.73	
	Lunch Locker - Food Supplies 10/4/2022- 12/30/2022	$235.91	
	Lunch Locker - Food Supplies 10/4/2022- 12/30/2022	$408.19	
	Lunch Locker - Food Supplies 10/4/2022- 12/30/2022	$619.40	
	Lunch Locker - Food Supplies 10/4/2022- 12/30/2022	$192.97	
	LVC Lunch Locker Food Supplies 11.9.22- 06.30.23	$175.37	
	LVC Lunch Locker Food Supplies 11.9.22- 06.30.23	$459.92	
		$2,184.27	CT 25039563
	CA Instructional Supplies	$424.68	
	CA Instructional Supplies	$19.56	
	Instructional Supplies for Culinary Arts	$96.73	
		$540.97	CT 25039564
Sport & Cycle Team Athletics Inc	Ws Graphite AF Gametime Vneck Jersey	$1,377.82	
	Ws Graphite AF Knicker Pant	$1,816.30	
	Ws White AF Faux Placket Showtime Jersey	$1,847.62	
	Ws White AF Knicker Pant	$1,816.30	
	Ms Royal AF Long Sleeve Training Shirt	$986.32	
	Shipping	$243.17	
	CUSTOM T-SHIRT FULL PRINT FRONT AND BACK	$5,573.44	
	SHIPPING	$408.55	
		$14,069.52	CT 25039565
St. Joseph High School	Reimbursement Concur Enrol Hist 107	$6,000.00	
	Reimbursement Concur Enrol Pols 103	$6,000.00	
		$12,000.00	CT 25039566
St. Mary Of The Assumption School	Basic Needs Emergency Gifts Cards- Visa	$250.00	
	Basic Needs Emergency Gift Cards- Visa	$5,400.00	
	Basic Needs Emergency Gift Cards- Visa	$4,200.00	
		$9,850.00	CT 25039567
Strata Information Group	DBA and ODS Consulting Services	$4,000.00	
	Consulting Support Services for Degree Works,	$400.00	

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Vendor Name	Description	Amount	Warrant
		$4,400.00	CT 25039568
Subway	Cash for College food for McKenzie Jr high School	$56.79	
	1 dozen of cookies	$8.59	
		$65.38	CT 25039569
Sweetwater Sound Inc.	Yamaha LC4 Modular Music Lab System	$3,479.99	
	Yamaha LC4 8-Student Lab Expansion	$4,349.98	
		$7,829.97	CT 25039570
T9 Mastered	Title IX Investigators Training Invoice 00012	$20,921.88	
		$20,921.88	CT 25039571
Bridget Tate	Reimburse for Work Boots	$173.99	
		$173.99	CT 25039572
Taylor Music, Inc	New Bach Classic Trumpet Silver Plated Mouthpiece	$124.00	
	New Bach Classic Trumpet Silver Plated Mouthpiece	$124.00	
	New Bach Classic Trumpet Silver Plated Mouthpiece	$124.00	
	New Holton Farkas Silver Plated French Horn	$372.00	
	New Bach Classic Trombone Small Mouthpiece 6.5AL,	$158.00	
	New Bach Classic Trombone Large Mouthpiece 6.5AL,	$316.00	
	New Bach Classic Trombone Large Mouthpiece 5G,	$158.00	
	New Conn Helleberg Tuba Silver Plated Mouthpiece	$180.00	
	New Bach Classic Tuba Silver Plated Mouthpiece 22,	$196.00	
	New Luyben Clarinet Cap & Ligature Black	$99.95	
	New Rovner Bb Clarinet Ligature Dark, Item #1R	$96.00	
	New Rovner Bass Clarinet Ligature Dark, Item #3RL	$96.00	
	New Rovner Alto Saxophone Ligature Dark, Item #1RL	$96.00	
	New Rovner Bari Sax Ligature Dark, Item #3R	$96.00	
	New McAdams Instruments 40 Metronome	$995.00	
		$3,230.95	CT 25039573
The Golf Warehouse LLC	Easton Ghost Adv FP Bat Quote# PKROPF	$1,606.78	
	Easton Ghost Adv FP Bat (-10) 34in 24oz,	$535.60	
	Shipping	$10.00	
		$2,152.38	CT 25039574
The Lincoln Electric Company	Instructional Supplies for WLDT, 7.01.22-5.31.23	$1,078.31	
	Instructional Supplies for WLDT, 7.01.22-5.31.23	$606.50	
		$1,684.81	CT 25039575
Trojan Petroleum, Inc	Gasoline Purchases, 07-01-22 thru 6-30-23	$7,129.63	
		$7,129.63	CT 25039576
Uline Inc	Bindery Supplies, Lamination	$786.23	
		$786.23	CT 25039577
Urbane Cafe	Food for faculty, staff and students at CSUCI	$161.93	
	Gratuity	$16.20	
		$178.13	CT 25039578
Virtual Vri	TypeWell Services	$1,652.00	
	Technology Fee *ADD LINE ITEM ON 2/10/23*	$15.00	

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Vendor Name	Description	Amount	Warrant
		$1,667.00	CT 25039579
Vital Records Control	Shredding Service for Counseling Office	$95.00	
	Confidential 32 Gal Bin, Picked up and Shredded	$124.81	
		$219.81	CT 25039580
VTC Enterprises	CASS Certification and NCOA Updates to Fine Arts	$26.54	
		$26.54	CT 25039581
Santa Antonio Antonio	Manual Refund Submitted	$150.00	
		$150.00	CT 25039582
Domingo Arguello	Manual Refund Submitted	$500.00	
		$500.00	CT 25039583
Selena Benautez	Manual Refund Submitted	$150.00	
		$150.00	CT 25039584
Claudia Boyle	Manual Refund Submitted	$20.00	
		$20.00	CT 25039585
Emily Bradbury	Manual Refund Submitted	$284.00	
		$284.00	CT 25039586
Luz Bravo Vargas	Manual Refund Submitted	$200.00	
		$200.00	CT 25039587
Janice Brown	Manual Refund Submitted	$150.00	
		$150.00	CT 25039588
Judy Cannon	Manual Refund Submitted	$150.00	
		$150.00	CT 25039589
Regina Ceja	Manual Refund Submitted	$150.00	
		$150.00	CT 25039590
Reina Chavez	Manual Refund Submitted	$300.00	
		$300.00	CT 25039591
Melissa Cruz	Manual Refund Submitted	$170.00	
		$170.00	CT 25039592
Natividad Cruz Balderas	Manual Refund Submitted	$150.00	
		$150.00	CT 25039593
Lucy Davey	Manual Refund Submitted	$150.00	
		$150.00	CT 25039594
Pedro De La Palma	Manual Refund Submitted	$200.00	
		$200.00	CT 25039595
Rosa Delacruz	Manual Refund Submitted	$150.00	
		$150.00	CT 25039596
Camilo Delgadillo	Manual Refund Submitted	$150.00	
		$150.00	CT 25039597
Maria Diaz Bejar	Manual Refund Submitted	$150.00	

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Vendor Name	Description	Amount	Warrant
		$150.00	CT 25039598
Alfonso Diaz De La Cruz	Manual Refund Submitted	$150.00	
		$150.00	CT 25039599
Phillip Dixon	Manual Refund Submitted	$25.00	
	Manual Refund Submitted	$837.00	
		$862.00	CT 25039600
Adriana Engelbrecht	Manual Refund Submitted	$163.00	
		$163.00	CT 25039601
Maria Espinoza	Manual Refund Submitted	$150.00	
		$150.00	CT 25039602
Angelena Estrada	Manual Refund Submitted	$222.00	
		$222.00	CT 25039603
Hilaria Feliciano	Manual Refund Submitted	$150.00	
		$150.00	CT 25039604
Jose Flores Pinon	Manual Refund Submitted	$150.00	
		$150.00	CT 25039605
Jesus Garcia	Manual Refund Submitted	$500.00	
		$500.00	CT 25039606
Jose Garcia	Manual Refund Submitted	$100.00	
		$100.00	CT 25039607
Melanie Garcia	Manual Refund Submitted	$100.00	
		$100.00	CT 25039608
Florencio Garcia Hernandez	Manual Refund Submitted	$150.00	
		$150.00	CT 25039609
Jose Alberto Garcia Hernandez	Manual Refund Submitted	$150.00	
		$150.00	CT 25039610
Fernando Gaytan	Manual Refund Submitted	$150.00	
		$150.00	CT 25039611
Francis Gerardi	Manual Refund Submitted	$150.00	
		$150.00	CT 25039612
Dale Gillaspy	Manual Refund Submitted	$232.00	
		$232.00	CT 25039613
Iris Gomez	Manual Refund Submitted	$150.00	
		$150.00	CT 25039614
Nancy Gomez	Manual Refund Submitted	$100.00	
		$100.00	CT 25039615
Veronica Gomez	Manual Refund Submitted	$200.00	
		$200.00	CT 25039616
Dorian Gonzalez	Manual Refund Submitted	$150.00	

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Vendor Name	Description	Amount	Warrant
		$150.00	CT 25039617
Panfilo Gonzalez De La Cruz	Manual Refund Submitted	$150.00	
		$150.00	CT 25039618
Concepcion Gonzalez Perez	Manual Refund Submitted	$300.00	
		$300.00	CT 25039619
Julia Grijalva De Rosas	Manual Refund Submitted	$150.00	
		$150.00	CT 25039620
Antonio Guzman Ojeda	Manual Refund Submitted	$150.00	
		$150.00	CT 25039621
Orellana Harmon	Manual Refund Submitted	$235.00	
		$235.00	CT 25039622
Jocelyn Hernandez	Manual Refund Submitted	$100.00	
		$100.00	CT 25039623
Hector Emiliano Hinojosa Cano	Manual Refund Submitted	$150.00	
		$150.00	CT 25039624
Bev Hoebel	Manual Refund Submitted	$150.00	
		$150.00	CT 25039625
Kari Humann	Manual Refund Submitted	$163.00	
		$163.00	CT 25039626
Irene Hurtado	Manual Refund Submitted	$150.00	
		$150.00	CT 25039627
Casey Irons	Manual Refund Submitted	$303.00	
		$303.00	CT 25039628
Teresa Juarez	Manual Refund Submitted	$200.00	
		$200.00	CT 25039629
Ashley Keener	Manual Refund Submitted	$138.00	
		$138.00	CT 25039630
Anthony Lopez	Manual Refund Submitted	$100.00	
		$100.00	CT 25039631
Crystal Marquez	Manual Refund Submitted	$100.00	
		$100.00	CT 25039632
Francine Martinez	Manual Refund Submitted	$70.50	
		$70.50	CT 25039633
Angela Mendez	Manual Refund Submitted	$500.00	
		$500.00	CT 25039634
Gilberto Navarro	Manual Refund Submitted	$200.00	
		$200.00	CT 25039635
James Palmer	Manual Refund Submitted	$163.00	

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Vendor Name	Description	Amount	Warrant
		$163.00	CT 25039636
Maribel Quebrado	Manual Refund Submitted	$500.00	
		$500.00	CT 25039637
James Robinson	Manual Refund Submitted	$1,681.00	
		$1,681.00	CT 25039638
Trinity Scott	Manual Refund Submitted	$138.00	
		$138.00	CT 25039639
Daniel Smith	Manual Refund Submitted	$140.00	
		$140.00	CT 25039640
Sarah Stacy	Manual Refund Submitted	$166.00	
		$166.00	CT 25039641
Lina Velez Martinez	Manual Refund Submitted	$500.00	
		$500.00	CT 25039642
City Of Santa Maria	Disposal Site Landfill	$147.00	
		$147.00	CT 25039643
Columbia Business Center Partners Lp	Lease of 890 E Stowell CBC Base Rent Lease	$25,183.00	
		$25,183.00	CT 25039644
Comcast Cable	Comcast Monthly Recurring Costs	$241.61	
		$241.61	CT 25039645
Constellation Newenergy Inc	Electricity Services 7.1.2022 - 6.30.2023	$4.02	
	Electricity Services 7.1.2022 - 6.30.2023	$0.66	
		$4.68	CT 25039646
	Electricity Services 7.1.2022 - 6.30.2023	$62.85	
	Electricity Services 7.1.2022 - 6.30.2023	$10.23	
		$73.08	CT 25039647
Weston Guerra	Open Mileage 8.12-10.07.22	$65.25	
		$65.25	CT 25039648
Pacific Gas & Electric Company	Electricity Services 7.1.2022- 6.30.2023	$109.60	
	Electricity Services 7.1.2022 - 6.30.2023	$29.13	
		$138.73	CT 25039649
Greg Pensa	ACCT Community College Summit Washington DC	$2,676.60	
		$2,676.60	CT 25039650
Southern California Gas Co	Gas Supply 7.1.2022 - 6.30.2023	$56,851.03	
	Gas Supply 7.1.2022-6.30.2023	$11,644.19	
		$68,495.22	CT 25039651
Kevin Walthers	ACCT Community College Summit Washington DC	$2,570.40	
		$2,570.40	CT 25039652
Yondoo Broadband, LLC	Yondoo Broadband to Provide Turn-Key	$230.00	

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Vendor Name	Description	Amount	Warrant
		$230.00	CT 25039653
Alpha Electrical Service	Nursery Lift Station Repairs per Quote 1810AHCO -	$2,796.00	
	Labor Charges	$5,118.00	
	Shipping Charges	$62.00	
		$7,976.00	CT 25039654
Amazon	OFFICE SUPPLIES; VALID 7-1-2022 THRU 5-31-2023	$41.04	
	Instructional supplies for Biology Labs	$31.51	
	SEAP Library Books, Effective 7/1/22 - 5/31/23	$137.17	
	LVC Library Books 8.30.22 - 5.31.23	$139.82	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.23	$206.61	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.23	$53.28	
	Supplies for the Chem labs 07-01-22 thru 05-31-23	$274.03	
	Student Materials 07-05-22 to 05-31-23	$212.37	
	Instructional Supplies July 1, 2022-May 31, 2023	$56.02	
	Instructional Supplies July 1, 2022-May 31, 2023	$31.99	
	OFFICE-OPERATIONAL SUPPLIES, 8-29-22 TO 5-31-23	$286.33	
	OFFICE-OPERATIONAL SUPPLIES, 8-29-22 TO 5-31-23	$274.12	
	Student Materials 1-13-23 thru 05-31-23	($23.94)	
		$1,720.35	CT 25039655
B&H Photo Video	MSI GeForce RTX 3050 8GB Graphics Card G3050V2X8C	$973.82	
	Mount-It Full Motion Dual Monitor Mount MI-2752	$285.36	
		$1,259.18	CT 25039656
BMI Supply	CHAUVET Ovation E-910FC Profile Spot	$9,134.99	
	ETC S4 36 E.D. Lens Tube - #436EDLT	$1,696.50	
	CHAUVET Ovation E-910FC IP Profile Spot	$12,267.00	
	ETC S4 36 E.D. Lens Tube - #436EDLT	$1,131.00	
	ETC 50 LED Specific EDLT Black #LED50LT	$652.50	
	Shipping	$140.17	
		$25,022.16	CT 25039657
Bremer Auto Parts	Parts-tools for LE veh. 07-5-22 to 05-31-23	$41.06	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	$47.83	
	Parts-tools for LE veh. 07-5-22 to 05-31-23	$39.12	
	Operational Supplies for Fire Academy	$32.05	
		$160.06	CT 25039658
CALM	LADIES GET LOUD EVENT - INSPIRE SPONSOR	$2,000.00	
		$2,000.00	CT 25039659
Carolina Biological	Instructional supplies for Biology labs	$488.36	
		$488.36	CT 25039660
College Source Inc	Extension of College Source TES Campus Access	$9,103.34	
		$9,103.34	CT 25039661
CWDL, CPAs	21-22 Audit HEERF Final 100%. Invoice #5429.	$5,000.00	
		$5,000.00	CT 25039662
Dept Of Forestry & Fire Protection	CERT Training Fire Fighter 2A: Structure	$1,650.00	

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Vendor Name	Description	Amount	Warrant
		$1,650.00	CT 25039663
Dept Of Forestry & Fire Protection	CERT Training: Fire Fighter 1A Structure	$3,300.00	
		$3,300.00	CT 25039664
	FSTEP Training: Fire Control 3 Structural Fire	$1,800.00	
		$1,800.00	CT 25039665
Erika Dominguez Escobar	Reimburse for Livescan - Children's Ctr.	$94.00	
		$94.00	CT 25039666
Earth Systems Pacific	Concrete Sampling and Testing	$535.00	
	Masonry Sampling, Testing, and Inspection -	$152.00	
	Masonry Sampling, Testing, and Inspection -	$743.00	
	Report Preparation and Project Supervision	$615.00	
		$2,045.00	CT 25039667
Edwards Construction Group, Inc	Construction for Service Site Development for the	$49,938.62	
	Change Order #01 to Install New Conductors and	$20,732.05	
		$70,670.67	CT 25039668
Fatte's Pizza of Santa Maria	Food Purchase for Men's Support Group Kick-Off	$125.03	
	Delivery Fee	$6.00	
		$131.03	CT 25039669
Fisher Scientific Co Llc	HYD PEROXIDE 30%-35% 500ML Quote#3025-5669-30	$191.66	
	POTASSIUM IODIDE GRAN 500G LG	$114.58	
	FB ECONOMY CHEM SPLSH GOGGLE	$29.06	
	FUEL SURCHARGE	$8.70	
		$344.00	CT 25039670
Foodbank Of Santa Barbara County	Food for Food Share Because We Care 2022-2023	$266.54	
		$266.54	CT 25039671
	Food for Food Share Because We Care 2022-2023	$1,232.07	
		$1,232.07	CT 25039672
Hardy Diagnostics	S. agalactiae, #0436P	$54.70	
		$54.70	CT 25039673
Home Motors	Labor- Repairs on 2015 Chevrolet Colorado.	$518.00	
	Replacement Part- Control	$217.41	
		$735.41	CT 25039674
Christina Koob	Reimbursement for Work Boots-Amazon	$173.99	
		$173.99	CT 25039675
Municipal Emergency Services Inc	Cylinder and Valve Assy Carb, 30 Min, 4500 psig	$28,663.35	
	Shipping	$150.00	
		$28,813.35	CT 25039676
Niles Biological	Instructional Supplies for Biology labs	$36.70	
	Instructional Supplies for Biology labs	$54.59	

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Vendor Name	Description	Amount	Warrant
Niles Biological	Instructional Supplies for Biology labs	$49.18	
	Instructional Supplies for Biology labs	$40.38	
		$180.85	CT 25039677
ODP Business Solutions LLC	OFFICE SUPPLIES OPEN UNTIL 05.30.23	$68.57	
	Operational Supplies 9-28-22 - 5-31-23	$192.06	
	Operational Supplies 9-28-22 - 5-31-23	$51.96	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.23	$157.08	
	INSTRUCTIONAL SUPPLIES OPEN UNTIL 5.31.23	$132.54	
	Office Supplies, July 1, 2022-May 31, 2023	$116.04	
	operational supplies for Basic Needs Center	$679.96	
	operational supplies for Basic Needs Center	$58.05	
	Instructional supplies, July 1, 2022-May 31, 2023	$33.59	
	Instructional supplies, July 1, 2022-May 31, 2023	$52.99	
		$1,542.84	CT 25039678
Orcutt Children's Arts Foundation Inc.	TICKETS TO FOUNDATION GALA	$250.00	
		$250.00	CT 25039679
Orcutt Union School District	CREDIT FOR STUDENT HEALTH FEES FALL 2022	($6,233.00)	
	Reimbursement Concur Enrol ECS 100	$6,000.00	
	Reimbursement Concur Enrol HIST 101, 107	$18,000.00	
	Reimbursement Concur Enrol PROD 301	$9,000.00	
		$26,767.00	CT 25039680
Pasco Scientific	PS-2155 Type K Thermocouple	$217.50	
	Shipping	$14.14	
		$231.64	CT 25039681
Pellenc America, Inc	Prepuner Head PLD Multiviti Disco (SN: 23V025)1033	$12,573.68	
	PSA MV 20 Frame 20 Multiviti (SN: 44V014)	$12,841.20	
	Installation PSR - Invoice # PSR-20885	$1,631.25	
		$27,046.13	CT 25039682
Pocket Nurse Enterprises Inc	Catheter IV 22G x 1IN	$915.76	
	IV Extension Set Luer Lock	$346.91	
	PosiFlush Pre-filled Syringe Saline Normal 10ML	$412.16	
	Port Needle Set Y Inject 20Gx20MM 8IN	$516.02	
	Demo Dose Metoproll Tar Lopressr 1mg 5mL	$25.99	
	Demo Dose Morphin Sulfat 10mg 1mL	$38.93	
	Shipping	$25.99	
		$2,281.76	CT 25039683
R&M Diesel Service & Towing LLC	R&M Labor for Truck Driving Class	$326.81	
	R&M Labor for Truck Driving Class	$514.36	
		$841.17	CT 25039684
San Luis Obispo County Community College District	Cost-Reimbursement Subaward Agreement for	$1,490.64	
		$1,490.64	CT 25039685
Santa Maria Firefighters Benevolent Foundation	GOLF TOURNAMENT SPONSORSHIP	$2,750.00	

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Vendor Name	Description	Amount	Warrant
		$2,750.00	CT 25039686
Santa Maria Police Council	CORPORATE SPONSORSHIP	$2,500.00	
		$2,500.00	CT 25039687
Save Mart Supermarkets	Food Supplies for Children Cntr 12-1-22 to 6-30-23	$419.48	
	Food Supplies for Children Cntr 12-1-22 to 6-30-23	$257.81	
		$677.29	CT 25039688
Smart & Final	Lunch Locker - Food Supplies 10/4/2022- 12/30/2022	$398.69	
	Lunch Locker - Food Supplies 10/4/2022- 12/30/2022	$312.00	
	Instructional supplies for Biology Labs	$11.21	
	Instructional supplies for Biology Labs	$5.01	
		$726.91	CT 25039689
	Food for childrens center 9-1-22 to 6-30-23	$193.44	
	Food for childrens center 9-1-22 to 6-30-23	$106.70	
	Food for childrens center 9-1-22 to 6-30-23	$166.45	
		$466.59	CT 25039690
Sousa Tire Service	Tire Recycling for LE Veh. 07-05-22 to 05-31-23	$36.00	
		$36.00	CT 25039691
Sport & Cycle Team Athletics Inc	W's AF Showtime 2 Compression Singlet Quote #7379	$626.27	
	M's AF Showtime 2 Compression Singlet	$1,252.54	
	W's 4" Inseam Shorty Compression Short	$195.64	
	M's 10" Inseam St Pace Compression Short	$397.92	
	W's Dri-Fit Type Tee	$282.53	
	M's Dri-Fit Type Tee	$423.80	
	Shipping	$159.14	
		$3,337.84	CT 25039692
Subway	Food Purchase for UTC TAG Workshop Event	$157.84	
		$157.84	CT 25039693
Sysco Food Services Of Ventura	Food Supplies Children's Center	$74.00	
		$74.00	CT 25039694
Templeton Uniforms Llc	LIONS SHIRT 1540 (Sales Receipt #HELD)	$1,022.79	
		$1,022.79	CT 25039695
The Supply Cache Inc	Practice Fire Shelter (New Generation), Anchor	$2,015.90	
	Shipping & Handling	$80.95	
		$2,096.85	CT 25039696
Tom Little Inspections	Additional Inspection and Fees for the Fine Arts	$7,200.00	
		$7,200.00	CT 25039697
Trace Analytics, LLC	Shipping & Handling	$25.26	
	Routine Analysis	$690.64	
		$715.90	CT 25039698
Tropics	Aquarium Service	$300.00	

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Vendor Name	Description	Amount	Warrant
		$300.00	CT 25039699
United Parcel Service	UPS Charges, 7-1-22 thru 6-30-23	$42.62	
		$42.62	CT 25039700
US Bank Corporate Payment System	MASON BAR	$50.00	
	AMAZON	$76.72	
	CCCAA	$361.79	
	WALMART	$82.64	
	OFFICE DEPOT	$163.20	
	ALPHO	$179.38	
	CUPS AND CRUMBS	$150.00	
	DOMINOS PIZZA	$81.72	
	Smart Final snacks for National Voting	$125.41	
	Fatte's Pizza food for Pride Aliance mtg 9.28.22	$106.23	
	OTC Brands Inc. supplies for Hispanic	$561.66	
	El Pollo Loco food for Cash for College	$52.18	
	Smart Final Snacks for Bulldog Bound	$237.14	
	Amazon Outreach Supplies	$91.34	
	Walmart Supplies for Hispanic Heritage Celebration	$57.27	
	El Pollo Loco food for Cash for College 10.6.22	$52.18	
	Fattes Pizza food for Cash for College on 10.6.22	$65.23	
	Michaels Store Supplies for Pride Alliance for	$22.79	
	El Pollo Loco food for Cash for College on10.11.22	$52.18	
	El Pollo Loco food for Cash for College on10.11.22	$52.18	
	Smart Final purchase of waters for events for	$359.50	
	Fattes Pizza food for Pride Alliance mtg 10.5.22	$106.23	
	Walmart Office Supplies for LVC	$52.17	
	Fattes Pizza food for Bulldog Bound Workers	$132.33	
	Walmart LVC Outreach Office Supplies	$82.42	
	Walmart LVC Outreach Supplies	$102.37	
	Smart & Final snacks for Outreach Events	$168.14	
	Amazon snacks for Outreach Event	$29.48	
	Amazon Outreach event supplies	$13.04	
	Amazon Outreach Retention event supplies	$211.24	
	OTC Brands Inc Supplies Outreach/Retention events	$232.48	
	Fattes Pizza food for Cash for College 10.12.22	$68.62	
	OTC Brands Inc Supplies for Outreach/Retention	$51.66	
	Amazon Candy for Retention/Outreach events	$19.18	
	Crowne Plaza San Francisco Airport	$313.78	
	Fattes Pizza food for Pride alliance mtg 10.12.22	$106.23	
	Panda Express food for Cash for College	$117.45	
	OTC Brands Supplies for Outreach/Retention events	$130.01	
	OTC Brands LVC Outreach/Retention supplies	$159.16	
	El Pollo Loco food for Cash for College	$65.23	
	El Pollo Loco food for Cash for College	$78.27	
	Amazon LVC Outreach/Retention event Candy	$7.49	
	Amazon LVC Outreach/Retention event supplies	$191.50	
	Amazon LVC Outreach/Retention event supplies	$89.97	
	Amazon LVC Outreach/Retention event supplies	$8.32	
	Fatte's Pizza food for Cash for College	$33.71	

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Vendor Name	Description	Amount	Warrant
US Bank Corporate Payment System	El Pollo Loco food for Cash for College	$52.18	
	Popeye's food for Leadership Class	$81.03	
	Popeye's food for Cash for Leadership Class	$87.89	
	Costco Pride Alliance snacks for Outreach Events	$164.47	
	Positive Psychology.com, purchase of workbook	$91.00	
	San Diego Mission Bay parking CCCSAA Conference	$40.00	
	San Diego Mission Bay parking CCCSAA Conference	$40.00	
	San Diego Mission Bay Rollaway CCCSAA Conference	$33.82	
	San Diego Mission Bay CCCSAA Conference in	$10.78	
		$6,152.39	CT 25039701
Keith Albertson	Manual Refund Submitted	$100.00	
		$100.00	CT 25039702
Raul Alejo	Manual Refund Submitted	$150.00	
		$150.00	CT 25039703
Colton Bachinski	Manual Refund Submitted	$100.00	
		$100.00	CT 25039704
Amberlee Balderas Sanchez	Manual Refund Submitted	$1.00	
		$1.00	CT 25039705
Daniela Barajas	Manual Refund Submitted	$100.00	
		$100.00	CT 25039706
Aliya Baray	Manual Refund Submitted	$100.00	
		$100.00	CT 25039707
Daniel Barnett	Manual Refund Submitted	$100.00	
		$100.00	CT 25039708
Heather Beresford	Manual Refund Submitted	$100.00	
		$100.00	CT 25039709
Sarah Biddle	Manual Refund Submitted	$100.00	
		$100.00	CT 25039710
Lisbeth Bravo Mendoza	Manual Refund Submitted	$500.00	
		$500.00	CT 25039711
Brianna Buentiempo	Manual Refund Submitted	$150.00	
		$150.00	CT 25039712
Kaitlyn Burnell	Manual Refund Submitted	$100.00	
		$100.00	CT 25039713
Diana Cabrera	Manual Refund Submitted	$100.00	
		$100.00	CT 25039714
Bella Callahan	Manual Refund Submitted	$100.00	
		$100.00	CT 25039715
Jacquelyn Calvillo	Manual Refund Submitted	$176.49	

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Vendor Name	Description	Amount	Warrant
		$176.49	CT 25039716
Clare Cantus	Manual Refund Submitted	$100.00	
		$100.00	CT 25039717
Louis Caric	Manual Refund Submitted	$100.00	
		$100.00	CT 25039718
Joseph Ceja	Manual Refund Submitted	$100.00	
		$100.00	CT 25039719
Cinthia Chavira	Manual Refund Submitted	$250.00	
		$250.00	CT 25039720
Colby Cochrane	Manual Refund Submitted	$250.00	
		$250.00	CT 25039721
Ana Contreras	Manual Refund Submitted	$500.00	
		$500.00	CT 25039722
Ma Berenice Cortez Pineda	Manual Refund Submitted	$500.00	
		$500.00	CT 25039723
Joaquin Cruz	Manual Refund Submitted	$100.00	
		$100.00	CT 25039724
Juliana Cruz	Manual Refund Submitted	$1,292.00	
		$1,292.00	CT 25039725
Dara Dellone	Manual Refund Submitted	$100.00	
		$100.00	CT 25039726
Dannah Dizayee	Manual Refund Submitted	$1,298.00	
		$1,298.00	CT 25039727
Clinton Draper	Manual Refund Submitted	$200.00	
		$200.00	CT 25039728
Daniel Ensing	Manual Refund Submitted	$250.00	
		$250.00	CT 25039729
Ana Espinoza	Manual Refund Submitted	$150.00	
		$150.00	CT 25039730
Guadalupe Evaristo	Manual Refund Submitted	$300.00	
		$300.00	CT 25039731
Rosali Flores	Manual Refund Submitted	$811.00	
		$811.00	CT 25039732
Alyssa Flynn	Manual Refund Submitted	$100.00	
		$100.00	CT 25039733
Noi Garcia	Manual Refund Submitted	$100.00	
		$100.00	CT 25039734
Everardo Garcia Hernandez	Manual Refund Submitted	$100.00	

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Vendor Name	Description	Amount	Warrant
		$100.00	CT 25039735
Rodolfo Garcia-Alvarado	Manual Refund Submitted	$100.00	
		$100.00	CT 25039736
Rocco Giammattei	Manual Refund Submitted	$100.00	
		$100.00	CT 25039737
Chad Giesmann	Manual Refund Submitted	$100.00	
		$100.00	CT 25039738
Nezrin Hasanly	Manual Refund Submitted	$100.00	
		$100.00	CT 25039739
Wilbertho Hernandez	Manual Refund Submitted	$1,161.00	
		$1,161.00	CT 25039740
Erica Hernandez Hernadez	Manual Refund Submitted	$1,350.00	
		$1,350.00	CT 25039741
Destiny Herrera	Manual Refund Submitted	$200.00	
		$200.00	CT 25039742
Gabriel Hirzel	Manual Refund Submitted	$250.00	
		$250.00	CT 25039743
Alexander Ives	Manual Refund Submitted	$100.00	
		$100.00	CT 25039744
Devin Jackson	Manual Refund Submitted	$1,500.00	
		$1,500.00	CT 25039745
Noah Jackson	Manual Refund Submitted	$100.00	
		$100.00	CT 25039746
Zachariah Johnson	Manual Refund Submitted	$1,723.00	
		$1,723.00	CT 25039747
Joanna Juarez- Alonso	Manual Refund Submitted	$150.00	
		$150.00	CT 25039748
Dakota Ladow	Manual Refund Submitted	$250.00	
		$250.00	CT 25039749
Raymond Lambert	Manual Refund Submitted	$100.00	
		$100.00	CT 25039750
Reagan Ledford	Manual Refund Submitted	$250.00	
		$250.00	CT 25039751
Brandon Leekins	Manual Refund Submitted	$100.00	
		$100.00	CT 25039752
Rick Levasheff	Manual Refund Submitted	$100.00	
		$100.00	CT 25039753
Angel Lopez	Manual Refund Submitted	$100.00	

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Vendor Name	Description	Amount	Warrant
		$100.00	CT 25039754
Jesus Lopez	Manual Refund Submitted	$200.00	
		$200.00	CT 25039755
Jonathan Lopez	Manual Refund Submitted	$150.00	
		$150.00	CT 25039756
Justine Lopez	Manual Refund Submitted	$1.00	
		$1.00	CT 25039757
Symon Malone	Manual Refund Submitted	$100.00	
		$100.00	CT 25039758
Ruben Manzanarez	Manual Refund Submitted	$606.00	
		$606.00	CT 25039759
Dena Markstone	Manual Refund Submitted	$100.00	
		$100.00	CT 25039760
Chloe Martinez	Manual Refund Submitted	$100.00	
		$100.00	CT 25039761
Hugo Martinez Barcenas	Manual Refund Submitted	$4,310.00	
		$4,310.00	CT 25039762
Joseph Mcdonough	Manual Refund Submitted	$250.00	
		$250.00	CT 25039763
Garrett Mcdowell	Manual Refund Submitted	$150.00	
		$150.00	CT 25039764
Timothy Meske	Manual Refund Submitted	$100.00	
		$100.00	CT 25039765
Victor Meza	Manual Refund Submitted	$250.00	
		$250.00	CT 25039766
Edgar Miguel	Manual Refund Submitted	$100.00	
		$100.00	CT 25039767
Bobbie Monighetti	Manual Refund Submitted	$250.00	
		$250.00	CT 25039768
Ricardo Montelongo	Manual Refund Submitted	$3.00	
		$3.00	CT 25039769
Micah Moore	Manual Refund Submitted	$862.00	
		$862.00	CT 25039770
Isabella Mora Diaz	Manual Refund Submitted	$100.00	
		$100.00	CT 25039771
Anabel Mora-Diaz	Manual Refund Submitted	$150.00	
		$150.00	CT 25039772
Michelle Moreno	Manual Refund Submitted	$100.00	

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Vendor Name	Description	Amount	Warrant
		$100.00	CT 25039773
David Mota	Manual Refund Submitted	$250.00	
		$250.00	CT 25039774
Jack Muscio	Manual Refund Submitted	$100.00	
		$100.00	CT 25039775
Parmveer Nagra	Manual Refund Submitted	$250.00	
		$250.00	CT 25039776
Meshizabel Nagui	Manual Refund Submitted	$100.00	
		$100.00	CT 25039777
Kaitlyn Nartatez	Manual Refund Submitted	$500.00	
		$500.00	CT 25039778
Kyle O'Loughlin	Manual Refund Submitted	$150.00	
		$150.00	CT 25039779
Iegor Oliinykov	Manual Refund Submitted	$100.00	
		$100.00	CT 25039780
Miliano Olivero	Manual Refund Submitted	$150.00	
		$150.00	CT 25039781
Fabiola Oregel Martinez	Manual Refund Submitted	$300.00	
		$300.00	CT 25039782
Emily Orozco	Manual Refund Submitted	$100.00	
		$100.00	CT 25039783
Orlando Ortega	Manual Refund Submitted	$100.00	
		$100.00	CT 25039784
Jorge Ortiz Santiago	Manual Refund Submitted	$100.00	
		$100.00	CT 25039785
Tyler Oshiro	Manual Refund Submitted	$100.00	
		$100.00	CT 25039786
Samantha Palma Ortiz	Manual Refund Submitted	$1.00	
		$1.00	CT 25039787
Enrriqueta Peinado	Manual Refund Submitted	$100.00	
		$100.00	CT 25039788
Madeleine Peterson	Manual Refund Submitted	$100.00	
		$100.00	CT 25039789
Mary Jovy Pimentel	Manual Refund Submitted	$100.00	
		$100.00	CT 25039790
Carla Pineda Hernandez	Manual Refund Submitted	$100.00	
		$100.00	CT 25039791
Saul Prado	Manual Refund Submitted	$150.00	

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Vendor Name	Description	Amount	Warrant
		$150.00	CT 25039792
Jerrilyn Quevedo	Manual Refund Submitted	$138.00	
		$138.00	CT 25039793
Daniel Quevedo Lucatero	Manual Refund Submitted	$1.00	
		$1.00	CT 25039794
Armando Ramirez	Manual Refund Submitted	$250.00	
		$250.00	CT 25039795
Ramon Ramirez	Manual Refund Submitted	$1,039.00	
		$1,039.00	CT 25039796
Ana Ramos Lemus	Manual Refund Submitted	$100.00	
		$100.00	CT 25039797
Longino Reyes Aguilar	Manual Refund Submitted	$400.00	
		$400.00	CT 25039798
Stephanie Rodas	Manual Refund Submitted	$100.00	
		$100.00	CT 25039799
Diego Rodriguez	Manual Refund Submitted	$100.00	
		$100.00	CT 25039800
Dulce Rojas	Manual Refund Submitted	$100.00	
		$100.00	CT 25039801
Jasmine Rubio	Manual Refund Submitted	$100.00	
		$100.00	CT 25039802
Nathan Sackrison	Manual Refund Submitted	$100.00	
		$100.00	CT 25039803
Naren Sahu	Manual Refund Submitted	$250.00	
		$250.00	CT 25039804
Elizabeth Sanchez	Manual Refund Submitted	$100.00	
		$100.00	CT 25039805
Maria Sanchez	Manual Refund Submitted	$250.00	
		$250.00	CT 25039806
Samantha Santana	Manual Refund Submitted	$100.00	
		$100.00	CT 25039807
Cindy Santos Guerrero	Manual Refund Submitted	$500.00	
		$500.00	CT 25039808
Sabrina Sendejas	Manual Refund Submitted	$862.00	
		$862.00	CT 25039809
Zoe Silva	Manual Refund Submitted	$100.00	
		$100.00	CT 25039810
Karla Sixto Landavazo	Manual Refund Submitted	$862.00	

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Vendor Name	Description	Amount	Warrant
		$862.00	CT 25039811
Derek Taylor	Manual Refund Submitted	$100.00	
		$100.00	CT 25039812
Grant Terrones	Manual Refund Submitted	$100.00	
		$100.00	CT 25039813
Moises Tomas Juarez	Manual Refund Submitted	$100.00	
		$100.00	CT 25039814
Brisa Torres	Manual Refund Submitted	$396.00	
		$396.00	CT 25039815
Rony Valdez	Manual Refund Submitted	$100.00	
		$100.00	CT 25039816
Val Valdez	Manual Refund Submitted	$250.00	
		$250.00	CT 25039817
Juan Valencia	Manual Refund Submitted	$150.00	
		$150.00	CT 25039818
Julian Valles	Manual Refund Submitted	$1,292.00	
		$1,292.00	CT 25039819
Liliana Vargas	Manual Refund Submitted	$250.00	
		$250.00	CT 25039820
Kevin Vasquez	Manual Refund Submitted	$200.00	
		$200.00	CT 25039821
Alondra Vazquez	Manual Refund Submitted	$1.00	
		$1.00	CT 25039822
Salvador Vela	Manual Refund Submitted	$100.00	
		$100.00	CT 25039823
Anthony Velasquez	Manual Refund Submitted	$150.00	
		$150.00	CT 25039824
Jaime Villalovos	Manual Refund Submitted	$100.00	
		$100.00	CT 25039825
Danielle Watkins	Manual Refund Submitted	$150.00	
		$150.00	CT 25039826
Isabela Zarate	Manual Refund Submitted	$250.00	
		$250.00	CT 25039827

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
Bank Code: CT

Fund and Reversal Summary

Totals By Fund:

Total for General Fund 9410	$3,696,001.87
Total for Bond Interest & Redemption Fund 9421	$0.00
Total for Child Development Fund 9433	$6,878.86
Total for Capital Outlay Project Fund 9441	$559,375.84
Total for General Obligation Bond Fund 9447	$145,308.22
Total for Dental Self-Insurance Fund 9461	$0.00
Total for Self-Insurance Health Exam Fund 9462	$0.00
Total for Self-Insurance, Property, & Liability Fund 9463	$12,118.08
Total for Post-Employment Benefits Fund 9469	$0.00
Total for Student Body Center Fee Trust Fund 9473	$0.00

Allan Hancock College

Warrant Register

Check Dates from 2/1/2023 to 2/28/2023
Bank Code: RC

Vendor Name	Description	Amount	Warrant
Park Planet	Engineering, Drawings & Calculations for (1) 20x50	$9,715.00	
		$9,715.00	RC 40000241

ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT	
February-23	
ACRONYMS	
AC Designs	Air Conditioning Designs
AHC-Auxiliary Corporation	Allan Hancock College - Auxiliary Corporation
AHC District Trust	Allan Hancock College-District Trust
AHC Foundation	Allan Hancock College Foundation
AHC - Part - Time Faculty Association	Allan Hancock College - Part Time Faculty Association
AHC-RCF	Allan Hancock College - Revolving for Cash Fund
AMG & Associates, Inc	NO ACRONYM
B & B Steel & Supply	NO ACRONYM
B&H Photo	NO ACRONYM
BMI Supply	Broadcast Music Inc Supply
CALM	Child Abuse Listening Mediation
C.S.E.A. Chapter 251 Dues AHC	California School Employees Association Chapter 251 Dues Allan Hancock College
C.S.E.A. Victory Club	California School Employees Association Victory Club
CDW Government Inc	Computer Discount Warehouse Government Inc
CWDL, CPAs	Cossolias Wilson Dominguez Leavitt CPAs
DMQ Catering	Doug Maria Quintana Catering
FACCC	Faculty Association of California Community Colleges
Faculty Association of AHCC	Faculty Association of Allan Hancock Community College
FCG Environmental	Forbess Consulting Group Environmental
Global CTI Group, Inc	Global Computer Telephony Integration Group, Inc
GM Financial Leasing	General Motors Financial Leasing
H&H Publishing Co, Inc	NO ACRONYM
IRS ACS Support	Internal Revenue Service Automated Collection System Support
KCBX	NO ACRONYM
KIDI/KRTO/KTAP La Buena	NO ACRONYM
KPMR-TV	NO ACRONYM
KSBY-TV	NO ACRONYM
L.N. Curtis	NO ACRONYM
M&W Pumps Inc	NO ACRONYM
NCS Pearson	National Computer Systems Pearson
ODP Business Solutions, LLC	Office Depot Business Solutions, LLC
OTM furniture Installations	On The Move Furniture Installations
PARS	Public Agency Retirement System
Part Time Faculty AHC-Member	Part Time Faculty Allan Hancock College Member
PPG Architectural Finishes	Pittsburgh Paints & Glass Architectural Finishes
R&M Diesel Service & Towing LLC	NO ACRONYM
S/P2	Safety & Pollution Prevention
SHI International Corp	Software House International Corp
SISC III	Self Insured Schools of California
SLO Pest and Termite	San Luis Obispo Pest and Termite
SLO Safe Ride	San Luis Obispo Safe Ride
T9 Mastered	Title IX Mastered
The RP Group	Research & Planning Group for California Community Colleges
VIRTUAL VRI	Virtual Video Remote Interpreting
VTC Enterprises	Vocational Training Center Enterprises
VWR International	Van Waters Rogers (Avantor Science) International
WAXIE Sanitary Supply	NO ACRONYM
WEX Bank	Wright Express Financial Services Corp

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 18, 2023
Subject:	Authorization to Declare District Property as Surplus	Item Number:	11.B.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 2

BACKGROUND

District personnel have determined the following property can no longer be used by college programs. This process is utilized to ensure that the college does not dispose of any item that still has value to the district. Education Code Section §81450 allows for the sale of district property not required for school purposes. Attached is a list of district property to be declared surplus and subsequently sold at auction.

Education Code Section §81452 (a) provides for the sale of district property at private sale without advertising if the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of $5,000.

FISCAL IMPACT

Total proceeds are dependent on the auction and/or private sale participation level.

RECOMMENDATION

Staff recommends that the board of trustees declare the items listed to be surplused and authorize disposal of the items through the appropriate procedures.

Administrator Initiating Item:	Final Disposition:
Eric D. Smith	

SURPLUS LIST FOR APRIL 2023 BOARD MEETING

Location	Description	Qty	Condition	AHC ID #	Grant Tag ID #	Facilities Work Order	Department	Serial #
M-108	Heart Monitor 1000971	1	Unknown	N/A	N/A	22493944	Health Sciences	L008012596
M-108	Room Divider	1	Useable	N/A	N/A	22477191	Health Sciences	N/A
M-108	Electronic IV Trainer	1	Unknown	716595	N/A	22493944	Health Sciences	280V1V16080934-C
M-108	Nursing Bed	1	Good	N/A	N/A	22481402	Health Sciences	HRP000673872
M-108	Nursing Bed	1	Non-Functional	N/A	N/A	22461872	Health Sciences	75A00000SS
2-103	Rascal 655 Mobility Scooter	1	Operational	716951	N/A	N/A	LAP	MU81100833
L-303	Document Holder	1	Good	N/A	N/A	N/A	Library	N/A
L-303	Office Chair	1	Good	N/A	N/A	N/A	Library	N/A
W-11	Dell Hard Drive – Optiplex 7020	1	Unknown	N/A	N/A	N/A	Academic Affairs	N/A
W-11	Dell Hard Drive – P2015dn	1	Unknown	N/A	N/A	N/A	Academic Affairs	2R25GM08629-06
W-11	HP Laser Jet Printer	1	Unknown	CNBJR06095	N/A	N/A	Academic Affairs	N/A

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	California Environmental Quality Act (CEQA) Notice of Exemption Approval for the Parking Lot #12 Project	Item Number:	11.C.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 2

BACKGROUND

At the May 10, 2022 board meeting, the board approved the authorization to utilize the Santa Cruz City Schools Facility Supply Services Contract to purchase two modular buildings for changing facilities at the Baseball/Softball Complex and advertise for bids for utilities and site development work. The board subsequently filed a Notice Exemption from the California Environmental Quality Act (CEQA) under Section 15314, Class 14 of the California Code of Regulations where minor additions to existing schools do not increase original student capacity by more than 25 percent or 10 classrooms, whichever is less.

Later staff made a decision to consolidate the Baseball/Softball Complex Changing Facilities Project with the Parking Lot #12 Project to expedite the approval of both through the Division of the State Architect (DSA). Because the Notice of Exemption that was filed previously did not contemplate the improvements to the existing parking lot, it is now appropriate to file an additional Notice of Exemption to satisfy CEQA requirements.

California Code of Regulations section 15302, class 4, consists of minor alterations to land which do not involve removal of mature, scenic trees unless for forestry and agriculture purposes; also includes grading on less than a 10 percent slope, minor trenching or filling of earth into excavated areas and similar minor or temporary uses of land; except where there is a particularly sensitive environmental setting. Upon filing the notice of exemption, the amount of time that the project can be legally challenged is limited to 35 days.

FISCAL IMPACT

There is $50 fee to file a Notice of Exemption with the Santa Barbara County Clerk of the Board of Supervisors.

RECOMMENDATION

Staff recommends that the board of trustees approve filing a California Environmental Quality Act (CEQA) notice of exemption for the Parking Lot #12 Project.

Administrator Initiating Item:	Final Disposition:
Eric D. Smith	

Notice of Exemption

To: ☑ Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, CA 95814

☑ County Clerk
County of 105 E. Anapamu Street, #406
Santa Barbara, CA 93101

From: (Public Agency) Allan Hancock Joint Community College District
(Address) 800 S. College Drive, Santa Maria, CA 93454

Project Title: Parking Lot #12 Project

Project Location - Specific: Allan Hancock College, 800 S. College Drive

Project Location - City: Santa Maria **Project Location - County:** Santa Barbara

Description of Nature, Purpose, and Beneficiaries of Project:
Improvements to exisiting Parking Lot #12

Name of Public Agency Approving Project: Allan Hancock Joint Community College District

Name of Person or Agency Carrying Out Project: Eric D. Smith

Exempt Status: (*check one*)

☐ Ministerial (Sec. 21080(b)(1); 15268);
☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
☑ Categorical Exemption. State type and section number:
☐ Statutory Exemptions. State code number:

CCR 15302 class 4, consists of minor alterations to land which do not involve removal of mature, scenic trees unless for forestry and agriculture purposes; also includes grading on less than a 10 percent slope, minor trenching or filling of earth into excavated areas and similar minor or temporary uses of land; except where there is a particularly sensitive environmental setting. Upon filing the notice of exemption, the amount of time that the project can be legally challenged is limited to 35 days.

Reason why project is exempt: Project consisting of improving parking lot #12 consists of minor alterations (CCR 15302)

Lead Agency Contact Person: Eric D. Smith Area Code/Telephone/Extension: 805 922-6966 ext. 3221

If filed by applicant:
1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☑ No

Signature: _____ Date: _____ Title: Associate Superintendent/ Vice President for Finance and Administration

☑ Signed by Lead Agency Date received for filing at OPR:

☑ Signed by Applicant

Revised October 1989

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 18, 2023
Subject:	Authorization to Solicit Bids for the Public Safety Training Complex Roof Prop Project (Bid No. 23-07)	Item Number:	11.D.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 1

BACKGROUND

The original design of the Public Safety Training Complex (PSTC) included a roof ventilation prop that was planned for but never constructed. Since the State Fire Marshall's Office requires mandatory training in understanding building and roof construction, roof types, and conducting roof top ventilation exercises, the roof ventilation prop is essential to the education process of fire academy recruits.

The roof ventilation prop provides an exterior lab space to teach recruits how to safely use chain saws and axes and how to conduct ventilation operations. This includes teaching recruits standard methods of diagnosing a roof type, locating a fire, and most importantly identifying signs of a weak roof, and how to safely work on the roof of a building that is on fire.

FISCAL IMPACT

The estimated project cost is $450,000 and will be funded through a combination of scheduled maintenance and capital projects funds.

RECOMMENDATION

Staff recommends that the board of trustees authorize solicitation of bids for the Public Safety Training Complex Roof Prop Project (Bid No. 23-07).

Administrator Initiating Item:	Final Disposition:
Eric D. Smith	

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	Authorization to Utilize the Sourcewell Contract #022719-MBS for Updating the Campus Phone System	Item Number:	11.E.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 38

BACKGROUND

In order to effectively utilize our new emergency notification system, we are required to upgrade most of the existing phone handsets in offices and classrooms. This purchase would ensure that all phones on campus are compatible. The pricing and terms utilize Sourcewell Contract #022719-MBS to purchase Mitel phone replacements from Global CTI (GCTI).

FISCAL IMPACT

The estimated cost is $172,570.01 and will be funded by the Furnitures, Fixtures, and Equipment Fund.

RECOMMENDATION

Staff recommends that the board of trustees approve authorization to utilize the Sourcewell Contract #022719-MBS to purchase Mitel phone replacements from GCTI in the amount of $172,570.01 for updating the campus phone system.

Administrator Initiating Item:	Final Disposition:
Eric D. Smith	

GLOBALCTI Communicate Better

Mitel GOLD PARTNER

Alan Hancock College

Exhibit A - Mitel - MiVoice Connect

Mitel Business Systems, Inc. Sourcewell Contract #022719-MBS - 4/11/2019 to 4/11/2023

Line #	Part #	Qty.	Description	Total	Unit
1			**MiVoice Connect - 6900 Series IP Telephones**		
2	50006767	600	Mitel 6920 IP Phone - 6 Line, 3.5-inch LCD screen with backlit display	138,862.50	231.44
3	50006769	65	Mitel 6930 IP Phone – 12 Line, 4.3" LCD display - Context Sensitive soft keys	19,341.56	297.56

Equipment Material Total	$158,204.06
Equipment Handling	$481.00
Subtotal	$158,685.06
Sales Tax will be applied at time of invoice. Estimated Sales Tax Rate: 8.750%	$13,884.94
Total Price	**$172,570.01**

Proposal Date: April 7, 2023.
This quote will remain valid until May 7, 2023.

Sales Tax is based on currently stated Sales and Use Tax rates from the California Department of Tax and Fee Administration. Current state and district sales tax will be applied at time of invoice.

Normal system shipping is 10 business days from time of contract signature. Additional shipping fees will apply for expedite shipping.
Payment Terms:

Net 30, payment is due within 30 days of invoice date
$172,570.01

Buyer's signature below indicates that you have read, understand, and agree with the Terms and Conditions stated on this Exhibit A as well as the following:

- **Itemized Products Above**
- **Payment Terms Above**

If you need a copy of your signed Master Services Agreement or current Mitel Schedule of Services, please send a request to info@gcti.com.
Buyer = Alan Hancock College , This Exhibit A is an Agreement between Global CTI and Buyer.

Authorized Contact: Andrew Specht

Authorized Signature: X _____

Form C

EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS, AND SOLUTIONS REQUEST

Company Name: Mitel Business Systems, Inc.

Any exceptions to the terms, conditions, specifications, or proposal forms contained in this RFP must be noted in writing and included with the Proposer's response. The Proposer acknowledges that the exceptions listed may or may not be accepted by Sourcewell or included in the final contract. Sourcewell will make reasonable efforts to accommodate the listed exceptions and may clarify the exceptions in the appropriate section below.

Section/page	Term, Condition, or Specification	Exception	Sourcewell ACCEPTS
7.16	Disclosure of any litigations	Mitel Business Systems, Inc. is a subsidiary of a larger company. MLN UK HoldCo., the parent of Mitel Business Systems, Inc., is a party to lawsuits in the normal course of business. MLN UK HoldCo. is a privately held company and as such Mitel considers disclosure of any litigation activity to be confidential to Mitel. Mitel is not agreeable to disclosing our litigation activities to Sourcewell.	Sourcewell accepts
8.10	Patent and copyright infringement	The indemnity is very broad. Mitel requests the indemnity be narrowed to those patents or copyrights registered in the US, Canada, and the European Union. Mitel is open to discussing coverage in other specific regions as may be identified by Sourcewell.	Sourcewell accepts

Proposer's Signature: Lou McSherry **Date:** 2/20/19

Sourcewell's clarification on exceptions listed above:

LEGAL
HCP
Initials
April 8, 2019
Date

Contract Award
RFP #022719

FORM D

Formal Offering of Proposal
(To be completed only by the Proposer)

UNIFIED COMMUNICATIONS, CONTACT CENTER, AND RELATED SERVICES, EQUIPMENT, AND APPLICATIONS

In compliance with the Request for Proposal (RFP) for UNIFIED COMMUNICATIONS, CONTACT CENTER, AND RELATED SERVICES, EQUIPMENT, AND APPLICATIONS, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

Company Name: Mitel Business Systems, Inc. Date: February 27, 2019

Company Address: 1146 N Alma School Rd

City: Mesa State: AZ Zip: 85201

CAGE Code/DUNS: MBSI CAGE Code: 4AK77; MBSI D&B: 61-399-3190

Contact Person: Sue Anders Title: Government Program Manager - Contract Sales

Authorized Signature: Lou McElwain Lou McElwain
(Name printed or typed)

DocuSign Envelope ID: 7D5D8686-0CA0-4B27-990A-C6519CEACAD1

FORM E

CONTRACT ACCEPTANCE AND AWARD

(Top portion of this form will be completed by Sourcewell if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

Sourcewell Contract #: 022719-MBS

Proposer's full legal name: Mitel Business Systems, Inc.

Based on Sourcewell's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by Sourcewell.

The effective date of the Contract will be April 11, 2019 and will expire on April 11, 2023 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the Sourcewell Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at Sourcewell's discretion.

Sourcewell Authorized Signatures:

DocuSigned by: Jeremy Schwartz
C0FD2A139D06489...
SOURCEWELL DIRECTOR OF OPERATIONS AND PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz
(NAME PRINTED OR TYPED)

DocuSigned by: Chad Coauette
7E42B8F817A64CC...
SOURCEWELL EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coauette
(NAME PRINTED OR TYPED)

Awarded on April 8, 2019

Sourcewell Contract # 022719-MBS

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name MITEL BUSINESS SYSTEMS INC.

Authorized Signatory's Title Senior Vice President, Sales Americas

Lou McElwain
VENDOR AUTHORIZED SIGNATURE

Lou Mc Elwain
(NAME PRINTED OR TYPED)

Executed on 4/9, 2019

Sourcewell Contract # 022719-MBS

Form F

PROPOSER ASSURANCE OF COMPLIANCE

Proposal Affidavit Signature Page

PROPOSER'S AFFIDAVIT

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to Sourcewell members agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.

2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of Sourcewell, or any person, firm, or corporation under contract with Sourcewell, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.

3. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted in writing and have been included with the Proposer's RFP response.

4. The Proposer will, if awarded a Contract, provide to Sourcewell Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.

5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.

6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

7. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

8. The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify Sourcewell for reasonable measures that Sourcewell takes to uphold such a data designation.

[The rest of this page has been left intentionally blank. Signature page below]

By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Company Name: Mitel Business Systems, Inc.

Address: 1146 N. Alma School Rd.

City/State/Zip: Mesa, AZ 85201

Telephone Number: 347-923-7587

E-mail Address: lou.mcelwain@mitel.com

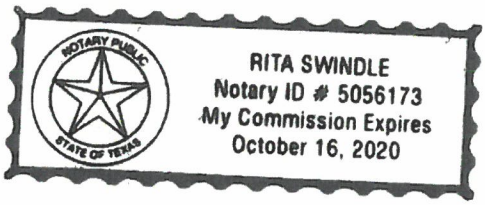
Authorized Signature: Lou McElwain

Authorized Name (printed): Lou McElwain

Title: SVP Americas, Sales

Date: 2/20/19

Notarized



Subscribed and sworn to before me this 20th day of February, 2019

Notary Public in and for the County of Denton State of Tx

My commission expires: 10/16/20

Signature: Rita Swindle

Form P

PROPOSER QUESTIONNAIRE
Payment Terms, Warranty, Products and Services, Pricing and Delivery, and Industry-Specific Questions

Proposer Name: _Mitel Business Systems, Inc._____

Questionnaire completed by: __Sue Anders_____

Payment Terms and Financing Options

1) What are your payment terms (e.g., net 10, net 30)?

Mitel payment terms are Net 30.

2) Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?

Mitel as a manufacturer prefers to partner with best of breed leasing companies to provide the most suitable leasing vehicles and options for our Partners and Sourcewell members. We are in an active partnership with National Cooperative Leasing to provide flexible leasing options including Municipal leases which address most, if not all, of the specific terms and conditions that may govern the specific requirements of the government or education customer like non-appropriation of funds clauses and termination clauses to address and facilitate financing over multiple budget years. In addition we have an active partnership with Great America Leasing who has been serving our Channel Partner community for over 25 years with extremely flexible financing options. While Partner provided leasing and financing options are not limited to these companies, Mitel continues to promote the utilization of finance vehicles specifically focused on addressing the acquisition of our products and services as turnkey solutions.

3) Briefly describe your proposed order process. Please include enough detail to support your ability to report quarterly sales to Sourcewell. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcewell Members' purchase orders.

We have instituted and evolved our government contract order process to ensure compliance with our current Sourcewell contract. The process has been documented internally and is subject to both internal and external audit. All orders receive final approval by our Finance VP and Government Contract Manager prior to shipping to assure 100% compliance.

- Opportunity is identified and placed in Salesforce.
- Mitel authorized Sourcewell partner submits Government Activation Form for initial contract compliance.
- Partner is verified to be able to sell off Sourcewell Contract via selling agent agreement . At that time, we verify that the end-user is a member of Sourcewell and, if not, Sourcewell membership instructions are provided so that they can sign up.
- A quote is provided to the customer/partner only after the Sourcewell pricing has been verified by a member of our Vertical Sales Group (VSG)/Government Distributor team and the Sourcewell ordering instructions have been included.

- Partner provides contract compliant quote to customer/end user with Sourcewell contract number.
- In accordance with the contract, either the end-user or Authorized Sourcewell Selling Agent Channel Partner can issue a PO to Mitel's Government Order Desk (USGovernmentSales@mitel.com) or our authorized Government Distributor (ScanSource or Jenne).
- All government orders must reference the Mitel Sourcewell contract number and meet all the criteria provided on the Sourcewell ordering instructions before it will be processed.
- Government or Partner PO is held until the order passes all Sourcewell compliance review and approval.
- Once all approvals have been received, the order is processed, fulfilled, and shipped by either Mitel's direct Government Order Desk or the authorized Mitel Government Distributor.
- In the case of an end-user order that contains implementation labor, the customer is invoiced 100% upon completion and cutover. Once this occurs, the end-user signs a Delivery and Acceptance Certificate confirming the installation is complete and there are no outstanding issues.
- All Sourcewell orders are logged monthly to ensure that appropriate contract fees are paid, and sales reports are submitted on a quarterly basis.
- Government Distributor(s) will submit POS reports monthly to Mitel Government Contract Manager for contract quarterly sales reporting and payment of the Sourcewell administrative fee.
- Mitel will oversee all compliance and sales reports that will be reviewed for audit, and quarterly reports will be submitted to Sourcewell as required.

For a copy of our current Sourcewell Ordering Process for MiVoice Business, MiVoice Office, and MiVoice MX-ONE platforms, please refer to Attachment 5 – Sourcewell Ordering Process 2019 provided electronically on flash drive with our RFP response.

Our Authorized Channel Partners must sign a Sourcewell Selling Agent Agreement as an Addendum to their Mitel Authorized Partner Agreement before they can participate in utilizing the Sourcewell contract. After which, they may accept the end-user's PO and issue their own PO to Mitel's Government Order Desk or Government Distributor team. Our Contracts Management Group maintains a list of all Authorized Channel Partners who have signed the Sourcewell Selling Agent Agreement. This list is updated monthly and shared with our Government Order Desk and Government Distributor team.

4) Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell Members for using this process?

Yes, Mitel does accept the P-card at no additional cost.

Warranty

5) Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may include in your response a copy of your warranties, but at a minimum please also answer the following questions.

For more details on Mitel's warranty program, please refer to Attachment 6 – Mitel Standard Warranty provided electronically on flash drive with our RFP response.

(a) Services Warranty - All work provided hereunder will be performed in a good and workmanlike manner consistent with standard communications industry practice.

(b) System Warranty - During the warranty period, Customer shall receive the following inclusions:

(i) Software Warranty - During the term of the manufacturer's warranty period, ninety (90) days from delivery, the software media will be free from defects in material and workmanship under normal use and the software will perform substantially in compliance with the manufacturer's specifications. To the extent that any deficiency in the material or workmanship prevents the software from operating substantially in accordance with the manufacturer's specifications, Mitel will use commercially reasonable efforts to correct the problem within a reasonable period of time. If the problem cannot be corrected, Mitel will in its sole discretion either replace the software or install a new release when made generally available or return the software to a prior release. Updates intended to fix problems or bugs as well as upgrades to software will be made available to Customer at no cost during the warranty period.

(ii) Hardware Warranty - During the term of the manufacturer's warranty period, twelve (12) months from date of delivery, all hardware components will be free from defects in material and workmanship under normal use and will perform in substantial compliance with the manufacturer's specifications. The exclusive remedy and recourse for Customer under this hardware warranty is for Mitel, at its election, to repair, replace or modify the defective parts. Mitel may utilize remanufactured, certified parts that meet the specifications. Such replacement parts will be covered for the remainder of the existing hardware warranty. Any part removed shall become the property of Mitel.

(c) Exceptions to the Warranty. Incremental support may be purchased through a support plan ("Support Plan"). The software and hardware warranties detailed under (i) and (ii) above shall become void if one of the following occurs: (i) the hardware and/or software (collectively, the "System") is not used properly in accordance with the manufacturer's specifications and operating instructions or otherwise is abused, damaged, or negligently serviced or maintained by anyone other than Mitel or an authorized Mitel dealer; (ii) work is performed on the System by anyone not authorized by Mitel; (iii) the System is installed or used in combination or in assembly with products that are either not approved by Mitel or not compatible with the System; and should such an event happen, Customer shall be entitled to cure the breach by removal of such products within a reasonable period. The software and hardware warranties exclude Customer-supplied parts and expendable or personal use items such as batteries, headsets, paper, printer ribbons, cabling or non-Mitel telephone sets.

- Do your warranties cover all products, parts, and labor?

During the term of the manufacturer's warranty period, all hardware components will be free from defects in material and workmanship under normal use and will perform in substantial compliance with the manufacturer's specifications. The exclusive remedy and recourse for the Sourcewell member under the Hardware Warranty is for Mitel, at Mitel's election, to repair or replace the defective parts. Replacement parts will be covered for the remainder of the existing Hardware Warranty.

Please note that there is no advanced replacement included in the basic parts warranty; this is a return-to depot parts warranty. The Sourcewell member may purchase Labor Support at additional charge. Mitel software and hardware warranties become void if one of the following occurs:

- The system is not used properly in accordance with the manufacturer's specifications and operating instructions or is otherwise abused, damaged, or negligently serviced or maintained by anyone other than Mitel.
- Work is performed on the system by technicians not authorized by Mitel.
- The system is installed or used in combination or in assembly with products that are either not approved by Mitel or not compatible with the system.
- The customer breaches a material term of the agreement.

- Do your warranties impose usage restrictions or other limitations that adversely affect coverage?

Mitel has no usage limit restrictions.

- Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?

Any items under warranty which require repair are sent to the Mitel repair team and, if necessary, an advance replacement is shipped out. During the warranty period, we would not charge travel time or mileage for any required service work. We would charge travel in 1/2 hour increments for any MAC (Move, Adds, Changes) related work. Mitel never charges for mileage.

- Are there any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell Members in these regions be provided service for warranty repair?

Mitel can cover all geographical areas in the U.S., either by a certified Mitel technician/partner, or by a qualified "smart hands" subcontractor. The subcontractor would have access to Mitel technicians for remote support.

- Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?

Mitel provides pass-through warranty service only for all third-party products. Warranty service for third-party products is carried by the manufacturer's warranty, which is generally 30-45 days.

- What is your proposed exchange and return programs and policies?

DOA/Bad-out-of-box replacements:

Can be processed within 90 days of the original order. If over 90 days, they should be sent to Mitel Repair to process, and require the following information:

- Part numbers and quantities.
- Serial numbers for all defective items.
- Descriptions of the problems for all defective items.
- Ship-to address for the replacements.

If more than three of the same part are defective, or if the defective part is a Controller, then a Mitel Tech Support Ticket needs to be created by the Mitel Partner, and sent along with the information above. Mitel pays overnight shipping for the replacement items. Mitel does not pay for shipping to return the defective items.

Returns/Change Orders:

Can be processed within 30 days of the original order without approval. If over 30 days, the approvals below are needed:

- Under $10,000, approval from Sue Anders is required
- $10,000 and above, approval from Barb Clarke is required

The following information is required:

- Reason for Return.
- Sales Order number and/or Purchase Order number from the original order.
- Part numbers and quantities of the items to be returned.
- Need to know if the items are still in the original/un-opened packaging.

Additional information:

- If for a deletion only, a Change Order Form is not required.
- If for an addition only, or an addition and deletion, a Change Order Form is generated to show the items, quantities and pricing. It then needs to be approved by the Partner or End-User, depending on who submitted the original Purchase Order.
- For the return of Licenses, they cannot be allocated to an Application Record in the AMC. If they are, the Partner needs to work with the AMC group to have the licenses un-allocated from the Application Record before a return for credit can be done.
- A 20% re-stocking fee may be charged at the discretion of Mitel.

6) Describe any service contract options for the items included in your proposal.

Beyond implementation, Mitel Maintenance and Management Services will continually strengthen and extend the value and relevance of your solution. Standard manufacturer's Service Level Agreement coverage (which includes software assurance, warranty and repair) is complemented by an advanced remote monitoring and resolution service. Incidents are handled according to your chosen response plan and managed by Mitel's global service desk from the first alarm to post-resolution.

Maintenance Support Plans (Mitel premise solutions)

Mitel service agreements are available in a variety of packages (listed below) designed to accommodate the different levels needed by each customer. With your chosen service, Sourcewell will be able to call the Mitel service desk to report incidents within the terms of the agreement. Mitel will resolve the majority of incidents quickly and efficiently by remote access.

The individual support plans and their common included elements are outlined and described in more detail below.

Premium Plus/Full Support 24x7 Coverage:

- Hours of Coverage
  - 24x7x365 (24 hours per day, seven days per week, 365 days per year) remote and onsite support for a Major Failure.
  - 8 a.m. - 5 p.m. Monday through Friday (local time at the site, excluding Mitel's locally observed holidays) remote and onsite support for a Minor Failure.
- Response Objectives
  - Major Equipment Failure
    - Response within two (2) hours upon receipt of a trouble report of a Major Failure by attempting to clear the failure remotely and/or contacting the End-User to begin troubleshooting the system failure.
    - Onsite response within four (4) hours upon receipt of a trouble report of a Major Failure which cannot be resolved by a remote engineer.
  - Minor Equipment Failure
    - Response within eight (8) business hours (Monday through Friday 8 a.m. - 5 p.m. at the local time at the site, excluding Mitel's locally-observed holidays) upon receipt of a trouble report of a Minor Failure by attempting to clear the failure remotely and/or contacting the End-User to begin troubleshooting the system failure.
    - Onsite response within the next business day (Monday through Friday 8 a.m. - 5 p.m. at the local time at the site, excluding Mitel's locally-observed holidays) upon receipt of a trouble report of a Minor Failure which cannot be resolved by a remote engineer.

- Parts Replacement
  - Expedited replacement of defective parts and materials is included during the coverage hours purchased as detailed above.

Premium Classic/Day Support 8x5 Coverage:

- Hours of Coverage
  - 8 a.m. - 5 p.m. Monday through Friday (local time at the site, excluding Mitel's locally observed holidays) remote and onsite support for a Major Failure or Minor Failure. Support provided outside these coverage hours will be billed at Mitel's then current rates.
- Response Objectives
  - Major Equipment Failure
    - Response within two (2) hours (Monday through Friday 8 a.m. - 5 p.m. at the local time at the site, excluding Mitel's locally-observed holidays) upon receipt of a trouble report of a Major Failure by attempting to clear the failure remotely and/or contacting the End-User to begin troubleshooting the system failure.
    - Onsite response within four (4) business hours (Monday through Friday 8 a.m. - 5 p.m. at the local time at the site, excluding Mitel's locally-observed holidays) upon receipt of a trouble report of a Major Failure which cannot be resolved by a remote engineer.
  - Minor Equipment Failure
    - Response within eight (8) business hours (Monday through Friday 8 a.m. - 5 p.m. at the local time at the site, excluding Mitel's locally-observed holidays) upon receipt of a trouble report of a Minor Failure by attempting to clear the failure remotely and/or contacting the End-User to begin troubleshooting the system failure.
    - Onsite response within the next business day (Monday through Friday 8 a.m. - 5 p.m. at the local time at the site, excluding Mitel's locally-observed holidays) upon receipt of a trouble report of a Minor Failure which cannot be resolved by a remote engineer.
- Parts Replacement
  - Expedited replacement of defective parts and materials is included during the coverage hours purchased as detailed above.

Premium Hardware Coverage (excludes remote and onsite labor):

- Parts Replacement
  - Expedited replacement of defective parts and materials is included during the coverage hours purchased as detailed above.

Premium System Coverage:

- Hours of Coverage
  - 8 a.m. - 5 p.m. Monday through Friday (local time at the site, excluding Mitel's locally observed holidays) remote and onsite support for a Major Failure or Minor Failure. Support provided outside these coverage hours will be billed at Mitel's then current rates.
- Response Objectives
  - Major Equipment Failure

        - Response within two (2) hours (Monday through Friday 8 a.m. - 5 p.m. at the local time at the site, excluding Mitel's locally-observed holidays) upon receipt of a trouble report of a Major Failure by attempting to clear the failure remotely and/or contacting the End-User to begin troubleshooting the system failure.
        - Onsite response within four (4) business hours (Monday through Friday 8 a.m. - 5 p.m. at the local time at the site, excluding Mitel's locally-observed holidays) upon receipt of a trouble report of a Major Failure which cannot be resolved by a remote engineer.
    - Minor Equipment Failure
        - Response within eight (8) business hours (Monday through Friday 8 a.m. - 5 p.m. at the local time at the site, excluding Mitel's locally-observed holidays) upon receipt of a trouble report of a Minor Failure by attempting to clear the failure remotely and/or contacting the End-User to begin troubleshooting the system failure.
        - Onsite response within the next business day (Monday through Friday 8 a.m. - 5 p.m. at the local time at the site, excluding Mitel's locally-observed holidays) upon receipt of a trouble report of a Minor Failure which cannot be resolved by a remote engineer.
- Parts Replacement
    - Expedited replacement of defective parts and materials for core/main system components only, are included during the coverage hours purchased as detailed above. This is exclusive of phone set replacement.

Eight Enterprise Support Offerings:

Enterprise Support Description	Coverage Level	Remote Support	Onsite Support	System Parts Replacement	Phone Replace
Enterprise Support 8 x 5 Rem no HW	8x5	Yes	No	No	No
Enterprise Support 8x5 Rem HW	8x5	Yes	No	Yes	No
Enterprise Support 8x5 Rem Onsite no HW	8x5	Yes	Yes	No	No
Enterprise Support 8x5 Rem Onsite HW	8x5	Yes	Yes	Yes	No
Enterprise Support 24x7 Rem no HW	24x7	Yes	No	No	No
Enterprise Support 24x7 Rem HW	24x7	Yes	No	Yes	No
Enterprise Support 24x7 Rem Onsite no HW	24x7	Yes	Yes	No	No
Enterprise Support 24x7 Rem Onsite HW	24x7	Yes	Yes	Yes	No

MiCloud Connect Service Plans

MiCloud Connect offers six different service plans - Essentials, Premier, Elite, Courtesy, Telephony and Voicemail. These plans are designed to meet the needs of various types of users and rooms. Mitel recommends leading with the Essentials, Premier and Elite plans and then determining other telephony needs throughout the organization to recommend the best telephony plan(s) - Courtesy, Telephony and Voicemail. Here is a breakdown of each profile and use cases:

UCaaS Service Plans

Essentials: Includes all business telephony call handling features, plus advanced call and collaboration features such as instant messaging, SMS, presence, video calling, conferencing, web sharing and online meetings. Ideal for users who need collaboration tools and don't require any CRM integration.

Premier: Offers additional features for sales and service teams including expanded conferencing capacity, voicemail-to-text transcription and third-party integrations.

Elite: Increases conferencing and web sharing capacities and adds recording, archiving and operator features such as consultative transfers and conferences for advanced call handling capability.

Telephony Service Plans

Courtesy: Ideal for users who don't frequently use their phone as well as common areas such as lobby and conference rooms with call functionality and 200 minutes per month.

Telephony: Delivers call functionality with voicemail and unlimited minutes for users who don't need advanced call and collaboration features.

Voicemail: Provides users with inbound call functionality and a voicemail box.

MiCloud Connect Feature Comparison

Features cannot be added for an extra fee unless it's an a la carte option (see below). If a feature is not included with the service plan, the plan that includes that feature must be selected.

Note that these per-user profiles entitle the user to the services included in that profile. The actual provisioning of each service entitlement must be done through the BOSS portal before the user is enabled for that service.

FEATURE	ESSENTIALS	PREMIER	ELITE	COURTESY	TELEPHONY	VOICEMAIL
Direct Dial	•	•	•	•	•	
Minutes Per Month (domestic outbound)	Unlimited	Unlimited	Unlimited	200	Unlimited (2,000 min in UK & Aus)	Inbound Only
PBX Features	•	•	•	•	•	
Connect Portal	•	•	•	•	•	
Connect client	•	•	•			
Voicemail	•	•	•		•	•
Voicemail Email Notification (with or without WAV file)	•	•	•		•	•
Audio Conferencing	8-Party	25-Party	100-Party		3-Party (ad hoc)	
Desktop Sharing	4-Party	25-Party	100-Party			
Instant Messaging	•	•	•			
Presence	•	•	•			
Video Calling (peer to peer)	•	•	•			
Video Collaboration (multi-party)	8-Party	12-Party	24-Party			
Softphone	•	•	•			
Outlook / G Suite Integration	•	•	•			
Mobile Extension (Find Me, Follow Me)	•	•	•		•	
Mobile App	•	•	•			
Scribe (voicemail transcription)	$5.99	•	•		$5.99	$5.99
Salesforce / CRM Integration	$12.50 / $10	•	•			
Telephony for Microsoft	•	•	•			
Teamwork / Business SMS	•	•	•			
On-Demand Call Recording	$15	•	•		$15	
Always-On Call Recording	$15	$15	•		$15	
Archiving (IM, conference, call recording)	$5	$5	•			
Operator			•			
Fax	$10	$10	$10		$10	

MiCloud Connect Contact Center Service Plans

MiCloud Connect Contact Center service plans can be added to the following MiCloud Connect service plans: Essentials, Premier and Elite.

FEATURE	ESSENTIALS	STANDARD	ADVANCED	SUPERVISOR
IVR	•	•	•	•
Call Routing (time, date, DNIS, etc.)	•	•	•	•
Inbound Call	•	•	•	•
Personal Agent Queuing	•	•	•	•
Reporting	•	•	•	•
Skills-Based Routing		•	•	•
Agent Priority-Based Routing		•	•	•
Callbacks		•	•	•
Outbound Dialer		•	•	•
Multimedia Routing (emails & chat)			•	•
Agent & Queue Management				•
Silent Monitor, Coach, Barge-In				•
Agent Manager				•
Historical Reports				•
GCCS (Graphical Call Control Scripts)				•
Director				•
Event Feed API				•
UC Service Plan	Essentials	Essentials	Essentials	Premier
Call Recording	a la carte	a la carte	a la carte	
IVR Ports	a la carte	a la carte	a la carte	

Pricing, Delivery, Audits, and Administrative Fee

7) Populate the Product/Service Matrix below with the information related to your solution offerings. In completing the Matrix, use the following key:

Manufacturer (**M**) – the Proposer is the manufacturer and/or developer of the particular component or element.

Third Party (**3**) – a third party provides the component or element that is included in the solution.
Value-Added Reseller/Systems Integrator (**VS**) – the Proposer is a value-added reseller (VAR) or systems integrator (SI) that will ensure the solution's various components are integrated to function as required.

Other (**O**) – the Proposer is not a manufacturer, or value-added reseller/systems integrator. Provide a brief description of the Proposer's business model and structure. Indicate also if the solution component is premises-based (**P**), cloud-based (C), or a hybrid (**H**) implementation.

Product or Service	Response (M, 3, VS, O)	Premises (P)	Cloud (C)	Hybrid (H)
• UC Hardware	M	M	N/A	M
• UC Software with comprehensive complement of features and functions	M	M	M	M
○ Voice – Basic feature set	M	M	M	M
○ Voice – Enhanced feature set	M	M	M	M
○ Messaging	M	M	M	M
○ Collaboration and conferencing	M	M	M	M
○ Mobility	M	M	M	M
○ Mass notification	M	M	N/A	M
○ CTI	M	M	M & 3	M
• Data Networking Hardware	N/A	N/A	N/A	N/A
• Data Networking Software	N/A	N/A	N/A	N/A
• Trunking Facilities as part of the proposed solution	N/A	N/A	3	3
• Contact Center Hardware	O (x86 server)	O (x86 server)	O (x86 server)	O (x86 server)
• Contact Center Software	M	M	M & 3	M
○ ACD, routing	M	M	M & 3	M

o Omnichannel	M	M	M	M
o Analytics and reporting	M & 3	M & 3	M & 3	M & 3
o Integration, CTI	M	M	M	M
o Social media	3	3	3	3
o IVR	M	M	M & 3	M

PRODUCT/SERVICE MATRIX

8) Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. (Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract. See the body of the RFP and the Price and Product Change Request Form for more detail.)

Mitel's proposed pricing model is based on a percentage discount from Mitel List Price (MLP) for our Unified Communications (UC) and Unified Communication as a Service (UCaaS) platforms. Our UC offering is a premise solution and our UCaaS offering is a cloud solution. Our proposed discount structure for each platform is provided below. Mitel is also offering our ClearSpan solution at established market prices.

Mitel configurations are developed in the Mitel CPQ pricing tool which is available to all Mitel Authorized Partners and Sourcewell Selling Agents and is required to be presented to Mitel Vertical Sales Team for pricing validation.

CPQ pricing configurations are generated from the Online Mitel CPQ quote tool which is available to all Sourcewell selling agents. The pricing model is based on discounts from MLP on a category basis.

Configurations for our UCaaS offerings are quoted in the Mitel Cloud Services (MCS) Quotes tool. This tool configures the solution for the opportunity into a quote. Once the quote is complete the sales team submits it to the Cloud Sales Support team to apply the Sourcewell discount.

All quotes are returned to the Partner prior to presentation to the Sourcewell member in a line item detail format to provide transparent confirmation and contract compliance to ensure to the member that they are receiving the appropriate pricing under the contract.

We have attached the current Mitel list price with the Categories, List price, and Sourcewell member price discounted according to the table below that demonstrates current and proposed discount models for Sourcewell members. Please refer to Attachment 7 – Mitel Sourcewell RFP#022719 Detailed Pricing provided electronically on flash drive with our RFP response.

As Sourcewell advises, Mitel acknowledges and reserves the right to make price and product adjustments during the term of an awarded contract via the Sourcewell Price and Product Change Request Form.

Unified Communications (UC)			
Current		**Proposed**	
Discount Category		**Discount Category**	
HW, HW-OEM	38.0%	HW, HW-OEM	40.0%
SW, SW-OEM	38.0%	SW, SW-OEM	40.0%
Applications	38.0%	Applications	40.0%
IP Endpoints	38.0%	IP Endpoints	40.0%
Services	14.0%	Services	15.0%
ND, MPP	0.0%	ND, MPP	0.0%

Unified Communications as a Service (UCaaS) (MiCloud Connect and MiCloud Flex)			
Current		**Proposed**	
Discount Category		**Discount Category**	
Service	12.0%	Service	20.0%

9) Please quantify the discount range presented in this response. For example, indicate that the pricing in your response represents is a 50% percent discount from the MSRP or your published list.

As Sourcewell's exclusive telecommunications vendor for more than nine (9) years, Mitel has worked diligently to structure a discount model that represents the best value for Sourcewell members including taking into consideration total cost of acquisition and ownership, pricing clarity, and minimizing exceptions, exclusions, or limitations of liabilities.

The matrix below summarizes Mitel's proposed discount schedule per platform applicable to our published list in this response.

Solution/Service	Proposed Discount
Unified Communications (UC)	40%
Unified Communications as a Service (UCaaS)	20%
Services	15%
ND, MPP	0%

Third party components will be quoted based on a mutually agreed discount.

10) The pricing offered in this proposal is

_____a. the same as the Proposer typically offers to an individual municipality, university, or school district.

_____b. the same as the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.

___X___c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.

_____d. other than what the Proposer typically offers (please describe).

11) Describe any quantity or volume discounts or rebate programs that you offer.

Mitel proposes to extend additional discounts under defined marketing programs and published promotions. Mitel proposes an additional 2% volume discount for opportunities of $500K USD and above as negotiated for the benefit of the Sourcewell member for Mitel hardware and software.

12) Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.

Mitel has access to and can supply a broad range of peripheral products that compliment and may be required to complete a turnkey installation. These Open Source items are provided by Mitel, our authorized selling agents, and distribution partners as required on a mutually acceptable basis to the Sourcewell member. These products and services are commonly ancillary elements to the turnkey solution but may, in some cases, be required to compliment or augment a member's existing installation. Offer and

acceptance of these elements will be at the member's discretion. Quotes will be provided for each such request.

13) Identify any total cost of acquisition costs that are **NOT** included in the pricing submitted with your response. This cost includes all additional charges that are not directly identified as freight or shipping charges. For example, list costs for items like installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.

Installation, maintenance and associated services provided by Partners would be quoted and negotiated between the Sourcewell member and the Partner.

Third party components, as an element of the total cost of acquisition, will be quoted and mutually agreed upon per Sourcewell member requirements.

14) If travel expense, delivery or shipping is an additional cost to the Sourcewell Member, describe in detail the complete travel expense, shipping and delivery program.

Mitel does not normally charge freight to Sourcewell customers who place orders directly with Mitel, unless overnight shipping is required. Travel expense is rarely required; however, if incurred Mitel would bill the Sourcewell customer the associated travel cost.

15) Specifically describe those travel expense, shipping and delivery programs for Alaska, Hawaii, Canada, or any offshore delivery.

Mitel treats all 50 states (nationwide) with the same shipping, global return, and exchange policy and program. We do not charge extra for Alaska, Hawaii, or offshore delivery. Travel expense is rarely required; however, if incurred Mitel would bill the Sourcewell customer the associated travel cost.

16) Describe any unique distribution and/or delivery methods or options offered in your proposal.

Mitel provides a very secure Web based delivery method for our software and license delivery, the Applications Management Center (AMC). The AMC provides a single interface for the delivery and management (assignment and reassignment) of licenses and software applications from Mitel. Sourcewell members can manage their own licenses or share their records with Partners who can assist them. The AMC allows the customer to take advantage of Mitel's flexible licensing model directly.

17) Please specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell.

Mitel has a well-developed process for ensuring that Sourcewell members receive pricing compliant with the contract terms. There are several checkpoints in the process which are described in detail below:

- Pre-sales pricing review and quote validation by Mitel Vertical Sales Group (VSG) and the Government Distribution partners.
- Quote comparison to order by Order Processing team (must match)
- Order contract compliance approval by VSG management and Contract Management.
- Order pricing compliance approval by Contract Management and Mitel Finance.

Mitel Internal Audit conducts quarterly and annual reviews on all government order processing activity in addition to verify compliance. On a monthly basis Mitel aggregates Sourcewell transactions to consolidate and submit our quarterly sales report and administrative fee.

Mitel employs an active link between our quoting tool (CPQ) and our master pricing parts list database to ensure the most current and accurate pricing is provided to the Sourcewell member on any given quote.

Further detail for the entire order and reporting compliance process is available in the response to Form P, question #3.

Each Mitel employee is responsible to make sure that government requirements are met and that all government regulations are being followed. Some examples of these requirements include:

- Accurately representing which Mitel products are allowable for sale under government contracts;
- Accurately representing the price or cost of Mitel products or services;
- Not improperly soliciting or obtaining confidential information, such as sealed competitors' bids, from government officials prior to the award of a contract;
- Hiring present and former government personnel only in compliance with applicable laws and regulations (as well as in consultation with the Legal Department and Human Resources); and
- Not including hidden terms, side agreements or other undisclosed arrangements.

18) Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See RFP Section 6.29 and following for details.)

Mitel will pay Sourcewell a 2% administrative fee of end-user PO for Mitel hardware and software, typically reported and paid on a quarterly basis.

Industry-Specific Questions

19) Describe time in market and development of your proposed solution(s).

Mitel has been in business for nearly 50 years providing telecommunications, Private branch Exchange (PBX) Voice over IP and Unified Communications (UC) solutions.

The existing portfolio is a combination of internally developed and systems brought in house through mergers and acquisitions. Where Mitel's own extensive portfolio of solutions does not meet a customer's needs Mitel OEMs best in class solutions.

As of time of responding Mitel's plan is to move forward with all existing call control platforms including onsite solutions such as MiVoice Connect, MiVoice Business, MiVoice MX-ONE and MiVoice Office 250 as well as Mitel's cloud solutions such as MiCloud Connect and MiCloud Flex.

Typically, a call control platform or application has 1 or 2 major releases in a year with minor maintenance releases occurring typically on a quarterly basis. In the event of a problem being discovered that has major impact for a customer(s) a software patch may be provided outside of the normal release schedule. It will then be integrated into the standard release schedule.

Mitel's longer-term strategies include providing cloud applications through CloudLink to enhance customer experience for all of these platforms so that existing Mitel customers can add newly developed and yet to be developed applications to their existing Mitel solution be they an onsite or cloud customer.

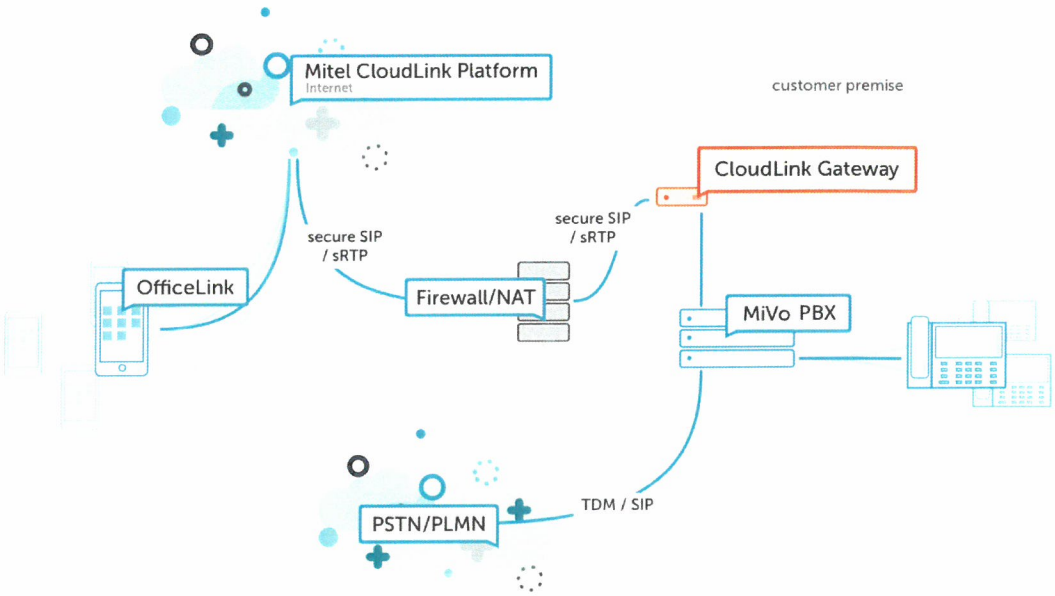
20) Provide a brief roadmap for the development and remaining product life cycles for any premises and/or cloud-based solutions.

As of time of responding Mitel's plan is to move forward with all existing call control platforms including the onsite solutions: MiVoice Connect, MiVoice Business, MiVoice MX-ONE, and MiVoice Office 250; as well as Mitel's cloud solutions: MiCloud Connect and MiCloud Flex. There are no plans to retire any of these products and solutions.

Mitel call control platform and applications typically have 1 or 2 major releases in a year with minor releases occurring typically on a quarterly basis. For example, MiVoice Business 9.1 (a major release) is currently scheduled to be released in the July 2019 time frame and plans (subject to change) include the ability to "containerize" the application and add multicasting support for paging. One of Mitel's R&D goals for 2019 is for all Mitel applications to be able to be containerized to allow for deployment in public or private cloud models as desired by the customer.

Mitel also continues to invest in existing physical and virtual server and appliance architectures with the recent 3300 EX and GX controllers becoming available on the MiVoice Business and MX-One respectively. The goal is to allow customers to use Mitel applications in the customer's desired infrastructure be it onsite, private cloud, public cloud, or a mix of deployments.

Mitel's strategy and roadmap includes providing cloud applications for all these platforms so that Mitel customers can add newly developed and yet to be developed cloud applications to their Mitel solution be they onsite or cloud. Mitel CloudLink is the platform that enables communications between an on-premise MiVoice Office PBX and cloud-based applications.



Mitel CloudLink is a technology enabler that provides this capability with a secured connection from the existing Mitel solution to cloud-based micro service designed applications running in Amazon Web Services cloud for example. Mitel OfficeLink for the MiVoice Office 250 is Mitel's first application designed to make use of this technology with Mitel Teamwork (including SMS integration) followed and Mitel's roadmap includes multiple other technology enablers to come.

MiCloud Flex hosted Unified Communications cloud offer is built upon the same software as the MiVoice Business solution. As a cloud solution, no appliances or additional onsite hardware is required or used. Customers can create hybrid networks of onsite and cloud if desired.

MiCloud Connect has a quarterly release strategy whereby major updates are part of each planned software release. Through each development cycle, unique Service Packs may be deployed as needed.

The MiCloud Connect platform provides a complete UCaaS solution delivering voice via IP Phones, Legacy Phones (through ATAs), Mobile Clients, Desktop Clients and Browser-based web clients. Embedded tools deliver the ability for users to collaborate and communicate including via Instant Messaging and video.

Current plans for MiCloud Connect include compliance for both HIPAA (Health) and SOC2 (Financial). This release enhances the platform's level of security, network segmentation, disaster recovery and data encryption. Through this network and software development, Mitel increased the speed of deployment, automation, monitoring and standardization to benefit all MiCloud Connect customers – not just those in need of HIPAA and SOC2 compliance. Additionally, Mitel is enhancing the experience with the flagship 6900-series phones for group office environments.

MiCloud Connect uses Teamwork to provide employees access to virtual workspaces to message, share documents, create and assign milestone tasks while conducting meetings at any time. Mitel recently enhanced the messaging capabilities of the Teamwork platform with the ability to send and receive text messages (Business SMS) to contacts outside of the Mitel platform.

Mitel continues to enhance its soft-client communications and is currently developing an application embedded into industry wide Customer Relationship Management (CRM) tools to deliver enhanced voice and collaborative communications between client contacts and the end user.

Future releases of MiCloud Connect are planned to include enhancements to the user interface as well as video conferencing and collaboration tools for end users. The MiCloud Connect RoadMap is continuously being updated as each milestone release is reached.

21) How do you enable Member migrations/upgrades over time?
- Describe hardware and software upgrade strategies.
- How do you "future proof" Members' solutions?

Mitel has a long and successful history of migrating customers forward. Firstly, wherever possible existing hardware is reutilized for many years with, for example, memory upgrades if needed. Once a hardware appliance reaches a point of not being able to be supported a migration plan is provided.

For example, customers that have MiVoice Office 250 can track their migration back to the former Intertel Axxess product, the MiVoice Business heritage can be traced to the SX-2000 and MX-ONE back to the Ericsson MD110. All of these customers have been able to successfully migrate forward with Mitel for decades.

For many customers the most expensive part of a UC solution is often the endpoints i.e. the phones. Mitel's 6900 series IP phones are supported across all of the call controls that Mitel is responding with allowing a customer to migrate from one Mitel platform to another, onsite and cloud, while maintaining their investment in their Mitel endpoints.

With the advent of server based and virtualized solutions this is becoming less of a concern. For example, with virtualized solution if a new release requires additional memory or CPU then the virtual appliance is simply provided the resources and so a customer no longer has the same hardware reliance that was once part of their IT strategy.

And Mitel is taking this a stage further with plans in 2019 to containerize call controls and applications and have them run in serverless cloud architectures such as Amazon Web Services (AWS) and Google Cloud

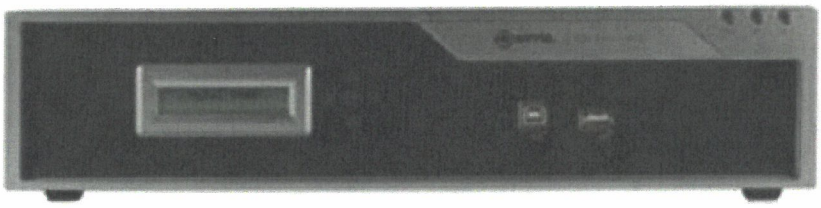
Platform (GCP). At which point no dedicated hardware resources are needed and the Mitel applications and call control are no longer tied to hardware at all if a customer requires.

22) Describe the types of hardware and platforms upon which your UC and CC solutions work?

Mitel has several hardware appliances designed for the specific call controls being used.

MiVoice Office 250

MiVoice Office 250 is built on a scalable digital – IP platform that combines the best of both IP and traditional TDM switching architectures. MiVoice Office 250 uses a software and hardware platform that combines the best of data networking and TDM switching architectures. It supports MiVoice Digital and IP telephones, IP networking for up to 99 sites and is designed to be customized with add-on modules & processors, all in a form factor that is optimized for shelf-top, rack-mount and wall-mount scenarios.



MiVoice Office 250 Controller

Through its unique combination of rich communications software, hybrid architecture and in-the-skin (& external) modules the MiVoice Office 250 can easily grow with your business – up to 250 users on a single communications solution.

MiVoice Office 250 offers businesses a complete suite of out of-the-box business productivity applications, which include Unified Voice Messaging with Automated Attendant, Meet-Me Conferencing, Automatic Call Distribution, Hot Desking, Mobile Twinning, Mobile Hand Off, Teleworking, and Reporting.

Surrounding applications can be combined with the Office 350 on physical or virtual servers for added functionality as well as the cloud based OfficeLink application.

MiContact Center Office

MiContact Center Office is a solution for contact centers or workgroups with up to 100 agents on the MiVoice Office 250 platform. Designed to help small to medium businesses exceed customer expectations, MiContact Center Office provides efficient monitoring, managing and routing of calls. By empowering agents with informative screen pops and Personal Information Manager (PIM) integration, it's never been easier to fuel helpful, intelligent interactions that give your customers an exceptional experience, every time. Leverage MiContact Center Office's real-time business intelligence insights on call performance and agent activity to ensure you're putting your best foot forward in every customer interaction.



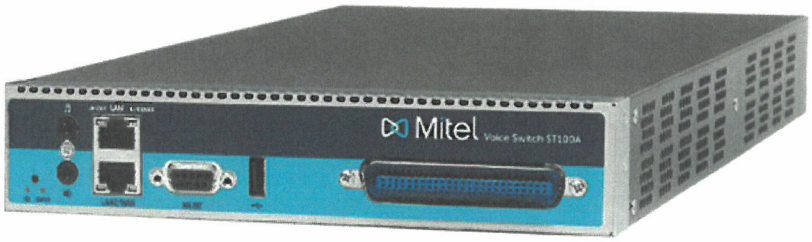
Benefits include

- Routing capabilities to connect your customers with the right person, on the first try, every time.
- Agent productivity tools, such as screen pops with PIM integration, to enhance call management for both agents and supervisors.
- Historical and real-time management reporting and call recording capabilities for valuable business insights and regulatory compliance.
- Optional intelligent router and media blending modules provide the flexibility to address more advanced requirements.

MiVoice Connect

MiVoice Connect delivers an intuitive user experience, business continuity, and simple management. Its robust feature set is easy to use and navigate, eliminating the need for IT. Plus, training and support can be accessed directly through the UI or Mitel Connect IP phone. MiVoice Connect's distributed architecture assures uptime and reliability to ensure your critical system is always running at top performance.

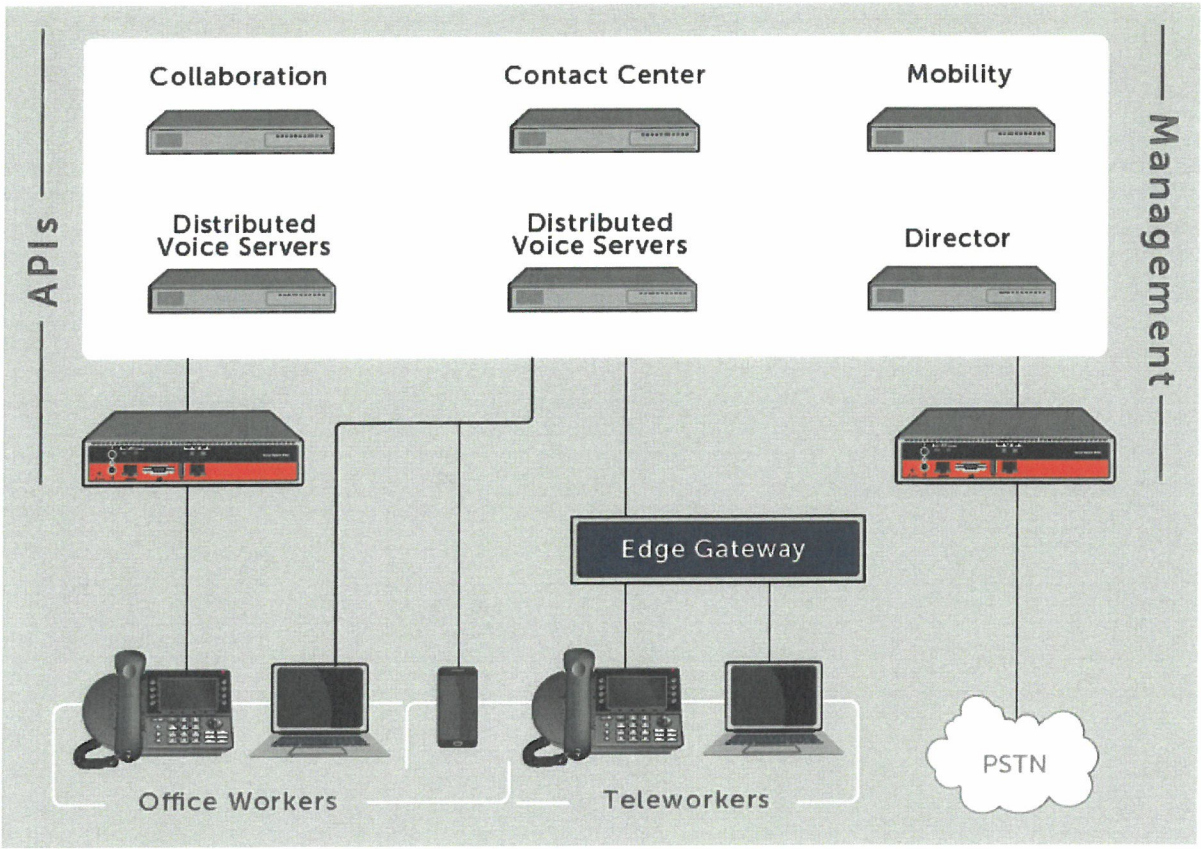
MiVoice Connect typically features a central deployment of Mitel Connect ST series voice switches. The voice switches are flash-based appliances that provide the connection between your local telephone companies and your IP network. Mitel Connect switches handle call control intelligence, including routing tables and database. They're available for SIP, PRI, or analog trunking in either solid-state hardware, or virtualized form running on x86 server(s).



Mitel ST Switch

The ST series switches feature two-stage upgrades, built-in conference ports, 500-port IP switches and USB ports for extended logging.

Your switch installation is supported by a single application server. No matter how large or spread out your operations may be, one server may be all you ever need for your entire Mitel Connect system. On that server, you'll run Mitel's best-in-class network administration software, Connect Director, and the Connect desktop app. To provision additional locations, simply add a voice switch to handle the number of phones needed at the new location. MiVoice Connect uses peer-to-peer connectivity to distribute your system's intelligence across all the installed devices. This enables multi-site phone systems to work like a single system, managed by a simple Web interface. This "single image" architecture makes even huge deployments unbelievably easy to set up and maintain.



The Mitel Connect Edge Gateway improves access to the MiVoice Connect system for remote workers. With the Mitel Connect Edge Gateway, there is no need for off-site users to launch a VPN to use Mitel Connect IP phones.

MiVoice Business

Mitel MiVoice Business provides businesses of all sizes with a scalable, feature-rich communications system using a single stream of software. MiVoice Business is designed to meet the needs of businesses that have from 5 to 130,000 users, whether they are single-site deployments or multi-site networks that span many countries. MiVoice Business is a modular, scalable system that runs on the following hardware platforms:

- Mitel 3300 ICP controllers, including MXe III, CX II, CXi II, AX, and EX
- Industry standard servers from (for example) Oracle®, HP®, IBM®, and Dell®
- VMware® vSphere™ and Microsoft® Hyper V™ virtualization platforms

Deploying MiVoice Business on the above-mentioned platforms enables customers to meet current requirements and invest in a system that can grow with them as their business expands. The core call control features are the same regardless of the hardware platform, and functionality (such as trunk support) can be provided through field-installed modules for some platforms. This hardware commonality ensures that as a business grows most of a customer's investment is protected when a controller chassis is upgraded. The family of Mitel 3300 ICP Controllers provides the flexibility to deploy the Mitel MiVoice Business software in many environments – as a full IP-PBX with all services, trunks, and legacy connections integrated; as a media gateway for larger networks; or as a connection to legacy services for those choosing to run the MiVoice Business software on virtual or physical servers, or as the enterprise edge for centralized networks that require survivable solutions for their remote sites.



Mitel 3300 ICP EX Controller

Mitel 3300 Controllers are specifically designed hardware platforms on which MiVoice Business can reside. Mitel 3300 Controllers are available in several variants – CX II / CXi II, MXe III, EX and AX – with each offering unique capabilities to address a wide range of business needs.



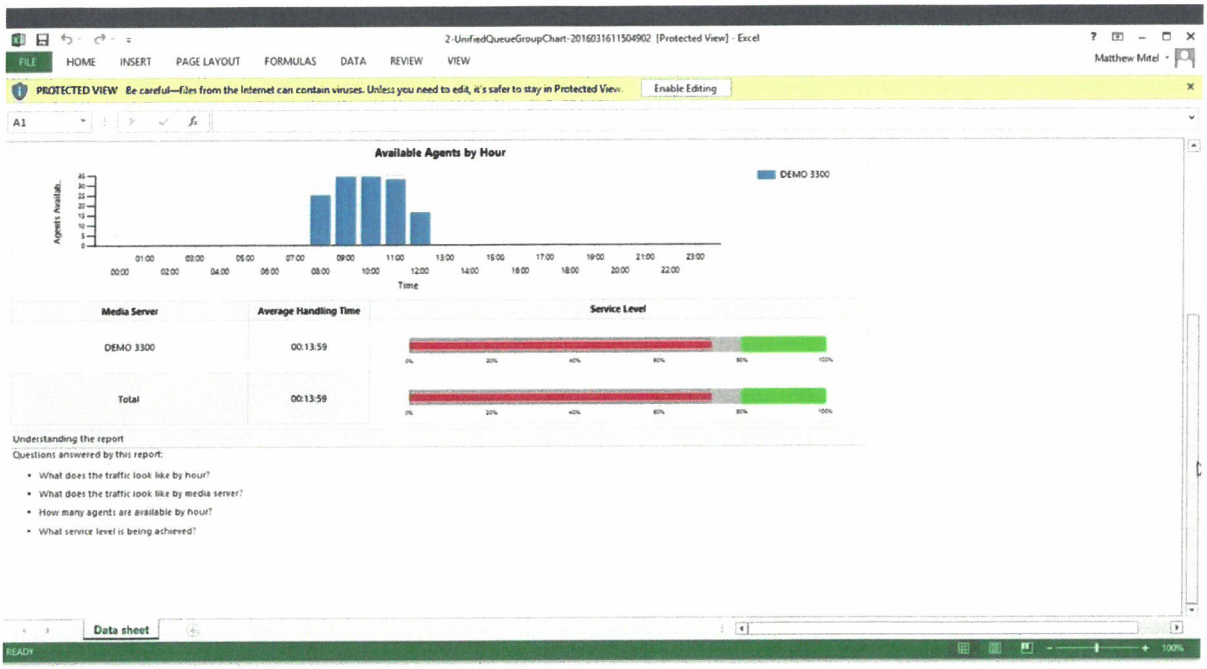
Mitel 3300 ICP MXe III Controller

MiContact Center Business (for MiVoice Business, MiCloud Flex)

Mitel's core contact center solution for the MiVoice Business platform is MiContact Center Business. MiContact Center Business is a sophisticated customer experience platform designed specifically to work with the MiVoice Business platform to help businesses of all sizes serve their customers while improving

agent productivity and customer satisfaction, increasing revenues and controlling operating costs, and simplifying IT management.

All MiContact Center Business solutions are IP based, enabling customers to manage their contact centers from anywhere, anytime with an Internet connection. MiContact Center Business can be deployed on physical or virtual servers.



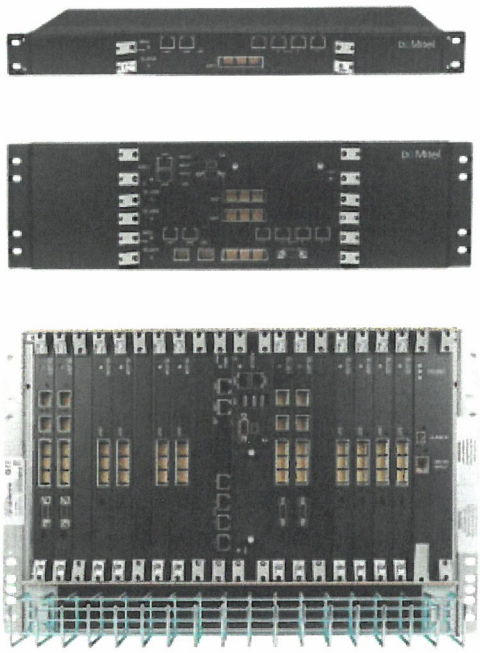
MiContact Center Business provides customers the freedom to engage with their customers on their preferred device and provides consistent customer experience across all media types, throughout the entire customer journey (e.g. email, web chat, SMS. social media etc.). Leading to an increase in customer satisfaction (CSAT) scores, improved first contact resolution (FCR) rates and lower customer effort scores (CES).

On the roadmap for 2019 is for MiContact Center Business to be made available for MiVoice Connect Customers.

MiVoice MX-ONE

Mitel's MiVoice MX-ONE is a comprehensive and fully integrated communications solution for medium- to large-sized business and enterprise demands. It can be deployed on premises or in the cloud to deliver feature-rich Unified Communications and Collaboration (UCC) capabilities that enable faster, more effective business communications the MX-ONE solution enjoys a history of offering unparalleled investment protection to an impressive installed base of more than 60,000 customers in over 100 countries. With the capability for strong redundancy and high-availability, the MX-ONE can scale from a few hundred users to over 500,000 users on a single system.

MiVoice MX-ONE consists of three basic components the MiVoice MX-ONE Service Node, the MiVoice MX-ONE Media Gateway / Media Server and MiVoice MX-ONE Management Suite. The MiVoice MX-ONE Service Node is the heart of the MiVoice MX-ONE solution. The high-capacity MX-ONE Service Node call server software—either virtualized or running on a standard server platform—can handle up to 15,000 SIP users and 15 media gateways in a single server configuration. Multiple MX-ONE Service Nodes and media gateways can be combined to form a single logical system and deployed either as a large centralized system or as a distributed system with many servers and media gateways spread over a geographically dispersed area.



MX-ONE 1U

MX-ONE Lite

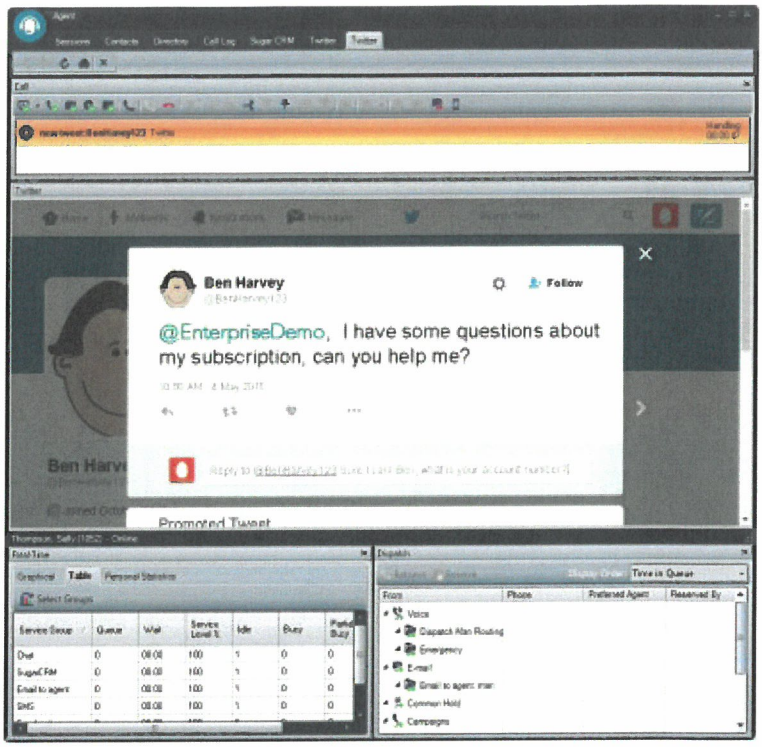
MX-ONE Classic

MX-ONE Gateways

The MX-ONE 1U chassis is the choice for pure IP environments. There is also room for additional analog and a PRI connection. The MX-ONE 3U chassis, more suitable for IP environments and branch office scenarios with the space for up to five TDM boards. The MX-ONE Classic 7U chassis, fitted targets mainly mixed environments with space for up to 16 TDM legacy boards.

MiContact Center Enterprise (for MX-ONE)

MiContact Center Enterprise is an all-in-one, adaptive and flexible platform for Unified Communications, mobility, contact center, business process automation, analytics and reporting as well as service and database integration. Mitel continues to build on supporting customers to transform their telephone oriented call center to a true, two-way, multi-modal interaction hub providing even more choices of interaction methods by implementing additional multi-channel access capabilities, including enhanced e-mail and chat routing options.



- Expandable up to 1,500 agents on a single system
- Single virtual solution for up to 10 networked MiContact Center Enterprise systems
- Mobile applications improve staff flexibility and productivity
- Embrace all communication channels including voice email, fax, SMS, chat, Social Media
- Skills-based routing provides customer answers fast
- All channels can be handed off to supervisor or subject matter expert
- Supervisor overview of all interactions Available in Lite, SME Multimedia and full Multimedia versions
- Low total cost of ownership – easy to deploy, use and manage

MiCloud Connect

MiCloud Connect is Mitel's multi-tenanted cloud based Unified Communications as a Service (UCaaS) offer built upon the same software as the MiVoice Connect solution. As a cloud UCaaS solution no appliances or additional onsite hardware is required or used.

MiCloud Connect lets you move communications and collaboration to the cloud with confidence. Featuring collaboration to make teams more productive, enhanced customer experience tools, global presence and improved business intelligence with integrations, you can connect your business communications in the cloud. MiCloud Connect is architected with enterprise-class security measures and redundancy at network, infrastructure and application layers to maximize uptime and scalability. In addition, cloud phone services are backed by Mitel's cloud Service Level Agreement (SLA) for added reassurance.

Customers can create hybrid networks of onsite and cloud if desired. 2019 roadmap includes the ability to host MiCloud Connect in Google Cloud Platform.

MiCloud Flex

MiCloud Flex is Mitel's single-instance solution. Each customer has their own dedicated virtualized applications running in VMware on their own dedicated isolated VLAN with all the benefits of the VMware availability tool set and optionally dual diverse data centers. MiCloud Flex hosted Unified Communications cloud offer is built upon the same software as the MiVoice Business solution. As a cloud solution no appliances or additional onsite hardware is required or used. Customers can create hybrid networks of onsite and cloud if desired.

23) Describe the primary partners with whom you proposed UC and contact center solutions.
- Do they have specific areas or vertical markets of expertise, particularly those in which Sourcewell Members are active?

Mitel's large portfolio of solutions allows Mitel to have solutions for just about every vertical including, but Mitel is the manufacturer of our UC portfolio of solutions. We maintain an OEM arrangement with Xmedia (fka AVST) for our MiCAM product to address very large, robust voice mail solutions for our larger public sector customers. We continue to actively seek partners whose solutions compliment, enhance and augment our core offerings.

Mitel's large portfolio of solutions allows Mitel to have solutions for just about every vertical including, but not limited to, public sector, local government, state government, education, health care, manufacturing, tourism and hospitality, retail, non-profit organizations, and many more. Mitel has a solution to cover most anyone.

- Describe options for Day 2 and after support and operations.

Mitel Professional Services and Mitel Authorized Partners offer a range of Support Plans to meet the support needs of our customers. Mitel offers optional Day 2 support plans available on an 8 to 5 Weekday (Day Support) basis or uplift to 24X7 support (Full Support). Customers can opt for core equipment coverage only or cover their IP endpoints as well. The Mitel TotalSolution program includes 24X7 Support for the term of the agreement. Additionally expedited parts replacement of defective parts and materials is included in this Support Plan during the coverage hours purchased.

24) For cloud based solutions:
- What are the typical network connectivity configuration(s)?
- Do you offer "single instance" and/or "multitenant" solutions?

MiCloud Connect is Mitel's multi-tenanted solution. Customers using MiCloud Connect are typically connected "over the top" across the Internet through Customer Premise Equipment (CPE) to ensure appropriate routing to the MiCloud Connect Data Centers. MiCloud Connect lets you move communications and collaboration to the cloud with confidence. Featuring collaboration to make teams more productive, enhanced customer experience tools, global presence and improved business intelligence with integrations, you can connect your business communications in the cloud. MiCloud Connect is architected with enterprise-class security measures and redundancy at network, infrastructure and application layers to maximize uptime and scalability. In addition, cloud phone services are backed by Mitel's cloud Service Level Agreement (SLA) for added reassurance.

MiCloud Flex is Mitel's single-instance solution. Each customer has their own dedicated virtualized applications running in their own dedicated isolated VLAN with all the benefits of the VMware availability tool set and optionally dual diverse data centers. Customers can be deployed using SD-WAN, MPLS or over the top Internet. With MiCloud Flex you can bring unified, mission-critical communications into the cloud for increased efficiency, simplicity and mobility. Designed for large enterprises and other companies

that require a rich unified communications (UC) environment, MiCloud Flex delivers the highest levels of performance, reliability and security through our global, mobile cloud.

Typically both solutions are delivered over IP. They can use the customer's existing Internet connection or can be delivered over a separately provided solution (MPLS, Ethernet, etc.).

25) What is the approximate percentage of premises versus cloud installations?

The approximate percentage of premise vs. cloud installations is 22% cloud, 78% premise.

Mitel has more than 70 million total active users globally (UC and UCaaS), with approximately 1.3 million on UCaaS solutions and more than three million on hybrid and/or private cloud solutions.

26) Describe security and redundancy for your cloud-based solutions.

Mitel cloud solutions are deployed in tier 3+ data centers providing 24x7 x365 physical security guards. The data centers provide:

Key Features of the Data Center

- Infrastructure and physical security standards support HIPAA compliance
- Data Center Certifications Include : ISO 27001, PCI DSS, SOC 1 Type 2 and SOC 2 Type 2, ENERGY STAR and LEED Gold
- Operations 24x7x365 remote hands
- Environment and power 100% uptime SLA, and six 9s (99.9999%) historical portfolio uptime

Data Center Connectivity

- Diverse fiber points of entry
- Redundant high-speed IP connectivity
- Carrier-neutral access to over 100 networks and services

Data Center Power

- Two diverse DVP substations
- Generators with N+1 redundancy
- Fuel: 24 hours, on-site
- High-efficiency UPS systems
- UPS/PDU/RPP with N, N+1, 2N redundancy

Data Center Cooling

- Variable speed CRAHs and ultrasonic humidification
- Smart chillers with evaporative condensing units for air- and water-side economization
- Water: Dual water sources backed by on-site wells
- N+1 campus cooling towers and chiller plant
- N+1 in-room AHU

- Water-side economization

Data Center Security

- Key cards and biometric scanners
- Double mantrap entries
- Controlled site access Cameras
- Perimeter and interior IP-DVR Security Officers
- 24x7x365 in-house staffed

Data Center Fire Protection

- Dual-interlock pre-action dry-pipe sprinkler system
- N+1 cooling system, dual-interlock, dry-pipe pre-action fire suppression system with VESDA

With all UC and VoIP solutions the primary security concerns can be summarized as follows:

- Confidentiality: The need to protect transmissions, whether for voice-streaming or data services, to prevent eavesdropping or interception of conversations, call control signaling or passwords.
- Integrity: The need to ensure that information is not modified by unauthorized users and to unequivocally prove a user or application is authorized to perform the task / function they are requesting, be it a voice call or a configuration change.
- Availability: The need to ensure the operation of the communication at all times.

Mitel MiCloud solutions support these capabilities.

With Mitel MiCloud solutions all IP Telephony devices and applications are reliant on the hosted call control for call establishment, tear down, transfer, etc. The MiCloud call control must authenticate the device prior to providing it with service.

With MiCloud Flex Mitel implements phone authentication that requires a unique association of device MAC addresses, Mitel set type and IP and user-entered PIN registration numbers to register with the call control. All communications are communicated across a TLS encrypted channel. Additionally, desktop software downloads are digitally signed. With MiCloud Connect IP devices require a username and password combination. Mitel recommends that strong username / password combinations are used over Transport Layer Security (TLS) encrypted SIP.

Mitel also provides the option to use 802.1X authentication for Desk phones which offers support for:

- Protected Extensible Authentication Protocol (PEAPv0-MSCHAPv2)
- Extensible Authentication Protocol (EAP) using EAP-MD5 challenge authentication.

Prior to being able to make a call a device must be authenticated and registered to do so as above. Assuming the device is registered successfully the call control then determines if a device is authorized to use a feature based on the device's programming (e.g. Class of Service) or make a given call based upon its dialing privileges (e.g. Class of Restriction). This authentication decision to allow or bar a call or use a feature is invoked each time a user uses their device. Signaling between MiCloud and a Mitel IP phone uses Transport Layer Security (TLS) encrypted signaling.

With MiCloud solutions voice media packets are also encrypted by default using Secure Real Time Protocol (SRTP). By default, with Mitel IP phones, the media path encryption is accomplished with Secure Real Time Transport Protocol (SRTP) using 128-bit Advanced Encryption Standard (AES). SRTP requires

consistent end-to-end encrypted media negotiations; therefore, every component that negotiates SRTP must comply with RFC 4568.

In 2019 MiCloud Connect, the multi tenanted cloud UCaaS solution will be deployed in Google Cloud Platform (GCP). While Mitel already encrypts data in transit (128 bits AES SRTP and TLS signaling) with MiCloud Connect GCP provides additional levels of security including data at rest encryption using up to 256 bit AES cipher. MiCloud Connect will be SOC 2 and HIPAA compliant when deployed in GCP.

MiCloud Flex also encrypts all data in transit (128-bit AES SRTP and TLS 1.2 signaling) by default and as a virtualized service the Storage Area Network (SAN) is optionally encrypted with 256 bit AES as well. MiCloud Flex is independently certified as being HIPAA and SOC 2 compliant with plans afoot to become PCI certified in 2019.

27) Describe a typical implementation project from design, implementation, and operations and support aspects.

Mitel implementations follow a clear scope defined in a mutually agreeable Statement of Work, regardless of whether Mitel or a Mitel Authorized Partner is performing the implementation. While Mitel cannot provide details on implementations managed by a Mitel Partner, rest assured that the Mitel Authorized Partner will provide skilled specialists certified in Mitel products to implement your new Mitel systems and applications. Should Mitel perform the implementation, a typical implementation project is described below at a high level.

Mitel has a proven history of implementing communications solutions of all sizes and levels of complexity. Likewise, the Mitel engineers assigned to your project will have the familiarity, confidence and competence to install your solution properly and efficiently.

Skilled Mitel specialists will install your new Mitel systems and applications or assist where technology gaps or staff shortages may be affecting a timely and successful project deployment. Depending on your needs, they can assist remotely or be on site hourly, daily, weekly or longer.

In each deployment, Mitel builds a system that includes flexibility for change, assurance of a proper installation, an optimized system configuration to minimize the effect of failure and guarantee service ability, and rapid repair capabilities.

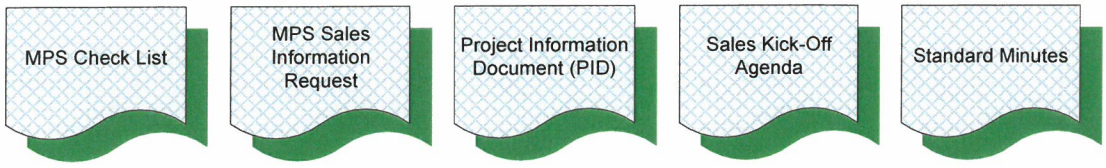
Mitel uses a five-phase process for all projects initiated through Mitel Professional Services. These phases are summarized for you below.

Project Initiation

Defines and authorizes a project or project phase

- team assignment
- document verification
- sales meeting

Documents used for the initiation of a project:



Standard meetings needed for this project phase:

- internal sales kick-off
- internal team kick-off
- customer introduction call

Project Planning

Defines or refines objectives as well as the course of action required to attain the objectives and scope for which the project was undertaken.

- project or simple – Matrix or MS Project
- website creation
- team assigned
- technical and customer kick-off meetings
- telecommunications vendor verification
- enterprise planning
- project plan created

Documents used for the planning of a project:

- Internal Kick-Off Agenda
- Standard Minutes
- Customer Kick-Off Meeting Agenda
- Project Plan
- Project Matrix Critical Path
- MS Project WBS Critical Path

Standard meetings needed for this project phase:

- customer kick-off
- customer technical

Project Execution

Integrates people and other resources to carry out the project management plan:

- weekly customer status meeting
- weekly technical meeting (internal)
- change management
- infrastructure and networking validation
- telecommunications vendor verification
- equipment tracking
- performance testing
- go/no-go meeting

Project planning documents:

- Weekly Technical Meeting Agenda
- Weekly Customer Status Meeting Agenda
- Go/No-Go Agenda
- Standard Minutes

Standard meetings:

- weekly internal
- customer weekly status
- go/no-go

Project Control

Regularly measures and monitors progress to identify variances from the project plan so corrective action can be taken when necessary to meet project objectives.

- change requests
- project performance
- scope management
- deliverables
- action

If the Customer determines that the job is to proceed, Mitel will begin with the following activities:

- pre-cut meeting
- cut technical meeting
- activity reporting
- PM call – cut day
- post-cut meetings
- D&A and service verification

Project planning documents:

- Pre-cut Agenda
- Post-cut Meeting Agenda
- Project Activity Report
- Punch List
- Standard Minutes

Standard meetings:

- pre-cutover
- cutover call
- post cutover

Project Close

At this phase is formal acceptance of product, service or results. It brings the project to an orderly end.

Final project meetings include the following:

- release for resources from project
- review of project quality
- PTE complete
- lessons learned
- customer quality
- archive project

Project planning documents:

- Project Close Agenda
- Project Close Lessons Learned & Project Close Minutes

Standard meeting:

- project close

28) What is the primary growth area(s) for your solutions?

Mitel's growth is coming through increased market share of both onsite and cloud solutions. Growth is both organic and through acquisition.

Contact centers in particular are a growth target as customers move through the digital transformation that is upon businesses.

29) How do your solutions "fit" within the Internet of Things (IOT)?

Mitel works with leading IOT vendors to "Give Machines a Voice" by linking the IOT devices through middleware into workflows. These workflows can then be integrated into contact centers or other applications through the open APIs that Mitel provides to escalate to humans as and when needed.

For more information, please refer to Attachment 8 – Giving machines a voice in hospitality whitepaper provided electronically on flash drive with our RFP response.

30) Please describe any other benefits, services, products, or differentiating factors about your solution(s).

Mitel provides options for cloud solutions – MiCloud Flex, MiCloud Connect, and CloudLink. Customers can obtain a seamless and reliable communications and collaboration solution with Call control, screen sharing, video conferencing, Instant Messaging, team collaboration, contact center and native integrations all in one.

With flexible service plans, customers can easily budget, grow and adjust as business demands change. Mobile phone and collaboration solutions make it easy for end users to stay connected from anywhere and allow them to stay fluid as they add offices and grow distributed workforces. IP desk phones, mobile solutions, web dialers and softphones deliver a seamless user experience and allow you to swap back and forth between devices.

MiCloud Connect delivers an out-of-the-box, simple solution for businesses that don't want to spend a lot of time on their communications solution, while MiCloud Flex delivers advanced features and customization for businesses with unique needs, plus CloudLink gives them flexibility to create custom solutions to complement their UC solution.

MiCloud Connect provides a total solution: Telephony, conferencing, IM, video, collaboration and contact center to deliver a complete business communications solution with Real-Time Management through a Web-based portal to provide all the tools needed to successfully manage and monitor the system without needing to contact Mitel. A modern user experience given through a clean and intuitive User Interface (UI) lets users interact and multi-task in ways that are natural. MiCloud Connect's built-in Security ensures that voice, web and signaling traffic is encrypted, making the platform one of the most secure solutions in the industry. The encryption layer is built into MiCloud Connect's data center.

Through proven expertise, Mitel delivers more than 2 billion connections every day and supports more than 3 million cloud users all over the world. Regardless of the Mitel product chosen, Mitel is committed to delivering excellent customer service to ensure a smooth transition and ongoing support.

Signature: Lou McElwain Date: 2/20/19

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 18, 2023
Subject:	2025-2029 State Five-Year Construction Plan	Item Number:	11.F.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 4

BACKGROUND

Annually, the district is required to update and submit to the Chancellor's Office of the California Community Colleges a five-year construction plan. The proposed construction projects have been vetted through the shared governance process and will be included in the new Facilities Master Plan. The state provides a guide for educational and facilities master plans but the format and depth of detail for prioritizing projects are local decisions. The five-year construction plan is due to the Chancellor's Office on or before July 3, 2023.

The following pages provide priority rationale and a narrative of district projects order of priority for the 2025-2029 State Five-Year Construction Plan.

FISCAL IMPACT

There is no fiscal impact to approve the district's capital outlay project order of priority for the 2025-2029 State Five-Year Construction Plan.

RECOMMENDATION

Staff recommends that the board of trustees approve the district's capital outlay project order of priority for the 2025-2029 State Five Year Construction Plan.

Administrator Initiating Item:	Final Disposition:
Eric D. Smith	

District Project Order of Priority
2025-2029 State Five-Year Construction Plan

Priority	Project Title	Location	Occupy Year	State Cost	District Cost	Total Cost
1	Fine Arts Complex	AHC	2022-2023	$22,366,000	21,629,000	$43,995,000
2	Building N Renovation	AHC	2028-2029	$18,271,599	$5,911,311	$24,182,910
3	Student Health Center	AHC	2023-2024	$0	$4,600,000	$4,600,000
4	PCPA Stagecraft	AHC	2022-2023	$0	$7,000,000	$7,000,000
5	Baseball/Softball Concession Stand	AHC	2022-2023	$0	$800,000	$800,000
6	Building E & F Demolition	AHC	2022-2023	$0	$878,727	$878,727
7	Building O-300 Demolition	AHC	2023-2024	$0	$1,500,000	$1,500,000
8	Baseball/Softball Changing Facilities/ Parking Lot, Safety Lighting and Drainage	AHC	2023 - 2024	$0	$3,307,500	$3,307,500
9	PCPA Marian Theater Exterior Paint Canopy	AHC	2025-2026	$0	$405,000	$405,000
10	Marian Theater Sound Project	AHC	2023-2024	$0	$270,000	$270,000
11	Interim Ground/Operations Building	AHC	2025-2026	$0	$3,200,000	$3,200,000
12	Public Safety Restroom Facilities	LVC	2025-2026	$0	$800,000	$800,000
13	Football Field Improvements	AHC	2025-2026	$0	$43,000,000	$43,000,000
14	Technology Center	AHC	2026-2027	$0	$15,679,000	$15,679,000
15	Building H Renovation	AHC	2026-2027	$0	$3,636,000	$3,636,000
16	Physical Plant Services	LVC	2027-2028	$0	$7,765,000	$7,765,000
17	Scenario Village Expansion	LVC	2027-2028	$0	$2,791,000	$2,791,000
18	Amphitheater	LVC	2029-2030	$0	$7,043,000	$7,043,000

District Capital Project Narrative
2025-2029 Five-Year Construction Plan

Fine Arts Complex
This project constructs a 52,260 assignable square feet (asf) Fine Arts Complex. The purpose of this project is to consolidate the fine arts instructional facilities. The complex will provide adjacency of spaces to facilitate interaction between disciplines, shared spaces such as computer labs for better space utilization, a technology network, and adequate ventilation/electrical power required to meet the needs of the current and expected growth of the program. The final building will include 47,044 asf laboratory, 5,096 asf office, and 366 asf of other spaces.

Building N Renovation
This project will consist of a renovation of the gymnasium (building 20) at the Allan Hancock College campus. The gym was constructed in 1962 and has not been renovated. Many of the buildings systems have outlived their useful lives and they need to be replaced. The building no longer works for current physical education teaching methodologies and upgrades are needed. This project will consist of 1,100 asf of Classroom, 2,878 asf of Lab, 2,589 asf of Office and 33,598 asf of physical education space.

Student Health Center
Approx. 4000 sq. ft. building will include a new student health center, food pantry and student laundry. The new building will be located east of building W and will allow for additional parking.

PCPA Costume/Prop Shop
A new building is required to relocate the PCPA costume and prop shop out of building O-300. Offices and work areas for carpenter and costume designers are included in this project.

Baseball/Softball Concessions Stand
This project will construct a concession stand at the baseball/softball fields complex.

Buildings E & F Demolition
This project will entail demolishing buildings E and F on the Allan Hancock College campus. No additional square footage is identified for this project since it was already removed from the building inventory as part of the Fine Arts Complex Project.

Building O-300 Demolition
This project will entail demolishing building O-300 on the Allan Hancock College campus. No additional square footage is identified for this project since it was already removed from the building inventory as part of the Fine Arts Complex Project.

Baseball/Softball Changing Facilities, Parking Lot, Safety Lighting and Drainage.
This project would construct new athletic team changing facilities at the baseball/softball fields complex. It has been combined with the baseball/softball parking lot, safety lighting and drainage from last year's Five-Year Plan to expedite both projects through the DSA approval process. This project now includes construction of a parking lot for the baseball/softball fields complex including safety lighting and drainage.

PCPA Marian Theater Exterior Paint Canopy
This project will construct an exterior paint canopy at PCPA Marian Theater. The new exterior paint canopy allows PCPA staff to paint sets outside without getting paint overspray on other buildings.

Grounds/Operations Building
A new temporary building is required for facilities grounds and custodial operations that are currently located in building O-300. This building would include a break room, offices, and storage areas for equipment and supplies.

Public Safety Training Complex Restrooms LVC
This project consists of building restrooms at the outdoor training area of the Public Safety Training Complex in Lompoc.

Football Field Improvements
A new building is proposed near the football field. This new building will include a team locker/shower facility near the football field.

Technology Center
This project is intended to provide open access computer labs and other computer technology-based instruction. In addition, the Information Technology Services department offices will relocate to this new facility.

Building H Renovation
This existing facility is to be renovated so that Campus Graphics can be expanded.

Physical Plant Services LVC
This project constructs a new 14,948 gross square foot building with maintenance yard to store grounds and facilities services equipment. This will require covered area for equipment with power sources for electric vehicle charging. Facilities operates from a 2,417 square foot space located within building 3, science building, constructed in 1999. Grounds equipment storage has taken over an area that was intended for the arts program. The Lompoc Valley Center has now grown from 65,464 square feet to a total of 170,000 square feet of building space. Therefore, this project will provide adequate space for custodial, grounds, maintenance, shipping and receiving, mailroom, and warehouse services.

Public Safety Training Complex Expansion LVC
This project would improve and add to the functionality of the outdoor training facilities at the Public Safety Training Complex. The improvements include expanded paving at the scenario buildings, and expanding the fire technology simulated street area.

Amphitheatre LVC
The 300 seat Lompoc Valley Center Amphitheater will be a unique venue for events, instructional performances, and commencement ceremonies, and would provide a signature outdoor gathering and learning space. The recommended location will help to integrate the Public Safety Training Complex with the original campus precinct. Great care and sensitivity to the environment should be considered in the design of the amphitheater. It is intended to be nestled into the existing site contours with the minimum amount of grading needed to achieve the design intent. The design solution should respect and use the many beautiful oak and eucalyptus trees and the other special character defining elements. Additional oak trees could be planted to screen and embrace the site. The design should be inspired by the natural beauty of the campus and should emphasize the appropriate use of local materials, such as stone and wood, in the construction of the amphitheater and site work. This facility would have the infrastructure and technology to support audio/visual systems and provide lighting for night time use.

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	Part-time Faculty Appointments, Regular Faculty Overload Assignments and Special Assignments/Stipends	Item Number:	11.G.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 8

BACKGROUND

Credit and noncredit instruction and non-instructional assignments for part-time faculty and overload and special assignments/stipends for regular full-time faculty are recommended for the time periods designated on the attached list, as per the California Education Code, Section 87482.5.

FISCAL IMPACT

Budgeted for the 2022-2023 fiscal year.

RECOMMENDATION

Staff recommends that the board of trustees approve the attached list of part-time faculty appointments and regular faculty overload and special assignments/stipends

Administrator Initiating Item:	Final Disposition:
Robert Curry	

FULL-TIME FACULTY OVERLOAD ASSIGNMENTS
SPRING 2023

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		ADMINISTRATION OF JUSTICE		
Hammill, Marc	41058	AJ 102	Criminal Procedures	.080
		ARCHITECHTURE		
Sadig, Saad	40804	ARCH 321	California Building Code	.100
		COUNSELING		
Morales, Mayra	Assigned	COUN	Counseling-SM	.053
		EARLY CHILDHOOD STUDIES		
Frazier, Yvon	42100	ECS 310	Art for Young Child	.033
		ENGINEERING TECHNOLOGY		
Sadig, Saad	40210	ET 100	Computer Aided Drafting and Design	.067

PART-TIME FACULTY ASSIGNMENTS - CREDIT
SPRING 2023

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		ANTHROPOLOGY		
Coates, Jenise	41640	ANTH 102	Intro to Cultural Anthro	.200
		ART		
Thayer, Jill	41594	ART 104	Art Hist Renaissance to Modern	.200
		COUNSELING		
Janiam, Gunyalat	Assigned	COUN	SEAP Counseling – Other Duties	.008
Janiam, Gunyalat	Assigned	COUN	SEAP Counseling	.030
		EARLY CHILDHOOD STUDIES		
Shaw, Michael	42102	ECS 312	Music Activities for Young Childhood Educators	.033
Thomas, Jennifer	42101	ECS 311	Creating Learning Materials	.033
Vasquez, Julia	42127	ECS 114	Parent/Child Relationship	.200
		EMERGENCY MEDICAL SERVICES		
Pucciarelli, William	40563	EMS 306	CPR for Healthcare Providers	.033
		FIRE TECHNOLOGY		
Burch, William	42158	FT 308	Firefighter 1 Academy 1B	.029
Janatsch, Bruce	42158	FT 308	Firefighter 1 Academy 1B	.029
Larsen, Patrick	42158	FT 308	Firefighter 1 Academy 1B	.029
Montejo, Vincent	42158	FT 308	Firefighter 1 Academy 1B	.030
Stevens, Nicole	42156	FT 307	Firefighter 1 Academy 1A	.029
		INTERCOLLEGIATE ATHLETICS		
Smith, Danah	40785	PEIA 195	Intercollegiate Conditioning	.036
		LAW ENFORCEMENT		
Buck, Vincent	41826	LE 329	State Hospital Peace Officer	.067
Camarena, Juan	41990	LE 321	Basic Law Enforcement Academy	.012
Dickel, Jason	41826	LE 329	State Hospital Peace Officer	.029
Garrett, William	41826	LE 329	State Hospital Peace Officer	.059
Gerber, Sonny	41069	LE 322	Basic Law Enforcement Academy	.007
Miller, Steven	41826	LE 329	State Hospital Peace Officer	.059

PART-TIME FACULTY ASSIGNMENTS - NONCREDIT
SPRING 2023

INSTRUCTOR	CRN	COURSE	COURSE NAME	FTE
		ENGLISH AS A SECOND LANGUAGE		
Santos, Alejandra	40758	NESL 7001	Intro to English A	.162
		VOCATIONAL COMMUNITY EDUCATION		
Martinez, Merari	42114	VOCE 7801	Truck Driving: Behind the Wheel	.135
Martinez, Merari	42115	VOCE 7801	Truck Driving: Behind the Wheel	.135
Martinez, Merari	42143	VOCE 7801	Truck Driving: Behind the Wheel	.135

FACULTY ASSIGNMENTS
FULL-TIME AND PART-TIME FACULTY – STIPENDS

District Funded

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Abi Ghanem, Rita	Review and modification of curriculum to be more culturally responsive (9/2/22 - 3/27/23).	$1,959.60
Anderson, Shane	Packing, moving, and unpacking departmental and instructional items into the new fine arts complex building (12/9/22 - 1/19/23).	$2,700.00
Ayres, Amanda	Continuing student success in post-pandemic, multi-level English 101 or 101/112 classrooms in a mentorship cohort format (3/9/23 - 5/19/23).	$483.60
Baker, David	Employee assisted with Diablo Canyon live fire training. Diablo Canyon will reimburse the college for all expenses incurred from this training. This did not involve a credit course and is a non-loaded assignment (3/16/23).	$287.24
Camarena, Juan	To provide not-for-credit training via contract education. Rio Hondo (3/6/23 - 3/7/23).	$895.20
Curry, Barbara	Per article 11.9.2: $1,000 stipend the first time teaching online and fulfilling the preparation requirement. ECON 101, CRN 42029, spring 2023 (1/23/23 - 5/24/23).	$1,000.00
Day, Alan	To provide not-for-credit training via contract education. Rio Hondo (3/9/23 - 3/10/23).	$1,183.68
Dechaine, Nichole	Packing, moving, and unpacking departmental and instructional items into the new fine arts complex (12/9/22 - 1/19/23).	$1,620.00
Garrett, William	To provide not-for-credit training via contract education. SBPD (3/21/23 - 3/23/23).	$1,523.28
Garrett, William	To provide not-for-credit training via contract education. Rio Hondo (3/7/23 - 3/10/23).	$2,031.04
Harford-Nourse, Elisabeth	To provide a writing center workshop for students. Includes research and presentation. "Editing Your Writing" (4/12/23).	$81.64
Hidinger, Matthew	Continuing student success in post-pandemic, multi-level English 101 or 101/112 classrooms in a mentorship cohort format (3/9/23 - 5/19/23).	$476.00
Hite, Christopher	Packing, moving, and unpacking departmental and instructional items into the new fine arts complex (12/9/22 - 1/19/23).	$1,020.00
Hood, John	Packing, moving, and unpacking departmental and instructional items into the new fine arts complex (12/9/22 - 1/19/23).	$1,500.00
Jeung, Jensen	Per article 11.9.2: $1,000 stipend for first time teaching online and fulfilling the preparation requirement. SOC 104, CRN 42029 as a distance learning course spring 2023 (1/23/23 - 5/24/23).	$1,000.00
Loomis, Sherry	Continuing student success in post-pandemic, multi-level English 101 or 101/112 classrooms in a mentorship cohort format (3/9/23 - 5/19/23).	$503.50
Lopez, Joe	To provide not-for-credit training via contract education. Rio Hondo (3/8/23 - 3/10/23).	$1,395.20

FACULTY ASSIGNMENTS
FULL-TIME AND PART-TIME FACULTY – STIPENDS

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Lopez, Joe	To provide not-for-credit training via contract education. Covered 6 (3/15/23).	$697.60
Madrigal, Hector	To provide not-for-credit training via contract education. Rio Hondo (3/8/23 - 3/10/23).	$1,852.32
Magna, Jorge	To provide not-for-credit training via contract education. Covered 6 (3/14/23 - 3/15/23).	$1,015.52
Martinez, Christopher	Employee assisted with Diablo Canyon live fire training. Diablo Canyon will reimburse the college for all expenses incurred from this training. This did not involve a credit course and is a non-loaded assignment (3/16/23).	$274.44
Meza, Ryan	To provide a writing center workshop for students. Includes research and presentation "Quoting, Paraphrasing, and Summarizing" (3/8/23).	$81.64
Miller, Deandre	To provide not-for-credit training via contract education. Santa Barbara Police Department (3/21/23).	$507.76
Miller, Deandre	To provide not-for-credit training via contract education. Covered 6 (3/14/23).	$507.76
Miller, Deandre	To provide not-for-credit training via contract education. Rio Hondo EVOC (3/6/23 - 3/7/23).	$1,015.52
Miller, Steven	To provide not-for-credit training via contract education. Santa Barbara Police Department (3/21/23 - 3/23/23).	$1,705.44
Miller, Steven	To provide not-for-credit training via contract education. Covered 6 (3/14/23 - 3/15/23).	$1,136.96
Moretti, Alicia	To provide a writing center workshop for students. Includes research and presentation "Resumes & Cover Letters" (4/13/23).	$107.96
Neumann, Timothy	To provide not-for-credit training via contract education. Covered 6 (3/15/23).	$591.84
Neumann, Timothy	To provide not-for-credit training via contract education. Rio Hondo (3/6/23 - 3/7/23).	$1,183.68
Osborne, Matthew	Employee assisted with Diablo Canyon live fire training. Diablo Canyon will reimburse the college for all expenses incurred from this training. This did not involve a credit course and is a non-loaded assignment (3/16/23).	$256.48
Perkins, Michael	To provide not-for-credit training via contract education. Covered 6 (3/14/23).	$284.24
Purcell, Mark	To provide not-for-credit training via contract education. Riverside academy EVOC (1/20/23).	$591.84
Purcell, Mark	To provide not-for-credit training via contract education. Rio Hondo (3/9/23 - 3/10/23).	$1,183.69
Reid, Robert	To provide not-for-credit training via contract education (3/22/23 - 3/23/23).	$1,082.08
Reid, Robert	To provide not-for-credit training via contract education. Covered 6 (3/14/23).	$541.04
Reid, Robert	To provide not-for-credit training via contract education. Rio Hondo (3/6/23 - 3/10/23).	$2,705.20

FACULTY ASSIGNMENTS
FULL-TIME AND PART-TIME FACULTY – STIPENDS

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Vasquez, Frank	To provide not-for-credit training via contract education. Covered 6 (3/15/23).	$591.84
Vasquez, Frank	To provide not-for-credit training via contract education (1/11/23).	$591.84
Vasquez, Frank	To provide not-for-credit training via contract education. Rio Hondo (3/7/23 - 3/8/23).	$1,183.68
Velasquez, Mark	Packing, moving, and unpacking departmental and instructional items into the new fine arts complex (12/12/22).	$70.58

Grant Funded

Dimick, Janae	Janae Dimick has and will complete 2 hours of additional work per week outside of her regular teaching duties in order to support the first year of the BIGE learning community (1/23/23 - 5/17/23).	$1,920.00
Gray, Cary	Participation in the Hancock academy spring 2022 "Use Your Tools!" professional development series (6/15/22 - 7/20/22).	$240.60
Jorstad, Robert	Spring 2023. Co-PI for "Inclusion in Mechanics and the Mechanics of Inclusion" grant (California Education Learning Lab grant with Cal Poly San Luis Obispo). Create videos, concept tests, learning materials, and other content for project. Attend meeting with Cal Poly partners. Prepare and present work at Cal Poly conference, March 2023 (1/1/23 - 3/30/23).	$1,440.00
King, Suzanne	Food share lab supervision (3/30/23).	$112.83
Knight, Julie	Continuing student success in post-pandemic, multi-level English 101 or 101/112 classrooms in a mentorship cohort format (3/9/23 - 5/19/23).	$600.00
Knight, Julie	Attend embedded services training in January 2023. Complete end of semester Title V survey (1/23/23 - 5/24/23).	$1,200.00
Kopecky, Susie	Participation in the Hancock Academy spring 2022 "Use Your Tools!" professional development series (6/15/22 - 7/20/22).	$360.00
Kopecky, Susie	Continuing student success in post-pandemic, multi-level English 101 or 101/112 classrooms in a mentorship cohort format (3/9/23 - 5/19/23).	$600.00
Kopecky, Susie	To provide a writing center workshop for students. Includes research and presentation. "Writing a Research Paper" (3/29/23).	$120.00
Landeros, Martin	Attend embedded services training in January 2023. Complete end of semester Title V survey (1/23/23 - 5/24/23).	$1,560.00
Lowery, Herod	Commercial truck driving instructor onboarding as per state and federal regulations (1/18/23 - 3/20/23).	$129.52
Martinez, Merari	Commercial truck driving instructor onboarding as per state and federal regulations (1/18/23 - 3/20/23).	$123.56

FACULTY ASSIGNMENTS
FULL-TIME AND PART-TIME FACULTY – STIPENDS

INSTRUCTOR	ASSIGNMENT	DOLLAR AMOUNT
Metaxas, Linda	To facilitate embedded tutoring for LSAMP C6 grant in PHYS 110 (CRN 40586 and 40122) courses spring 2023 (1/23/23 - 5/24/23).	$850.20
Murray, Thomas	Commercial truck driving instructor onboarding as per state and federal regulations (1/24/23 - 3/20/23).	$129.52
Nunez, Tina	Continuing student success in post-pandemic, multi-level English 101 or 101/112 classrooms in a mentorship cohort format (3/9/23 - 5/19/23).	$600.00
Okerblom, Johnathon	To facilitate and chaperon MESA/STEM students to the UCSF fellowship - Y.E.S (youth, equity, science) panel discussion at Cuesta College (4/14/23).	$300.00
Raybould-Rodgers, Julia	Continuing student success in post-pandemic, multi-level English 101 or 101/112 classrooms in a mentorship cohort format (3/9/23 - 5/19/23).	$600.00
Reed, Christine	Spring 2023. Prepare and present work at Cal Poly learning lab conference, March 2023 (1/1/23 - 3/30/23).	$360.00
Romo, Alina	Continuing student success in post-pandemic, multi-level English 101 or 101/112 classrooms in a mentorship cohort format (3/9/23 - 5/19/23).	$600.00
Senior, Robert	Continuing student success in post-pandemic, multi-level English 101 or 101/112 classrooms in a mentorship cohort format (3/9/23 - 5/19/23).	$600.00
Senior, Robert	Attend embedded services training in January 2023. Complete end of semester Title V survey (1/23/23 - 5/24/23).	$1,200.00
West, Liz	Participation in the Hancock academy spring 2022 "Use Your Tools!" professional development series (6/15/22 - 7/20/22).	$360.00
West, Liz	Attend embedded services training in January 2023. Complete end of semester Title V survey. (1/23/23 - 5/24/23).	$1,560.00
Wills, Kacie	Continuing student success in post-pandemic, multi-level English 101 or 101/112 classrooms in a mentorship cohort format (3/9/23 - 5/19/23).	$600.00
Ying Hood, Chellis	Continuing student success in post-pandemic, multi-level English 101 or 101/112 classrooms in a mentorship cohort format (3/9/23 - 5/19/23).	$600.00
Youngblood, Brian	Spring 2023, Co-PI for "Inclusion in Mechanics and the Mechanics of Inclusion" grant (California Education Learning Lab grant with Cal Poly San Luis Obispo). Create videos, concept tests, learning materials, and other content for project. Attend meeting with Cal Poly partners. Prepare and present work at Cal Poly conference, March 2023 (1/1/23 - 3/30/23).	$1,080.00

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	Equivalency Certification for Faculty	Item Number:	11.H.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 3

BACKGROUND

In accordance with California Code of Regulations Title 5, Division 6, Chapter 4, Subchapter 4, Article 2, Section 53410, and Allan Hancock College's board policy 7211, those who have equivalent qualifications to the state minimum qualifications as established by the Board of Governors can teach classes within their designated discipline areas.

Attached is the equivalency certification for a faculty member who has been authorized to teach credit or noncredit classes, as needed, at Allan Hancock College based on equivalency criteria specified in board policy 7211 and as restricted by the equivalency certification document.

Regular Equivalency Certification

Name	Discipline
Herrmann, Ed	Health Education and Physical Education

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees approve the attached equivalency certifications for faculty members who have been authorized to teach, as needed, based on equivalency criteria specified in board policy 7211 and as restricted by the equivalency certification document.

Administrator Initiating Item:	Final Disposition:
Robert Curry	

ALLAN HANCOCK COLLEGE

X	Equivalency Approval Date: March 28,2023
	Not Approved Date:

EQUIVALENCY CERTIFICATION FOR
DISCIPLINES REQUIRING THE MASTER'S DEGREE
(For Credit Courses)

NAME: Ed Herrmann	DIVISION: Academic Affairs
DEPARTMENT: Kinesiology, Recreation, Athletics	DISCIPLINE: Health and PE

☐ Master's degree in any discipline; plus 24 units of course work in the discipline of the assignment. At least 18 of these units must be graduate or upper division. (The 24 units may have been either included in or taken in addition to the master's degree.)

☑ Master's degree in any discipline; plus two years of professional experience related to the discipline of the assignment or two years of successful teaching experience in the discipline of the assignment.

☐ Completion of the coursework equivalent to a master's degree in the discipline or a related discipline, including at least 24 graduate semester units, when the candidate is enrolled in a Ph.D. program that does not award the master's degree.

☐ Bachelor's degree in the discipline or related discipline; plus six years of professional experience related to the discipline of the assignment or six years of teaching experience in the discipline of the assignment.

☐ In rare cases, recognized accomplishments which demonstrate expertise and skill in the field of study beyond that normally achieved through formal education. Candidate must provide conclusive evidence of attaining coursework or experience equal to the components of the required degree, including general education requirements as outlined in Title 5 section 55063. In no case will recognized accomplishments be the sole criterion for granting equivalency. (See Administrative Procedures 7211.)

NOTE: Teaching and professional experience may be combined to total the required number of years.

NOTE: Official copies of transcripts are required for all coursework being submitted for equivalency.

NOTE: An Allan Hancock College Verification of Employment (VOE) form is required for all employment being submitted for equivalency.

RATIONALE: Explain how the applicant's qualifications meet the selected guideline. Qualifications must be verified with appropriate documentation. Please refer to Professional Standards Guidelines for outline format. (Signature block on the reverse side of this form.)

2001-2004 - Lompoc High School- Health Education Teacher

2004- Present - Righetti High School Health Education Teacher

I hereby certify that all information submitted above is true and correct.

Signature of Candidate:	Date:
Edward J. Hermann Ed Hermann (Mar 15, 2023 06:59 PDT)	Mar 15, 2023

I have reviewed all documentation and recommend approval of regular equivalency certification.

Signature of Department Chair: Chris Stevens Chris Stevens (Mar 15, 2023 20:40 PDT)	Date: Mar 15, 2023	Signature of Dean: Kim Ensing	Date: Mar 16, 2023
Signature of Appropriate Academic or Student Services Vice President: Robert Curry Robert Curry (Mar 28, 2023 11:35 PDT)	Date:	Signature of Committee Chair Professional Standards Committee:	Date:
Date of Board Approval: April 18, 2023			

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	Authorization for Out-of-State Travel	Item Number:	11.I.A.
Institutional Goal:	Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures:	Page 1 of 1

BACKGROUND

In accordance with board policy 4300, Jonathan Okerblom, assistant professor, biology and up to ten students are requesting approval to attend the 2023 Marine Advanced Technology Education (MATE) Remotely Operated Vehicles (ROV) World Championship in Longmont, CO from June 20-25, 2023.

FISCAL IMPACT

Estimated to be a maximum of $13,481 and $13,250 will be reimbursed by MATE. Mr. Okerblom and student participants will be responsible for all remaining expenses.

RECOMMENDATION

Staff recommends that the board of trustees authorize out-of-state travel for Jonathan Okerblom, assistant professor, biology and up to ten students to attend the 2023 Marine Advanced Technology Education (MATE) Remotely Operated Vehicles (ROV) World Championship in Longmont, CO from June 20-25, 2023.

Administrator Initiating Item:	Final Disposition:
Robert Curry	

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 18, 2023
Subject:	Authorization for Out-of-State Travel	Item Number:	11.I.B.
Institutional Goal:	Accreditation Standard IV	Enclosures:	Page 1 of 1

BACKGROUND

Authorization for out-of-state travel is requested for the staff members listed below to travel to Washington, DC to attend the 2023 American Council on Education Annual Meeting on April 13-15, 2023:

	Name	Department
1.	Josie Cabanas	Admissions & Records
2.	Christian Gardner	Admissions & Records
3.	Heidi Khaykham	Admissions & Records
4.	Steven Reed	Information Technology
5.	Andy Specht	Information Technology
6.	David Vasquez	Admissions & Records

FISCAL IMPACT

The estimated cost for this travel is approximately $9,334.70.

RECOMMENDATION

Staff recommends that the board of trustees authorize out-of-state travel for David Vasquez, Josie Cabanas, Heidi Khaykham, Christian Gardner, Steven Reed, and Andy Specht to attend the 2023 American Council on Education Annual Meeting in Washington, D.C. on April 13-15, 2023.

Administrator Initiating Item:	Final Disposition:
Kevin G. Walthers	

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	Authorization for Outside of the United States Travel	Item Number:	11.J.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 1

BACKGROUND

Kacie Wills, assistant professor, English, requests travel to Keats Grove, London from June 9-16, 2023 to attend the Edinburgh Companion to Romanticism and the Arts book launch. Ms. Wills has the opportunity to present her chapter in the Edinburgh Companion to Romanticism and the Arts book at a public event at the Keats House.

FISCAL IMPACT

A maximum of $1,280 from Professional Development funds. Ms. Wills will be responsible for the remaining expenses.

RECOMMENDATION

Staff recommends that the board of trustees authorize outside of the United States travel for Kacie Wills, assistant professor, English, to Keats Grove, London from June 9-16, 2023 to attend the Edinburgh Companion to Romanticism and the Arts book launch.

Administrator Initiating Item:	Final Disposition:
Robert Curry	

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 18, 2023
Subject:	Academic Policy and Planning Curriculum Summary Report	Item Number:	11.K.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 26

BACKGROUND

The curriculum report for the period February 9, 2023 to March 9, 2023 is attached for consideration by the board of trustees. This report includes a summary of new courses, course reviews and modifications, course conversions to distance education or remote learning.

FISCAL IMPACT

The estimated cost for additional library materials for new and modified curricula will be determined at a later date for inclusion in the 2022-2023 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees adopt the curriculum additions and changes reflected in the summary report of the Academic Policy and Planning Committee for the period.

Administrator Initiating Item:	Final Disposition:
Robert Curry	

ACADEMIC POLICY AND PLANNING COMMITTEE CURRICULUM REPORT

April 18, 2023
For the period February 9 – March 9, 2023
Larry Manalo Jr, Committee Chairperson
Dave DeGroot, Vice Chair/Technical Review Committee Chair
Christine Bisson, Applied Behavioral Sciences
Brent Darwin, Business
Lainey Campos, Counseling
Chad Kelly, English
Shane Anderson, Fine Arts
Paul LeSage, Kinesiology, Recreation and Athletics
Mary Pat Nelson, Health Sciences
Vacant, Industrial Technology
Andria Keiser, Languages & Communication
Kerry Runkle, Academic/Student Services
Brian Youngblood, Life and Physical Sciences
Derek Mitchem, Mathematical Sciences
Susan Roehl, Public Safety
Thomas VanderMolen, Social & Behavioral Sciences
Tania Salinas, Associated Student Body Government
Eunice Barcenas and Josie Cabanas, Admissions & Records Representative (non-voting)
Andria Keiser, Non-Credit Education (non-voting, vacant)
Dave DeGroot, Articulation Officer (non-voting)
Robert Curry, Vice President, Academic Affairs (non-voting)
Rebecca Andres, Curriculum Specialist (non-voting)

Approved by Academic Senate:_____
President, Academic Senate Date
Allan Hancock College

Adopted by Board of Trustees: _____
President, Board of Trustees Date
Allan Hancock Joint Community College District

NEW COURSES/PROGRAMS RECOMMENDED FOR ADOPTION

New courses and programs including credit, noncredit, experimental, and special topics. Effective fall 2023.

New Credit Courses

Course Number	Course Title	Units
DANC 104	Dancing for the Camera Justification: recommended by the commercial dance advisory committee to better prepare students for entry-level work in the commercial dance industry.	2.0
DANC 107	Intercollegiate Conditioning-Dance Repeatable: 8 Limitation on enrollment: Instructor recommendation - students must be eligible to compete with the intercollegiate dance team, by first auditioning, and then registering for the UDA (Universal Dance Association) and/or NDA (National Dance Association) College Nationals. Justification: recommended by the commercial dance advisory committee.	3.0
DANC 109	Intercollegiate Dance Team Repeatable: 3 Limitation on enrollment: Instructor recommendation - auditioning into team, and then registering for the UDA (Universal Dance Association) and/or NDA (National Dance Association) College Nationals.	3.0
DANC 139	Hip Hop Dance III Advisory: DANC 138 Limitation on enrollment: audition Justification: recommended by the commercial dance advisory committee to better prepare students for entry-level work in the commercial dance industry.	3.0
ENGL / ES 153	Native American Literature Prerequisite: ENGL 101 Justification: The Native American Literature course will support both the English Department and the Ethnic Studies program, providing students with the opportunity to explore diverse stories, which will increase overall empathy of different cultures, improve racial representation on campus and create awareness of varied perspectives.	3.0
ENGL 180	Harry Potter and Realms of the Fantastic Prerequisite: ENGL 101	3.0

	Justification: This course will further enhance the variety of literature courses offered to English majors and other majors seeking further instruction in literary genres, movements, represntations, and history. There is currently no course offered at AHC that focuses specifically on the genre of fantasy literature and the literary world of Harry Potter texts.	
GEOL 115	Oceanography Lab Corequisite: GEOL 114 Justification: This course would provide students with another choice for a laboratory course to meet AHC GE Category 1 (when taken in conjunction with GEOL 114), CSU GE Area B3, and IGETC Area 5C. Adding the laboratory component to this course would improve student outcomes as indicated by PLO data.	1.50

New Noncredit Course

Course Number	Course Title	Hours
New Course Prefix: Personal Development Noncredit (PDNC) The PDNC course prefix identifies personal development noncredit courses. The PDNC subject is in addition to Personal Development (PD) credit courses. Both credit and noncredit personal development instructors may use the PDNC to create courses in noncredit.		
PDNC 7101	Career Connect	8-10

COURSE REVIEW

Courses listed here have been reviewed as part of a regularly scheduled course review cycle to maintain currency of course outline of record including distance education addendum, requisites, and general education review where appropriate.

Course Number	Course Title	Units
ANTH 102	Introduction to Cultural Anthropology	3.0
ANTH 103	Introduction to Archaeology	3.0
ANTH 110	Biological Anthropology Lab Corequisite: ANTH 101 or completion of ANTH 101	1.0
BIOL 124	Human Anatomy Advisory: BIOL 100 Removing CHEM 120 and English advisory courses	4.0

Dental Assisting (DA) Limitation on enrollment: admittance to dental assisting program.

DA 310	Exploring Career Opportunities Modified catalog description and outcomes.	1.0
DA 314	Introduction to Bio-Dental Science Removed English advisory courses	3.0
DA 317	Dental Assisting Theory Corequisite: DA 318	7.0
DA 318	Basic Dental Assisting Skills Corequisite: DA 317 Removed English advisory courses, added related lab course DA 317 as corequisite course.	3.0
DA 319	DA Administrative Skills Removed English advisory courses, modified catalog description, ADA code of ethics content added.	3.0
DA 320	DA Practicum in the Community	1.0
DA 325	Clinical Dental Procedures	3.0
DA 326	Dental Radiography	4.0
DA 327	Dental Screening	0.5
DA 328	Pit and Fissure Sealants	1.0
DA 329	Dental Assisting Practicum	4.0
DA 330	Coronal Polish	1.0
DA 332	RDA Law and Ethics	0.5
DA 348	RDA Success Seminar	0.5
DA 380	DA Skills Lab	0.5
PD 101	Success in College Updated to OER source for textbook, catalog description to reflect LS 101 removal from catalog, clarified course objectives.	3.0
PD 110	College Success Seminar	1.0
VEN 105	Wine Marketing and Sales	3.0
VEN 114	Wine Business Advisory: BUS 101 Removing ENGL 514 advisory course	3.0
VEN 121	Viticulture Operations 2 Advisory: VEN/AG 102	3.0
VEN 135	Grapevine Physiology Advisory: VEN/AG 102	1.0
VEN 314	Organic/Biodynamic Winegrowing	3.0
VEN 320	Wine Tasting Room Sales	1.5

MODIFICATIONS

Credit Course Modifications

Course Number	Course Title	Units
AJ 115	Introduction to Criminology Formerly: AJ 315. Justification: Modify to a 100-level and include in degree offerings, three comparable lower division CSU courses.	3.0
AG /VEN 126	Fertilizers & Plant Nutrition Formerly: AG/VEN 315 Justification: Cal Poly SLO has requested that this course become a transfer-level class so that it can be articulated to their SS 221 Soil Health and Plant Nutrition course. This will benefit AHC transfer students entering any one of several Cal Poly agriculture pathways that require this course for program completion. This has been a long-standing request and is supported by the AHC instructor who also teaches the course at Cal Poly.	4.0
ART 162	Ceramics 3 Justification: There is a need to change language from using high fire to low fire clay in the catalog description, Methods of Instruction (lecture and lab) and Assignment areas. Most ceramic disciplines have moved away from high-fire clay at these levels of instruction.	3.0
DANC 140	Ballet Folklórico I Formerly: Beginning Folklorico Lab hours are being added to the course, removing English advisory	2.0
DANC 142	Ballet Folklórico II Advisory: DANC 140 Formerly: Intermediate Folklorico, Lecture hours and lecture content are being added, increase in total contact hours, units increasing from 0.5 units to 2 units	2.0
DANC 145	Folklórico Zapateados Changing catalog description. Increase course hours, increase units from 0.5 to 1 unit, changing SLO's to better align with the new Ballet Folklórico certificate of accomplishment.	1.0
DANC 182	Technical Production Lab Aligned with CID course THTR 192, modified discipline placement to include theatre arts, removed audition limitation on enrollment. AAT Theatre Arts.	3.0

ECS 103	Introduction to Early Childhood Formerly ECS 303. Converting to 100-level course, reviewed content and updated based on workforce standards, added OER textbook. Comparable course at CSU Long Beach, Intro to Early Childhood Education.	3.0
ENGR 152	Statics Prerequisite: Math 182 and PHYS 161 Removing prerequisite PHYS 141, align with C-ID course ENGR 130 which requires the physics prerequisite be calculus based (i.e Physics 161, the other currently listed Physics prerequisite).	3.0
GRPH 112	Digital Imagery Removing corequisite lab course, increase lecture/lab and total contact hours.	3.0
GRPH 113	Digital Illustration Advisories: GRPH 108 or GRPH 110 Removing GRPH 114 corequisite lab course and GRPH 112 advisory, increase lecture/lab hours and total contact hours.	3.0
GRPH 115	Digital Design and Publishing Advisories: GRPH 110 or GRPH 112 or GRPH 113 Removing GRPH 125 corequisite lab course, increase lecture/lab and total contact hours, modified course description.	3.0
GRPH 120	Advanced Design for Publishing Prerequisite: GRPH 115 Removing GRPH 121 corequisite lab course, increase lecture/lab and total contact hours.	3.0
MMAC 101	Introduction to Multimedia Removing MMAC 102 corequisite lab course, adding lab hours to the course, increase total contact hours, increase units from 2 to 3 units.	3.0
MMAC 125	Computer Video Editing Modified course learning outcome #3 to align with cross-listed course, FILM 125	3.0

MATH course requisites have been modified to reflect AB 705, and remove MATH 309, and/or MATH 333/334 prerequisites.

MATH 100	Nature of Modern Mathematics Prerequisite: MATH 331 or placement according to AHC placement policy.	3.0
MATH 121	Trigonometry	3.0

	Prerequisite: MATH 331 or placement according to AHC placement policy.	
MATH 123	Elementary Statistics	4.0
	Prerequisite: MATH 331 or placement according to AHC placement policy.	
MATH 131	College Algebra	3.0
	Prerequisite: MATH 331 or placement according to AHC placement policy.	
MATH 141	Precalculus	6.0
	Prerequisite: MATH 331 or placement according to AHC placement policy.	

NURS 310 – NURS 370 Licensed Vocational Nursing Discipline Placement Modification
The following language is being added to the current discipline placement: current California RN license and certificate (transcript) of teaching course. Effective 2023-24

NURS 310	Pharmacology	3.0
NURS 311	Medication Administration	1.5
NURS 317	Fundamentals of Nursing	3.5
NURS 318	Clinical Lab 1	8.0
NURS 320	Care of Older Adults	2.0
NURS 322	Maternal and Infant Health	2.0
NURS 323	Respiratory Conditions	2.0
NURS 327	GI and Urinary Conditions	2.5
NURS 328	Clinical Lab 2	3.0
NURS 329	Endocrine and Repro Conditions	2.5
NURS 330	Care of Infants and Children	1.5
NURS 331	Cardiovascular Conditions	2.0
NURS 332	Neurosensory Conditions	2.0
NURS 335	Skin and M-skeletal Conditions	2.5
NURS 337	Professional Relationships	1.0
NURS 338	Clinical Lab 3	8.0
NURS 370	Intravenous Therapy	2.0
PHTO 110	Basic Photography	3.0
	Justification: Update the course to align with lab technology in the new Fine Arts Complex, including course content, student learning outcomes, objectives, and updated textbook. This course is no longer a black and white 35 mm film class. It is now primarily a digital photography course. Effective 2023-24	

Noncredit Course Modification

Course Number	Course Title	Hours
PDNC 7100	College Connect Formerly, PD 700 College Connect Change in course hours, course prefix and course number, adding DE modality.	8.0-10.0

Program Modifications

Department	Program Title	Major Units
Life & Physical Sciences	Agriculture, Associate in Science Modified program title, formerly Agricultural Science, Associate in Science. The program title and program description are being modified to clarify the program's broad scope and purpose: employment and transfer to other CSU agriculture programs.	24
Life & Physical Sciences	Agriculture, Certificate of Achievement Modified program title, formerly Agricultural Science, Certificate of Achievement. The program title and program description are being modified to clarify its broad scope and purpose: employment and transfer to other CSU agriculture programs.	24
English	English, Associate in Arts for Transfer The program has been updated to align with the most recent transfer model curriculum template, additional course selections are included in the program, the program major units are increasing from 18 to 21 units	21
Fine Arts	Ceramics, Certificate of Achievement The drawing course, ART 120, is being replaced with ART 366, Working the Potter's Wheel based on student need for more 3-D experience. The program units are decreasing from 18 to 17 units.	17
Fine Arts	Commercial Dance, Certificate of Achievement	17
Fine Arts	Media Arts: Animation and Game Art, Associate in Science The lab courses, GRPH 111 and MMAC 101 are being removed, the major units are changing from 34 to 36 units.	36
Fine Arts	Media Arts: Graphic Design (CSU Option) , Associate in Science GRPH 111, 114, 125 lab courses are being removed from selected courses, total major units from 24-25 to 24 units.	24

Fine Arts	Media Arts: Graphic Design, Associate in Science GRPH 111, 114, 125, and MMAC 102 lab courses are being removed from core courses, adding PHTO 170 to core units, GRPH 121 lab course is being removed from selected courses.	36
Fine Arts	Media Arts: Graphic Design, Certificate of Achievement GRPH 111, 114, 125, and MMAC 102 lab courses are being removed from core classes, adding PHTO 170 to core units, GRPH 121 lab course is being removed from selected courses.	36
Fine Arts	Media Arts: Multimedia, Associate in Science GRPH 111 and MMAC 102 lab courses are being removed from core courses, core units changing from 29 to 28 units	37
Fine Arts	Media Arts: Visual Design, Certificate of Achievement GRPH 111 and 114 lab courses are being removed from core units, adding GRPH/MMAC 129 to core courses, core units increasing from 14 to 15 units, modified program outcomes.	15
Fine Arts	Media Arts: Web Design, Certificate of Achievement GRPH 111 lab course is being removed, core units changing from 16 to 15 units, total program units from 19 to 18 units.	18

REQUEST FOR DISTANCE EDUCATION MODALITY

Effective 2023/2024

Course Number	Course Title	DE Type
ANTH 110	Biological Anthropology Lab	DE Sync and Async
DA 310	Exploring Career Opportunities	DE Sync and Async
DA 314	Introduction to Bio-Dental Science	DE Sync and Async
DA 317	Dental Assisting Theory	DE Sync and Async
DA 319	DA Administrative Skills	DE Sync and Async
DA 320	DA Practicum in the Community	DE Sync and Async
DA 325	Clinical Dental Procedures	DE Sync and Async
DA 326	Dental Radiography	DE Sync and Async, Lab face-to-face
DA 328	Pit and Fissure Sealants	DE Sync and Async

DA 329	Dental Assisting Practicum	DE Sync and Async, Lab face-to-face
DA 330	Coronal Polish	DE Sync and Async
DA 332	RDA Law and Ethics	DE Sync and Async
DA 348	RDA Success Seminar	DE Sync and Async
ECS 103	Introduction to Early Childhood	DE Sync and Async
ENGL/ES 153	Native American Literature	DE Sync and Async
ENGL 180	Harry Potter and Realms of the Fantastic	DE Sync and Async
PD 101	Success in College	DE Sync only
PD 110	College Success Seminar	DE Sync only
PDNC 7100	College Connect	DE Sync Only
PSY 113	Theories of Personality	DE Sync and Async
VEN 105	Wine Marketing and Sales	DE Sync and Async
VEN 135	Grapevine Physiology	DE Sync and Async
VEN 314	Organic/Biodynamic Winegrowing	DE Sync and Async
VEN 320	Wine Tasting Room Sales	DE Sync and Async

REQUEST FOR GENERAL EDUCATION AND GRADUATION REQUIREMENTS

AHC GE and Multicultural Gender Studies Only: effective 2023-24

Prefix & Number	Course Title	GE Area / Graduation Requirement
ENGL 153 / ES 153	Native American Literature	AHC GE Cat 2B and Cat 3 CSU GE Area C2, D3, and F IGETC Area 3B and 4C Multicultural Gender Studies
ENGL 180	Harry Potter and Realms of the Fantastic	AHC GE Cat 3 CSU GE Area C2 IGETC Area 3B
GEOL 115	Oceanography Lab	AHC GE Cat 1 (when taken in conjunction with GEOL 114) CSU GE Area B3 Laboratory Activity IGETC Area 5A Physical Science
PD 101	Success in College	Health and Wellness Area 2 Validate AHC GE Cat 5 Living Skills Validate CSU GE Area E Lifelong Learning and Self-development

SUNSET COURSE LIST

Prefix & Number	Course Title	Department Action
ART 133 ART 154	Painting the Figure 1 Composition Studies: Figure 3	The department wishes to continue with this course due to extenuating circumstances. Space in the new Fine Arts Complex provides opportunity for more scheduling options.
ART 109	Art History: American Art	The department wishes to continue with this course due to extenuating circumstances.
ENGL 511 ENGL 512 ENGL 513 ENGL 514 ENGL 595	Developmental Composition Sequence	The department wishes to continue with this course sequence due to extenuating circumstances. These courses are retained to be offered concurrently at local high schools.
ENGL 306 ENGL 307	Writing Lab Writing Across the Curriculum	The department concurs that these courses should be dropped from the curriculum.
ENGL 108	Literary Arts Journal	The course will be offered again during the upcoming spring, summer, and/or fall semesters.
ENGL 135	Introduction to Poetry	The course will be offered again during the upcoming spring, summer, and/or fall semesters.

MISCELLANEOUS

Effective 2023-24

Proposal Type	Course Prefix & Number	Course Title
Text Change	ART 107	Introduction to Digital Art
Course Drop	LS 101	Success in College Justification: LS 101 has not been successfully offered for more than 3 years. PD 101 is an alternative course for students.
Course Drop	LS 312	Adaptive Computer and Learning Justification: LS 312 has not been successfully offered for more than 4 years due to low enrollment. It is not a part of another program or a prerequisite.

Allan Hancock College
Program Outline

Title: Agriculture
Award Type: Associate in Science

Allan Hancock College's Agriculture Program is designed for students preparing for, or advancing in careers in agriculture. The agriculture program will prepare students for a wide variety of entry-level positions related to agribusiness and agricultural science with an emphasis on local career opportunities such as pest management and control, agronomy, environmental horticulture, soil science, orchard/vineyard management, sales and marketing, agriculture technology, farm management, greenhouse and nursery operations, agricultural inspection, plant and animal nutrition, and crop advising. Students will gain practical skills in effective communication, problem solving, critical thinking, collaboration, and leadership through hands-on learning and field trips to local agricultural operations. This program will also prepare students for transfer into certain university Agricultural Science programs. See a counselor for specific university requirements.

The graduate of the Associate in Science in Agriculture will:

- apply current agricultural industry standards, laws and regulations in the agricultural sciences or related fields.
- demonstrate knowledge of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully produce agricultural crops.
- identify common insect and disease pests and use knowledge of pest life cycles to recommend pest prevention and management plans.
- employ effective business skills using industry analysis, market trends, business plans and other standard agribusiness techniques, when presented with a farm or ranch management situation.
- assess and differentiate effects of agricultural activities in plant and cropping systems, while describing alternative practices in order to make sound agricultural decisions that ensure the quality and success of a crop.
- demonstrate an understanding of crop plant biological functions and their application to successful commodity production.
- demonstrate basic worker safety practices.

Program Requirements

A major of 24 units is required for the associate in science degree.

Required core courses 15 units		**Units:** 15
AG125	Introduction to Soil Science	4
AG130	Integrated Pest Management	4
AG150	Introduction to Agribusiness	3
AG161	Introduction to Plant Science	4

Plus a minimum of 9 units selected from the following:		**Units:** 9
AG149	Cooperative Work Experience: Occupation	1 - 3
AG152	Introduction to Animal Science	3
AG153	Introduction to Sustainable Agriculture	3
AG154	Introduction to Fruit Science	3
AG155	Introduction to Mechanized Agriculture	3
AG157	Agricultural Sales, Communication & Leadership	3
AG156	Intro to Environmental Horticulture	3
AG160	Plant Propagation and Production	3
AG162	Agricultural Plant Pathology	4
AG163	Economic Entomology	4
AG164	Weed Science	4
AG165	Qualified Applicator Training	2
AG126	Fertilizers & Plant Nutrition	4
VT102	Introduction to Animal Feeding and Nutrition	3
Total Program Units		**24**

Allan Hancock College
Program Outline

Title: Agriculture
Award Type: Certificate of Achievement

Allan Hancock College's Agriculture Program is designed for students preparing for, or advancing in careers in agriculture. The agriculture program will prepare students for a wide variety of entry-level positions related to agribusiness and agricultural science with an emphasis on local career opportunities such as pest management and control, agronomy, environmental horticulture, soil science, orchard/vineyard management, sales and marketing, agriculture technology, farm management, greenhouse and nursery operations, agricultural inspection, plant and animal nutrition, and crop advising. Students will gain practical skills in effective communication, problem solving, critical thinking, collaboration, and leadership through hands-on learning and field trips to local agricultural operations.

The graduate of the Certificate of Achievement in Agriculture will:

- apply current agricultural industry standards, laws and regulations in the agricultural sciences or related fields.
- demonstrate knowledge of soils, fertilizers, plant nutrition, and current industry growing techniques and apply this understanding to successfully produce agricultural crops.
- Identify common insect and disease pests and use knowledge of pest life cycles to recommend pest prevention and management plans.
- employ effective business skills using industry analysis, market trends, business plans and other standard agribusiness techniques, when presented with a farm or ranch management situation.
- assess and differentiate effects of agricultural activities in plant systems while describing alternative practices in order to make sound agricultural decisions that ensure the quality and success of a crop.
- Demonstrate an understanding of crop plant biological functions and their application to successful commodity production.
- demonstrate basic worker safety practices.

Program Requirements

A major of 24 units is required for the certificate.

Required core courses 15 units:		**Units:** 15
AG125	Introduction to Soil Science	4
AG130	Integrated Pest Management	4
AG150	Introduction to Agribusiness	3
AG161	Introduction to Plant Science	4

Plus a minimum of 9 units selected from the following:		**Units:** 9
AG149	Cooperative Work Experience: Occupation	1 - 3
AG152	Introduction to Animal Science	3
AG153	Introduction to Sustainable Agriculture	3
AG154	Introduction to Fruit Science	3
AG155	Introduction to Mechanized Agriculture	3
AG156	Intro to Environmental Horticulture	3
AG157	Agricultural Sales, Communication & Leadership	3
AG160	Plant Propagation and Production	3
AG162	Agricultural Plant Pathology	4
AG163	Economic Entomology	4
AG164	Weed Science	4
AG165	Qualified Applicator Training	2
AG126	Fertilizers & Plant Nutrition	4
VT102	Introduction to Animal Feeding and Nutrition	3

Total Program Units **24**

Allan Hancock College
Program Outline

Title: Commercial Dance
Award Type: Certificate of Achievement

The Commercial Dance Certificate will provide foundation level courses that can be used to gain entry-level work in the fields of commercial dance. Students will be able transfer to a four-year institution or further their education. They will acquire the core skills necessary for the commercial dance industry, and they will be focused toward entering the workforce and joining dance performing community.

The graduate of the Certificate of Achievement in Commercial Dance will:

- Demonstrate sophisticated and expressive presentation skills in stage and on-camera performance.
- Demonstrate clear understanding of the dynamics associated with the audition and performance process.
- Demonstrate appropriate skills and techniques needed for the competitive auditioning process.

Program Requirements

A total of 17 units is required to earn the Commercial Dance Certificate.

Units: 17

Required Core Courses:

DANC102	Auditioning for Dancers	2
DANC104	Dancing for the Camera	2
DANC107	Intercollegiate Conditioning-Dance	3
DANC109	Intercollegiate Dance Team	3
DANC121	Ballet Dance II	2
DANC131	Jazz Dance II	2
DANC139	Hip Hop Dance III	3

Total Program Units **17**

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Allan Hancock College
Program Outline

Title: Ceramics
Award Type: Certificate of Achievement

The Ceramics Certificate of Achievement program provides an introduction to a wide range of contemporary thought and technical ceramics experimentation. The courses help students understand glazes, wheel-throwing, hand-building, slip-casting, decorative techniques, and basic digital fabrication. Students also understand their work in the context of broader contemporary art, as well as historical traditions from around the world. Ceramics courses encourage critical thinking, collaboration, and cultural exchange that tie the appreciation of art/ceramics to cultural and aesthetic diversity.

The graduate of the Certificate of Achievement in Ceramics will:

- Demonstrate a wide range of contemporary thought and technical ceramics experimentation.
- Understand their own creations in the context of broader contemporary art and historical traditions from around the world.
- Engage in critical thinking, collaboration, and cultural exchange that tie the appreciation of art/ceramics to cultural and aesthetic diversity.

Program Requirements

Units: 17

A total of 17 units is required to earn the Ceramics Certificate.

Ceramics Certificate Required Core Courses

ART110	Design 1	3
ART113	Three Dimensional Design	3
ART160	Ceramics 1	3
ART161	Ceramics 2	3
ART164	Sculpture 1	3
ART366	Working the Potter's Wheel	2

17 Units required

Total Program Units 17

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Allan Hancock College
Program Outline

Title: English
Award Type: Associate in Arts for Transfer

In today's information society, reading comprehension and writing skills are essential for everyone. The English major offers a rich and varied education in the vital areas of literature, critical thinking, media study, and writing. The program deepens understanding of our cultural traditions, provides a breadth of knowledge and skills appropriate for many degree and vocational programs, and prepares students for transfer to four-year institutions. English majors possess analytical, creative, and observant minds, and enter varied professional fields such as publishing, advertising, law, teaching, public relations, corporate communications, and journalism. To ensure that their transfer objectives are being met, English majors should consult with a counselor. The Associate in Arts in English for Transfer degree (AA-T in English) is designed to prepare students for transfer into the California State University (CSU) system to complete a baccalaureate degree in English.

Associate Degree for Transfer Requirements

Completion of 60 semester units that are eligible for transfer to the California State University, including the following:

1. Completion of the Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education-Breadth (CSU GE).

2.A minimum of 18 semester units in a major or area of emphasis as determined by the community college district.

3. Obtainment of an overall minimum grade point average of 2.0.

4. Minimum grade of C, or P grade, for each course in the major. [The following Allan Hancock College graduation requirements will not be required: Health and Wellness, Multicultural Gender Studies and Allan Hancock College General Education.

The graduate of the Associate in Arts for Transfer in English will:

- Be able to engage, with college level fluency, a variety of texts towards a variety of ends

Program Requirements

A major of 21 units is required for the degree.

Required Core Courses **Units:** 6

ENGL102	Freshman Composition Literature	3
ENGL103	Critical Thinking and Composition	3

List A Choose TWO courses from the list below (UC-Bound students are advised to take ENGL 145 and either ENGL 131 or ENGL 146). **Units:** 6

ENGL130	American Literature to 1865	3
ENGL131	American Literature 1865 to Present	3
ENGL145	British Literature to 1800	3
ENGL146	British Literature 1800 to Present	3

Units: 3

List B Choose ONE course from the list below (or any List A course not used)

ENGL105	Language and Culture	3
ENGL106	Creative Writing	3
ENGL132	Literature and Film	3
ENGL133	Modern Fiction	3
ENGL135	Introduction to Poetry	3
ENGL137	Children's Literature	3
ENGL138	Introduction to Shakespeare	3
ENGL144	Literature: The Ancient and Classical World	3

Units: 3

List C Choose ONE course from the list below (or any one List A or List B not used)

ENGL104	Technical Writing	3
ENGL107 or	Literary Arts Journal 1	3
ENGL108	Literary Arts Journal 2	3
ENGL110	Grammar for College and Career	3
ENGL117	Detective Fiction	3
ENGL118	Women in Literature	3
ENGL119	California Literature	3
ENGL139	Ideas of Difference in Contemporary American Literature	3
ENGL148	Hispanic Literature in Translation	3
ENGL140	Graphic Novel as Literature	3

Units: 3

List D: Choose ONE course from the list below.

ENGL139	Ideas of Difference in Contemporary American Literature *	3
ENGL148	Hispanic Literature in Translation *	3
ENGL150	Asian American Literature	3
ENGL151	African American Literature	3
ENGL152	Latina/o Literature	3

General Education **Units:** 37 - 39

Complete one of the following:

a) Intersegmental General Education Transfer Curriculum (IGETC) - 37 units

or

b) CSU General Education Breadth - 39 units

Double counting: Number of units that may be double counted for the major and CSU general education or IGETC requirements - 9 units

Electives: select additional CSU transferrable units as needed to achieve 60 units required for the degree 9-11 units

*: If not already selected from List C

*:

*If not already selected from List C.

Total Program Units **58.00 - 60.00**

Allan Hancock College
Program Outline

Title: Media Arts: Graphic Design
Award Type: Associate in Science

The Media Arts:Graphic Design program prepares students for careers in the visual media industry. The curriculum is designed to help students build strong design foundations, visual literacy skills and become proficient in the technical skills required of a visual designer. Coursework leads to degree completion, transfer and/or entry-level employment. Electives provide for emphasis in specific areas of interest including illustration, graphic design, digital publishing, web design and 3-D design. Capstone courses offer a unique opportunity to create a collective portfolio of student work.

The graduate of the Associate in Science in Media Arts: Graphic Design will:

- Discover how visual language communicates global culture through research, innovative thinking, writing, and creative expression.
- Research, conceptualize and create innovative responses to design projects using knowledge of visual literacy for meaningful communication.
- Demonstrate proficiency in industry-standard processes and technologies to create, capture and manipulate visual content in developing artwork for digital and print media.
- Integrate artistic expression, professional attitudes, and effective working habits as individuals or as members of a collaborative team.
- Develop a portfolio for transfer, employment, or freelancing in the design and visual communication industry.

Program Requirements

A major of 36 units is required for the associate in science degree.

Required core courses (27 units):		**Units:** 27
ART108	Design 1 on the Computer	3
or		
GRPH108	Design 1 on the Computer	3
or		
ART110	Design 1	3
GRPH110	Introduction to Graphic Design	3
GRPH112	Digital Imagery	3
GRPH113	Digital Illustration	3
GRPH115	Digital Design and Publishing	3
GRPH116	Web Portfolio & Social Media	3
GRPH117	Typography	3
MMAC101	Introduction to Multimedia	3
PHTO170	Digital Photography	3

Plus a minimum of 9 units selected from any of the Areas of Concentration listed below:

Option A - General Concentration		**Units:** 9
ART106	Art of the 20th Century	3
ART112	Design Color Theory	3
ART120	Drawing 1	3
ART122	Life Drawing 1	3
FILM101	Film as Art and Communication	3
GRPH118	User Interface Design	3
GRPH120	Advanced Design for Publishing	3
GRPH127	History of Graphic Design	3
GRPH129	Digital Tools for Visual Media	3

or		
MMAC129	Digital Tools for Visual Media	3
GRPH130	3D Modeling For Production	3
GRPH189	Independent Projects in Graphics	1 - 3
MMAC114	Game and App Design	3
MMAC126	Introduction to Motion Graphics	3
or		
FILM126	Introduction to Motion Graphics	3

Option B - Illustration Concentration

ART107	Introduction to Digital Art	3
ART120	Drawing 1	3
ART121	Drawing 2	3
ART122	Life Drawing 1	3
GRPH129	Digital Tools for Visual Media	3
or		
MMAC129	Digital Tools for Visual Media	3

Option C - Design for Publishing

GRPH120	Advanced Design for Publishing	3
GRPH127	History of Graphic Design	3
GRPH189	Independent Projects in Graphics	1 - 3
CWE149	Cooperative Work Experience OCCUPATIONAL	1 - 8

Option D - Media Design Concentration

GRPH118	User Interface Design	3
GRPH129	Digital Tools for Visual Media	3
or		
MMAC129	Digital Tools for Visual Media	3
GRPH130	3D Modeling For Production	3
MMAC126	Introduction to Motion Graphics	3
or		
FILM126	Introduction to Motion Graphics	3
GRPH129	Digital Tools for Visual Media	3
or		
MMAC129	Digital Tools for Visual Media	3

Total Program Units	**36**

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Allan Hancock College
Program Outline

Title: Media Arts: Graphic Design
Award Type: Certificate of Achievement

The Media Arts: Graphic Design Certificate of Achievement prepares students for careers in the visual media industry. The curriculum is designed to help students build strong design foundations, develop visual literacy skills, and become proficient in the technical skills required of a visual designer. Coursework leads to entry-level employment in the region. Electives provide for emphasis in specific areas of interest, including illustration, graphic design, digital publishing, web design, and 3-D design. Capstone courses offer a unique opportunity to create a collective portfolio of student work.

The graduate of the Certificate of Achievement in Media Arts: Graphic Design will:

- Discover how visual language communicates global culture through research, innovative thinking, writing, and creative expression.
- Research, conceptualize and create innovative responses to design projects using knowledge of visual literacy for meaningful communication.
- Demonstrate proficiency in industry-standard processes and technologies to create, capture and manipulate visual content in developing artwork for digital and print media.
- Integrate artistic expression, professional attitudes, and effective working habits as individuals or as members of a collaborative team.
- Develop a portfolio for transfer, employment, or freelancing in the design and visual communication industry.

Program Requirements

A major of 36 units is required for this Certificate of Achievement

Required core courses (27 units)		**Units:** 27
ART108	Design 1 on the Computer	3
or		
GRPH108	Design 1 on the Computer	3
or		
ART110	Design 1	3
GRPH110	Introduction to Graphic Design	3
GRPH112	Digital Imagery	3
GRPH113	Digital Illustration	3
GRPH115	Digital Design and Publishing	3
GRPH116	Web Portfolio & Social Media	3
GRPH117	Typography	3
MMAC101	Introduction to Multimedia	3
PHTO170	Digital Photography	3

Plus a minimum of 9 units selected from any of the Areas of Concentration listed below:

Option A - General Concentration		**Units:** 9
ART106	Art of the 20th Century	3
ART112	Design Color Theory	3
ART120	Drawing 1	3
ART122	Life Drawing 1	3
FILM101	Film as Art and Communication	3
FILM126	Introduction to Motion Graphics	3
or		

MMAC126	Introduction to Motion Graphics	3
GRPH118	User Interface Design	3
GRPH120	Advanced Design for Publishing	3
GRPH127	History of Graphic Design	3
GRPH129 or	Digital Tools for Visual Media	3
MMAC129	Digital Tools for Visual Media	3
GRPH130	3D Modeling For Production	3
GRPH189	Independent Projects in Graphics	1 - 3
MMAC114	Game and App Design	3

Option B - Illustration Concentration

ART107	Introduction to Digital Art	3
ART120	Drawing 1	3
ART121	Drawing 2	3
ART122	Life Drawing 1	3
GRPH129 or	Digital Tools for Visual Media	3
MMAC129	Digital Tools for Visual Media	3

Option C - Design for Publishing

GRPH120	Advanced Design for Publishing	3
GRPH127	History of Graphic Design	3
GRPH189	Independent Projects in Graphics	1 - 3
CWE149	Cooperative Work Experience OCCUPATIONAL	1 - 8

Option D - Media Concentration

FILM126 or	Introduction to Motion Graphics	3
MMAC126	Introduction to Motion Graphics	3
GRPH118	User Interface Design	3
GRPH129 or	Digital Tools for Visual Media	3
MMAC129	Digital Tools for Visual Media	3
GRPH130	3D Modeling For Production	3

Total Program Units	**36**

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Allan Hancock College
Program Outline

Title: Media Arts: Multimedia
Award Type: Associate in Science

The Multimedia program provides a comprehensive foundation in the media arts at the core of our increasingly audio-visual culture. Our project-based Multimedia training fosters artistic and technical skills in digital media including imaging, video, audio, animation, and interactive interface design. Multimedia students can build their own emphasis in web design, video post-production or animation through their choice of electives. The A.S. degree in Multimedia prepares students for entry-level employment in the creative industries and supports students who are interested in transferring to four-year programs in digital media,

The graduate of the Associate in Science in Media Arts: Multimedia will:

- Analyze and explain diverse multimedia products in terms of design, techniques, and point of view.
- Employ a range of software programs to create and manipulate digital imagery, audio, animation, and video.
- Design, build, test and present animations, motion graphics sequences, interactive applications and website designs.
- Plan and prepare a project proposal for presentation to a client.
- Produce work for a reel or digital portfolio that showcases individual multimedia competencies.

Program Requirements

A major of 37 units is required for the associate in science degree.

Required core courses (28 units): **Units:** 28

ART101	Art Appreciation	3
or		
ART106	Art of the 20th Century	3
or		
FILM101	Film as Art and Communication	3
ART108	Design 1 on the Computer	3
or		
GRPH108	Design 1 on the Computer	3
FILM110	Introduction to Motion Picture and Video Production	4
GRPH112	Digital Imagery	3
MMAC101	Introduction to Multimedia	3
MMAC112	Responsive Web Design	3
PHTO170	Digital Photography	3
MUS115	Introduction to Sound Recording & Mixing	3
MMAC129	Digital Tools for Visual Media	3
or		
GRPH129	Digital Tools for Visual Media	3

Plus a minimum of 9 units selected from any one of the areas of concentration below: **Units:** 9

Option A: Emphasis in Digital Media

MMAC125	Computer Video Editing	3
MMAC126	Introduction to Motion Graphics	3

MMAC128	Intermediate Motion Graphics	3

Option B: Emphasis in Interactive Media

GRPH118	User Interface Design	3
MMAC114	Game and App Design	3
MMAC126	Introduction to Motion Graphics	3

Option C: Emphasis on Animation

ART107	Introduction to Digital Art	3
ART115	Introduction to Animation	3
or		
FILM115	Introduction To Animation	3
or		
MMAC115	Introduction to Animation	3
FILM111	Intermediate Motion Picture and Video Production	4
FILM117	3D Computer Animation 1	3
or		
MMAC117	3D Computer Animation 1	3
FILM118	3D Computer Animation 2	3
or		
MMAC118	3D Computer Animation 2	3
FILM125	Computer Video Editing	3
or		
MMAC125	Computer Video Editing	3
FILM126	Introduction to Motion Graphics	3
or		
MMAC126	Introduction to Motion Graphics	3
FILM128	Intermediate Motion Graphics	3
MMAC128	Intermediate Motion Graphics	3
MMAC114	Game and App Design	3
GRPH116	Web Portfolio & Social Media	3
GRPH118	User Interface Design	3
MUS116	Sound Production Techniques	3
MUS117	Electronic Music MIDI Recording	3

Total Program Units	**37**

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Allan Hancock College
Program Outline

Title: Media Arts: Visual Design
Award Type: Certificate of Achievement

The Certificate of Achievement in Visual Design prepares students to work in a specialized field of graphic design as production artists, graphic designers, and digital imaging professionals. This one-year, fast-track program emphasizes design and production principles and helps students develop the knowledge and skills required to solve graphic design and layout problems encountered in various print media. The program is designed for both those seeking to enter a career in graphic art and those already working in the field who wish to advance and update their knowledge and skills.

The graduate of the Certificate of Achievement in Media Arts: Visual Design will:

- Discover how visual language communicates global culture through research, innovative thinking, writing, and creative expression.
- Demonstrate proficiency in industry-standard processes and technologies to create, capture and manipulate visual content in developing artwork for digital and print media.
- Produce work for a digital portfolio that showcases graphic design competencies.

Program Requirements

A major of 15 units is required for the certificate.

Units: 15

Required Courses (15 units)

GRPH110	Introduction to Graphic Design	3
GRPH112	Digital Imagery	3
GRPH113	Digital Illustration	3
GRPH117	Typography	3
GRPH129	Digital Tools for Visual Media	3
or		
MMAC129	Digital Tools for Visual Media	3

Total Program Units **15**

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Allan Hancock College
Program Outline

Title: Media Arts: Web Design
Award Type: Certificate of Achievement

The Certificate of Achievement in Media Arts: Web Design provides a specific coursework enabling the creation of visually rich websites with dynamic interfaces for a wide range of purposes. The certificate is ideal for students wishing to bring additional competencies to their workplace; to enhance their employability; or to seek entrepreneurial opportunities.

The graduate of the Certificate of Achievement in Media Arts: Web Design will:

- Discover how visual language communicates global culture through research, innovative thinking, writing, and creative expression.
- Demonstrate proficiency in industry-standard processes and technologies to create, capture and manipulate visual content in developing artwork for website design.
- Integrate artistic expression, professional attitudes, and effective working habits as individuals or as members of a collaborative team.
- Design, build, test and publish websites that work on a variety of devices.

Program Requirements

A major of 18 units are required for the certificate.

Required core courses (15 units): **Units:** 15

CS102	Introduction to Computing with HTML	3
GRPH118	User Interface Design	3
GRPH112	Digital Imagery	3
MMAC112	Responsive Web Design	3
MMAC114	Game and App Design	3

Plus a minimum of 3 units selected from the following: **Units:** 3

ART107	Introduction to Digital Art	3
ART108 or	Design 1 on the Computer	3
GRPH108	Design 1 on the Computer	3
GRPH129	Digital Tools for Visual Media	3
GRPH189	Independent Projects in Graphics	1 - 3
PHTO170	Digital Photography	3
MMAC125	Computer Video Editing	3
MMAC126	Introduction to Motion Graphics	3

Total Program Units **18**

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ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	Acceptance of Grants Approved and Review of Grant Proposal Submitted	Item Number:	11.L.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 2

BACKGROUND

Acceptance of Grant Approved

Institutional Grants has been notified of funding for the following grant in the amount of $13,105.

1. Santa Barbara County Education Office, California State Preschool Program (CSPP) Block Grant ($13,105.00)

   Block Grant for the support of local early learning Quality Rating Improvement System (QRIS) that increase the number of low-income children in high-quality state preschool programs that prepare those children for success in school and life.

   No matching funds are required. The project period is January 27, 2023 to June 30, 2023. (Submitted by Maria Suarez)

FISCAL IMPACT

1. Santa Barbara County First 5 ($13,105.00)

RECOMMENDATION

Staff recommends the board of trustees accept this contract for a total of $13,105 in restricted funds to the district and review the grant proposals as submitted.

Review of Grant Proposals Submitted

Institutional Grants submitted the following grant applications for $1,381,744 in requested funds:

1. USDA – Hispanic-Serving Institutions Education Grants Program ($1,000,000)

This proposed project seeks to highlight agriculture opportunities that require higher levels of training and education, leading to median to high wage agriculture jobs. It supports three activities that align and support institutional goals by creating a produce safety alliance course (produce safety alliance grower training), the expansion of our student-run farm stand, and coordination of agricultural internships. Additionally, the farm could provide job training, employment opportunities for students, and access to fresh produce for low-income students and community members, which could help to build the local economy and improve food security in the region.

No matching funds are required. The project period is January 1, 2024 to July 31, 2027. (Submitted by Sean Abel and Erin Krier)

2. Department of Justice (DOJ) – Body-Worn Camera/Dash-Cam Implementation Program ($105,600)

The purpose of the FY 2023 Body-Worn Camera Policy and Implementation Program to Support Law Enforcement Agencies (BWCPIP-LEA) is to fund the purchase of body-worn cameras (BWCs) that are implemented as part of comprehensive BWC programs implemented in publicly funded law enforcement agencies or correctional agencies that perform law enforcement functions.

Matching funds of 50 percent are required from the Vice President of Finance and Administration's one-time funds. The project period is October 1, 2023 to October 1, 2026. (Submitted by Chief Farley and Sergeant Reed)

3. Foundation for California Community College – Nursing Education Investment Grants Program ($276,144)

The project includes professional development of nursing faculty on matters of diversity, equity, and inclusion, assessment of nursing curricula and teaching pedagogies, development of culturally responsive learning experiences, and implementation of strategies to enhance learning and better prepare the nursing students for professional practice.

No matching funds are required. The project period is August 14, 2023 to December 12, 2024. (Submitted by Thomas Lamica and Larry Manalo, Jr)

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	Employee Personnel Actions	Item Number:	11.M.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 3

BACKGROUND

In an effort to condense and streamline the information provided to the board of trustees and to eliminate the use of pronouns, the following personnel actions in the subsequent Excel document are recommended:

FISCAL IMPACT

The fiscal impact is included in the following pages.

RECOMMENDATION

Staff recommends that the board of trustees approve the following personnel actions as presented.

Administrator Initiating Item:	Final Disposition:
Ruben Ramirez	

April 18, 2023
Employee Personnel
Actions

Appointment of Management Employee						
Special Note: New appointments are contingent upon successful completion of pre-employment requirements.						
	Name	**Assignment**	**Department or Division**	**Effective Date**	**Salary Range**	**Reason/Comment**
1	**Smith, Danah**	**director women's basketball operations/event manager**	**Athletics**	**4/19/23**	**20-A**	**New position**
Fiscal Impact 2022-2023 Fiscal Year						
1	**unrestricted general fund**					**$ 28,258.00**

Classified Staff - Appointments, Transfers, and Promotions								
	Name	**Action**	**Assignment**	**Department or Division**	**Effective Date**	**Salary**	**Months**	**Reason/Comment**
1	Harney, Ashley	appointment	campus safety officer	Campus Police	4/19/23	14-D	12	Replace Christopher Bennett
2	Jimenez, Santiago	appointment	transcript evaluator	Admissions and Records	4/19/23	22-B	12	Replace Eunice Barcenas
3	Jimenez, Vincent	appointment	custodian I	Facilities	4/19/23	15-B	12	New position
4	Louangprasert, Mayouli	appointment	accounting services technician II	Business Services	4/19/23	24-B	12	Replace Michele Higgins
5	Nichols, Amber	appointment	administrative assistant II-human resources	Human Resources	4/19/23	24-B	12	Replace Marlene Prado-Medel
6	Zamudio, Jamie	promotion	grant accountant	Business Services	4/19/23	34-C	12	Replace Sierra Rivera
7	**Sahagun, Luz Adriana**	**promotion**	**payroll coordinator**	**Business Services**	**4/19/23**	**2-C (SS#56 Exempt)**	**12**	**New position**
Fiscal Impact 2022-2023 Fiscal Year								
1	unrestricted general fund							$ 16,597.00
2	unrestricted general fund							$ 18,292.00
3	unrestricted general fund							$ 15,896.00
4	unrestricted general fund							$ 18,983.00
5	unrestricted general fund							$ 18,983.00
6	unrestricted general fund							$ 24,735.00
7	**unrestricted general fund**							**$ 27,132.00**

Classified Staff - Out-of-Class Assignments							
Special Note: Pursuant to Government Code 20480, effective January 1, 2018, employees may be limited to 960 hours of out-of-classification pay in a fiscal year.							
	Name	**Assignment**	**Department or Division**	**Effective Dates**	**From**	**To**	**Reason/Comment**
1	Cabanas, Josie	coordinator, admissions and records	Admissions & Records	3/1/22-4/28/23	32-F	32-F, plus 5%	During the recruitment of two vacant positions
2	Mathieu, Dorine	MESA support specialist	MESA/STEM	3/22/23-6/30/23	18-F	18-F, plus 5%	Performing duties outside of job description
Fiscal Impact 2022-2023 Fiscal Year							
1	unrestricted general fund						$ 3,317.00
2	unrestricted general fund						$ 898.00

April 18, 2023
Employee Personnel
Actions

Short-Term/On-Call, Substitutes, Professional Experts						
Special Note: The college hires short-term/on-call employees, substitutes, and professional experts exempt from classified service per Education Code Section 88003. The following appointments are contingent upon availability of funding and the ending date could change based on district need.						
**** Important Notice: New employees are not to begin working until clearance has been confirmed from the Human Resources office.**						
	Name	**Action**	**Position Title**	**Dates**	**Hourly Rate**	**Duties/Responsibilities**
1	Benitez, Kayla	short-term	program assistant II	4/19/23-6/30/23	$ 16.98	Due to vacancies in Admissions & Records
2	Bianchi, Catherine	short-term	instructional aide VI	4/19/23-6/30/23	$ 36.00	Fire, Safety and EMS, Law Enforcement Program
3	Elisalda, Franki Eyraud	short-term	program assistant II	3/20/23-6/30/23	$ 16.98	Due to vacancies in Admissions & Records
4	Estrada, Ruby	short-term	program specialist	3/22/23-6/30/23	$ 24.00	College coach for Cal-SOAP
5	Haynes, Juliet	short-term	program assistant IV	3/27/23-6/30/23	$ 23.54	Assist with department projects
6	Hernandez, Rosa	substitute	program assistant V	3/01/23-6/30/23	$ 26.08	Assist the evening Twilight Program
7	Jagonase, Jessie	short-term	program assistant II	3/20/23-6/30/23	$ 16.98	Due to vacancies in Admissions & Records
8	Ruiz, Christopher	short-term	instructional aide VI	4/19/23-6/30/23	$ 36.00	Fire, Safety and EMS, Law Enforcement Program

ALLAN HANCOCK COLLEGE

CONSENT ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	New Classified Management Job Description	Item Number:	11.N.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 5

BACKGROUND

After review by the appropriate administrators, the following new classified management job description is recommended for approval:

Assistant Director, Information Technology - Range 16

FISCAL IMPACT

To be determined

RECOMMENDATION

Staff recommends that the board of trustees approve the new classified management job description, assistant director, information technology as presented.

Administrator Initiating Item:	Final Disposition:
Ruben Ramirez	

~~Administrative Procedure 2010.01~~Range ~~18~~16
Allan Hancock College Management

ASSISTANT DIRECTOR, INFORMATION TECHNOLOGY

DEFINITION:

~~Under general direction to perform system database administration; develop computerized applications, monitor and maintain district computer mainframe; to allocate project assignments and supervise programming staff; and value and promote the mission and vision of the college.~~ Under direction of the appropriate administrator, this position assists in the planning, organization, and direction of the District-wide operations and management of the ITS department; manages assigned ITS staff and technology areas; ensures consistent and efficient service to the college community; and values and promotes the mission and vision of the college.

CLASS CHARACTERISTICS:

This is a classified ~~management~~administrative position. ~~responsible for system database administration, allocating assignments of projects, supervising programming staff, and maintaining the district computer mainframe.~~ An incumbent in this position reports directly to the director, information technology services, and serves as administrator in charge in ~~his/her~~ their absence. This position is a highly skilled working supervisory position requiring a high level of technical knowledge and ability and is typically responsible for the day-to-date operations of technical support, office technology, classroom technology, and audiovisual services ~~The incumbent in this position will work with college administrators and staff to develop computer applications from user specifications, determine appropriate database structures, assign responsibility of projects to programming staff, supervises staff in the creation, maintenance and upgrade of computer applications. In addition, the incumbent will supervise the maintenance and operation of the district mainframe system and provide for network connectivity and security for mainframe users.~~ The incumbent will have a high frequency of contact with other Allan Hancock College employees and students~~staff~~, requiring tact and good communication skills. ~~The incumbent must also be able to work with minimum supervision~~.

ESSENTIAL FUNCTIONS:

~~1. Develops and maintains mainframe database structures.~~ Provides day-to-day supervision, coordination and operation of help desk services, desktop computing, AV resources, data communication infrastructure, telephone system equipment, video security systems, and related applications.

~~2.~~1. ~~Develops and maintains computer applications.~~Oversees the design of technology plans for new buildings, renovations, and remodels.

~~3.~~2. ~~Translates user specifications into programmable form.~~ In consultation with campus partners, purchases and implements computers, software, peripherals and AV equipment.

~~4.~~3. ~~Supervises the district State electronic reporting requirements.~~ Coordinates the technical design of classrooms and laboratories, including selection of equipment, furniture, room layout, and infrastructure and utilities connectivity.

~~5.~~4. ~~Provides information, reports, and analysis regarding State reporting guidelines as needed.~~ Ensures the successful and timely resolution of service requests.

~~6.~~5. ~~Plans, organizes, and coordinates programming staff assignments.~~ Administers service management, device management, and asset tracking software.

~~7.~~6. Provides training and support to staff as required.

~~8.~~7. ~~Supervises and maintains district mainframe computer hardware and operating system.~~ Participates in and co-chairs relevant shared-governance groups.

~~9.~~8. ~~Reviews, evaluates, and recommends mainframe hardware and software.~~Assists with budget development, technology planning, accreditation, and other projects.

~~10.~~9. ~~Evaluates third party software.~~ Maintains a positive working relationship with other departments on campus.

~~11. Develops and maintains disaster recovery procedures.~~

~~12. Serve as mainframe network resource for the district infrastructure.~~

~~13. Establishes and maintains user profiles and user security protocols.~~

~~14. Coordinates data retrieval for the Institutional Research Department.~~

~~15. Assists in evaluation of computational methodologies as needed.~~

~~16. Implements and maintains student registration functions per request by Admissions and Records Department.~~

~~17. Serves as emergency response contact during registration cycles.~~

~~18. Serves as information technology services resource on district committees as assigned.~~

10. Assumes supervision of Information Technology Services Department in the absence of the director of information technology services department.

~~19.~~11. Performs other related work as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

- ~~Computer hardware, software and multiprogramming operating systems;~~
- ~~Local and Wide Area Networks;~~
- ~~Data Base Management Systems;~~
- ~~Programming languages compatible with data processing systems in use;~~
- ~~General accounting, business procedures and statistical methods.~~
- Modern device management software, such as MDM's (e.g. Jamf, Intune);
- The working methods, procedures, materials, and equipment used in technical support operations;
- Safe working practices;
- Management skills with policy and budget formation including preparation and administration of an annual budget;
- Audiovisual systems for events and instructional spaces;
- Supervision and training techniques;

Demonstrated ability to:

- Perform all relevant duties of the position with only general directions;

- Maintain accurate records and make reports;
- Train and mentor personnel;
- Develop and maintain cooperative working relationships with those contacted during the course of work;
- Perform highly skilled computer and AV work;
- Communicate effectively both orally and in writing;
- ~~Develop and maintain operating systems, databases, and computer programs;~~
- ~~Prepare documentation and operating instructions;~~
- ~~Assist in the development and analysis of conceptual and logical design of computer information systems;~~
- ~~Communicate verbally and in writing supporting complex system descriptions;~~
- ~~Develop and maintain cooperative relationships with computer users during the course of work;~~

Education and Experience:

~~Minimum:~~

~~A bachelor's degree in computer science, information systems or a related field or equivalent education and experience, such as completion of an associate's degree in information systems, engineering, computer science, telecommunications, business or related field, and four years responsible related work experience that demonstrates abilities to manage technical projects and staff.~~ Possession of a bachelor's degree in computer science or information systems, or a related field, and five years of increasingly responsible and varied experience in information technology with at least one year of supervisory experience OR any equivalent combination of education, training, and experience.

~~Desirable:~~

~~Experience in HP 3000 MPE/XL operating system, COBOL'85, the Image/SQL database management system, the VeSoft security management system, and Glance XL software.~~

~~Other Requirements:~~License and Certificates Required:

- ~~A valid California driver's license and ability to qualify for district vehicle insurance coverage.~~ Possession of a valid and appropriate California driver's license.

Working Conditions:

- This is an FLSA exempt position.
- May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.
- Work requires travel to other offices or locations to attend meetings or conduct work
- Duties are primarily performed in an office environment, at a desk, or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.

- The incumbent will have contact, in person, via email or on the telephone, with ~~executive, management, supervisory, academic and classified staff and the general public.~~other employees, students, and the general public.
- Work requires travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer keyboard
- Communicates over the telephone, by email, and in person.
- Regularly lifts, carries and/or moves objects weighing up to ~~10~~20-30 pounds. Must be able to lift and stack objects up to 50 pounds occasionally.

Special Qualification:

A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

R5/09 IFAS Range Adjust
R2/04
Edited 5/03(draft-pending cabinet approval)
7/00

ALLAN HANCOCK COLLEGE

ACTION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 18, 2023
Subject:	Resolution 23-02, Designating May15-19, 2023 as Classified School Employee Week	Item Number:	13.A.
Institutional Goal:	Accreditation Standard IV	Enclosures:	Page 1 of 2

BACKGROUND

The Hancock College chapter of California School Employee Association (CSEA) has designated May 15-19, 2023, as Classified School Employee Week. The board of trustees is requested to adopt Resolution 23-02 to honor classified employees at the college.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends that the board of trustees adopt Resolution 23-02 Designating May15-19, 2023 as Classified School Employees Week at Allan Hancock College.

Administrator Initiating Item:	Final Disposition:
Kevin G. Walthers	

RESOLUTION 23-02
A RESOLUTION OF THE BOARD OF TRUSTEES OF
THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
DESIGNATING MAY 15-19, 2023 AS CLASSIFIED SCHOOL EMPLOYEE WEEK

Whereas, classified employees provide valuable services to students enrolled at Allan Hancock College; and

Whereas, classified employees contribute to the establishment and promotion of a positive instructional environment at Allan Hancock College; and

Whereas, classified employees serve a vital role in providing for the welfare and safety of students and staff at Allan Hancock College; and

Whereas, classified employees at Allan Hancock College strive for excellence in all areas related to the educational community;

Now, therefore, be it resolved that the Allan Hancock Joint Community College District Board of Trustees recognizes and wishes to honor the significant contribution of classified employees to quality education at Allan Hancock College, and designates the week of May15-19, 2023 as Classified School Employee Week at Allan Hancock College.

Motion to adopt said resolution was made by:

Seconded by:

PASSED and ADOPTED this 18th day of April 2023, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Secretary to the Board of Trustees

ALLAN HANCOCK COLLEGE

ACTION ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	Appointment of Executive Management Employee	Item Number:	13.B.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 1

BACKGROUND

The appointment of executive management employee is recommended:

Appointment

Dennis Curran, associate superintendent/vice president, finance and administration, full-time, 12 months, range 1-D, executive management salary schedule 02, effective June 1, 2023.

Mr. Curran earned a master of business administration in economics at Naval Postgraduate School, Monterey, California; a master of arts and a bachelor of arts in Psychology at St. Mary's College of California; additionally, he earned a Strategic Planning and National Security Certificate and a Leadership and Management Certificate at Air University. Mr. Curran is currently serving as the vice president of administrative services at Bellevue College in Washington. Previously Mr. Curran served as the vice president of human resources at Edmonds College, Washington, from July 2016 to January 2019; was the associate superintendent of human resources, Air Force Headquarters, Pentagon, Virginia, from July 2015 to July 2016; vice president of administrative services (Support Group Commander), Kunsan Air Base, Korea, from June 2014 to June 2015; chief of air force strategic human capital planning, Air Force Headquarters, Pentagon, Virginia, from July 2012 to May 2014. Mr. Curran published "Promoting Airmen with Potential to Lead: A Study of the Air Force Master Sergeant Promotion System."

FISCAL IMPACT

The cost to the unrestricted general fund is approximately $23,786 for June 2023, and $285,427 for the 2023-2024 fiscal year and will be included in the 2023-2024 fiscal year budget.

RECOMMENDATION

Staff recommends that the board of trustees approve the appointment of executive management employee as presented.

Administrator Initiating Item:	Final Disposition:
Ruben Ramirez	

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President	Item Number:	14.A.
Subject:	Employee Resignations and Retirements	Enclosures:	Page 1 of 1

BACKGROUND

The superintendent/president has accepted the following:

Resignation(s)

Employee Name	Position	Department	Effective Date	Employment Date
Valero, Yesenia	admissions & records technician I	Admissions & Records	04/03/23	11/24/08
Pino, Joshua	**instructional assistant public safety**	**Public Safety**	**04/28/23**	**07/07/20**

Retirement

Employee Name	Position	Department	Effective Date	Employment Date
Rodin, Sandra	senior purchasing technician	Business Services	07/01/23	12/03/02

Administrator Initiating Item:	Final Disposition:
Ruben Ramirez	

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 18, 2023
Subject:	Academic Program Cohort Selection Process	Item Number:	14.B.
Institutional Goal:	Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures:	Page 1 of 12 Program handbooks and board policies online.

BACKGROUND

Public Safety Academies, Health Sciences Programs, and PCPA Programs Cohort Selection Processes
Below are the processes students follow to get into Allan Hancock College's selective programs.

Public Safety Training
Public Safety Training consists of three disciplines: emergency medical services, fire technology, and law enforcement training. Academy programs differ from typical college courses in that they involve much more time commitment for individual courses and offer much more credit for the single academy CRN based class. Academy courses also offer certification in the field of study often times leading the student to immediately begin a career in that field.

The following information are the processes outlined for interested students to apply for and attend each of the programs.

Emergency Medical Services (EMS) Academy
General information: The EMS academy program (catalog listed course EMS 301 Emergency Medical Services Academy - 1A) includes a semester-long, 17 week academy consisting of 170 hours of classroom and training activity. Upon completion, the student will receive 7.5 units of college credit, a certificate of accomplishment, and will have the necessary skills needed for entry level employmnent or to maintain continued employment in the EMS field.

EMS 301 is offered in both spring and fall semesters and can accommodate up to 40 students per class. This is not a restricted public safety class and all are eligible to apply and attend. Students begin the process by filling out an EMS academy packet that is reviewed by staff. Typically, more students apply for the program than seats available. In the case of an overage of applicants, Susan Roehl, associate professor/coordinator, EMS, and her staff utilize a rubric to determine students' entry into the class.

The attire for academy activities is an Emergency Medical Technician (EMT) approved uniform.

Attendance and dismissal from the program: Student conduct in the EMS program is guided by board policy and administrative procedure 5500 Standards of Student Conduct, and any dismissal from the program will follow administrative procedure 5520 Student Discipline Procedures.

Prerequisites: Prior to acceptance into the EMS academy, students must have completed EMS 300 Introduction to Emergency Medical Services and complete or be concurrently enrollmented in EMS 306 CPR for Healthcare Providers. There is a recommendation (advisory) that students complete ENGL 514 Writing Skills 4.

Administrator Initiating Item:	Final Disposition:
Robert Curry	

Catalog description: This beginning-level academy module meets and exceeds the U.S. Department of Transportation Emergency Medical Technician (EMT) National Standard Curriculum for students desiring eligibility for certification as an EMT in the state of California. State certification as an EMT is mandated as the minimum level of emergency medical training required to work on any ambulance and for most fire departments. A uniform and other related material will be required. Enrollment is done through an application process. This course may be repeated as often as necessary for the purpose of recertification.

Selection rubric: When there are more applicants than program seats, applicants who meet the minimum entrance criteria are scored on the following rubric. Those who score highest are given priority:

EMS 301 - EMERGENCY MEDICAL SERVICES ACADEMY
APPLICATION GRADE SHEET

Student's Name: _____ **Final Score** ____

Evaluator's Name: _____

Included in Packet

Application Cover Sheet	
Tell Us About Yourself	
Declaration of Criminal History	
High School / College Transcripts	
Two Letters of Recommendation	

Application Packet Complete:

Yes ____ No ____

Tell Us About Yourself portion

Incomplete	Grammar	Spelling	Neatness

Current AHA BLS card ____ date expires

Prior EMT student ____

Notes: _____

Education (must have transcripts to support degree)

HS GPA	College	College	College	College	Associates	Bachelors	Master's
3.0 -4.0	1 - 11 units	12 - 24 units	24-40 units	40-60 units	Degree	Degree	Degree
1 point	2 points	3 points	4 points	5 points	6 points	6	6

Related Courses = .25 points per 3 unit college level course, Fire & EMS courses, Health, Biology, etc.

Courses: _____

Course Pts ____

Notes: _____

Total Points - Education ____

Related Work Experience (must have proof of job description and dates worked / volunteered

1- 6 months	1 point
6-12 months	2 points
12-18 months	3 points
18-24 months	4 points
over 2 years	5 points

Total Points - Work related ____

Notes: _____

Prior Military Service (must have supporting documents)

Military	2 points

Total Points - Military Service ____

Notes: _____

Fire Academy

General information: The fire academy program (catalog listed courses FT 307 Firefighter Academy 1A and FT 308 Firefighter 1 Academy 1B) is a 17 week program broken into two courses, which total 708 hours of classroom and training activity. Upon completion, students receive 13 units of college credit and a certificate of accomplishment, and they will have the skills necessary for entry level employment.

The fire academy program is offered in spring and fall semesters and can accommodate up to 32 students per class. This is not a restricted public safety class and all are eligible to apply and attend. Students begin the process by filling out a fire academy application packet that is reviewed by staff. Typically, more students apply for the program than seats available. When applicants exceed program seats, Leonard Champion, assistant professor/coordinator, and his staff utilize a rubric to determine students' entry into the class.

The attire for academy activities is dependent on the training activity for the day. Students have a uniform for day-to-day lecture activities but will also be trained in firefighting equipment and self contained breathing apparatus (SCBA).

Attendance and dismissal from the program: The fire academy is a rigorous program involving both physical, academic, and mental discipline. Safety is paramount during training, and students are held to a high standard. The majority are non-sponsored independent students, and dismissal from the program follows college's dismissal procedure as outlined in board policy and administrative procedure 5500 Standards of Student Conduct and administrative procedure 5520 Student Discipline Procedures. Academic failure on any of the mandated tests automatically results in dismissal from the program.

Prerequisites: Prior to acceptance into the fire academy, students must have completed an EMT basic, paramedic, or public safety first aid and CPR course as defined by the California Health and Safety Code.

Catalog description: Technical and manipulative training in concepts of fire department organization and operations. This includes fire behavior, incident command system, building construction, safety, rescue, ropes and knots, ladders, low angle rope rescue, hose and appliances, personal protective equipment, and accountability.

Selection rubric: As there can be more applicants than program seats, applicants who meet the minimum entrance criteria are scored on the following rubric. Those who score highest are given priority:

RUBRIC	POINTS POSS.	SCORE
Fire Department Sposorship	20	
EMT-P	8	
EMT-B	6	
Fire Experience - CA	4	
Fire Experience - Other	2	
AS Degree - Fire Related	4	
AS Degree - General	3	
Military	3	
EMT Experience	2	
High School GPA 3.0 - 4.0	2	
High School GPA 2.5 - 2.9	1	
First Aid & CPR - **Min Pre-Requisite**	1	
FT Courses & Fire Certifications	1/2 pt each	
Application - Content/Completeness	1	
	TOTAL	

Law Enforcement Academy

General information: The law enforcement academy program (catalog listed courses LE 321 Basic Law Enforcement Academy 1A and LE 322 Basic Law Enforcement Academy 1B) is a Peace Officer Standards and Training (POST) certified 22 week intensive format course broken into two separate courses, which total 862 hours of classroom and training activity. Upon completion, students receive 20 units of college credit, a certificate of achievement, and a POST basic certificate enabling the student to begin a career in California law enforcement as a peace officer.

The law enforcement academy program is offered in spring and fall semesters and can accommodate up to 44 students per class. This is a restricted public safety class that accepts agency sponsored and independent students. Historically, independent students typically hired by a law enforcement agency prior to the end of the course. Independent students begin the process by filling out an academy application and POST background application that is reviewed by staff. State law restricts entry into a law enforcement academy and prohibits those who are convicted of a felony or those who by law may not possess a firearm.

Law enforcement agency sponsored students have completed a rigorous background investigation by the sponsoring agency and are considered qualified to participate in the academy program. Historically, the majority of law enforcement students are agency sponsored and enter the program with current employment. A minimum of six spots are reserved for independent students for enrollment.

The attire for academy activities is dependent upon the training activity for the day. Students will wear their agency's uniform for day-to-day classroom activities (independent students wear an Allan Hancock College academy uniform similar to other students' attire). Physical training is an important part of the academy; students wear appropriate work-out attire for physical activities.

Attendance and dismissal from the program: The students in the law enforcement academy are held to a high standard of ethical conduct which is outlined in the recruit manual. Consequences of misconduct are outlined under four classes of disciplinary action. Dismissal from the program due to misconduct is covered under classes 1, 2, and 3 violations:

> Class 1: Dismissal with prejudice. Serious violations of laws, rules, academy regulations, or conduct that would prohibit a recruit from attending the Allan Hancock College Law Enforcement Academy. The recruit will not be allowed to return to the academy program without written authorization from the academy director.
>
> Class two violations are those dismissal areas for academic failure.
>
> Class 2: Dismissal without prejudice. Violation of academy regulations which would prohibit a recruit from continuing in the law enforcement academy certification program. Examples include but are not limited to academic examination failures, firearms qualification failures, scenario examination failures, attendance failures, and physical fitness failures. The recruit may reapply for admission to the next academy class`
>
> Class three violations are those identified patterns of undesireable behavior.
>
> Class 3: Conditional restriction. A formal written reprimand that an undesirable behavioral pattern by a recruit has developed and any further violations may be grounds for dismissal from the Academy. Recruits may be subject to additional assignments, and/or restrictions from participating in selected aspects of training as a part of the conditional restriction.

Sponsored recruits are employed by their respective agency and attending under their authorization. Since recruits are probationary employees, their agencies have the right to terminate their employment, leading to the student's dismissal from the academy program.

Independent students dismissal from the academy program stemming from a class 1 or 3 violation follows the district's dismissal procedure as outlined in board policy and administrative 5500 Standards of Student Conduct and administrative procedure 5520 Student Discipline Procedures. Academic failure on any of the mandated tests automatically results in dismissal from the program.

Prerequisites: There are limitations to enrollment in the law enforcement academy. Students who are not sponsored by a law enforcement agency must complete the 20 hours pre-academy evaluation and preparation course, LE 310 Introduction to Law Enforcement (Pre-Academy), to ensure that they are physically capable of safely meeting the rigorous state of California physical fitness requirements. Prior to enrollment, students must also complete an academy application packet and submit Livescan fingerprints to the California Department of Justice to verify that they can legally be issued and possess a firearm. Students must score 42 or higher on the POST Entry-Level Law Enforcement Test Battery (PELLETB). Students must submit a completed California POST approved medical history/clearance form signed by their physician after medical examination.

Catalog description: The first in a two-course sequence designed to satisfy all state of California requirements for basic law enforcement officer training. The basic law enforcement academy consists of LE 321 Basic Law Enforcement Academy 1A and LE 322 Basic Law Enforcement Academy 1B. Both courses must be completed within the same semester. The package is designed to satisfy the training requirements for the basic law enforcement training as established by the California Commission on Peace Officer Standards and Training (POST). Academic, manipulative, and technical training are presented in an environment of serious study, rigorous physical training, and standard law enforcement disciplinary procedures.

Health Sciences Programs

Health sciences programs with applications and additional requirements include Certified Nursing Assistant (CNA), Licensed Vocational Nursing (LVN), Registered Nursing (RN), Dental Assisting (DA), Medical Assisting (MA), and Medical Billing (MB).

Certified Nursing Assistant (CNA)

Application information: There are two application periods for the Certified Nursing Assistant (CNA) program: May 1 through June 1 and October 1 through November 1. Applications will be available on the webpage the first day of application period and will end on the last day of each period. New applicants will need to turn in an application with proof of completion (or current semester enrollment) of English 101. Reapplying applicants will need to show proof of completion of English 101 if they were taking it at the time of last application period and must have a grade of "C" or better to remain on the waitlist.

Applying for CNA: Once the office receives all completed applications, new applicants are eligible to participate in the randomized lottery and applicants already on the waitlist will remain. The first 45 seats from the students already on the waitlist will be notified that they are accepted into the program.

There are a total of 30 available spots per semester: 15 available spots at the Santa Maria campus and 15 spots at the Lompoc campus. Seats are not assigned based on site preference. Applicants must take a spot in one of the two facilities once they are accepted. Deferments will not be granted for seat location. Registration is based on first to register get to choose their campus.

On the application form the applicant may request which campus they prefer; however, this will only be used after the main class has been seated and there are students not able to take their spot. For example, if there is an open spot in Lompoc, the deparment will contact the students who requested Lompoc or no preference and bypass the students who selected Santa Maria only.

Program: This state-approved program is the core class of the nursing assistant series at Allan Hancock College and is one of the prerequisites required for the LVN program. Certification as a nursing assistant is mandatory to work in a long-term care setting, and in most acute care hospitals. The certified nursing assistant is vital in the care of elderly and chronically ill. The need for CNAs is projected to increase as the population continues to age. Physical care, communication, and psychosocial concerns are some of the areas covered. Upon successful completion of this course,

students will be qualified to take the state board examination (written and skills) to become a CNA. This program is offered in spring and fall semesters.

Program eligibility criteria:

- Must be 18 years of age or older to be in the program.
- English 101 completion with a grade of "C" or better.
- Valid social security card or tax ID number card must be presented to sit for the state board exam. The card must be "for employment" in order to enter into the CNA Program. This is a state requirement and is necessary for the California Department of Public Health to track certifications and those enrolled in training programs.

Completed application consists of:

- Application form filled out in its entirety
- Proof of ENGL 101 by printing out the Allan Hancock College unofficial transcript (found on the myhancock portal, under Student Tab, Transcripts box, Unofficial Transcript).
- The unofficial transcript printout will give the office the students course information on ENGL 101. If students are in process they must present unofficial transcripts showing they-are currently enrolled. During the next application period, the student will need to turn in their unofficial transcript showing completion with a grade of "C" or better or they will not be able to remain on the waitlist.

Application procedure:

Step 1: Students should be able to log into their myHancock account. If they do not have a myHancock account, then they must apply to the college.

Step 2: Read the application packet thoroughly. Students will need to agree and will be held accountable to the terms listed in the packet.

Step 3: Have the unofficial transcript in a PDF format ready on the device they will be using to submit their application. It must show completion of ENGL 101 with a grade of "C" or better or the equivalency posted. The unofficial transcript is located on the myHancock portal, under Student Tab, Transcripts box, Unofficial Transcript.

- If the student took ENGL 101 at Allan Hancock College, proof of completing ENGL 101 will be found under the semester the course was taken.
- If the student took ENGL 101 at a different college, they will need to submit their official transcripts to the Admissions and Records office prior to submitting their proof of English. All transferable courses will be placed in the student portal showing equivalency. When this is complete, the student may submit their unofficial transcript through the online submission.

Step 4: When the student has read the packet and has everything ready, they are ready to apply to the CNA program. When the application is complete, and the application period has ended, the student will receive an email to their myHancock email notifying them of their updated CNA status starting:

- Third Friday of June (fall applicants)
- Third Friday of November (spring applicants)

If their email indicates they have received a seat in the CNA program, they will need to follow the directions in the email to confirm their seat in the program and to receive their acceptance packet.

If their email indicates they received a waitlist number in the CNA program, they will need to reapply the following semester to retain their place on the waitlist.

Nursing application and waitlist overview (LVN/RN)

When a student applies to the LVN program, they are placed on a waitlist. The waitlist is currently two to four years. Students must re-apply every application period in order to remain on the waitlist until they are notified that they will need to register for pharmacology in fall prior to the start of the LVN program. Forty-three students are brought into pharmacology. If those students pass, 33 of them will roll into the LVN program starting in January. If they do not pass, they are given another opportunity to take pharmacology the following fall by staying on the waitlist (application required). Some students wish to defer, and all LVN/RN students are allowed a one-time deferment throughout their LVN/RN years combined. The students that remain on the waitlist either because they defer or did

not pass will have priority into the LVN program the following year. Ten extra students are brought into pharmacology to ensure a full cohort in January, considering some students may fail or withdraw. Students are admitted to the LVN program based on passing each semester and meeting all pre-requisite requirements. After completion of the LVN program, students enter directly into the RN program. Students have the option to stop after completion of the LVN program or defer between programs. The RN program will take all 33 students who graduate from the LVN program if they choose to apply. Usually between 30 to 33 students graduate and receive priority into the RN program, which leaves open spots to reach 35 for the RN class, which is where the RN waitlist comes in. Priority is given to our LVN class, so they can keep the momentum and are comfortable and familiar with faculty. The RN program is strictly by application and waitlist until the student gets in.

For both programs, when a new student applies (a new application is filled out), they will go into a randomized lottery system that gives them a number. The numbers start after the last person is on the waitlist. For example, if there are 100 LVN or RN students on the waitlist, new applicants numbers start at 101 and go up so everyone receives a number when their letters are sent to them. As students continue to reapply, their numbers go down every year until they receive the letter stating to register.

Licensed Vocational Nursing (LVN)
The LVN program is a twelve-month program offered every year, January through December (including summer session). Current California Certified Nursing Assistants (CNAs) who have completed program prerequisites are eligible to apply. The curriculum is designed to prepare the CNA to become an LVN. Clinical practice takes place in our labs, local hospitals, and medical care facilities.

Application information: The LVN Program application period will be available online from April 1-June 30 of every year. The applications need to be delivered or postmarked by June 30 (end of application period) to be eligible. Status letters will be mailed out at the end of July. Information regarding the status of an application will not be provided over the phone or email.

Students must complete the state-mandated hours in classroom and hospital experience in order to be eligible to take the National Council Licensure Examination (NCLEX) for Vocational Nurses. The Board of Vocational Nursing and Psychiatric Technicians (BVNPT) has fully accredited this program. Students accepted into the program must comply with background checks and drug screening required by clinical agencies.

Prerequisites: LVN program applicants must have fulfilled the following eligibility requirements before the application deadline:

- Must be a high school graduate or equivalent
- Must possess a current, valid, and unencumbered California CNA certification or Psychiatric Technician License
- Must have completed the following courses or equivalent with a grade of C or better:
  - English 101
  - Math 331 (Algebra II) - equivalent or higher
  - Psychology 101
  - Biology 124 – Anatomy
  - Biology 125 – Physiology

Registered Nursing (RN)
Application information: The RN nursing application period is available from June 1 through July 31 (dates are subject to change). California licensed vocational nurses (LVN) and graduates from accredited vocational nursing programs are eligible to apply upon completion of Allan Hancock College program prerequisites. The LVN-to-RN program is specifically designed to provide our current LVNs with an opportunity for career advancement and prepares the LVN for the additional responsibilities required of the registered nurse. If accepted into the program, the student must comply with background checks and drug screening required by clinical agencies.

In addition, the program has a 30-unit certificate option, completion of which qualifies the successful graduate to take the RN licensing examination. If the student chooses to pursue the 30-unit certificate option, they would not be a graduate of the Allan Hancock College Nursing Program or of the college. Applicants who choose this curriculum alternative must meet with the nursing program director for advisement.

The applications are by mail and must be postmarked by last day of application period to be eligible. Incomplete applications will not be accepted. Status letters are mailed out on the date specified in the application. Information regarding the status of an application will not be provided over the phone or email.

Prerequisite information:

- RN program applicants must have fulfilled the following eligibility requirements before the application deadline:
  - Must be a high school graduate or equivalent
  - Possess a current, valid, and unencumbered California Vocational Nursing License
  - Must have completed the following courses or equivalent with a grade of C or better:
    - English 101
    - Math 331 (Algebra II) - equivalent or higher
    - Psychology 101
    - Biology 124 - Anatomy
    - Biology 125 - Physiology
    - Biology 128 - Microbiology
- In addition, RN Program applicants must meet the merit-based admission criteria (see below for more information).

The following application instructions apply to SB466 applicants with military education and experience:

1. All admission criteria must be met as outlined in the RN application.
2. A current California LVN license is necessary to meet application requirements.
3. Official transcripts must show proof of LVN curriculum accomplished by military education and experience.
4. DD214 or military card is required. The discharge status must be in a condition other than dishonorable.
5. Incomplete applications will not be accepted.
6. Once application eligibility has been established the veteran will be given priority admission.
7. Two admission slots will be held for any applicant who proves military education and experience and holds a valid and active California LVN license.
8. If the slots are not filled by priority military applicants, the waitlist applicants will be admitted.

Merit-based admission:
The merit-based admissions test is based on the students LVN knowledge, similar to the National Council Licensure Examination (NCLEX).

All registered nursing applicants need to meet merit-based admission requirements in addition to prerequisite courses prior to applying.

- Screening of applications will include review of overall GPA, number of science repetitions (anatomy, physiology, and microbiology), and score obtained on the merit based admissions test.
- Any student with more than four attempts in science prerequisite courses is ineligible to apply for the Allan Hancock College nursing program.

Any student who did not meet the admission criteria will have an opportunity to meet with the RN program director to develop an individual plan for remediation.

Any student with more than four attempts in science prerequisite courses is ineligible to apply for the Allan Hancock College nursing program.

Nursing 30-Unit Option (Certificate of Achievement):

All registered nursing programs in California are required to offer the 30-Unit Option (certificate of achievement) and the programs are limited by law to two prerequisite courses. Students are not required to meet the admission eligibility requirements at Allan Hancock College that registered nursing associate degree students are required to complete. All 30-Unit Option applicants are required to follow all application requirements for the nursing program except for the law required prerequisites. The waitlist for the registered nursing program is currently four to six years.

The program is approved by the California Board of Registered Nursing.

Dental Assisting

Admission procedure: The following courses are highly recommended for the students success in the program:

- LS 312 Adaptive Computer Learning Skills
- English 100 Writing in Career/Tech Fields
- Attended one full-time semester at Hancock

To apply for the Dental Assisting Program, the student must submit a completed application packet with the items listed below (application will only be available during application period: March 15 through May 31). Incomplete packets will not be accepted. Upon receipt of the application packet, the applicant will be placed in a random lottery with all applicants and assigned a position. The first 26 students will be accepted into the program and a waitlist will be maintained until the mandatory orientation (Mid-July).

To apply to the program, the student must:

- Be age 18 (required by California Codes - Business and Professions Code Section 2069-2071)
- Complete an application form
- Submit a copy of high school diploma, high school transcript, or GED certificate showing completion
- Submit a copy of the Allan Hancock College transcript (can be printed from the myHancock portal) showing proof of completion of ENGL 101 with a grade of "C" or better or currently in progress at the time of application to be eligible

Approved by the California Board of Dental Examiners, this two-semester (fall and spring) program provides technical skills needed for employment in a dental office. The student develops skills to participate as a member of the dental health team in general chairside and specialty procedures, office management, and x-ray techniques. Admission to the dental assisting program requires the student to be a high school graduate and obtain program application forms and follow outlined procedures for enrollment. A grade of "C" or better in the designated dental assisting classes is required to progress in the program.

Upon successful completion of the program, students receive a certificate, an x-ray license, and a coronal polishing sticker. They are then eligible to take the California Registered Dental Assistants Exam. Students may also earn an associate in science degree in dental assisting.

Entrance requirements: Once accepted into the dental assisting program, the student will be emailed an acceptance packet that will require the following:

- Complete background check and drug screening (required by clinical agencies utilized for externship). Instructions will be included with acceptance letter.
- Complete health physical and immunization record (all childhood immunizations), required by clinical agencies utilized for externship. Instructions/form will be included with acceptance letter.
- Current and healthcare provider CPR card. Instructions will be included with acceptance letter, as this class is taken in the summer during the mandatory orientation.

Medical Assisting
Application period is March 15 through May 31 every year. Accepted students will be notified by email after application period ends.

Prerequisite for the medical assisting certification:
- Completion of ENGL 101 or currently taking in spring. If using an equivalent course, the student must provide Allan Hancock College unofficial transcripts with the application showing proof of equivalency.

Entrance requirements:
- Students must be age 18 (required by California Codes – Business and Professions Code Section 2069-2071)
- Complete background check and drug screening (required by clinical agencies utilized for externship); instructions for these are included in the acceptance packet
- Current CPR card (American Heart Association, Healthcare Provider or American Red Cross, Professional Rescuer only)
- Complete health physical and immunization record (required by clinical agencies utilized for externship). The physical form is included in the acceptance packet.

Medical Billing
Application period is March 15 - May 31 every year.
Prerequisite for the Medical Billing certification:
- Completion of ENGL 101 or currently taking in spring. If using an equivalent course, the student must provide Allan Hancock unofficial transcripts with the application showing proof of equivalency.

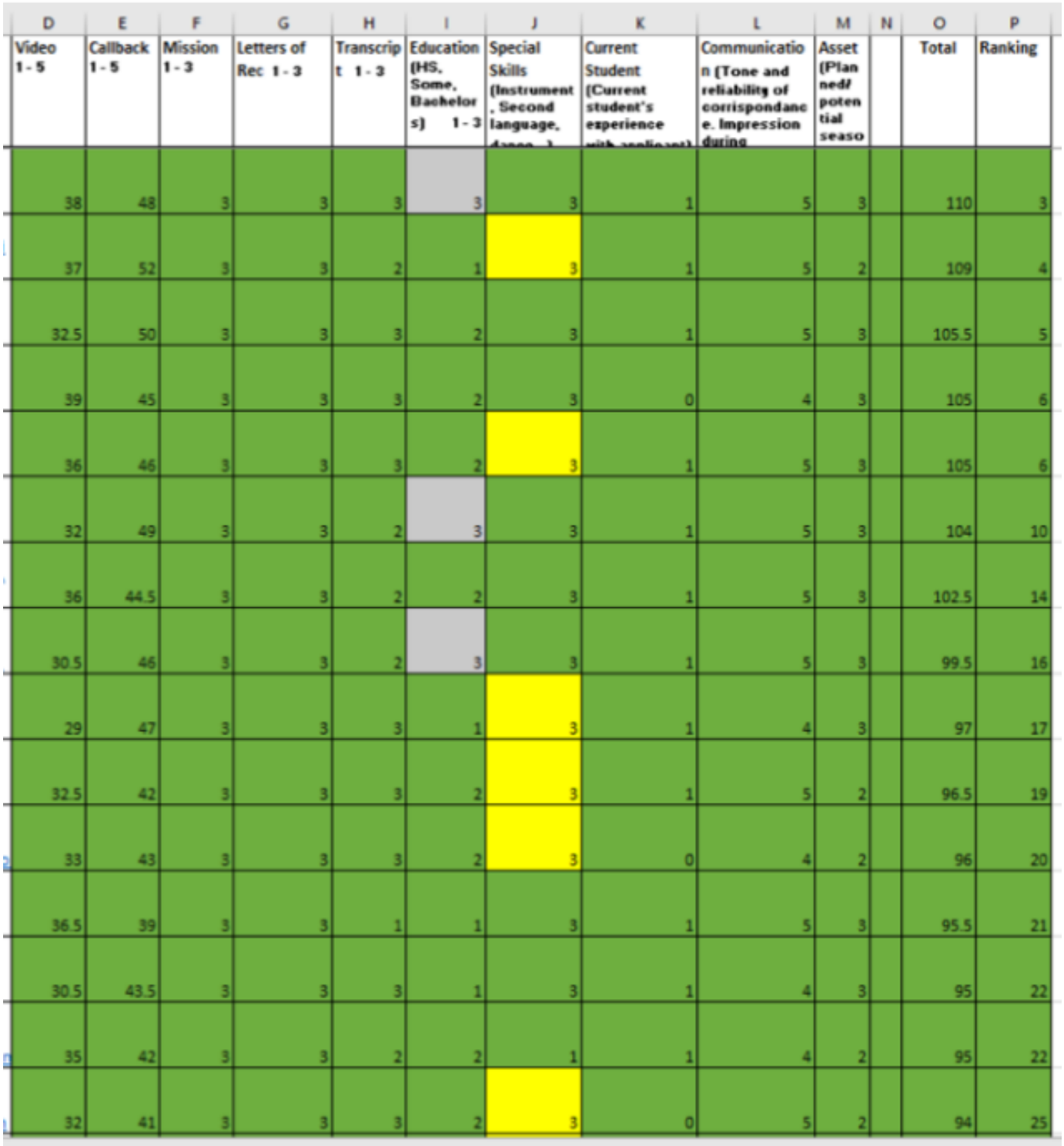
Acceptance into this program is lottery-based. Thirty students are accepted into the program every year. Costs for the program are estimated at $2,400.

For both medical assisting and medical billing, students place their name on an interest list; once the application period opens, they will be contacted with application instructions.

Pacific Conservatory of the Performing Arts (PCPA)
PCPA Student Handbook
The goal of the student handbook is to clearly define the expectations of training and offer a roadmap for the successful completion of the program. The handbook was developed in alignment with district's board policies, the Actors' Equity Association URTA contract, and current industry standards. The initial handbook was also reviewed by Student Services. A big refresh of the handbook was done by the faculty in 2021 that included reviewing policies and practices with an equity, diversity, and inclusion lens. The conservatory directors also do an annual review prior to the start of each new academic year to align with revised board policies and California Educational Code.

PCPA Student Selection Process
The goal of the student selection process is to create a cohort of students that will train together for two years. The recruitment process begins with PCPA's casting director, who visits high schools, community colleges, industry festivals, and trade shows. Interested students are encouraged to apply through the accepted platform. Students may also send application materials directly to PCPA. Applications are reviewed by the casting director with an eye on preparation, potential, and passion. Candidates are selected to move on to a second round of review following a screening by the casting director. Prospective acting students are invited to a callback workshop. These workshops give the candidate a glimpse of how and by whom training is delivered. The faculty rate the students along the same criteria of trainability, openness to play, and a passion to learn. The casting director aggregates these ratings to create a ranked offer grid. The conservatory director of actor training and the casting director review additional application materials (e.g., a mission statement, recent transcripts, and two letters of recommendation) that are also incorporated into the rankings. Prospective technical theatre students are scheduled to interview with the conservatory director of technical theatre. Following the second round of review, offers are made to prospective candidates to create a technical theatre cohort of twelve to fourteen students, and an acting cohort of 32 to 34 students.

Sample PCPAranked offer grid:



D	E	F	G	H	I	J	K	L	M	N	O	P
Video 1 - 5	Callback 1 - 5	Mission 1 - 3	Letters of Rec 1 - 3	Transcript 1 - 3	Education (HS, Some, Bachelors) 1 - 3	Special Skills (Instrument, Second language,	Current Student (Current student's experience	Communication (Tone and reliability of corrispondance. Impression during	Asset (Planned/ potential seaso		Total	Ranking
38	48	3	3	3	3	3	1	5	3		110	3
37	52	3	3	2	1	3	1	5	2		109	4
32.5	50	3	3	3	2	3	1	5	3		105.5	5
39	45	3	3	3	2	3	0	4	3		105	6
36	46	3	3	3	2	3	1	5	3		105	6
32	49	3	3	2	3	3	1	5	3		104	10
36	44.5	3	3	2	2	3	1	5	3		102.5	14
30.5	46	3	3	2	3	3	1	5	3		99.5	16
29	47	3	3	3	1	3	1	4	3		97	17
32.5	42	3	3	3	2	3	1	5	2		96.5	19
33	43	3	3	3	2	3	0	4	2		96	20
36.5	39	3	3	1	1	3	1	5	3		95.5	21
30.5	43.5	3	3	3	1	3	1	4	3		95	22
35	42	3	3	2	2	1	1	4	2		95	22
32	41	3	3	3	2	3	0	5	2		94	25

Program Handbooks

The handbooks for Nursing, Public Safety, and PCPA are included as follows. Each handbook is developed and maintained by the discipline faculty in accordance with external regulatory requirements.

Highlighted within each handbook are criteria and/or processes for dismissal from the program.

Additional information on the development of the public safety academy student handbooks:

- The handbooks for emergency medical services, fire, and law enforcement academies are provided to the students prior to or on the first day of class.
- The handbooks provide a comprehensive overview for the students relating to the following areas:
  - Mission statement and purpose
  - Policy & procedures
  - Core values
  - Safety considerations
  - Attendance
  - Fitness standards
  - Grades
  - Graduation requirement
  - Academy demeanor
  - Discipline Procedures
  - Uniforms
  - Injuries
  - Grievances
  - Sexual harassment policy
  - Alcohol/Drugs
  - Standards of conduct
- The handbooks are created by the full-time faculty coordinator and vetted through each respective programs' advisory committee.
  - The handbooks are fluid documents that are updated based on changes in the industry, laws, legislative mandates, and best practices.
- While the handbooks address disciplinary issues and generally state students may be dismissed on the basis of conduct, independent students will still be vetted through the school's administrative procedure 5520 Student Discipline Procedure.
- Students sponsored by a public safety agency are probationary employees of that agency and can be removed from the program by that agency.
- Disciplinary action sections of each academy program's handbook can be found on the following pages:
  - Law Enforcement Academy: pages 26-29. Recruits also sign an agreement in the first week of class stating they received, understand and will abide by all academy rules, failure of which may result in dismissal from the academy.
  - Fire Academy: disciplinary action in terms of suspension/expulsion are not covered in the handbook and follow the school's guidelines under board policy and administrative procedure 5500 Standards of Student Conduct and administrative procedure 5520 Student Discipline Procedures
  - EMS academy: pages 29-30

Board policy and administrative procedure 5500 Standards of Student Conduct, administrative procedure 5520 Student Discipline Procedures, handbooks, and fire academy rules and regulations are referenced in report online.

EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURES
EMT ACADEMY

SPRING 2023

STUDENT HANDBOOK

FIRE, SAFETY AND EMERGENCY MEDICAL SERVICES

One Hancock Drive, Lompoc, CA 93436
Phone: (805) 735-3366 Ext. 3282 | Fax: (805) 737-1784
www.hancockcollege.edu

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AHC EMS 301-EMT ACADEMY SOP

ACADEMY MISSION STATEMENT PURPOSE

To establish a fundamental philosophy upon which the academy is based.

MISSION STATEMENT

The Allan Hancock College Emergency Medical Services (EMS) Training Program is dedicated to the delivery of quality initial and ongoing education and training to all involved in both the public and private EMS arena. We strive to deliver this education and training in a manner that is conducive to the respectful, impartial, and dignified treatment of all students, staff, and patients. It is the goal of this training program to create, maintain, and update relative courses that instill compassion, competence, confidence, excellence, and leadership; all skills that shall serve as a foundation to create healthcare providers dedicated to the art and science of delivering high quality emergency medical care and transportation to the sick and injured.

CORE VALUE STATEMENT:

Service:
We serve and are responsible to the patient. We focus on the patient in everything we do. We value the trust of the patient. We realize the patient is our customer.

We will…

- Recognize that service is our one and only product and we share a common, ongoing goal to provide it at the most superior level possible.
- Provide the customer with prompt, courteous, efficient service never allowing ourselves to become complacent where human life is concerned.
- Recognize and accept the privilege, confidence and trust that is extended to us when we serve others during their time of crisis, vulnerability and need.

Integrity And Excellence:
We demonstrate ethical behavior in all of our interactions. We are dedicated to the pursuit of personal improvement.

We will…

- Pursue continuous improvement in our medical mission through evaluation, education, personal development and research.
- Maintain our credibility by conducting ourselves with uncompromising honesty and professionalism.
- Ensure fair and impartial treatment toward all employees, citizens, and public safety agencies.

Teamwork:
We build constructive relationships through communication and cooperative effort.

We will…

- Recognize that our strength and success is tied directly to the individual and unique contributions of each of us working in a spirit of cooperation and teamwork.

- Ensure a working environment that encourages respectful communication, equitable treatment and widespread contribution.

Leadership:
We are a program of leaders.

We will…

- Encourage, develop, and practice leadership skills at all levels, which motivates others to achieve common goals.

- Take pride in our service-oriented organization and be committed to bringing the values of our program to the public and the EMS community.

SIX PILLARS OF CHARACTER:

Be a Person of Character

- Be a good person, someone to look up to and admire.
- Think right and do right – know the difference between right and wrong and always do what's right.
- Set a good example for everyone.
- Make the world a better place.

TRUSTWORTHINESS
A person of character is trustworthy, lives with integrity, and is honest, reliable and loyal.

RESPECT
A person of character values all persons, lives by the *Golden Rule*, respects the dignity, privacy and freedom of others, is courteous and polite to all and is tolerant and accepting of differences.

RESPONSIBILITY
A person of character meets the demands of duty, is accountable, pursues excellence and exercises self-control.

FAIRNESS
A person of character is fair and just, is impartial, listens, and is open to differing viewpoints.

CARING
A person of character is caring, compassionate, kind, loving, considerate, and charitable.

CITIZENSHIP
A person of character is a good citizen, does his or her share, helps the community, plays by the rules, and respects authority and the law.

AHC EMS 301-EMT ACADEMY SOP

ACADEMY ADMINISTRATIVE STAFF

To outline contact information for academy administration staff

I. SUZ ROEHL

EMS Program Coordinator / Academy Principal Instructor
Office Location: 5-140
Office Phone: (805) 922-6966 ext. 5733
E-Mail: sroehl@hancockcollege.edu

II. SABRINA HRABE, EMT

EMS Instructional Assistant
Office Location: 5-142
Office Phone: (805) 922-6966 ext. 3810
E-Mail: sabrina.hrabe@hancockcollege.edu

III. AZHANE GRIGGS

EMS/ FIRE Program Technician
Office Location: 5-108
Office Phone: (805) 922-6966 x 3282
E-Mail: azhane.griggs@hancockcollege.edu

AHC EMS 301-EMT ACADEMY SOP

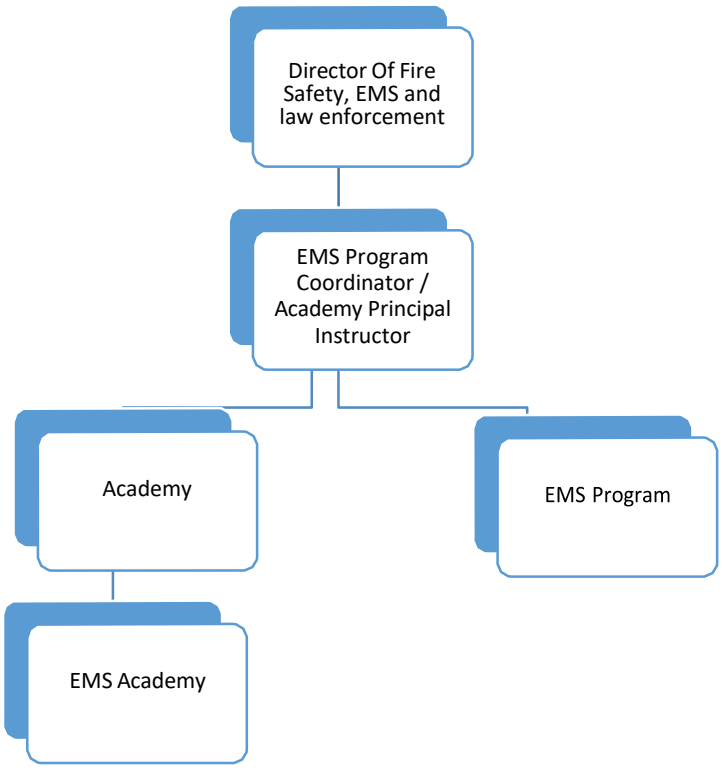
ORGANIZATIONAL STRUCTURE

To facilitate effective communication between the student and staff andto establish a chain of command for the purpose of discipline and grievance procedures.

This policy shall control the conduct of students who need to acquire information regarding Academypolicies, schedules, activities, discipline, grievances, and academic or personal problems while participating in the Emergency Medical Services (EMS) Academy 1A.

CHAIN OF COMMAND:

- Students will strictly adhere to the Academy chain of command as diagramed in this policy.
- Students will utilize the outline of job duties defined by this policy to make a decision on who the student needs to go to.
- Students will not "shop" among Academy staff for decisions. Examples would include: when refused a request by one staff member and taking the same request to another staff member without notifying the second staff member of the previous contact.



I. DIRECTOR OF FIRE, SAFETY & EMERGENCY MEDICAL SERVICES: DAVID WHITHAM

The Director of Fire, Safety & Emergency Medical Services is a full-time faculty staff member who

is responsible for all facets of the Fire, Emergency Medical Services, and Environmental Health and SafetyPrograms at Allan Hancock College. The Director may assist students with any problems and reviews all situations involving a student being sent home or dropped from the class. The Director assures that allprograms meet or exceed standards set by the college, all advisory committees, and applicable state or federal standards. Each of the Fire Technology, Environmental Health and Safety, and Emergency Medical Service areas has a coordinator who is responsible for the day-to-day operations.

II. EMS PROGRAM COORDINATOR / ACADEMY PRINCIPAL INSTRUCTOR: SUZ ROEHL

The Allan Hancock College Emergency Medical Services (EMS) Program Coordinator is a full-time faculty staff member who is directly responsible for overall management of the Academy in addition to coordination of the EMS training and degree program. Per AHC Policy, the Academy Principal Instructor has the authority to suspend any student for up to 2 days (beginning with the first day the student is sent home). Other duties of the Coordinator include but are not limited to the following:

- Approves all instructor(s) and teaching assistants for the EMT Program.
- Reviews and approves all Academy policies and course curriculum.
- Assures that all Academy subject material meets the requirements set by the college, certifying agencies, and any applicable regulations.
- Approves course content of the training program assuring that all aspects of the EMT training program are in compliance with Title 22 and other related laws.
- Approves all written examinations and the final skills examinations.
- Signs and validates all course completion records.

III. EMS PROGRAM INSTRUCTIONAL ASSISTANT: SABRINA HRABE

The Academy Coordinator is selected by the Allan Hancock College EMS Academy Principal Instructor based upon knowledge, ability to perform as a member of the emergency medical services community, and the ability to successfully teach in a college atmosphere. The Academy Coordinator works closely with the EMS Academy Principal Instructor and Teaching Assistants to make sure that all personnel are providing the same level of instruction and utilize the same material for each class. The Academy Coordinator is directly responsible for assisting the Principal Instructor in overseeing the Academy. Other duties of the Academy Coordinator include but are not limited to the following:

- Scheduling and staffing for the Academy.
- Oversees the academic and manipulative testing of the Academy.
- Schedules and coordinates with local agencies for ride-a-long and clinical observation times.
- Filling out and tracking Student Action Forms and meeting with students regarding any disciplinary issues relating to the Academy.
- Preparing reports and other Academy-related written forms and documents.
- Collecting all written assignments or other material that is due at the beginning of class.
- Maintaining grades, attendance, and other Academy records.
- Maintain equipment as necessary.

- Assure that all necessary instructional personnel are present as necessary to support classroom functions.
- Observing for safety, health, and disciplinary infractions in the classroom and during manipulative or other field activities.

IV. ACADEMY TEACHING ASSISTANTS: STAFF MEMBER(S)

Academy Teaching Assistants support the Academy Coordinator and Principal Instructor with daily operations of the Academy. Academy Teaching Assistants shall immediately notify the Principal Instructor or Academy Coordinator of any safety related, learning skill, or disciplinary related problems. Academy Teaching Assistants may recommend disciplinary actions to the Academy Coordinator. Other duties of the Academy Teaching Assistants include but are not limited to:

- Assist the Academy Coordinator and/or Principal Instructor in conducting inspections of the Academy Students.
- Assist the Academy Coordinator and/or Principal Instructor in Academy related physical activities.
- Assist the Academy Coordinator and/or Principal Instructor in classroom lectures / group learning activities.
- Conduct skill station instruction as per assignments by the Academy Coordinator and/or Principal Instructor.

V. EMS INSTRUCTIONAL ASSISTANT:

The EMS Instructional Assistant works directly with the EMS Program Coordinator in a support clerical position. Duties include but are not limited to: assisting with Academy paperwork, generating and replacing CPR cards, generating course completion certificates.

AHC EMS 301-EMT ACADEMY SOP

GENERAL COURSE INFORMATION

To outline information specific to EMS 301 as set forth by Allan Hancock College.

CATALOG DESCRIPTION

This beginning-level academy module meets and exceeds the US Department of Transportation Emergency Medical Technician (EMT) National Standard Curriculum for students desiring eligibility for certification as an EMT in the State of California. State certification as an EMT is mandated as the minimum level of emergency medical training required to work on any ambulance and for most fire departments. A uniform and other related material will be required. Enrollment is done through an application process. This course may be repeated as often as necessary for the purpose of recertification.

Lecture: 4.5 hours weekly

Lab: 5.5 hours weekly; 24 hours will be devoted exclusively to clinical observations.

UNITS:

6 units

GRADING OPTION:

Grade Only

REQUIRED TEXTS:

A. Emergency Care and Transportation of the Sick and Injured. 2021 12th ed. AAOS

B. Current EMS 301 Supplementary Skills Packet(s)

STUDENT LEARNING OUTCOMES (SLOs):

EMS 301 SLO1 – Identify the cognitive materials and the proper tools and equipment to be used in patient care and assessment.

EMS 301 SLO2 – Demonstrate all required manipulative skills using the formulary prescribed by both the National Registry of EMTs and the CA EMS Authority

PREREQUISITES / COREQUESITES/ ADVISORIES:

A. Prerequisites: EMS 300 | Completion of, or concurrent enrollment in EMS 306

B. Corequisites: None

C. Advisories: ENGL 514 or equivalent

AHC EMS 301-EMT ACADEMY SOP

COURSE OBJECTIVES

At the end of the course, the student will be able to

1. Identify the cognitive materials and demonstrate the skills related to: patient assessment, medical emergencies, injuries and wounds, poisoning, drug and alcohol emergencies, emergency childbirth, care of infants and children, care of rape victims, environmental emergency, principles of extrication, principles of triage, burns, care of the emotionally disturbed and unruly, management of SIDS, and crisis intervention sufficient to enable the EMT-1(Basic) to assess and manage patients with the conditions specified.

2. Perform cardiopulmonary resuscitation according to current American Heart Association standards.

3. Properly demonstrate the use of the oxygen flow meter, bag valve mask, suction device, sphygmomanometer, and other emergency medical adjunct equipment used in a pre- hospital setting.

4. Identify the proper tools and equipment to be used in a disentanglement and properly remove mock victims from simulated wrecked automobiles without injury to the victim.

AHC EMS 301-EMT ACADEMY SOP

ATTENDANCE, REGISTRATION AND DROPPING THE COURSE

To outline information related to attendance for EMS 301 and the process of registering and dropping the course.

REGISTRATION

- It is the student's responsibility to register for or drop the Academy within the given college deadlines as outlined by the current semester schedule.
- Any questions or issues with registration should be directed to the Fire Safety and EMS office at the main entrance of Building 5. Call (805)922-6966 ext. 3282

DROPPING THE COURSE

- There are two ways a drop from the Academy can be instituted: 1) the student decides to voluntarily quit the Academy, or 2) the EMS Academy Principal Instructor terminates the student's enrollment for excessive absences or late arrival to class by submitting an instructor's drop card to Admission and Records.
- Any student who voluntarily quits the class will hold the responsibility of the submitting their own drop card to Admissions and Records before the deadline for submitting a course drop.
- Any student not able to drop the course by the college deadline will have no other option than to receive a letter grade of "F" for the Academy.

CRITICAL DATES FOR SPRING 2023 SEMESTER

Critical Dates for this Course	
Term:	**SRING 2023**
Last day to drop with a refund:	01-Feb-2023
Last day to drop without a "W":	08-Feb-2023
Last day to add class with add code:	08-Feb-2023
Census Roster Due Date:	08-Feb-2023
Last day to drop with a "W":	26-April-2023

ATTENDANCE AND MISSED TIME

- Arriving to the Academy is not unlike arriving to work a shift as an EMS professional. Like the EMS professional, the student will be expected to arrive early enough to check in and prepare for the day (i.e. turn in any assignments that are due), and be standing at the position of attention behind their chairs by the commencement

of class.

- Each student is allowed to miss a maximum of 12 hours throughout the Academy. If the student goes over their allotted 12 hours they will be required to: 1) drop the course or 2) in the event of being past the deadline to drop, as outlined in the AHC semester schedule, the student will receive an automatic failing grade (F) for the Academy. Taking entrance tests or oral interviews for employment, picking up applications, outside activities, illness, or any other reasons will not change this policy – there are no exceptions. One hundred percent (100%) attendance is the expected standard.

- Whenever a student is delayed and unable to report for the commencement of class on time, that student must fill out a Student Action Form and turn it in to the Academy Coordinator on the next break in class time.

- A penalty of 5 points will automatically be deducted from the student's Conduct and Professionalism Performance Evaluation points for each unexcused hour missed by tardy or absence. Missed time due to being tardy will be rounded off to the nearest one-hour increment (i.e. 5 minutes late = 1 hour, 1.5 hour late = 2 hours, etc.).

- The Academy Coordinator and Principal Instructor reserves the right to deny admittance to any student arriving late for a scheduled class activity that is in progress upon the student's arrival. The student may, upon the Academy Coordinator or Principal Instructor's discretion, be admitted into the activity upon the first scheduled break or any other time as deemed.

- Any students needing to leave the facility before the end of class shall: 1) receive permission directly from the Academy Coordinator or Principal Instructor prior to leaving class 2) turn in a Student Action Form for the hours missed. Failure to submit a Student Action Form and receive permission prior to leaving class will result in an automatic 25-point penalty in addition to five points added for each hour missed.

- Students must attend a total of 24 hours clinical observation time to be comprised of a combination of observation hours in an approved Emergency Room, ALS transporting ambulance, or Fire Apparatus. Failure to complete the 24 hours will result in the student receiving a letter grade of "F" for the course.

AHC EMS 301-EMT ACADEMY SOP

REQUIREMENTS FOR A COMPUTER

To outline the need for each student to have access to a computer with reliable internet connections

COMPUTER WITH INTERNET ACCESS

A. A reliable computer and access to the Internet is required for EMS 301 in order to access Canvas for purposes of taking online tests, viewing class announcements, and other course related documents.

B. It is the student's responsibility to find access to an Internet capable computer.

C. If for any reason a personal computer is not available, the college library / computer labs have Internet capable computers available to all AHC students

AHC EMS 301-EMT ACADEMY SOP

SCOPE OF ACADEMY POLICIES

To prepare the student for the standards of conduct for emergency medical technicians.

Unless otherwise specified, all Academy regulations shall apply to the conduct of students while enrolled in the Emergency Medical Services Academy; this includes conduct during training and off-training time away from the Academy.

IMPACT OF MISCONDUCT:

It is essential that Student(s) conduct be regulated for the following reasons:

A. Misconduct has the potential for creating civil liability to Allan Hancock College.

B. Misconduct creates doubt about a Student's personal integrity, honesty, worthiness of public trust and their inability to adhere to the Academy rules and regulations.

C. Misconduct reflects negatively on the Academy program and its relationship with local agencies, the community, and the media.

D. Misconduct by an individual student can affect their hiring viability and that of other students.

PENALTIES:

A. Student Action Forms (SAFs) are to be used as a tool to denote and track all administrative contacts with students, both negative and positive in nature.

B. Any time a point penalty is declared by the Academy Coordinator or Principal Instructor, a SAF will be filed and up to 25 points will be deducted against the student's allotted points for Conduct and Professionalism Performance Evaluation.

C. Any act on the part of the student involving positive meritorious or exemplary conduct could result a SAF being filled out and an addition of up to 25 points will be added to the student's allotted points for Conduct and Professionalism Performance Evaluation.

D. Any conduct in violation of Academy regulations which occurs during training or off-training time (i.e. arrest for DUI), must be reported to the Academy Coordinator or Principal Instructor as soon as possible via e-mail or phone message or in person at the start of the next training day. Misconduct violations as specified in the SOPs are subject to disciplinary actions both in the Academy as well as any actions determined by the regulation governing the violation.

AHC EMS 301-EMT ACADEMY SOP

GRADE COMPUTATIONS

To outline information pertaining to EMS 301 grading requirements and final grade computations

GRADING POLICY

Grades will be based upon the weighted total percentage of points earned derived from all Cognitive Testing and the student's Conduct and Professionalism Performance Evaluation points.

Current grade status can be accessed at any time that Canvas is operational. It is the student's responsibility to remain aware of their latest grade status. NOTE: Grades on Canvas are running totals of work each student has been graded on. At any given time throughout the course grades will vary from student to student. The students "Final Grade" column in Canvas will not be accurate and finalized until all graded materials have been scored and entered into the gradebook.

CONDUCT AND PROFESSIONALISM PERFORMANCE EVALUATION

- Weighted 10% of the students Final Grade
- Consists of 100 possible points that reflect the performance of the student's ability and commitment to demonstrate good conduct and professionalism by consistently following the EMS Academy Syllabus & Standard Operating Procedure Manual in addition to exhibiting good character as gauged by integrity, empathy, self-motivation, appearance and personal hygiene, self-confidence, communication, time management, teamwork and diplomacy, and respect for both staff and fellow students
- A deduction of up to 25 points from the student's Conduct and Professionalism Performance Evaluation may result from each Academy SOP infraction or other conduct or professionalism related issue that has progressed to the point penalty phase.

IN-CLASS ASSESSMENTS

- Weighted 20% of total grade
- Skills and classroom activities: Teamwork, Respect, attention and participation
- Attendance

NAVIGATE WITH JONES AND BARTLETT

All homework and online chapter quizzes are done through Jones and Bartlett. Quizzes in class are separate

- Weighted 40% of the student's Final Grade
    a) Chapter homework/Interactive Lectures

b) On-line post chapter quizzes

EXAMINATIONS 1-4

- Exams combine for a weighted 20% of student's Final Grade
- Each exam will be computer based and taken in class and will consists of 75 multiple choice questions with a time limit
- Minimum passing score for each exam is 70%
- One Remediation exam will be given for each exam if needed
    - If a score of 70% is not achieved by the remediation exam, student will not achieve graduation requirement #3, and will therefore not receive a passing grade in the Academy. The Principal Instructor and/or Academy Coordinator reserves the right to dismiss the student if the remediation exam results in a score lower than the passing 70%.

MAKE-UP EXAMS

- Any make up exams will be discussed on an individual basis with the Academy Coordinator and Principal Instructor.

EXTRA CREDIT POINTS

- Extra credit can be offered on a case-by-case basis based off the Academy Coordinator or Principal Instructor's discretion. The maximum extra credit can reach 10%.

CHEATING ON EXAMS

- Any student caught cheating on any exam will automatically receive a failing grade on that test in addition to a Student Action Form being filled out and a 25 point penalty being issued, student also faces possible dismissal from the Academy.

FINAL GRADE COMPUTATIONS

Overall final score are as follows:

A = 90-100% plus completed all graduation requirements

B =80-89% plus completed all graduation requirements

C = 70-79% plus completed all graduation requirements

D = 60-69% OR did not pass final NREMT Skills testing but received an 70% or higher overall score

F = < 59% overall final score OR did NOT meet all Graduation Requirements

DUE DATES / TIMES

To outline due dates and times for materials to be turned in

SPECIFIED DUE DATES

- Specified due dates will be outlined in the course schedule
- Additional items and due dates may be assigned by the Principal Instructor or Academy Coordinator and will be: 1) announced verbally in class 2) posted as a Canvas announcement 3) Sent out as an e-mail
- All items due on a specified date will be due by the commencement of class on that date unlessotherwise specified by the Academy Coordinator or Principal Instructor

ITEMS WITH SPECIFIED DUE DATES

Online chapter / lesson quizzes completed on Canvas

Assignment papers given by Academy Staff

Vitals Sign Log

Skill Sign Off forms

Documentation pertaining to Clinical Observation / Ride-a-Long hours

- Required signatures for hours completed
- Required student evaluations and signatures
- Patient contact log with 10 documented patient contacts

AHC EMS 301-EMT ACADEMY SOP

GRADUATION REQUIREMENTS

To establish guidelines for graduating EMS 301

To successfully graduate from the EMS Academy 1A (EMT) and earn an EMT-1 course completion record (required to sit in on the National Registry EMT written exam required for state certification), the student must successfully complete the following tasks. If at any time a student fails to accomplish a graduation requirement, they will be required to drop the course providing it is within drop deadline as per the college's academic calendar. If the fail occurs outside of the drop deadline, student will receive an "F" grade for EMS 301 and be excused from the remaining classroom sessions.

GRADUATION REQUIREMENTS

- Earn a minimum 70% overall averaged grade by the conclusion of the course.
- Not miss any more than 12 hours of classroom time.
- Pass the four exams with a minimum of 70% for each exam.
- Successfully show proficiency (be signed off) on all designated EMT skills before the NREMT testing date.
- Pass all final manipulative National Registry EMT psychomotor (skill) stations.

**Important Note: Failing any one station twice or any combination of three stations during the final manipulative/National Registry EMT skills testing will automatically end the student's testing session and constitute a failure of the final manipulative/National Registry skills testing. Successful completion of this in-class final manipulative skills test will meet the student's National Registry EMT skills testing requirements (valid for 12 months) required to gain admittance to the National Registry written exam – a requirement in California for certification as an EMT.

Qualify for and conduct twenty-four (24) hours of clinical observation time.

Time is to be conducted in a contracted hospital emergency department, paramedic ambulance, or fire department apparatus. All conducted clinical observation time must be documented and verified on an approved EMT-1 Clinical Observation Form. NOTE: Before conducting any clinical observation time, student must fill out and submit AHC Clinical Observation Hour contract.

- Meet the minimum state and federal requirements of at least ten (10) patient contacts during the clinical observation time. All information must be accurately logged while patient assessment / treatment is being performed by healthcare professionals.
- Complete and turn in the completed "Vital Signs Log" by the commencement of class on the designated due date

AHC EMS 301-EMT ACADEMY SOP

ACADEMY DEMEANOR

To establish a high level of personal and professional conduct

This regulation shall control the conduct of students participating in the EMS Academy. Students shall adhere to the conduct guidelines in this regulation.

GENERAL DEMEANOR:

Students are expected to conduct themselves in a professional manner at all times. Their conduct should emulate the Core Values of the EMS Academy. Unprofessional conduct or conduct unbecoming an EMS Professional shall be subject to disciplinary action ranging from verbal reprimands to dismissal from the Academy.

Regulated conduct includes but is not limited to comments, actions, behavior, attitude, and appearance of a student.

- Students shall obey all laws, rules, regulations, and ordinances of the United States and its political subdivisions to include Federal, State, County, and Municipal ordinances.
- Students shall obey all rules and regulations of Allan Hancock College Student Handbook and the rules and regulation contained in the Allan Hancock College EMS 301 SOPs.
- Students shall show respect at all times to the Academy staff members, fellow students, recruits and students in other Academies / classes, college employees, and visitors. Disrespectful actions will be subject to disciplinary actions. Students shall also respect each other's personal property.
- Students failing to follow a direct order issued by an Academy staff member will be considered insubordinate and will be subject to discipline as per Academy SOPs.
- For the sake of cohesiveness and effective communication within the Academy, the spoken and written language of the Academy is English. Other languages shall not be spoken or written while in uniform without authorization of an Academy staff member or direct superior (nurse, paramedic, EMT, etc.) while participating in clinical observation hours.
- Students shall address Academy staff members by their appropriate titles (Doctor, Mister, Chief, etc.).
- Students will use the appropriate term, "Sir" or "Ma'am," when asking questions, making comments, or replying to Academy staff questions.
- When reporting to any Academy staff office, the student will knock and wait until they have been acknowledged by an Academy staff member. All staff offices are off limits unless invited by a member of the EMS Program staff.
- Students will walk professionally and with purpose at all other times while on the Public Safety Training Complex grounds.

- Any time after completing an academic examination, all students will report to the designated break area and quietly study their textbooks. While in the designated break areas, all students will conduct themselves in a professional manner and will not disturb other students or classes.

- Any students walking inside a college building will walk professionally, with a purpose, and shall remain silent except when greeting or addressing an employee of the college or member of an outside agency.

- When students are outside the classroom they shall stand at attention when speaking to college staff or member of an outside agency unless instructed otherwise.

- Students shall yield, come to attention and greet Academy staff and visitors with "By your leave Sir or Ma'am" when approached in hallways, doorways, walkways, or isles.

- Students shall not fraternize or socialize with Academy instructors or staff members, nor will students accept invitations to socialize with Academy instructors or staff members.

- No smoking or use of any tobacco products is allowed on the Allan Hancock College Public Safety Training Complex.

- Students shall not use obscene, profane, or offensive language (the exception may be during supervised scenario training).

- If at any time a student is taking any medication that may cause drowsiness or impair a student's judgement, the student shall notify the Academy Coordinator or Principal Instructor.

CLASSROOM DEMEANOR AND DEMEANOR DURING INSTRUCTION

- Upon entering the classroom, students shall remove their headgear (cover), and walk directly to their seat and remain standing behind their chair at the position of attention. When all students are in position, a staff member will give the command to "seats." The class will sit in unison, adjust, and then prepare for instruction.

- With the exception of water, no eating, or drinking is allowed in the Academy classroom, offices, or locker room unless otherwise directed. Energy type drinks are not to be consumed or possessed during Academy training.

- No chewing gum or eating candy is allowed in classroom or during instruction.

- Knives or other weapons other than approved EMT equipment shall be prohibited.

- During instruction, students shall respect the rights of others and not be disruptive by making distracting noises, movements, or gestures, or talking without permission.

- During instruction time, no comments or questions shall be made unless student raises their hand and is acknowledged by instructor or staff member.

- During instruction, students shall remain alert and attentive. Students who fall asleep during instruction are

subject to formal disciplinary action.

- During instruction, students shall remain seated in a good posture (no slouching, reclining, putting feet up on desks or chairs, or placing their head on the desk).
- The only items permitted on the student's desk during instruction are the notebook, writing instruments, water bottle, Academy hat, name tag, and material required by the specific instructor. All other items shall be stowed under the desk, in the locker room, or any area specified by the Academy Coordinator or Principal Instructor.
- Students who must be excused during instruction shall leave the room quietly and report to the Academy Coordinator prior to returning to class.
- Unless otherwise directed, students shall not work on non-course specific assignments during class time. This includes homework, reading, or studying material unrelated to the class in session.
- Students shall not bring cellular phones, radios, pagers or any other electronic devices to any class without prior authorization of the Academy Coordinator or Academy Principal Instructor.
- All students will be expected to actively participate in all classroom activities that include but are not limited to: verbal participation and response during classroom lecture and discussion, physical participation (such as lifting and moving patients and utilizing mechanical and diagnostic equipment) during demonstrations and skills stations.
- There will be structured interactive classroom discussions covering a wide range of mature level subject matter that can involve graphic medical situations as well as frank discussion regarding the human experience and condition as it relates to providing pre-hospital emergency medical care. Students are expected to take part in the discussion in a professional manner.
- During group activities / discussions / presentations / hands-on skill stations; students are to respect one another and each student's personal thoughts and feelings. Students may disagree with each other but at no time are students to argue or act hostile towards one another.

CONDUCT DURING BREAKS

- Designated breaks will be determined by the Academy staff. During break times students will be allowed to use the restroom, use the snack room, or use the designated break area.
- Students shall not go to any other areas (including parking lots) without prior approval from the Academy Coordinator or Academy Principal Instructor.
- Students shall be mindful of other classes that are in-session and conduct themselves in a quiet and professional manner so as not to disturb other students or classes.
- Lunch breaks: students will bring a healthy lunch and eat their lunch in the designated area. Students may be

allowed to eat their lunch in the outside eating area or break room area due to Academy training or inclement weather. All other areas are not permitted without prior approval from the Academy Coordinator or Academy Principal Instructor.

- Restrooms: Students shall use the restroom facilities located in the student locker rooms, with the exception to Thursday night classes, or permission of Academy staff, students may use restrooms located in the front hallway of building 5.

DUTY TO REPORT MISCONDUCT

- Any conduct in violation of the Academy regulations which occurs during training time, must be reported to the Academy Coordinator as soon as possible. Misconduct that occurs during non-training time must be reported to the Academy Coordinator at the start of the next training day. In the absence of the Academy Coordinator, the Academy Principal Instructor or Program Director must be notified.

- Students who fail to report misconduct as specified in this regulation are subject to disciplinary action in addition to that determined by the regulation governing the violation.

SPECIALTY CONTACTS

LAW ENFORCEMENT AGENCY CONTACTS:

Students shall report via typed report any contacts with a law enforcement officer or agency (good or bad) to the Academy Coordinator no later than the beginning of the next day of training, as well as in e-mail form as soon as possible. The report will included the reason for the contact, the peace officer's name, department, and the final disposition of the law enforcement contact.

MEDIA CONTACTS:

Students shall not give statements or represent the Academy to any media source (print or otherwise) without prior authorization from the Program Coordinator or Academy Director.

PUBLIC CONTACTS:

Recruits shall not make presentations or represent the Academy to any public or civic group without prior authorization from the Program Coordinator or Program Director.

PARTICIPATION

Nothing in this regulation is intended to prevent a student from active participation in class, Academy scenarios, or group activities. Students are encouraged to ask questions and engage in a professional discussion or debate as part of the academic learning process.

AHC EMS 301-EMT ACADEMY SOP

USE OF FACILITIES AND EQUIPMENT

To create and maintain an environment which is conducive for workingand learning

GENERAL USE

- No smoking or tobacco products are allowed in any building on campus.
- No eating or drinking is allowed in the locker room.
- Students will insure that all foreign substance is removed from footwear before entering abuilding or vehicle.
- Students are not allowed to have guests present at ANY training without AcademyCoordinator approval.
- The bulletin board and white board are educational tools and shall be respected as such.Placing information on the bulletin board must be approved by the Academy Coordinator.
- Students shall handle all training equipment in the manner intended and ensure theequipment is returned in good condition.
- Academy laptop computers are to be used for Academy related training only. Accessingthe internet for personal use is prohibited.

USE OF OFFICES AND SUPPLY ROOMS

- Academy staff member's offices are off limits to Students unless accompanied by staff member.
- No Student is permitted to enter an office or supply room unless accompanied by a staff memberor directed by a staff member.
- Unless otherwise directed, Students are not permitted in the main building, and will not enterthe main building from the classroom.

USE OF ACADEMY CLASSROOM

Students shall keep the Academy classroom and training sites clean and neat. Prior to leavingafter each training day, the Students will ensure that:

- The classroom desks and chairs are properly arranged
- The floor is free of trash
- The dry erasable white boards are erased (any instructor's writing should not be erasedunless directed by staff).
- The Student Report Forms table shall be kept neat and clean.

AHC EMS 301-EMT ACADEMY SOP

USE OF ACADEMY LOCKER ROOMS

- Locker space is limited. Students may use a locker to store clothing, lunches, and materials.
- Students are required to bring their own lock to secure their locker. Combination locks are recommended. Unsecured lockers are not permitted.
- Students are expected to keep the locker room clean and neat at all times.
- Items may not be stored overnight in a locker room.
- The locker room is for Academy Students (EMS, Fire, and Law Enforcement) only.
- Only Academy-related items may be stored in the lockers. Students shall not store any valuables or large sums of cash in the lockers.

USE OF TELEPHONES

- Telephone calls will not be relayed to Students unless they are of an official or emergency nature.
- Students desiring to make phone calls shall do so during authorized breaks.
- When using the phone, Students shall conduct their business in an expedient and businesslike manner.

PARKING AREAS

- Students Parking: LVC, Lot B. This requires an AHC parking permit which may be purchased during the first week of the Academy or a day pass available to purchase on site.
- Students shall secure their vehicle and not leave valuables or Academy items visible at any time.
- Students shall not have visible in their vehicle any uniform or Academy related item or equipment while traveling to or from training, or while the vehicle is parked. Uniforms should be covered and equipment stored in a bag.
- Students shall not loiter in the parking areas.

USE OF OTHER FACILITIES

- When training is conducted at a location or site other than AHC, Students are expected to follow any rules specific to that site and to ensure that the area is left in a condition as good as when received.

VALUABLES

- Recruits should not bring jewelry, large amounts of cash, or other items of value.

AHC EMS 301-EMT ACADEMY SOP

DISCIPLINE

To establish a fair and consistent discipline practice

GENERAL:

- The learning of teamwork, leadership and discipline are important components to the Academy training program. The objectives of drilling, inspections, and disciplined training for a student are:

    - To illustrate to you and to the Academy staff that you can handle the potential challenge and stress encountered when responding to prehospital emergency medical incidents.
    - To become accountable to both yourself and to fellow Academy classmates.
    - To learn how to work as a team.
    - To establish your own limits.

- Remember - students are not competing against each other, they are competing against a standard that we demand of our students. If a student is competing against the top person in his/her class, keep in mind that person may be below our standard.

- Students will accept all directions or feedback from any Academy staff member as constructive and will not argue with or challenge the staff member. Any disagreements in direction or feedback will be addressed through the formal chain of command.

- Failure to follow or comply with a directive of an Academy staff member may be considered insubordination and subject to disciplinary action.

VIOLATIONS:

Include but are not limited to:

1. Violations of the Allan Hancock College EMS 1A (EMT) Academy SOP Manual.
2. Insubordination.
3. Dishonesty.
4. Discourteous treatment of fellow students or any Academy staff.
5. Misuse of department or college property.
6. Misuse of the Academy or Allan Hancock College name.
7. Wearing the uniform in an unbecoming manner.
8. Any conduct unbecoming of an EMS professional.
9. Any form of cheating on assignments / quizzes / exams

DISCIPLINE PROCESS:

With the exception of absence or tardy, the disciplinary process for an infraction of any of the above items will typically progress in the following sequence:

1. Student Action Form filled out with a verbal warning noted for each category violated.

2. Student Action Form filled out with a 10 point penalty issued for each category violated.

3. Student Action Form filled out with a 25 point penalty issued for each category violated in addition to the student possibly being sent home and remaining suspended for up to two days.

4. After a suspension, the student MUST make an appointment with the EMS Program Coordinator and the Director of Fire, Safety and EMS to determine the student's future status as a participant in the EMS Academy

- Progression of the above listed disciplinary process can be significantly accelerated or altered for serious infractions (e.g., coming to class under the influence of alcohol or drugs, committing a violent or threatening act, any form of cheating, etc.).
- All written disciplinary actions will be placed in the student's Academy file.
- The student has the right to request a scheduled viewing of his or her file by making a written request to the Academy Coordinator.

ASSIGNMENT PAPERS:

- Written papers are most often are most often given as extra credit assignment. The EMS-related topicshould be approved by the lead instructor.
- Any assignment paper is to be typed using Times New Roman, 12 point, double spaced.
- The student's name, subject matter, and date is to appear in the upper left hand corner of the assignmentpaper.
- All assignments must be turned in by the commencement of the class when due. Any student not turning in their written assignment on time will be required to hold their paper until the commencementof the next class in addition to having a Student Action Form filled out and a point penalty issued. Point penalties will continue to be issued for every occasion that the assignment continues to be late.
- In the event that a written assignment has fallen substantially short of college class expectations, the student will be requested to rewrite his or her paper. This process will continue on until a paper is completed to the Academy Coordinator's satisfaction.
- Neatness, grammar, and punctuation count as critical elements of any assignment paper. Any paper with substantial deficits in neatness, grammar or punctuation will be returned to the student for rewriting and will be due one week from the due date of the original paper (along with a possible point deduction.

APPEARANCE / GROOMING

To establish proper grooming and appearance standards for students.

The following standards will apply to all Students while participating in the Academy (on campus during class hours) / Academy related events / Ride-a-Longs or Clinical hours.

PERSONAL HYGIENE / APPEARANCE

A. Each student is responsible for his or her personal hygiene. Neatness and cleanliness will be part of the daily inspection.

B. "Love marks" (hickies) shall not be visible at any time when the appropriate Academy uniform is worn.

HAIR

Males

1. Hair shall be clean and cut at sufficiently frequent intervals as to present a neat appearance at all times. Hair shall be trimmed in such a manner as to not drop below the top of the uniform collar. Hair on necklines shall be trimmed with no indications of raggedness. Hair will not be styled or combed in such fashion that greater than 50% of the ear is covered. The hair in front may extend to the top of the eyebrows. Color and style will not be strikingly out of the ordinary. Men with longer hair is permissible if it is tied back or in a bun – out of face and eyes.

2. The face will be cleanly shaven, daily, before class / Academy related event / Ride-a-Longs and Clinical hours. Non-electric razor will be used. No goatees, beards, or other facial hair will be permitted with the exception of previously established mustache. Mustache may not touch the upper lip or extend beyond the sides of the mouth.

Females

1. Hair shall present a well-groomed appearance. If hair extends beyond the shoulders it shall be tied back whenever in public view so as to maintain a professional appearance and not interfere with patient care nor create a danger to the student. Permissive styles include a bun, pony tail, or a braid. The hair in front may extend to the top of the eyebrows. In no instance shall the bulk or length of hair interfere with the proper fit of any authorized headgear or safety equipment. Color and style shall not be strikingly out of the ordinary. Hair clips, barrettes, bands, pins or other accessories shall be plain in color and not strikingly out of the ordinary.

MAKEUP

Female Students may wear cosmetic make-up but it shall be limited to a natural or neutral (skin tone) in conservative colors. Excessive make-up and fake eye lashes shall not be worn.

AHC EMS 301-EMT ACADEMY SOP

JEWLERY

With the exception to items listed below, no jewelry or personal ornaments shall be visibly worn while in uniform or training.

- Wedding rings are allowed, other rings shall not be worn. Rings must be band type and not have sharp edges.
- Wrist watch, conservative style (required equipment).
- Medical identification bracelet.

TATTOOS

No tattoos shall be visible while the student is in uniform. Tattoos that would be visible must be covered throughout the duration of class / Academy related event / Ride-a-Longs and Clinical hours. Any student who refused to cover his or her tattoos will be sent home, and as a result will lose any applicable hours or points for the day.

PEIRCINGS

Earrings may be worn by students while in uniform, but will be limited to one set, maximum ¼ inch in diameter, yellow or white posts. Jewelry worn in piercing of any other parts of the body shall not be visible at any time the student is in uniform.

FINGERNAILS

Fingernails shall be neat and clean so as not to interfere with the performance of the student's duties, detract from a professional image, or present a safety hazard. Dirt shall be removed from under the nails. Nail polish, if worn, is to be clear or a natural color. Nails shall not extend more than 1/8 inch past the fingertips. Acrylic / fake nails are not permitted

AHC EMS 301-EMT ACADEMY SOP

UNIFORMS / RELATED MEDICAL EQUIPMENT

To establish specifications for student uniform(s) and related equipment

The following standards will apply to all Students while participating in the Academy (on campus during class hours) / Academy related events / Ride-a-Longs or Clinical hours.

UNIFORM SPECIFICATIONS

- All clothing must be completely clean and unwrinkled.
- Uniforms shall be lint-free. Students are to use a lint brush or roller to remove lint from their uniform.
- Stray threads (a.k.a. "ropes") are to be neatly trimmed from uniform shirts and pants.
- Shirts must be neatly tucked in at all times. Collars must be worn down at all times.
- Appropriate supportive under garments shall be worn to ensure student protection.
- It is strictly prohibited to wear any part of the uniform in bars, clubs, liquor stores, parties, or any other unprofessional locations, including locations where alcohol or drugs are being used. It is strictly forbidden to use any part of the uniform for any other unprofessional purpose.
- All articles of uniforms shall be marked in such a way that each individual student can recognize his or her own property. Any unmarked equipment left behind at any time will be recognized by the Academy staff as unidentifiable and abandoned property.
- All students shall report to the commencement of class in the prescribed uniform.
- Every student will follow the prescribed uniform for the day or activity. No single student will abbreviate the uniform unless the entire academy abbreviates the uniform per Academy staff.
- The Academy Coordinator or Principal Instructor may, at their discretion, abbreviate the prescribed uniform for specific Academy activities.

FULL UNIFORM / DRESS UNIFORM

- UNIFORM SHIRT: Approved Navy-Blue Polo shirt with Academy logo.
- UNDERSHIRT: Approved navy-blue or black tee shirt. Tee shirt sleeves shall not stick out beneath uniform shirt sleeves unless a long sleeve tee shirt is worn to cover tattoos.
- PANTS: Approved navy-blue EMS uniform pants. Pants shall be clean and pressed. Pants shall be hemmed at a length that allows for no more than two full breaks in the crease when the student is standing at the position of attention. Pants shall NOT be worn bloused.

- BOOTS: Approved black leather reinforced or steel toed boots with black seams, edges, stitching and skid-resistant soles. Boots shall be polished to a high shine over the entire leather surface of the boot.
- SOCKS: Black socks shall be worn with boots.
- BELT: Approved 1 ¾ black nylon D-ring buckle belt.
- CAP: Approved navy-blue baseball style cap with EMS Academy logo displayed on the front. Cap is worn for all outdoor activities. Cap will not be worn while inside a building. Cap is to be worn with the *bill facing forward at all times. NOT BACKWARDS. If seen with backwards cap, immediate disciplinary action will be taken.*

DRESS DOWN UNIFORM

- SHIRT: Approved navy-blue Polo Academy shirt.
- PANTS: Approved navy blue EMS uniform pants. Pants shall be clean and pressed. Pants shall be hemmed at a length that allows for no more than two full breaks in the crease when the student is standing at the position of attention. Pants shall NOT be worn bloused.
- BOOTS: Approved black leather reinforced or steel toed boots with black seams, edges, stitching and skid-resistant soles. Boots shall be polished to a high shine over the entire leather surface of the boot.
- SOCKS: Black socks shall be worn with boots.
- BELT: Approved 1 ¾ black nylon D-ring buckle belt.
- CAP: Approved navy blue baseball style cap with EMS Academy logo displayed on the front. Cap is worn for all outdoor activities.

OTHER REQUIRED UNIFORM AND RELATED MEDICAL EQUIPMENT

- PULLOVER: Approved navy-blue EMS Program logo three-quarter-zip pullover. Can be worn during cooler weather both inside the classroom and while outside. May not be worn during uniform inspections.
- One small note pad and a form of governmental picture ID (driver's license) and AHA CPR-HCP card to be kept in the Left cargo pocket of pants while in Full Uniform or Dress down Uniform.
- Trauma Shears to be kept in Right cargo pocket of pants while in Full Uniform or Dress down Uniform.
- One Penlight to be carried in pocket on Left sleeve of uniform shirt while in Full Uniform.
- One blue or black ink pen to be carried in pocket on Left sleeve of uniform shirt while in Full Uniform.
- Water bottle to be kept on student desk, only water permitted to be in water bottle.
- Blood pressure cuff and stethoscope to be stored in EMS Duffle Bag unless in use.

AHC EMS 301-EMT ACADEMY SOP

INCIDENTS INVOLVING AN INJURY

To outline the procedure if a student is injured in the academy or during an academy related event

PROCEDURE

- The student shall immediately notify a member of the EMS Program Staff when injured. If the student is not able to immediately notify the Academy Coordinator or Principal Instructor due to the injury, Academy Teaching Assistant(s) shall make the notification. This notification shall in no way delay proper medical treatment.
- A staff member shall take necessary action to assist the student.
- If the injury can be treated with first aid, the staff member will assure that the appropriate first aid measures are taken.
- If the injury requires additional treatment, the student will be directed to contact the AHC Health Office, or their personal physician if the Health Office is unavailable.
- If necessary an ambulance will be requested, or other transportation to the appropriate medical facility will be utilized.
- Staff members will notify the proper personnel utilizing the chain of command and file the appropriate report.
- Following any injury, all students will file the appropriate reports with the school nurse.

AHC ACCIDENT INSURANCE POLICY

Allan Hancock College has a secondary policy to cover currently enrolled students for accidental injuries that occur in class or college sponsored activities. Accidents must be reported to the Student Health Services & Wellness Program office (W-12) within 72 hours. The student is responsible for initiating all paperwork and billing their primary insurance company first. There is a $50 deductible on all claims. For full information on this policy you can pick up a bulletin at the Student Health Services Office (W-12).

RESPONSIBILITY

The insurance policy of Allan Hancock Community College is to provide secondary coverage of any medical bills. If the student has insurance, it is the primary coverage for any medical costs. If the student does not have any insurance, the coverage provided by the college will reimburse a portion of the medical cost.

AHC EMS 301-EMT ACADEMY SOP

GRIEVANCE AND APPEALS PROCEDURE

To provide students with an opportunity to appeal disciplinary action or to file complaints

DISCIPLINARY ACTION APPEALS:

Any student who feels that a disciplinary action has been unfair should follow the chain of command beginning by contacting the Academy Coordinator, if not satisfied, contacting the EMS Program Coordinator, and if not satisfied contacting the Director of Fire Safety and EMS. After the student has exhausted the Academy's formal chain of command, they may utilize the Allan Hancock College student grievance procedures as provided through the Student Services office. The student will prepare a written statement to the Academy Coordinator as to why they think the disciplinary action was unfair.

ACADEMIC APPEALS:

Any student who feels that a grade issued by an instructor is unfair should contact the Academy Coordinator through the formal chain of command. If the student is not satisfied after this level, the student shall contact the EMS Program Coordinator and then the Director of Fire Safety & EMS. After the student has exhausted the internal chain of command and if the student is not satisfied with the outcome, they may utilize the grievance procedures outlined in the AHC Student Handbook by contacting the Student Services office.

FAILURE TO FOLLOW PROPER APPEALS PROCEDURES:

Failure to follow the proper grievance appeals procedures provided will be considered insubordination.

SEXUALHARASSMENTPOLICY

POLICY STATEMENT

It is the policy of the Allan Hancock Joint Community College District to provide and maintain a working and educational environment for faculty, staff, and students of the college community, free of all forms of sex discrimination. Sexual harassment is a form of sex discrimination. It is a violation of this policy to engage in sexually harassing conduct, as defined and set forth below. This includes the prohibition of retaliation against any faculty, staff, and students who file complaints or make a harassment charge. Such illegal conduct will result in discipline up to and including termination with regard to employees; and discipline up to and including expulsion with regard to students. Any and all complaints of sexual harassment will be investigated and, if warranted, resolved in a manner reasonably calculated to end the harassment, using the district discrimination complaint procedure.

Educational Environment

Within the educational environment, sexual harassment is prohibited between students, between employees, and between employees and students.

Work Environment

Within the work environment, sexual harassment is prohibited between employees; supervisors and employees; and job applicants and employees or supervisors.

Prohibition of Sexual Harassment

Sexual harassment is prohibited against members of the same sex, as well as members of the opposite sex.

DEFINITIONS OF SEXUAL HARASSMENT

General Definitions

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature (reciprocal attraction is not considered sexual harassment), made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly/implicitly made a term or condition of an individual's employment or educational status or progress; or

2. Submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual; or

3. The conduct has the purpose or effect of negatively impacting the individual's work or academic performance or of creating an intimidating, hostile, or offensive educational or work environment; or

4. Submission to, or rejection of the conduct by the individual, is used as a basis for any decision affecting the

individual regarding benefits and services, honors, programs, or activities at or through the educational institution.

Specific Definitions

Sexual harassment includes but is not limited to:

1. **Written harassment** - includes, but is not limited to, bulletins, memoranda, letters, notes, or invitations of a sexual nature or that are sexually suggestive.

2. **Verbal harassment** - includes, but is not limited to, derogatory or sexual comments, remarks, propositions, slurs, jokes, and epithets. This also includes repeated, unwanted requests for dates or continuing to express sexual interest after being informed that the interest is unwelcome. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response.

3. **Physical harassment** - includes, but is not limited to, sexual assault, intentional touching, pinching, patting, grabbing, impeding or cornering or blocking normal movement.

4. **Visual harassment** - includes, but is not limited to, display of sexually suggestive literature, objects or pictures, cartoons, drawings, or posters. This also includes sexually suggestive looks, gestures, or leers.

5. **Sexual favors** - includes, but is not limited to, offering favors, educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, in exchange for sexual favors.

OBLIGATIONS OF SUPERVISORS/MANAGERS/ADMINISTRATORS

Preventive Action

Supervisors, managers, or administrators are responsible for enforcing the district's policy on sexual harassment and for the following:

1. A copy of the sexual harassment policy shall be provided to faculty members, administrators, and all members of support staff at the beginning of the first semester of the school year, or within one week of being hired. In addition, a copy of the sexual harassment policy shall be provided to all employees in the district, as well as displayed in prominent locations throughout the district.

2. A copy of the information sheet on sexual harassment prepared by the Department of Fair Employment and Housing will be distributed to all district employees.

3. A copy of the sexual harassment policy, as it pertains to students, shall be provided as part of any orientation program conducted for new students at the beginning of each semester.

4. The district shall periodically notify employees and students of the procedures for registering a complaint as well as available redress. Such notification shall occur through the normal channels of written communication.

5. The human resources office shall make available information from the Department of Fair Employment and Housing and the Equal Employment Opportunity Commission about filing claims of sexual harassment with these entities.

6. A copy of the sexual harassment policy shall appear in any publication of the district which sets forth the comprehensive rules, regulations, procedures, and standards of conduct for the district.

DISTRICT RESPONSIBILITIES

Allan Hancock Joint Community College District has an affirmative duty and commitment to maintain a work place and educational environment free from sexual harassment and intimidation.

- The district will take immediate and appropriate corrective action whenever it becomes known that an act occurred.

- The district will conduct training programs for current and new employees, which include how to recognize sexual harassment, internal and external sanctions against it, and where to go for assistance. Training for supervisory personnel will include methods and techniques on how to handle sensitive topics.

- Management will work cooperatively with employees and students to ensure compliance with this policy.

OBLIGATIONS OF STUDENTS AND EMPLOYEES

The district encourages any students or employees who feel aggrieved because of conduct that may constitute sexual harassment to inform the person he/she feels is harassing that his/her behavior is unwelcome, offensive, or highly inappropriate and must stop. Any student who believes that he/she is a victim of sexual harassment or who believes to have knowledge or knows of such conduct, should immediately, or as soon as practical, report such conduct to an instructor, counselor, administrator, or the director, human resources/affirmative action.

Any employee who believes that he/she is a victim of sexual harassment, or who believes to have knowledge or knows of such conduct, should immediately, or as soon as practical, report such conduct to his/her immediate supervisor or any supervisor or manager or to the director, human resources/affirmative action.

Any student or employee who witnesses sexual harassment is encouraged to report the alleged conduct immediately, or as soon as practical. Anyone who is or feels they may have been subjected to offensive sexual behavior or have witnessed it is encouraged to pursue the matter through the appropriate informal and formal grievance procedures in a timely manner (see Discrimination Complaint Procedure.) Additionally, all individuals have a right to file a complaint with the Equal Employment Opportunity Commission or Fair Employment and Housing Department and the California Community College Chancellor's Office.

INVESTIGATION/CORRECTIVE ACTION

1. All supervisors, managers, administrators, classified staff, instructors, and counselors shall, as soon as possible, apprise their immediate supervisor, other district administrator, superintendent/president or designee of any incident, evidence, or complaint of sexual harassment. If the immediate supervisor is the alleged harasser, then

the supervisor's supervisor must be apprised.

2. The supervisor who is apprised shall, as soon as possible, submit a written report of such evidence or complaint to the director, human resources/affirmative action. No investigations should be conducted until such written report is submitted to the director, human resources/affirmative action.

3. Within ten (10) working days, the director, human resources/affirmative action shall investigate any reported incident of alleged sexual harassment in coordination and cooperation with the alleged harasser's immediate supervisor. Upon completion of the investigation, the director, human resources/affirmative action, shall report as soon as possible, in writing, the results of his/her investigation. The immediate supervisor, with the coordination and cooperation of the director, human resources/affirmative action, shall decide whether any corrective or disciplinary action is merited. The director, human resources/affirmative action shall report to the complaining applicant, employee, or s t u d e n t on the outcome of the investigation. The director, human Resources/affirmative action shall notify the superintendent/president of any complaint in which staff are involved.

4. All supervisors, managers, administrators, classified staff, instructors, and counselors should at a minimum, counsel any employee or student observed sexually harassing any other person. The supervisor or administrator shall take any other disciplinary action which he or she determines warranted.

5. Any district action taken in response to a determination that sexual harassment has occurred will be consistent with the requirements of district policies and regulations, pertinent collective bargaining agreements, and any state and federal laws.

COMPLAINT PROCEDURE

Student/Employee Complaint Based on Sexual Harassment

1. Students who have sexual harassment complaints can obtain a copy of the complaint procedure in the office of the vice president, student development & services.

2. Employees who have sexual harassment complaints can obtain a copy of the complaint procedure in the office of human resources, Santa Maria campus. Student Complaint Other than those Regarding Discrimination or Harassment Student complaints, other than those regarding discrimination/harassment based on sex, religion, race, etc., (i.e., regarding grades) are covered by the Student Complaint Policy. Copies of this policy are available in the Student Activities office.

RETALIATION IS PROHIBITED

The initiation of a complaint of sexual harassment will not affect the complainant's future business dealings with the Allan Hancock Joint Community College District, his/her employment, compensations, or work assignments. In the case of students, there will be no reflection on the complainant with respect to grades, class selection, or other matters pertaining to his/her status as a student of the district. Violation of this section by a student or employee will result in disciplinary action against the individual.

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CONFIDENTIALITY

The district will maintain as much confidentiality as possible, for the protection of both the complainant and the alleged harasser, in investigating any complaint of sexual harassment, consistent with this policy and the district's legal obligations.

SAVING CLAUSE

If there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the district which shall render invalid or restrain compliance with or enforcement of any provision of this policy, such rule, regulation, or order shall take precedence over this policy. Such invalidation of a part or portions of this policy shall not invalidate any remaining portions which shall continue in full force and effect.

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ALCOHOL/DRUG-FREE WORKPLACE

Allan Hancock College is committed to providing its employees and students with a drug- free workplace and campus environment. The Allan Hancock College substance abuse program emphasizes prevention and intervention through education. The dissemination of current and accurate information enables the students, officers, and employees to be better informed. Educational programs shall provide relevant courses, seminars, and lectures, and student servicesshall focus on providing guidance and referral for those affected by alcohol or substance abuse. Coordination shall be affected with educational agencies and with appropriate community organizations.

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlledsubstance is prohibited on Allan Hancock College property, during any college-sponsored field trip, activity or workshop, and in any facility or vehicle operated by the college.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five (5) days of any conviction for violating a criminal drug statute while in the workplace. The District is required toinform any agencies which require this drug-free policy within 10 days after receiving notice ofa workplace drug conviction.

Reference: Drug-Free Schools & Communities Act Amendment, 1989 (Public Law 101-226)

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REASONABLE ACCOMMODATIONS

In compliance with state and federal requirements, it is the policy of the Allan Hancock Joint Community College District to provide reasonable accommodations for students with disabilities. Reasonable accommodations are those services that allow an individual with a verified disability to compensate for an impairment which limits one or more major life activities.Reasonable accommodations include, but are not limited to, course waivers, extension of time for tests, sign language interpreter services, note taker services, specialized tutoring, substitution of specific courses required for the completion of degree requirements, adaptation of the manner in which specific courses are conducted, or other services as specified in Title 5, Section 56026.

Allan Hancock College cannot grant a substitution that is inconsistent with Title 5 regulations nor can it ensure that a substitution granted by the college will be accepted by another institution.

A student with a verified disability shall follow the reasonable accommodations procedures set forth in the administrative procedures. If reasonable accommodations are not met to the satisfaction of the student, he/she may seek to resolve the complaint by following the formal discrimination complaint procedure, Board Policy ~~3010~~ 3420, Staff Diversity/Affirmative Action Policy.

PROCEDURE TO REQUEST REASONABLE ACCOMMODATIONS

A student with a verifiable disability may request academic adjustments/reasonable accommodations including, but not limited to, extension of time for tests, alternative environments for testing, and alternative methods of course delivery. Allan Hancock College cannot grant a substitution that is inconsistent with Title 5 regulations, nor can it ensure that a substitution granted by the college will be accepted by another institution.

- ***Step 1*** The student shall meet with the instructor, present verification of a disability, and request reasonable accommodations, or a DSP&S program staff member, acting on behalf of the student, shall meet with the instructor and request reasonable accommodations for the student. If reasonable accommodations are satisfactorily provided for the student, the request process is completed.

- ***Step 2*** If the instructor refuses to provide reasonable accommodations, the student shall inform the DSP&S director or his/her designee, in writing, of the instructor's decision. Within five (5) working days or as soon as practical after being notified, the DSP&S director or designee shall meet with the instructor to try to resolve the matter. If reasonable accommodations are provided, the reasonable accommodation request process is completed.

- ***Step 3*** If the DSP&S director or designee is not able to resolve the matter, he/she will, within five (5) working days or as soon as practical after the meeting with the instructor, submit to the administrator of the area a written request for a resolution. The written request for a resolution shall contain pertinent information such as the Student's name, nature of the request, an analysis of the situation, reasons given for refusal to provide the accommodation, and names of all individuals who may have relevant information that has bearing on the request. In accordance with Title 5, Section 56027, the 504 coordinator may render an interim decision pending final resolution.

- ***Step 4*** Within five (5) working days, or as soon as practical from the date of notification, the administrator of the area will convene a meeting with the department head, DSP&S director and/or appropriate DSP&S specialist, instructor, appropriate staff member(s), and the student to try to resolve the disagreement. Within three (3) working days after this meeting, or as soon as practical, the administrator of the area shall submit written notification of the outcome of the meeting to the vice president, student development and services; the vice president, academic affairs, the DSP&S director; the faculty member; the department chairperson; and the student. If reasonable accommodations are provided, the process is completed. If appropriate, the vice president, student development and services, or the vice president, academic affairs, may request review of the matter with the President's Cabinet to try to seek resolution.

STUDENT GRIEVANCE RIGHTS

If the issue is not resolved to the satisfaction of the student, the student has a right to file a formal complaint concerning any allegation of failure to comply with the laws, regulations, and procedures as set forth in Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 1974), Title 5, and the Americans with Disabilities Act of 1990. Complaints shall be processed through the existing college formal discrimination complaint procedures Board Policy 3010 3420, Staff Diversity/Affirmative Action Policy.

COURSE SUBSTITUTION OR WAIVER

The Allan Hancock Joint Community College District recognizes that a disability may preclude a student from completing AA or AS degree or program certificate course requirements in the same manner expected of non-disabled students. The district also recognizes the need to accommodate students without compromising a disabled student's course of study or degree, and without compromising the integrity of the college's programs.

The Allan Hancock Joint Community College District intends for all of its graduates to master the competencies required by Title 5 and to complete the courses required for an AA or AS degree or a program certificate. The district recognizes that most disabilities which preclude a student from completing a course can be overcome by altering the method of course delivery and providing a combination of appropriate accommodations, such as tutorial assistance, auxiliary aids, test accommodations, or other reasonable accommodations.

For some disabled students, such accommodations will not be sufficient to enable them to complete a specific course of study. For these students, a course substitution or waiver will be considered. If a student with a verified disability has attempted to complete the course and has demonstrated that receiving extra help with a required course or altering the means of delivery of that course is insufficient to enable him/her to complete the course, or if the student can show that his/her disability is of such magnitude that any attempt at completing the course would be futile, the student may request a course substitution or waiver using the following procedure:

- ***Step1***. The student will submit a completed Course Substitution/Waiver Petition form to the chairperson of the appropriate department.

- ***Step 2***. The chairperson of the department will review the petition and determine if a course substitution or waiver of program requirement(s) is appropriate and approve or disapprove the petition.

- ***Step 3.*** If the student is not satisfied with the decision of the department chairperson and wishes to pursue the matter further, the student will submit the petition to the Course Substitution/Waiver Committee (CSWC). This committee is composed of the vice president, student development and services (who will chair the committee), two faculty members appointed by the Academic Senate, and one student appointed by the ASBG. The CSWC will hold a hearing to review the petition within 15 regular session days of receiving the student's petition. If additional days are needed, the superintendent/president may authorize an extension beyond the time limit of 15 days. If additional time is needed by the CSWC or the student, the superintendent/president may grant an extension of time beyond the 15 day limit. The student and appropriate department representative(s) shall attend the hearing. The committee may request the attendance of resource persons, if needed.

- ***Step 4.*** This committee will review the student's petition and make recommendation to substitute a course for a required course only if the committee determines that the content of the required course can be reasonably met with another course (substitution) and that the student has no chance of successfully completing the required course even with all the accommodations the college can offer. A waiver will only be considered when the student has no chance of successfully completing the required courses and there are no viable alternatives as determined by the CSWC.

- ***Step 5.*** Within five regular session days, or as soon as practical after the hearing, the chairperson of the CSWC will submit the CSWC's recommendations based on its findings to the superintendent/president. A copy of the recommendations will be forwarded to the student and the department chairperson.

- ***Step 6.*** Within ten regular session days, or as soon as practical after receiving the written recommendation(s) of the CSWC, the superintendent/president will issue a decision.

STUDENT'S GRIEVANCE RIGHTS

If the issue is not resolved to the satisfaction of the student, the student has a right to file a formal complaint concerning any allegation of failure to comply with the laws, regulations, and procedures as set forth in Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 1974), Title 5, and the Americans with Disabilities Act of 1990. Complaints shall be processed through the existing college formal discrimination complaint procedures Board Policy 3010 3420, Staff Diversity/Affirmative Action Policy. Reference Rehabilitation Act of 1973, Section 504 Reference Americans with Disabilities Act of 1990 Reference Title 5, Section 56027

STANDARDS OF STUDENT CONDUCT

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.

2. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.

3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

4. Committing or attempting to commit robbery or extortion.

5. Encouraging, attempting, assisting, and soliciting another to do any act, which would subject a student to expulsion, suspension or other discipline pursuant to this procedure and related policy.

6. Causing or attempting to cause damage to District property or to private property on campus.

7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.

8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.

9. Committing sexual harassment as defined by law or by District policies and procedures.

10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law, on or off College premises, of the person or property of any member of the College community or members of his/her family or the threat of any such physical abuse at any College authorized or governed activity.

11. Engaging in intimidating conduct, bullying, or hazing against another student, staff or faculty through words or actions, including direct physical or verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.

12. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.

13. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel, or failure to identify oneself or furnishing false identification for just cause when requested to do so by College officials acting in the performance of their duties.

14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.

15. Unauthorized entry upon or use of District facilities.

16. Computer related crimes or unauthorized, abusive, or violation of the District's acceptable use policy or procedure including violations of software licensing agreements.

17. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.

18. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the college, including, but not limited to, any of the following: (1) Intentional touching of another person's intimate parts without that person's affirmative consent or other intentional sexual contact with another person without that person's affirmative consent; (2) Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's affirmative consent; and (3) Rape, which includes penetration, no matter how slight, without the person's affirmative consent of either of the following: (A) the vagina or anus of a person by any body part of another person or by an object; (B) the mouth of a person by a sex organ of another person.

19. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the college, including, but not limited to, any of the following: (1) Prostituting another person; (2) Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without the person's affirmative consent; (3) Distributing images, including video or photograph or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not affirmatively consent to the disclosure and objected to the disclosure; and (4) Viewing, another person's sexual activity, intimate body parts, or nakedness in a place where that person would have reasonable expectation of privacy, without that person's affirmative consent, and for the purpose of arousing or satisfying sexual desire.

20. Committing sexual harassment as defined by law or by District policies and procedures, which may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, that is sufficiently severe, persistent or pervasive to limit the ability of a member of the college community (student, faculty, staff) to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

21. Stalking or repeatedly following or harassing another person through conduct composed of a series of acts that

seriously alarm, annoy, torment, or terrorize in a manner that threatens to place that person in reasonable fear for their safety or the safety of their immediate family

22. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises,

23. Violations of Board policies, administrative procedures, or campus regulations including, but not limited to, campus regulations concerning student organizations, use of District facilities, gambling and hazing.

24. The use of any electronic listening or recording device in a classroom or learning environment without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids or academic adjustments to disabled students.

25. Presentation of academic work through fraudulent or deceptive means in order to obtain credit for this work.

ACADEMIC DISHONESTY

Cheating:

Failure to observe the expressed procedures of an academic exercise, including but not limited to:

- Unauthorized use of commercial "research" services which are not the student's own work.
- Providing information to others without instructor's permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.
- Unauthorized communication with fellow students during a quiz or exam.
- Copying material from another student's quiz or exam.
- Permitting another student to copy from a quiz or exam.
- Permitting a person to take a quiz, exam, or similar evaluation in lieu of the enrolled student.
- Using unauthorized materials, information, or study aids (e.g., textbook, notes, data, images, formula list, dictionary, calculator, etc.) in any academic exercise or exam.
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise or exam.
- Unauthorized use of another person's data in completing a computer or lab exercise.
- Using computer and word processing to gain access to alter and/or use unauthorized information.
- Altering a graded exam or assignment and requesting that it be re-graded - submission of altered work after

grading, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain credit.

Fabrication

Falsification or invention of any information in an academic exercise, including but not limited to:

- Fabricating or altering data to support research.
- Presenting results from research that was not performed--submitting material for lab assignments, class projects or other assignments, which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student.
- Crediting source material that was not directly used for research.
- Falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.

Fraud, Misrepresentation, Lying

Intentionally making an untrue statement or deceiving including but not limited to:

- Checking into a District class, lab, center or other District resource with the intent to deceive the instructor, staff, or the college.
- Checking in or checking out of a District class, lab, center or other District resource for another student.
- Using another student's District identification card for use in a class, lab, center or other District resource.

Plagiarism

The presentation of another's words, images or ideas as if they were the student's own, including but not limited to:

- Stealing the written, oral, artistic, or original works or efforts of others and presenting them as one's own.
- The submission of material, whether in part or whole, authored by another person or source (e.g., the internet, book, journal, etc.), whether that material is paraphrased, translated or copied in verbatim or near-verbatim form without properly acknowledging the source (it is the student's responsibility to cite all sources).
- The submission of material rewritten, in part or whole, by another person that results in the loss of the student's original voice or ideas (i.e. while an editor or tutor may advise a student, the final submitted materials must be the work of the student, not that of the editor or tutor).
- Translating all or any part of material from another language and presenting it as if it were the student's own original work.

- Unauthorized transfer and use of another person's computer file as the student's own.
- Unauthorized use of another person's data in completing a computer exercise.

Facilitating Academic Dishonesty

Assisting another to commit an act of academic dishonesty, including but not limited to:

- Taking a quiz, exam, or similar evaluation in place of another person.
- Allowing one student to copy from another.
- Attending a course posing as another student who is officially registered for that course.
- Providing material or other information (e.g., a solution to homework, a project or other assignments, a copy of an exam, exam key or any test information) to another student with knowledge that such assistance could be used to violate any other sections of this procedure.
- Distribution or use of notes or recordings based on college classes without the express written permission of the instructor for purposes other than individual or group study; this includes, but is not limited to, providing materials for distribution by services publishing class notes (This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media).

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

References: Education Code Sections 66300, 66301, 72122, 76030, and 78907 WASC/ACCJC Accreditation Standards I.C. 8 and 10

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STUDENT DISCIPLINE PROCEDURES

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These administrative procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

DEFINITIONS AND GUIDELINES GOVERNING THESE PROCEDURES

The following guidelines govern the procedures described in this Administrative Procedure.

Definitions

- District means the Allan Hancock College Community College District.
- Student means any person currently enrolled in any program offered by the District.
- Faculty Member means any academic or service faculty of the District.
- Property means (i) any District-owned or controlled property, including off- campus leased facilities; and (ii) other facilities owned or controlled by entities other than the District where District-sponsored activities take place, including but not limited to performances, concerts, and sporting events.
- Chief Student Services Officer means the Vice President, Student Services or other Superintendent/ President designee.
- When determining response time, day means any day, excluding Saturdays, Sundays, and holidays, during which the District is open.
- Standards of Student Conduct mean the rules listed in Board Policy and Administrative Procedure 5500 Standards of Student Conduct.
- Sanctions means any official disciplinary action taken by the college against a student who has been found to be in violation of the Standards of Student Conduct.

GUIDELINES

Proceeding in Absentia

In any proceeding or hearing at which the student has a right to attend and participate, if the student fails to

attend or participate and appropriate notice has been given per section I.B.5, the proceeding or hearing may take place in the student's absence and the student will be bound by the result of the proceeding or hearing as if the student had attended and participated.

Continuances

The District or student(s) directly involved in the violation of the Standards of Student Conduct may seek a continuance of any hearing date or deadline based upon a showing of good cause. Requests for a continuance shall be decided by the Chief Student Services Officer or designee, unless the continuance concerns an expulsion hearing by the Board of Trustees, in which case the continuance request shall be decided by the President of the Board.

Repeat Offenders

Subsequent violations of the Standards of Student Conduct by a student who has been previously disciplined will ordinarily be subject to more severe disciplinary actions than might be imposed for a first offense.

Notices to a Student's Parent

Where a student who is the subject of a disciplinary proceeding is a minor, notices and disciplinary decisions served upon the student shall also be sent to the parents or guardian of the student in the same manner and with the same effect as set forth in paragraph e, below.

Notification Process

Whenever a notice or disciplinary decision is required to be served upon a student, it shall be sent via email to the student's District-assigned email. Additionally, it may be sent via certified mail, postage paid and addressed to the last mailing address of the student on file with the District. Notice served by any of these methods shall be presumed to have been received by the student. Notice may also be served by personal service.

JURISDICTION

The District may discipline students who have violated the Standards of Student Conduct. Students may be disciplined (including removal, suspension, or expulsion) where, based upon the facts and circumstances of the offense, the District determines that the violation is related to college activity or college attendance on or off-campus.

COMMENCING THE DISCIPLINARY PROCESS

Any District employee or student may file a written complaint with the Chief Student Services officer or designee against any student for violating the Standards of Student Conduct. Before any formal disciplinary proceeding is commenced, the complaining party and student alleged to have violated the Standards of Student Conduct are encouraged to try to informally resolve the complaint. The Chief Student Services Officer

or designee is available to assist the parties in mediating this informal process.

DISCIPLINARY ACTIONS

If a student violates the Standards of Student Conduct, the District may initiate the disciplinary actions listed below. These disciplinary actions are listed in order of severity but are not sequential steps, which must be followed in the discipline process. The District will determine which disciplinary action is appropriate in each case based upon the severity of the student misconduct and the prior discipline record of the student.

Warning

A warning is a verbal or written notice to the student that continuing or repeating the student's misconduct may be cause for more severe disciplinary action. A faculty member or administrator shall issue such a warning. A student has no right to appeal or to a due process hearing (Education Code Section 76031).

Removal by Instructor

A faculty member may remove a student from class when the student's conduct interferes with the instructional process on the day the interference occurs and, at the option of the faculty member, for the next class meeting. The faculty member shall immediately report the removal in writing to the Vice President of Student Services Office. Records of the removal shall be retained in the office of the Vice President, Student Services. A student who has been removed has no right to appeal or to a due process hearing (Education Code Section 76032). The student is responsible for any assignments or academic work missed as a result of the removal.

Official Reprimand

An official reprimand is a record that a student violated the Standards of Student Conduct. The reprimanded student shall be notified in writing that a further violation of the Standards of Student Conduct may result in additional disciplinary action against him/her. The Chief Student Services Officer or designee shall issue the official reprimand. Records of official reprimands shall be retained in the office of the Vice President Student Services Office and in the student's file. A student who has been issued an official reprimand has no right to appeal or to a due process hearing (Education Code Section 76031).

Restitution

Monetary restitution may be imposed whenever District property has been damaged or destroyed and/or whenever District funds have been fraudulently received or used for an unauthorized purpose. The Chief Student Services Officer or designee will place a hold on all student records until the monetary restitution is cleared.

Hold on Records

The Chief Student Services Officer or designee may place a hold on all student records. Such holds may be removed once the Preliminary Meeting is held (see Section V.B.).

Disciplinary Probation

Disciplinary probation may consist of removal from all college clubs and organizations and denial of privileges of participating in all District or student- sponsored activities including public performances. Disciplinary probation may be imposed for a period not to exceed one year and can be rendered by an administrator. Notification of disciplinary probation actions shall be immediately reported in writing to the Chief Student Services Officer or designee. A student placed on disciplinary probation may appeal to the Chief Student Services Officer or designee. Records of disciplinary probation actions shall be retained in the office of the Vice President Student Services and in the student's file. A student has no right to appeal or to a due process hearing (Education Code Section 76031).

Summary Suspension

Where an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order, the Chief Student Services Officer or designee may summarily suspend a student. A hearing shall be conducted within ten (10) days from the date the student is suspended utilizing the procedures set forth in Section V.B., Preliminary Meeting. At that hearing, if the District determines to reverse the summary suspension, the student will be allowed to make up any coursework missed during the summary suspension. If the District determines to uphold the summary suspension, the District may also decide to impose additional discipline. Records of the interim suspension shall be retained in the office of the Vice President Student Services Office in the student's file (Education Code Section 66017).

Disciplinary Suspension

Disciplinary suspension is a penalty for repeated, continued, or serious violations of the Standards of Student Conduct. A student may be suspended from one or more classes for a period of up to ten (10) days of instruction; from one or more classes for the remainder of the term; or from all classes and activities of the District for one or more terms. A suspended student may also be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Disciplinary suspensions shall be initiated by the Chief Student Services Officer or designee and are subject to the Due Process Hearing and Appeal Procedures set forth in Section V.B. Records of disciplinary suspensions shall be retained in the office of the Vice President Student Services Office in the student's file (Education Code Sections 66017, 76030, and 76031).

Expulsion

Expulsion is the permanent and unconditional removal of a student from the District. A student may be expelled only by the Board of Trustees upon recommendation of the Superintendent/President. The expulsion of a student is initiated by the Chief Student Services Officer and is determined according to the Due Process Hearing and Appeal Procedures set forth in Sections V and VI (Education Code Section 76030).

DUE PROCESS HEARING AND APPEAL PROCEDURES

A student may only be suspended (other than a summary suspension) or expelled if the District substantially complies with the following due process hearing and appeal procedures. Additionally, this due process hearing and appeal procedure is utilized for students who have been subject to summary suspension. The District will have substantially complied with these procedures unless the student alleged to have violated the Standards of Student Conduct can prove that any variance from these procedures resulted in him/her being suspended

or expelled based upon unfair or mistaken findings of misconduct.

Initiating a Charge of Misconduct

The representative of the District or other person having knowledge of the violation of the Standards of Student Conduct shall submit a written account to the Chief Student Services Officer or designee detailing the alleged violation. The written account should, to the extent possible, include a specific description of the alleged misconduct, the dates and times when the alleged misconduct occurred, the names and contact information of any witnesses, and any documentary or other evidence relevant to the alleged violation. The Chief Student Services Officer or designee may withhold the names of any witnesses from the Statement of Charges if the Chief Student Services Officer or designees determines that disclosure of the identity of the witness would subject the witness to an unreasonable risk of psychological or physical harm.

Notifying the Student of the Misconduct Charge: Preliminary Meeting

A student charged with violations of the Standards of Student Conduct shall be notified that they are required to meet with the Chief Student Services Officer or designee to discuss such alleged violations and any disciplinary action that may or will result if such charges are found to be true. The notice to attend the preliminary Meeting may be verbal or written and it may be hand-delivered, emailed to the student's district-assigned email, or mailed to the student's address on file in the Admissions and Records Office.

At the preliminary meeting with the Chief Student Services Officer or designee, the student shall be given a copy of the Standards of Student Conduct and a written statement of the alleged violation(s). The student will be given a reasonable opportunity to answer each alleged violation(s) and to present evidence demonstrating that the student did not commit those violations. The student will be informed of any possible disciplinary action(s) that may or will be taken. The student will be provided notice of further meetings if the Chief Student Services Officer or designee deems such further meeting(s) necessary. The student will be provided written notice of their right to a hearing before the Student Disciplinary Committee on the matter before a suspension or expulsion is imposed.

Imposition of Discipline by the Chief Student Services Officer

If, after reviewing the situation with the student, the Chief Student Services Officer concludes that disciplinary action is appropriate the Chief Student Services Officer or designee shall send a letter to the student, in the manner required by section

I.B.5. of these procedures, imposing one or more of the following types of disciplinary action: Warning; Official Reprimand; Disciplinary Probation; Summary Suspension; Disciplinary Suspension; Restitution; or Hold on Records. The Chief Student Services Officer or designee may also recommend that a student be expelled but may not impose that discipline. The Chief Student Services Officer or designee may impose the foregoing discipline or may recommend expulsion even if the student does not participate in a meeting with the Chief Student Services Officer or designee per section I.B.1. of these procedures.

In a case where the Chief Student Services Officer or designee decides to impose any discipline other than (1) suspension or (2) a recommendation of expulsion, the decision of the Chief Student Services Officer or designee

shall be final. In a case where the Chief Student Services Officer or designee decides to impose a suspension or to recommend expulsion, the student shall have the right to request a hearing before the Student Disciplinary Committee.

That request must be made in writing and sent to the Chief Student Services Officer or designee postmarked within ten (10) days of notice of the decision of the Chief Student Services Officer or designee, or hand-delivered by the student or designee and received and receipted by the Chief Student Services Officer or designee within ten (10) days from the date of notification to the student of the Chief Student Services Officer or designee's decision.

If a student does not request a hearing, the imposition of a suspension by the Chief Student Services Officer or designee shall be final. If the recommended discipline is that of expulsion, this recommendation shall be forwarded to the Superintendent/President without any intermediate review by the Student Disciplinary Committee pursuant to section VI.A. of these procedures.

Notice of and Right to Appear at a Disciplinary Hearing in Cases of Suspension or Expulsion

If the student has requested a hearing to challenge the imposition of a suspension or a recommendation of expulsion, the Chief Student Services Officer or designee shall prepare a detailed Statement of Charges specifying the (a) alleged misconduct, (b) evidence in support of the charges, and (c) proposed discipline the District intends to take against the student. The Chief Student Services Officer or designee may redact the names of any witnesses from the Statement of Charges if the Chief Student Services Officer or designees determines that disclosure of the identity of the witness would subject the witness to an unreasonable risk of psychological or physical harm.

In addition to the above statement of charges, the Chief Student Services Officer or designee shall serve the student with a Notice of Intended Discipline, which will include (a) a copy of this Administrative Procedure, (b) notice of the date, time and place of the disciplinary hearing, (c) composition of the Student Disciplinary Committee, and (d) notice that the student may be accompanied at the hearing by legal counsel, if so desired. If the student is to be represented by legal counsel, he/she must so notify the Chief Student Services Officer or designee of that fact at least five (5) days prior to the date of the scheduled hearing. The student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved i.e. freedom of speech, academic freedom. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the District representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Statement of Charges and Notice of Intended Discipline are served upon the student if it is served by email or personal service, or within thirteen (13) days if it is served by mail. This deadline may be extended under extenuating circumstances as determined by the Chief Student Services Officer or designee on their own initiative and at their sole discretion. Absent extenuating circumstances, requests to reschedule submitted by the student must be submitted to the Chief Student Services Officer or designee with an explanation for their request at least five (5) days prior to the hearing.

If the student does not appear at the disciplinary hearing, no hearing need take place and (a) in cases where the Chief Student Services Officer or designee has imposed a suspension, the suspension shall be final; (b) in cases where the Chief Student Services Officer or designee has recommended expulsion, that recommendation shall be forwarded to the Superintendent/President without any intermediate review by the Student Disciplinary Committee pursuant to section VI.A. of these procedures.

DISCIPLINARY HEARING

In cases where the student has requested and appears at the disciplinary hearing, the hearing shall be conducted in the following manner.

Composition of the Student Disciplinary Committee

At the beginning of each fall term, the Chief Student Services Officer or designee will ensure the Student Disciplinary Committee is appointed for the academic year. The Chief Student Services Officer or designee shall convene the Student Disciplinary Committee to hear the charges and recommend disciplinary action.

The Student Disciplinary Committee shall be comprised as follows:

1. Two full-time faculty (voting) appointed for one academic year by the president of the Academic Senate. If either or both of these faculty appointees are a direct party to a particular disciplinary case, the Academic Senate president will appoint a substitute for that situation only.

2. Chief Student Services Officer or designee, whichever did not render the original decision which is being appealed (non-voting).

3. Administrator (voting) appointed for one academic year by the Superintendent/President. If this administrator appointee is a direct party to a particular disciplinary case, the Superintendent/President will appoint a substitute for that situation only.

4. Two students (voting) appointed for one academic year by the president of the Associated Student Government (ASBG). If either or both of these student appointees are a direct party to a particular disciplinary case, the ASBG president will appoint a substitute for that situation only.

The administrator shall be the chairperson of the Student Disciplinary Committee except in cases relating to Academic Integrity, when a faculty member will chair.

The Chief Student Services Officer or designee will provide all members of the Student Disciplinary Committee with the Statement of Charges and Notice of Intended Discipline.

All members of the Student Disciplinary Committee who are selected to decide cases involving allegations of sexual assault, dating violence, domestic violence, and stalking, must participate in annual training on non-discrimination; the dynamics of sexual harassment, sexual violence and intimate partner violence; the factors relevant to a determination of credibility; the appropriate manner in which to receive and evaluate sensitive

information; the manner of deliberation; evaluation of consent and incapacitation; the application of the preponderance of the evidence standard; sanctioning; and the District's policies and procedures. The training will be coordinated by the Title IX Coordinator.

Challenges to the Composition of the Student Disciplinary Committee

The complaining party and the student alleged to have violated the Standards of Student Conduct may submit a written request to the Chief Student Services Officer or designee that a member of the Student Disciplinary Committee be removed. The request must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. This challenge must be raised in writing with the Chief Student Services Officer or designee within five (5) days of receipt of the Notice of Intended Discipline. All objections must be raised prior to the commencement of the hearing in alignment with the deadline noted. Failure to object prior to the hearing will forfeit one's ability to appeal the outcome based on perceived or actual bias.

Conduct of the Disciplinary Hearing

1. Persons who are direct parties to the case shall have the right to be present during the hearing proceedings. The student's parent or guardian may also attend the hearing if the student is a minor. Witnesses may be excluded until it is their turn to testify. All hearing proceedings will be tape-recorded. If they are conducted, unless the District and the student agree that a re-hearing is unnecessary and agree to a joint statement of factual findings.

2. The District and the student may each be represented by legal counsel. If the student is to be represented by legal counsel, he/she must so notify the Chief Student Services Officer or designee of that fact at least five (5) days prior to the date of the scheduled hearing. If the student is not represented by legal counsel, the student may be accompanied by another person at the hearing provided that person does not participate in any way except to offer counsel to the student.

3. The District and the student shall have the right to call, examine, and cross- examine witnesses at the hearing. The chairperson of the Student Disciplinary Committee may, upon a finding that good cause exists, determine that the disclosure of either the identity of a witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the members of the Student Disciplinary Committee. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the student.

Decision of the Student Disciplinary Committee

The members of the Student Disciplinary Committee shall consider and reach a decision by a simple majority vote on each of the charges against the student. The Student Disciplinary Committee shall apply the preponderance of the evidence standard of proof in determining whether the student is found to be in violation of the Standards of Student Conduct.

General Evidentiary Rules

The decision shall not be based solely upon hearsay evidence, unless the chairperson of the Student Disciplinary Committee has allowed the testimony of all witnesses to be presented at the hearing in the form of sworn declarations as permitted in paragraph V.H.3. above.

Evidence of the Complaining Party's Prior Sexual History

In general, a complainant's prior sexual history is not relevant and will not be admitted as evidence at a hearing. Where there is a current or ongoing relationship between the complainant and the student alleged to have violated the Standards of Student Conduct, and that student alleges consent, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. As noted in other sections of this policy, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the complaining party with other individuals is typically not relevant and will not be permitted.

Evidence of Student's Pattern of Conduct

Where there is evidence of pattern of conduct similar in nature by the student alleged to have violated the Standards of Student Conduct, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant and probative to the Student Disciplinary Committee's determination of responsibility and/or assigning of a disciplinary sanction. The determination of relevance will be based on an assessment by the Student Disciplinary Committee of whether the previous and/or subsequent incident was substantially similar to the conduct cited in the Statement of Charges and indicates a pattern of behavior and substantial conformity with that pattern by the student. Where there is a prior finding of responsibility for a similar act of sexual misconduct, there is a presumption of relevance and the finding may be considered in making a determination as to responsibility and/or assigning of a sanction.

Affirmative Consent in Sexual Assault Cases

In cases involving charges of sexual assault, where the defense of the student alleged to have violated the Standards of Student Conduct is that the complaining party consented to the sexual act, the following rules shall be applied by the Student Disciplinary Committee. "Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the student's responsibility to ensure that he/she has the affirmative consent of the complaining party to engage in the sexual activity. Lack of protest or resistance by the complaining party does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the student alleged to have violated the Standards of Student Conduct and the complaining party, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

1. It shall not be a valid excuse to alleged lack of affirmative consent that the student believed that the complaining party consented to the sexual activity under either of the following circumstances:

    a. The student's belief in affirmative consent arose from the intoxication or recklessness of the

complaining party.

b. The student did not take reasonable steps, in the circumstances known to the student at the time, to ascertain whether the complaining party affirmatively consented.

2. Further, it shall not be a valid excuse that the accused student believed that the complaining party affirmatively consented to sexual activity if the accused student knew or reasonably should have known that the complaining party was unable to consent to the sexual activity under any of the following circumstances:

a. The complaining party was asleep or unconscious.

b. The complaining party was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.

c. The complaining party was unable to communicate due to a mental or physical condition.

The Decision

The decision of the Student Disciplinary Committee shall be one of four options:

(1) recommend expulsion; (2) impose a suspension; (3) impose a lesser disciplinary action; (4) find that the charges against the student alleged to have violated the Standards of Student Conduct have not been proven and no discipline should be imposed.

Within ten (10) days after conducting the hearing, the Student Disciplinary Committee shall render a decision, prepare written findings and conclusions, and serve them upon the student alleged to have violated the Standards of Student Conduct with a copy sent to the Chief Student Services Officer or designee. With the exception of a recommendation of expulsion, the Chief Student Services Officer or designee will implement the decision of the Student Disciplinary Committee. If the Student Disciplinary Committee recommends that the student be expelled, the Chief Student Services Officer or designee shall forward the findings to the Superintendent/President for further action pursuant to Section V.I.

RULES PERTAINING TO EXPULSION RECOMMENDATIONS

Review by the Superintendent/President

Within five (5) days of receiving the findings and conclusions of the Student Disciplinary Committee recommending that the student be expelled, the Superintendent/President shall review the findings and conclusions, and shall prepare a discipline decision (1) recommending that the student be expelled; (2) imposing some lesser discipline; (3) deciding that no discipline should be imposed; or (4) remanding the matter back to the Student Disciplinary Committee for a further hearing to more fully develop the factual record or to take any other actions directed by the Superintendent/President.

If the Superintendent/President concurs with the expulsion recommendation, the Superintendent/President

shall also prepare an Expulsion Hearing Notice stating (1)the date, time, and place of the meeting of the Board of Trustees at which the matter of expulsion shall be considered; (2) notice that the student may be accompanied at the hearing by legal counsel, if so desired; and (3) that the student may submit a written request, within two (2) days after receipt of the written notification, that the hearing of the Board be held as a public meeting rather than in closed session.

The Superintendent/President's discipline decision and the Expulsion Hearing Notice (if applicable) shall be served upon the student, and a copy sent to the Chief Student Services Officer or designee. If the Superintendent/President concurs with the expulsion recommendation, the discipline decision and Expulsion Hearing Notice shall also be sent to the Board of Trustees.

Review by the Board of Trustees

1. The Expulsion Hearing Date

The hearing before the Board of Trustees will be held within ten (10) days after the date the Superintendent/President's discipline determination and the expulsion hearing notice are served upon the student if he/she is served by email or personal service, or within thirteen (13) days if he/she is served by mail. This deadline may be extended under extenuating circumstances as determined by the Board on its own initiative and in its sole discretion. Absent extenuating circumstances, requests to reschedule submitted by the complaining party or student alleged to have violated the Standards of Student Conduct must be submitted to the Board with an explanation for their request at least five (5) days prior to the hearing.

2. Conduct of the Hearing by the Board of Trustees

Unless the student requests that the hearing of the Board of Trustees be held as a public meeting, the hearing to consider the matter shall be conducted by the Board in closed session. If a written request by the student is submitted, the meeting shall be public except that any discussion at the meeting that might be in conflict with the right to privacy of any student other than the student requesting the public meeting, shall be in closed session.

The student, student's counsel, Chief Student Services Officer or designee, chairperson of the Student Disciplinary Committee, Superintendent/President, and District's legal counsel may attend the hearing before the Board of Trustees. Whether the hearing is conducted before the public or in closed session, the Board shall confer in private as necessary with its designated legal counsel and Superintendent/President to consider the evidence presented and reach its determination in the matter. When these deliberations are completed, the final action of the Board shall be taken at a public meeting and the result of that action shall be made a part of the public record of the District (Education Code Section 72122).

3. The Decision of the Board of Trustees

The student shall be expelled if a majority of the members of the Board of Trustees present at the hearing vote to expel the student. If a majority of the members of the Board of Trustees do not vote to expel the student, they may, by majority vote of the members: (1) impose some lesser discipline; (2) decide that no discipline should be imposed;

or (3) remand the matter to the Student Disciplinary Committee for a further hearing to more fully develop the factual record or to take any other actions directed by the Board of Trustees. The decision of the Board shall be final.

If the majority of the members of the Board of Trustees present at the hearing cannot reach a decision to expel the student or to take some other action, the matter shall be remanded to the Superintendent/President who shall suspend or impose some lesser discipline on the student.

The decision of the Board of Trustees or the Superintendent/President shall be implemented immediately, and within five (5) days of making that decision, the decision shall be served upon the student and sent to the Chief Student Services Officer or designee.

ACADEMIC INTEGRITY SANCTIONS

The following sanctions will be followed for students found to be violating the academic integrity standards.

First Offense In A Course or Non-Course Activity – Academic Penalties

In course-related activities, when a student commits a first offense, decisions regarding the severity of Academic penalties imposed for academic dishonesty shall reside with the instructor. An instructor may give written or verbal notice to a student that continuation or repetition of specified conduct may be cause for disciplinary action. If the instructor chooses disciplinary action, the instructor shall notify the student, the appropriate department chair, and Chief Student Services Officer or designee, of the incident and the Academic penalties imposed. The Chief Student Services Officer or designee shall retain this documentation in their files.

In non-course activities, when a student commits a first offense, the appropriate District employee shall notify the appropriate Dean, Academic Affairs, of the incident and the Chief Student Services Officer or designee of the Academic penalties imposed.

Academic Penalties for the first offense may include the following:

1. A failing grade on the assignment, paper or exam. Violations related to placement shall nullify course placement for the term.

2. Temporary Exclusion from an Activity or Class: An instructor may remove a student who is in violation of the guidelines for student conduct for the duration of the class meeting or activity during which the violation took place and, if necessary, for the following class meeting. Faculty members may not drop students from class for academic integrity violations. Faculty-initiated withdrawals are only permitted for nonattendance.

3. An additional assignment: An instructor may require the student to perform additional academic work.

The student may appeal the determination of academic dishonesty and/or penalty using the discipline appeal procedure as outlined in AP 5520 Student Discipline Procedures.

Multiple Offenses in a Course or Non-Course Activity-Disciplinary Action

In course-related activities, when a student commits a second or multiple offense(s), decisions regarding the severity of penalties imposed for academic dishonesty shall reside with the instructor and the Chief Student Services Officer or designee. The instructor shall notify the student, the appropriate department chair, and Chief Student Services Officer or designee, of the incident.

In non-course activities, when a student commits a second or multiple offenses(s), the staff member shall notify the appropriate Dean of the incident and the Dean shall notify the student and Chief Student Services Officer or designee of the incident and the penalties imposed using the "Academic Integrity Violation Form."

Disciplinary Actions for the second or multiple offense(s) may include Academic penalties listed for the first offense and penalties detailed below under the heading Multiple Offenses at the District.

The student may appeal the determination of academic dishonesty and/or penalty using the discipline appeal procedure outlined in AP 5520 Student Discipline Procedures.

Multiple Offenses at the District – Disciplinary Action

When the Chief Student Services Officer or designee has determined that an academic dishonesty infraction is a second such offense or multiple offenses, he/she shall initiate institutional action. Penalties may include, in addition to those listed above:

1. Censure: a verbal reprimand or recorded written statement which details how a student's conduct violates District regulations. The student receiving such a verbal or a written statement shall be notified that such continued conduct or further violation of District regulations may result in further disciplinary action.

2. Disciplinary Probation: may consist of removal from all college clubs and organizations and denial of privileges of participating in all District or student- sponsored activities including public performances. Disciplinary probation may be imposed for a period not to exceed one year and can be rendered by an administrator. Notification of disciplinary probation actions shall be immediately reported in writing to the Chief Student Services Officer. A student placed on disciplinary probation may appeal to the Chief Student Services Officer. Records of disciplinary probation actions shall be retained in the office of the Chief Student Services Officer or designee and in the student's file. A student has no right to appeal or to a due process hearing (Education Code Section 76031).

3. Disciplinary Suspension: A student may be suspended from one or more classes for a period of up to ten days of instruction; from one or more classes for the remainder of the term; or from all classes and activities of the District for one or more terms. A suspended student may also be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Disciplinary suspensions shall be initiated by the Chief Student Services Officer and are subject to the Due Process Hearing and Appeal Procedures set forth in Section V of AP 5520 Discipline Procedures. Records of disciplinary suspensions shall

be retained in the office of the Chief Student Services Office and in the student's file (Education Code Sections 66017, 76030, and 76031).

4. Expulsion: the permanent and unconditional removal of a student from the District. A student may be expelled only by the Board of Trustees upon recommendation of the Superintendent/President. The expulsion of a student is initiated by Chief Student Services Officer and is determined according to the Due Process Hearing and Appeal Procedures set forth in Sections V and VI of AP 5520 Student Discipline Procedures (Education Code Section 76030).

References: Education Code Sections 66300, 72122, and 76030 BP/AP 5500 Standards of Student Conduct

AHC EMS 301-EMT ACADEMY SOP

EMT ACADEMY STUDENT SOP ACKNOWLEDGMENT

I acknowledge that I, _____,have read and understood the contents of the Emergency Medical Services (EMS) Academy's Standard Operating Procedures (SOP) and will act in accord with these policies and procedures as a condition of my student position at Allan Hancock College's EMT Academy.

I have read and understand the standards of Conduct expected by the AHC Academy and I agree to act in accord with the Standards of Conduct as a condition of my position at as a student of the Academy.

I understand that if I have questions or concerns at any time about the SOP's, I will abide by the rules set in the SOP by following the Chain of Command.

Finally, I understand that the contents of the Academy's SOP are simply policies and guidelines, not a contract or implied contract with students. The contents of the SOP may change at any time.

Please read the SOP's carefully to understand these conditions as an EMT Academy student before you sign this document.

The SOP's will be accessible during the semester of the EMT Academy. The SOPs are located in the 301 Canvas Course under the "Files" tab.

Student Signature: _____

Print Name:_____

Date:_____

Allan Hancock College Fire Academy

Rules and Regulations SOP 100.01

INTRODUCTION

I. These Rules and Regulations shall be known as the Allan Hancock College Fire Academy Rules and Regulations Standard Operating Procedure (SOP) Manual 100.

II. The purpose of this manual is to inform agencies, staff, and cadets of instructional guidelines, standards and requirements, acceptable behavior, and training procedures for the Allan Hancock College Fire Academy.

III. Allan Hancock College Fire Academy's curriculum is designed to provide the cadet with the necessary knowledge and skills to function at the entry-level firefighter position. Since a certain personality is required to function in a quasi-military organization we have established a chain of command. This is similar to the structure as used in a fire department and will allow the cadets the opportunity to evaluate how they function under the conditions of both giving and taking orders.

IV. Failure to follow these standard operating procedures and any guidelines established by the Allan Hancock College Fire Academy program, is considered to be an act of insubordination. Willful and or repeated violations will lead to disciplinary action and possible dismissal from the Allan Hancock College Fire Academy program.

V. These standard operating procedures are to:

   A. Provide for uniform classroom instruction and practical field training for Allan Hancock College Fire Academy classes and to assure that adequate materials are available as required for each class.

   B. Clarify the cadet's role and responsibilities within the training program.

   C. Establish and maintain cadet rules and standard operating procedures.

   D. Make clear the requirements for continued participation in the Fire Academy.

VI. Staff and cadets shall be familiar with all standard operating procedures and guidelines. All staff and cadets shall be held responsible for compliance with every standard operating procedure, rule, and/or regulation.

Rules and Regulations SOP 100.02

REGISTRATION, ATTENDANCE, AND ABSENCES

I. The purpose of this regulation is to establish a system of reporting registration and absences to the Allan Hancock College Fire Academy staff.

II. Cadets shall provide proof of Allan Hancock College enrollment.

A. Concurrent enrollment in the Firefighter Fitness class is a mandatory component of the Fire Academy program.

B. Any misuse of credit cards or dishonored checks for registration or other related expenses, including uniform or supplies, will be cause for disciplinary action up to dismissal from the academy.

III. 100% attendance is the expected standard. Missing more than 16 hours in either half of the academy (I-A or I-B) may result in the cadet being dropped from the Allan Hancock College Fire Academy by the coordinator. Any time missed from the Academy will be debited, including taking fire service entrance tests, picking up applications, oral interviews, or chronic illness. **There are no exceptions or excused absences.**

IV. Many of the required Certification Training Standard classes or Certificated subject matter classes are taught over multiple days and require full attendance. Absence during a required Certification Training Standard subject matter area or during a Certification class, will result in the cadet not receiving the Firefighter I completed training certificate, or the Certification of Completion for the incomplete Certificated class. There are no make-up classes.

V. Whenever a cadet is delayed and unable to report for a class or formation at the designated time, the cadet must turn in a leave-of-absence slip at the first break after arriving. The chain-of-command will be utilized. Time will be used in increments of 30 min. i.e. 1-30 minutes late = 30 minutes, 30-60 minutes = 1 hour.

VI. Any cadet needing to leave the facility, or any drill grounds, before the end of class shall notify and receive permission from the Allan Hancock College Fire Academy Coordinator, Supervisor, Tactical Officer or Instructor, through the chain of command, prior to the requested dismissal time. A leave of absence slip must be turned in. The time is based on the scheduled end of class not the actual end of class.

VII. A Cadet who is injured (not sufficient to warrant a physician evaluation) and unable to participate in manipulative training may observe the training, and may not receive credit for attendance.

VIII. Any Cadet missing any part of the Academy program due to injury or suspected injury, will not be permitted to return to the Academy without a Physician's release to full participation.

IX. 100% attendance and participation are also expected in the mandatory Firefighter Fitness class.

A. Failure to *maintain* an 80% grade based on performance, attitude, and participation (as determined by the instructor) will be cause for dismissal from the Fire academy.

B. Physical performance standards are the same for ALL cadets.

Rules and Regulations SOP 100.03

CHAIN OF COMMAND

I. The Director of Fire, Safety, and Emergency Services is responsible for all facets of fire and related technology programs at Allan Hancock College. This includes Fire Technology Degree Program, Fire Academy, Emergency Medical Technician, and Environmental Technology. The Director assists students with Fire Technology Degree problems, and makes the final decision when situations warrant the dismissal of a student from any of the programs. The director assures that all programs meet or exceed standards set by the college, all advisory committees, and applicable state or federal standards. The Fire Academy, Emergency Medical Technician, and Environmental Technology areas have full time faculty coordinators who are responsible for the day-to-day operation in their areas.

II. The Academy Coordinator is responsible for overall coordination of the Allan Hancock College Fire Academy Program. The Coordinator supervises daily operation of the Academy directly or through Academy Supervisors.

A. Is responsible for scheduling instructors and program assistants for the Academy.

B. Has authority to remove a cadet from the Academy with approval of the Director of Fire, Safety, and Emergency Services.

C. Reviews and approves all handout material and lesson plans.

D. Assures that all required subject material meets the Certification Training Standards requirements set by CAL FIRE/California State Fire Marshal, State Fire Training, and IFSAC/PROBOARD for certification as a Firefighter I.

III. Instructors are selected by the Director of Fire, Safety, EMS and the Fire Academy

Coordinator based on knowledge, ability to perform as a member of the fire service, and able to successfully teach in a college atmosphere.

A. Instructors have the responsibility and authority to maintain discipline, and have a proper, safe, training environment during all facets of their assigned training.

B. Instructors are responsible for ensuring that all standard and appropriate safety measures and practices are considered and in place while training Academy cadets.

IV. Instructional Assistants are responsible for monitoring and maintaining discipline and safety in the class room and during field operations. They may be tasked to assist the instructor with teaching during field operations and shall notify the academy coordinator of problems with any cadet either for disciplinary reasons or problems with manipulative skills.

A. Instructional assistants see to the logistical needs of the class and ensure that all equipment is in serviceable condition.

B. Instructional assistants ensure that all equipment is returned to inventory at the conclusion of the class and that it is inspected and made serviceable for the next class.

V. Cadet Battalion Chief (B.C.) is the Battalion leader, responsible for relaying orders or directions from staff to the Battalion and for accounting for all cadets through roll call. B.C. ensures that proper discipline and decorum are maintained in the classroom, in formations and during manipulative training. All Academy issues or problems are routed through the appropriate staff member and through the chain of command.

A. Gives handout materials to captains and collects all relevant material and passes on to Academy staff member responsible for the Academy at that time.

B. During manipulative skill drills will become a working member of the assigned crew, under the direction of the captain.

VI. Cadet Captains is responsible for performance and discipline of their assigned crew. Cadet Captains shall maintain strict decorum of their crew in the class room and shall be responsible for crew members on the parade and drill grounds.

A. Cadet Captain delegates assignments to the crew and collects any papers for missing crew members.

B. Cadet Captains will be accountable for crew members through the passport system and utilize the passport system of accountability both in the classroom and during field operations. Captain will notify B.C. of crew member absences.

C. Cadet Captains will obtain lesson material for any absent crew member.

D. Are responsible for the crew during manipulative drills and will serve as team leader.

VII. Will communicate requests, issues or problems through the chain of command.

VIII. Cadet Class President is responsible for class "Esprit de Corps", coordinates class projects and assists with class graduation issues.

A. May communicate with appropriate staff members as necessary.

B. Will present the message from the graduating class during the graduation.

IX. Cadet Drill Master (if appointed)

A. Responsible for drill and ceremony exercises during the Academy ceremony.

X. Cadet Accountability Officer

A. Responsible for maintaining passport accountability system throughout the Academy.

Rules and Regulations, SOP 100.04

CADET Rules of CONDUCT

I. Classroom Conduct

A. Cadets will bring all Academy materials, gear, and equipment, issued or otherwise, EVERY DAY.

1. Only that material needed for the class of the day will be required to be present in class and will be placed in the classroom prior to muster formation.

B. Unless reporting to a training site for manipulative training, Cadets will muster in the assembly area, in INSPECTION FORMATION, and AT ATTENTION, 5-10 minutes before the scheduled class start time.

C. 1. Class start times are: 0700 hrs for PT and 0900 for the Fire Academy.

2. When dismissed to class, cadets will march, in-line and by crew, to the

classroom.

3. Cadets will enter the classroom silently and assume the position of “attention” behind their designated seats until given the command to take seats.

4. Cadets will quickly and quietly prepare their desk area for a Certification Exam or the lesson of the day.

C. The classroom is to be maintained in a quiet, disciplined manner at all times. Loud or boisterous behavior is not permitted and cadets violating this are subject to disciplinary action, which will likely involve the entire Battalion.

D. Cadets are encouraged to ask questions during class in order to clarify the subject matter being taught.

E. Whenever asking a question during a classroom session, the cadet asking a question shall remain seated, raise their hand, and upon being recognized, ask the question. When addressing an instructor, the Cadet shall address them as: Mister, Mrs, Miss, or by their fire service rank if known.

F. Under no circumstances shall cadets argue with an instructor.

G. No food or beverages, ***other than water***, may be consumed by cadets in the classroom. This includes gum, candy, or mints.

H. If the Battalion decides to have water in the class, all water containers will be the same. Maximum 2-liter size, with last name of cadet neatly written/labeled.

I. Cadets shall be responsible for remaining attentive during all periods of instruction. When a cadet becomes drowsy or in any manner incapable of paying attention he or she shall leave their desk and quietly move to the back of the room. The cadet will stand at the back of the room without leaning or sitting on anything until the next break. This is not an excuse to wander during class.

J. Cadet’s tables and areas shall be neat and clean at all times. Books, papers, and reference materials not in use shall be neatly stacked under the chair or alongside the chair. Table tops shall be clear when desk is unoccupied during lunch or lengthy manipulative skills.

K. The door leading directly to the classroom from the pad is the only door cadets may use.

L. Cadets will be dismissed for, and will return from, breaks in the same organized

manner as from morning muster and will return from breaks promptly at the designated time.

1. Upon returning to the classroom, Cadets will assume a position of "attention" behind their seats and await further commands.

M. Cadets will not sit on tables or use the tables as a foot rest.

N. Items will **NOT** be thrown in the classroom.

O. It is the responsibility of each cadet to obtain material and information which has been distributed during his or her absence from their Crew Captain.

P. Laptop computers are allowed during lecture sessions pursuant to the following rules.

1. No inappropriate images or sound to be displayed at any time.

2. Computers will only be used for **NOTE TAKING** during the lecture portion of any subject matter areas, **unless authorized otherwise by the instructor, for instructional purposes.**

3. Drawing diagrams or other forms of illustrations is **NOT** allowed during lecture periods unless as directed by the instructor.

4. Only the current subject matter being taught will be worked on. Other material including prior subject matter areas, or web, will **NOT** be allowed to be worked on during the lecture.

5. There will be no computer use during any portion of the subject matter area other than lecture, such as video presentations or demonstrations. The computer top will be placed in the down position during videos and demonstrations.

6. Use in classroom during breaks and lunch is allowed as long as there is no detracting sound.

7. No unauthorized downloading of any material.

II. Any cadet playing computer games during class will result loss of computer use privileges for that cadet, pending appeal to the Academy Coordinator.

III. General Cadet Conduct.
Many fire service and other professionals may be on the campus during the academy and all cadets are expected to display the professionalism, and respect for

authority, common in the fire service.

A. Cadets shall conduct themselves in an orderly manner, and shall maintain a dignified appearance at all times (in and out of class). Cadets shall not clog isles and walkways. Hands shall not be in pockets. Horseplay, games, and loud or boisterous behavior is not acceptable.

B. Academy caps or helmets will be worn **at all times while outside of buildings, and will be promptly removed when crossing the threshold to the interior of any room (other than required for training).**

C. Unless participating in a manipulative drill, upon the approach of ANY recognized Public Safety Staff member, (Fire Police, or EMS), or any uniformed member of public safety, cadets will:

   A. Make a clear path.

   B. Snap to attention and remain until ordered otherwise or the staff has passed.

D. Allan Hancock College Allan Hancock College Firefighter I Academy has a **NO tobacco use of any type** policy. This policy is applicable on the campus and all areas of training. No exceptions.

E. Staff offices are off limits except by permission from the staff through the chain of command.

F. Pagers, knives, EMS packs, or ***CELL PHONES*** will **NOT** be brought into the classroom.

   1. No cell phone use while going to or from manipulative skill drills, or during drills except:

      a. **With the permission of staff, cell phones may be used to take pictures during manipulative drills.**

      b. **Videos will only be taken with specific staff approval.**

G. Cell phones may be allowed during family or other emergencies with consent from Fire Academy Coordinator or Supervisor.

H. Camera use during the Fire Academy will be allowed with staff consent.

I. Allan Hancock College has a strict Alcohol and Drug Policy. No consumption of alcohol or drugs before class, during breaks, or meal times will be tolerated.

Any violation of this policy will result in the cadet's dismissal from the academy.

J. ***Any cadet using prescription drugs which may cause drowsiness or dizziness, or which may otherwise impair motor function, balance or judgement, must disclosed that information to the Academy Coordinator immediately.***

K. Sunglasses may not be worn or carried when not authorized

1. Sunglasses may only be worn DURING TRAINING and with the approval of the instructor, as is deemed appropriate for solar protection.

2. Sunglasses will NOT be worn indiscriminately or in place of any required safety gear as eye protection.

3. Sun glasses will have plain black frames with no decorations and lenses will not have a mirror finish. The only exception to the instructor approval requirement is a cadet with a doctor's written order requiring the cadet to wear them.

L. When responding positively or negatively to staff, cadets shall respond "yes sir/ma'am" or "no sir/ma'am".

M. Female cadets have the same hair policy as the male cadets. Hair shall not touch the collar of the uniform shirt at any time. It will be the responsibility of each female cadet to maintain this standard throughout the day. This includes manipulative drills as well as in the classroom.

N. Turnouts, must be folded and arranged per instruction on the drill pad, or kept in a turnout gear bag. The turnout bag and turnouts must be properly secured to prevent theft or destruction. Any college gear or equipment that is lost or destroyed will be replaced by the cadet prior to receiving course certificates.

O. All lockers in the locker rooms are to have a personal functioning lock. Lockers and their contents are to be maintained in a condition as to not emit offensive odors. A locker found to be omitting offensive odors will have the lock cut off and the contents removed. A locked found unlocked will be emptied by staff. In either case, a written assignment will be required for return of the contents.

P. Harassment is **NOT** part of this academy however, assertive discipline and instruction regarding attention to detail, and meeting performance standards, are necessary components of Academy training. The objectives of such a disciplined approach to training are:

1. To ensure that cadets meet established standards.

2. To confirm that cadets can handle the stress of the firefighter's job.

3. To assist cadets in establishing their own limits.

Q. Cadet conduct while in the view of the public reflects on Allan Hancock College and specifically on our Fire Academy. Reports of conduct unbecoming a Firefighter will be considered serious infractions and dealt with in accordance with 100.01 IV and 100.04 III.

IV. Infractions of Rules or Conduct Unbecoming

A. Any act on the part of the cadet involving infractions of rules shall be handled within the chain-of-command.

B. Infractions may include but are not limited to:

1. Purposeful or continued violations of Cadets Rules and Regulations.

2. Insubordination.

3. Dishonesty. Includes any and all forms of academic dishonesty.

4. Any form of misappropriation or taking of college property for personal use other than allowed by established procedure.

5. Inexcusable or excessive absence or tardiness.

6. Discourteous treatment of fellow cadets or academy staff.

7. Misuse of academy name, Fire Safety, EMS Department or college property.

8. Wearing the uniform in an unbecoming manner including wearing the hat in other than the correct manner with the bill forward and level.

9. Infractions may result in Performance Counseling Reports, which may remain as part of the cadet's permanent training record, or more severe discipline up to dismissal from the program as is warranted.

V. Performance Counseling Report. (PCR)

A. All PCRs WILL be reviewed by Academy Coordinator.

1. First PCR may require additional work.

2. Additional or recurrent PCRs may be cause for grade adjustment or dismissal from the academy.

3. PCRs will be inserted into the cadet's academy permanent file.

B. Appeals to disciplinary action shall be pursued through the chain-of- command to Academy Coordinator.

1. Any PCRs in the cadet's file at the end of the academy ***may*** be removed, at the discretion of the Academy Coordinator, upon written request by cadet to the Academy Coordinator.

VI. Social Activities

A. **ALL** social activities that Academy cadets participate in reflect back on the Academy and Allan Hancock College. The Academy or college name shall not be used to gain favor or gratuities from any group or agency. Uniforms and or Academy T-Shirts will not be worn outside of class time without permission of Academy Coordinator. There will be zero tolerance of infractions of this policy.

1. Cadets wishing to wear the Academy uniform off campus during lunch may do so under the following conditions:

a. The full uniform must be worn in accordance with the uniform policy.

b. No t-shirts or sweat shirts will be worn off campus.

c. Any negative reports regarding conduct or appearance will be dealt with as an infraction of the rules and will be handled accordingly.

2. While not monitored, Social Media content discovered to represent the Academy poorly or that otherwise reflects poorly on the program will be considered an infraction of Cadet Rules of Conduct.

VII. Law Enforcement Contacts

A. **ALL** law enforcement contacts between a cadet and any law enforcement agency, whether positive or negative must be reported to the Fire Academy Coordinator prior to the first class period following the contact. The contact may be required to be fully explained through a written memorandum stating

all of the particulars.

Rules and Regulations SOP 100.05

EXAMINATIONS, EVALUATIONS, and GRADING SYSTEM OVERVIEW

I. These rules and regulations will establish the standards for all written examinations, and evaluations given during the Allan Hancock College Firefighter I Academy.

II. The purpose of these rules and regulations is to ensure that all staff, cadets, and fire departments understand the grading system and the requirements for passing the class and Graduating from the Academy.

III. These rules and regulations will provide a standard minimum performance for individual Written Exams and Manipulative Skills Evaluations.

IV. Continuation in, and Successful completion of, the Fire Academy program is dependent on:

A. The cadet scoring a minimum of 80% on EACH Certification examination. (including Mid-term and Final Exams)

B. The cadet meeting Academy grading standards on EACH required Manipulative Skills Evaluation.

C. The cadet maintaining full participation in the mandatory fitness program with a consistent 80% minimum evaluation score.

FAILURE TO ATTAIN A MINIMUM PASSING SCORE IN ANY TRAINING MODULE, AT ANY STAGE IN THE PROGRAM, WILL RESULT IN THE CADET'S IMMEDIATE DISMISSAL FROM THE ACADEMY.

V. **Testing**

A. Required Text Book quizzes and Fire Service Terminology quizzes will be administered via IFSTA's Resource One program.

B. Required Certification Exams will be administered and proctored in the classroom.

C. Tests will be administered on as close to an established schedule as possible with allowances for unforeseen influences on the schedule.

D. For each Scheduled subject matter area, there are usually required corresponding *pre-class* Fire Service Terminology and Book or subject matter

quizzes administered through Resource One.

E. It will be each cadet's responsibility to study for, take, and pass the appropriate Fire Service Terminology and Text Book Quizzes, with scores of at least 80%, *prior to each designated class*.

F. A Cadet who has not completed the required and appropriate Book Quiz(s) and Terminology Quiz(s) will not be allowed to participate in the class until the required and appropriate quiz(s) have been completed as described in **SOP 100.05 V (E).** If such situation is discovered after class has begun, the Cadet will be removed from class until he/she can complete the requirements.

G. All Text Book quizzes will come directly from the corresponding chapter(s) in the *Essentials of Firefighting 7th Edition.*

H. Use of *Essentials of Firefighting 7th Edition Student CD* will assist in understanding key components of each chapter.

I. As each subject matter area is completed, **Certification Testing** will be scheduled to be administered. It will be each cadet's responsibility to study and be prepared to take the certification examinations.

J. As previously mentioned, a minimum score of at least 80% is required on each Certification Exam to pass each section, to meet Certification Training Standards, and to continue on in the Academy program.

K. A cadet failing a Certification Test will be afforded a Remediation attempt. If a student fails the Remediation Certification Test the student will be dismissed from the Fire Academy.

L. Cadets who fail more than five (5) Certification Examinations will be academically dismissed from the Academy.

M. AHC Final Written and Manipulative Skills Examinations will be administered at the end of each half of the Academy, 1-A & 1-B. The same grading criteria applies.

N. Firefighter I Written and Manipulative Exams, *required by State Fire Training and IFSAC/ProBoard* will also be administered during the program.

VI. **Homework**

A. Some subject matter areas may have homework assignments.

B. EACH HOMEWORK ASSIGNMENT IS TO BE TYPED OR COMPUTER PRINTED.

C. All homework must be submitted on time, neat, and stapled in the upper left corner if multiple pages.

E. Acceptance of late homework will be at the discretion of the instructor.

F. All homework must be completed, even if late, or the cadet will NOT receive credit for having passed that specific module.

VII. **Weighted Grading Computations** (what each component of the program is worth)

1.	Final Exam	30%
2.	Certification Examinations	25%
3.	Text Book Quizzes	10%
4.	Fire Service Terminology	5%
5.	Manipulative Examinations	30%

Letter grades based on percentages

1.	94% and above	A
2.	87% to 93%	B
3.	80% to 86%	C

Extra credit is available in each half of the Allan Hancock College Fire Academy as described in **SOP 100.12** extra credit standards.

Rules and Regulations SOP 100.06

TESTING REGULATIONS

I. These shall be the rules and regulations pertaining to the taking of tests and the remediation rules for any cadet failing a test.

II. The following applies to all testing processes at the Allan Hancock College Fire Academy.

A. Test security shall be maintained. There is to be no copying, tape recording, or otherwise obtaining or using unauthorized information about a test or its items.

B. Any and all forms of cheating are prohibited and any violation is subject to dismissal from the Academy. (See Rules and Regulations 100.07)

C. Students are provided the performance objectives and Certification Training Standards

D. Before a Certification Test is administered, instructors shall have delivered instruction that provides students with an opportunity to learn the general principles and strategies needed to answer the test questions.

E. As mentioned previously, cadets failing a Certification Test may be retested (remediation) with the same or alternate form of the failed test.

III. Cadets take five types of tests or evaluations:

A. A narrowly focused knowledge test measures acquisition of knowledge required to achieve one or more instructional goals. Knowledge tests are multiple-choice, true-false, matching, short essay, or fill in the blank tests. For the most part, they measure only declarative knowledge (i.e., recall of information without analysis or application). The tests are administered on Resource One as Textbook Quizzes.

B. A broadly focused comprehensive knowledge test is a test that measures acquisition of knowledge in multiple subject areas. These tests are similar to the knowledge tests except that they cover performance objectives in more than one subject area. Example: Final Exam.

C. Fire Service Terminology tests in which the cadet must provide the correctly spelled word or term when the definition is provided. These tests are administered on Resource One and on the Final Exam.

D. Physical manipulative skills tests are State Fire Training and Allan Hancock Fire Academy developed processes for testing the physical skills required by the Firefighter I Curriculum or other specific certification standards. Each demonstrated skill will be evaluated to meet the Certification Training Standards required in each subject area. ALL CADETS ARE EXPECTED TO PERFORM TO THE SAME MINIMUM STANDARDS.

E. An exercise test is any test where the cadet is asked to complete a verbal response or demonstrate a physical skill. Exercise tests may be given at any time during the class period and are designed to measure the acquisition of the knowledge, skills, abilities required to achieve one or more performance objectives.

IV. Cadets who **DO NOT** earn a passing score when first tested will have the opportunity to take a remedial retest.

A. Written remediation exams will be scheduled and delivered as determined by staff. FAILURE TO PASS A REMEDIATION EXAM WILL RESULT IN DISMISSAL FROM THE PROGRAM.

B. Manipulative and exercise type evaluations, which are administered and scored by the training instructors, are usually scored on a pass/fail basis. Cadets failing a manipulative or exercise type evaluation will be offered a remediation attempt (or attempts) during the class period. Manipulative remediation test will be video recorded by staff for validation purposes. *(1/4/2023)* **FAILURE TO PASS A REMEDIATION EVALUATION WILL RESULT IN DISMISSAL FROM THE PROGRAM.**

V. Pass/Fail Decisions

A. Every mandated test requires a pass/fail decision. On knowledge tests, the minimum passing score is set by the Allan Hancock Fire Academy and the State of California in the Firefighter I Curriculum. The Firefighter I Career Development Guide also sets the required standards on all physically demonstrated performance skills.

B. Manipulative skills tests are evaluated based on California State Fire Training Firefighter I Certification Skill Sheets. On these tests, students must demonstrate their proficiency in performing the tasks required by the Skill Sheets. Proficiency means that the student performed at a level that demonstrates that he or she is competent and safe in performing that skill, and this determination is made by the academy staff following guidelines established by the Allan Hancock Fire Academy and the State of California. ALL CADETS ARE EXPECTED TO PERFORM TO THE SAME MINIMUM STANDARDS.

C. Students who fail to clearly demonstrate proficiency when first administered a manipulative skill test shall be provided with an opportunity to be retested, as described above.

D. Cadets who fail to pass a test when retested, WILL BE DISMISSED FROM THE PROGRAM.

1. Students who are dismissed from the academy are not prohibited from repeating the Fire Academy at another time.

Rules and Regulations SOP 100.07

ACADEMIC OFFENSES

I. The Allan Hancock Fire Academy is dedicated to assuring success of each cadet based on their own efforts and achievements. Any academic dishonesty will not be tolerated, and may be cause for dismissal from the Academy since it involves stealing, lying, or cheating.

II. Academic offenses include but are not limited to plagiarism, cheating, and any other forms of academic dishonesty.

III. Any cadet involved with any form of academic dishonesty will, upon first offense, loose credit for the work submitted or performed, and will be required to submit or perform an original honest effort to complete the requirement. Maximum score will be 80%.

IV. Upon a second offense, decisions relating to whether the cadet will be able to continue in the Fire Academy or the cadet's final grade will be made by the Director and the Academy Coordinator after discussion with the offending cadet.

Rules and Regulations SOP 100.08

MANIPULATIVE DRILL GROUND GUIDLINES

I. The purpose of these rules and regulations is to assure safety standards for cadets and participants during manipulative drills, and to maintain control of personnel and equipment used during field problems during the Allan Hancock Firefighter I Academy.

II. These rules and regulations are to ensure that cadets and other participants are under strict supervision at all times during field manipulative drills.

III. Safety Gear and PPE – Each cadet shall ensure that their PPE and safety gear is in in-service condition prior to the start of each manipulative training to insure personal safety during the training.

IV. Equipment Control - The cadet's own protective clothing and equipment shall be their responsibility. Cadets are responsible for equipment damage due to misuse or negligence, of any equipment issued by the Academy for a specific training.

V. Manipulative Training Guidelines

A. Cadets shall be briefed by the staff prior to field problems.

B. All cadets affiliated with a department may utilize their own ***NFPA compliant***

fire department issued turnout equipment, including coat, pants, boots, gloves, and helmet. (with proof of compliance from their Chief on file)

C. For those cadets who do not belong to a department, ***NFPA compliant*** personal protective gear and equipment is **required** for participation.

D. All participating cadets shall obey the staff's directions at all times.

E. Any cadets involved with horseplay or blatant safety violations during manipulative drills shall be restricted from that training pending counseling by the Instructor or referred to the Academy Coordinator for corrective action. Such continued activity may result termination from the Academy.

VI. Manipulative Skills Evaluations - Performance of the individual cadet during the manipulative skill testing process shall be evaluated by staff members conducting the respective exercises. Each cadet will be advised at the conclusion of the testing process whether they have met the minimum standards for that manipulative drill.

VII A Cadet who is injured (not sufficient to warrant a physician evaluation) and unable to participate in manipulative training or evaluation, may observe the training but WILL NOT receive credit for any manipulative performance testing required for certification of the class.

VIII A Cadet removed from any part of the Academy program due to injury or suspected injury, (deemed sufficient to require a physician evaluation) will not be permitted to return to the Academy without a physician's release to full participation.

Standard Operating Procedures SOP 100.09

GROOMING-STANDARDS

I. The purpose of these rules and regulations is to establish the required grooming standards for cadets participating the Allan Hancock Fire Academy.

II. **HAIR - NO FASHION STATEMENTS**. Hair must not touch the collar when standing erect and looking straight ahead, and shall be neatly kept at all times. Moustaches, if worn, shall be neatly trimmed and shall not extend past the edges, over the upper lip, or below the corners of the mouth.

III. **SIDEBURNS** - Sideburns shall not extend below the center of the ear.

IV. **SHAVE** - Male cadets must be clean shaven. Inspection of a cadet's shave may include a touching of the face.

A. Cadets must maintain a clean-shaven condition throughout the class period.

B. Failure to report with a clean shave at manipulative drills will result in disciplinary action, and may include dismissal for the day. This may result in the cadet not receiving a Training Certificate if a critical class is missed.

V. **NO JEWELRY** - There shall be no jewelry showing during the Allan Hancock Firefighter I Academy except for a watch or ring. The watch shall be a durable type that will stand the abuse given it in the Academy. A ring is not recommended but will be allowed. No earrings or other visible body rings or studs are allowed. Necklaces shall not be worn as they may become entangled with safety equipment.

VI. **TATTOO'S AND BODY ART** – No tattoo's or other forms body art will be visible when wearing the fire academy uniform. Long sleeved fire academy tee shirts, Navy Blue half sleeves or skin colored patches will be required to cover any tattoo's or body art on the arms.

VII. **PERSONAL HYGIENE** - Each cadet is responsible for his/her personal hygiene. Neatness and cleanliness will be part of inspection.

VIII. **UNDER GARMENTS** - Supportive under garments shall be worn during the Academy to ensure cadet protection.

Rules and Regulations SOP 100.10

CADET UNIFORMS

I. These are the rules and regulations governing the wearing and proper use of uniforms while enrolled as a cadet during the Allan Hancock College Fire Academy.

II. Uniform of the Day

A. All cadets are to report to the classroom or area of instruction in the prescribed regulation uniform **unless directed otherwise by the instructor.**

B. All uniforms are to be clean, neatly pressed, and maintained in a presentable appearance for inspection.

C. Boots are to be clean and the toes shall be polished to a high gloss shine. Edges and thread used in soles shall be black. No rough-out or oiled boots in uniform.

D. Shirts shall be pressed with a military crease.

III. Uniform Specifications (*Past fire academy uniforms are not acceptable)*

A. **SHIRT**- Lion P/C – Stock # 1540 Light blue, short sleeves.
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B. **PANTS** – Lion P/C Navy Blue – Stock # 0130 male
Stock # 7121-10 female

C. **BOOTS** - 8-inch, black, lace-up or laced zipper, safety toe. Must hold a "gloss finish".

D. **BELT** - Basket weave style, leather, black, with plain chrome buckle. males - 1 3/4", females 1 ½ “.

E. **CAP** – Navy Blue in color, baseball style with Allan Hancock College Fire Academy logo in center of the front.

F. **UNDERSHIRTS** - Navy Blue Academy T-shirts ONLY

1. Only those with tattoo’s or body art on the arms will be allowed to wear long sleeved tee shirts, all other cadets **MUST** wear the regulation short sleeved tee shirts.

2. A custom Battalion T-shirt may be approved for wear by the Academy Coordinator, but all cadets must wear the *same* T-shirt.

G. **GLOVES** - Leather firefighter type (NFPA approved).

H. **GOGGLES** - Safety (CLEAR). SAFETY GLASSES ARE PERMITTED

I. **SWEAT SHIRT & SHORTS** - Allan Hancock College Fire Academy Logo

IV. Allan Hancock College Fire Academy shoulder patches shall be sewn on the right sleeve, ½" from the seam at the top of the sleeve, and in such a manner that patches are level when the shirt is worn by a cadet at attention. Any cadet who is a member of a fire department may wear that department patch on the left sleeve and Allan Hancock Academy patch on the right sleeve.

V. The Fire Academy name tag shall be worn centered above the right shirt pocket with the bottom of the tag even with the top of the pocket.

VI. Battalion Chief, Class President, Drill master, Accountability Officer, and Captains Tags shall be worn centered above the left shirt pocket with the bottom of the tag even with the top of the pocket.

VII. Uniforms shall be worn during all class times and while attending **OFFICIAL** Academy functions.

VIII. Academy uniforms may be worn during off-site official fire department functions when authorized by the fire academy coordinator.

A. Cadets wishing to wear the uniform other than at the fire academy must request and receive permission from the Fire Academy Coordinator through a written memorandum.

IX. During the class day, the full uniform shall be worn at all times, including lunch, and while anywhere on campus. The only exceptions will be at the beginning and end of each day while going to or from the changing facilities. There will be no uniform changing in the parking lot.

A. Academy staff may authorize an abbreviated uniform for manipulative skill drills or in unusual circumstances.

X. Other equipment that must be acquired prior to the beginning of the Allan Hancock Fire Fighter I Academy.

A. Rope : 18' polybraid, 5/8", white nylon rope

B. One inch tubular webbing: Yellow/Green 72".

C. 6ft – 7mm kernmantle rope

D. NFPA Compliant Firefighter Personal Protective Equipment, as mentioned in **SOP 100.08:**
   a. Firefighter Helmet
   b. Turnout Coat and Pants
   c. Suspenders
   d. Firefighter Turnout Boots
   e. Nomex hood (long preferred)
   f. Firefighting Gloves
   g. Firefighter Safety Goggles (Ie: ESS Rollbar) or equivalent)

E. Turnout bag: Color Red or Black
.

XI. All equipment must be marked in such a manner that each individual cadet can recognize their own equipment if mixed with other similar items.

XII. All cadets are required to rent and wear an AHC Fire Academy helmet.

XIII No Academy helmet shall have anything affixed to it, other than the cadet's last name, Velcro on underside of brim with the passport name tags.

A. The cadet's last name shall be affixed in 1" white label with black letters centered on the rear of the helmet brim.

Rules and Regulations SOP 100.11

PERSONELL INSPECTIONS AND PARADE GROUND DRILL PROCEDURES

I. The purpose of these rules and regulations is to inform the cadet of the inspection and parade ground drill procedures.

II. Inspections will be held on a random basis throughout the Academy.

III. Uniforms shall be worn pursuant to Rules and Regulations **SOP 100.10**. The uniform shall be in a clean and non-wrinkled condition.

IV. Grooming standards shall be maintained pursuant to Rules and Regulations **SOP 100.09.**

V. Personal Protective Equipment (PPE) shall be brought each class session and available for inspection.

VI. Commands used on the drill grounds

A. All commands used on the Parade Ground consist of a preparatory command and an action command.
B. The preparatory command indicates what action is going to be taken, and the action command causes the movement.

VII. Descriptions of fundamental commands used at Allan Hancock Firefighter 1 Academy

A. **Attention** - Stand straight with hands at side looking straight ahead. Moving or talking is not allowed unless ordered by Academy Staff.

B. **Parade Rest** - A formal motionless position of rest. Hands are clasped palm to back of hand with thumbs together in center of small- of-back. No talking or other movement is allowed.

C. **At Ease** - A less-formal position of rest during formation. Cadets are not allowed speak or to leave formation but are allowed minimum body movement. Left foot must remain in position at all times.

D. **Fall-In** - The command to form ranks by crews. **Cadets Move at double time to their assigned positions in the ranks. Cadets fall- in at "attention"** This will be for inspection or for manipulative drills.

E. **Dress Right Dress** - The command used to straighten a line of cadets and create uniform distance between each cadet.

F. **Cover** - The command to establish uniform distance between rows.

VIII. General Formation Procedures

A. The order to FALL IN - Will be given by the Cadet Battalion Chief.

B. Cadets will fall into and out of formations in a quick and orderly manner.

C. There will be NO TALKING after the command FALL IN is given.

D. Cadets will FALL IN AT ATTENTION, in DRILL FORMATION.

.

IX. Academy Formation

A. **Drill Formation**: (Fall in at ATTENTION)

X X X X X X X X
X X X X X X X X
X X X X X X X X
C C C C C C C C

B.C.

Fall-in facing this way ⇩ (crews in ascending order – left-to-right)

Rules and Regulations SOP 100.12

I. Extra credit paper

A. The extra credit paper should be considered an extension of excellence in your academy work and not something to spend less than 100% of time and effort.

B. The topic is to be something relating to the fire service that is not covered in the Academy.

C. There are **TWO** full percentage points possible that may be added to the final percentage grade for each half, I-A and I-B.

D. Subject

1. Any fire related subject that is not covered in the academy.

2. Examples:

a. History of a fire department.

b. Famous fires.

c. History of a specific item used in the fire service.

d. A study of some aspect of extinguishment.

e. Technology.

3. If you are not sure that the subject matter is appropriate ask fire academy coordinator or supervisor through chain-of- command.

E. Format

1. Minimum of 5 double spaced typed pages with a font size no larger than twelve point.

2. References used:

a. Must have a minimum of four references.

b. References cited on bibliography page.

3. Copying material from other sources is not acceptable, other than short statements with proper credit given for the work.

4. This should be finished as a college level term paper.

F. Grading

1. Full percentage point award is given for content, to include correct spelling, punctuation, and formatting.

2. The use of a word processor with a spell checker is highly recommended.

G. Resources

1. The Learning Resource Center (LRC) (library).

2. The fire academy has a limited number of reference materials available.

H. Due date

1. **Extra credit papers are due the day before the Final Exams**. Late submissions will be rejected.

Rules and Regulations SOP 100.13

SEXUAL AND OTHER FORMS OF HARASSMENT

I. The purpose of these rules and regulations is to set the standards governing all forms of harassment while attending Allan Hancock College Fire Academy.

II. Discrimination on the basis of gender, including all forms of sexual harassment is strictly forbidden by Title VII and Title IX of the Civil Rights Act, and college policy established by the board of trustees on sexual harassment.

III. Within the educational environment, sexual harassment is prohibited between students, between academy staff, and between academy staff and students.

IV. The following forms of harassment are unacceptable behavior and grounds for punitive action.

   A. Racial slurs, which can include ethnic jokes.

   B. Sexual harassment, either verbal or physical.

   C. Personal insults.

   D. Degrading language, acts, or gestures.

V. The Allan Hancock College Fire Academy is an adult learning experience. Academy staff shall treat all cadets as responsible adults. Cadets shall be referred to by their proper last name.

Rules and Regulations SOP 100.14

CADET ACCIDENTS AND ALLAN HANCOCK COLLEGE INSURANCE PROGRAM

I. The purpose of these Rules and Regulations are to establish the procedure for accidents or injuries that occur during the Allan Hancock Fire Academy.

II. The staff member in charge shall be notified by any cadet who is injured that the injury has occurred. The staff member shall take necessary action to assist the cadet.

III. If the injury can be treated with first aid the staff member will assure that the appropriate first aid measures are taken. If the injury requires additional treatment the cadet will be directed to contact their personal physician.

IV. If necessary an ambulance will be requested, or other transportation to the appropriate medical facility will be utilized.

V. Staff members will notify the Academy Coordinator as soon as is practical of any accidents or injuries that occur during the Academy.

VI. The staff member in charge of the academy at the time of the accident or injury shall file the appropriate report with the Academy Coordinator and the School Nurse on the day of the accident or injury.

VII. Following all injuries all cadets will file the appropriate reports with the school nurse.

VIII. The insurance policy of Allan Hancock Community College is to provide secondary coverage of any medical bills. If the student has insurance it is the primary coverage for any medical costs. If the student does not have any insurance the coverage provided by the college will reimburse a portion of the medical cost.

IX. A Cadet who is injured and unable to participate in manipulative training may observe the training, but WILL NOT receive credit for attendance and the time will be added to any other time missed.

X. Any Cadet removed from any part of the Academy program due to injury or suspected injury, will not be permitted to return to the Academy without a Physician's release to full participation.

Rules and Regulations SOP 100.15

PASSPORT ACCOUNTABILITY SYSTEM

I. These rules and regulations are to establish written standard operating procedure for personnel accountability that provides for the tracking and inventory of all members operating at an emergency incident.

II. The purpose of the adoption of a personnel accountability system is to introduce the concept of personnel accountability as defined in NFPA 1500.

III. The passport accountability system will be used for cadet accountability during the academy.

IV. A classroom presentation on personnel accountability, the two-in two-out concept, and Rapid Intervention Crew (RIC) tactics will be covered in detail.

V. Each cadet will be responsible to maintain their name tags that are a part of the passport accountability system.

A. Each cadet will purchase one red name tag and 4 yellow name tags as a part of the registration fees.

B. Daily, the tags will be placed on the passport and then attached to the accountability board accountability board.

C. Name tags not being used on the passport will be fastened to the underside of the helmet on a piece of Velcro.

VI. Crew captains shall be responsible for maintaining each crew passport

A. Passports shall be kept on the classroom board when in the classroom.

B. Accountability during field manipulative skill drills will be accomplished through established personnel accountability reporting procedures.

VII. A Cadet Accountability Officer will be selected and will be responsible to oversee the accountability system during each classroom session and during all field manipulative skill drills.



Law Enforcement Academy
Basic Recruit Manual

Revised July 2021

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LAW ENFORCEMENT CERTIFICATION PROGRAM

REGULATIONS

and

POLICIES

FOREWORD

Revised July 1, 2017

You are now participating in one of the finest law enforcement basic training programs in the State of California.

You will receive 850 hours of training in all phases of law enforcement. Upon completion of your training you will have a foundation upon which to build your competency as a law enforcement officer.

The standards of the Allan Hancock College Basic Law Enforcement Academy are high and very demanding. The weeks ahead will be challenging. Those who are willing and capable of meeting our standards in academics, leadership ability, tactical skills, general performance, and physical ability will be certified to join the ranks of professional law enforcement.

You will find that Allan Hancock College Law Enforcement Academy and law enforcement agencies alike are quasi-military organizations. Consequently, the policies and procedures for efficient operation of the Academy are patterned along those lines.

This manual was developed to assist you during your course of training, become familiar with its contents, and commit the rules of conduct to memory.

LE320 Student Learning Outcome O1

Successfully complete the 21 week POST academy course meeting all of the POST academic requirements, all the POST physical fitness requirements, military discipline/drill requirements and the POST skills requirements. Thereby graduating from the LE 320 Basic Academy and receiving a certificate.

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1.00

REGULATION NAME: **ACADEMY MISSION STATEMENT**

PURPOSE: **TO ESTABLISH A FUNDAMENTAL PHILOSOPHY UPON WHICH THE ACADEMY IS BASED**

EFFECTIVE: **AUGUST 2, 1998 (Revised July 1, 2009)**

1.01 MISSION STATEMENT:

A. The Basic Academy training mission is to prepare students mentally, morally, emotionally and physically to enter and successfully complete the FTO program.

B. Each student prior to graduation from the Academy must demonstrate acceptable proficiency in the following competencies:

1. Professional Reasoning
2. Human Relations/Communication Skills
3. Problem Solving
4. Job Knowledge
5. Physical Skills

C. The Academy will:

1. Provide training that fulfills the requirements of the California Commission on Peace Officer Standards and Training for the basic course.
2. Provide the highest quality training possible.
3. Provide a learning environment with consideration for safety.
4. Maintain a well-disciplined academic environment, resulting in highly disciplined graduate.
5. Provide a learning environment that is free from discrimination based on religion, race, sex, national origin, or sexual orientation.

1.02 ACADEMY MOTTO:

"PROFESSIONALISM THROUGH TRAINING"

1.03 ACADEMY CLASS MOTTO:

"AHC", "Action, Honor Commitment" will be used as the class motto until the Academy class develops their own class motto. The class motto must be pre-approved by an Academy Coordinator or Academy Director.

1.04 ACADEMY SIX CORE VALUES:

- HONOR
- DUTY
- INTEGRITY
- COURAGE
- DISCIPLINE
- COMPASSION

2.00

REGULATION NAME: **SCOPE OF ACADEMY POLICIES**

PURPOSE: **TO PREPARE THE RECRUIT FOR THE STANDARDS OF CONDUCT FOR LAW ENFORCEMENT OFFICERS.**

EFFECTIVE: **AUGUST 2, 1998 (Revised July 1, 2009)**

REGULATION: **Unless otherwise specified, all Academy regulations shall apply to the conduct of Recruits while enrolled in the Law Enforcement Academy; this includes conduct during training and off-training time away from the Academy.**

2.01 IMPACT OF MISCONDUCT:

It is essential that Recruit conduct be regulated for the following reasons:

A. Misconduct has the potential for creating civil liability to Allan Hancock College.

B. Misconduct creates doubt about a Recruit's personal integrity, honesty, worthiness of public trust and their inability to adhere to the Law Enforcement Code of Ethics and the Commission on Peace Officers Standards and Training Code of Conduct.

C. Misconduct reflects negatively on the Academy program and its relationship with local law enforcement agencies, the community, and the media.

D. Misconduct by an individual Recruit can affect their hiring viability and that of other Recruits.

2.02 PENALTIES:

Any conduct in violation of Academy regulations which occurs during training or off-training time, must be reported to the RTO as soon as possible or at the start of the next training day. In the absence of the RTO, the Academy Coordinator or Academy Director must be notified. Misconduct violations as specified in this regulation are subject to CLASS 1, 2, 3, or 4 disciplinary actions in addition to that determined by the regulation governing the violation.

3.00

REGULATION NAME: **DEFINITIONS**

PURPOSE: **TO CREATE UNIFORMITY IN TERMS FOR INDIVIDUALS READING THE ACADEMY REGULATIONS.**

EFFECTIVE: **AUGUST 2, 1998 (Revised July 27, 2021)**

REGULATION: **The below listed definitions shall apply to the law enforcement certifications program regulations:**

AHC: Allan Hancock College.

ACADEMY: Allan Hancock College Law Enforcement Training program.

DISRESPECT: Any written, verbal, or nonverbal communication which shows a lack of regard for any Academy or faculty staff member, Recruit(s), agency, institution or individual.

FACULTY: Individuals who instruct or assist with instruction within the Law Enforcement Academy program.

HARASSMENT: All forms of inappropriate, disrespectful conduct, exploitation, or intimidation, including sexual harassment. (Does not include training scenarios designated by the Academy staff).

INSUBORDINATION: Refusing to follow an order or direction given by an Academy staff member, superior, or instructor.

OFF-TRAINING: Time away from the Academy setting.

POST: Peace Officer Standards and Training.

POLICE CERTIFICATION PROGRAM: See ACADEMY.

RECRUIT: A student enrolled in the Law Enforcement Academy program.

RECRUIT TRAINING OFFICER (RTO): Academy Staff member assigned to monitor the progress of Recruits. He/she is responsible for the discipline and actions of the Recruits.

STAFF MEMBER: Any person who assists with the instruction or operation of the Academy.

TAC-OFFICER: See Recruit Training Officer.

VIOLATION: Any breaking of laws, rules, or regulations or any acts resulting in an arrest, citation, or citizen complaint sustained by the Academy Director.

WRITTEN WORK: All academy related written and typed documentation. This includes, but not limited to, memorandums, spelling memorandums, citations, class notes, pocket note book, and any academy related form. These shall only be completed by the recruit, unless otherwise directed by staff.

4.00

REGULATION NAME: **ACADEMY ADMISSION REQUIREMENTS**

PURPOSE: **TO ADMIT INDIVIDUALS WHO MEET THE COLLEGE AND THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING REQUIREMENTS FOR LAW ENFORCEMENT TRAINING**

EFFECTIVE: **AUGUST 2, 1998 (Revised December 11, 2019)**

4.01 REGULATION:

The following criteria must be met by all applicants applying to the Allan Hancock College Law Enforcement Academy and maintained by all Recruits while enrolled in the certification program:

A. All Applicants must be at least 21 years of age by the start of firearms training in the Law Enforcement Academy except under the following conditions:

1. The applicant must be at least 18 years of age, if the applicant is sponsored by a law enforcement agency, has successfully completed the agency background investigation and issued an agency firearm that has been approved by the Law Enforcement Academy staff.

2. Independent applicant may seek an exemption through the Director.

B. Must possess a High School Diploma or G.E.D. certificate.

C. Must possess a valid California Driver's License.

D. "Any person convicted of a felony (or of a crime in another jurisdiction that would be a felony in California) is prohibited from employment as a California peace officer. This prohibition holds even if the conviction was sealed, expunged, or set aside. It may also apply to any convictions that were subsequently reduced to a misdemeanor occurring on or after January 1, 2004." [Government Code Section 1029(a)] POST Background Investigation Manual
The following are the most common disqualifiers for admittance into or continuance in the Law Enforcement Academy program which includes, but are not limited to:

1. Convicted of a crime classified as a felony.

2. Convicted of Domestic Violence or any other crime classified as a misdemeanor enumerated in section 29800 of the California Penal Code or any other state or political subdivision of the United States of America that would prohibit possession of a firearm.

3. Arrested for a crime classified as a felony, which was filed with the Court by the District Attorney as a felony, but was reduced to a misdemeanor as part of a plea bargain.

4. Arrested for a crime classified as a felony, which was filed with the Court by the District Attorney as a felony that was reduced to a misdemeanor after successfully completing the terms of probation.

5. A member of a criminal street gang or entered into a law enforcement file as a member or associate of a criminal street gang within the last three years.

6. A member of a terrorist organization, domestic or foreign, that advocated the violent overthrow of the United States Government.
7. Addicted to any illegal narcotic or substance.

8. Voluntarily or involuntarily committed to a mental institution by a court, the military, a medical doctor, or self.

9. Currently on parole or probation.

10. Any pending or current arrest or bench warrants issued for Failure to Pay (FTP) or Failure to Appear (FTA).

11. Convicted of a life threatening traffic violation, i.e., reckless driving, speed contest, suspect of a pursuit or traffic collision resulting in serious injury or death, within the three years prior to the start date of the Law Enforcement Academy.

12. An arrest or conviction of Driving Under the Influence (DUI) of alcohol and/or drugs within the three years prior to the start date of the Academy. Two or more arrests or convictions of Driving Under the Influence (DUI) of alcohol and/or drugs.

E. The review of an applicant's driving history is intended to provide Academy staff with information regarding the applicant's impulse control, attention to safety and conscientiousness. The following are the most common disqualifiers for admittance into or continuance in the Law Enforcement Academy program which includes, but are not limited to:

1. Convicted of three or more moving violations (or any single violation of a life threatening violation, i.e., reckless driving, speed contest, hit and run accident, suspect of a pursuit, etc.) within three years prior to the start date of the Law Enforcement Academy.

2. Involved as a driver in two or more chargeable (at fault) collisions within three years prior to the start date of the Academy.

3. An arrest or conviction of Driving Under the Influence (DUI) of alcohol and/or drugs within the three years prior to the start date of the Academy. Two or more arrests or convictions of Driving Under the Influence (DUI) of alcohol and/or drugs.

4. Any driver's license suspensions/revocations/denials or adjudication as a habitual traffic offender within three years prior to the start date of the Academy.

F. All applicants shall be subject to background checks including but not limited to police and FBI criminal files, warrant files, submit a Live Scan fingerprint check and a current driver's license history printout. Participation in the required ride-along practicum assignments and Law Enforcement agency required warrants/criminal history clearance.

G. All applicants must sign a waiver to release background information to inquiring law enforcement agencies.

H. All applicants must meet the physical/medical requirements.

I. All applicants must submit a completed Allan Hancock College Law Enforcement Academy application packet.

J. All non-sponsored applicants must complete the POST PELLETB test and achieve a minimum T score of 42. Sponsored recruits are required to complete the POST PHS in the course of their employment. Non-sponsored applicants will complete the POST PHS as part of their academy application.

K. All applicants should take and pass the Allan Hancock College START test and obtain a minimum combined score of 221 and be eligible to enroll in English 301. Recruits must meet Academy Reading, Language, and Spelling requirements.

4.02 PENALTIES:

A. Any applicant who does not meet requirements listed in section 4.01 will not be admitted into the Law Enforcement Academy program.

B. Any applicant who falsifies information on any the Law Enforcement Academy application materials will be subject to disciplinary action including but not limited to dismissal with prejudice from the Academy.

C. Any Recruit who does not adhere to the requirements listed in section 4.01 while in the Law Enforcement Academy program will be subject to disciplinary action including but not limited to dismissal with prejudice from the Academy.

5.00

REGULATION NAME: **ORGANIZATIONAL STUCTURE**

PURPOSE: **TO FACILITATE EFFECTIVE COMMUNICATION BETWEEN THE RECRUIT AND STAFF AND TO ESTABLISH A CHAIN OF COMMAND FOR THE PURPOSE OF DISCIPLINE AND GRIEVANCE PROCEDURES**

EFFECTIVE: **AUGUST 2, 1998 (Revised April 28, 2017)**

REGULATION: **This regulation shall control the conduct of Recruits who need to acquire information regarding Academy policies, schedules, and activities, discipline, grievances, and club activities, academic and personal problems while participating in the Law Enforcement Academy program.**

5.01 CHAIN OF COMMAND:

A. Recruits will strictly adhere to the Academy chain of command as diagramed in Appendix 5a.

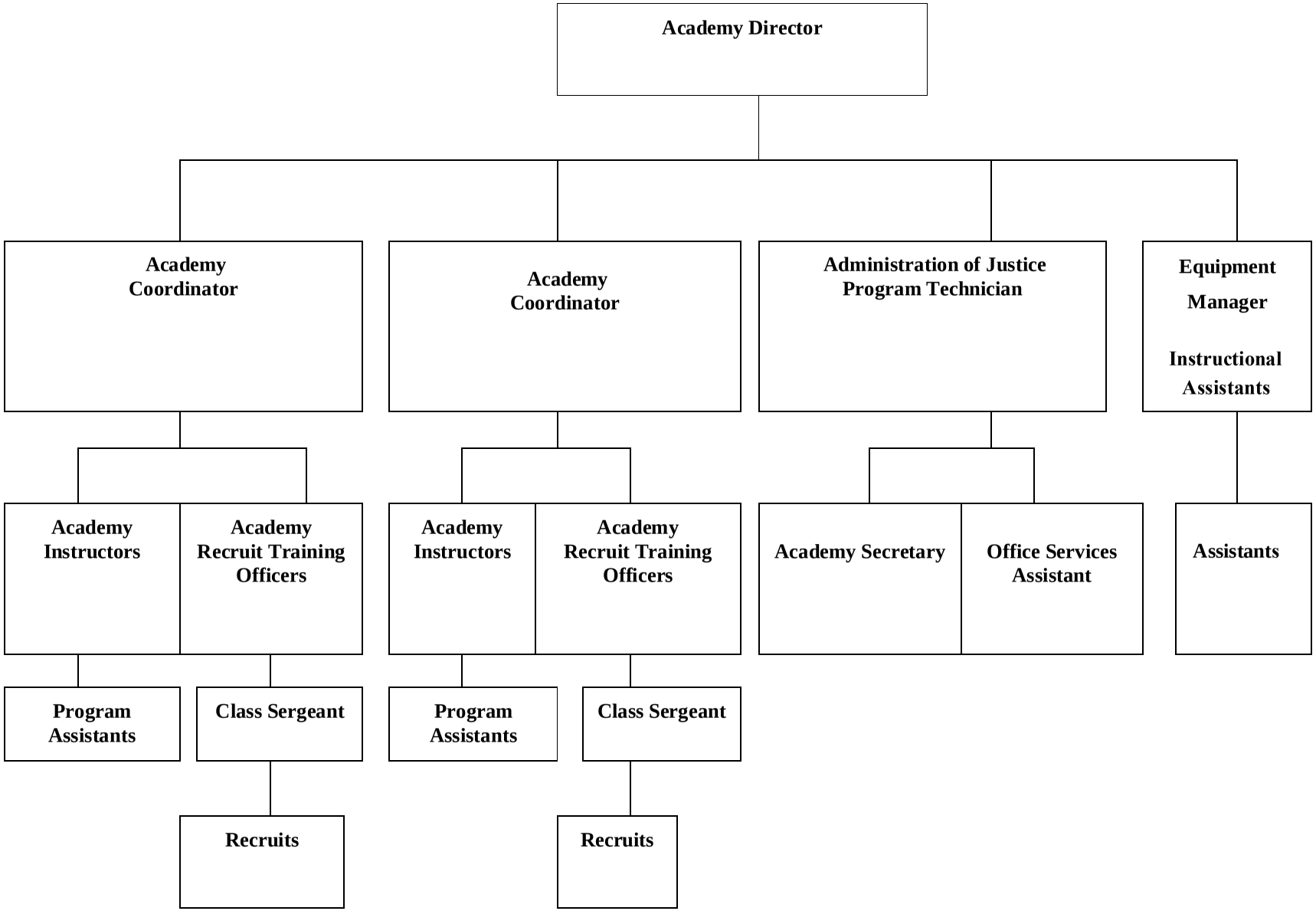
B. Recruits will not "shop" among Academy staff or for decisions. Examples would include: when refused a request by one staff member and taking the same request to another staff member without notifying the second staff member of the previous contact; or, asking an instructor or staff member a question about a subject that is covered by another instructor.

5.02 PENALTIES:

Failure to follow the chain of command is a Class 3 violation.

Appendix 5a

Academy Organizational Chart



6.00

REGULATION NAME: **DEMEANOR**

PURPOSE: **TO ESTABLISH A HIGH LEVEL OF PERSONAL AND PROFESSIONAL CONDUCT**

EFFECTIVE: **AUGUST 2, 1998 (Revised July 27, 2021)**

REGULATION: **This regulation shall control the conduct of Recruits participating in the Law Enforcement Academy program. Recruits shall adhere to the conduct guidelines in this regulation.**

6.01 GENERAL DEMEANOR:

Recruits are expected to conduct themselves in a professional manner at all times. Their conduct should emulate the Law Enforcement Code of Ethics and the Commission on Peace Officers Standards and Training Code of Conduct. Unprofessional conduct or conduct not in the spirit of the Code of Ethics or Code of Conduct shall be subject to disciplinary action including but not limited to dismissal from the Academy.

Regulated conduct includes but is not limited to comments, actions, behavior, attitude, and appearance of a Recruit.

A. Recruits shall obey all laws, rules, regulations, and ordinances of the United States and its political subdivisions to include State, County and Municipal ordinances. Recruits shall be truthful in all written and oral statements. Dishonesty, in any form, is lying and grounds for dismissal.

B. Recruits shall obey all rules and regulations of Allan Hancock College Student Handbook and the rules and regulations contained in the Allan Hancock College Basic Recruit manual.

C. Recruits shall show respect at all times to the Academy staff members, fellow Recruits, students, college employees, and visitors. Disrespectful actions will be subject to disciplinary actions. Recruits shall also respect each other's personal property. Taking/stealing another recruit's property is prohibited.

D. Recruits who fail to follow a direct order issued by an Academy staff member is considered insubordination.

E. The spoken and written language of the Academy is English. Other languages shall not be spoken or written while in uniform or participating in Academy activities without prior authorization by an Academy staff member.

F. Recruits shall act in a manner consistent with the Law Enforcement Code of Ethics (Appendix 6a) and the POST Law Enforcement Code of Conduct (Appendix 6b). Lying, dishonesty, test security violations are prohibited.

G. Recruits shall address Academy staff members by their appropriate titles (Doctor, Mister, Chief, Lieutenant, Sergeant, etc).

H. Recruits will use the appropriate term, “Sir” or “Ma’am,” when asking questions, making comments or replying to Academy staff questions. Whenever Recruits verbally respond to Academy staff, they will always respond with “Sir-Yes-Sir or “Sir-No-Sir” and/or “Ma’am-Yes-Ma’am or “Ma’am-No-Ma’am.

I. When reporting to any Academy staff office, the Recruit will knock three times and wait until they have been acknowledged by an Academy staff member. When acknowledged, the Recruit will identify themselves by stating “Recruit (last name)” and then state the purpose of their visit to the staff office e.g. “reporting to the TAC office as ordered “Sir” or “Ma’am.”

J. Recruits will run at double time pace when moving to and from the classroom or to a called formation. Recruits will walk professionally and with purpose at all other times (in the hallways and outside the academy gate).

K. After completing a POST academic examination, all Recruits will report to the designated break area and quietly study their POST Learning Domain workbooks. While in the designated break areas, all Recruits will conduct themselves in a professional manner and will not disturb other students or classes.

L. Anytime Recruits are walking inside a College building, they will walk along the right side of the hallway, professionally, with a purpose and shall remain silent. Recruits shall stop and stand aside for passerbys, stating, "Stand clear" and remain at attention until walkway is clear or told to carry on.

M. When outside the classroom, Recruits shall stand at attention when speaking to Academy staff or guests.

N. Recruits shall yield, come to attention and greet Academy staff and visitors with “Sir, by your leave Sir" (or Ma’am) when approached in hallways, doorways, walkways, isles or within striking distance of others..

O. Recruits shall not fraternize or socialize with Academy instructors or staff members, nor will Recruits accept invitations to socialize with Academy instructors or staff members.

P. No smoking or use of any tobacco products is allowed on the Allan Hancock College campus. Energy drinks and pills are also prohibited.

Q. Recruits shall not use obscene, profane, or offensive language (the exception may be during supervised scenario training).

R. Recruits shall report to the RTO or Academy Coordinators any violations of the Basic Recruit manual, the Law Enforcement Code of Ethics, the Commission on Peace Officers Standards and Training Code of Conduct or the College Student handbook committed by self or other Recruits without delay and in no case later than the next training day.

6.02 CLASSROOM DEMEANOR AND DEMEANOR DURING INSTRUCTION:

A. Upon entering the classroom, Recruits shall remove their headgear (cover), and walk directly to their seat and remain standing behind their chair at the position of attention. When all Recruits are in position, the class sergeant will give the commands to “Ready, seats.”: the class will sit in unison at attention, "At ease and adjust": class adjust, and then prepare for instruction. Final command, "Time in".

B. With the exception of water, no eating, or drinking is allowed in the Academy classroom, offices, or locker room unless otherwise directed. Energy type drinks are not to be consumed or possessed during Academy training.

C. No chewing gum or eating candy is allowed in classroom or during instruction, unless otherwise directed.

D. No audio recording devices are allowed at any Academy training.

E. During instruction, Recruits shall respect the rights of others and not be disruptive by making distracting noises, movements, or gestures, or talking without permission.

F. During instruction, Recruits shall remain alert and attentive. Recruits who fall asleep during instruction are subject to formal disciplinary action.

G. During instruction, Recruits shall remain seated in a good posture (no slouching, reclining, putting feet up on desks or chairs, or placing their head on the desk).

H. The only items permitted on the Recruit’s desk during instruction are the notebook, writing instruments, water and material required by the specific instructor. All other items such as bags, carrying cases, etc., shall be stowed under the desk.

I. Recruits who must be excused during instruction shall leave the room quietly and report to the RTO prior to returning to class.

J. Unless otherwise directed, Recruits shall not work on non-course specific assignments during class time. This includes writing memorandums, reading, or studying material unrelated to the class in session.

K. Recruits shall not bring cellular phones, radios, pagers or any other electronic devices to any class without prior authorization of the Academy Coordinator. Requests to have a cell phone, smart watch or other electronic device must be submitted in memo form to the Academy Coordinator. When authorized, no access to the Internet or other sources without permission.

6.03 CONDUCT DURING BREAKS:

A. Designated breaks will be determined by the RTO or the Academy instructor. During break times Recruits will be allowed to use the restroom, or use the designated break area.

B. Recruits shall not go to any other areas (including parking lots) without prior approval from the RTO.

C. Recruits shall be mindful of other classes' in-session and conduct themselves in a quiet and professional manner so as not to disturb other students or classes.

D. Lunch breaks: Recruits will bring a healthy lunch and eat their lunch in the designated area. Recruits may be allowed to eat their lunch in the classroom or break room area due to Academy training or inclement weather. All other areas are not permitted without prior approval from the RTO.

E. Restrooms: Recruits shall use the restroom facilities located in the student locker rooms. Exceptions to this rule may apply during range and scenario days.

6.04 LAW ENFORCEMENT AGENCY CONTACTS:

Recruits shall report via written memorandum any contacts with a law enforcement officer or agency (good or bad) to the RTO no later than the beginning of the next day of training. The memorandum will included the reason for the contact, the peace officer's name, Department, and the final disposition of the law enforcement contact.

6.05 MEDIA CONTACTS:

Recruits shall not give statements or represent the Academy to any media source (print or otherwise) without prior authorization from the Academy Coordinator or Academy Director.

6.06 PUBLIC CONTACTS:

Recruits shall not make presentations or represent the Academy to any public or civic group without prior authorization from the Academy Coordinator or Academy Director.

6.07 CONDUCT UNBECOMING A RECRUIT:

A. Recruits shall maintain a high level of Esprit de Corps and reflect this in their actions and statements regarding all aspects of the Academy program. Recruits shall emulate the Law Enforcement Code of Ethics and the Commission on Peace Officers Standards and Training Code of Conduct. Any Recruit's misconduct that brings discredit to the Academy program, any staff member, or any instructor will be subject to disciplinary action.

B. Recruits will accept all directions or feedback from any Academy staff member as constructive and will not argue with or challenge the staff member. Any disagreements in direction or feedback will be addressed through the formal chain of command. (Refer to Appendix 5a)

C. Failure to follow or comply with a directive of an Academy staff member may be considered insubordination and subject to disciplinary action.

6.08 DUTY TO REPORT MISCONDUCT:

A. Any conduct in violation of the Law Enforcement Code of Ethics, the Commission on Peace Officers Standards and Training Code of Conduct or Academy regulations which occurs during training time, must be reported to the RTO as soon as possible. Misconduct that occurs during non-training time must be reported to the RTO at the start of the next training day. In the absence of the RTO, the Academy Coordinator or Academy Director must be notified.

B. Recruits who fail to report misconduct as specified in this regulation are subject to disciplinary action in addition to that determined by the regulation governing the violation.

6.09 PARTICIPATION:

Nothing in this regulation is intended to prevent a Recruit from active participation in class, Academy scenarios, or group activities. Recruits are encouraged to ask questions and engage in a professional discussion or debate as part of the academic learning process.

6.10 PENALTIES:

Violations of this chapter and any other misconduct will be subject to disciplinary action.

APPENDIX 6A

Law Enforcement Code of Ethics

As A Law Enforcement Officer, *my fundamental duty is to serve; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.*

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest, in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God[1] *to my chosen profession…Law Enforcement.*

[1] Reference to religious affirmation may be omitted where objected to by the officer.

APPENDIX 6B

CODE OF PROFESSIONAL CONDUCT AND RESPONSIBILITY FOR PEACE OFFICERS

I. PREAMBLE

WHEREAS, peace officers are vested with a public trust which requires that they consistently demonstrate the highest degree of integrity and good moral character, and

WHEREAS, the need to maintain high standards of moral character, integrity, knowledge, and trust requires the establishment of a Code of Professional Conduct and Responsibility for Peace Officers as a matter of the highest significance to the health, welfare, and safety of the citizens of this state; and

WHEREAS, the establishment of a Code of Professional Conduct and Responsibility for Peace Officers, which includes Canons of Ethics and minimum standards, requires the granting of authority to enforce these standards of professional conduct through disciplinary action as necessary for the protection of the health, welfare, and safety of the public;

BE IT RESOLVED that the need to maintain high standards of moral character, integrity, knowledge, and trust require that peace officers establish and conform to a Code of Professional Conduct and Responsibility for Peace Officers.

II. GENERAL STATEMENT

Peace officers are granted a public trust which requires that they consistently demonstrate the highest degree of integrity. To be worthy of this public trust, and to ensure that their professional conduct is above reproach, members of the peace officer profession must not only conform to a Code of Ethics but must also abide by these Canons of Ethics and Ethical Standards which constitute this Code of Professional Conduct and Responsibility as a means of internal regulation.

The essence of a profession requires that, in addition to prescribing a desired level of performance, it must establish minimum standards of ethical conduct with prescribed rules for internal discipline to ensure compliance. Accordingly, this Code of Professional Conduct and Responsibility is established for the peace officer profession.

Nothing in the Code of Professional Conduct and Responsibility for Peace Officers is intended to limit or supersede any provision of law relating to the duties and obligations of peace officers or the consequences of a violation thereof. Whereas these rules specify certain conduct as unprofessional, this is not to be interpreted as approval of conduct not specifically mentioned.

Nothing in this Code is intended to limit the authority of an agency to adopt and enforce rules and regulations that are more stringent or comprehensive than those that are contained in this Code of Professional Conduct and Responsibility for Peace Officers.

III. DEFINITIONS

This Code of Professional Conduct and Responsibility for Peace Officers is comprised of nine Canons of Ethics, with explanatory statements in the form of Ethical Standards. Examples of Disciplinary Rules and Enforcement Procedures are included as an addendum for individual agency consideration. Following are definitions of these terms, as used in the context of the code.

A. “PEACE OFFICER” means a regular employed and full-time sheriff, undersheriff, or deputy sheriff of a county; a chief of police, or any police officer of a city or any chief of police or police officer of a district authorized by law to maintain a police department, or any other person within the state who is defined as a peace officer.

B. "CANONS" are statements that express in general terms standards of professional conduct expected of peace officers in their relationship with the public, the criminal justice system, and the peace officer profession. They embody the general concepts from which the Ethical Standards and the Disciplinary Rules are derived.

C. "ETHICAL STANDARDS" are statements that represent the objectives toward which every peace officer shall strive. They constitute principles that can be relied upon by the peace officer for guidance in specific situations.

D. "DISCIPLINARY RULES" specify an unacceptable level of conduct for all peace officers, regardless of their rank or the nature of their assignment. Any peace officer who violates any agency rule that applies to these canons and standards is guilty of unprofessional conduct, and is subject to disciplinary action. Violation of disciplinary rules requires appropriate adjudication and disciplinary action ranging from oral reprimand to termination and/or criminal prosecution or other administrative action sanctioned by law, as dictated by the individual case.

E. "ENFORCEMENT PROCEDURES" are the fundamental rights of an accused officer which are applicable to a disciplinary investigation or proceeding against the officer.

F. "ADMINISTRATIVE INVESTIGATION" is an investigation conducted to determine whether an officer has violated any provision of this code, or an agency rule or regulation; or whether an officer is impaired or unfit to perform the duties and responsibilities of a peace officer.

G. "FORMAL DISCIPLINE" refers to the final adjudication of administrative or disciplinary charges. Formal discipline shall be deemed final only after an officer has exhausted or waived all legal remedies available and actual discipline has been invoked.

IV. CANONS OF ETHICS

CANON ONE

PEACE OFFICERS SHALL UPHOLD THE CONSTITUTION OF THE UNITED STATES, THE STATE CONSTITUTION, AND ALL LAWS ENACTED OR ESTABLISHED PURSUANT TO LEGALLY CONSTITUED AUTHORITY.

ETHICAL STANDARDS

STANDARD 1.1 Peace officers shall recognize that the primary responsibility of their profession and of the individual officer is the protection of the people within the jurisdiction of the United States through upholding of their laws, the most important of which are the Constitution of the United States and State Constitutions and laws derived there from.

STANDARD 1.2 Peace Officers shall be aware of the extent and the limitations of their authority in the enforcement of the law.

STANDARD 1.3 Peace Officers shall diligently study principles and new enactments of the laws they enforce.

STANDARD 1.4 Peace officers shall be responsible for keeping abreast of current case law as applied to their duties.

STANDARD 1.5 Peace officers shall endeavor to uphold the spirit of the law, as opposed to enforcing merely the letter of the law.

STANDARD 1.6 Peace officers shall respect and uphold the dignity, human rights, and Constitutional rights of all persons.

CANON TWO

PEACE OFFICERS SHALL BE AWARE OF AND SHALL USE PROPER AND EHTICAL PROCEDURES IN DISCHARGING THEIR OFFICIAL DUTIES AND RESPONSIBILITIES.

ETHICAL STANDARDS

STANDARD 2.1 Peace officers shall be aware of their lawful authority to use that force reasonably necessary in securing compliance with their lawful enforcement duties.

STANDARD 2.2 Peace officers shall truthfully, completely, and impartially report, testify, and present evidence in all matters of an official nature.

STANDARD 2.3 Peace officers shall follow legal practices in such areas as interrogation, arrest or detention, searches, seizures, use of informants, and collection and preservation of evidence.

STANDARD 2.4 Peace officers shall follow the principles of integrity, fairness, and impartiality in connection with their duties.

CANON THREE

PEACE OFFICERS SHALL REGARD THE DISCHARGE OF THEIR DUTIES AS A PUBLIC TRUST AND SHALL RECOGNIZE THEIR RESPONSIBLITIES TO THE PEOPLE WHOM THEY ARE SWORN TO PROTECT AND SERVE.

ETHICAL STANDARDS

STANDARD 3.1 Peace officers, as professionals, shall maintain an awareness of those factors affecting their responsibilities.

STANDARD 3.2 Peace officers, during their tour of duty, shall diligently devote their time and attention to the effective and professional performance of their responsibilities.

STANDARD 3.3 Peace officers shall ensure that they are prepared for the effective and efficient undertaking of their assignment.

STANDARD 3.4 Peace officers shall safely and efficiently use equipment and material available to them.

STANDARD 3.5 Peace officers shall be prepared to and shall respond effectively to the demands of their office.

STANDARD 3.6 Peace officers, with due regard for compassion, shall maintain an objective and impartial attitude in official contacts.

STANDARD 3.7 Peace officers shall not allow their personal convictions, beliefs, prejudices, or biases to interfere unreasonably with their official acts or decisions.

STANDARD 3.8 Peace officers shall recognize that their allegiance is first to the people, and then to their profession and the governmental entity or agency that employs them.

CANON FOUR

PEACE OFFICERS WILL SO CONDUCT THEIR PUBLIC AND PRIVATE LIFE THAT THEY EXEMPLIFY THE HIGH STANDARDS OF INTEGRITY, TRUST, AND MORALITY DEMANDED OF A MEMBER OF THE PEACE OFFICER PROFESSION.

ETHICAL STANDARDS

STANDARD 4.1 Peace officers shall refrain from consuming intoxicating beverages to the extent that it results in impairment which brings discredit upon the profession or their employing agency, or renders them unfit for their next tour of duty.

STANDARD 4.2 Peace officers shall not consume intoxicating beverages while on duty, except to the degree permitted in the performance of official duties, and under no circumstances while in uniform.

STANDARD 4.3 Peace officers shall not use any narcotics, hallucinogens, or any other controlled substance except when legally prescribed. When such controlled substances are prescribed, officers shall notify their superior officer prior to reporting for duty.

STANDARD 4.4 Peace officers shall maintain a level of conduct in their personal and business affairs in keeping with the high standards of the peace officer profession. Officers shall not participate in any incident involving moral turpitude.

STANDARD 4.5 Peace officers shall not undertake financial obligations which they know or reasonably should know they will be unable to meet and shall pay all just debts when due.

STANDARD 4.6 Peace officers shall not engage in illegal political activities.

STANDARD 4.7 Peace officers shall not permit or authorize for personal gain the use of their name or photograph and official title identifying them as peace officers in connection with testimonials or advertisements for any commodity, commercial enterprise, or commercial service, which is not the product of the officer involved.

STANDARD 4.8 Peace officers shall not engage in any activity that would create a conflict of interest or would be in violation of any law.

STANDARD 4.9 Peace officers shall at all time conduct themselves in a manner which does not discredit the peace officer profession or their employing agency.

STANDARD 4.10 Peace officers shall not be disrespectful in their official dealings with the public, fellow officers, superiors, and subordinates.

STANDARD 4.11 Peace officers shall be courteous and respectful in their dealings with the public, fellow officers, superiors, and subordinates.

STANDARD 4.12 Peace officers shall not engage in any strike, work obstruction or abstention, in whole or in part, from the full, faithful and proper performance of their assigned duties and responsibilities, except as authorized by law.

STANDARD 4.13 Peace officers shall maintain a neutral position with regard to the merits of any labor dispute, political protest, or other public demonstration, while acting in an official capacity.

CANON FIVE

PEACE OFFICERS SHALL RECOGNIZE THAT OUR SOCIETY HOLDS THE FREEDOM OF THE INDIVIDUAL AS A PARAMOUNT PRECEPT WHICH SHALL NOT BE INFRINGED UPON WITHOUT JUST, LEGAL, AND NECESSARY CAUSE.

ETHICAL STANDARDS

STANDARD 5.1 Peace officers shall not restrict the freedom of individuals, whether by detention or arrest, except to the extent necessary to legally and reasonably apply the law.

STANDARD 5.2 Peace officers shall recognize the rights of individuals to be free from capricious or arbitrary acts which deny or abridge their fundamental rights as guaranteed by law.

STANDARD 5.3 Peace officers shall not use their official position to detain any individual, or to restrict the freedom of any individual, except in the manner and means permitted or prescribed by law.

CANON SIX

PEACE OFFICERS SHALL ASSIST IN MAINTAINING THE INTEGRITY AND COMPETENCE OF THE PEACE OFFICER PROFESSION.

ETHICAL STANDARDS

STANDARD 6.1 Peace officers shall recognize that every person in our society is entitled to professional, effective, and efficient law enforcement services.

STANDARD 6.2 Peace officers shall perform their duties in such a manner as to discourage double standards.

STANDARD 6.3 Peace officers shall conduct themselves so as to set exemplary standards of performance for all law enforcement personnel.

STANDARD 6.4 Peace officers shall maintain the integrity of their profession through complete disclosure of those who violate any of these rules of conduct, violate any law, or who conduct themselves in a manner which tends to discredit the profession.

STANDARD 6.5 Peace officers shall have responsibility for reporting to proper authorities any known information, which would serve to disqualify candidates from transferring within or entering the profession.

STANDARD 6.6 Peace officers shall be responsible for maintaining a level of education and training that will keep them abreast of current techniques, concepts, laws, and requirements of the profession.

STANDARD 6.7 Chief executive peace officers shall accept the responsibility of utilizing all available resources and the authority of their office to maintain the integrity of their agency and the competency of their officers. These Canons and Ethical Standards shall apply to all legally defined peace officers regardless of rank.

STANDARD 6.8 Peace officers shall assume a leadership role in furthering their profession by encouraging and assisting in the education and training of other members of the profession.

CANON SEVEN

PEACE OFFICERS SHALL COOPERATE WITH OTHER OFFICIALS AND ORGANIZATIONS WHO ARE USING LEGAL AND ETHICAL MEANS TO ACHIEVE THE GOALS AND OBJECTIVES OF THE PEACE OFFICERS PROFESSION.

ETHICAL STANDARDS

STANDARD 7.1 Peace officers, within legal and agency guidelines, shall share with personnel both within and outside their agency, appropriate information that will facilitate the achievement of criminal justice goals or objectives.

STANDARD 7.2 Peace officers, whether requested through appropriate channels or called upon individually, shall render needed assistance to any other officer in the proper performance of their duty.

STANDARD 7.3 Peace officers shall, within legal and agency guidelines, endeavor to communicate to the people of their community the goals and objectives of the profession, and keep them apprised of conditions which threaten the maintenance of an ordered society.

CANON EIGHT

PEACE OFFICERS SHALL NOT COMPROMISE THEIR INTEGRITY, OR THAT OF THEIR AGENCY OR PROFESSION, BY ACCEPTING, GIVING, OR SOLICITING ANY GRATUITY.

ETHICAL STANDARDS

STANDARD 8.1 Peace officers shall refuse to offer, give, or receive gifts, favors, or gratuities, either large or small, which can be reasonably interpreted as capable of influencing official acts or judgments. This standard is not intended to isolate peace officers from normal social practices, or relatives, where appropriate.

STANDARD 8.2 Peace officers shall not consider their badge of office as a license designed to provide them with special favor or consideration.

CANON NINE

PEACE OFFICERS SHALL OBSERVE THE CONFIDENTIALITY OF INFORMATION AVAILABLE TO THEM THROUGH ANY SOURCE, AS IT RELATES TO THE PEACE OFFICER PROFESSION.

ETHICAL STANDARDS

STANDARD 9.1 Peace officers shall be aware of and shall meticulously observe all legal restrictions on the release and dissemination of information.

STANDARD 9.2 Peace officers shall treat as confidential the official business of their employing agency, and shall release or disseminate such information solely in an authorized manner.

STANDARD 9.3 Peace officers shall treat as confidential the information confined to them personally. They shall disclose such information as required in the proper performance of their duties.

STANDARD 9.4 Peace officers shall neither disclose nor use for their personal interest any confidential information acquired by them in the course of their official duties.

STANDARD 9.5 Peace officers shall treat as confidential all matters relating to investigations, internal affairs, and personnel.

7.00

REGULATION NAME: **DISCIPLINE**

PURPOSE: **TO ESTABLISH A FAIR AND CONSISTENT DISCIPLINE PRACTICE.**

EFFECTIVE: **AUGUST 2, 1998 (Revised June 10, 2022)**

7.01 GENERAL:

All violations of Academy regulations, the Law Enforcement Code of Ethics, the Commission on Peace Officers Standards and Training Code of Conduct are be subject to the following disciplinary procedure and will be defined in the following categories:

CLASS 1: DISMISSAL WITH PREJUDICE -- Serious violations of laws, rules, Academy regulations, or conduct that would prohibit a Recruit from attending the Allan Hancock College Law Enforcement Academy. The Recruit will not be allowed to return to the Academy program without written authorization from the Academy Director.

CLASS 2: DISMISSAL WITHOUT PREJUDICE -- Violation of Academy regulations which would prohibit a Recruit from continuing in the Law Enforcement Academy certification program. Examples include but are not limited to academic examination failures, firearms qualification failures, scenario examination failures, attendance failures, and physical fitness failures. The Recruit may reapply for admission to the next Academy class.

CLASS 3: CONDITIONAL RESTRICTION -- A formal written reprimand that an undesirable behavioral pattern by a Recruit has developed and any further violations may be grounds for dismissal from the Academy. Recruits may be subject to additional assignments, and/or restrictions from participating in selected aspects of training as a part of the conditional restriction.

CLASS 4: FORMAL REPRIMAND -- Any violation or misconduct by a Recruit that has been addressed by an Academy staff member and documented as a Class 4 violation. A Formal Reprimand includes but is not limited to formal written and verbal reprimands, verbal class presentations, and written memorandums.

7.02 CLASS 4 TO CLASS 3:

All Class 4 violations will become Class 3 violations on the second or subsequent violation of the same Academy regulation.

7.03 CLASS 4 PENALTIES: MEMORANDUMS, AND PRESENTATIONS:

A. Memorandums and presentations assigned to a Recruits who violate Academy regulations are designated as Class 4 violations.

B. VERBAL PRESENTATIONS: Recruits who are assigned to give formal presentations may include but are not limited to: assignments to give a presentation on a specific topic, reading a short story to the class, explaining a criminal justice related issue to the class, etc.

1. Presentations will be conducted at a time designated by the RTO or Academy Coordinator usually before class begins or prior or after a break, and should be limited to 3-5 minutes.

2. Recruits should organize their presentation into three components;

   a. OPENING STATEMENT (Tell them what you are going to tell them). Approximately 20-30 seconds.

   b. BODY (Tell them). Approximately 2 ½ - 4 minutes.

   c. CLOSING STATEMENT (Tell them what you just told them) Reaffirm the importance of the subject. About 20-30 seconds.

3. When giving a presentation, Recruits will be evaluated on content, posture, eye contact, voice projection, confidence, and organization.

4. Recruits who are not organized or do not present their topic well (lacked good verbal skills, proper body language, good eye contact) will be instructed to repeat the presentation.

D. MEMORANDUMS (MEMOS): Recruits may be assigned to write memorandums to address Academy violations, incidents, or recitation defincies. All memorandums must be submitted using the Academy Memorandum format as directed in Regulation 14.00 Written Work. A sample of the memorandums is provided in the Report Writing Manual.

1. Memorandums will be submitted to the RTO before the start of the next class day.

2. RTOs will check memorandums for content, grammar, spelling, proper format, and neatness. Sloppy memorandums will be returned to the Recruit to be rewritten.

E. Preparing memorandums and verbal presentations will be done during non-training time. Recruits shall not work on a memorandum(s) or verbal presentation(s) during the training day, unless authorized to do so.

7.04 DISCIPLINARY ACTION:

A. Class 4 disciplinary action may be issued by any Academy staff member or instructor.

B. Class 3 disciplinary action will be issued by the RTO and reviewed by Academy Coordinator.

C. Class 1 and 2 disciplinary action will be investigated by the Academy Coordinator and issued by the Academy Director and the Associate Dean.

1. Violations will be investigated and documented by the Senior Recruit Training Officer and Academy Coordinator.

2. The investigative report of the violation will be forwarded to the Academy Director.

3. The Academy Director will notify the Associate Dean, Vice-President of Student Services and if sponsored, the Chief or Sheriff of the appropriate agency.

4. The final disposition will be handled based on POST regulations and District policies and procedures.

8.00

REGULATION NAME: **GRIEVANCE AND APPEALS PROCEDURE**

PURPOSE: **TO PROVIDE RECRUITS WITH AN OPPORTUNITY TO APPEAL DISCIPLINARY ACTION TO FILE COMPLAINTS**

EFFECTIVE DATE: **AUGUST 2, 1998 (Revised July 1, 2009)**

8.01 DISCIPLINARY ACTION APPEALS:

Any Recruit who feels that a disciplinary action has been unfair should follow the chain of command beginning by contacting the Academy staff person issuing the action, then if not satisfied, contacting the Academy Coordinator, if not satisfied, contacting the Academy Director. After the Recruit has exhausted the Academy's formal chain of command, they may utilize the Allan Hancock College student grievance procedures as provided through the Student Services office. The Recruit will prepare a written memorandum to the Academy Coordinator as to why they think the disciplinary action was unfair.

8.02 ACADEMIC APPEALS:

The exams given in the Law Enforcement Academy are standardized and provided by POST. Academy Coordinator will provide a review after each POST Learning Domain examination. Recruits will have the opportunity to discuss any academic problems.

Any Recruit who feels that a grade or instructor has been unfair should contact the Academy Coordinator through the formal chain of command. If the Recruit is not satisfied after this level, the Recruit shall contact the Academy Director. After the Recruit has exhausted the internal chain of command and if the Recruit is not satisfied with the outcome, they may utilize the grievance procedures outlined in the AHC Student Handbook by contacting the Student Services office.

8.03 FAILURE TO FOLLOW PROPER APPEALS PROCEDURES:

Failure to follow the grievance appeals procedures provided will be considered insubordination. Refer to section 6.07 Conduct Unbecoming a Recruit.

9.00

REGULATION NAME: **APPEARANCE/GROOMING**

PURPOSE: **TO ESTABLISH PROPER GROOMING AND APPEARANCE STANDARDS FOR RECRUITS ENTERING LAW ENFORCEMENT**

EFFECTIVE DATE: **AUGUST 2, 1998 (Revised June 25, 2009)**

REGULATION: **The following standards will apply to all Recruits while participating in Academy programs or while on the AHC campus:**

9.01 GENERAL APPEARANCE:

A. Recruits shall maintain a professional appearance at all times.

B. Male Recruits shall be clean-shaven at all times, no beards or mustaches.

C. Male Recruits shall maintain a conservative haircut (no fashion statements). Hair length must not exceed 1/16" in total length. 1/16" hair length is the equivalent setting of 1.5-2.0 on an electric haircut clipper. Hair will not touch the eyebrows, ears, back, shoulders, or the uniform collar. Sideburns shall not extend below the middle of the ear.

D. Female Recruits shall have their hair pulled back neatly, so it does not cover or touch the eyebrows, back, shoulders, or the uniform collar. Some of the permissive female hair styles include a bun or a French braid. All female hair styles must be maintained it in a manner that allows the Academy hat (ball cap) to fit properly. Loose hair(s) or unkempt hair styles are not allowed. Female hair styles shall reflect a conservative and professional image at all times.

E. Female Recruits may wear cosmetic make-up but it shall be limited to a natural or neutral (skin tone) in conservative colors. Excessive make-up and fake eye lashes shall not be worn.

F. All recruits shall wear appropriate undergarments.

G. All recruits shall practice proper daily hygiene.

H. All recruits shall keep hands and finger nails clean, trimmed short (no white showing), and shall be of natural color.

I. With exception to items listed below, no jewelry or personal ornaments shall be visibly worn while in uniform or training.

- Wedding rings are allowed, other rings shall not be worn. Rings must be band type and not have sharp edges.
- Wrist watch, conservative style (required equipment).
- Medical identification bracelet.
- "Love marks" (hickies) shall not be visible at anytime when the appropriate Academy uniform is worn.

J. **Tattoos shall not be visible at anytime** while wearing an Academy uniform or while participating in any Academy training or sponsored event.

9.02 SPECIFIC:

Course instructors or Academy staff may establish rules regarding attire and grooming specific to the subject area. Recruits are expected to adhere to instructor established rules.

9.03 PENALTIES:

Recruits shall maintain a professional image. Any violations of this chapter are considered Class 4 offenses. Repeated violations of this chapter may be considered Class 3 or Class 2 violation.

10.00

REGULATION NAME: **UNIFORMS**

PURPOSE: **TO TEACH THE RECRUITS THE APPROPRIATE METHOD OF WEARING A POLICE UNIFORM**

EFFECTIVE DATE: **AUGUST 2, 1998 (Revised December 11, 2019)**

REGULATION: **Only the uniforms described in this chapter are authorized and must be worn in the manner described. Any variances must be approved by the Academy Coordinator or Academy Director.**

10.01 CLASS A:

A. Recruits shall wear the Academy designated uniform long sleeve shirt, pants, and tie with bar, black basket weave belt, black boots, ballistic vest, wrist watch, nameplate, black ink pen, notepad, driver's license, academy cap.(See appendix 10a) (white gloves, and parade cord, any authorized ribbons and/or medals = Class A Dress)

10.02 CLASS B:

The Class B uniform is typically the same as Class A, but a short sleeve shirt.

10.03 CLASS C UTILITY:

Recruits shall wear the Academy issued blue polo shirt, ball cap, leather gear, notepad, and when needed, blue sweatshirt. Class C Utility uniform also includes the Academy approved black utility pants, shined black boots, balistic vest, wrist watch, black ink pen, driver's license / note pad. Range boots are allowed when directed/authorized.

Modified Class C is often used for ARCON training. This will include the blue tshirt and/or blue sweatshirt, black utility pants and athletic shoes. (may include duty gear)

10.04 CLASS D – PHYSICAL TRAINING (PT):

A. Authorized gym shorts, stretch undershorts, t-shirt, sweatshirt, ball cap and running shoes.

B. Male Recruits must wear an athletic supporter.

C. Female Recruits must wear an athletic support bra.

10.05 OPTIONAL ITEMS:

Optional uniform items are limited to:

A. Academy designated uniform jacket

B. Black leather duty gloves

10.06 WEARING UNIFORMS:

A. Appropriate Class A, B, or C uniforms shall be worn in the manner described. Mixing of uniform items is prohibited.

B. Uniforms shall only be worn when participating in Academy activities. Uniforms shall not be worn or displayed in public during non-training time.

C. Uniforms shall be maintained in a neat, tailored, and clean manner. Pant length shall be so that the lower hem will reach to the center of the lacing area of the uniform boot while standing.

D. A clean white or black crew neck t-shirt shall be worn under the Class A and Class B shirt per agency policy. Sel-sponsored shall only wear white.

E. Sunglasses are not to be worn during normal Academy training.

10.07 UNIFORM INSPECTION:

Formal uniform inspections may be conducted at any time by the RTO.

10.08 CIVILIAN CLOTHING:

When a Recruit appears on campus during non-training time or times when a uniform is not called for, they will:

A. Wear clothing that is conservative, neat, clean, and free from holes or stains.

B. Remove any hat/head gear while indoors.

C. Not wear sunglasses while indoors.

10.09 DISPLAY OF UNIFORM

A. PATCHES: Two (2) Academy shoulder patches. The uniform shoulder patches shall be professionally sewn onto the shirtsleeves so that the patch is centered and the top of the patch is ½" from the shoulder seam. Patch should be secure with no loose or frayed edges.

B. NAMEPLATE: The Recruit's gold colored nameplate shall be worn over the right shirt pocket. The nameplate is centered above the pocket and the bottom edge flush with the top pocket seam. It is polished with no smudges or fingerprints on it.

C. BADGE: Uniform badges may only be worn with Class A or Class B uniform. Sponsored Recruits may wear their department issued badge or academy issued badge. Badges will be maintained highly polished. Cloth badges will be secured with no loose or frayed edges.

D. SHIRT: The shirt shall be worn so that all buttons (including sleeves) are fastened and the collar button fastens comfortably around the neck. Sleeves should hang to the bend of the wrist while standing at attention. The edge of the overlap (along the front of the shirt where the buttons are located) should align with the edge of the overlap of the pants fly forming a straight line or "gig-line."

E. TIE: Academy regulation clip-on tie. Proper length for Recruit's height. The tie should hang nearly to a point approximately one-inch above the top of the belt.

F. TIE BAR: Gold colored tie bar worn horizontally with the top edge aligned with the top edge of the shirt pockets. It shall be polished with no fingerprints or smudges.

G. BELT: If the belt has a buckle, the buckle shall be in alignment with the "gig-line." Any buckle or snaps shall be polished to a high shine with no smudges.

H. BOOTS: Black leather style plain toe boot with lace up front to top of boot with laces tucked into top of boot. Boots with side zippers are optional. The boots will be polished to a high gloss shine. Black Chukka style boots are not acceptable.

I. CAP: Baseball style cap worn so that the brim is aligned with top of eyes. The bill of the cap shall not be bent or folded.

J. CORDS: Worn through right side shoulder epaulet and under armpit.

10.10 AWARD RIBBONS AND MEDALS:

Recruits may be authorized to wear medals for special achievements. Recruits will be notified by letter when they have achieved a medal or ribbon. Only authorized medals or ribbons may be worn on the Academy uniforms and in the manner described in the authorization letter.

10.11 UNIFORM OF THE DAY:

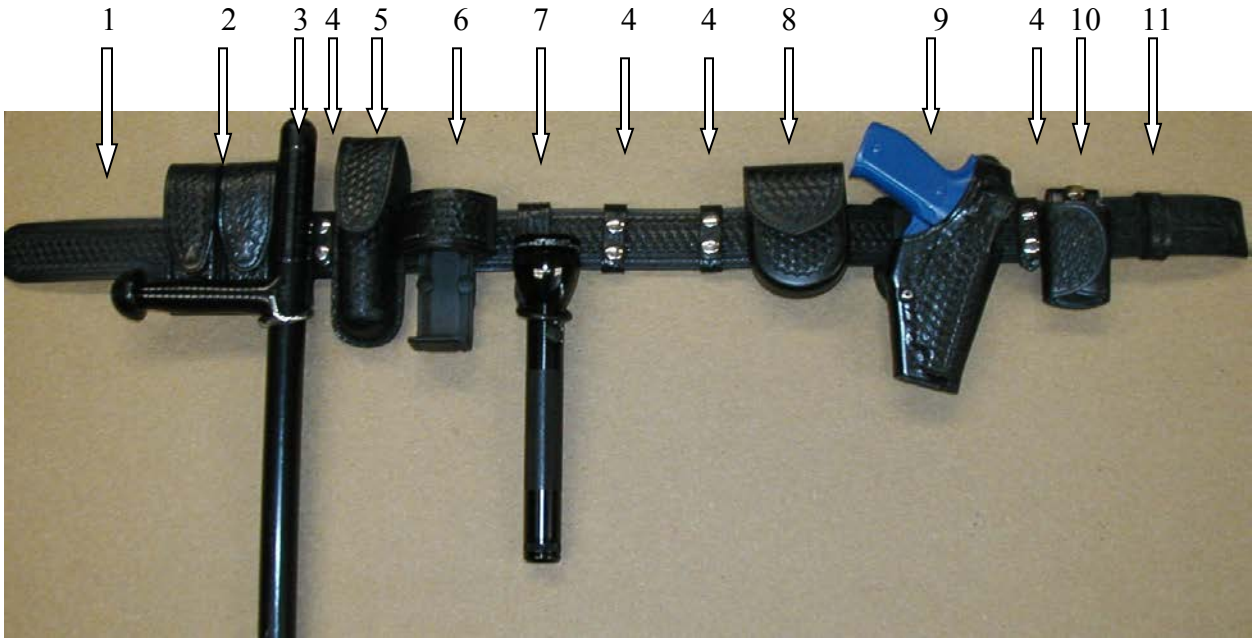
The Class B uniform shall be the uniform of the day when no other uniform is specified.

10.12 PENALTIES:

Violations of the uniform regulations are class 4 violations.

DUTY GEAR DIAGRAM

Right-Handed Set-Up



Left-Handed Set-Up



1 =Duty Belt
2 =Magazine Case
3 =Not used
4 =Belt Keeper
5 = OC Case
6 = Radio Holder
7 = Flashlight Holder
8 = Handcuff Case (2 or double stack)
9 = Holster
10 = Key Holder
11 = Belt Loop
** may be modified for 2nd handcuff case **

11.00

REGULATION NAME: **ATTENDANCE**

PURPOSE: **ATTENDANCE OF ALL REQUIRED COURSES IS VITAL TO ENSURE THE RECRUIT HAS RECEIVED THE INFORMATION WHICH IS MANDATED BY THE COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

EFFECTIVE DATE: **AUGUST 2, 1998 (Revised July 27, 2021)**

11.01 GENERAL:

A. Attendance in Academy classes is mandatory. POST requires that Recruits cannot miss more than five (5) percent (43 hours) of the basic training course. A Recruit whose absences exceed five percent of the total hours of training may not receive a certificate of completion for the Law Enforcement Academy.

B. Classes will begin promptly at the scheduled times. The Academy classroom clock is the official time.

C. Recruits not at the assigned area or who fail to sign-in on daily Recruit sign-in sheet at the start of the training will be considered absent.

D. Recruits who arrive late must report to the RTO prior to going to class. If the RTO is not available, the Recruit should report to class and write a memo to the RTO indicating the time they reported to class and why they were late to class.

E. Recruits who arrive late will be marked as tardy. Tardies are not acceptable and subject to disciplinary action.

F. Recruits who are more than 30 minutes late to class on examination days will not be allowed to take the examination. A score of zero (0) will be entered for the examination grade and the Recruit will be given a POST re-take examination.

G. Recruits must make arrangements to conduct personal business at times that do not conflict with training.

11.02 LEAVE REQUESTS AND NOTIFICATION:

A. If the Recruit is unable to attend Academy training due to illness, emergencies, or court subpoenas; the Recruit shall notify the RTO and the Academy Coordinator prior to the absence by calling 922-6966 extension 3388, 3861 or 5800.

B. All other leave requests must be approved in advance by the Academy Coordinator. Leave for employment interviews with a law enforcement agency is not recommended but may be granted. The absence will be counted towards the 5% attendance rule. The Recruit is responsible for obtaining materials, notes, etc. for the subject matter they missed.

11.03 MANDATORY ATTENDANCE DAYS:

All Recruits **ARE REQUIRED** to be present at the training sessions listed below:

- LD 7 Elder/Dependent Adult Abuse
- LD 7 Sudden Infant Death Syndrome
- LD 9 Child Abuse Investigation
- LD 10 Sexual Assault Investigations
- LD 12 Controlled Substances
- LD 17 Hearsay Testimony
- LD 19 High Speed Vehicle Pursuits
- LD 30 Sexual Assault Investigations
- LD 24 Civil Disobedience
- LD 25 Domestic Violence
- LD 25 Stalking
- LD 27 Missing Person
- LD 29 Traffic Accident Investigation
- LD 33 Arrest and Control Training - Baton
- LD 34 First Aid/CPR/Bloodborne Pathogens
- LD 35 Firearms Training – Handgun
- LD 35 Firearms Training - Shotgun
- LD 35 Chemical Agent Training
- LD 37 Persons with Dev. Disabilities or Mental Illness
- LD 38 Gang Awareness
- LD 42 Sexual Harassment
- LD 42 Cultural Diversity
- LD 42 Hate Crimes
- LD 42 Racial Profiling
- LD 43 Terrorism

- All Scenario Field Problems/Examinations, Firearms, ARCON, PT testing

- POST LD34 Examination and Comprehensive Examinations
- Mock Court

11.04 RECRUIT RESPONSIBILITY FOR ABSENCES:

The Recruit is personally responsible for initiating the following procedures when absent:

A. Absence notification as described in 11.02

B. Recruits are responsible for obtaining notes, course information, and handouts from fellow Recruits (not the Academy instructors) for any courses missed.

C. Complete the Missed Time Report and turn in to the RTO prior to the start of the next class meeting. The report should indicate:

1. The times missed
2. Subjects missed
3. The reason(s) for the absence
4. What the Recruit has done to obtain course material

11.05 ABSENT WITHOUT LEAVE (AWOL);

Failure to follow the procedures as indicated in this regulation will be considered an absence without leave (Class 3 violation).

11.06 PENALTIES:

A. Unless otherwise specified it is a Class 2 violation Dismissal Without Prejudice from the Academy for Recruits who are absent on a mandatory attendance day or exceed the five percent attendance rule.

B. It is a Class 3 violation for violating the absence notification procedure. A second violation of the notification procedure is a Class 2 violation.

C. Tardies will be treated as Class 4 violations.

12.00

REGULATION NAME: **ACADEMICS and TESTING STANDARDS**

PURPOSE: **TO ESTABLISH A HIGH LEVEL OF ACADEMIC DISCIPLINE AND TO MEET ESTABLISHED POST STANDARDS**

EFFECTIVE DATE: **AUGUST 2, 1998 (Revised July 27, 2021)**

REGULATION: **This regulation shall control the academic performance of Recruits in the Law Enforcement Academy Program.**

12.01 REQUIREMENTS FOR CERTIFICATION:

In order to receive certification of graduation from the Allan Hancock College Law Enforcement Academy, the following minimum standards must be met in the following areas of training:

12.02 WRITTEN EXAMINATIONS

A. Recruits must pass the POST constructed Learning Domain 34 examination and all three POST Comprehensive Examinations with no less than a minimum cut-score as specified by POST.

B. Recruits who fail a POST written examination will be given remedial training by the Academy Coordinator or instructor. Recruits can review their failed POST objectives. Recruits are permitted one (1) attempt to pass the POST remediation written examination on the same subject matter. Recruits who fail to pass their POST remediation written examination will be academically dismissed from the Academy (Class 2 violation).

12.03 REPORT WRITING:

A. Recruits must achieve a minimum average accumulative score of 80% on the designated crime reports.

B. Recruits who fail the final report writing examination will be given remedial training by the Academy Coordinator or instructor. Recruits can review their failed written report. Recruits are permitted one (1) attempt to pass a remediation report writing examination. Recruits who fail to pass their report writing

remediation examination will be academically dismissed from the Academy (Class 2 violation).

12.04 PERFORMANCE EVALUATIONS:

A. RTO may evaluate the Recruit's appearance, organization, communication skills, military bearing, demeanor, and teamwork performance.

B. Failure to meet the requirements of this section is a Class 4 violation.

12.05 ARREST AND CONTROL; WEAPON PROFICIENCY; EMERGENCY VEHICLE OPERATIONS; PHYSICAL FITNESS WSTB:

A. The Recruit must attain a passing score on each practical test/qualification for firearms training, arrest and control training,Emergency Vehicle Operation Course and WSTB.

B. Recruits who fail a POST LD practical examination will be given remedial training by the Academy Coordinator or instructor. Recruits can review their failed POST LD practical examination. Recruits are permitted one (1) re-test attempt to pass the POST remediation LD practical examination on the same subject matter. Recruits who fail to pass their POST LD remediation practical examination will be academically dismissed from the Academy (Class 2 violation).

12.06 FIELD SCENARIOS:

A. Recruits must achieve a minimum score of 80% on all POST required practical scenario examinations.

B. Recruits who fail a POST LD practical scenario examination will be given remedial training by the Academy Coordinator or instructor. Recruits can review their failed POST LD practical scenario evaluation test form. Recruits are permitted one (1) re-test attempt to pass the POST remediation LD practical scenario examination on the same subject matter. Recruits who fail to pass their POST LD remediation practical scenario examination will be academically dismissed from the Academy (Class 2 violation).

12.07 PHYSICAL CONDITIONING:

A. POST requires that prior to graduation Academy Recruits must:
   1. Participate in a minimum of 30 structured physical training sessions.
   2. Obtain a minimum score of 384 to pass the POST Work Sample Test Battery physical fitness practical examination.

B. Recruits who are unable to participate in physical fitness training due to injury or illness may be required to obtain a medical statement from the AHC nurse or agency medical provider. Based on the statement, the Recruit will be placed either on limited duty or non-duty status.

C. Recruits on limited duty will be assigned special tasks during physical fitness training time. Recruits placed on non-duty status will not be allowed to participate in any Academy training. Recruits must be full duty to participate in firearms, ARCON, EVOC and Scenarios.

D. Recruits who cannot participate in physical fitness training due to illness or injury will be required to make-up all physical fitness sessions missed up to the 30 minimum prior to completion of the Academy. Missed physical fitness sessions will be made up at the Academy's Compound Circuit during the Recruit's lunch time.

E. Recruits who do not complete the prescribed exercise repetitions or distance runs in the prescribed 60 minute conditioning period, will not get credit for that PT session at the discretion of the Coordinator.

12.08 CHEATING:

A. Recruits are required to do their own work at all times. Copying the work of others and taking credit for it is considered plagiarism. Copying the work of others during exams is considered cheating. Having someone else write your assigned work is lying. Violating the testing policy is considered cheating.

B. Recruits will report any Recruit observed cheating. Failure to report another Recruit's cheating is considered aiding-in-cheating.

C. Recruits caught cheating, plagiarizing, or aiding-in-cheating will be academically dismissed with prejudice from the Academy (Class 1 violation).

12.09 REMEDIATION AND MAKE-UPS:

A. A remediation takes place when a Recruit fails to meet the established cut-score for an examination. A make-up is taking an original exam at a time other than the scheduled date.

B. Remediation examinations cover the same subject matter but are not the same questions as the original exam.

C. Recruits who miss an examination will be allowed to make-up the exam ONLY if prior arrangements were made with the Academy Coordinator or in cases of a verified emergency at the discretion of the Academy Director. All others will be considered an incomplete and a "zero" score will be entered for that examination. The Recruit will be allowed to complete a make-up exam by following the procedures of this chapter.

D. All examination remediations will take place as designated by the Academy Coordinator. Unless otherwise permitted by the Academy Director, all remediation tests must be taken no later than 10 days from the original exam date. It is the Recruit's responsibility to notify the Academy Coordinator of the need for remediation and to comply with this section.

12.10 NOTEBOOKS AND NOTE TAKING:

A. Recruits are expected to take accurate and complete notes during Academy instruction. Each Recruit will maintain an Academy notebook in a manner described below:
- The current date, day and time will be written at the top of each new page.
- Military time will used for all entries in the notebook.
- All Recruits will document their daily Academy activities and/or training in their notebooks.
- Documentation of activities will begin when the Recruit begins getting ready for the Academy and will end when they stop Academy related work in the evening.
- Non Academy activities will not be documented.

B. All notebooks will be subject to random inspection by the RTO. Notebooks will be inspected for completeness, grammar, spelling, and neatness.

C. Failure to properly maintain the notebook is a class 4 violation.

D. If rough notes are taken in class, the Recruit must recopy them later in black ink according to the prescribed format.

E. All notes will be organized by subject heading along with all handout materials.

F. Each page of lecture notes will carry the following heading:
- Learning Domain number… upper right corner
- Instructor's name and date… upper right corner.

12.11 GRADING:

A. Recruits who successfully pass all Academy requirements (without a failure) will receive a letter grade of "A" for LE 321 college course.

B. Recruits who successfully pass all Academy requirements (without a failure) will receive a letter grade of "A" for LE 322 college course.

C. Recruits who withdraw from the basic Academy, regardless of the reasons, shall contact the Academy Director. Failure to contact the Academy Director may result in:

- A grade of "F" for the course
- Incomplete employment records
- Loss of registration fees and expenses
- Loss of Recruit health services and insurance
- Loss of grant programs
- Loss of job placement services
- A negative impact on college GPA and benefits

13.00

REGULATION NAME: **FITNESS STANDARDS**

PURPOSE: **TO ESTABLISH A HIGH LEVEL OF PHYSICAL FITNESS AMONG ACADEMY RECRUITS AND TO COMPLY WITH STATE CERTIFICATION STANDARDS**

EFFECTIVE DATE: **AUGUST 2, 1998 (Revised July 1, 2009)**

13.01 ACADEMY FITNESS STANDARDS:

The Academy training is not designed to develop someone who is in poor physical condition. Recruits are expected to already possess a good fitness level.

A. All applicants to the Law Enforcement Academy must complete a physician's medical release form prior to beginning physical training.

B. Recruits are required to meet each of the requirements listed in the Basic Recruit Physical Fitness Conditioning Manual.

C. The fitness training program is designed to teach Recruits about lifetime fitness and to understand and appreciate the importance of fitness in law enforcement. It is the Recruit's responsibility to develop a workout routine around the Academy training to supplement the training.

13.02 LIMITED DUTY:

A Recruit who has an injury will not be permitted to participate in physical conditioning. Refer to section 12.07 Physical Conditioning.

14.00

REGULATION NAME: **WRITTEN WORK**

PURPOSE: **TO REGULATE WRITTEN WORK TURNED INTO THE ACADEMY STAFF OR TO LOCAL LAW ENFORCEMENT**

EFFECTIVE DATE: **AUGUST 2, 1998 (Revised July 27, 2021)**

14.01 GENERAL:

This regulation applies to all Academy written work turned into Academy staff or to local law enforcement agencies.

14.02 WRITTEN WORK:

A. All written work submitted by Recruits will be in the Academy report format and PRINTED IN BLACK (NON-ERASABLE) INK. All reports, memorandums and written messages to Academy staff shall be in the proper memorandum format.

B. All notebook work and memorandums submitted to instructors or Academy staff shall be on approved academy forms.

C. Multiple page memorandums will be stapled in the top left hand corner and numbered at the upper right center.

D. All written work will be written in UPPER CASE BLOCK PRINT. Typed or cursive written work will not be accepted unless otherwise directed.

E. Pencil may be used only for drawing diagrams such as crime scenes or accident scenes.

F. All written work will be neat, clean with no spelling or grammatical errors. The use of correction fluid e.g. “White Out,” cross-outs, write-over and generally sloppy work will not be accepted.

G. Recruits will write in the "Prepared By" box their last name, first initial and recruit number, e.g., “Recruit Jones, A 15”. **Recruits shall write/type their own work. It is not permitted for someone, other than the recruit, to write/type written work. If this occurs, it is considered plagiarism, falsifying documents and lying.**

H. Each report shall have a unique case number in the upper right corner. The report case number shall consist of the Class number – Recruit ID number – Year –

Sequential number. For example 121-18-21-24 would indicate Class 121, written by Recruit #18, year 2021, and it was 24th report written by Recruit 18

I. All written work submitted by Academy Recruits that does not meet the requirements listed in sections A through G will be returned to the Recruit for rewrite. All rewrites are due the next Academy day, if the rewrite memorandum is returned on a last day of the workweek, the new memorandum is due on the following Monday. The rewritten memorandum is to be placed on top of the memorandum that was originally returned for rewrite and stapled in the top left hand corner.

J. See attached written memorandum exemplar and block lettering style for the proper Allan Hancock College Law Enforcement Academy memorandum format. (Appendix 14a)

K. When a Recruit is assigned a memorandum by a RTO or Academy Staff member the Recruit will:

1. Turn in the assigned memorandum next day to their respective squad leader for review and approval.

2. After reviewing and approving the Recruit's memorandum, the Squad Leader will write their Recruit identification number and their Squad number in the box "reviewed by" of the memorandum: e.g. "121-11"

3. If the Squad Leader discovers an error such as a missing or misspelled word while reviewing a Recruit's memorandum, the Squad Leader will circle the error in black ink and turn the memorandum in with the morning paperwork to the RTO. The RTO will review the memorandum and return the memorandum to the original Recruit for a rewrite.

4. When a memorandum is returned to a Recruit for rewrite, the Recruit will rewrite the memorandum incorporating the corrections and then staple the corrected memorandum on top of the original memorandum that was returned for rewrite. The corrected memorandum will be turned in the next day.

    a. If a Squad Leader or Guide are assigned a memorandum they will turn in their memorandum the next day to the Class Sergeant for review and approval. The Class Sergeant will follow the same procedure for reviewing or returning memorandums for rewrite.
    b. If the Class Sergeant is assigned a memorandum, the Class Sergeant will turn their memorandum directly to the Guide for review and approval.

L. Recruits shall refer to the Recruit Report Writing Manual for examples and sample report forms.

M. Recruits shall note in the bottom right box of the memo form, the day/date/time the memo was completed and the total time used to complete the memo.

15.00

REGULATION NAME: **SAFETY**

PURPOSE: **TO CREATE AND MAINTAIN A SAFE LEARNING AND WORKING ENVIRONMENT**

EFFECTIVE DATE: **AUGUST 2, 1998 (Revised December 11, 2019)**

15.01 GENERAL:

The following regulations shall apply to all Recruits while participating in any Academy program or function:

A. Recruits shall exercise good judgment and safety at all times.

B. Recruits shall report **ALL SAFETY VIOLATIONS OR CONDITIONS** immediately to the nearest or most accessible Academy staff member.

C. All injuries shall be reported to Academy staff immediately (when the injury is first noticed). Recruits will complete the AHC Recruit Injury Preliminary Report form and submit the form to the Academy Coordinator.

   i. Academy staff will report any injury to POST meeting notification mandates.

D. Recruits shall report via memorandum any medication or intoxicants they are taking (whether prescribed or not) to the RTO prior to Academy training.

E. Consumption or influence of alcohol/drugs or other intoxicants prior to or during training time is prohibited. Any positive level of alcohol or drug use shall be considered a Class 1 violation Dismissal from the Academy With Prejudice.

F. Recruits may be required to submit to an alcohol/drug test as a condition to remain in the Law Enforcement Academy. Recruits shall not have an affirmative alcohol or drug test.

G. No Recruit shall bring onto the AHC campus, or to the site of any training (includes practicum assignments), any firearm without prior authorization from the Academy Coordinator.

H. Recruits shall report to the RTO any equipment that becomes damaged or is unsafe.

15.02 INJURIES AND ILLNESS:

A. Recruits shall report any injuries or illnesses immediately to the RTO or instructor.

B. When requested by staff, Recruits shall obtain a medical release from the AHC nurse (or physician) for injuries or illness that occurs during Academy training time.

C. Recruits who are placed on limited duty due to injury or illness shall comply with all limitations.

D. Agency sponsored Recruits shall **immediately** notify their agency of any injury or illness.

E. Self-sponsored Recruits may request to see the college nurse for illnesses and/or injuries. Agency sponsored Recruits should follow their department procedures for treating illnesses and injuries.

15.03 PENALTIES:

Violations of this policy may be considered a Class 1, 2, or 3 violations depending on the individual circumstances and the severity.

16.00

REGULATION NAME: **USE OF AHC VEHICLES**

PURPOSE: **TO CREATE AND MAINTAIN THE SAFE USE OF AHC VEHICLES**

EFFECTIVE DATE: **AUGUST 2, 1998 (Revised March 30, 2004)**

16.01 GENERAL:

A. This regulation applies to the use of AHC vehicles by Recruits.

B. The use of AHC and Academy vehicles must be approved by the Academy Coordinator.

C. Only Recruits with a valid driver's license may operate AHC vehicles.

D. Vehicles shall be driven in a safe and lawful manner at all times.

E. Vehicles will be inspected prior to use. Any major problems shall be reported to RTO immediately. Minor problems shall be reported to the RTO in MEMO form.

F. In the event a Recruit is involved in a traffic collision (regardless of damage amount), the Recruit shall not leave the scene and shall immediately notify the law enforcement agency having jurisdiction. The Recruit will notify the RTO as soon as possible.

16.02 PENALTIES:

Misuse or unauthorized use of an AHC vehicle may be a Class 1, 2, or 3 violations depending on the individual circumstances.

17.00

REGULATION NAME: **USE OF FACILITIES AND EQUIPMENT**

PURPOSE: **TO CREATE AND MAINTAIN AN ENVIRONMENT WHICH IS CONDUCIVE FOR WORKING AND LEARNING**

EFFECTIVE DATE: **AUGUST 2, 1998 (Revised July 27, 2021)**

17.01 GENERAL USE:

A. No smoking or tobacco products are allowed in any building on campus.

B. No eating or drinking is allowed in the locker room, unless authorized.

C. Recruits will insure that all foreign substance is removed from footwear before entering a building or vehicle.

D. Recruits are not allowed to have guests present at ANY training without Academy Coordinator approval.

E. The bulletin board and dry erasable are educational tools and shall be respected as such. Placing information on the bulletin board must be approved by the RTO.

F. Recruits shall handle all training equipment in the manner intended and ensure the equipment is returned in good condition.

G. Academy laptop computers are to be used for Academy related training only. Accessing the internet for personal use is prohibited.

17.02 USE OF OFFICES AND SUPPLY ROOMS:

A. Academy staff member's offices are off limits to Recruits unless accompanied by staff member.

B. No Recruit is permitted to enter an office or supply room unless accompanied by a staff member or directed by a staff member.

C. Unless otherwise directed, Recruits are not permitted in the main portion of the academy building, and will not enter the main building from the classroom.

17.03 USE OF ACADEMY CLASSROOM:

A. Recruits shall keep the Academy classroom and training sites clean and neat. Prior to leaving after each training day, the Recruits will ensure that:

1. The classroom desks and chairs are properly arranged and the floor is free of trash.

2. The dry erasable boards are erased (any instructor's writing should not be erased unless directed by staff).

3. The Recruit work station and storage cabinet shall be kept neat and clean.

B. Recruits desiring to study may use the classroom or the conference room with prior authorization to insure room availability.

17.04 USE OF ACADEMY LOCKER ROOMS:

A. Locker space is limited. Recruits may use a locker to store clothing, lunches, and materials.

B. Recruits will be issued two combination locks as part of their material fees. Unsecured lockers are not permitted.

C. Recruits are expected to keep the locker room clean and neat at all times.

D. Dirty/wet items may not be stored overnight in a locker room.

E. The locker room is for Academy Recruits. No guests or visitors are permitted in the locker room.

F. Only Academy-related items may be stored in the lockers. Recruits shall not store any valuables, firearms, or large sums of cash in the lockers.

G. Academy training simulated Glocks shall be locked in the hallway gun lockers outside of Room 5-120 at the end of watch. Recruits shall secure the gun locker key at all times while locker is being used..

17.05 USE OF TELEPHONES:

A. Telephone calls will not be relayed to Recruits unless they are of an official or emergency nature.

B. Recruits desiring to make phone calls shall do so during authorized breaks.

C. When using the phone, Recruits shall conduct their business in an expedient and businesslike manner.

17.06 PARKING AREAS:

A. Recruits may park in one of two areas:

1. LVC, Lot B, north end. This requires an AHC parking permit which may be purchased during the first week of the Academy.

2. Next to range facility, on range days only (with prior staff approval).

B. Recruits shall secure their vehicle and not leave valuables or Academy items visible at any time.

C. Recruits shall not have visible in their vehicle any uniform or law enforcement Academy related item or equipment while traveling to or from training, or while the vehicle is parked. Uniforms should be covered and equipment stored in a bag.

D. Recruits shall not loiter in the parking areas.

17.07 USE OF OTHER FACILITIES:

When training is conducted at a location or site other than AHC, Recruits are expected to follow any rules specific to that site and to ensure that the area is left in a condition as good as when received.

17.08 VALUABLES:

Recruits should not bring jewelry, large amounts of cash, or other items of value.

17.09 PENALTIES:

Violations of this policy are considered Class 4 for first offense and Class 3 for second offense. Further violations may be considered Class 2.

18.00

REGULATION NAME: **PRACTICUM POLICY AND STANDARDS**

PURPOSE: **TO REGULATE THE ACTIONS AND ACTIVITIES OF THE RECRUITS DURING THE AGENCY RIDE-ALONG AND DISPATCH OBSERVATIONS**

EFFECTIVE DATE: **AUGUST 2, 1998 (Revised December 11, 2019)**

18.01 PATROL RIDE-ALONG AND DISPATCH OBSERVATIONS:

Recruits are encouraged to ride-along with law enforcement agencies and observe a law enforcement communication center to gain insight into the operations and functions of the agency. Recruits should minimally ride with two different law enforcement agencies and observe one dispatch operation. Recruits shall comply with the following procedures for ride-along and dispatch observations:

A. APPLICATION: Recruits will check the training schedule to select a time that will not conflict with any training activities. The Recruit will then request a ride-along or dispatch observation using the ride-along request form and submit it to the RTO.

B. AUTHORIZED AGENCIES: Not all agencies will permit ride-along. Recruits shall contact the agency to determine availability and conditions. Recruits shall comply with all agency-specific ride-along requirements.

C. ATTIRE: Recruits will wear civilian clothing with body armor during the ride-along. The clothing shall be professional, business-like attire. (Note: body armor is not needed during dispatch observation).

D. RECRUIT ROLE: The role of the Recruit is to learn through observation. The following rules are to control the conduct of the Recruit during the ride-along:

1. The relationship between the Recruit and assigned officer/dispatcher should be a professional one. Recruits will not initiate nor accept any social arrangements with officers. REMEMBER THIS IS A TRAINING EXPERIENCE, NOT A SOCIALIZING ADVENTURE.

2. Recruits will not handle or operate police department equipment (vehicles, telephones, radios, radar units, spotlights, emergency equipment, etc.) unless directed by the assigned officer/dispatcher.

3. Recruits will NOT handle or possess any firearm or weapon at any time during a ride-along observation.

4. Recruits will NOT handle or process any evidence except to assist the assigned officer to carry evidence at the officer's direction.

5. Recruits will remain in the patrol car until directed by the assigned officer to exit.

6. Recruits will assist the assigned officer/dispatcher only to the extent of observation and relaying the information to the officer/dispatcher. The Recruit will NOT take a physical role in handling calls except when requested by department's shift supervisor or in an emergency where the officer needs help.

7. Recruits will have a notepad, pen, driver's license, watch, and enough cash to buy a meal.

8. Recruits are encouraged to ask job-related questions, but should be mindful of the officer/dispatcher duties and responsibilities and talk only as operations permit.

9. Recruits shall not fraternize with police employees nor loiter about the police agency building once the ride-along has been completed.

18.02 LIMITATIONS:

A. Recruits MAY NOT ride with any law enforcement agency during the Academy training except when authorized by Academy staff..

B. It is recommended that all recruits complete 2 ride-a-longs with law enforcement agencies while attending the academy.

C. Sponsored Recruits must follow their agency's guidelines with regards to ride-along observations.

18.03 PENALTIES:

Violations of this policy can result in disciplinary action to include dismissal from the Academy program.

19.00

REGULATION NAME: **RTO GUIDELINES, DRILL AND CEREMONY**

PURPOSE: **TO DEVELOP TEAMWORK AND LEADERSHIP**

EFFECTIVE DATE: **AUGUST 2, 1998 (Revised December 11, 2019)**

19.00 RECRUIT TRAINING OFFICER (RTO) GUIDELINES

A. The Peace Officer Standards and Training (POST) mandated Academy mission is to prepare Recruits physically, mentally, emotionally and ethically to complete the Field Training Program.

The mission of the Academy Recruit Training Officer (RTO) is to promote teamwork and provide Recruits with a well disciplined, realistic, and stressful learning environment, training them to control their emotions (fear, intimidation, anger, etc.), remain calm, think clearly, and be able to function mentally and physically under all conditions.

1. Recruits will be able to perform pushups, leg lunges, air squats, pull ups and close order drill movements while reciting information from the POST Learning Domains, Vehicle Code, Penal Code, etc.

2. An RTO may address at anytime a Recruit's poor appearance, lack of physical fitness, poor body language, failure to follow verbal instructions or close order drill directions, demeanor, and inappropriate facial expressions.

3. An RTO's job is not to get Recruits to quit the Academy. Rather, they should be trying to get Recruits to develop emotional control, self discipline and the ability to remain calm and clear headed under stress. Recruits will decide if they are prepared to remain in the current Academy class or wait for the next Academy class based on the Recruits' ability to function under a military style of discipline, combined with their physical training, academic exam scores, memorandum writing, etc.

B. RTO's will maintain a professional demeanor at all times, yet be intimidating, stressful, and traditional military. RTO's are to be confrontational, harsh, and demand a high level of functioning during interaction with Recruits.

1. The RTO'S interaction with a Recruit is not considered hazing or harassment but an opportunity to provide Recruits with a "Stress Inoculation" so that they can learn how to control their emotions (i.e., fear, intimidation, anger, etc.) when confronted with a high stress situation.

2. The following rules shall be strictly followed by the RTO:
   a. No profanity
   b. No verbal insults based on sexual orientation, gender, race, ethnicity, religion, or age
   c. No inappropriate touching of Recruits.
   d. If a recruit feels any of these rules have been violated, the recruit shall immediately report it to Academy staff.

C. Disciplinary Measures may include but not limited to: pushups, leg lunges, air squats, sprints, pull ups, written memorandum(s), and/or oral presentation(s).

1. Disciplinary memorandums should not be more than one page except for administrative memos such as law enforcement contacts, ride-a-longs, injuries, autobiography, etc.

2. Those Recruits who have been assigned to make oral presentations to their fellow recruits, the oral presentation will be a minimum of 3 to a maximum of 5 minutes in length.

3. Once the class has become self disciplined, RTO's will shift from being a "drill instructor" to being a "field training officer" (FTO). The RTO'S role will be to set up learning scenarios related to or compliments current classroom instructional topics.

19.01 COLORS CEREMONY:

Most training days, the Recruits will be responsible for raising and retiring the flags at the Public Safety Training Complex when directed.

19.02 RAISING THE COLORS:

A. RTO staff shall assign one squad of the Recruit class to serve as Color Detail for the day.

B. On orders from the RTO, the Color Detail Leader will give the State and National Colors to the recruit centered on that squad.

C. The Colors Detail Leader positions himself on line with the last Recruit in the squad and marches the detail to the flagpole. He halts the detail in

column on the walkway facing and centered upon the flagpole and positions himself within the squad directly opposite the flagpole.

D. When the Colors Squad Leader commands POST the two Recruits on each end of the squad immediately move to either side of the flagpole and free the halyards. At the same time, the two Recruits next to the Squad Leader step out and face to the center.

E. The Squad Leader then directs, "THE UNFOLDING OF THE COLORS." On this order, the two Recruits next to the Squad Leader carefully unfold the National Colors lengthwise, passing the freed end to the other handlers. The flag handlers move away from the flagpole as necessary until the flag is fully extended. The flag handlers unfold the flag waist high with their forearms horizontal to the ground.

F. At the appropriate time, the Squad Leader directs, "ATTACH THE COLORS." At this time, the two handlers nearest the flagpole attach the top of the flag to the halyard. The halyard pullers raise the halyards until the bottom of the flag can be attached.

G. After repeating the above procedures with the State flag, the flag handlers remain in position.

H. When the Colors Squad Leader commands, "PREPARE FOR COLORS," the Class Sergeant commands, "PRESENT ARMS!" All Recruits except handlers then salute as the halyard pullers rapidly raise the Colors, as the Colors leave the handlers arms; they face the flagpole and salute.

I. After the Colors are raised, the Class Sergeant commands, "ORDER ARMS!" for all Recruits. The halyard pullers secure the halyards. The halyard pullers and flag handlers then realign with their squad.

J. The Colors Squad Leader then marches the squad to rejoin the Class.

K. The Class Sergeant then marches the class back to the main formation area.

19.03 <u>RETIRING THE COLORS:</u>

A. The Colors Squad moves to the flagpole and positions itself in the same manner as when raising the Colors.

B. On the command "POST" the flag handlers step out, but do <u>not</u> face the center. The halyard pullers free the halyards; untangle them and stand-by for the Colors Squad Leader's command, "PREPARE FOR COLORS."

C. On the Squad Leader's signal, and on the Class Sergeant's command of "PRESENT ARMS," all Recruits except the halyard pullers render a hand salute.

D. The halyard pullers slowly lower the Colors. As the flag approaches reaching distance, the flag handlers end their salutes and secure the Colors.

E. Once the Colors and halyards are secured. The Class Sergeant commands, "ORDER ARMS!"

F. The flag handlers fold each flag as shown in this manual.

G. After both flags are folded, the Colors Squad rejoins the class.

H. The Class Sergeant then marches the class back to the main formation area.

19.04 RECITATION:

A. Recruits will be given a list of Penal, Vehicle code sections, and radio codes at the beginning of the Academy training. Each list is divided by Learning Domain to correspond with Academy instruction. Recruits will be required to recite the specific code, elements of the code and crime classification. Recruits will also be required to recite pertinent codes and data of material covered during classroom lecture.

B. The purpose of requiring Recruits to recite course-related material in ranks is to:

- Reinforce material taught in the classroom
- Promote poise and confidence
- Promote command voice and presence
- Develop the ability to think under pressure

C. Recruits who are deficient in recitation may be assigned a memorandum(S) to address the area of weakness.

19.05 MANUAL OF ARMS:

A. PISTOL

1. General:

a. This appendix contains the procedures for executing the manual of arms with the pistol.

b. All individual drill movements are executed as prescribed with the weapon secured in the holster.

2. Manual movements:

a. On the command of preparation, “INSPECTION,” unsnap your thumb snap of the holster with your primary hand and grasp the pistol grip. On the command of, "ARMS", withdraw the pistol from the holster, raising your forearm to the front until your hand is approximately 6 inches in front of your right shoulder, and the right elbow is against your side. Hold the pistol grip in a “U” formed by the thumb and last three fingers. Extend your forefinger outside and alongside the trigger guard. Point the muzzle outward and up at approximately a 30-degree angle.

b. On the command of execution, “ARMS” return the weapon in the most convenient manner, fasten the thumb snap, and resume the position of attention.

c. Inspection arms:

i. The command for this movement is “INSPECTION ARMS.” On the command of preparation, “ARMS,” execute raised pistol and then without lowering the weapon, reach across the body and grasp the slide with your support hand palm and fingers so that your palm is on your body side of the slide. Push the slide fully to the rear and engage the stop in its notch with your weapon hand thumb. Return your support hand back to your side and remain at raised pistol.

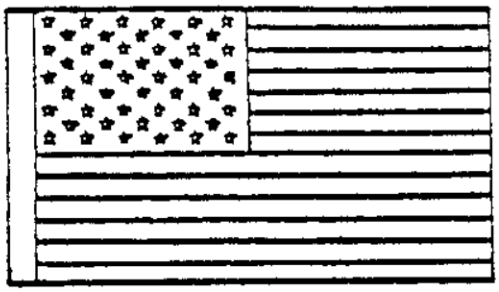
ii. "ORDER, ARMS,” is the only command that may be given from inspection arms. On the command , "ORDER", place your weapon hand thumb on the slide stop. On the command “ARMS", press the slide stop, allowing the slide to go forward, and return the weapon to the holster, fasten the flap, and resume the position of attention.

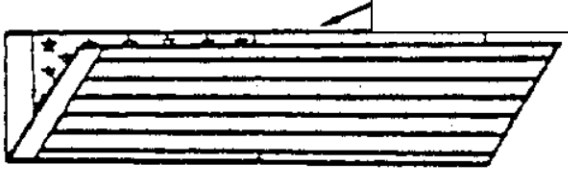
iii. To execute inspection arms with the magazine in the weapon, execute raised pistol and then remove the magazine and place it between the belt and

clothing before locking the slide to the rear. After pulling the trigger and before returning the pistol to the holster, return the magazine to the weapon.

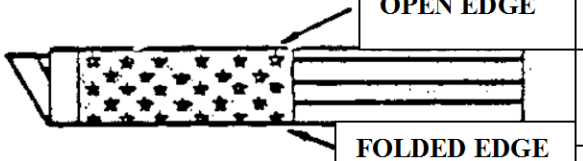
iv. If the pistol is inspected in ranks and the inspecting officer takes the weapon, lower the weapon hand smartly to the side. When the inspecting officer is ready to return the pistol, raise your weapon hand back to the raised position and accept the weapon. After the pistol is returned, allow the slide to go forward, pull the trigger, return the pistol to the holster, and resume the position of attention.

APPENDIX 19A



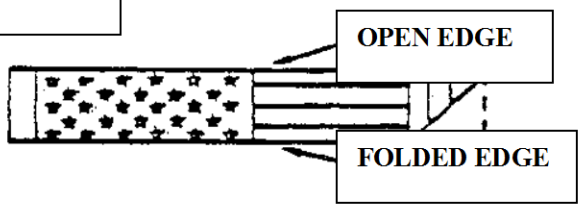


Fold the lower striped section of the flag over the blue field.



Fold the folded edge over to meet the open edge.

Start a triangular fold by bringing the striped corner of the folded edge to the open edge.



Fold the outer point inward parallel with the open edge to form a second triangle.



Continue folding until the entire length of the flag is folded into a triangle with only the blue field and margin showing.



Tuck the remaining margin into the pocket formed by the folds at the blue field edge of the flag.



The properly folded flag should resemble a cocked hat.



20.00

REGULATION NAME: **CLASS STRUCTURE AND DUTIES**

PURPOSE: **TO PROVIDE A STRUCTURE TO FACILITATE TEAMWORK AND LEADERSHIP**

EFFECTIVE DATE: **AUGUST 2, 1998 (Revised December 11, 2019)**

20.00 CLASS STRUCTURE:

Each Recruit class will have the following designated positions assigned by the Recruit Training Officers.

A. Class Sergeant

B. Squad Leaders

C. Guide

D. Colors Squad

20.01 DUTIES OF THE CLASS SERGEANT, SQUAD LEADERS, AND GUIDE:

The Class Sergeant, Squad Leader, and Guide positions exist to provide assistance to the Academy staff in the day-to-day operations of the Academy. Recruits holding these assignments are of equal rank to all other Recruits. However, while carrying out the tasks of their positions, they are delegated the limited authority which is spelled-out in this chapter. Individual Recruits who are given these temporary assignments must be willing to take on a leadership role, additional work, and responsibilities of their respective positions. The Class Sergeant, Squad Leader, and Guide positions is an opportunity for individual Recruits to display their personal Honor, Duty, Integrity, Courage, Discipline, Compassion and leadership skills to their fellow Recruits.

20.02 DUTIES OF CLASS SERGEANT DURING MORNING FORMATION:

The Class Sergeant will bring the formation to “Attention” and will assist the RTO during inspections. The Class Sergeant will act as a scribe by noting any deficiencies, penalties, or commendations in the Daily Activity Report.

A. Insure individual Recruits document in their notebooks when they have been assigned memorandum(s), uniform deficiencies, or penalties.

B. Insure the daily Recruit roster has been signed by each Recruit and turned in with the morning paperwork.

20.03 AFTER THE FIRST FORMATION OF THE DAY, THE CLASS SERGEANT SHALL:

A. On orders from the RTO, march the class to the classroom, order Recruits to stand-by to be seated, seat the class in unison, and then allow Recruits to adjust their chairs.

B. Assist the Academy instructor as needed.

20.04 DURING THE TRAINING DAY, THE SERGEANT WILL:

A. Call the Recruit class to attention when Academy staff or an RTO enters the classroom.

B. On orders from the RTO, move the class outdoors to the formation site.

C. Assist the RTO or Academy staff as needed to accomplish Academy training needs.

D. Portray a positive role model in building and maintaining the morale of the Academy class.

E. Assume personal responsibility for the actions and behavior of the entire Academy class.

20.05 AT THE END OF THE CLASS DAY, THE CLASS SERGEANT WILL:

A. If the Colors are still flying, conduct ceremonies per written procedures to retire the Colors.

B. While in formation announce to the Academy class the Learning Domain to be covered and the uniform of the day for the next class meeting.

C. Ensure that all Recruits attendance hours are correct. Compile a list of all Recruits who have been assigned memorandums for the next class day.

D. Dismiss the class on orders from the RTO, instruct the Academy class to verbally announce the class motto and then dismiss the class.

E. Ensure that all equipment has been put away properly and the classroom is left in a neat and orderly manner. Lock and secure the classroom.

20.06 DUTIES OF THE SQUAD LEADERS:

A. Squad Leaders shall render all possible assistance to the Class Sergeant in carrying out the various tasks of that position.

B. Squad Leaders shall pass-on messages, instructions, and special requests between the Class Sergeant and the members of their squads.

C. Squad Leaders shall assume personal responsibility for their squad members and render all reasonable help to the members of their squads who, despite honest effort, are having difficulty with meeting the Academy standards.

D. Squad Leaders are responsible for reviewing the spelling, content, and format of all written documents/memorandums turned in by the members of their squad. After reviewing a written document, the Squad Leader will print in the top right hand corner of the memorandum their ID # in the "Reviewed by" box. The Squad Leader shall use black ink for any corrections and turn in all corrected memorandums the same day they were submitted. The corrected memorandums shall be turned into the RTO in the brown Squad folders.

20.07 PRIOR TO THE FIRST FORMATION OF THE DAY, THE SQUAD LEADERS SHALL:

A. Prepare their squad for inspection.

B. Report all absences and tardies from their squad to the Class Sergeant.

C. Review and collect all written assignments due from the members of their squads and submit them in their brown Squad folders.

D. Report to the Class Sergeant members of their squad who failed to submit their assigned written work.

E. Portray a positive role model in building and maintaining the morale of their squad.

20.08 PRIOR TO THE FIRST FORMATION OF THE DAY, THE GUIDE SHALL WRITE OR DELIGATE:

A. Write in the upper left corner of the front dry erasable board the title of the Learning Domain(s) and number(s), instructor's name(s) and RTO's name(s). Write the quote of the day on the upper left corner of the front dry erasable board.

B. Submit the Daily Activity Report the next day to RTO for his/her review with the morning paperwork.

C. Report to the TAC office at 0755 sharp, knock three times and state "Sir (or Ma'am) Recruit Smith reporting with the morning paperwork and requesting the Guidon Sir (or Ma'am)" Turn in the brown Squad folders with the morning paperwork and obtain the Guidon Pennant from the RTO.

D. At 0800 sharp instruct all Recruits to double time to the formation site and fall-in by squads.

20.09 <u>BEFORE, AFTER AND AT EACH CLASS BREAK FORMATION, THE GUIDE SHALL:</u>

A. Obtain the Guidon Pennant prior to leaving the classroom.

B. Announce "Guidon coming through" and be the first Recruit marching out of the classroom. Double time to the formation site with the Guidon pennant and take-up the Guide position in the first squad at normal interval to the first squad leader's right shoulder, holding the Guidon staff upright.

C. Be the first Recruit marching into the classroom and announce "Guidon coming through."

D. Immediately after entering the classroom, post the Guidon.

E. Assist the Academy instructor with the distribution of class handouts.

F. In the absence of the Class Sergeant, the Guide will assume responsibility of the Academy Class and appoint a temporary Guide.

20.10 <u>AT THE END OF THE CLASS DAY, THE GUIDE WILL:</u>

A. Return the Guidon Pennant to the TAC office.

B. Request from the RTO the brown Squad folders. If needed, the Guide may ask the RTO or Academy Coordinators questions or clarification regarding the Academy schedule, training, uniform of the day, equipment needs, etc.

C. Return all written documents/memorandums to the respective Recruits for rewrites, corrections, signatures, etc.

21.00

REGULATION NAME: **CLASS AWARDS**

PURPOSE: **TO RECOGNIZE SPECIAL ACHIEVEMENTS OF INDIVIDUAL PERFORMANCE IN THE ACADEMY TRAINING**

EFFECTIVE DATE: **AUGUST 2, 1998 (Revised December 11, 2019)**

REGULATION: **THE FOLLOWING AWARDS WILL BE RECOGNIZED AT GRADUATION FOR INDIVIDUALS WHO MEET THE CRITERIA LISTED**

21.00 TITLE

21.01 CLASS VALEDICTORIAN:

The Valedictorian is that Recruit in each class with the highest overall class performance in five key training areas (academic exams, firearms, physical fitness, scenarios and report writing).

21.02 LEADERSHIP AWARD:

The Leadership Award recipient is selected by their peers on the basis of:

- Leadership skills demonstrated as class sergeant
- Level of efforts devoted toward the benefit of the Recruit class

21.03 LEIGH HORN MEMORIAL AWARD:

The Most Improved Recruit is selected by a vote of Academy staff based on the following criteria:

- During the course, the Recruits overall range of development and improvement is the greatest of any Recruit in the class, i.e., development from below standards to standard or better or from standard to above standard or outstanding work performance.
- By the end of the course, the Recruit's work performance is standard or better in all areas.

21.04 SANTA BARBARA COUNTY SHERIFF'S ASSOCIATION LEO ORTEGA MOST INSPIRATIONAL RECRUIT AWARD:

The class determines this award. A Recruit is selected by a majority vote of the Recruits on the basis of who was most motivating and inspirational during the Academy training.

21.05 REPORT WRITING AWARD:

This award is for the Recruit who achieves the highest accumulated grade point average of the crime reports.

21.06 SCENARIO AWARD:

This award is for the Recruit who achieves the highest total score for the scenario exams.

21.07 FIREARMS AWARD:

This award is for the Recruit who demonstrates the highest total handgun only range points.

21.08 PHYSICAL FITNESS AWARD:

This award is for the Recruit who achieves the highest total physical training points (POST Work Sample Test Battery test and 4 PT Assessment tests)

21.09 CALIFORNIA ASSOCIATION OF POLICE TRAINING OFFICERS (CAPTO) ACADEMIC AWARD:

This award is for the Recruit with the highest overall POST examinations points (90%) and academy LD quiz scores (10%).

21.10 INTERNATIONAL FOOTPRINT ASSOCIATION SCHOLARSHIP

This award is provided by application. A representative of the IFA will make a presentation during the Academy to outline the specific requirements.

21.11 EVOC and ARCON AWARDS

These awards are for the Recruits displaying the best skills in driving and arrest and control. These awards are selected by the course instructors.

21.12 STAFF RECOGNITION BY ACADEMY CLASS

Recruits are not permitted to provide gifts directly to any Academy staff member for recognition or appreciation without being approved by the Academy Director.

22.00

REGULATION NAME: **COLLEGE CREDITS**

PURPOSE: **TO EXPLAIN THE AWARDING OF COLLEGE CREDITS FOR ACADEMY RECRUITS**

EFFECTIVE DATE: **MARCH 30, 2004 (Revised October 13, 2020)**

REGULATION: **COLLEGE CREDITS MAY BE AWARDED FOR ALL COURSE WORK WITHIN THE ACADEMY**

22.00 TITLE

22.01 BASIC LAW ENFORCEMENT ACADEMY

A. Full-time Academy Recruits who successfully complete the Academy receive 20.0 units of elective credits for LE 321 (10) and LE322 (10).

Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution

BP 3430 PROHIBITION OF HARASSMENT

The Allan Hancock Joint Community College District ("District") is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation of any person, or because he or she is perceived to have one or more of the foregoing characteristics, or because he or she associates with persons with those characteristics.

The District seeks to foster an environment in which all employees feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct.

Any individual who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in Administration Regulation 3430. Supervisors, Managers and Administrators are required to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all terms and conditions of employment, including but not limited to, hiring, assignment, promotion, disciplinary action, layoff, recall, transfer, leaves of absence, training opportunities and compensation.

To this end the Superintendent/President or designee shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Superintendent/President or designee shall establish procedures that define harassment on campus. The Superintendent/President or designee shall further establish procedures for employees and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, and agents.

References: Education Code Sections 212.5; 66252; 66281.5;
Government Code 12950.1;
Title VII of the Civil Rights Act of 1964, 42 U.S.C.A. § 2000e. 5 CCR 59320 et seq.

Adopted: 9/8/15

(This is a new policy recommended by the Policy and Procedure Service)

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3430 PROHIBITION OF HARASSMENT

The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

Definitions
General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

> **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.
>
> **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting,

lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

Environmental: A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or

- submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Examples: Harassment includes, but is not limited to the following misconduct:

- **Verbal:** Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's protected status, including but not limited to sex. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation of a sexual nature; or sexist, patronizing or ridiculing statements that convey derogatory attitudes about a particular gender.
- **Physical:** Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures.
- **Visual or Written:** The display or circulation of offensive sexually oriented or other discriminatory visual or written material. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.
- **Environmental:** An academic or work environment that is permeated with racially or sexually-oriented talk, innuendo, insults or abuse not relevant to the subject matter of the class or activities on the job. A hostile environment can

arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. An environment may be hostile if unwelcome sexual behavior or other harassing behavior based on a protected status is directed specifically at an individual or if the individual merely witnesses unlawful harassment in his/her immediate surroundings. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Academic Freedom

To the extent the harassment policies and procedures are in conflict with the District's policy on academic freedom (see BP 4030 titled Academic Freedom), the harassment policies and procedures shall prevail. If the faculty member wishes to use sexually explicit materials in the classroom as a teaching technique, the faculty member must review that use with an administrator to determine whether or not this violates the sexual harassment policy.

Also see BP/AP 3410 titled Nondiscrimination as well as AP 3435 titled Discrimination and Harassment Investigations

References: Education Code Sections 212.5, 44100, and 66281.5;
Title 5, Sections 59320 et seq.;
Title IX, Education Amendments of 1972;
Title VII of the Civil Rights Act of 1964 (42 U.S. Code Section 2000e)

Approved: 4/10/18

Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution

BP 3550 DRUG-FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

The District is committed to providing its employees and students with a drug-free workplace and campus environment. The District shall be free from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The Allan Hancock College substance abuse program emphasizes prevention and intervention through education. The dissemination of current and accurate information enables the students, officers, and employees to be better informed. Educational programs shall provide relevant courses, seminars, and lectures, and student services shall focus on providing guidance and referral for those affected by alcohol or substance abuse. Coordination shall be effected with educational agencies and with appropriate community organizations.

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on Allan Hancock College property, during any college-sponsored field trip, activity or workshop, and in any facility or vehicle operated by the college.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The Superintendent/President shall assure that the District distributes annually to each student and employee the information required by the Drug-Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

As a condition of employment, employees must notify the District within five (5) days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies which require this drug-free policy within 10 days after receiving notice of a workplace drug conviction.

References: Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g;
34 Code of Federal Regulations Sections 86.1 et seq.;
Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

Adopted: 6/16/87 (8992)
Revised: 6/16/89 (3140)
Revised: 11/21/89
Revised: 8/21/90
Revised: 9/10/96
Revised: 6/13/17

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3550 DRUG FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

The District is committed to providing its employees and students with a drug free workplace and campus environment. It emphasizes prevention and intervention through education.

Prohibition of Drugs
The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

As a condition of employment, employees must notify the District within five days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten days after receiving notice of a workplace drug conviction.

References: Drug Free Schools and Communities Act Amendment of 1989;
20 U.S. Code Section 1145g;
34 Code of Federal Regulations 86.1 et seq.;
Federal Drug-Free Workplace Act of 1988;
41 U.S. Code Section 702

Approved: 5/9/17

Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4250 PROBATION, DISMISSAL, AND READMISSION

Probation
A student shall be placed on academic probation if he or she has attempted a minimum of 8 semester units of work and has a grade point average of less than a "C" (2.00 GPA).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 8 semester units and the percentage of all units in which the student has enrolled, for which entries of "W," "I," "NC," and “NP” were recorded exceeds 50 percent.

A student who is placed on probation may submit an appeal in accordance with procedures to be established by the Superintendent/President.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.00 GPA or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of "W," "I," "NC," and “NP” drops below 51 percent.

Dismissal
A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.00 GPA ~~1~~.in all units attempted in each of three consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of "W," "I," "NC," and “NP” are recorded in at least three consecutive semesters exceeds 50 percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative procedures. Dismissal may be postponed and the student continued on probation if the student shows significant improvement (2.00 GPA or higher) in academic achievement.

Readmission
A student who has been dismissed may request reinstatement after sitting out one primary semester (fall or spring).

Readmission may be granted, denied, or postponed according to criteria contained in administrative procedures.

The Superintendent/President shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

References: Education Code Section 70902(b)(3);
Title 5 Sections 55030-55034

Adopted: 6/14/16

(This is a new policy)

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4250 PROBATION

Students enrolled at Allan Hancock College are required to maintain a specific level of academic and progress performance to be in good scholastic standing. This performance is based on the provision of Title 5 of the California Code of Regulations and the Governing Board of Allan Hancock College. If a student cannot meet minimum academic standards after attempting at least 8 semester units, he/she will be placed on a probationary status. Allan Hancock College identifies two types of probation: academic and progress probation. Students on academic and/or progress probation will be assisted by faculty in the counseling department to regain good standing and ensure academic goal completion.

Academic Standing Definitions

Good Standing

Allan Hancock College requires students to meet the minimum standards to be in good standing. Good standing is achieved when a student meets or exceeds a 2.0 cumulative grade point average (GPA) and completes more than 50% of his/her cumulative units with a letter grade (A, B, C, D, or F) or P (pass).

Academic Probation

Academic probation occurs when a student has attempted at least 8 semester units at Allan Hancock College and has earned below a 2.0 cumulative GPA. He/she will be placed on academic probation after semester grades are final.

First Academic Probation
A student is placed on first academic probation when his/her cumulative GPA is below a 2.0. If the student enrolls for another semester, as a first academic probation student, the following may occur at the end of the semester:

- **Possible Outcome 1:** The student's cumulative GPA meets or exceeds a 2.0.
  Result: The student regains good standing.

- **Possible Outcome 2:** The student's cumulative GPA is below a 2.0.
  Result: The student is placed on second academic probation. A student on second academic probation will lose priority registration privileges, and Board of Governors (BOG) fee waiver eligibility.

Second Academic Probation
A student is placed on second academic probation when his/her cumulative GPA is below a 2.0 for two consecutive semesters. At this level, the student is restricted to 9 units. If

the student enrolls for another semester, as a second academic probation student, the following may occur at the end of the semester:

- **Possible Outcome 1:** The student's cumulative GPA meets or exceeds a 2.0.
  Result: The student regains good standing.

- **Possible Outcome 2:** The student's cumulative GPA is below a 2.0 for two consecutive semesters.
  Result: Being unable to meet the college's minimum academic standards is a serious matter; as a result, the student is dismissed from the college and required to sit out for the subsequent primary semester, including summer if dismissed after spring. If the student wishes to return, he/she is required to proceed with the reinstatement process.

Progress Probation
Progress probation occurs when a student has attempted at least 8 semester units at Allan Hancock College and has not completed more than 50% of his/her cumulative units with a letter grade (A, B, C, D or F) and P (pass), he/she will be placed on progress probation after semester grades are final.

First Progress Probation
A student is placed on first progress probation when he/she has not completed more than 50% of his/her cumulative units with a letter grade (A, B, C, D or F) and P (pass). If the student enrolls for another semester, as a first progress probation student, the following may occur at the end of the semester:

- **Possible Outcome 1:** The student completes more than 50% of his/her cumulative units.
  Result: The student has regained good standing.

- **Possible Outcome 2:** The student does not complete more than 50% of his/her cumulative units.
  Result: The student is placed on second progress probation. A student on second progress probation will lose priority registration privileges.

Second Progress Probation
A student is placed on second progress probation when he/she has not completed more than 50% of his/her cumulative units. At this level, the student is restricted to 9 units. If the student enrolls for another semester, as a second progress probation student, the following may occur at the end of the semester:

- **Possible Outcome 1:** The student completes more than 50% of his/her cumulative units.
  Result: The student has regained good standing.

- **Possible Outcome 2:** The student does not complete more than 50% of his/her cumulative units for two consecutive semesters.
  Result: Being unable to meet the college's minimum academic standards is a serious matter; as a result, the student is dismissed from the college and required to sit out for the subsequent primary semester, including summer if dismissed after spring. If the student wishes to return, he/she is required to proceed with the reinstatement process.

Notification of Probation

Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. An email notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic and/or progress probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

If the percentage of a student's recorded entries of "W," "I,", "NC" and "NP" exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

At the end of the third semester on which the student is on academic and/or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

Probationary Letter

The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

Notification of Academic Standing

Once grades are finalized at the end of each semester, all students are notified via myHancock email of his/her academic standing.

References: Title 5 Sections 55030, 55031, 55032, 55033, and 55034

Approved: 5/10/16
Revised: 12/13/16

ALLAN HANCOCK COLLEGE

BP 5140

Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services

BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Students Programs and Services (DSPS) Program, referred to as the Learning Assistance Program (LAP) shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

LAP services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, necessary accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling, and academic counseling.

No student with disabilities is required to participate in the LAP Program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Superintendent/President shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Superintendent/President shall assure that the LAP Program conforms to all requirements established by the relevant law and regulations.

The District cannot grant a course substitution or waiver that is inconsistent with Title 5 regulations nor can it ensure that a course substitution or waiver granted by the District will be accepted by another institution.

A student with a verified disability shall follow the necessary accommodations procedures set forth in the administrative procedures. If necessary accommodations are not met to the satisfaction of the student, he/she may seek to resolve the complaint by following the formal discrimination complaint procedure, Board Policy and Administrative Procedure 5530 Student Rights and Grievances.

References: Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq. and 56027;
Rehabilitation Act of 1973, Section 504
Americans with Disabilities Act of 1990, Title II, and the ADA Amendments Act of 2008 (ADAAA)

Adopted: 10/15/96
Revised: 7/14/15
Revised: 7/11/17

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5140 DISABLED STUDENT PROGRAMS AND SERVICES (DSPS) known locally as the LEARNING ASSISTANCE PROGRAM (LAP)

The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes, programs and services.

Access

The Chief Business Officer or designee maintains a plan and procedures to assure equal access to facilities and equipment at all campus locations. The Chief Information Officer or designee maintains a plan and procedures to assure equal access to electronic and information technology, instructional programs, and information at all campus locations. The Chief Student Services Officer or designee maintains a plan and procedures to assure equal access to instructional programs, student activities, and educational support services at all campus locations.

Due Process

The District policy statement covering nondiscrimination on the basis of a disability will be disseminated to students through the catalog, the District web site, and publications.
The Chief Student Services Officer or designee will maintain a Student Rights and Grievance procedure for students enrolled in a District program who wish to file a grievance to resolve allegations of discrimination based on a disability. This procedure will be disseminated to students through the schedule of classes, catalog, publications, and the District web site. The ADA/504/508 Compliance Coordinator maintains a plan for impartially responding to the student grievance procedure that outlines the District's obligation to provide necessary accommodations for students with disabilities.

Standards

The LAP Director or designee maintains a plan and procedures that address standards for delivery of programs and services for students with disabilities.

Service Provision

The LAP Director or designee maintains a plan and procedures which include, but are not limited to:

- Mission, philosophy, and purpose
- Long-range goals, short-term objectives

- Action plan, program, evaluation
- Definition of disability, limitation, and eligibility
- Verification of disability
- Availability of support services and instruction
- Suspension of services
- Academic Accommodation Plan (AAP)
- Requests for academic accommodations
- Requests for auxiliary aides
- Requests for personal service attendants
- Requests for course substitutions and waivers
- Staffing
- Procedure for timely response to accommodation requests involving academic adjustments which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee
- Student rights and responsibilities
- Academic Accommodation Plan (AAP) that is developed by an LAP Counselor or Specialist in consultation with the student
- Advisory committee

Student Rights
The LAP Director or designee maintains a plan and procedures for informing students of their rights as a student with a disability. The LAP Director or designee maintains a plan and procedures for maintaining disability-related student records.

Procedure to Request Necessary Accommodations
A student with a verifiable disability may request academic adjustments/necessary accommodations including, but not limited to, extension of time for tests, alternative environments for testing, and alternative methods of course delivery. Allan Hancock College cannot grant a course substitution or wavier that is inconsistent with Title 5 regulations nor can it ensure that a substitution granted by the college will be accepted by another institution.

Students requesting accommodations are required to complete an LAP application for services and schedule an appointment with the appropriate specialist or LAP counselor. The specialist or LAP counselor will meet with the student to review disability documentation and current functional limitations. If deemed appropriate by the specialist, and based on available resources, students who do not have prior documentation may be referred for an internal assessment to determine the presence of a learning or psychological disability. All students with documented disabilities will meet with the specialist or LAP counselor to develop an Academic Accommodation Plan (AAP). The specialist will determine and document whether or not request(s) for specific academic accommodations are reasonable and assure delivery of necessary accommodations in a timely manner.

Course Substitution or Waiver

The District recognizes that a disability may preclude a student from completing AA or AS degree or program certificate course requirements in the same manner expected of non-disabled students. The District also recognizes the need to accommodate students without compromising a disabled student's course of study or degree, and without compromising the integrity of the college's programs.

The District intends for all of its graduates to master the competencies required by Title 5 and to complete the courses required for an AA or AS degree or a program certificate. The District recognizes that most disabilities which preclude a student from completing a course can be overcome by altering the method of course delivery and providing a combination of appropriate accommodations, such as tutorial assistance, auxiliary aids, test accommodations, or other reasonable accommodations.

For some disabled students, such accommodations will not be sufficient to enable them to complete a specific course of study. For these students, a course substitution or waiver will be considered. If a student with a verified disability has attempted to complete the course and has demonstrated that receiving extra help with a required course or altering the means of delivery of that course is insufficient to enable him/her to complete the course, or if the student can show that his/her disability is of such magnitude that any attempt at completing the course would be futile, the student may request a course substitution or waiver using the following procedure:

Step 1 The student will submit a completed Course Substitution or/Waiver form to the chairperson of the appropriate department.

Step 2 The chairperson of the department will review the petition and determine if a course substitution or waiver of program requirement(s) is appropriate and approve or disapprove the petition.

Step 3 If the student is not satisfied with the decision of the department chairperson and wishes to pursue the matter further, the student will submit the petition to the Course Substitution or/Waiver Committee (CSWC). This committee is composed of the Chief Student Services Officer (who will chair the committee), two faculty members appointed by the Academic Senate, and one student appointed by the ASBG. The CSWC will hold a hearing to review the petition within 15 regular session days of receiving the student's petition. If additional days are needed, the Superintendent/President may authorize an extension beyond the time limit of 15 days. If additional time is needed by the CSWC or the student, the Superintendent/President may grant an extension of time beyond the 15 day limit. The student and appropriate department representative(s) shall attend the hearing. The committee may request the attendance of resource persons, if needed.

Step 4 This committee will review the student's petition and make recommendation to substitute a course for a required course only if the committee determines that the content of the required course can be reasonably met with another

course (substitution) and that the student has no chance of successfully completing the required course even with all the accommodations the college can offer. A waiver will only be considered when the student has no chance of successfully completing the required courses and there are no viable alternatives as determined by the CSWC.

Step 5 Within five regular session days, or as soon as practical after the hearing, the chairperson of the CSWC will submit the CSWC's recommendations based on its findings to the superintendent/president. A copy of the recommendations will be forwarded to the student and the department chairperson.

Step 6 Within ten regular session days, or as soon as practical after receiving the written recommendation(s) of the CSWC, the Superintendent/President will issue a decision.

Student's Grievance Rights

If the issue is not resolved to the satisfaction of the student, the student has a right to file a formal complaint concerning any allegation of failure to comply with the laws, regulations, and procedures as set forth in Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 1974), Title 5, and the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008 (ADAAA). Complaints shall be processed through the existing college formal discrimination complaint procedures in AP 5530 titled Student Rights and Grievances.

LAP Advisory Committee

The purpose of the advisory committee is to assist the college in developing and maintaining effective extended opportunity programs and services. The LAP Advisory Committee shall meet at least once during each semester.

References: Title 5 Sections 56000 et seq. and 56027;
Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008 (ADAAA); Rehabilitation Act of 1973, Section 504

Approved: 10/15/96
Revised: 6/16/15
Revised: 6/13/17

Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services

BP 5500 STANDARDS OF STUDENT CONDUCT

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/ President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The Standards of Student Conduct and disciplinary procedures shall be made widely available to students through the college catalog and other means.

References: Education Code Sections 66300, 66301, and 72122;
WASC/ACCJC Accreditation Standards I.C.8 and 10

Adopted: 3/17/15
Revised: 7/10/18

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5500 STANDARDS OF STUDENT CONDUCT

Definitions: The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Encouraging, attempting, assisting, and soliciting another to do any act, which would subject a student to expulsion, suspension or other discipline pursuant to this procedure and related policy.
6. Causing or attempting to cause damage to District property or to private property on campus.
7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law, on or off College premises, of the person or property of any member of the College community or members of his/her family or the threat of any such physical abuse at any College authorized or governed activity.

11. Engaging in intimidating conduct, bullying, or hazing against another student, staff or faculty through words or actions, including direct physical or verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
12. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
13. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel, or failure to identify oneself or furnishing false identification for just cause when requested to do so by College officials acting in the performance of their duties.
14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of District facilities.
16. Computer related crimes or unauthorized, abusive, or violation of the District's acceptable use policy or procedure including violations of software licensing agreements.
17. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
18. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the college, including, but not limited to, any of the following: (1) Intentional touching of another person's intimate parts without that person's affirmative consent or other intentional sexual contact with another person without that person's affirmative consent; (2) Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's affirmative consent; and (3) Rape, which includes penetration, no matter how slight, without the person's affirmative consent of either of the following: (A) the vagina or anus of a person by any body part of another person or by an object; (B) the mouth of a person by a sex organ of another person.
19. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the college, including, but not limited to, any of the following: (1) Prostituting another person; (2) Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without the person's affirmative consent; (3) Distributing images, including video or photograph or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not affirmatively consent to the disclosure and objected to the disclosure; and (4) Viewing, another person's sexual activity, intimate body parts, or nakedness in a place where that person would have reasonable expectation of privacy, without that person's affirmative consent, and for the purpose of arousing or satisfying sexual desire.
20. Committing sexual harassment as defined by law or by District policies and procedures, which may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, that

is sufficiently severe, persistent or pervasive to limit the ability of a member of the college community (student, faculty, staff) to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

21. Stalking or repeatedly following or harassing another person through conduct composed of a series of acts that seriously alarm, annoy, torment, or terrorize in a manner that threatens to place that person in reasonable fear for their safety or the safety of their immediate family
22. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises,
23. Violations of Board policies, administrative procedures, or campus regulations including, but not limited to, campus regulations concerning student organizations, use of District facilities, gambling and hazing.
24. The use of any electronic listening or recording device in a classroom or learning environment without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids or academic adjustments to disabled students.
25. Presentation of academic work through fraudulent or deceptive means in order to obtain credit for this work. Academic dishonesty includes but is not limited to:

Cheating - failure to observe the expressed procedures of an academic exercise, including but not limited to:

- Unauthorized use of commercial "research" services which are not the student's own work.
- Providing information to others without instructor's permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.
- Unauthorized communication with fellow students during a quiz or exam.
- Copying material from another student's quiz or exam.
- Permitting another student to copy from a quiz or exam.
- Permitting a person to take a quiz, exam, or similar evaluation in lieu of the enrolled student.
- Using unauthorized materials, information, or study aids (e.g., textbook, notes, data, images, formula list, dictionary, calculator, etc.) in any academic exercise or exam.
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise or exam.
- Unauthorized use of another person's data in completing a computer or lab exercise.
- Using computer and word processing to gain access to alter and/or use unauthorized information.
- Altering a graded exam or assignment and requesting that it be re-graded - submission of altered work after grading, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain credit.

Fabrication - falsification or invention of any information in an academic exercise, including but not limited to:

- Fabricating or altering data to support research.
- Presenting results from research that was not performed--submitting material for lab assignments, class projects or other assignments, which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student.
- Crediting source material that was not directly used for research.
- Falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.

Fraud, Misrepresentation, Lying - intentionally making an untrue statement or deceiving including but not limited to:

- Checking into a District class, lab, center or other District resource with the intent to deceive the instructor, staff, or the college.
- Checking in or checking out of a District class, lab, center or other District resource for another student.
- Using another student's District identification card for use in a class, lab, center or other District resource.

Plagiarism - the presentation of another's words, images or ideas as if they were the student's own, including but not limited to:

- Stealing the written, oral, artistic, or original works or efforts of others and presenting them as one's own.
- The submission of material, whether in part or whole, authored by another person or source (e.g., the internet, book, journal, etc.), whether that material is paraphrased, translated or copied in verbatim or near-verbatim form without properly acknowledging the source (it is the student's responsibility to cite all sources).
- The submission of material rewritten, in part or whole, by another person that results in the loss of the student's original voice or ideas (i.e. while an editor or tutor may advise a student, the final submitted materials must be the work of the student, not that of the editor or tutor).
- Translating all or any part of material from another language and presenting it as if it were the student's own original work.
- Unauthorized transfer and use of another person's computer file as the student's own.
- Unauthorized use of another person's data in completing a computer exercise.

Facilitating Academic Dishonesty - assisting another to commit an act of academic dishonesty, including but not limited to:

- Taking a quiz, exam, or similar evaluation in place of another person.
- Allowing one student to copy from another.
- Attending a course posing as another student who is officially registered for that course.
- Providing material or other information (e.g., a solution to homework, a project or other assignments, a copy of an exam, exam key or any test information) to another student with knowledge that such assistance could be used to violate any other sections of this procedure.
- Distribution or use of notes or recordings based on college classes without the express written permission of the instructor for purposes other than individual or group study; this includes, but is not limited to, providing materials for distribution by services publishing class notes (This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media).

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

References: Education Code Sections 66300, 66301, 72122, 76030, and 78907
WASC/ACCJC Accreditation Standards I.C. 8 and 10

Approved: 2/17/15
Revised: 6/12/18

Allan Hancock Joint Community College District
Board Policy
Chapter 6 – Business and Fiscal Affairs

BP 6541 REPORTING INJURIES

All student injuries will be immediately reported on District Accident Report Forms by the instructor, or if the student is sent to the Health Office, by the Nurse. The report will be turned in to the Administrative Services Office or the Health Office immediately.

All injuries to District employees while in a duty status will be reported immediately to the Administrative Services Office.

Adopted: No date
Revised:

(Replaces Board Policy 8980)

NOTES:

ALLAN HANCOCK COLLEGE

LAW ENFORCEMENT ACADEMY

CORE VALUES

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ALLAN HANCOCK COLLEGE

LAW ENFORCEMENT ACADEMY

CORE VALUES

As an Allan Hancock College Academy Recruit, you have been required to look up and write the dictionary definitions of these Six Core Values. This is not assigned to you as harassment, punishment or as a mere exercise. Over the next several months, you will be repeatedly asked to recite one or all of these Core Values and state their definitions. You will be asked to apply them to real and hypothetical situations. Failure will result in immediate and somewhat unpleasant consequences for you. This will be done not only because it is critical to your survival as an American Law Enforcement Professional, but more importantly, because it is vital to our survival as a society!

Therefore, you are cautioned not to begin this assignment as a mere memorization and recitation exercise; rather you are urged to internalize these values as your own and reflect on them throughout your career.

I. *Honor:* 1. One deserving of esteem or respect. 2. Reputation. 3. Personal integrity. 4. To confer distinction upon one deserving. Who you ARE at your core; what you stand for; essentially your moral or ethical reputation or standing in the eyes of others.

**less than 100 years ago people would die rather than tolerate a challenge to their "honor" –dueling*

II. *Duty:* 1. Something that a person ought to, or must do. 2. Moral obligation. 3. A service, action or task assigned, such as military service or law enforcement. 4. Something one has given an oath to do (sworn officers) or perform.

**instinct to protect the weak from predators, the innocent from deception, the peaceful from violence, to protect lives and property and protecting everyones Constitutional rights to liberty, justice and equality.*

III. ***Integrity:*** 1. Strict adherence to a high moral standard, value or code of conduct. 2. Personal honesty and independence from peer pressure; desire to be liked or popular, a reverence for the law.

**Trustworthy, Honesty: testimony in court under oath, custody of evidence entrusted to you. (Stealing, cheating, or lying as an officer would destroy your integrity; your word is your value. Once your credibility is compromised, you are washed up as a cop.)*

IV. ***Courage:* 1. The ability to face danger in spite of fear.

*However, there is a difference between physical courage and *moral* courage; not always the absence of fear, BUT, proper/courageous *action* in spite of fear.

**there is no place for cowardice in law enforcement, it is still a termination offense in most agencies. It doesn't mean you are never afraid, rather, it means you perform your duty in the face of danger, in spite of your fears.*

V. ***Discipline:* 1. Training intended to elicit a specific pattern of behavior **OR** character; 2. Behavior that results from such training.

**External vs. internal discipline. Self-Discipline is the key to a good officer. The academy begins with external discipline, but, overtime; you should INTERNALIZE it to become self-disciplined. This is the goal of Academy discipline.*

VI.
Compassion: 1. Active sympathetic concern for the suffering of another, (i.e. mercy.) 2. Respect for differences; cultural, gender, religious, ethnic, sexual orientation, etc.

**Compassion differs from sympathy, in that it compels one to take action to relieve the suffering of another.*

**Ignorance is the major obstacle to developing compassion for others who are different from you! It is NOT their responsibility to educate you or to change their behavior. Rather, as a law enforcement professional, it is YOUR responsibility to educate yourself, to eradicate your own ignorance and respect those you have sworn to serve and protect.*

ALLAN HANCOCK COLLEGE

LAW ENFORCEMENT TRAINING PROGRAM

ALLAN HANCOCK COLLEGE
PUBLIC SAFETY TRAINING CENTER
LOMPOC, CALIFORNIA

INSTRUCTOR AND STUDENT SAFETY POLICY FOR SKILLS COURSES BASIC COURSE

3010-00100-00-000

October 1, 2020

CHAPTER 1
ALLAN HANCOCK COLLEGE BASIC COURSE GENERAL SAFETY GUIDELINES

1 - Application of Guidelines

These guidelines are intended to apply to the training environment as opposed to actual law enforcement operations in the field. Their purpose is to maximize the safety of all participants engaged in or observing manipulative skills training. Training participants may be students, instructors, training staff, role players, observers or other personnel authorized to be present at the training site.

These guidelines represent the collective input of subject matter experts in establishing best practices for reducing or preventing reasonably foreseeable injuries in manipulative skills training. It is expected that staff and students will follow the requirements and recommendations contained within these guidelines or demonstrate an alternative method, practice, means, device, or process that will provide equal or superior safety.

2 - Safety Policies and Procedures

California Code of Regulations §1052 *Requirements for Course Certification* requires that each training presenter of POST-certified courses involving manipulative skills training shall implement a formal written safety policy. Safety policies and procedures must minimally address:

Rules of safety and conduct.

- General rules applicable to all AHC's courses and training sites.
- Course specific rules applicable to the training topic.
- Site specific rules applicable to the training site.
- Reporting and handling injuries.
    - Minor injuries.
    - Major injuries.
- Ratios of instructional staff to students.
- Name, location, and phone number of nearest emergency medical facility for each training site.

Safety policies shall list the physical address of each training site associated with the course.

Safety policies and procedures shall be clearly communicated prior to each training session.

- Instructors shall be fully knowledgeable of the specific safety guidelines that pertain to their course prior to the commencement of training.
- Students shall be made aware of all applicable safety rules and conditions for the course they are participating in. Rules should be clearly posted.

- Students who are using unfamiliar facilities should be made aware of local rules, conditions, and facility requirements.

Allan Hancock College Law Enforcement Training will supply, in written form, the facility rules to each student.

- AHC will have each student sign an acknowledgment of receipt prior to the commencement of training.

3 - Training Site Characteristics

Risk of student injury increases when training occurs in inappropriate or inadequately equipped locations. Allan Hancock College has designed a training facility that minimizes student injury and increase student safety.

The various training sites are large enough to provide students and staff with the space needed to safely perform the training activity or task involved and easily exit in the event of an emergency.

- Details of each training site will be listed in site specific policies.

Staging areas are designated to accommodate persons who are not actively involved in a specific training exercise.

- Staging areas are clearly designated and have drinking water, rest rooms, a fully equipped first aid/trauma kit and AED (Automated External Defibrillator) readily accessible.
- Staging areas are situated as to provide protection from hazards associated with the specific training taking place (e.g., firearms, chemical agents).

Adequate emergency lighting shall be provided at the site of any nighttime training.

- Nighttime training mandates a heightened safety awareness. It is important to provide for either permanent or portable lighting equipment capable of illuminating staging areas and any point where an emergency could occur.

Lighting and ventilation are key factors in the selection of indoor facilities suitable for strenuous physical activity.

The layout of each site enables instructors to immediately stop action when a safety breach is observed, or other problem occurs.

Restrooms and drinking water are readily available during training sessions.

Appropriate safety procedures are established for offsite training activities.

Outdoor training activities shall always consider environments that could harbor hazardous wildlife and/or poisonous vegetation.

4 - Facility and Site Inspections

Staff and instructors shall routinely inspect training facility and site conditions so that potential safety hazards can be detected and corrected before instruction.

- Special attention should be given to ensure that site-specific factors have not unexpectedly changed to the point that it might present a safety issue.

- Many manipulative skills training activities warrant the daily inspection of the facility or site. These inspections shall be completed before students are permitted to commence exercises. For example:
    - All obstacle courses (driving, motors, fitness, tactical, etc.) shall be inspected for hazards prior to each use.
    - Scenario or event simulation training sites shall be inspected for hazards prior to each use.

5 - Controlling Access

Manipulative skills training are held in facilities and sites with controlled access to ensure that uninvolved individuals and vehicles do not present a safety hazard.

- Classrooms, gyms and other indoor training facilities have restricted access to prevent unauthorized entry.
- Outdoor training sites have a reasonably contained perimeter to prevent unauthorized entry. (warning signs, fencing, assignment of stationary observers, natural barriers, or a combination of any of these).
- It is important that all persons near certain training facilities (firearm ranges, etc.) be aware of the activities that occur there. Signs or other indicia are posted conspicuously and far enough away to provide a wide margin of safety.
- Training sites are accessible to EMS and other emergency vehicles.

6 - Instructor Qualifications

As used in this guideline, the term "instructor" refers to the person or persons who are responsible for the delivery of instruction or presentation of course curricula.

- California Code of Regulations §1070 *Minimum Training Standards for Instructors of POST-Certified Specialized Training* requires that all instructors of POST-certified specialized training shall meet specified minimum training standards prior to instructing in the specialized subject. Instructors for the following subjects, whether a stand-alone course or as a specialized subject taught within a larger course, shall meet the instructor training course requirements delineated in section 1070(b).
    - Arrest and Control Techniques
    - Baton/Impact Weapons
    - Chemical Agents
    - Defensive Tactics
    - Driver Training
    - Driver Training – Simulator
    - Electronic Weapons
    - Firearms
    - First Aid / CPR
    - Force Options Simulator
    - Less Lethal Weapons
    - Physical Training

- The instructor training requirements specified in subsection 1070(b) may be satisfied through an equivalency evaluation performed by the employing presenter. This equivalency process is described in subsection 1070(c).
- Instructors of non-1070 specified training subjects shall be appropriately qualified, based upon their specific topic related training, experience, education, certification, and instructional ability.
    - The determination of an instructor's eligibility to teach will be made jointly by the presenter and POST.

- Instructors should keep current on recent advances within the field, emerging safety issues and instructional practices applicable to their discipline.
    - This could include networking with other instructors.
    - Instructors are encouraged to participate in periodic instructor update courses, skills refresher training and other forms of continuing professional education.

7 - Instructor–To–Student Ratios

AHC shall establish an appropriate instructor-to-student ratio for each course involving manipulative skills training to ensure adequate supervision of the students.

- An instructor-to-student ratio that provides adequate supervision of students in training is essential to ensure student safety.
    - The ratio shall be objectively reasonable under the given training circumstance.
    - Ratios may vary depending on the specifics of the training activity, the relative danger to the student, and the student's experience level.
    - The ratios shall allow the instructor to adequately observe student participation while being alert for activities that present potential for student injury.
    - The ratio shall be sufficient to enable the instructor to immediately stop action when a safety breach is observed, or other problem occurs.
    - The degree of supervision necessary for students standing by is different from the level of supervision required for students actively engaged in a training exercise.
    - Instructor-to-student ratios are not intended to be absolute and may differ depending on the particular training experience.
    - Instructional staff are those persons who exercise functional supervision over students while engaged in training. This may include the lead or principal instructor, assistant instructors, course coordinators, range masters or other personnel titles.
- An increased instructor-to-student ratio may be appropriate for introductory training, as opposed to refresher, advanced or instructor-level training.
- Certain training activities suggest the need for a higher level of student supervision and control. The instructor-to-student ratio shall reflect this.
    - Some training activities entail an inherently greater element of risk and ratios shall be adjusted accordingly.
    - The instructor-to-student ratio shall be increased when students are required to demonstrate manipulative skills that involve a greater potential for injury.

Factors to consider when evaluating appropriate instructor-to-student ratios include:

- The inherent risks of the training activity involved.
    - Level of intensity, pace, hazards, and potential for injury.

- Focus of course, experience level of the students and their familiarity with the material.
    - Introductory, refresher, advanced, instructor-level.
- Experience level of the instructors.
- Facility or site-specific factors.
    - The layout or design of some training facilities may influence reasonable instructor-to-student ratios (Line of sight impediments, etc.).

The following high-risk training activities suggests the need for intense student supervision and may require instructor-to-student ratios as low as one to one.

- Tactical or moving courses of fire.
- Pursuit driving, Code 3 response and PIT maneuvers.
- Defensive Tactics requiring complex movements with an increased degree of risk; e.g., takedowns, ground fighting techniques, etc.
- Application of electronic weapons.
- Deploying a diversionary device.

8 - Presentation Guidelines

AHC staff and instructors retain primary responsibility for the safe conduct of training.

- Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
- Instructors shall maintain an appropriate level of supervision over students at all times.
    - Instructors shall consistently maintain a professional atmosphere during training and ensure that students abide by all established safety rules.
    - Certain high-risk activities suggest the need for instructors to closely monitor student conduct.
    - Professional behavior and self-control by students are fundamental to overall student safety.
    - All students shall be reminded of the importance of not altering or improvising scenarios.
- Instructors shall adhere to the approved lesson plan.
    - Unplanned changes, substitution or improvisation of curricula may invite unwarranted risk to students.
    - Additions or changes in course content shall be carefully evaluated and appropriately reviewed by the presenter before a course begins.
    - Significant changes in course content which impact the expanded course outline must be submitted to POST for approval prior to instruction.
- Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.
- Instructional staff engaged in manipulative skills training shall be easily identifiable.
    - The use of distinctive clothing, vests, headgear, armbands, etc., by all instructors is suggested for this purpose.

9 - Review and Reemphasize Safety Rules

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

- The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
    - Frequent and repetitive reminders of task-specific safety instruction is essential to avoid injuries.

- Where possible, safety rules should be posted in a conspicuous location so students can quickly and regularly review the correct procedures.

- Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
    - A review of the overall expectations of an exercise, a scenario walk-through, or other type of briefing will enhance safety and positively impact the training experience.
    - This practice becomes critical for exercises where coordinated activity among students is required.
    - The intent of this guideline is to ensure safety by providing the student with a general understanding of what may occur, not to inhibit the value of training experiences that expose a student to an "unknown" situation.

- Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
    - Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.

10 - Means of Communication

- The training staff shall ensure that emergency communications (phone, radio, or other means) are readily available at all training sites.
- Each training facility or site shall have a communications process or system capable of clearly transmitting instructions to all participants.
    - The communications process or system shall be enough to stop action and ensure that verbal commands are clearly understood. Means of communication may include the use of loudspeakers/bullhorns, lights, flags, whistles, horns, or hand signals.

11 - Physical Performance Requirements

Students in poor physical condition at the time of training have an increased potential for injury.

- Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards.
    - This information shall be included in the course announcement and description.
    - Course-specific examples of the types of physical tasks required shall be provided.

  - The intent of this guideline is to promote student self-assessment as to whether they are sufficiently fit to participate in rigorous, strenuous physical exercise and meet the program's physical demands.

- A physical fitness assessment or test of students, prior to training, may be appropriate for certain courses to determine if a student will be able to safely participate.

Students shall be asked to indicate if they have any injuries or pre-existing medical restrictions that may affect their ability to safely participate in training, and if they need reasonable accommodations.

- Students shall report medical conditions, injuries, or physical limitations that can potentially affect their ability to perform safely. Although an instructor cannot make a medical judgment as to student fitness, it is appropriate to ask students if they are injured or otherwise limited before training begins.
- The intent is to promote student self-assessment as to whether their ability to participate in rigorous, strenuous physical exercise and meet the program's physical demands is questionable.

Instructors shall be alert to students who demonstrate inadequate physical conditioning. A student shall be required to provide evidence of medical fitness for training if the instructor has doubts as to the student's ability to perform safely.

- Responsibility for student safety and the decision as to whether a student should participate in training rests with the presenter.
- When doubt exists as to the student's ability to perform safely, presenters shall exclude the student from training. Evidence of an adequate fitness level shall include a medical clearance from a physician, or an attestation by the student's employing agency that such a medical clearance has been obtained.

AHC may be asked to provide reasonable accommodations for injuries or pre-existing medical restrictions that could affect a student's ability to participate in training.

- A reasonable accommodation is an interactive process to determine what, if any, modifications are possible that would allow the individual to safely participate in training.
- No accommodation need be made if the accommodation would:
  - Eliminate an essential component of training or testing.
  - Fundamentally alter the training curriculum.
  - Create an undue hardship.
  - Not allow the student to perform the activity safely, even with the accommodation.
- See the *Job Accommodation Network*, *California Department of Fair Employment and Housing*, or *U.S. Equal Employment Opportunity Commission* for more information on providing reasonable accommodation.

Instructors shall be aware of physical fatigue factors that affect the ability of the student to perform safely.

- Certain training activities are inherently tiring. Instructors shall be aware that long periods of training, environmental conditions, or other factors may fatigue students and increase injury potential.
- The physical condition or fatigue of the student, the climatic conditions (i.e., extremes in heat and cold), the type of terrain, and other environmental factors such as air quality, can affect the capabilities and safe performance of participants.
    - All these factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.

12 - Equipment

Minimum standards for clothing, footwear, and personal equipment shall be established for students participating in manipulative skills training.

- Instructors shall conduct a pre-training inspection of student clothing and personal equipment prior to their participation in the training program to eliminate potential safety hazards.
    - This affords the opportunity for the instructor to check for inadequate, unauthorized, unserviceable, or defective equipment.
    - The wearing of loose or excessive jewelry during exercises should be prohibited since it may create a hazard to the student.
    - Long hair should be adequately secured as to not create a hazard to the student.

Instructors shall conduct a pre-training inspection of all presenter supplied training equipment to ensure that it meets minimum standards.

- Periodic inspection of training equipment is fundamental to student safety. Equipment that is deemed unsafe or unserviceable shall not be utilized in training.
- It is essential that all equipment receive any required maintenance and service prior to the beginning of training.
- Shared training equipment such as mats, weights, etc. shall be cleaned on a regular basis to minimize exposure to biohazards or airborne particulate matter.

13 - First Aid, Trauma Care and Other Emergency Supplies

A fully equipped first aid/trauma kit shall be readily accessible at each individual training site.

- First aid/trauma kits shall include supplies for the emergency treatment of injuries associated with the training activity or site. For example:
    - First aid/trauma kits at firearms ranges should include pressure bandages, hemostatic dressing and other related trauma care supplies for the emergency treatment of gunshot wounds.
    - Items such as insect repellant, sunscreen, or splint materials may be appropriate for certain types of search and rescue courses.
    - First aid kits shall be inspected on a regular basis to ensure items removed have been replenished, and outdated items replaced.

An AED (Automated External Defibrillator) shall be readily accessible at each individual training site.

A fire extinguisher should be readily accessible during any training course or exercise where a fire hazard may exist.

- The fire extinguisher type and size should be appropriate for the kind of fire hazard anticipated.
- Regular inspection of any fire extinguisher shall occur to ensure proper functionality (fully charged), and expiration status.

14 - Injury Prevention

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

- This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
- Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
- Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Instructors of defensive tactics, arrest control techniques, lifetime fitness, physical agility training, and similar physically demanding programs are encouraged to pursue advanced First Aid, CPR and AED training, as well as specialized training in exercise science and related subjects.

- Close attention shall be given to recognizing symptoms of:
    - Heat and cold related illnesses.
    - Respiratory and cardiac emergencies.
    - Muscle strains, tears, fractures, and dislocations.
    - Other illnesses related to intense physical activity such as “Rhabdo” (Rhabdomyolysis).
- Training in exercise physiology, cardiovascular endurance development, kinesiology, and related subjects will provide instructors with the background necessary to reduce injuries to students.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

- These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
    - Frequent rest and water breaks may be necessary.

Presenters shall consider the weather conditions and the type of training to be conducted.

- Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
- Excessive heat or high humidity could suggest a reduction in instructional intensity.
    - Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
    - The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
- Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
- Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

- Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

Instructors shall follow recognized training principles in the delivery of manipulative skill training to minimize the potential for accidents and injuries.

- Tactical training, physical conditioning and other manipulative skills are generally best taught by first describing the skill, then demonstrating it, and finally having the student perform it at a reduced speed until some proficiency is achieved. These same instructional principles apply to obstacle courses and related test events.

15 - Response to Injuries

Students shall be required to immediately report any injury to the instructional staff.

Certain injuries may necessitate an immediate stop action to any training activities. In case of an injury requiring emergency medical assistance, 9-1-1 shall be called immediately.

At least one member of the instructional staff, or other person, either directly involved in the training event or immediately available at the training site, shall be trained in first aid, CPR and AED.

Specific procedures in the event of an injury or medical emergency shall be identified and communicated.

- Specify the name, location, and phone number of the nearest emergency medical facility for each training site and post this information in a conspicuous place.
- Establish notification procedures.
    - Appropriate notifications may include the training center director, academy director, training coordinator, etc.

    - Other notifications may include student emergency notification information, agency notification requirements, school/college required procedures, etc.
- Establish reporting protocols.
    - Investigate and complete an accident/injury report using the appropriate reporting format specific to the presenter's jurisdiction or agency.
    - Determine if the accident/injury necessitates a report to the local risk management entity, Cal/OSHA or similar regulatory agency.
    - The appropriate POST Regional Consultant shall be notified in writing within 5 business days when an injury requiring more than basic first aid occurs during training.
        - Basic Course presenters shall make their notification directly to the POST Basic Training Bureau.
- Protocols shall specify procedures for return-to-training medical releases following a student injury.
    - Students who sustain an injury which requires treatment by a physician shall obtain a medical release before they are authorized to resume training.
    - In cases where a student loses consciousness, an evaluation shall be sought from a competent medical authority before the student is allowed to return to training.
- Instructional staff shall conduct an after-action review of the incident to ensure that any hazardous conditions or other causal factors are identified and repeat accidents are avoided.
    - Presenters should consider conducting an annual audit of any training related injuries. Audits can serve a number of purposes, including; promoting accountability, identifying risk, evaluating controls, and ensuring the efficient and effective delivery of training.

16 - Notification to Outside Law Enforcement Agencies

The realism inherent to many training scenarios can create the erroneous impression that a real crime or emergency is occurring or that the students are on-duty officers conducting actual operations and need assistance.

- Consideration should be given to notifying allied law enforcement agencies that may operate in areas adjacent to the training site.
- In the event there are residents or other uninvolved persons in the affected vicinity who could possibly see or hear the events, the posting of perimeter personnel, appropriate signage, or passing out flyers could reduce complaints and reduce risk of mishaps.

CHAPTER 2
LD35 - FIREARMS TRAINING
SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of the firearms testing safety rules and guidelines will be provided to each instructor and student. The instructor will discuss and review the firearms safety rules and guidelines with the Academy students.

Prior to the start of class, the firearms instructors will conduct a pre-training safety inspection of all firearms and safety equipment to be used during training or testing. Prior to active live fire training or testing, the primary firearms instructor will discuss the four firearms safety rules and safety guidelines at the beginning of each class session. All students are responsible for adhering to all safety rules and guidelines during firearms training. The first violation of any firearms safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for firearms training.

All students shall receive orientation training on the principles of firearms safety, cleaning procedures, disassembly, reassembly, safety inspections, and fundamental marksmanship skills prior to live fire training sessions.

Academy staff and students shall adhere to all rules and guidelines governing the safe operation of firearms training pursuant to Allan Hancock College's Policies and Procedures and the California Commission on Peace Officers Standards and Training "Guidelines for Student Safety in Certified Courses."

Any safety concerns identified by a student shall be immediately brought to the attention of any Academy staff member or firearms instructor.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: *Each training session involving the use of firearms will develop specific safety rules specific to that range location. The guidelines will consider the safety needs related to the specific firearms training goal and live-fire exercises. The firearms instructor will post the Academy' Four Firearms Safety Rules at the range training site. The firearms instructor(s) will review the safety rules and guidelines prior to each training session and will continually watch all students and staff to insure they are following all safety rules and guidelines.*

3. TRAINING SITE CHARACTERISTICS

The principal Academy range is located at

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 9
Lompoc, CA 93436

The lecture portion of the class will occur in an air conditioned AHC Academy classroom #5-120. All live fire training and testing sessions will be held at the Shooting Range, Building 9. Prior to use by the Academy students, the Academy Coordinator or their designee will inspect the range facility for any safety hazards.

The shooting range is a fully baffled 20 (5-foot) lanes x 100-yard range offering state of the art features such as; wireless target controls, multiple lighting effects, full-trap containment and lead recovery, air circulation and filtration, interactive pneumatic targets, vehicle access to range, integrated, sound system, armory room, weapons vault, cleaning counter and multiple storage rooms.

1. The first 25 yards of the range is a concrete pad and the remaining 75 yards of the range is decomposed granite.
2. The range is equipped with Total Containment Trap, designed be Action Target. Range facility managers are aware of and abide by EPA and Cal/OSHA standards for lead removal and range maintenance.
3. The range facility ventilation system conforms to all EPA and Cal/OSHA standards.
4. The range has 2 designated safe zones with bleachers for students. One is located well behind the 100-yard line to receive instruction, eat lunch and clean firearms. The second is located at the 50-yard line during general training for ammo storage and magazine reloading.
5. The range has drinking water, eye/hand wash basin for decontamination, and two non-gender designated restrooms which are located in the safe zone. Additional restrooms are located outside, next to classroom entrance.
6. The range has a landline telephone and firearms instructors also bring their cell phones to all range days.
7. The range is equipped with lighting for night time shooting, target assessment and to confirm all personnel are off the firing line.
8. An electronic public address system is used to give verbal commands between the firearms instructor and the students who are on the firing line.
9. A portable first aid/gun trauma kit and AED are maintained in the range facility.
10. The range has a flag pole and red flag posted during, plus an IN USE lighted sign to indicate the range is “hot” and that a live fire training session is taking place.
11. When conducting firearms training in the Academy classroom 5-120, the following rules shall be adhered to:
    a. Prior to being issued a firearm, the students shall have received the POST LD-35 Firearms lecture on firearms safety. This training shall include proper firearms inspection procedures to determine whether or not a firearm is in a “safe” condition and the procedures to render a firearm “safe” if it is loaded.

b. Prior to any firearm being issued to a student, the Academy staff member or firearms instructor will verify the status of each firearm. The Academy staff member or firearms instructor shall visually and physically check each firearm by locking the slide of the firearm in the "open" position, check the chamber, and magazine well to verify there is no ammunition in the firearm.
c. If the firearms training requires the use of magazines, each magazine shall be inspected by an Academy staff member or their designee to ensure the magazine followers are visible and there is no ammunition in the magazines. The magazine inspection will be performed prior to the magazines being issued to a student and taken into the classroom.
d. Immediately upon receipt of a firearm from an Academy staff member or firearms instructor, each student shall visually and physically verify the status of the firearm by insuring the action is open, the magazine well is empty, and the chamber is clear to ensure there is no ammunition in the firearm.
e. Whenever dry fire firearms practice is conducted outside the range facility, dry fire targets shall be attached to the brick wall on the training compound.

4. FACILITY AND SITE INSPECTIONS

1. The range shall be inspected for hazards prior to and during training. Any hazards found shall be immediately reported to academy staff and remedied before live fire training can continue.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The range is contained Building 9 located in a secure and isolated area.
2. The range facility free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions.
3. The facility can be locked while in use to prevent accidental entry.

6. INSTRUCTOR QUALIFICATIONS

1. All Firearms instructors will have successfully completed a POST approved Firearms Instructor course as outlined in California Code of Regulations 1070.
2. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training.
3. Range instructors should have a broad, general knowledge of firearms.
4. Range instructors shall repeatedly test students on the basic firearms safety rules.
5. All instructions and demonstrations shall be at the basic recruit level and not at the advance officer level.
6. Range instructors shall be hypervigilant regarding range safety and report any violation to the lead range instructor or academy staff.
7. Range instructors shall conform to all applicable EPA and Cal/OSHA standards for range maintenance and cleanup to avoid potential health hazards.

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with firearms training, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

1. Classroom session: 1/40
2. Static, "on line" training: 1/5
3. Tactical, "move and shoot" training: 2/1

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
2. Instructors shall maintain an appropriate level of supervision over students at all times.
3. Instructors shall adhere to the approved lesson plan.
4. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.
5. Demonstrations at the range will be designed for the basic shooter and not for advanced officer training.
6. During live fire exercises, a specific safe area shall be designated by the firearms instructor for non-shooting students. The safe area shall be sufficient distance away from the live fire shooting area to provide a wide margin of safety. Academy staff and students shall wear eye and ear protection while engaged in shooting or while in the immediate vicinity of the firing line.
7. Students shall be given an orientation on the prescribed courses of fire and given the opportunity to practice each course of fire prior to testing. Students shall be notified, in advance, when they will be testing for firearms qualification. Students must demonstrate a pattern of overall proficiency and competency as required by each testing criteria in the eight test areas on the POST Required Evaluation Test form.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. All students are required to recite (from memory) the four basic range safety rules at the beginning of each range session.

    - **Treat every firearm as if it were loaded.**
    - **Always point your firearm in a safe direction.**
    - **Keep your finger off the trigger and outside the trigger guard, until you are on target and ready to fire.**
    - **Be sure of your target, background, and anything downrange.**

2. All students are required to read and sign a comprehensive Academy range procedures and firearms safety rules contract.

3. If students leave the facility for a lunch break, a weapons inspection shall occur before training resumes.
4. Before any Academy firearm is issued to a student, each firearm is inspected by a POST certified firearms instructor to insure there is no ammunition in the firearm.
5. Firearms shall be inspected by range staff prior to the training day.
6. Students are aware that violation of the range safety policy can result in the immediate removal from the range and dismissal from the basic course.
7. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
8. Safety rules are posted in a conspicuous location so students can quickly and regularly review the correct procedures.
9. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
10. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
    a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
11. Always wash hands thoroughly after shooting any firearm to remove any lead residue.
12. Any behavior deemed unsafe by a firearms instructor or Academy staff member will be grounds for removal from the range and no credit given for that training day.
13. Never load any firearm on the firing line unless commanded to do so by a firearms instructor. Loading magazines is permissible behind the firing line.
14. Never dry practice behind the firing line unless you are training with a firearms instructor.
15. Never talk to anyone on the firing line, unless you are instructing, being instructed, or working as a range staff member.
16. In case of a firearm malfunction, keep the firearm pointed down-range, clear the malfunction and continue the course of fire.
17. Always keep the muzzle pointed down-range and never load a firearm unless the muzzle is pointed down range.
18. Never lay a firearm down without unloading it and locking the slide in the “open” position.
19. Looking through the chamber, visually check the barrel of a firearm for any obstruction before firing. Heavy grease is considered an obstruction.
20. While on the firing line all handguns shall remain in the holster and snapped until instructed by a firearms instructor to remove the firearm.
21. Never fire a succeeding shot following a malfunction of a cartridge, wait until a firearms instructor has examined the firearm. In the case of defective “squib” cartridge, the report will not be normal. The gun will be pointed towards the target area for a period of ten seconds to allow for the possibility of a delayed fire.
    a. At such time, the gun should be unloaded and the muzzle checked for obstructions.
22. Never approach the target area until receiving a voice command from a firearms instructor.

23. Never permit the muzzle of a firearm to touch the ground. If the muzzle touches the ground, do not fire the firearm until the barrel has been checked for dirt or debris obstructions. Only a firearms instructor is authorized to check the end of the barrel.
24. Never handle, point, or look over the sights of any firearms handed to you without first opening the action of the firearm and checking the chamber to be sure it is not loaded. Always check the firearm twice; the first time to see if it is unloaded and the second time to verify you were right the first time.
25. Students will never carry any handgun while cocked.
26. All firearms safety rules and guidelines must be strictly adhered to and will be enforced at all times. To help prevent accidents and/or injuries the strictest discipline will be maintained by all students at all times while on the firing ranges. Carelessness behavior and/or failure to follow directions of any type will not be tolerated during firearms training. Any Academy staff member, firearms instructor, or range staff member can remove a student from the firing line or the range itself for any unsafe practices or violations of firearms safety rules and guidelines. The student will not receive any credit given for that training day.
27. Any "horse play," practical jokes, or other immature/inappropriate behavior deemed so by an Academy staff member, firearms instructor or range staff will be grounds for removal from the range and no credit given for that training day.
28. Students not participating in training shall be separated from those students involved in the training. Students shall remain under supervision of staff.

10. <u>MEANS OF COMMUNICATION</u>

Training sites are equipped with a landline telephone and direct radio communication with academy staff.

1. The telephone is equipped the ability to receive emergency notifications via campus police.
2. Each class using the facility maintains a two-way radio for communication with academy staff.

Instructors shall ensure that all students understand rules and procedures prior to commencement of training.

11. <u>PHYSICAL PERFORMANCE REQUIREMENTS</u>

1. Instructors shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards
3. Instructors will determine if any student has an injury or illness prior to the start of training.
4. Instructors will consider weather conditions if training is to be conducted outside.

12. <u>EQUIPMENT</u>

1. Students are required to wear their ballistic vests, eye and ear protection at each range training session. This includes while off line and in the mandatory safety zone.
2. Students are told to bring sun block, insect repellant, their uniform ball cap, over the ankle boots, jackets, adequate drinking water, and a lunch.

3. Students shall wear appropriate clothing (uniform or tactical gear). Students shall not wear red.
4. All firearms instructors are required to wear red polo style shirts or red jackets so that they are visible to the students.
5. Sponsored students shall bring their agency issued firearm unloaded and in a locked box to the range.
6. All students shall only use presenter approved holsters.
7. All firearms will either be loaded and unloaded on the firing line or at the designated loading and unloading containment box(s) at the range.
8. Academy staff will issue all independent students their Academy semiautomatic handgun at each range training session and retrieve it at the end of training.
9. Academy staff is responsible for issuing all Academy handguns and ammunition to each of the range training session.
10. If steel targets are used at a range, they must be at a minimum of 15 yards away from the firing line and angled away from the shooter to reduce risk of splash back.
11. Reactive targets used in shotgun training are wrapped in ballistic panels to reduce the danger of ricochets.
12. Eye and hand protection are required while disassembling and cleaning firearms.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

1. The first aid trauma kit and portable AED is located at the range.
2. On range days, an emergency vehicle is staged for transportation if necessary.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

1. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
2. Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
3. Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
    a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
    a. Excessive heat or high humidity could suggest a reduction in instructional intensity.

b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

Instructors shall follow recognized training principles in the delivery of manipulative skill training to minimize the potential for accidents and injuries.

1. Tactical training, physical conditioning and other manipulative skills are generally best taught by first describing the skill, then demonstrating it, and finally having the student perform it at a reduced speed until some proficiency is achieved. These same instructional principles apply to obstacle courses and related test events.

15. <u>RESPONSE TO INJURIES</u>

In the event of an injury during firearms training, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**
5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300**.
7. <u>The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.</u>
8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.

9. All independent students transported via ambulance will have their emergency contact (as listed on their "AHC Emergency Notification" form) notified by Academy staff, as soon as possible.
10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. **NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES**

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the "Safety Rules and Guidelines" for firearms training. I agree to abide by these safety rules and guidelines during all Academy firearms training.

_____ _____

Print Name Signed Student ID # Date

CHAPTER 3
LD35 - LESS LETHAL MUNITIONS TRAINING SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of the less lethal munitions safety rules and guidelines will be provided to each instructor and student. The instructor will discuss and review the less lethal munitions safety rules and guidelines with the Academy students.

Prior to the start of class, the firearms instructors will conduct a pre-training safety inspection of all firearms and safety equipment to be used during training or testing. Prior to active live fire training or testing, the primary firearms instructor will discuss the four firearms safety rules and safety guidelines at the beginning of each class session. All students are responsible for adhering to all safety rules and guidelines during firearms training. The first violation of any firearms safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for firearms training.

All students shall receive orientation training on the principles of firearms safety, cleaning procedures, disassembly, reassembly, safety inspections, and fundamental marksmanship skills prior to live fire training sessions.

Academy staff and students shall adhere to all rules and guidelines governing the safe operation of firearms training pursuant to Allan Hancock College's Policies and Procedures and the California Commission on Peace Officers Standards and Training "Guidelines for Student Safety in Certified Courses."

Any safety concerns identified by a student shall be immediately brought to the attention of any Academy staff member or firearms instructor.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: *Each training session involving the use of firearms will develop specific safety rules specific to that range location. The guidelines will consider the safety needs related to the specific firearms training goal and live-fire exercises. The firearms instructor will post the Academy' Four Firearms Safety Rules at the range training site. The firearms instructor(s) will review the safety rules and guidelines prior to each training session and will continually watch all students and staff to insure they are following all safety rules and guidelines.*

3. TRAINING SITE CHARACTERISTICS

The principal Academy range is located:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 9
Lompoc, CA 93436

The lecture portion of the class will occur in an air conditioned AHC Academy classroom #5-120. All live fire training and testing sessions will be held at the Shooting Range, Building 9. Prior to use by the Academy students, the Academy Coordinator or their designee will inspect the range facility for any safety hazards.

The shooting range is a fully baffled 20 (5-foot) lanes x 100-yard range offering state of the art features such as; wireless target controls, multiple lighting effects, full-trap containment and lead recovery, air circulation and filtration, interactive pneumatic targets, vehicle access to range, integrated, sound system, Armory Room, cleaning counter and multiple storage rooms.

1. The first 25 yards of the range is a concrete pad and the remaining 75 yards of the range is decomposed granite.
2. The range facility ventilation system conforms to all EPA and Cal/OSHA standards.
3. The range has a designated safe zone with bleachers for students located well behind the 100-yard line to receive instruction, eat lunch and clean firearms.
4. The range has drinking water, eye/hand wash basin for decontamination, and two gender designated restrooms which are located in the safe zone.
5. The range has a landline telephone and firearms instructors also bring their cell phones to all range days.
6. The range is equipped with lighting for night time shooting, target assessment and to confirm all personnel are off the firing line.
7. A portable electronic public address system is used to give verbal commands between the firearms instructor and the students who are on the firing line.
8. A portable first aid/gun trauma kit and AED are maintained in the range facility.
9. The range has a flag pole and red flag posted during, plus an IN USE lighted sign to indicate the range is “hot” and that a live fire training session is taking place.
10. The range is contained Building 9 located in a secure and isolated area, free from pedestrians, onlookers and outside distractions.
11. The range shall be inspected for hazards prior to and during training. Any hazards found shall be immediately reported to academy staff and remedied before live fire training can continue.
12. The impact area will be down range towards the containment trap area.
13. Props used shall be constructed to minimize danger.
    a. Staff shall ensure that firing and deflection angles do not compromise the safety of students or other personnel.
    b. Students/staff shall be encouraged to report ricochet hazards to the instructor.

4. FACILITY AND SITE INSPECTIONS

1. The range shall be inspected for hazards prior to and during training. Any hazards found shall be immediately reported to academy staff and remedied before live fire training can continue.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The range is contained Building 9 located in a secure and isolated area.
2. The range facility free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions.
3. The facility can be locked while in use to prevent accidental entry.

6. INSTRUCTOR QUALIFICATIONS

1. All Firearms instructors will have successfully completed a POST approved Firearms Instructor course as outlined in California Code of Regulations 1070.
2. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training.
3. Range instructors should have a broad, general knowledge of various less lethal munitions and deployment devices.
4. Range instructors shall repeatedly test students on the basic firearms safety rules.
5. All instructions and demonstrations shall be at the basic recruit level and not at the advance officer level.
6. Range instructors shall be hypervigilant regarding range safety and report any violation to the lead range instructor or academy staff.
7. Range instructors shall conform to all applicable EPA and Cal/OSHA standards for range maintenance and cleanup to avoid potential health hazards.

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with firearms training, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

1. Classroom session: 1/40
2. Static, “on line” training: 1/1

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
2. Instructors shall maintain an appropriate level of supervision over students at all times.
3. Instructors shall adhere to the approved lesson plan.
4. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.
5. During live fire exercises, a specific safe area shall be designated by the firearms instructor for non-shooting students. The safe area shall be sufficient distance away from

the live fire shooting area to provide a wide margin of safety. Academy staff and students shall wear eye and ear protection while engaged in shooting or while in the immediate vicinity of the firing line.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. All students are required to recite (from memory) the four basic range safety rules at the beginning of each range session.

    - **Treat every firearm as if it were loaded.**
    - **Always point your firearm in a safe direction.**
    - **Keep your finger off the trigger and outside the trigger guard, until you are on target and ready to fire.**
    - **Be sure of your target, background, and anything downrange.**

2. All students are required to read and sign a comprehensive Academy range procedures and firearms safety rules contract.
3. Before any Academy firearm is issued to a student, each firearm is inspected by a POST certified firearms instructor to insure there is no ammunition in the firearm.
4. Firearms shall be inspected by range staff prior to the training day.
5. Students are aware that violation of the range safety policy can result in the immediate removal from the range and dismissal from the basic course.
6. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
7. Safety rules are posted in a conspicuous location so students can quickly and regularly review the correct procedures.
8. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
9. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
    a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
10. Always wash hands thoroughly after shooting any firearm to remove any lead residue.
11. Any behavior deemed unsafe by a firearms instructor or Academy staff member will be grounds for removal from the range and no credit given for that training day.
12. Never load any firearm on the firing line unless commanded to do so by a firearms instructor.
13. Never dry practice behind the firing line unless you are training with a firearms instructor.
14. Never talk to anyone on the firing line, unless you are instructing, being instructed, or working as a range staff member.
15. In case of a firearm malfunction, keep the firearm pointed down-range, clear the malfunction and continue the course of fire.

16. Always keep the muzzle pointed down-range and never load a firearm unless the muzzle is pointed down range.
17. Never lay a firearm down without unloading it and locking the slide in the "open" position.
18. Looking through the chamber, visually check the barrel of a firearm for any obstruction before firing. Heavy grease is considered an obstruction.
19. Never fire a succeeding shot following a malfunction of a cartridge, wait until a firearms instructor has examined the firearm. In the case of defective "squib" cartridge, the report will not be normal. The gun will be pointed towards the target area for a period of ten seconds to allow for the possibility of a delayed fire.
    a. At such time, the gun should be unloaded and the muzzle checked for obstructions.
20. Never approach the target area until receiving a voice command from a firearms instructor.
21. Never permit the muzzle of a firearm to touch the ground. If the muzzle touches the ground, do not fire the firearm until the barrel has been checked for dirt or debris obstructions. Only a firearms instructor is authorized to check the end of the barrel.
22. Never handle, point, or look over the sights of any firearms handed to you without first opening the action of the firearm and checking the chamber to be sure it is not loaded. Always check the firearm twice; the first time to see if it is unloaded and the second time to verify you were right the first time.
23. All firearms safety rules and guidelines must be strictly adhered to and will be enforced at all times. To help prevent accidents and/or injuries the strictest discipline will be maintained by all students at all times while on the firing ranges. Carelessness behavior and/or failure to follow directions of any type will not be tolerated during firearms training. Any Academy staff member, firearms instructor, or range staff member can remove a student from the firing line or the range itself for any unsafe practices or violations of firearms safety rules and guidelines. The student will not receive any credit given for that training day.
24. Any "horse play," practical jokes, or other immature/inappropriate behavior deemed so by an Academy staff member, firearms instructor or range staff will be grounds for removal from the range and no credit given for that training day.
25. Students not participating in training shall be separated from those students involved in the training. Students shall remain under supervision of staff.

10. <u>MEANS OF COMMUNICATION</u>

Training sites are equipped with a landline telephone and direct radio communication with academy staff.

1. The telephone is equipped the ability to receive emergency notifications via campus police.
2. Each class using the facility maintains a two-way radio for communication with academy staff.

Instructors shall ensure that all students understand rules and procedures prior to commencement of training.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Instructors shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards
3. Instructors will determine if any student has an injury or illness prior to the start of training.
4. Instructors will consider weather conditions if training is to be conducted outside.

12. EQUIPMENT

1. Students are required to wear their ballistic vests, eye and ear protection at each range training session. This includes while off line and in the mandatory safety zone.
2. Less lethal weapons shall be clearly marked as such.
3. Students are told to bring sun block, insect repellant, their uniform ball cap, over the ankle boots, jackets, adequate drinking water, and a lunch.
4. All firearms instructors are required to wear red polo style shirts or red jackets so that they are visible to the students.
5. All students shall only use presenter approved holsters.
6. All firearms will either be loaded and unloaded on the firing line or at the designated loading and unloading containment box(s) at the range.
7. Eye and hand protection are required while disassembling and cleaning firearms.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

3. The first aid trauma kit and portable AED is located at the range.
4. On range days, an emergency vehicle is staged.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

4. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
5. Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
6. Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

2. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
    a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

2. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.

a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

2. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

Instructors shall follow recognized training principles in the delivery of manipulative skill training to minimize the potential for accidents and injuries.

4. Tactical training, physical conditioning and other manipulative skills are generally best taught by first describing the skill, then demonstrating it, and finally having the student perform it at a reduced speed until some proficiency is achieved. These same instructional principles apply to obstacle courses and related test events.

15. <u>RESPONSE TO INJURIES</u>

In the event of an injury during firearms training, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**
5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300**.
7. <u>The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.</u>

8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
9. All independent students transported via ambulance will have their emergency contact (as listed on their "AHC Emergency Notification" form) notified by Academy staff, as soon as possible.
10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the "Safety Rules and Guidelines" for firearms training. I agree to abide by these safety rules and guidelines during all Academy firearms training.

_____ _____ _____

Print Name Signed Student ID # Date

CHAPTER 4
LD33 - DEFENSIVE TACTICS & ARREST CONTROL TECHNIQUES SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of these safety rules and guidelines will be provided to each instructor and student and a discussion of the rules will be conducted on the first session of class. The safety rules and guidelines will be reviewed at the beginning of each class session. The first violation of any arrest and control safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for arrest and control training.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: *Each training session involving the presentation of arrest and control techniques will develop specific safety rules pertinent to that location. The guidelines will consider the needs related to the specific psychomotor skills to be presented in each training session. The arrest and control instructor(s) will review the safety guidelines prior to each training session and will continually watch all students and staff to insure they are following all safety rules and guidelines.*

3. TRAINING SITE CHARACTERISTICS

The Academy mat room #5-130 and the outdoor Academy training compound are located at:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 5
Lompoc, CA 93436

All class sessions (with the exception of impact weapons training and foot pursuit/altercation simulations which are conducted outdoors) will occur in a well-ventilated and air-conditioned classroom with interlocking Swain Judo Tatami mats. Men's and Women's restrooms are adjacent as are drinking fountains.

Both are suitable locations for Arrest and Control Tactics and impact weapon training. The location is secured and not open to the general public. Access is controlled and restricted to staff, students and invited guests.

1. The mat room has approximately 2,368 SF of indoor floor space with interlocking Swain Judo Tatami mats covering the floor space. The mats are installed to prevent "mat gap."
2. The mat surface is installed over a plywood floor, which is resting on 4-inch foam blocks positioned every two feet. This creates a "soft floor" that absorbs impact and reduces injuries.

3. The mat area allows 20 pairs of students to practice stationary techniques such as pat-down searches, handcuffing, etc. at the same time. However, more dynamic techniques, such as takedowns, grappling, etc. require that the class be divided in half, and only 7 or 8 pairs practice at one time while the other half watches.
4. The mat room has adequate lighting, is air conditioned, and is well-ventilated.
5. The Academy training compound will be utilized for baton training which has more than adequate space allowing for the full, unobstructed swing or strike radius of the impact weapon.
6. The student locker/restrooms are located adjacent to the mat room.
7. Drinking fountains are available in the corridor adjacent to the mat room and students are required to bring water bottles to class.

4. FACILITY AND SITE INSPECTIONS

1. The facility shall be inspected by staff prior to commencement of training.
2. The mats are sanitized with a specially formulated mat disinfectant and conditioner purchased for this purpose before each use by students.
3. Facility janitorial staff will disinfect mats at the end of each training day.
4. Instructors will conduct a pre-training inspection of the students, their equipment, and classroom before each class session. All physical contact sessions will utilize proper protective equipment including mouth guards, mats, FIST suit, boxing head gear, gloves, groin and chest protection, and striking pads.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The mat room and Academy training compound are generally free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions

6. INSTRUCTOR QUALIFICATIONS

1. All Arrest and Control / Defensive Tactics instructors will have successfully completed a POST approved Arrest and Control Instructor course as outlined in California Code of Regulations 1070.
2. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training.
3. All instructors shall wear red or black shirt so they can be easily identified during training.

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with arrest and control training and testing, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

1. Classroom instruction: 1/40
2. Warm-up/Cool-down exercises: 1/40
3. High risk exercises (takedowns, etc.): 1/2
4. Normal speed/real time exercises: 1/8

5. Slow/reduced speed practical exercises: 1/20
6. Testing: 1/1

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
2. Instructors shall maintain an appropriate level of supervision over students at all times.
3. Instructors shall adhere to the approved lesson plan.
4. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
2. Safety rules are posted in a conspicuous location so students can quickly and regularly review the correct procedures.
3. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
4. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
    a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
5. All students will be responsible for adhering to the following safety rules and guidelines at all times during arrest and control class sessions.
    a. Partner selection: Oftentimes a stranger is a better pick than someone from your agency or someone you know. Don't pick a partner because they're the person you came with. Pick one who is approximately the same size, weight, gender, physical fitness level, age, skill level (martial arts background), enthusiasm vs. trepidation level.
    b. Discuss preexisting injuries with your partner, be candid, and make adjustments for them, example: if they have a bad left shoulder, use their right arm for practicing a technique that puts a lot of stress on the shoulders. NOTE: If you ask the instructor a question, and they're about to demonstrate on your partner so you can see the technique being done properly, tell that instructor about your partner's injury BEFORE they apply the technique to them!

    c. No horseplay! Joking around will not be tolerated! Absolutely no self-initiated wrestling matches or "slap fights." No free-for-all mat sessions, all students are to be off the mats during breaks and are not to practice any technique without supervision and specific permission from an instructor. Experience has taught

that many of the most serious injuries suffered during Arrest and Control training sessions have occurred during the breaks while students were "playing around" rather than while performing an authorized technique or practice drill. CAUTION: You'll only be warned once and you will receive an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for arrest and control training.

d. Every technique will be done at ½ speed. No high speed or ballistic execution of techniques will be allowed. Stay with the instructor's pace of execution, don't assume what comes next, and get ahead of the "by the numbers" walk through. CAUTION: repeat violations of this rule will result in the student being removed from the mat and required to sit through that class session.
e. Maintain balance and footing while applying a technique to your partner. If you feel yourself losing balance, let go of the technique and your partner immediately.
f. Use only light pressure or torque when applying a new technique. When your partner slaps his thigh or chest (or, depending on the position you're in, slaps your shoulder) this is the "Submission" signal and you should reduce the tension, pressure or torque immediately! Do not release the technique however; it may have taken the instructor several minutes to walk/talk you into this position. Use common sense. NOTE: basic rule of thumb is to **apply** torque **slowly** and **release** it **quickly** during training.
g. Be balanced when having the technique applied to you; i.e., tolerate a little pressure or discomfort so that your partner can learn the technique properly, but…
    1. Don't be such a "wimp" that you tap before there is any pressure of discomfort…don't anticipate.
    2. Don't be so "macho" that you make your partner use too much pressure or speed to apply the technique.
    3. Don't test the technique or resist, let your partner learn the mechanics of the technique first; without the added stress of having to overcome your struggling or resisting. NOTE: many times light resistance between partners has a way of escalating through the training session until someone gets injured. You will be warned once, the second time you'll sit out the training session, and the third time you're out of the class!
h. Control your emotions: anger, fear, impatience, and ego are the most common obstacles to optimal learning. Remember, you are working with a brother/sister peace officer or student; this is not a real life and death struggle! Maintain your professional perspective. We are here to learn how to teach officers to survive on the street. Overly aggressive students or those who fail to control their temper will not be allowed to participate.
i. If you are injured or, your training partner persists in being overly aggressive, applies too much resistance -force-torque, or is a safety hazard in any way, inform the instructor and corrective measures will be taken discretely and immediately.
j. If you have any contagious infections, open wounds, rashes, fever, respiratory or intestinal flu, cold or sore throat, etc. Please warn your partner BEFORE you expose them to infection, and inform the instructor before you participate in that

class session. Most often you can sit on the sidelines that session, still learn most of the material, and resume training the next session without spreading misery to your entire class.

k. Dress appropriately. Bare feet or wrestling shoes only on the mats. No shoes that have been worn outdoors are allowed on the mats. No wrestling shoes outdoors or in the rest rooms. If you accidentally forget, spray shoes with disinfectant BEFORE getting back on the mats with them on. Wear adequate athletic support under garments as needed (men = jocks/cups; women = jog bras). Layer your clothes, you may be cold when you arrive, but you will become very warm quickly. Bring a towel and a change of dry clothes and sweat shirt/pants to wear going home. Wear clothes that do not restrict movement or that will not tear the mats (no blue jeans, slacks, button shirts or belt buckles, etc.). Long fingernails, jewelry, hairpins, hinged orthopedic braces, etc. will not be allowed on the mats.
l. Students will be required to bring a heat formed mouth guard to each class session
m. Students will be required to practice proper hygiene in regard to personal cleanliness and laundering of their clothing for all class sessions.

10. MEANS OF COMMUNICATION

Training sites are equipped with a landline telephone and direct radio communication with academy staff.

1. The telephone is equipped the ability to receive emergency notifications via campus police.
2. Each class using the facility maintains a two-way radio for communication with academy staff.
3. Instructors shall ensure that all students understand rules and procedures prior to commencement of training.

11. PHYSICAL PERFORMANCE REQUIREMENTS

The specific safety rules for arrest and control training are listed in the beginning of this document headed, "*Arrest and Control Safety Guidelines*."

1. Instructors shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards
3. Instructors will determine if any student has an injury or illness prior to the start of training.
4. Instructors will consider weather conditions if training is to be conducted outside.
5. All arrest and control training sessions shall begin with appropriate warm-up and stretching activity.
6. All arrest and control training sessions shall end with appropriate cool-down activity.
7. All techniques will be demonstrated and explained to students prior to having them perform the technique.

12. EQUIPMENT

The equipment used by the students during arrest and control training includes:

1. Students have been instructed to wear Academy BDU pants, T-shirts, athletic shoes (outdoors), wrestling shoes or socks (on the mats).
2. Students are issued individual mouthpieces which they take home and boil/fit to their upper teeth. Students are required to have these mouthpieces available for arrest and control training if needed.
3. Instructors will inspect students prior to training to ensure that they are not wearing any clothing or jewelry, and have properly trimmed their fingernails, so as not to present an injury risk to themselves or others.
4. Students are issued duty belts and training weapons; NO FUNCTIONING FIREARMS OR AMMUNITION ARE PERMITTED IN THE AREA DURING ARREST AND CONTROL TRAINING.
5. Students are issued handcuffs and keys which they use during training. However, the Academy has also purchased *training handcuffs*, which do not require a key and these are sometimes used, after students have drilled adequately in the locking, double locking, and unlocking of their handcuffs.
6. Instructors will have whistles in their possession during wrestling and boxing sessions, students are instructed to "freeze" as soon as they hear a whistle blown during these activities.
7. The Academy has purchased adjustable leather boxing headgear, with face guard bars, 16 oz. training gloves, chest, and groin protectors which the students are required to wear during boxing. These are sprayed with disinfectant prior to each student putting them on.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

1. The first aid trauma kit and portable AED is located in the RTO office which is approximately 50 feet from the mat room and is readily accessible from the mat room or to be taken to the training compound when that site is used.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

1. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
2. Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
3. Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Instructors of defensive tactics and arrest control techniques are encouraged to pursue advanced First Aid, CPR and AED training, as well as specialized training in exercise science and related subjects.

1. Close attention shall be given to recognizing symptoms of:
    a. Heat and cold related illnesses.
    b. Respiratory and cardiac emergencies.
    c. Muscle strains, tears, fractures, and dislocations.

d. Other illnesses related to intense physical activity such as “Rhabdo” (Rhabdomyolysis).

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
    a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
    a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
    b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
    c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
    d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
    e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

Instructors shall follow recognized training principles in the delivery of manipulative skill training to minimize the potential for accidents and injuries.

1. Tactical training, physical conditioning and other manipulative skills are generally best taught by first describing the skill, then demonstrating it, and finally having the student perform it at a reduced speed until some proficiency is achieved. These same instructional principles apply to obstacle courses and related test events.

15. RESPONSE TO INJURIES

In the event of an injury during arrest and control training, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor

injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300**.
7. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.
8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
9. All independent students transported via ambulance will have their emergency contact (as listed on their "AHC Emergency Notification" form) notified by Academy staff, as soon as possible.
10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W, Central Ave., Lompoc, CA (805) 735-4292.**

16. **NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES**

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the "Safety Rules and Guidelines" for Arrest and Control training. I agree to abide by these safety rules and guidelines during all Academy Arrest and Control training.

_____ _____

Print Name Signed Student ID # Date

CHAPTER 5
LD19 – DRIVER TRAINING (EVOC)
SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of the Emergency Vehicle Operation Course (EVOC) safety rules and guidelines will be provided to each instructor for review with the students. The instructor will discuss and review the EVOC safety rules and guidelines with the students.

The primary EVOC instructor will discuss the safety rules and guidelines at the beginning of each class session. All students are responsible for adhering to all safety rules and guidelines during EVOC training. The first violation of any EVOC safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for EVOC training.

Prior to the commencement of any EVOC training, the instructor staff shall advise the students of their responsibility to operate all vehicles in a safe and controlled manner at all times. Intentional misconduct which jeopardizes the safety of student(s) or instructor(s) can result in the immediate failure of EVOC training course.

Training staff, EVOC instructors, and students shall follow the Policies and Procedures of Allan Hancock College and POST Guidelines for Student Safety in Certified Courses.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT**:** *Each training session involving the use of AHC emergency vehicles will develop specific safety rules that pertain to that driving location. The safety rules and guidelines will consider the needs related to the specific emergency vehicle operations exercises. The instructors will review EVOC safety rules and guidelines prior to each training session to insure compliance by staff and students.*

3. TRAINING SITE CHARACTERISTICS

All EVOC training is held on the EVOC compound located at:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 5
Lompoc, CA 93436

The lecture portion of the class will occur in an air conditioned AHC training classroom. The practical training and testing will occur at the EVOC Compound. Prior to use by the students, the Coordinator or their designee will inspect the EVOC training site for any safety hazards

The EVOC site includes the 1.3-mile high-speed track, the collision avoidance site, the skid pan and precision driving area at the AHC Public Safety Training Complex.

1. All driving surfaces are in compliance with the City of Lompoc municipal code.
2. The 1.3 mile track is striped, has rumble strips and proper signage for varying driving conditions or restrictions.
3. The entrance to the EVOC area is controlled by a coded gate access point. Allan Hancock College Emergency Vehicle Operations Course Training signs are posted on the fence line surrounding the EVOC compound.
4. The driving track has status lights, warning of possible hazards.
5. The area has been engineered and sloped to provide proper drainage.
6. The male and female restrooms and drinking fountain are located in Building 9, which is adjacent to the EVOC compound
7. The area has running water, electrical power and adequate lighting.

4. FACILITY AND SITE INSPECTIONS

1. The facility shall be inspected by staff prior to commencement of training.
2. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
    n. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The Academy training compound is generally free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions.
2. The high-speed track has a gate access point which is closed during high speed driving.
3. EVOC staff monitors and controls access to the high-speed track.

6. INSTRUCTOR QUALIFICATIONS

1. All EVOC instructors will have successfully completed a POST approved driver training instructor course and will periodically take update courses as needed.
2. All driver training instructors must have attended a POST-certified driver training instructor course and driver awareness instructor course or their equivalent.
3. New instructors must shadow tenured driver training instructors and begin instruction only after demonstrating expertise in all phases of training.
4. Instructors shall adhere to the approved lesson plan and expanded course outline as filed with POST to ensure consistency and continuity. Instructors shall demonstrate an attitude of safety and exhibit a professional demeanor at all times.
    a. Proposed additions or changes in course content shall be reviewed by the presenter BEFORE a course begins. The presenter shall carefully evaluate the additions or changes before any approved changes are made.
    b. Changes in course content which impact the Expanded Course Outline will be submitted to P.O.S.T. for approval before implementation.

5. Instructors shall appropriately adjust instructional pace and intensity during adverse climatic conditions.
6. All staff and students shall follow the Policies and Procedures of Allan Hancock College and POST Guidelines for Student Safety in Certified Courses.
7. All instructors shall wear red shirt so they can be easily identified during training.

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with driver training, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

1. Classroom Instruction: 1/40
2. Performance driving / high speed: 1/1
3. Pursuit Intervention Technique: 1/1
4. Skid pan (Skid car): 1/2
5. Vehicle Dynamics: 1/2
6. Emergency Response / Code 3: 1/2
7. Vehicle Placement: 1/4
8. Defensive Driving: 1/4
9. Collision Avoidance and braking: 1/4

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
2. Instructors shall maintain an appropriate level of supervision over students at all times.
3. Instructors shall adhere to the approved lesson plan.
4. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
2. Safety rules are posted in a conspicuous location so students can quickly and regularly review the correct procedures.
3. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
4. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
    a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
5. Prior to active EVOC training and testing, the EVOC instructor will discuss the use of seatbelts, five-point safety harnesses and other vehicle safety equipment. The instructor

or training staff shall inspect all AHC vehicles for safety hazards or obvious mechanical defects prior to EVOC training and periodically throughout the training day. Students will also conduct vehicle safety inspections during the training and the students are graded on their ability to perform those inspections. Any mechanical problems identified will be addressed immediately by either fixing the problem or pulling the vehicle from the EVOC training exercise until the mechanical problem is corrected.

6. Vehicles will not be operated with excessively worn tires or any other mechanical defects which could impede its safe operation. A sufficient fleet of safety inspected vehicles is available if a vehicle needs to be pulled from EVOC training for an immediate repair.
7. All students enrolled in EVOC courses will be peace officers or students who are currently enrolled in the Allan Hancock Basic Law Enforcement Academy.
8. Students cannot operate any Allan Hancock College (AHC) Law Enforcement Academy motor vehicle unless they possess a valid driver's license. All students are required to submit proof of a valid driver's license along with a current DMV printout as part of the enrollment process into the Law Enforcement Academy.

10. MEANS OF COMMUNICATION

Training sites are equipped with a landline telephone, instructor cell phone and have direct radio communication with academy staff.

1. The telephone is equipped the ability to receive emergency notifications via campus police.
2. Each class using the facility maintains a two-way radio for communication with academy staff.

Instructors shall ensure that all students understand rules and procedures prior to commencement of training.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Instructors shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards
3. Instructors will determine if any student has an injury or illness prior to the start of training.
4. Instructors will consider weather conditions if training is to be conducted outside.

12. EQUIPMENT

1. Students and instructors may wear helmets during all high-speed driving EVOC exercise training and testing.
2. The vehicles utilized for driver training are "police package" vehicles equipped with heavy duty components suitable for the rigors of law enforcement use. The training vehicles are equipped as follows:
    a. Vehicles are equipped with emergency lights and internal/external sirens.
    b. Defensive driving vehicles are equipped with three-point safety belts. These vehicles are used for low speed training including all vehicle placement, defensive driving exercise, accident avoidance and braking exercises.

c. Skid pan vehicles are equipped with three-point safety belts and special skid pan tires. A patrol unit mounted onto a "SKIDCAR" platform is used for skid car training; however, there are water hydrants located around the skid pan to provide water if the skid car is not used.
    i. Car used on the skid pan will be equipped with tires that have no tread. The tire sidewalls will be painted white to indicated for skid pan use only and not to be used on any other training site.
    ii. Only certified instructors are allowed to operate the "SKIDCAR" controls while students are driving that vehicle.
d. High speed/pursuit vehicles are equipped with full roll cages and full safety harnesses.
e. Pursuit Immobilization Technique (PIT) vehicles are equipped with full roll cages, a protective bar system on the outer front and outer rear, and full safety harnesses.
f. All vehicles have a law enforcement radio. Programmed with appropriate training and emergency channels.
    i. The mobile radio allows the EVOC instructor to be in contact at all times with students. During an emergency an EVOC instructor can stop all driving activity immediately via radio.

3. All vehicles used in EVOC exercises or testing have annual safety inspections performed by a local automotive repair facility.
4. Tires are routinely changed as needed during EVOC training to insure that they are not becoming tread bare and dangerous.
5. A fire extinguisher, first aid/trauma kit, portable AED, and emergency extrication bar are on site at all EVOC training sessions.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

1. The first aid trauma kit and portable AED is located in the RTO office which and is readily accessible and taken to the training compound when that site is used.
2. A fire extinguisher, first aid/trauma kit, portable AED, and emergency extrication bar are on site at all EVOC training sessions.
3. EVOC vehicles are equipped with a mobile radio, internal siren, and light bars. The mobile radio allows the EVOC instructor to be in contact at all times with students. During an emergency an EVOC instructor can stop all driving activity immediately via radio.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

1. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
    a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
    a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
    b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
    c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
    d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
    e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

Instructors shall follow recognized training principles in the delivery of manipulative skill training to minimize the potential for accidents and injuries.

1. Tactical training, physical conditioning and other manipulative skills are generally best taught by first describing the skill, then demonstrating it, and finally having the student perform it at a reduced speed until some proficiency is achieved. These same instructional principles apply to obstacle courses and related test events.

15. RESPONSE TO INJURIES

In the event of an injury during EVOC training, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**
5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by

dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.

6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300**.
7. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.
8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
9. All independent students transported via ambulance will have their emergency contact (as listed on their "AHC Emergency Notification" form) notified by Academy staff, as soon as possible.
10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the "Safety Rules and Guidelines" for Emergency Vehicle Operation Course (EVOC) training. I agree to abide by these safety rules and guidelines during all Academy EVOC training.

_____ _____

Print Name Signed Student ID # Date

CHAPTER 6
LD35 - CHEMICAL AGENT TRAINING SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of the chemical agent testing safety rules and guidelines will be provided to each instructor and student. The instructor will discuss and review the chemical agent safety rules and guidelines with the Academy students.

The primary chemical agent instructor will discuss the safety rules and guidelines at the beginning of each class session. All students are responsible for adhering to all safety rules and guidelines during chemical agent training. The first violation of any chemical agent safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for chemical agent training.

All Academy staff and students shall follow the Policies and Procedures of Allan Hancock College and POST Guidelines for Student Safety in Certified Courses.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: *Each training session involving the use of chemical agents, safety rules and guidelines will be developed for that specific training site location. The chemical agent instructor(s) will review the safety guidelines prior to each training session and will continually watch all students and staff to insure they are following all safety rules and guidelines.*

3. TRAINING SITE CHARACTERISTICS

The AHC Academy classroom #5-120, outdoor Academy training compound and the on-site gas house are located at:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 9
Lompoc, CA 93436

1. The lecture portion of the chemical agent class will be held in the AHC Academy classroom #5-120. The Academy classroom is air conditioned, approximately 1042 SF and is furnished with classroom type folding tables and chairs.
2. The classroom is located in Building 5 which is equipped with a fire alarm warning system and wall mounted fire extinguishers.
3. The outdoor portion of the chemical agent class will be held at the on-site gas house and the Academy's outdoor training compound.
4. Both training sites will be inspected for any possible fire hazards to students, structures, or vegetation prior to chemical agent training.

5. The outdoor Academy training compound is approximately 4 acres in size, partially decomposed granite, partially grass and partially natural scape.
6. The outdoor training compound area is used only for OC aerosol exposure.
7. The on-site gas house is approximately 1,280 SF and constructed out of metal with windows, doors, ventilation and fans.
8. The gas house site is used for training students on how to doff and don their gas masks during active gas deployment. Students also learn how to throw hand gas agents and how to shoot 37mm gas projectiles.
9. Restroom facilities are located in Building 9, which is approximately 50 yards from the gas house.
10. Fire prevention measures for the gas house site include having a minimum of two 10 lb. chemical fire extinguishers and two shovels on site.
11. All outdoor chemical agent training is staffed by a certified EMT along with EMT students to provide first aid to the students.
12. A portable first aid trauma kit, AED, and oxygen unit is located inside the RTO office.
13. The portable first aid trauma kit, AED, and oxygen unit are taken to all outdoor chemical agent training sites.
14. The male and female restrooms are located approximately 100 feet from the Academy classroom #5-120 and in Building 9, 50 yards from the outdoor training compound.
15. A drinking fountain is located in Building 9. The students are required to bring water bottles every day to class.

4. FACILITY AND SITE INSPECTIONS

The facility and training sites shall be inspected by staff prior to commencement of training.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The Academy classroom, the outdoor training compound, and the gas house site are located within a secured fenced compound, away from pedestrians, onlookers and outside distractions.

6. INSTRUCTOR QUALIFICATIONS

1. All chemical agent instructors will have successfully completed a POST approved 40-hour chemical agent Instructor course.
2. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training.
3. All instructors shall wear red polo style shirts so they can be easily identified during training.

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with chemical agents training, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

1. Classroom Instruction: 1/40
2. Chemical agent exposure : 1/5
3. Deployment of chemical agents: 1/1

8. PRESENTATION GUIDELINES

1. The safety rules and guidelines concerning chemical agent training shall be emphasized to the students prior to training.
2. Classroom instruction shall be done with inert devices, videos, DVDs, or other appropriate visual aids.
3. Instructors shall be aware of the particular hazards associated with each type of chemical agent device used in the training program and use them accordingly.
4. Projectiles and launch type chemical agent munitions used in training should not be fired in the direction of students or into an occupied room or enclosure.
5. Students shall be instructed not to handle any chemical agent device that fails to detonate. Disposal of malfunctioning chemical agent devices, "duds," is the responsibility of the instructors.
6. Students shall be instructed not to move the retaining pin from a blast dispersion or pyrotechnic chemical agent munitions until just prior to the device being ignited.
7. Students preparing to ignite a blast dispersion or pyrotechnic chemical agent device shall be instructed to hold the device with the "spoon" positioned in the web of the primary hand. The retaining pin shall be accessible to the student's support hand.
8. Students shall be instructed to always throw, launch or otherwise deploy chemical agent munitions so that they can clearly observe the area where the device lands.
9. The general safety policy shall be reviewed prior to the application phase of the chemical agent training.
10. Current weather conditions shall be taken into consideration prior to conducting training.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. Chemical agent instructors shall familiarize themselves with the safety rules and guidelines for chemical agent training.
2. Each chemical agent training day shall begin with a review of the safety rules and guidelines for chemical agents.
3. Instructors shall supervise the decontamination of the students exposed to chemical agents. Chemical agents contain particular substances that can be dispersed by a variety of methods. These substances are designed to provoke certain physiological and psychological reactions in the person exposed. Disorientation, for example, is common and creates the particular need for close supervision of all students.
4. OC decontamination procedure includes five 5-gallon buckets filled with cool and clean water that are available for use by the students to rinse OC residual from their eyes, skin, and other affected body areas.
5. All students are told to bring a clean uniform and a resealable plastic bag. The students are told to change into their clean uniform at the conclusion of chemical agent training and to put their contaminated uniform in a sealed plastic bag and washed separately.
6. A chemical agent will be deployed inside the gas house site. Students shall enter the gas house in pairs. One instructor will remain inside the gas house and one instructor and one RTO shall remain outside of the gas house. The instructor inside the bunker

will escort the students once they are inside the bunker and then escort the students to the exit of the bunker at the conclusion of the chemical agent exercise.

7. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
   a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
8. Prior to the start of class, the chemical agent instructors will conduct a pre-training safety inspection of all the gas masks and equipment to be used during training or testing. Prior to active chemical agent training and testing, the instructor will discuss the typical physical responses when exposed to different types of chemical agents and their respective first aid treatments.
9. All students enrolled in the chemical agent course will consist of students who are currently enrolled in the Allan Hancock Basic Law Enforcement Academy.

10. MEANS OF COMMUNICATION

Training sites are equipped with a landline telephone and direct radio communication with academy staff.

1. The telephone is equipped the ability to receive emergency notifications via campus police.
2. Each class using the facility maintains a two-way radio for communication with academy staff.
3. In case of a medical or fire emergency at the gas house, all instructors and Academy staff are equipped with cell phones and are able to contact 911.
4. Instructors shall ensure that all students understand rules and procedures prior to commencement of training.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Instructors shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards
3. Instructors will determine if any student has an injury or illness prior to the start of training.
4. Instructors will consider weather conditions if training is to be conducted outside.

12. EQUIPMENT

1. As part of chemical agent training, each student is issued a Military M-17 (or similar) series rubber gas mask with the appropriate filter(s).
2. Each gas mask is cleaned and treated with a disinfectant agent after each chemical agent class.
3. Whenever a student is required to deploy a chemical agent device they are provided with the appropriate safety equipment when needed such as gloves, eye and ear protection.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

The first aid trauma kit and portable AED is located in the RTO office which is adjacent to the outdoor training compound.is readily accessible. When training is conducted at the gas house, the first aid kit and AED are taken to the training site.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
    a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
    a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
    b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
    c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
    d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
    e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

Instructors shall follow recognized training principles in the delivery of manipulative skill training to minimize the potential for accidents and injuries.

8. Tactical training, physical conditioning and other manipulative skills are generally best taught by first describing the skill, then demonstrating it, and finally having the student perform it at a reduced speed until some proficiency is achieved. These same instructional principles apply to obstacle courses and related test events.

15. RESPONSE TO INJURIES

In the event of an injury during chemical agent training, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**
5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300**.
7. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.
8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
9. All independent students transported via ambulance will have their emergency contact (as listed on their "AHC Emergency Notification" form) notified by Academy staff, as soon as possible.
10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. **NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES**

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the "Safety Rules and Guidelines" for chemical agent training. I agree to abide by these safety rules and guidelines during all Academy chemical agent training.

_____ _____

Print Name Signed Student ID # Date

CHAPTER 9
LD32 - PHYSICAL CONDITIONING TRAINING SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of these rules and guidelines will be provided to each instructor and a discussion of the rules will be conducted at the beginning of each Academy class. All class sessions will occur in the outdoor Academy Physical Fitness Compound, weight room #5-128, mat room #5-130, running trails/roadways surrounding the college or other locations which are inspected for safety and approved by the Academy Coordinator prior to use.

Academy staff shall adhere to the "*POST Basic Academy Physical Conditioning Manual*" and the scheduled physical conditioning activity for that day. Exceptions can be made, with the Coordinator's approval, for inclement weather or in consideration of the elevated fatigue/injury levels of a particular student class.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT**:** *Each training session involving the presentation of physical conditioning activities will develop specific safety rules pertinent to that location. The guidelines will consider the needs related to the specific physical conditioning activities to be engaged in and the location(s). The physical fitness instructor will review the safety guidelines prior to each training session and will continually watch all students and staff to insure they are in compliance with all safety rules and guidelines.*

3. TRAINING SITE CHARACTERISTICS

The Academy fitness training sites are located at:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 5
Lompoc, CA 93436

The primary training site is 4 acres and houses a regulation 440-yard running track, six foot high solid wall, chain link fence, dummy drag area, circuit exercise apparatus (dip bars, pull up bars, sit up benches, pull up bars, etc.), and POST 99-yard obstacle course. The academy EVOC is where the majority of the long-distance runs (ranging from 2 miles to 3 miles) are performed. The mat room is used for core training and the weight room is used for strength training.

1. The Academy fitness training compound is partially sports field turf and partially decomposed granite.
2. A regulation 440-yard running track with a surface area of decomposed granite surrounds the compound.
3. The 99-yard POST regulation obstacle course, 6-foot solid wood wall, 6-foot chain link fence, and dummy drag area are contained inside the running track on decomposed granite outside the sports field turf area.

4. Several exercise apparatuses including a pull up bar station, a dip bar station, a push up bar station, and a sit up slant board station are located within the perimeter of the 440 yard running track with a surface area of decomposed granite.
5. The Academy training compound is essentially level and free of pedestrian/vehicular traffic, obstacles, and debris.
6. The weight room #5-128 and the mat room #5-130 are well lit, ventilated and the equipment is well maintained. Equipment includes ProMaxima Performance Plus weight lifting machinery, treadmill, elliptical and bicycle equipment.
7. All equipment in the weight room shall be wiped down with disinfectant after every use. The mats shall be cleaned daily. Before use, the mat shall be inspected to ensure they are connected properly to prevent "map gap."
8. Injured students may be sent to the weight room, depending on their physical restrictions, while their classmates engage in other activities (e.g., while the class goes on a distance run, or while the class does the calisthenics circuit on the football field and track).
9. The student locker rooms with showers, lockers and restrooms are located in Building 5.
10. Students are required to bring bottled water or a "camel back" type pack when participating in physical conditioning.
11. Distance runs are conducted mainly within the training facility.
12. Academy staff shall pre-run courses on a regular basis, without the student class, to inspect them for an excessive number of smaller hazards such as cracks in the pavement, pot holes, broken glass, etc. Larger hazards, construction sites, sheer drop offs, narrow traffic vs. pedestrian separations, large and deep holes, etc. would be cause to select a different running course until these hazards were removed or repaired.
13. On all distance runs which are conducted on public roadways, students are required to wear reflective mesh vests and bring drinking water.
14. A black and white police vehicle equipped with a first aid kit trauma kit, portable AED and cell phone will be driven as a chase car when the students run on public roadways.
15. An Academy staff member who is a POST Certified Physical Training Instructor shall run with the students when they run on public roadways. The instructor(s) shall be wearing an Academy red T-shirt or polo type shirt.

4. FACILITY AND SITE INSPECTIONS

1. The facility (inside and outside) shall be inspected by staff prior to commencement of training.
2. The mats and equipment are sanitized with a specially formulated mat disinfectant and conditioner purchased for this purpose before each use by students.
3. Facility janitorial staff will disinfect mats at the end of each training day.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The mat room, weight room, PT field and driving track free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions

6. INSTRUCTOR QUALIFICATIONS

1. Physical Fitness instructors shall have completed the POST 40-hour Physical Fitness Instructors Course.
2. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training.
3. All instructors shall wear red or black shirt so they can be easily identified during training.

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with physical fitness training, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

1. Classroom lecture: 1/40
2. Physical fitness training sessions: 1/15
3. WSTB testing (minus 500-yard run): 1/1

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
2. Instructors shall maintain an appropriate level of supervision over students at all times.
3. Instructors shall adhere to the approved lesson plan.
4. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
2. All physical conditioning sessions shall begin with a proper warm-up, followed by stretching and the conditioning activity, and then the proper cool-down.
3. The POST Basic Academy Physical Conditioning Manual shall be the primary source document governing the student class activities.
4. Unless mitigating circumstances such as loss of access to facilities, excessively high fatigue levels, and injuries among the student class (as determined by a POST certified physical training instructor) or inclement weather becomes an issue, the scheduled activity shall be performed without substitutions.
5. Calisthenic exercises should typically be performed on shock absorbing, nonabrasive surfaces.
6. Students shall appropriate clothing and footwear for conditioning training.
7. Students shall be prescreened to determine general health and physical condition.
8. Students shall be screened by a physician prior to starting the academy physical fitness program.

9. Prior to any training session, students shall be screened for injuries.
    a. Staff shall make reasonable accommodations if possible.
10. Staff shall determine if weather conditions require modifications to the training session.
11. Safety rules are posted in a conspicuous location so students can quickly and regularly review the correct procedures.
12. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
13. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
    o. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
14. All equipment to be used in a session of physical conditioning shall be inspected for safety by the instructor prior to the students using it.
15. Training on the principles of conditioning, injury prevention and self-treatment, procedures for reporting injuries and obtaining medical attention, nutrition, body composition and lifelong fitness shall be provided to the students prior to physical conditioning activities.
16. Training on the safe and proper use of resistance exercise equipment shall be provided to students prior to their use of the college strength lab.
17. Prior to class runs, the Academy staff shall check courses on a regular basis to ensure that the running surfaces are reasonably free from hazards.
18. All students are required to bring water to every physical conditioning class ("camel-back" type hydration back packs are recommended but not required on distance runs).

10. MEANS OF COMMUNICATION

Training sites are equipped with a landline telephone and direct radio communication with academy staff.

1. The telephone is equipped the ability to receive emergency notifications via campus police.
2. Each class using the facility maintains a two-way radio for communication with academy staff.
3. Instructors shall ensure that all students understand rules and procedures prior to commencement of training.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Instructors shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards
3. Instructors will determine if any student has an injury or illness prior to the start of training.
4. Instructors will consider weather conditions if training is to be conducted outside.
5. All physical fitness training sessions shall begin with appropriate warm-up and stretching activity.
6. All physical fitness training sessions shall end with appropriate cool-down activity.

7. All techniques will be demonstrated and explained to students prior to having them perform the technique.

12. EQUIPMENT

The equipment used by the students during physical fitness training includes:

1. The Academy training compound is approximately a 4-acre site, partially sports field turf and partially decomposed granite.
2. A regulation 440-yard running track with a surface area of decomposed granite surrounds the compound.
3. The 99-yard POST regulation obstacle course, 6-foot solid wood wall, 6-foot chain link fence, and dummy drag area are contained inside the running track on decomposed granite outside the sports field turf area.
4. Several exercise apparatuses including a pull up bar station, a dip bar station, a push up bar station, and a sit up slant board station are located within the perimeter of the 440 yard running track with a surface area of decomposed granite.
5. The Academy training compound is essentially level and free of pedestrian/vehicular traffic, obstacles, and debris.
6. The weight room #5-128 and the mat room #5-130 are well lit, ventilated and the equipment is well maintained. Equipment includes ProMaxima Performance Plus weight lifting machinery, treadmill, elliptical and bicycle equipment.
7. All equipment in the weight room shall be wiped down with disinfectant after every use. The mats shall be cleaned daily. Before use, the mat shall be inspected to ensure they are connected properly to prevent "map gap."

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

The first aid trauma kit and portable AED is located in the RTO office which is approximately 50 feet from the mat/weight room and is readily accessible. First aid kits are taken to the training compound when that site is used.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

1. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
2. Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
3. Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Instructors of defensive tactics and arrest control techniques are encouraged to pursue advanced First Aid, CPR and AED training, as well as specialized training in exercise science and related subjects.

1. Close attention shall be given to recognizing symptoms of:
    a. Heat and cold related illnesses.
    b. Respiratory and cardiac emergencies.
    c. Muscle strains, tears, fractures, and dislocations.

d. Other illnesses related to intense physical activity such as “Rhabdo” (Rhabdomyolysis).

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
    a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
    a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
    b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
    c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
    d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
    e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

Instructors shall follow recognized training principles in the delivery of manipulative skill training to minimize the potential for accidents and injuries.

1. Tactical training, physical conditioning and other manipulative skills are generally best taught by first describing the skill, then demonstrating it, and finally having the student perform it at a reduced speed until some proficiency is achieved. These same instructional principles apply to obstacle courses and related test events.

15. RESPONSE TO INJURIES

In the event of an injury during physical conditioning activities, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor

injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300**.
7. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.
8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
9. All independent students transported via ambulance will have their emergency contact (as listed on their "AHC Emergency Notification" form) notified by Academy staff, as soon as possible.
10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the "Safety Rules and Guidelines" for Academy Physical Conditioning training. I agree to abide by these safety rules and guidelines during all Academy Physical Conditional training.

_____ _____

Print Name Signed Student ID # Date

CHAPTER 16
SCENARIO TESTING / FORCE OPTIONS SIMULATOR SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of the scenario testing safety rules and guidelines will be provided to each scenario evaluator prior to testing. The primary scenario instructor will discuss the safety rules and guidelines at the beginning of each scenario demonstration or test session. The first violation of any scenario safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for scenario training or testing.

This same policy applies to Force Options Simulator (FOS) training in room 5-115.
All staff and students shall follow the Policies and Procedures of Allan Hancock College and POST Guidelines for Student Safety in Certified Courses.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: *Each training session involving scenario demonstration or evaluation, safety rules and guidelines will be developed for that specific training site location. The scenario instructor will review the safety guidelines prior to each scenario demonstration, training or testing session and will continually watch all students to insure they are following all safety rules and guidelines.*

3. TRAINING SITE CHARACTERISTICS

Scenario training and testing can occur in any academy classroom, room 5-115 (FOS), mat room, weight room, Training Compound, Scenario Village, Inner-City grid, EVOC track and range facility located at:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 5 & 9
Lompoc, CA 93436

1. In case of a medical or fire emergency, all instructors and Academy staff are equipped with cell phones and are able to call 911.
2. The coordinator or the scenario "safety officer" will inspect the training site for any possible hazards prior to scenario testing.
3. Drinking fountains and restroom facilities are in Building 9, adjacent to the Training Compound and Scenario Village.
4. The training and testing sites are located inside a secured fenced compound, away from pedestrians, onlookers and outside distractions.
5. A portable first aid/trauma kit and AED is located inside the RTO office.
6. The classroom is located in Building 5 which is equipped with a fire alarm warning system and fire extinguishers.

4. FACILITY AND SITE INSPECTIONS

1. The test sites shall be inspected by staff prior to commencement of training.
2. The coordinator or the scenario "safety officer" will inspect the training site for any possible hazards prior to scenario testing.
3. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
    a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
4. No live weapons are permitted inside the FOS room.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The Academy training facility is generally free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions

6. INSTRUCTOR QUALIFICATIONS

1. All scenario evaluators will have successfully completed the POST approved 4-hour evaluator training course.
2. Force Options Simulator instructors shall be POST certified.
3. New evaluators must shadow tenured evaluators and begin instruction only after demonstrating expertise in all phases of evaluating.
4. All Academy instructors and scenario evaluators shall wear red polo style shirts so they can be easily identified during training

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with scenario training and testing, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

1. Scenario demonstrations or training: 1/20
2. Scenario testing: 1/1
3. Scenario re-testing: 3/1
4. FOS training: 1/2

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
2. Evaluators shall maintain an appropriate level of supervision over students at all times.
3. Evaluators shall adhere to the approved script.
4. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.

5. Role Players:
    a. All scenario role players shall read and signed the Test Use & Security agreement.
    b. Scenario role players shall participate in the pre-training inspection to ensure they have the proper equipment and clothing to perform their task effectively.
    c. Scenario role players shall be included in the daily briefing prior to the testing day.
    d. Scenario role players involved in impact weapons scenarios shall be equipped with properly safety equipment to prevent injuries.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
2. Safety rules are posted in a conspicuous location so students can quickly and regularly review the correct procedures.
3. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
4. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
    e. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
6. Prior to live scenario testing, the coordinator or their designee will inspect recruits' equipment to ensure they only possess authorized training equipment. This shall include the approved training baton, Glock training weapon, inert gas, etc. All equipment and props used at each individual scenario testing site shall be inspected by the scenario evaluator prior to use.
7. The coordinator will discuss the scenario testing safety rules and guidelines with the scenario actors during orientation.
8. One staff member will be the designated as the safety officer during scenario testing. The safety officer is responsible for insuring that all students and scenario actors are conducting scenario testing in a safe manner. The safety officer is also responsible for insuring the scenario test site is free of safety hazards and that all scenario props are being used in a safe manner. The safety officer is not required to be certified a POST scenario evaluator.
9. Academy staff will inspect all students to ensure no live weapons are in the FOS training room.

10. MEANS OF COMMUNICATION

Training sites are equipped direct radio communication with academy staff.

1. Evaluators are supplied with a two-way radio for communication with academy staff.
2. Evaluators normally have a cell phone for communications.

Evaluators shall ensure that all students understand rules and procedures prior to commencement of testing.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Evaluators shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards.
    a. Student must be on full-duty status before scenario testing.
3. Academy staff will determine if any student has an injury or illness prior to the start of training.
4. Academy staff and evaluators will consider weather conditions if training is to be conducted outside.

12. EQUIPMENT

1. Students are told to bring sun block, their uniform ball cap, over the ankle boots, jackets, adequate drinking water, and a lunch.
2. Instructors and scenario evaluators are required to wear red polo style shirts or red jackets so that they are visible to the students.
3. Staff will issue all students and designated actors Glock training weapon.
4. All weapons used in scenario training shall be easily identifiable as a training weapon. All weapons capable of discharging a live round are prohibited within the training facility during scenario testing.
5. Instructors and scenario evaluators are prohibited from carrying weapons capable of discharging a live ammunition.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

The first aid trauma kit and portable AED is located in the RTO office which is taken to the training site when needed.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

1. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
2. Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
3. Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
    a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.

a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

15. <u>RESPONSE TO INJURIES</u>

In the event of an injury during scenario demonstration or testing, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**
5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300**.
7. <u>The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.</u>
8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
9. All independent students transported via ambulance will have their emergency contact (as listed on their "AHC Emergency Notification" form) notified by Academy staff, as soon as possible.

10. In the event of a serious injury that does not require emergency transport via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the "Safety Rules and Guidelines" for Scenario Testing. I agree to abide by these safety rules and guidelines during all Academy Scenario Testing.

_____	_____	_____	_____
Print Name	Signed	Student ID #	Date

CHAPTER 20
LD-35 ELECTRONIC WEAPONS
SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of the electronic weapons (EW) safety rules and guidelines will be provided to each EW instructor prior to testing. The primary EW instructor will discuss the safety rules and guidelines at the beginning of each session. The first violation of any scenario safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for scenario training or testing.

One staff member will be the designated as the safety officer during EW testing. The safety officer is responsible for insuring that all students are tested in a safe manner. The safety officer is also responsible for insuring the test site is free of safety hazards and that all props are being used in a safe manner. The safety officer is not required to be certified an EW instructor.

All staff and students shall follow the Policies and Procedures of Allan Hancock College and POST Guidelines for Student Safety in Certified Courses.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: *Each training session involving electronic weapons demonstration or evaluation, safety rules and guidelines will be developed for that specific training site location. The electronic weapons instructor will review the safety guidelines prior to each electronic weapons demonstration, training or testing session and will continually watch all students to insure they are in compliance with all safety rules and guidelines.*

3. TRAINING SITE CHARACTERISTICS

For the Academy classroom #5-120 and Training Compound are located at:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Buildings 5
Lompoc, CA 93436

1. In case of a medical or fire emergency, all instructors and Academy staff are equipped with cell phones and are able to call 911.
2. The coordinator or the scenario "safety officer" will inspect the training site for any possible hazards prior to EW testing.
3. Drinking fountains and restroom facilities are in Building 5, adjacent to the Training Compound.
4. The Academy classroom and the training compound are located inside a secured fenced compound, away from pedestrians, onlookers and outside distractions.

5. A portable first aid/trauma kit and AED will be onsite at all times during training with electronic weapons. EMS personal shall be on site during practical exercises.
6. The classroom is located in Building 5 which is equipped with a fire alarm warning system and fire extinguishers.
7. Classroom instruction regarding electronic weapons is relatively low-rick undertaking and involves little physical risk, however when the devices are deployed and activated, the risk of accidental contact and injury increases.
8. Instructors shall take the time to ensure that students do not accidentally, inadvertently or intentionally activate the weapons prior to supervised instruction.

4. FACILITY AND SITE INSPECTIONS

1. The facility shall be inspected by staff prior to commencement of training.
2. The mats are sanitized with a specially formulated mat disinfectant and conditioner purchased for this purpose before each use by students.
3. Facility janitorial staff will disinfect mats at the end of each training day.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The weight room and Academy training compound are generally free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions

6. INSTRUCTOR QUALIFICATIONS

1. All instructors will have successfully completed the POST certified Electronic Weapons Instructor's Course.
2. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training
3. All instructors shall wear red polo style shirts so they can be easily identified during training.

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with electronic weapons training and testing, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

1. EW classroom and demonstrations: 1/20
2. Deployment of EW: 1/5
3. Exposure to EW: 2/1

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. All classroom instruction shall utilize inert training devices, slides and other aids when possible.
    a. Introduction of a live device shall only occur following a thorough orientation.
    b. Introduction of a live device shall only be completed when reasonable and after taking the potential consequences fully into account.

2. The instructor shall ensure that students do not accidentally, inadvertently, or intentionally activate the weapons prior to supervised instruction.
3. Students shall be instructed to handle all electronic weapons with the same precautions as they would a firearm.
    a. Students shall be reminded that electronic weapons have the potential to cause injury.
    b. Projectile devices and other launching cartridges shall always be directed into a safe area or at the intended target.
4. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
5. Instructors shall maintain an appropriate level of supervision over students at all times.
6. Instructors shall adhere to the approved lesson plan.
7. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
2. Safety rules are posted in a conspicuous location so students can quickly and regularly review the correct procedures.
3. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
4. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
    a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.

10. MEANS OF COMMUNICATION

Training sites are equipped with a landline telephone and direct radio communication with academy staff.

1. The telephone is equipped the ability to receive emergency notifications via campus police.
2. Each class using the facility maintains a two-way radio for communication with academy staff.

Instructors shall ensure that all students understand rules and procedures prior to commencement of training.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Instructors shall familiarize themselves with these rules and review them with their student classes.

2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards
3. Instructors will determine if any student has an injury or illness prior to the start of training.
4. Instructors will consider weather conditions if training is to be conducted outside.

12. EQUIPMENT

1. Students are told to bring sun block, their uniform ball cap, over the ankle boots, jackets, adequate drinking water, and a lunch.
2. Instructors are required to wear red polo style shirts or red jackets so that they are visible to the students.
3. Students will only handle inert electronic weapons, unless under the direct supervision of an instructor.
4. Instructors are prohibited from carrying weapons capable of discharging a live ammunition.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

The first aid trauma kit and portable AED is located in the RTO office which is approximately 50 feet from the weight room and is readily accessible from the weight room or to be taken to the training compound when that site is used.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

1. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
2. Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
3. Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
    a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
    a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
    b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.

c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

15. <u>RESPONSE TO INJURIES</u>

In the event of an injury during EW testing, the following procedures shall be followed:

1. Due to the neuromuscular disruption caused by electronic weapons, it is recommended that personnel skilled in first aid/ CPR be on site at all times, and that an appropriate medical response procedure is in place in the event of an unusual adverse reaction of a student or other person in response to exposure to the device.
2. Students are told to report all injuries to the instructor immediately.
3. Students are told to report all safety hazards to the instructor immediately.
4. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
5. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**
6. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
7. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300**.
8. <u>The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.</u>
9. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
10. All independent students transported via ambulance will have their emergency contact (as listed on their "AHC Emergency Notification" form) notified by Academy staff, as soon as possible.
11. In the event of a <u>serious injury that does not require emergency transport</u> via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus,

Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. <u>NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES</u>

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the "Safety Rules and Guidelines" for Scenario Testing. I agree to abide by these safety rules and guidelines during all Academy Scenario Testing.

_____	_____	_____	_____
Print Name	Signed	Student ID #	Date

CHAPTER 21
LD24 CROWD MANAGEMENT
SAFETY RULES AND GUIDELINES

1. APPLICATION OF GUIDELINES

A copy of the crowd control safety rules and guidelines will be provided to each student. The primary instructor will discuss the safety rules and guidelines at the beginning of each demonstration or session. The first violation of any scenario safety rule(s) or guideline(s) will result in an immediate verbal warning. A second violation will result in an immediate verbal warning and a formal written reprimand to be placed in the student's recruit personnel file. A third violation will result in the student's dismissal from the class and no credit given for crowd control training.

All staff and students shall follow the Policies and Procedures of Allan Hancock College and POST Guidelines for Student Safety in Certified Courses.

2. SAFETY POLICIES AND PROCEDURES

POLICY STATEMENT: *Each training session involving crowd control demonstration or training, safety rules and guidelines will be developed for that specific training site location. The instructor will review the safety guidelines prior to each demonstration or training session and will continually watch all students to insure they are following all safety rules and guidelines.*

3. TRAINING SITE CHARACTERISTICS

Academy classroom #5-120, Training Compound and Scenario Village are located at:

Allan Hancock College
Public Safety Training Center
One Hancock Drive, Building 5
Lompoc, CA 93436

Crowd control training will occur at the Training Compound and Scenario Village. Prior to use by the students, the coordinator or their designee will inspect training site for any safety hazards.

1. In case of a medical or fire emergency, all instructors and Academy staff are equipped with cell phones and are able to call 911.
2. The coordinator or the "safety officer" will inspect the training site for any possible hazards prior to training.
3. Drinking fountains and restroom facilities are in Building 5, adjacent to the Training Compound and Scenario Village.
4. The Academy classroom, the training compound and Scenario Village are located inside a secured fenced compound, away from pedestrians, onlookers and outside distractions.
5. A portable first aid/trauma kit and AED is located inside the RTO office.
6. The classroom is located in Building 5 which is equipped with a fire alarm warning system and fire extinguishers.

4. FACILITY AND SITE INSPECTIONS

1. The test sites shall be inspected by staff prior to commencement of training.
2. The coordinator or the "safety officer" will inspect the training site for any possible hazards prior to training.
4. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
    b. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.

5. CONTROLLING ACCESS

Student safety is paramount. Procedures are in place to restrict pedestrian and vehicle traffic which may present a safety hazard.

1. The Academy training facility is generally free from negative environmental influences and located in a secure and isolated area, free from pedestrians, onlookers and outside distractions

6. INSTRUCTOR QUALIFICATIONS

1. All crowd control will be familiar with crowd control techniques and significant field experience.
2. New instructors must shadow tenured instructors and begin instruction only after demonstrating expertise in all phases of training.
3. All Academy instructors and scenario evaluators shall wear red polo style shirts so they can be easily identified during training

7. INSTRUCTOR-TO-STUDENT RATIOS

Due to inherent risks with crowd control training, the number of instructors shall be sufficient to provide adequate supervision over each participant. The ratio of staff/students shall be:

1. During demonstrations or classroom training: 1/40.
2. During field training: 1/10

8. PRESENTATION GUIDELINES

AHC staff and instructors retain primary responsibility for the safe conduct of training.

1. Safety policies and procedures shall be strictly adhered to during all instruction and training activities.
2. Instructors shall maintain an appropriate level of supervision over students at all times.
3. Instructors shall adhere to the approved course outline.
4. Instructors shall be aware of the tendency of some students to be overly aggressive or competitive while engaged in training activities, thereby increasing the potential for injury to the student and/or role player(s). Necessary and appropriate steps shall be taken to ensure the safety of all participants.

9. REVIEW AND REEMPHASIZE SAFETY RULES

General safety rules and rules applicable to the specific training activity or event shall be reviewed with students prior to the application phase of training.

1. The instructor should remind and reinforce safety rules at each critical stage of the training as needed.
2. Students shall be given a general orientation to any tactical exercise prior to the application phase of training.
3. Students shall be directed to immediately report any perceived safety hazard to the instructional staff or ask for clarification if unsure how to safely perform a task.
    a. Students shall be expected to initiate a stop action if a hazard or safety problem is observed and shall be made aware of the appropriate stop action procedure.
5. Prior to live training, the coordinator or their designee will inspect recruits' equipment to ensure they only possess authorized training equipment. This shall include the approved training baton, Glock training weapon, inert gas, etc. All equipment and props used at each training site shall be inspected by the instructor prior to use.
6. One staff member will be the designated as the safety officer during training. The safety officer is responsible for insuring that all students and actors are conducting training in a safe manner. The safety officer is also responsible for insuring the training site is free of safety hazards and that all props are being used in a safe manner. The safety officer is not required to be certified a POST crowd control instructor.

10. MEANS OF COMMUNICATION

Training sites are equipped direct radio communication with academy staff.

1. Instructors are supplied with a two-way radio for communication with academy staff.
2. Instructors normally have a cell phone for communications.
3. Instructors shall ensure that all students understand rules and procedures prior to commencement of testing.

11. PHYSICAL PERFORMANCE REQUIREMENTS

1. Instructors shall familiarize themselves with these rules and review them with their student classes.
2. Students shall be notified in advance on the specific fitness recommendations or physical performance requirements of the training course as well as any related testing standards.
    a. Student must be on full-duty status before crowd control training.
3. Academy staff will determine if any student has an injury or illness prior to the start of training.
4. Academy staff and evaluators will consider weather conditions if training is to be conducted outside.

12. EQUIPMENT

1. Students are told to bring sun block, their uniform ball cap, over the ankle boots, jackets, adequate drinking water, and a lunch.
2. Instructors are required to wear red polo style shirts or red jackets so that they are visible to the students.
3. Staff will issue all students riot control equipment and demonstrate proper use of each item.

4. All weapons used in crowd control training shall be easily identifiable as a training weapon. All weapons capable of discharging a live round are prohibited within the training facility during scenario testing.
5. Instructors are prohibited from carrying weapons capable of discharging a live ammunition.

13. FIRST AID, TRAUMA CARE AND OTHER EMERGENCY SUPPLIES

The first aid trauma kit and portable AED is located in the RTO office which is taken to the training site when needed.

14. INJURY PREVENTION

Instructors shall be familiar with the causes of common training-related injuries and strategies for preventing such injuries.

1. This includes recognizing the objective symptoms of heat illnesses, exhaustion, musculoskeletal injuries, respiratory and cardiac emergencies.
2. Many student injuries are preventable when proper safety practices, physical conditioning, exercise methodologies and equipment are employed.
3. Instructors shall advise students of the causes of common exercise and training-related injuries, and strategies for preventing such injuries.

Long periods of training, psychologically demanding activities, adverse weather and environmental conditions, and other factors can mentally and physically fatigue students, thereby increasing the potential for injury.

1. These factors could suggest a reduction in training intensity and shall be considered when establishing the instructional pace.
    a. Frequent rest and water breaks may be necessary.

Instructors shall consider the weather conditions and the type of training to be conducted.

1. Weather conditions shall be considered regarding the need to provide shaded areas, shelter, or protective clothing.
    a. Excessive heat or high humidity could suggest a reduction in instructional intensity.
    b. Heat related illnesses are the product of both temperature and humidity. Exercise during moderate temperature conditions but with elevated humidity can be as dangerous as exercise during high temperature conditions.
    c. The temperature of certain surfaces, such as asphalt or concrete, shall be monitored to avoid heat-related student injuries.
    d. Training activities during cold temperatures shall be closely monitored. Prolonged exposure to cold weather, wet clothes or immersion in cold water can cause hypothermia.
    e. Strenuous exercise shall be avoided during periods of unhealthy air quality in conformance with the Air Quality Index (AQI), and during periods of excessively inclement hot or cold weather.

Students shall be instructed to immediately report any perceived safety hazard to the instructional staff.

1. Students shall be made aware of the appropriate immediate stop action procedure when a safety problem is perceived which may cause injury to anyone.

15. <u>RESPONSE TO INJURIES</u>

In the event of an injury during scenario demonstration or testing, the following procedures shall be followed:

1. Students are told to report all injuries to the instructor immediately.
2. Students are told to report all safety hazards to the instructor immediately.
3. Minor injuries (not requiring immediate medical attention) the student will inform the instructor whether or not they believe that they need, or want, medical attention.
4. Sponsored students with a minor injury who feel they need medical attention, will be sent to a medical facility recommended by their agency. Independent students with a minor injury, who feel they need medical attention, shall report to the AHC nurse at the LVC Campus, Building 1, Room 109. If the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**
5. Sponsored or independent students with a serious injury which requires immediate medical attention. The instructor or Academy staff member will request an ambulance by dialing **911**; Academy staff will also immediately notify **AHC Campus Police** by dialing extension **3911** on a college phone.
6. Sponsored and independent students with a serious injury (requiring immediate medical attention) will be transported via ambulance to the **Lompoc Valley Medical Center (Hospital Emergency), 1515 E. Ocean Ave., Lompoc, CA 93436, (805) 737-3300**.
7. The Academy Director and Coordinator shall be notified of any serious injuries, as soon as possible. Any injury requiring more than basic first shall be reported to POST.
8. All sponsored students transported to emergency medical facilities will have their agency notified by Academy staff, as soon as possible.
9. All independent students transported via ambulance will have their emergency contact (as listed on their "AHC Emergency Notification" form) notified by Academy staff, as soon as possible.
10. In the event of a <u>serious injury that does not require emergency transport</u> via ambulance, students shall arrange for their own transport to the appropriate medical facility. Sponsored students shall report to the medical facility recommended by their sponsoring agency. Independent students shall report to the AHC nurse at the LVC Campus, Building 1, Room 109, if the nurse is not available, students shall report to the **Urgent Care/Family Care, 217 W. Central Ave., Lompoc, CA (805) 735-4292.**

16. <u>NOTIFICATION TO OUTSIDE LAW ENFORCEMENT AGENCIES</u>

In the event that training scenarios create the impression that a real crime or emergency is occurring, the local police department and campus police shall be notified.

I have read and understand all of the "Safety Rules and Guidelines" for Scenario Testing. I agree to abide by these safety rules and guidelines during all Academy Scenario Testing.

_____	_____	_____	_____
Print Name	Signed	Student ID #	Date

ALLAN HANCOCK COLLEGE

LAW ENFORCEMENT ACADEMY

RADIO CODES

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Radio Codes

Radio Code	Class.	Title	Elements
SET 1			
10-35		Assist Officer at…	
10-36		Confidential Information	
10-37		Record Time & Mileage	
10-40		Back-up Requested	
10-45		Pickup…at…	
10-46		Pickup Meals	
10-86		Any Message	
10-97		Arrived at Scene	
10-98		Assignment Completed	
SET 2			
11-4		Potential Emergency	
11-5		Public Relations	
11-6		Discharging firearm	
11-7		Prowler there now	
11-8		Person down	
11-10		Take report	
11-12		Loose Stock	
11-13		Injured Animal	
11-14		Animal Bite	
11-17		Wires Down	
11-24		Abandoned vehicle	
SET 3			
11-25		Traffic Hazard	
11-26		Request wants/warrants	
11-27		DL Info.	
11-28		Request Registration Form	
11-29		Subject or vehicle clear	
11-30		Missing person	
11-40		Advice if Ambulance needed	
11-41		Ambulance needed	
11-42		Ambulance not needed	
11-43		Ambulance follow-up	
11-44		Coroner required	
11-83		Suicide attempt	
11-46		Death	
11-47		Injury	
SET 4			
11-48		Transportation Request	
11-50		Field interview at…	
11-79		Traffic Accident/ambulance	
11-80		Major Injury T/C	
11-81		Minor Injury T/C	
11-82		No injury T/C	
11-83		Accident - no information	
11-84		Direct Traffic	
11-85		Tow truck needed	
11-86		Special Assignment	
11-96		Vehicle Stop	
11-98		Meet officer at	
11-99		Officer needs help	

Radio Codes
(continued)

Radio Code	Class.	Title	Elements
SET 5			
997		Officer needs help - Code 3	
998		Officer needs help - shooting	
999		Officer needs help - all units respond	
Code 1		Routine	
Code 2		Urgent	
Code 3		Emergency	
Code 4		No assistance needed	
Code 5		Stake out	
Code 6		Out for investigation	
Code 7		Dinner at…	
Code 8		Fire alarm	
Code 9		Vehicle stop at…, License…	
Code 10		Warrant service at…	
Code 20		Notify media	
SET 6			
Code 33		Emergency traffic only	
Code 50		Major media	
Code 60		Parking violations	
Code 70		Service vehicle	
Code 80		Found property	
Code 100		Bomb threat	
Code 1000		Begin operation now	

SLO County Radio Codes

10 Codes

10-1 Signal unreadable
10-2 Signal readable
10-4 O.K.
10-5 Relay message
10-6 Busy
10-7 Out of service
10-8 In service
10-9 Repeat
10-10 Off-duty or In-quarters
10-11 ID CHP mobile license # (KA4993)
10-13 Weather or road conditions
10-14 Provide escort
10-15 Prisoner in custody
10-17 Relay papers, supplies, etc.
10-19 Return to station
10-20 Location
10-21 Telephone
10-22 Cancel or Disregard
10-23 Stand by
10-27 Driver's license check
10-28 Vehicle registration check
10-29 Check for warrants/stolen
10-30 Unnecessary use of radio
10-33 Officer needs help
10-36 Confidential information
10-39 Message or item delivered
10-40 Back-up
10-71 Advise status of call
10-97 Arrived at scene
10-98 Finished with last assignment

11 Codes

11-7 Prowler
11-10 Take a report
11-24 Abandoned vehicle
11-25 Traffic hazard
11-26 Disabled vehicle
11-27 Driver's license check, Rush
11-28 Vehicle registration check, Rush
11-29 Clear, no warrants

11-30 Missing person
11-41 Ambulance
11-44 Fatality
11-45 Suicide
11-48 Transport
11-50 Field interrogation
11-51 Security check
11-79 Traffic Collision-ambulance responding
11-80 Traffic Collision-major injury
11-81 Traffic Collision-minor injury
11-82 Traffic Collision-non-injury
11-83 Traffic Collision-no details
11-84 Direct Traffic
11-85 Tow truck
11-86 Special assignment
11-98 Meet with…
11-99 Officer needs help

Other Codes

Code 1	At your convenience
Code 2	No lights or siren
Code 3	Use lights and siren
Code 4	Situation under control, no back-up needed
Code 5	Stake-out
Code 6	Out on investigation
Code 7	Eat lunch or dinner
Code 9	Vehicle Stop
Code 10	Arrest warrant
Code 11	Move central, only unit available
Code 20	Notify news media
Code 33	Restrict radio traffic until further notice
Code 40	Intoxicated subject
Code 60	Illegal Parking
Code 70	Refuel vehicle
Code 80	Found property
Code 100	Bomb threat

Penal Code

148	Resisting arrest
148.3	False emergency report
187	Homicide

191.5	Gross vehicular manslaughter
192	Manslaughter
203	Mayhem
207	Kidnapping
211	Robbery
236	False Imprisonment
240	Assault
242	Battery
245	Assault with deadly weapon
246	Shooting at inhabited dwelling
261	Rape
273.5	Spousal abuse
286	Sodomy
288	Lascivious acts with child under 14
314	Indecent exposure
374	Littering
415	Disturbing the peace or fight
417	Brandishing a weapon
451	Arson
459	Burglary
470	Forgery
484	Theft by fraud
487	Grand theft
488	Petty theft
496	Receiving stolen property
537	Defrauding an innkeeper
594	Vandalism
602	Tresspassing
647b	Disorderly Conduct-Prostitution
647e	-Loitering
647f	-Drunk
647g	-Prowling
647h	-Peeping
653m	Threatening phone calls
664	Attempt to commit crime
836	Arrest without warrant
25850(a)	Carrying loaded firearm

Vehicle Code

2800.1	Attempting to evade peace officer
4000a	Unregistered vehicle
10851	Vehicle theft
10852	Tempering with a vehicle
12500a	Driving without a license

14601a	Driving with license suspended or revoked
20001	Hit and run-felony (injury-or death)
20002	Hit and run-misdemeanor
22348a	Speeding
22348b	Driving <100 MPH
22349	Driving <65 MPH
22350	Speed unsafe for conditions
22651	Authority to impound vehicle
23103	Reckless driving
23109	Speed contest (exhibition of speed)
23110	Throwing objects at vehicle
23152a	Driving under the influence of alcohol
40508a	Failure to appear

Health and Safety Code

11350	Possession of controlled substance
11351	Possession of controlled substance for sale
11357	Possession of marijuana
11359	Possession of marijuana for sale
11550	Under the influence of controlled substance

Business and Professions Code

25662	Minor possessing alcohol

Welfare and Institutions Code

5150	Mentally disordered person

Abbreviations

A	Residence
ADW	Assault with a deadly weapon
AKA	Also Known As
ALS	Advanced Life Support
B&P	Business and Professions Code
BLS	Basic Life Support
BO	Bad Order (out of order)
BOL	Be on the lookout

BP	Blood Pressure
CDL	California Driver's License
C	Coffee
CJ	County Jail
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLETS	California Law Enforcement Telecommunications System
CP	Command Post
CVC	California Vehicle Code
DB	Dead Body
DL	Driver's License
DOA	Dead on Arrival
DMV	Department of Motor Vehicles
DOB	Date of Birth
DOJ	Department of Justice
DR	Daily Report number
EOC	Emergency Operations Center
ETA	Estimated Time of Arrival
ETOH	Alcohol
F	Felony or Short for 647f PC (drunk)
FI	Field Interrogation
FTA	Failure to Appear
GOA	Gone on Arrival
H &S	Health and Safety Code
HazMat	Hazardous Materials
HBD	Has Been Drinking
HIF	Handled in the Field
HT	Handie-Talkie (hand-held radio)
IC	Incident command or Incident Commander
IV	Intravenous
L	Lunch
M	Misdemeanor
NCIC	National Crime Information Center
NOR	No Report
OES	Office of Emergency Services
OIC	Officer in Charge
PC	Penal Code or Probable Cause
PD	Police Department
PERL	Pupils Equal and Responsive to Light
POV	Privately Owned Vehicle
R	Residence
RD	Reporting District
RO	Registered Owner
RP	Reporting Party or Responsible Person
RTF	Report to Follow
S	Station
SO	Sheriff's Office

TA	Traffic Accident
TC	Traffic Collision
TKO	To Keep Open
UTL	Unable to Locate
VC	Vehicle Code
VIN	Vehicle Identification Number
W &I	Welfare and Institutions Code
WC	Watch Commander
X	Female

Phonetic Alphabets

A	Adam	Alfa
B	Boy	Bravo
C	Charles	Charlie
D	David	Delta
E	Edward	Echo
F	Frank	Foxtrot
G	George	Golf
H	Henry	Hotel
I	Ida	India
J	John	Juliett
K	King	Kilo
L	Lincoln	Lima
M	Mary	Mike
N	Nora	November
O	Ocean	Oscar
P	Paul	Papa
Q	Queen	Quebec
R	Robert	Romeo
S	Sam	Sierra
T	Tom	Tango
U	Union	Uniform
V	Victor	Victor
W	William	Whiskey
X	X-Ray	X-Ray
Y	Yellow	Yankee
Z	Zebra	Zulu

ALLAN HANCOCK COLLEGE

LAW ENFORCEMENT ACADEMY

24-HOUR TIME SYSTEM

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ALLAN HANCOCK COLLEGE

LAW ENFORCEMENT ACADEMY

24-HOUR TIME SYSTEM

CONVENTIONAL TIME	24-HOUR SYSTEM WRITTEN AS:	SPOKEN AS:
7:00 a.m.	0700 Hours	Zero-Seven Hundred Hours
7:30 a.m.	0730 Hours	Zero-Seven Thirty Hours
8:00 a.m.	0800 Hours	Zero-Eight Hundred Hours
8:30 a.m.	0830 Hours	Zero-Eight Thirty Hours
9:00 a.m.	0900 Hours	Zero-Nine Hundred Hours
9:30 a.m.	0930 Hours	Zero-Nine Thirty Hours
10:00 a.m.	1000 Hours	Ten-Hundred Hours
10:30 a.m.	1030 Hours	Ten Thirty Hours
11:00 a.m.	1100 Hours	Eleven Hundred Hours
11:30 a.m.	1130 Hours	Eleven Thirty Hours
12:00 p.m.	1200 Hours	Twelve Hundred Hours
1:00 p.m.	1300 Hours	Thirteen Hundred Hours
2:00 p.m.	1400 Hours	Fourteen Hundred Hours
3:00 p.m.	1500 Hours	Fifteen Hundred Hours
4:00 p.m.	1600 Hours	Sixteen Hundred Hours
5:00 p.m.	1700 Hours	Seventeen Hundred Hours
6:00 p.m.	1800 Hours	Eighteen Hundred Hours
7:00 p.m.	1900 Hours	Nineteen Hundred Hours
8:00 p.m.	2000 Hours	Twenty Hundred Hours
9:00 p.m.	2100 Hours	Twenty-One Hundred Hours
10:00 p.m.	2200 Hours	Twenty-Two Hundred Hours
11:00 p.m.	2300 Hours	Twenty-Three Hundred Hours
12:00 a.m.	2400 Hours	Twenty-Four Hundred Hours
12:01 a.m.	0001 Hours	Zero-Zero-Zero One Hours
12:10 a.m.	0010 Hours	Zero-Zero Ten Hours
12:30 a.m.	0030 Hours	Zero-Zero Thirty Hours
1:00 a.m.	0100 Hours	Zero-One Hundred Hours
1:30 a.m.	0130 Hours	Zero-One Thirty Hours
2:00 a.m.	0200 Hours	Zero-Two Hundred Hours
2:30 a.m.	0230 Hours	Zero-Two Thirty Hours
3:00 a.m.	0300 Hours	Zero-Three Hundred Hours
4:00 a.m.	0400 Hours	Zero-Four Hundred Hours
5:00 a.m.	0500 Hours	Zero-Five Hundred Hours
6:00 a.m.	0600 Hours	Zero-Six Hundred Hours

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ALLAN HANCOCK COLLEGE

LAW ENFORCEMENT ACADEMY

DRILL

&

CEREMONY

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MARCHING
(DRILL AND CEREMONY)

Marching is an important component of Law Enforcement Academy training. Although, in the field peace officers rarely march as part of their job, there are numerous hidden benefits of having Recruits march.

First of all, the marching encourages teamwork and cooperation among the Recruits. It also helps the Recruits build command presence and assists with their ability to take charge. This is directly related to real-life situations they will face in their jobs, since peace officers frequently are required to take charge of a given situation and direct people to “Don’t move”, “Sit down”, “Stay in the car”, “Keep your hands where I can see them”, etc. Marching also represents tradition and regimental law enforcement training in a para-military environment.

Marching can also put a Recruit in a safe but emotionally charged environment where they are under moderate stress. Recruits may become frustrated and/or angry, but must use self-discipline by remaining calm and clear-headed. Marching allows the RTO to observe how Recruits maintain their professional composure under stressful circumstances.

The following pages contain the drill and ceremony manual as used by the Allan Hancock College Law Enforcement Academy. The drill and ceremony manual was written in simple language with the goal of establishing consistency and understanding by Recruits and Recruit Training Officers.

MARCHING CADENCES/RUNNING CADENCES

Cadences, sometimes called "jodies", are designed to not only keep a group of recruits in step, but are also used to motivate and inspire cadets, giving them a sense of teamwork and pride in their unit, their jobs, and themselves. The recruit leadership is occasionally required to know and call an appropriate cadence when marching a group of recruits, or during a physical fitness run. The cadences listed on the following pages are marching cadences. A list of running cadences can be found in the running cadence section. It is a good idea for all recruits to become familiar with these cadences and to know at least four marching and four running cadences it is appropriate to change words in cadences to fit the Law Enforcement atmosphere.

FOUR WINDS

Let' em blow, let' em blow
Let the four winds blow
From the East to the West
Class ____ is the best

Dress it right and Cover down
From the east to the west
Class ____ is the best

HERE WE GO AGAIN

Here we go again
Same old stuff again
Marching down the avenue
____ more weeks and we'll be through
I'll be glad and so will you

BIRDIE, BIRDIE

Birdie birdie in the sky
Dropped some whitewash in my eye
I won't fuss and I won't cry
I'm just glad that cows can't fly.

GET UP!

Hey everybody I have got a song
Sound a lot better if you sing along!

(chorus)

Well get up! A little louder!
Well get up on up a little louder!

When I'm a walkin' I strut my stuff!
When I'm a runnin', can't get enough!

(chorus)
Got me a Bradley big as a whale!
Got me a tooth as big as me tail!

Standin' tall and lookin' good!
Oughta be in Hollywood!

LAW ENFORCEMENT PT
Early one morning in the pouring rain,
Mr. Dossey said it was time for pain,
Grab your running shoes and follow me,
It's time for hardcore PT.
We jogged nine miles and we ran three,
Mr. Dossey yelling follow me!
We jogged two then ran eight more!
Law Enforcement PT sure is great!

Up in the morning before the rising sun
Gonna' run a 100 miles before the day is done
Out on the road in the pouring rain,
Gotta keep on running, don't mind the pain

If you want it
You've got to earn it
It ain't easy
You've got to work for it
You've got to strain for it
AHC
Action Honor Commitment

Everywhere we go,
People want to know
Who we are,
So we tell them
Class ___ is who we are

This P.T, ain't bothering me,
Just to show you that we are fit,
We'll keep running until you quit

Look to the left, look to the right,
And what do you see?
A bunch of people looking at me,
So lift your head and hold it high
The pride of Class #_____ is running on by

Up in the morning at the break of day
There just ain't no other way
Gonna run all day,
Gonna run all night
Gonna run, run, run
Until the broad day light

PASSION FOR LAW ENFORCEMENT

By Officer Keith Falerios

Who's that running, who's at the door?
It's class ____
Sweatin', hurlin', suckin' wind
So when there's a fight, we're gonna win
With our vests and old running shoes
We know we're paying our dues
Push-ups, and memos is all we ever do
If you can't hang then you are through
I know it and so do you
Don't cry me the blues when you're through
Hit the gate and hit the road
I'm busy getting' strong and bold
I'm here just for fun
So I can carry a night stick and a gun
Shinny badge pinned on my chest
Polished bright
Ready to fight
Code 3
Hell yea
Code 3
Just for fun
I can do it
You can do it
Class #_____ kicking doors
Getting yours
Crack head, hot meal, cold bed
Going to jail to just like I said
Booking dirt bags is what I do
If you can't hang then you are through
Class #_____
Bringing me right
All day
All night

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ALLAN HANCOCK COLLEGE

LAW ENFORCEMENT ACADEMY

CRIME ELEMENTS OF SELECTED CALIFORNIA PENAL CODE SECTIONS

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CRIME ELEMENTS CHART
Elements of Selected Penal Code Sections
(In Alphabetical Order by Offense)

CRIME-PENALTY	ELEMENTS
Abduction for Marriage or Defilement **265 PC** *Felony*	1. Takes woman unlawfully; **2.** Against her will; **3.** By force, menace, or duress; **4.** Compels her to marry him or another, or to be defiled
Abduction for Prostitution **266a PC** *Misdemeanor*	1. Takes any person; 2. Against his or her will and without his or her consent, or with his or her consent, produced by fraud, inducement or misrepresentation; 3. For the purpose of prostitution.
Abduction for Illicit Relations **266b PC** *Felony*	1. Takes any person; **2.** Unlawfully and against his or her will; **3.** By force menace, or duress; **4.** Compels him/her to live with another against his/her will. **5.** In an illicit relationship.
Abduction of Female Under 18 **267 PC** *Felony*	1. Takes female under 18; 2. From parents, guardian, or another having legal custody; 3. Without their consent; 4. For purpose of prostitution.
Abortion **274 PC** *Felony*	1. Provides, administers, employs; 2. Any means whatever; 3. With intent to procure miscarriage; 4. Except as provided in H &S Code 25950
Arson **451 PC**	1. Willfully and maliciously; 2. Sets fire to or burns or causes to be burned; 3. Any structure, forest land or property.

Assault (Simple) **240 PC** *Misdemeanor*	1. Unlawful attempt; 2. Present ability; 3. To commit violent injury.
Assaulting Peace Officer, Firefighter, Paramedic, Nurse, Doctor **241 (b) PC** *Misdemeanor*	1. Assault on peace officer, firefighters (etc.); 2. Engaged in performance of duties, or; 3. Doctor, nurse giving emergency field care; 4. Assailant knows or should know victim's status.
Assault with Deadly Weapon **245 (a) (1) PC** **245 (a) (2) PC** *Felony (Wobbler)*	1. Assaults person of another; 2. With deadly weapon or instrument (a)(1)or; 3. Any force likely to produce great bodily injury or; 4. With a firearm (a)(2).
Assault (ADW) Peace Officer, Firefighter **245 © PC** **245 (d) PC** *Felony*	1. Assault with deadly weapon or instrument © or; 2. A firearm (d); 3. Person of peace officer or firefighter; 4. Engaged in performance of duty; 5. Assailant knows or should know police/fire and on duty status
Assault with Caustic Chemical **244 PC** *Felony*	1. Willfully and maliciously; 2. Places or throws upon another; 3. Caustic chemical of any nature; 4. Intent to injure or disfigure.
Assault with Intent to Commit Certain Crimes **220PC** *Felony*	1. Assault with; 2. Intent to commit rape, sodomy or mayhem, oral copulation, or any violation of PC 264. 1, PC 288 or PC 289.
Battery **242 PC** *Misdemeanor*	1. Willful and unlawful; 2. Use of force or violence on person of another;

Battery, Peace Officer, Firefighter, (etc.)
243 (c) PC
Felony (Wobbler)

1. Battery resulting in injury;
2. Against peace officer, firefighters paramedic, (etc.);
3. Engaged in performance of duty;
4. Assailant knows or should know victim's status.

Battery (Sexual)
243.4 PC
Felony (Wobbler)

1. Touching intimate part of another;
2. Against their will;
3. While restrained by accused or accomplice;
4. For purpose of sexual arousal or gratification.

Battery of Spouse, Cohabitant
273.5 PC
Felony (Wobbler)

1. Willfully inflicts corporal injury;
2. On spouse or cohabitant;
3. Resulting in traumatic condition.

Battery, Transportation Personnel
243.3 PC
Felony (Wobbler)

1. Battery inflicted against;
2. Operator of bus, taxi, streetcar, motor vehicle;
3. Or on ticket or station agent;
4. While victim engaged in duty;
5. Assailant knows or should know victim on duty. (If injury, penalty increased)

Breaking and Entering
603 PC
Misdemeanor

1. Forcibly enters dwelling house, cabin, building;
2. Intended for human occupancy;
3. Without permission of owner, lessee;
4. Destroys property of value in, around building.

Bribing Officer
67 PC
Felony

1. Gives, offers any bribe;
2. To any executive officer;
3. With intent to influence in respect to;
4. Any act, vote, official decision.

Burglary
459 PC
Felony
First degree-inhabited
Second degree-all others

1. Entry of; (need not be forced)
2. Building or place listed in statute;
3. With intent to commit grand or petty theft or any felony.

Burglary with Explosives
464 PC
Felony

1. Enters any building;
2. With intent to commit crime;
3. Opens or attempts to open any vault or safe;
4. By use of explosives, torch, burning bar.

Burglary Tools (Possession)
466 PC
Misdemeanor

1. Possession of picklock, or tool;
2. With intent to feloniously enter;
3. Any building, etc., described in section;
4. Or knowingly alter any key to unlock a building;
5. Without permission of owner, lessee.

Child Abuse
273a PC
Felony (Wobbler)

1. Any person having care or custody of a child;
2. Willfully permits child to suffer;
3. Or inflicts physical pain or mental suffering;
4. Under conditions likely to produce great bodily injury or death. (If conditions not likely to cause great bodily injury: Misdemeanor)

Child Concealing
280 PC
Felony-Misdemeanor

1. Willfully causes or permits;
2. Removal or concealment of child;
3. In violation of Civil Code 226.10. (If taken out of state-Felony)

Child Molesting
(Under 14)
288 PC
Felony

1. Willfully and lewdly;
2. Commits any lewd or lascivious act upon any part of the body;
3. Of a child under 14;
4. With intent of arousing, appealing to, or gratifying lust passions or sexual desires;
5. Of child or perpetrator.

Child Molesting
(Under 18)
647.6 PC
Misdemeanor

1. Annoys or molests;
2. Any child under 18.

Second conviction or prior conviction of 288 PC (Felony) Violation of this section after having entered inhabited dwelling without consent. (Felony, Wobbler)

Child Neglect
270 PC
Misdemeanor

1. Parent willfully omits;
2. Without lawful excuse;
3. To furnish food, clothes, shelter, etc.;
4. Of minor child.

(If court has adjudicated matter, penalty: Felony (Wobbler).)

Child Stealing
278 PC
Felony (Wobbler)

1. Not having right of custody;
2. Maliciously takes, entices away, detains, or conceals;
3. Any minor child;
4. With intent to detain and conceal;
5. From parent or guardian, or other person having lawful charge.

Conspiracy
182 PC
Felony

1. Two or more persons conspire;
2. To commit any crime;
3. And do an overt act in furtherance or preparation;
4. To falsely indict, charge, or cause arrest;
5. To cheat any person of any property;
6. To commit any act injurious to public health;
7. To commit any act injurious to public officials listed;
8. To falsely bring any suit or action;
9. To obtain money or property by false pretenses.

Contributing to Minor's Delinquency
272 PC
Misdemeanor

1. Commits any act or omits any duty;
2. Causing a person under 18;
3. To come under the provision of W & I Code 300, 601, or 602 (delinquency).

Copulation
288a PC
Felony-Felony (Wobbler)

1. Copulates the mouth with sexual organs or anus of another who is under 18, or;
2. Copulation by force or threats;
3. Copulation while in jail or prison;
4. When 10 years difference in age, and youngest party is under 14, or;
5. When one is participating under threat of immediate bodily harm, force, violence, duress or menace;
6. In concert with another by force or violence and against the will;
7. Copulation by person over 21 with another under

Defrauding Hotel/Restaurant
537 PC
Misdemeanor (Under $950)
Felony (Wobbler) (Over $950)

1. Obtaining food, credit or accommodations;
2. At any hotel, restaurant, boarding house, ski lodge, campground, etc.;
3. Without paying and with intent to defraud;
4. By use of any false pretense, or;
5. Surrreptitiously absconds with intent not to pay.

Defrauding Insurer
548 PC
Felony (Wobbler)

1. Willfully injures, secrets, disposes of ;
2. Any insured property;
3. With intent to injure or defraud insurer.

Discharging Firearm at Building
246 PC
Felony (Wobbler)

1. Maliciously and willfully;
2. Discharges a firearm
3. At inhabited dwelling, housecar, or camper or occupied building or occupied motor vehicle.

Disorderly Conduct
647 PC
Misdemeanor

1. Solicits or engages in lewd conduct in public place, or;
2. Solicits or engages in act of prostitution, or;
3. Begging in a public place, or;
4. Loiters about public toilets for purpose of lewd acts, or;
5. Loiters on public streets and refuses to identify self and account for presence to a peace officer, or;
6. Is under influence of liquor or drugs in a public place.

Disturbing Public Meeting
403 PC
Misdemeanor

1. Willfully and illegally;
2. Disturbs any lawful meeting.

Disturbing the Peace
415 PC
Misdemeanor

1. Unlawfully fighting in a public place;
2. Or challenging another person in a public place to fight, or;
3. Maliciously and willfully disturbs another person by loud and unreasonable noise;
4. Or using offensive words in a public place, which are inherently likely to produce an immediate violent reaction.

Drawing or Exhibiting Firearm or Deadly Weapon
417 PC
Misdemeanor

1. Not in self-defense;
2. Draws or exhibits firearm;
3. Or other deadly weapon, loaded or unloaded;
4. In rude, angry, or threatening manner;
5. Or in any manner uses same in quarrel
6. In presence of peace officer: Felony (Wobbler)

Embezzlement (Includes theft)
503 PC
Felony-Misdemeanor

1. Fraudulent appropriation of property;
2. By person to whom it has been entrusted. (Penalty same as for theft of like amount.) (if public funds embezzled: Felony.)

Enticing Female Under 18 For Prostitution
266 PC
Felony (Wobbler)

1. Any person who inveigles or entices;
2. Any unmarried female;
3. Of previous chaste character;
4. Under the age of 18;
5. For prostitution or to have illicit carnal relations with any man;

OR

1. Any person who by false pretenses, etc.;
2. Procures any female;
3. To have illicit carnal relations with any man.

Extortion (Blackmail)
518 PC
Felony

1. Obtaining property from another;
2. With victim's consent, or;
3. Obtaining official act by public officer;
4. By wrongful use of force or fear, or;
5. Under color of official right.

False Bomb Report
148.1 PC
Felony (Wobbler)

1. Reports to police, airline, newspapers, etc.;
2. That bomb has been or will be placed;
3. Knowing same to be false, or;
4. Maliciously informs another that bomb has been or will be placed, or;
5. Maliciously sends false bomb at any person.

False Crime Report
148.5 PC
Misdemeanor

1. Reports to any peace officer during performance of duty;
2. That any crime has been committed;
3. Knowing report is false.

False Imprisonment
236 PC
Misdemeanor-Felony(Wobbler)

1. Unlawful violation of;
2. Personal liberty of another.

(If by means of violence, fraud: Felony)

Failure to Disperse (on lawful command)
416 PC
Misdemeanor

1. Assembly by two or more persons;
2. With intent to disturb the peace or commit unlawful act;
3. Fail to disperse on lawful command of public officer

Fictitious Check
476a PC
Misdemeanor-Felony

1. Willfully, with intent to defraud;
2. Writes or delivers; (Depends on amount of check)
3. Any check;
4. Knowing at time there are sufficient funds or credit in bank for payment in full

Forgery
470 PC
Felony(Wobbler)

1. Signs name of real or fictitious person;
2. Or alters any document listed in section;
3. Or attempts to pass as genuine;
4. Knowing has no authority to do so;
5. With intent to defraud.

Grand Theft
487 PC
Felony (Wobbler)

1. Takes money, labor, real or personal property of value over $950
2. Domestic fowls, avocados, olives, Citrus or deciduous fruits, nuts, and artichokes, valued over $250 or;
3. From person of another, or;
4. Where money, labor, or property is taken by a servant, agent, or employee from principal or employer and aggregates $950 or more in any 12 consecutive months, or;
5. An automobile, horse, mare, firearm, lamb, gelding, cow, pig, mule, dog, etc., regardless of the value;
6. With intent too permanently deprive.

Gratuity, Unauthorized Acceptance
70 PC
Misdemeanor

1. Executive, ministerial officer, employee or appointee;
2. Of city, county or state;
3. Knowingly asks for or receives;
4. Gratuity, reward or promise of same;
5. For doing an official act;
6. Except as authorized by law.

Incest
285 PC
Felony

1. Persons more closely related by blood than first cousins;
2. Who marry, or;
3. Commit fornication or adultery.

Inciting Riot
404.5 PC
Misdemeanor

1. Commits an act which urges a riot, or;
2. Urges other to acts of force or violence;
3. With intent to cause riot;
4. Under conditions producing immediate danger.

Indecent Exposure (Lewd conduct)
314 PC
Misdemeanor

1. Willfully and lewdly either;
2. Exposes his person or private parts;
3. In any public place, or in any place where there are other persons to be offended thereby, or;
4. Procures another to so exhibit themselves to public view
5. Such as is offensive to decency, or,
6. Excites lewd thoughts or acts.

Kidnapping
207 PC
Felony

1. Forcibly steals, takes, or arrests any person in this state;
2. And takes to another location in this state or county;

OR

1. Forcibly persuades by false premises;
2. Any child under 14;
3. For purposes of PC 288
4. To go to another place in or out of the country;

OR

1. Hires, persuades, entices, decoys, or seduces;
2. By false promises, misrepresentation, or the like;
3. Any person to go out of the state;
4. With intent to sell him into slavery or involuntary servitude, or otherwise employ him to his own use;

OR

1. Abducts or brings;
2. Any person into this state from another state;
3. By force or fraud;
4. Contrary to the law of the place where the act is committed.

Kidnapping for Extortion, or Ransom
209 PC
Felony

1. Conceals, confines, inveigles, entices, kidnaps, or decoys, or carries away;
2. Any person by any means;
3. With intent to hold or detain;

	4. For ransom, reward, or extortion. **OR** 1. Kidnaps or carries away; 2. To commit robbery, or; 3. Aids or abets such act.
Kidnapper, Posing as: (Attempt to Profit by Kidnapping) **210 PC** *Felony*	1. Fraudulently; 2. Represents to be in position to obtain release of victim; 3. For the purpose of obtaining any ransom, or reward, or money or thing of value
Lynching **405-405b PC** *Felony*	1. Taking any person; 2. From lawful custody of peace officer; 3. By means or riot.
Malicious Mischief (vandalism) **594 PC** *Misdemeanor-Felony (Wobbler)* *Penalty depends on amount of damage.*	1. Maliciously defaces with paint; or 2. Injures or destroys; 3. Any real or personal property; 4. Not his own.
Manslaughter (Voluntary) **192(1) PC** *Felony*	1. Unlawfully, kills a human being; 2. Upon sudden quarrel or heat of passion; 3. Without malice.
Manslaughter (Involuntary) **192(2) PC** *Felony*	1. Unlawfully, kills a human being; 2. In commission of unlawful act, not amounting to a felony, or lawful act in an unlawful manner or without due caution or circumspection which might produce death; 3. Without malice.
Manslaughter(Felony in driving vehicle-involuntary) **192(3)(a) PC** *Felony (Wobbler)*	1. Driving a vehicle; 2. Kills a human being; 3. Unlawful act, not amounting to felony, or a lawful act which might produce death in an unlawful manner; 4. With gross negligence.

5. Act must be proximate cause of death;
5. Without malice.

Manslaughter (Misdemeanor in driving vehicle-involuntary) 192(3)(b) PC
Misdemeanor

1. Same elements as above except without gross negligence.

Mayhem
203 PC
Felony

1. Unlawfully and maliciously;
2. Amputates, disables, disfigures or renders useless;
3. A member of another's body, or;
4. Slits the tongue, nose, ear, or lip, or;
5. Puts out an eye.

Murder (first degree)
187-199 PC
Felony-Possible Death Penalty

1. Unlawfully killing;
2. Of human being or fetus;
3. With malice aforethought;
4. Willfull, deliberate or premeditated, or;
5. By poison, lying in wait, torture, or in commission of burglary, arson, robbery, rape, or mayhem, or 288 PC, or;
6. With knowing use of explosives, or;
7. Armor piercing ammunition.

Murder (second degree)
187-189 PC
Felony

1. Unlawful killing;
2. Of human being or fetus;
3. With malice aforethought.

Pandering
266I PC
Felony

1. Procures another for purposes of prostitution, or;
2. By promises, threats, violence causes another;
3. To become a prostitute, or;
4. By threats, promises, violence, causes another;
5. To remain in prostitution, or;
6. By abuse of any position of authority;
7. Procures another for prostitution, or;
8. Receives anything of value for procuring another for prostitution.

Petty Theft
484-488 PC
Misdemeanor

1. Takes money or property;
2. Valued at $400 or less, not listed in 487 PC;
3. With intent too permanently deprive.

Pimping
266h PC
Felony

1. Knowing another is a prostitute;
2. Derives support, lives;
3. From earnings of a prostitute.

Poisoning Animals
596 PC
Misdemeanor

1. Without consent of the owner;
2. Willfully administers poison;
3. To any animal;
4. The property of another;
5. Or exposes poison with intent that it shall be taken by an animal.

Poisoning Food, Water Supply, Medicine
347 PC
Felony

1. Willfully mingles any harmful substance;
2. With any food, drink, medicine, water supply;
3. With intent it be taken by humans to their injury.

Rape (Victim of unsound mind)
261 (1) PC
Felony

1. Act of sexual intercourse;
2. Victim not spouse of perpetrator;
3. Victim incapable of giving legal consent due to unsound mind.

Rape (By force)
261 (2) PC
Felony

1. Act of sexual intercourse;
2. Victim not spouse of perpetrator;
3. Against victim's will;
4. Accomplished by force or fear; of immediate unlawful bodily injury to victim, or of another.

Rape (By drugs)
261 (3) PC
Felony

1. Act of sexual intercourse;
2. Victim not spouse of perpetrator;
3. Prevented from resisting by any intoxicating narcotic or anesthetic substance;
4. Administered by or with knowledge of the accused.

Rape (Victim unconscious of nature of act)
261 (4) PC
Felony

1. Act of sexual intercourse;
2. Victim not spouse of perpetrator;
3. Victim is unconscious of the nature of the act;
4. This fact is known to perpetrator.

Rape(Victim believes perpetrator to be spouse)
261 (5) PC
Felony

1. Act of sexual intercourse;
2. Victim not spouse of perpetrator;
3. Victim believes perpetrator to be his/her spouse;
4. This belief induced by artifice, pretense or concealment by perpetrator;
5. With intent to induce such belief.

Rape of Spouse
262 PC
Felony (Wobbler)

1. Act of sexual intercourse;
2. Accomplished against the will of the spouse;
3. By force or fear of immediate unlawful bodily injury;
4. On the spouse or another, or;
5. When accomplished by threat of future retaliation;
6. Against the victim or another, and;
7. There is reasonable possibility of execution.

Receiving Stolen Property
496 PC
Felony-Misdemeanor
(Penalty according to value, same as theft)

1. Buying or accepting stolen property;
2. Knowing property is stolen, or;
3. Concealing, selling stolen property;
4. Knowing property is stolen.

Rescuing Prisoner
4550 PC
Felon vs. Misdemeanor
(Penalty depends on rescued prisoner's sentence

1. Rescues, attempts, or aids,
2. Prisoner from prison, road camp jail;
3. Or any peace officer having lawful custody.

Riot
404 PC
Misdemeanor

1. Any use of force or violence, or; disturbance of peace, or threat to use such force if accomplished by immediate power of execution;
2. By two or more persons acting together;
3. Without authority of law.

Riot (Remaining at riot after command to disperse)
409 PC
Misdemeanor

1. Remains present;
2. At riot, rout, or unlawful assembly;
3. After lawful command to disperse.

Robbery
211 PC
Felony

1. Felonious taking of personal property;
2. In possession of another;
3. From person or immediate presence;

5. Against his will;
6. By means of force or fear (Robbery of public vehicle operator, 211a PC.)

Rout
406-408 PC
Misdemeanor

1. Two or more persons acting together;
2. Attempt or advance toward an act;
3. If committed would be a riot.

Seduction
268 PC
Felony

1. By promising marriage;
2. Seduces and has sexual relation with;
3. An unmarried female;
4. Of previous chaste character.

Schools (Loitering about adult Schools)
647b PC
Misdemeanor

1. Loitering;
2. About any school in which adults attend;
3. And who annoys or molests any person in attendance.

Shooting from Highway
374c PC
Misdemeanor

1. Shooting any firearm;
2. From or upon a public road or highway.

Shooting at Dwelling
246 PC
Felony (Wobbler)

1. Maliciously and willfully discharges a firearm;
2. At an inhabited dwelling or occupied building, motor vehicle, camper.

(***Note:*** "Inhabited means currently used for dwelling, whether occupied or not.)

Sodomy
286 PC
Felony

1. Contact between the penis of one and anus of another under 18, or;
2. By one over 21 with another under 16, or;
3. With one who is under 14 and more than 10 years younger, or;
4. When accomplished by force, violence, fear, and against will of the other, or;
5. When acting with another is accomplished against victim's will by force or fear of immediate bodily injury on victim or another, or;
6. By anyone in jail or prison, or;
7. When victim is unconscious of the act, and;
8. This is known to assailant, or;

9. Victim is incapable of giving consent due to temporary or permanent unsoundness of mind;
10. And this fact is known to assailant.

Theft—False Pretenses
531 PC
Felony-Misdemeanor
(Depending on value, as in theft)

1. Knowingly and by false pretense or fraud;
2. Defrauds another of money, labor, property;
3. Or falsely obtains credit, thereby;
4. Fraudulently obtains money, labor, or property of another.

Theft-Gas, Water, Electricity
498 PC
Misdemeanor

1. Willfully, with intent to defraud;
2. Connects any pipe (or wire);
3. With any service pipe (or wire);
4. For the purpose of taking (gas) (water) (electricity);
5. Without payment.

Theft-Phone Calls
502.7 PC
Misdemeanor

1. Knowingly, willfully, and with intent to defraud;
2. Avoids or aids or attempts or assists another;
3. Or who uses a code, prearranged scheme;
4. To avoid any lawful charges for service.

Ticket "Scalping"
346 PC
Misdemeanor

1. Without written permission of owner/operator;
2. Sells tickets to any event;
3. Which were obtained for resale;
4. At any price in excess of that on ticket;
5. While on grounds or place where event is held.

Train Wrecking
219 PC
Felony

1. Unlawfully throws a switch, removes a rail, places explosives or obstruction on or near the track of any railroad;
2. With intention to wreck train;
3. And wrecks, derails, or blows up train. (When any person suffers death) Penalty: Death

Train Wrecking (Intention of wrecking train;Attempt)
218 PC
Felony

1. Unlawfully throws a switch, removes a rail, places explosives or obstruction on or near;
2. The track of any railroad;
3. Or sets fire to any structure or track over which a train must pass;

	4. With intention to wreck train
Unlawful Assembly **407-408 PC** *Misdemeanor*	1. Two or more persons assembled; 2. With intent to do unlawful act or lawful act in a violent boisterous or tumultuous manner.
Unlawfully Causing Fire **452 PC** *Felony (Wobbler)*	1. Recklessly sets fire to any structure or forest land; 2. Unlawfully causing great bodily injury or property damage; 3. Unlawfully causing inhabited structures or property to burn; 4. Unlawfully causing a fire of a structure of forest land; 5. Other than his own, unless there is injury to others.
Unlawful Sexual Intercourse **261.5 PC** *Felony (Wobbler)*	1. Act of sexual intercourse; 2. Female not wife of perpetrator; 3. Female under 18.
Vehicle Taking ("Joy-riding") **499b PC** *Misdemeanor*	1. Without permission of owner; 2. Takes any auto, bicycle, motorcycle, or boat; 3. For the purpose of temporary use.

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ALLAN HANCOCK COLLEGE

LAW ENFORCEMENT ACADEMY

RECITATION GUIDE

ALLAN HANCOCK COLLEGE

LAW ENFORCEMENT ACADEMY

CORE VALUES

I. *Honor:* 1. One deserving of esteem or respect. 2. Reputation. 3. Personal integrity. 4. To confer distinction upon one deserving. Who you ARE at your core; what you stand for; essentially your moral or ethical reputation or standing in the eyes of others.

**less than 100 years ago people would die rather than tolerate a challenge to their "honor" –dueling*

II. *Duty:* 1. Something that a person ought to, or must do. 2. Moral obligation. 3. A service, action or task assigned, such as military service or law enforcement. 4. Something one has given an oath to do (sworn officers) or perform.

**instinct to protect the weak from predators, the innocent from deception, the peaceful from violence, to protect lives and property and protecting everyones Constitutional rights to liberty, justice and equality.*

III. ***Integrity:*** 1. Strict adherence to a high moral standard, value or code of conduct. 2. Personal honesty and independence from peer pressure; desire to be liked or popular, a reverence for the law.

**Trustworthy, Honesty: testimony in court under oath, custody of evidence entrusted to you. (Stealing, cheating, or lying as an officer would destroy your integrity; your word is your value. Once your credibility is compromised, you are washed up as a cop.)*

IV. *Courage:* 1. The ability to face danger without fear.

*However, there is a difference between physical courage and *moral* courage; not always the absence of fear, BUT, proper/courageous *action* in spite of fear.

**there is no place for cowardice in law enforcement, it is still a termination offense in most agencies. It doesn't mean you are never afraid, rather, it means you perform your duty in the face of danger, in spite of your fears.*

V. *Discipline:* 1. Training intended to elicit a specific pattern of behavior **OR** character; 2. Behavior that results from such training.

**External vs. internal discipline. Self-Discipline is the key to a good officer. The academy begins with external discipline, but, overtime; you should INTERNALIZE it to become self-disciplined. This is the goal of Academy discipline.*

VI.

Compassion: 1. Active sympathetic concern for the suffering of another, (i.e. mercy.) 2. Respect for differences; cultural, gender, religious, ethnic, sexual orientation, etc.

**Compassion differs from sympathy, in that it compels one to take action to relieve the suffering of another.*

**Ignorance is the major obstacle to developing compassion for others who are different from you! It is NOT their responsibility to educate you or to change their behavior. Rather, as a law enforcement professional, it is YOUR responsibility to educate yourself, to eradicate your own ignorance and respect those you have sworn to serve and protect.*

LAW ENFORCEMENT CODE OF ETHICS

As A Law Enforcement Officer, *my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality and justice.*

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest, in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department.

Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God[1] *to my chosen profession...**Law Enforcement.***

[1] Reference to religious affirmation may be omitted where objected to by the officer.

RECITATION SET #1 START IN ACADEMY WEEK #3

CVC 31 – False Information – Misdemeanor

CVC 2800 – Failure to Obey Traffic Officer – Misdemeanor

CVC 2800.1(a) – Evading a PO – Misdemeanor

CVC 4000(a) (1) – Unregistered vehicle – Infraction

CVC 4159 – Notice of Change of Address – Infraction

CVC 4454(a) – Registration not in Vehicle – Infraction

CVC 4460 – Authority to Seize Documents and Plates –

CVC 4463(a) (1) – Falsified Registration – Felony

CVC 5200 – Displace of License Plates – Infraction

CVC 5201 – Obstruction of License Plates – Infraction

CVC 5204(a) – Registration Tabs – Infraction

CVC 10851(a) – Vehicle Theft – Felony

CVC 10852 – Vehicle Tampering – Misdemeanor

CVC 12500(a) – Driver, Unlicensed – Misdemeanor

CVC 12500(b) – MC Driver, Unlicensed – Infraction

CVC 12815(a) – DL Lost, Destroyed, or Mutilated – Infraction

CVC 12951(a) – DL not in Possession – Infraction

CVC 12951(b) – Refuse to show a PO a valid license – Misdemeanor

CVC 14601(a) – Driving when Privilege Suspended or Revoked – Misdemeanor

CVC 14607 – Permitting an Unlicensed Minor to Drive – Infraction

RECITATION SET #2 ACADEMY WEEK #4

CVC 20001(a) – Hit and Run – Injury or Death – Felony

CVC 20002(a) (1) – Hit and Run - Property Damage – Misdemeanor

CVC 21212(a) – Bicycle Helmets – Infraction

CVC 21453(a) – Red Signal – Infraction

CVC 21460(a) – Double Yellow Lines – Infraction

CVC 21460.5(c) – Two Way Left Turn Lane – Infraction

CVC 21461(a) – Obedience to Traffic Control Devices – Infraction

CVC 21650 – Failure to Drive on the Right – Infraction

CVC 21651(a)/ (b) – Divided Highway – Infraction

CVC 21658(a) – Unsafe Lane Change or Straddling – Infraction

CVC 21703 – Following Too Closely – Infraction

CVC 21706 – Following Too Closely to an Emergency Vehicle – Infraction

CVC 21712(a)/ (b) – Unlawful Riding and Towing – Infraction

CVC 21800 – Failure to Yield Right of Way at Intersection – Infraction

CVC 21801(a) – Left or U-turn Right of Way – Infraction

CVC 21802(a) – Yielding Right of Way after Stop Sign – Infraction

CVC 21804(a) – Entry onto Highway from a Private Driveway – Infraction

CVC 21806(a) – Failure to Yield to Emergency Vehicles – Infraction

CVC 21950(a) – Failure to Yield Right of Way to Pedestrian in a Crosswalk – Infraction

CVC 21951 – Vehicles Stopped for Pedestrians – Infraction

CVC 21952 – Failure to Yield Right of Way to Pedestrian on a Sidewalk – Infraction

CVC 21954(a) – Pedestrians outside Crosswalks – Infraction

CVC 21955 – Jaywalking – Infraction

RECITATION SET #3 ACADEMY WEEK #5

CVC 22100(a) – Improper Position for a Right Turn – Infraction

CVC 22100(b) – Improper Position for a Left Turn – Infraction

CVC 22101(d) – Regulating Turns at Intersections – Infraction

CVC 22102 – U-turn in a Business District – Infraction

CVC 22103 – U-turn in a Residence District – Infraction

CVC 22106 – Starting or Backing when Unsafe – Infraction

CVC 22107 – Unsafe Turn and/or Turning w/o Signaling – Infraction

CVC 22348(b) – Driving in Excess of 100 mph – Infraction

CVC 22349(a)/ (b) – Maximum Speed Limit – Infraction

CVC 22350 – Basic Speed Law/Prima Fascia Limit (Posted Limit) – Infraction

CVC 22450(a) – Stop Sign – Infraction

CVC 22454(a) – Meeting and Passing a School Bus – Infraction

RECITATION SET #4 ACADEMY WEEK #6

CVC 22500(b) – Parking Unlawfully on a Crosswalk – Infraction

CVC 22500(d) – Parking Unlawfully within 15 ft. of a Fire Station Driveway Entrance – Infraction

CVC 22500(e) – Parking Unlawfully in front of a Public or Private Driveway – Infraction

CVC 22500(f) – Parking Unlawfully on a Sidewalk – Infraction

CVC 22500(h) – Parking Unlawfully – Double Parking – Infraction

CVC 22500.1 – Parking Unlawfully in a Fire Lane – Infraction

CVC 22502(a) – Parking at a Curb – Infraction

CVC 22507.8(a) – Unlawfully parking in spaces for Disabled – Infraction

CVC 22514 – Unlawfully Parking within 15 ft. of a Fire Hydrant – Infraction

CVC 22515(a) – Unattended Vehicle – Infraction

RECITATION SET #5 ACADEMY WEEK #7

CVC 23103(a)/ (b) – Reckless Driving – Misdemeanor

CVC 23104(a) – Reckless Driving Causing Bodily Injury – Misdemeanor

CVC 23109(a) – Speed Contests – Misdemeanor

***CVC 23109(b) –** Aid or Abet in a Speed Contest – Misdemeanor

***CVC 23109(c) –** Exhibition of Speed on a Highway – Misdemeanor

***CVC 23109(d) –** Obstruct highway, place, barricade, or assist, or participates in placing a barricade or obstruction to aid or abet a speed contest – Misdemeanor

***CVC 23109.1 –** Speed Contest Resulting in Injury – Felony

CVC 23110(a) – Throwing Substances at Vehicles – Misdemeanor

CVC 23110(b) – Throwing a Missile with Intent to Do Serious Bodily Harm – Felony

CVC 23111 – Throwing Cigarettes on Highways or Adjoining Areas – Infraction

CVC 23112 – Littering – Infraction

CVC 23116(a)/ (b) – Carrying Persons in the Back of a Truck – Infraction

CVC 23117(a) – Un-tethered Animal in the Back of a Truck – Infraction

***** – CVC section is not in the Basic Recruit Manual for Recitation

RECITATION SET #6 ACADEMY WEEK #8

CVC 23140(a) – DUI by Juvenile – Infraction

CVC 23152(a) – DUI – Misdemeanor

CVC 23152(b) – DUI with BAC > or = to 0.8% – Misdemeanor

***CVC 23221(a) –** Driver drinking alcoholic beverage while driving on a highway

***CVC 23221(b) –** Passenger drinking an alcoholic beverage while in a motor vehicle on a highway

***CVC 23222(a) –** Possession of an open container in a vehicle while driving. (Anyone in Vehicle)

***CVC 23222(b) –** Possession of Marijuana in a vehicle while driving – Misdemeanor

CVC 23223(a) – Driver Possession of Open Container of Alcohol – Infraction

CVC 23223(b) – Passenger Possession of an Open Container of Alcohol in a Motor Vehicle – Infraction

CVC 23224(a) – Possession of Alcohol While Driving a Motor Vehicle When Under 21 Years of Age – Misdemeanor

***CVC 23224(b) –** Passenger under 21 in any motor vehicle possession or have control of an alcoholic beverage – Misdemeanor

***** – CVC section is not in the Basic Recruit Manual for Recitation

RECITATION SET #7 ACADEMY WEEK #9

CVC 24002(a) – Unsafe Vehicle – Infraction

CVC 24004 – Unlawful Operation after Notice by a PO – Infraction

CVC 24250 – Driving Without Lights after Darkness – Infraction

CVC 24252(a) – Required Lighting – Infraction

CVC 22400 – Headlamps – Infraction

CVC 22600(b) – Tail Lamps – Infraction

CVC 22603(b) – Stop Lamps – Infraction

CVC 24800 – Driving with Parking Lights On – Infraction

CVC 26708(a) (1) – Windows Obstructed – Infraction

CVC 26708.5 – Windows Obstructed with Transparent Material (Window Tint) – Infraction

CVC 26709(a) – Rearview Mirror – Infraction

CVC 26710 – Defective Windshield or Rear Window – Infraction

RECITATION SET #8 ACADEMY WEEK #10

***CVC 27001 –** Illegal Use of the Horn – Infraction

CVC 27007 – Sound Amplification Devices – Infraction

CVC 27150(a) – Adequate Muffler – Infraction

CVC 27151 – Modified Exhaust – Infraction

CVC 27153 – Exhaust Products – Infraction

CVC 27155 – Fuel Tank Cap – Infraction

***** – CVC section is not in the Basic Recruit Manual for Recitation

SET #9 ACADEMY WEEK #11

CVC 27315(d) (1) – Mandatory Seatbelt Law – Infraction

***CVC 27315(e) –** Passenger over 16 must be restrained by a seat belt (passenger responsibility) – Infraction

CVC 27360(a) – Child Passenger Restraints – Infraction

***CVC 27360.5 –** Child over 6 years old and more than 60 lbs but 15 or under must be restrained by a seat belt – Infraction

CVC 27400 – Headset or Earplugs – Infraction

CVC 27803(a) – Approved Helmet While Riding a Motorcycle – Infraction

CVC 40508(a) – Failure to Appear – Misdemeanor

CVC 40508(b) – Failure to Pay Fine – Misdemeanor

CVC 22651 – Circumstances Permitting Removal of Vehicles

CVC 22651(a) – Vehicle left unattended on a bridge.

CVC 22651(b) – Vehicle parked or left standing upon a highway so as to obstruct normal movement of traffic.

CVC 22651(c) – Reported stolen vehicle parked or left standing on a highway or public lands. [See 22653(a)]

CVC 22651(d) – Illegally parked so as to block entrance to a private driveway.

CVC 22651(e) – Illegally parked so as to block access by firefighting equipment to a fire hydrant.

CVC 22651(f) – Stopped, Parked, or Left standing > or = to 4 hours on a freeway and can't move under its own power.

CVC 22651(g) – Person in charge of vehicle is incapacitated by physical injuries or illness.

CVC 22651(h) (1) – Person in charge of vehicle is arrested or taken into custody.

***CVC 22651(j) –** Illegally parked vehicle that has no license plates or evidence of registration displayed.

***CVC 22651(k) –** Vehicle is parked or left standing upon a highway for 72 or more consecutive hours in violation of a local ordinance.

***CVC 22651(o)(1) –** Vehicle is found, operated upon a highway, public land, or off street parking facility, and registration is more than 6 months expired.

SET #9 ACADEMY WEEK #11 (CONT.)

***CVC 22651(p) –** Peace officer issues a citation for violation of 12500, 14601 violations, and 14604.

CVC 22651(r) – Blocking the movement of a legally parked vehicle.

***CVC 22653(a) –** Removal of stolen vehicle from private property.

***CVC 22653(b) –** Removal of vehicle involved in 20002 from private property. (Owner of vehicle must be contacted and give consent to remove vehicle.)

***CVC 22653(c) –** Removal of vehicle from private property after person in control of vehicle has been placed under arrest or taken into custody.

***** – CVC section is not in the Basic Recruit Manual for Recitation

BILL OF RIGHTS

- **1ST Amendment:**
  - Freedom of religion
  - Freedom of speech
  - Freedom of the press
  - Freedom to peaceably assemble
  - Right to petition the government for redress of grievances

- **2ND Amendment:**
  - Right to keep and bear arms

- **3RD Amendment:**
  - No soldiers may be quartered in homes in peacetime or war without the owners permission

- **4TH Amendment:**
  - Freedom from unreasonable search and seizure
  - Search warrants must show probable cause and particularly state what items/persons are to searched for and/or seized

- **5TH Amendment:**
  - Freedom from self-incrimination
  - Freedom from double jeopardy
  - Right to due process
  - Right to be told charges when arrested

- **6TH Amendment:**
  - Right to a speedy, public trial by an impartial jury of peers
  - Right to be informed of accusations
  - Right to confront accusers
  - Right to counsel
  - Right to confront witnesses

- **7TH Amendment:**
  - Right to trial by jury for civil matters

- **8TH Amendment:**
  - Freedom from excessive bail or fines
  - Freedom from cruel and unusual punishment

- **9TH Amendment:**
  - The rights of the people are retained by the Constitution and the right of the government to remove those rights is limited

- **10TH Amendment:**
  - Powers/rights are delegated first to the people, then to the states and finally to the federal government

- **14TH Amendment:**
  - Right of all people to equal protection
  - Right to due process before being deprived of life, liberty or property

PHONETIC ALPHABET

A:	Adam	N:	Nora
B:	Boy	O:	Ocean
C:	Charles	P:	Paul
D:	David	Q:	Queen
E:	Edward	R:	Robert
F:	Frank	S:	Sam
G:	George	T:	Tom
H:	Henry	U:	Union
I:	Ida	V:	Victor
J:	John	W:	William
K:	King	X:	X-ray
L:	Lincoln	Y:	Yellow
M:	Mary	Z:	Zebra

ABBREVIATIONS

A:	Residence
ADW:	Assault With a Deadly Weapon
AKA:	Also Known As
ALS:	Advanced Life Support
B&P:	Business and Professionals Code
BLS:	Basic Life Support
BO:	Bad Order (out of order)
BOL:	Be On the Lookout
BP:	Blood Pressure
CDL:	California Driver's License
C:	Coffee
CJ:	County Jail;
CLEMARS:	California Law Enforcement Mutual Aid Radio System
CLETS:	California Law Enforcement Telecommunications System
CP:	Command Post
CVC:	California Vehicle Code
DB:	Dead Body
DL:	Driver's License
DOA:	Dead On Arrival
DMV:	Department of Motor Vehicles
DOB:	Date of birth
DOJ:	Department of Justice
DR:	Daily Report Number
EOC:	Emergency Operations Center
ETA:	Estimated Time of Arrival
ETOH:	Alcohol
F:	Felony – or short for 647f PC (Drunk in public)
FI:	Field Investigation

FTA:	Failure to Appear
GOA:	Gone On Arrival
H&S:	Health and Safety Code
HazMat:	Hazardous Material
HBD:	Has Been drinking
HIF:	Handled in the Field
HT:	Handie Talkie (hand held radio)
IC:	Incident Command or Incident Commander
IV:	Intravenous
L:	Lunch
M:	Misdemeanor
NCIC:	National Crime Information Center
NOR:	No Report
OES:	Office of Emergency Services
OIC:	Officer in Charge
PC:	Penal Code or Probable Cause
PD:	Police Department
PERL:	Pupils Equal and Reactive to Light
POV:	Privately Owned Vehicle
R:	Residence
RD:	Reporting District
RP:	Reporting Party or Responsible Person
RTF:	Report to Follow
S:	Station
SO:	Sheriff's Office
TA:	Traffic Accident
TC:	Traffic Collision
TKO:	To Keep Open
UTL:	Unable to Locate

VC:	Vehicle Code
VIN:	Vehicle Identification number
W&I:	Welfare and Institutions Code
WC:	Watch Commander
X:	Female

24-HOUR TIME SYSTEM

CONVENTIONAL TIME	24-HOUR SYSTEM WRITTEN AS:	SPOKEN AS:
7:00 a.m.	0700 Hours	Zero-Seven Hundred Hours
7:30 a.m.	0730 Hours	Zero-Seven Thirty Hours
8:00 a.m.	0800 Hours	Zero-Eight Hundred Hours
8:30 a.m.	0830 Hours	Zero-Eight Thirty Hours
9:00 a.m.	0900 Hours	Zero-Nine Hundred Hours
9:30 a.m.	0930 Hours	Zero-Nine Thirty Hours
10:00 a.m.	1000 Hours	Ten-Hundred Hours
10:30 a.m.	1030 Hours	Ten Thirty Hours
11:00 a.m.	1100 Hours	Eleven Hundred Hours
11:30 a.m.	1130 Hours	Eleven Thirty Hours
12:00 p.m.	1200 Hours	Twelve Hundred Hours
1:00 p.m.	1300 Hours	Thirteen Hundred Hours
2:00 p.m.	1400 Hours	Fourteen Hundred Hours
3:00 p.m.	1500 Hours	Fifteen Hundred Hours
4:00 p.m.	1600 Hours	Sixteen Hundred Hours
5:00 p.m.	1700 Hours	Seventeen Hundred Hours
6:00 p.m.	1800 Hours	Eighteen Hundred Hours
7:00 p.m.	1900 Hours	Nineteen Hundred Hours
8:00 p.m.	2000 Hours	Twenty Hundred Hours
9:00 p.m.	2100 Hours	Twenty-One Hundred Hours
10:00 p.m.	2200 Hours	Twenty-Two Hundred Hours
11:00 p.m.	2300 Hours	Twenty-Three Hundred Hours
12:00 a.m.	2400 Hours	Twenty-Four Hundred Hours
12:01 a.m.	0001 Hours	Zero-Zero-Zero One Hours
12:10 a.m.	0010 Hours	Zero-Zero Ten Hours
12:30 a.m.	0030 Hours	Zero-Zero Thirty Hours
1:00 a.m.	0100 Hours	Zero-One Hundred Hours
1:30 a.m.	0130 Hours	Zero-One Thirty Hours
2:00 a.m.	0200 Hours	Zero-Two Hundred Hours
2:30 a.m.	0230 Hours	Zero-Two Thirty Hours
3:00 a.m.	0300 Hours	Zero-Three Hundred Hours
4:00 a.m.	0400 Hours	Zero-Four Hundred Hours
5:00 a.m.	0500 Hours	Zero-Five Hundred Hours
6:00 a.m.	0600 Hours	Zero-Six Hundred Hours

ALLAN HANCOCK COLLEGE

LAW ENFORCEMENT ACADEMY

FREQUENTLY MISSPELLED WORDS

FREQUENTLY MISSPELLED WORDS

SOURCE: The words in the following list have been found in different areas to include but not limited to, "Report Writing," the California Commission On Peace Officer Standards and Training. Spelling Corrections were noted through the use of Webster's New World Dictionary of the English Language.

List #1

-A-

Abandon
Abandoned
Abbreviate
Abduction
Abortion
Aboard
Above
Abrasion
Absence
Absorb
Abstract
Absurd
Abutment
Accelerate
Accept
Access
Accessible
Accessories
Accessory
Accident
Accidental
Accidentally
Accommodate
Accompanied
Accomplice
Account
Accumulate
Accurate
Accusation
Accusatory

List #2

Accused
Accustom
Accustomed
Acetylene
Acme
Achievement
Acid
Acknowledgement
Acknowledgment
Acoustic
Acquaint
Acquaintance
Acquainted
Acquired
Acquitted
Across
Activist
Adapter
Addicted
Addiction
Additional
Address
Adequate
Adherence
Adjourn
Adjust
Adjustable
Adjuster
Administer
Administration
Admissible

List #3

Admission
Admitted
Admonish
Admonition
Adolescent
Adultery
Advantageous
Advertisement
Advice
Advise
Affect
Affidavit
Affirmative
Afraid
Again
Aggravate
Aggravated
Aggressive
Aggressor
Agitator
Agonizing
Agriculture
Airplane
Aisle
Alcohol
Alias
Alibi
Alien
Alimony
Allegation

List #4

Allege
Alleged
Alley
Allotment
Alright
Almost
Altercation
Alternate
Alternative
Although
Altogether
Always
Amateur
Ambitious
Ambulance
Amendment
Ammeter
Ammunition
Amnesia
Among
Amount
Amphetamine
Amputation
Amusement
Analysis
Analyze
Analyzed
Anniversary
Announce
Annoyance

List #5

Annual
Annulment
Anonymous
Answer
Antagonize
Antique
Antiseptic
Anxiety
Anxious
Apartment
Apologize
Apparatus
Apparel
Apparent
Appeal
Appear
Appearance
Application
Appreciation

Apprehend
Appropriate
Approximately
Adequate
Arbitrary
Argument
Argumentative
Arraignment
Arrangement
Arrest
Arrival

List #6

Arsenal
Arson
Artery
Articles
Artificial
Asian
Asked
Asphalt
Aspirin
Assailant
Assault
Assembly
Assimilation
Assailant
Assault
Assembly
Assimilation
Assistance
Assisted
Associate
Assortment
Assumed
Asylum
Athletic
Athletics
Attached
Attack
Attempt
Attempted
Attendance
Attendant
Attorney
Attribute
Authentic

List #7

Authority
Authoritative
Authorize
Automatic
Automatically
Autopsy
Auxiliary
Avenue
Avoid
Awkward
Axle

-B-

Backward
Bacteria
Baggage
Bail
Bailiff
Ballot
Bandage
Bandanna
Barbiturate
Bargain
Barrel
Barreled
Barricade
Baton
Battery
Bayonet
Bazaar
Because
Beginning

List #8

Behavior
Believe
Belligerent
Beneficial
Benefit
Benefited
Benzedrine
Bequeath
Better
Bettor
Beveled
Beverage
Bicycle
Bigamy
Binoculars
Bizarre
Blackmail
Blew
Blood
Blown
Boisterous
Bookkeeping
Border
Boulder
Boulevard
Boundary
Bouquet
Brake
Brassiere
Breadth

List #9

Break
Breath
Breathalyzer
Brevity
Bribery
Brief
Brilliant
Brochure
Bruise
Built
Bulletin
Bumper
Buoyancy
Bureau
Burglary
Buses
Business

-C-

Cafeteria
Calculate
Calendar
Caliber
Caliper
Campaign
Canal
Canceled
Cancellation
Candidate
Canister
Cannot
Canvass

List #10

Canyon
Capable
Capacity
Capillary
Capital
Capitol
Captain
Capture
Carburetor
Cardiac
Career
Careful
Carrying
Cartilage
Cartridge
Cashier
Casual
Casualties
Casualty
Catalog
Catastrophe
Catsup
Caucasian
Caution
Ceiling
Cemetery
Censor
Center

Cereal
Certificate

List # 11

Certified
Cesarean
Chaise Lounge
Channeled
Chaperon
Character
Characteristics
Chauffeur
Chemical
Chevrolet
Chief
Choose
Chose
Chrysler
Cigarette
Circle
Circulate
Circumference
Circumstance
Circumstantial
Citable
Citation
Citizen
Civil
Classification
Clearance
Clientele
Clothes
Clue
Coastal

List #12

Cocaine
Codeine
Coercion
Coincide
Coincidence
Collaborate
Collar
College
Collide
Collision
Colonel
Color
Column
Combated
Combustible
Comfortable
Coming
Commence
Commercial
Commission
Commit
Commitment
Committed
Committee
Communicate
Communication
Communiqué
Community
Comparison
Compensate

List #13

Compensation
Competent
Competition
Complainant
Complaint
Complete
Complexion
Compliance
Compulsory
Compress
Concealed
Concussion
Condition
Confession
Confidant
Confused
Congregate
Connected
Conscience
Conscientious
Conscious
Consciousness
Consecutive
Consensus
Consent
Consequences
Consequently
Consistent
Conspicuous
Conspiracy

List #14

Constable
Constitution
Construction
Consummate
Contagious
Continuation
Continue
Continuity
Continuous
Contraband
Contributing
Contusion
Convenience
Conveyor
Conviction
Convulsion
Cooperate
Cooperation
Corners
Coroner
Corporal
Corporation
Corporative
Corps
Corps
Corpse
Corpus Delicti
Corrective
Correspondence
Corroborate
Cough

List #15

Could
Councilman
Counseled
Counselor
Counterfeit
Coupon
Courteous
Credibility
Creditor
Criminal
Criminalist
Criminally
Criticism
Cruelty
Cruising
Crystallized
Cursory
Custody
Customary
Cylinder

-D-

Damage
Dangerous
Daughter
Dazzling
Deadly
Debris
Debt
Deceased
Deceive
Deceived

List #16

Deceptive
Decision
Decomposition
Defecate
Defected
Defendant
Defense
Defensive
Definite
Definition

Delegate
Deliberate
Delinquency
Delinquent
Demarcation
Demonstrate
Demonstration
Demurred
Denied
Dependent
Deployed
Deposition
Depressant
Depression
Descend
Descendant
Describe
Description
Desecrater

List #17

Designate
Designated
Desperate
Despondent
Destination
Detained
Detachable
Details
Determine
Deterrence
Deterrent
Detrimental
Develop
Deviation
Device
Dexedrine
Diabetes
Diagnose
Diagnosis
Diagonal
Diagram
Diagramed
Diamond
Diaphragm
Diarrhea
Dictionary
Diesel
Different
Diffuse
Dilapidated

List #18

Dilated
Dining
Direction
Disagreeable
Disappear
Disappearance
Disappoint
Disarranged
Disaster
Disastrous
Discipline
Discreet
Discrepancies
Discrepancy
Disease
Disguise
Disheveled
Disk
Dislocation
Dismiss
Dispatched
Disperse
Disposition
Dispute
Dissatisfied
Dissension
Dissipation
Distinction
Distributor
District

List #19

Disturbance
Divert
Divide
Division
Divorcee
Doctor
Doubtful
Doweled
Downward
Drunken
Drunkenness
Dual
Duplicate
During
Dying

-E-

Early
Eastward
Easy
Eccentric
Edgewise
Effect
Efficiency
Efficient
Eight
Eighth
Either
Electricity
Eligible
Eliminate
Embarrass

List #20

Embezzlement
Emergency
Emissions
Employee
Employment
Encase
Enclosure
Enforce
Enforcement
Enough
Enthusiasm
Entrance
Envelope
Enemy
Environment
Epilepsy
Epileptic
Equal
Equipment
Equipped
Equivalent
Erratic
Erratically
Especially
Essential
Ethics
Euphoria
Evacuee
Evasive
Evidence
Every
Exaggerate
Examined
Exceeding
Excellent
Exception
Excessive
Excite
Excitement
Excuse
Exercise
Exercised
Exhaust
Exhibit
Exhibition
Exhibitor
Existence
Exonerate
Expedite
Experience
Explanation
Explosion
Expose
Expression
Extension
Extinguish
Extortion
Extradition
Extremely

-F-

Fabric

List #22

Facilitate
Facility
Facsimile
Factual
Faded
Familiar
Fantasy
Farther
Fascinating
Fatal
Fatality
Faucet
Favor
February
Fecal
Feces
Federal
Felony
Feminine
Fetal
Fetus
Fiber
Fictitious
Fight
Filigree
Finally
Financial
Fiscal
Flammable
Flier

List #23

Flipped
Fluorescent
Focused
Forcible
Forcibly
Foreign
Foreman
Forest
Forfeit
Forfeiture
Forgery
Formula
Forty
Found
Fourteen
Fourth
Fracture
Fraudulent
Freight
Frequency
Friend
Frightened
Fugitive
Fulfill
Funnel
Furniture
Furor
Further
Futile

-G-

Gaiety

List #24

Gambling
Garage
Gardener
Garrote
Gassed
Gauge
Generally
Generator
Genuine
Ghetto
Glancing
Glycerin
Gough
Government
Governor
Gradual
Gradually
Gratification
Graveled
Grease
Grievance
Guarantee
Guard
Guardian
Guerrilla
Guessed
Guest
Guidance
Guilty

List #25

Guitar
Guttural
Gymnasium
Gypsy

-H-

Habeas Corpus
Habits
Habitual
Habitually
Half
Halloween
Hallucination
Hallucinogen
Handkerchief
Harass
Haughty
Hazard
Hazardous
Headache
Healthy
Hear
Heard
Heavy
Height
Hemophilia
Hemorrhage
Hereditary
Heroin
Hiccup
Hideous
Hijack

List #26

Hindered
Hispanic
Holiday
Homicide
Horizontal
Humane
Humiliate
Hurried
Hurrying
Hydraulic
Hypodermic

-I-

Ideal
Identifiable
Identification
Idiosyncrasy
Ignorance
Illegal
Illegitimate
Illicit
Illiterate
Imaginary
Imagination
Imitation
Immediate
Immediately
Immoral
Immunity
Impaneled
Impatient
Impede

List #27

Imperfect
Implement
Implicate
Implied
Important
Impose

Impossible
Imposter
Impounded
Imprisonment
Inadequate
Inadmissible
Inaugurate
Incarceration
Incendiary
Incessantly
Incident
Incidentally
Incinerator
Incised
Incision
Incite
Incoherent
Incompetent
Inconsistent
Incorrigible
Incredible
Indecent
Indefinite

List #28

Independent
Indict
Indictment
Indifferent
Individual
Inevitable
Infamous
Influence
Informant
Information
Infraction
Ingenious
Ingredient
Inhabitant
Inhalation
Initial
Initiate
Injection
Injured
Injury
Innocence
Innocent
Innocuous
Inquire
Inquiry
Inquisitive
Insanity
Inscribe
Inscription

List #29

Insensible
Insight
Insinuate
Installation
Instead
Instinct
Insufficient
Insurance
Insure
Intellectual
Intelligent
Intended
Interceded
Intercept
Interest
Interior
Intermittent
Intern
Interpret
Interrogate
Interrogation
Interrupted
Intersect
Intersection
Interstate
Interview
Intestine
Intimidation
Intoxicated
Intoxication

List #30

Intoxylizer
Invasion
Investigate
Investigation
Involuntary
Iodine
Iridescent
Irrelevant
Irresistible
Irresponsible
Irreversible
Irrigate
Irritated
Irritation
Isolate
Issued
Its

-J-

Jabbing
Jalopy
Jealous
Jeopardize
Jeopardy
Jerked
Jeweled
Jewelry
Judge
Judgment
Judiciary
Jujitsu

List #31

Jurisdiction
Justice
Justifiable
Justification
Juvenile

-K-

Kerosene
Khaki
Kibitzer
Kidnapped
Kilogram
Know
Knowledge
Knuckles

-L-

Label
Laboratory
Laceration
Lading
Language
Larceny
Latent
Later
Latter
Lawyer
Ledger
Legal
Legalize
Legally
Legible
Legion
Legislator

List #32

Legislature
Legitimate
Leisure
Lenient
Length
Lens
Lessee
Lesser
Leukemia
Leveled
Lewd
Liable
Liabilities
Liability
Liaison
Libel
Library
License

Lien
Lieutenant
Lightning
Likely
Liquefy
Liquid
Liquor
Literature
Litigation
Litterbug
Location
Loitering

List # 33

Loneliness
Loose
Lose
Losing
Luggage
Luster

-M-

Machinist
Magazine
Magistrate
Maintain
Maintenance
Majority
Malice
Malicious
Manageable
Management
Maneuver
Manifested
Mannequin
Manslaughter
Mantel
Manual
Manufacturer
Manufacturing
Many
Margarine
Margin
Marijuana
Marital
Marriage

List #34

Marshal
Masculine
Material
Matinee
Maturity
Mayhem meager
Meaning
Meant
Measurement
Medal
Median
Medical
Meditate
Memorandum
Memorial
Memorize
Menace
Mentally
Merely
Metal
Microphone
Mileage
Millimeter
Miniature
Minimum
Minor
Minority
Minute
Mirror
Minority
Minute
Mirror

List #35

Miscellaneous
Mischief
Misconduct
Misdemeanor
Misspell
Mobile
Moccasin
Model
Modeled
Modernize
Moisture
Molested
Monetary
Monogrammed
Monotonous
Morale
Motorcycle
Mountainous
Mucus
Mufflers
Multiple
Municipal
Murdered
Murmur
Muscle
Museum
Mustache

-N-

Narcotic
Narrative

List #36

Narrow
Natural
Necessary
Necessity
Negative
Negligence
Neighbor
Neighborhood
Neither
Nephew
Nervous
Neutral
Nickel
Niece
Night
Ninety
Noisy
Normally
Noticeable
Noticing
Notification
Notified
Nuisance
Numerous

-O-

Objectively
Obligation
Obnoxious
Obscene
Obscenity

List #37

Obscure
Observation
Obstacle
Obstructed
Obtained
Obvious
Occasion
Occupant
Occupation
Occur
Occurred
Occurrence
Occurs
Odor
Offense
Offensive
Officer
Official
Often
Omission
Omitted
Once
Oncoming
Operator
Opinion
Opponent
Opportunity
Opposite

Optimism
Orchestra

List #38

Ordinance
Ordinary
Ordnance
Organized
Oriental
Original
Outrageous
Overrun
Overt
Oxygen

-P-

Painful
Pajamas
Pamphlet
Paneled
Paraffin
Paragraph
Parallel
Paraphernalia
Parcel
Parole
Partial
Partially
Participate
Particular
Partner
Passenger
Pastime
Patience
Patrolling
Pavement

List #39

Peculiar
Pedal
Pedestrian
Peddler
Penalize
Penalty
Penciled
Perform
Performance
Performed
Perhaps
Peril
Periled
Perimeter
Perishable
Permanent
Permissible
Persecute
Perseverance
Persistent
Personal
Personnel
Perspective
Perspiration
Persuade
Pertinent
Perversion
Petition
Phlegm
Physical

List #40

Physician
Picnic
Picnicking
Piece
Pierce
Planning
Plea
Pleasant
Pneumatic
Pneumonia
Poison
Poisonous
Policies
Pornographic
Portion
Possess
Possession
Possible
Possibly
Practical
Practically
Practice
Precede
Preceding
Precise
Predicament
Predominant
Preferable
Preference
Pregnant

List #41

Prejudice
Preliminary
Premises
Preparation
Prerequisite
Prescription
Presence
Preservation
Pressure
Presumed
Presumed
Presumptive
Pretense
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ALLAN HANCOCK COLLEGE

LAW ENFORCEMENT ACADEMY

SPIT-SHINING SHOES

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ALLAN HANCOCK COLLEGE
LAW ENFORCEMENT ACADEMY

DIRECTIONS FOR SPIT-SHINING SHOES

Plain toed leather shoe/boot:

Spread a thick layer of paste polish over the leather to be spit shined. Allow it to dry for 5 minutes. Wrap a soft, clean cloth around your index finger so you have a smooth area on the end of your finger and dip it in water so it is thoroughly wet but not dripping (see note one below).

Using a small circular motion (see note two below), buff the dried polish in a circular motion and keep on rubbing lightly until a hazy shine develops. Keeping the rag damp, build up the shine with thin layers of polish applied in circles with light pressure until a glossy shine develops.

When sufficient shine has developed, use a clean, dry, soft cloth to give it a final buff and remove any last haze.

NOTE:

1. The reason you use a wet cloth is to stop the fine coats of polish sticking to the cloth and to encourage the polish to stick to the leather. You want to keep on building up thin layers of wax until you have a completely smooth surface that gives the glossy shine

2. After the first heavy coat of polish you must use minimal amounts of polish to build up the shine. If you use too much polish, the solvent in the polish you apply will dissolve the base you have already built up and you will have to start again in that area.

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ALLAN HANCOCK COLLEGE

Nurs 300
CNA/Acute Care Aide

Couse Syllabus
And
Program Information

- **Certified Nursing Assistant**
- **Preparation for State Board Examination**
- **Acute Care Aide**
- Spring/Fall 2023

behalf of the faculty, welcome to the CNA Program at Allan Hancock College.
syllabus, along with the Registration Authorization Packet, has been developed to familiarize you with the po
is program. It will assist you as you progress through the program. Adherence to the program policies is expect

In the spirit of cooperation, students and faculty share the common goal of learning. Competence in this profession is developed through diligence, mutual participation and evaluations in the classroom, clinical area and simulation laboratory. The program will provide you with the instructional guidance and evaluation necessary for progressing through the state mandated Certified Nursing Program. However, it is important to understand that the responsibility of learning and becoming proficient at skills is yours. Your commitment, dedication, determination and consistent effort can lead to many satisfying experiences and a successful, promising future.

The curriculum has been designed to provide you with a well-rounded education that reflects the high level of performance and professionalism required of the Certified Nursing Assistant in the health care setting. You are the most important part of this program and your suggestions and ideas are valued.

We look forward to a very productive and successful semester.

Joann Bellrose BSN, Instructor, Martha Hull BNS Instructor, and Mary Pat Nelson BSN, MHA, Program Coordinator

Facility Contact Information **(Faculty is available 5 hours per week to meet with students.)**

Joann Bellrose R.N., B.S.N. (Instructor of Record for Lompoc Class) Full time Faculty, ext. 5269 joann.bellrose@hancockcollege.edu (M) on-line 0800-0900, (T) 1230-1400, (W) by appointment, (TH/F) 1500-1600 (clinical site)
Martha Hull R.N., B.S.N Full time Faculty, ext. 3269 martha.hull@hancockcollege.edu (M) on-line 1800-1900 (T) 1230-1430, (W) by appointment, (TH/F) 1500-1600 (clinical site)
Mary Pat Nelson R.N., B.S.N., M.H.A. (Instructor of Record for Santa Maria Class) CNA Coordinator Health Science Department Chair, ext. 3906 mpnelson@hancockcollege.edu (M) on-line 2000-2100, (W) on-line1230-1430, (TH/F) 1500-1600 (clinical site)
Part-time faculty can be reached at 1st initial/last name@hancockcollege.edu, or by contacting the Health Science Department secretary at 922-6966 ext. 3394

Important Phone Numbers: all (805) area codes

Santa Maria (SM) College Campus: 922-6966	Villa Maria Healthcare Center (SM): 922-3558
Health Science Office: ext. 3394	Marian Extended Care (SM): 925-7747
Lompoc College Campus: ext. 5204 or 1-800-549-4120	Solvang Lutheran Home: 688-3263
Country Oaks Care Center (SM) : 922-6657	Arroyo Grande Community Hospital: 489-4261
Lompoc Convalescent: 736-3466	Marian Medical Center (SM): 739-3000
Lompoc Skill and Rehab: 735-4010	Lompoc District Hospital: 736-3466

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ATTENDANCE POLICY

To meet state mandates for required hours, set high professional standards and promote positive work habits, the following criteria have been set:

Before Patient Contact can Occur, All required paperwork must in the student's file, including:
a. A current CPR Card that does not expire until the class is complete
b. A current Flu shot (to be received between October and April of current year)
c. Additional Forms (Refer to Program Application Packet)

Students must be present during Theory Days 1-14 (approximately the first 3 weeks)
a. State mandated curriculum is presented, and attendance is a state requirement.
b. Orientation to Facility: Attendance is required by each facility before patient contact.

Attendance Policy after Mandatory attendance period is successfully completed.
a. One (1) day absence is allowed after the mandatory attendance period and clinical orientation.
b. Three (3) tardies constitutes a day's absence
c. Missing more than 20 minutes of class or clinical constitutes a full day's absence
d. This program does not have an "excused" absence policy. Counseling appointments, doctor's office visits, court appointments, etc. are not excused.
e. Attendance has been identified as a key element to Professionalism
f. Key to Canvas Absent/Tardy record
(1=1tardy) (2=2tardies) (3=1 absent) (4=1absent,1 tardy) (5=1 absent, 2 tardies)
(6=hours missed exceeds time for makeup mandated hours) unable to complete program

Preparation for the State Board Examination Week
a. A make-up day is scheduled during this week for all students that have missed (1) day. It can be for theory or clinical content but not both.
b. The student will be notified in Canvas>Grade Center for an absence and the need to attend the make-up day.

CELL PHONE/iWATCH/COMPUTER POLICY

a. These items are not allowed in the classroom, clinical lab or clinical facility.
b. Your device may be kept on vibrate/quite out of sight or on your desk, face-up.
c. You will be given breaks and time to leave the classroom, so that you can check messages.
d. If you have an emergency, please step outside of the classroom to take the call.
e. Your instructor will provide directions for additional use of electronic devices/computers in the classroom & clinical area. (Reference to HIPPA regulations and Professional Conduct)

GRADING POLICY

Students must achieve a 74% or higher in every theory graded content area and a score of (2, meets basic program standards) with a 74% or higher in every clinical section, to meet program requirements and be allowed patient contact in the clinical area.

Grades are determined by the following:
50%=Weekly Examinations & Outside Assignment
20%=MindTap Assignments-Due each Tuesday, at the start of class
10%=Clinical Evaluation Score, Professional points deducted
10%=Research Assignment
5%=Final Exams (CNA midterm & Acute Care Aide Final)
No work is accepted after 1 week past due date.

Grade Breakdown
A=100-92%
B=91.99-83%
C=82.99-74%
D=73.99-65%
F=Below 65%

74% must be achieved in each content area.

THEORY & CLINICAL EVALUATIONS

Theory Evaluation a. There is an examination every week, testing the prior week's information. b. If performance in the theory components is below a "C" grade on any exam or assignment, an evaluation conference with terms of probation will be discussed. c. One makeup is allowed, but the student will not be allowed to continue in the clinical area irrespective of clinical performance or classroom performance is not a "C" or better in all graded areas, individually (not just GPA). d. If a 2nd failing grade ensues, an evaluation conference with the lecture instructor will be scheduled and the student will be blocked from the clinical setting. This will result in program failure and the student is encouraged to drop from the program. Appropriate forms will be used to document progress in hours and content in the theory area.
Clinical Grading: a. Twenty-eight points can be achieved for each clinical evaluation. b. A score that meets basic program standards must be achieved for every section (2, 3, or 4) c. A=100-92% (28 points=100%, 27points=96%, 26 points=93%) B= 91.999-83% (25 points=89%, 24 points=85%) C=82.999-74 (23 points=82%, 22 points=78%, 21 points=75% D=73.999 (20 points=71%

MINDTAP ASSIGNMENTS-Textbook

Textbook for this program is, The Nursing Assistant a Nursing Process Approach, 11th Edition, by Barbara Acello and Barbara R Hegner. **MindTap** is an electronic based workbook that includes a textbook application.
Completed homework will be submitted every Tuesday, the week after it is covered. a. Complete the MindTap assignment as it correlates with the textbook. Example: If chapter (Ch) 1 from the textbook is covered in lecture, complete chapter 1 in MindTap (electronic textbook and workbook) b. If only a part of a chapter is covered, you will not be responsible for completing that chapter until it is covered in its entirety. c. Late Assignments will only be accepted 1 week past the due date. e. Please note: Check your schedule and read at least one day ahead, so you will be familiar with what is covered and due.
Program Curriculum: Module, is federally mandated information required by Nursing Assistant Training and Assessment Program to be covered in a CNA course.
Title 22 Requirement Met, is a term used when the material and hour requirement has been covered per federal mandates.
Check the Calendar for the following: a. Live Scan Fingerprints, Bring ID b. Uniform check c. Community Project d. $100.00 Cashier's check or Money Order made out to "Regional Testing Center", for the CNA State Board Examination. This will be collected at the beginning of class.

e. Make-up day for theory or clinical absence. f. State Board Examination Date g. Research Paper e. All mandated items are to be submitted to the Health Science Office before the first Clinical day, or any patient contact

PROGRAM STUDENT LEARNING OUTCOMES (PSLOs)

Program Student Learning Outcome (s)	Course Student Learning Outcome (s)	Means of Assessment and Criteria for Success
PSLO 1: Demonstrate clinical skills in varied environments PSLO 2: Demonstrate theoretical concepts as they apply to patient care PSLO 3: Identify and demonstrate understanding of the Standards of Professionalism for the health care provider	At the end of the course, the student will demonstrate the ability to: 1.Under the direct supervision of an instructor, demonstrate clinical skills essential for a CNA to function safely in the clinical area 2. Meet established theory objectives through state-mandated theory hours and class participation. 3. Identify legal and ethical responsibilities of the nursing assistant. 4. Demonstrate skills and knowledge necessary to successfully complete and pass the state board examination	All course quizzes and exams must be passed with a 74% or higher to continue in the course. Clinical and skills evaluations must be at the satisfactory level utilizing the clinical evaluation tool.

UNIFORM/PROFESSONALISM (Points)

Complies with Professionalism Criteria Note: 2 points possible deduction on the clinical evaluation for each demerit.	
Hair neat, hair that can touch the nose is to be contained.	No Cell phone use in class or lab No Cell phone use in the clinical setting
Uniform clean, wrinkle free, black shoes clean	
a. No jewelry other than wedding ring (no necklaces, bracelets etc.) b. Stud earrings only; 1/ear: no other visible piercings.	No food/drink in class except for water in an enclosed container
Name tag worn	Does not interrupt instructor by being disruptive in class.
Fingernails short, clear polish only	Respectful of Instructors & Authority Figures: Positive Attitude
Professional makeup: not overdone	Communicates in a professional manner
Attendance: One tardy=1 point, one absence=3 points. A total of 6 points=not enough hours to complete the State Mandated hours for a NATAP. (Reference Title 22)	

SYLLABUS CHANGE POLICY

Except for changes that substantially affect implementation of the evaluation (grading) statement, this syllabus is a guide for the course and is subject to change with advanced notice

ADDITIONAL PROGRAM POLICIES

a. Illness-Never report to duty while ill.
b. Report immediately to the instructor, emergency care, accident, or incident
c. Never approach a physician for health advice while on duty.
d. A student who reports for clinical experience or any Nursing Assistant Program related function with alcoholic breath or under the apparent influence of any substance that would interfere with appropriate nursing judgement and performance is subject to dismissal from the Nursing Assistant Program.
e. The student unable to perform safely in the patient area will be relieved of duty at the time and placed on probation with a required written contract of conditions to be met for continuation in the program.
f. A letter from a physician stating you have no restrictions from participating in the program may be requested if mental/physical disabilities occur after the program has begun.

Pregnancy Leave (Antepartum)
a. A written clearance from a physician (to be submitted to the Dean of Health Sciences) is necessary within the first trimester of pregnancy.
B. The student may remain active in the nursing program with physician clearance until she delivers, provided she meets all the weekly clinical laboratory objectives, and her attendance record remains satisfactory.
c. The student should notify the clinical instructor as soon as pregnancy is suspected as some scheduled observational experiences may need to be eliminated for safety.

Pregnancy (Postpartum)
a. The student must present a written clearance from her attending physician with no restriction upon physical activity. This should be submitted to the Dean of Health Sciences through the Health Science Office.
b. The student must take one week off following delivery. Attendance requirements must be met to satisfy mandated certification hours.

INJURY POLICY: call 3911 for campus police

A. Human Resources: For NON-EMERGENCY clinical injuries occurring when the Human Resources Office is open, students should go to Human Resources and follow directions as given. Phone: 922-6366 EXT 3339.
b. Student then Referred to: Central Coast Urgent Care, Betteravia Rd #A, Santa Maria, CA (805) 614-9000
c. If after hours for Emergency: the students covered under AHC's Workers' Compensation should go to the nearest hospital emergency room. The ER information should be given to the AHC-HR department. The student or instructor should leave a message for HR regarding the incident and the Human Resources Department will follow up during regular business hours.
d. An Accident Report Form must be completed by the employee witnessing the accident or having the first contact with the injured student. Call 3212 for accident report forms, if needed.
e. Note, the student has the right to determine their own medical care (if they are able). This includes the right to refuse care. The student is responsible for medical bills and is instructed

to contact the Health Services Office ASAP to complete the insurance claim process for possible reimbursement.

PATIENT INCIDENT REPORTS

It is our responsibility to help a facility employee complete an incident report concerning patients when we are in any way involved with the incident.
Notify your instructor immediately for assistance.

ALLAN HANCOK STUDENT RESOURCES

ALLAN HANCOCK COLLEGE EARLY ALERT PROGRAM

"The AHC Early Alert Program is here to help you succeed academically. Instructors refer students to the program if they believe the student could benefit from services here on campus. The goal of the program is to connect students with programs on campus that can provide; books, tutorial services, academic planning, or just a chance to talk. If you receive an email, phone call, or text message from one of our counselors, please respond and take advantage of this amazing service! Students that want to know more about the service available to them are encouraged to reach out to their instructor, counselor, or following email: earlyalert@hancockcollege.edu. You will receive a response within 2 business days."

AMERICANS WITH DISABILITIES ACT

Any personal learning accommodations that may be needed by a student covered by the Americans with Disabilities Act (ADA) must be made known to the instructor as soon as possible. This is the student's responsibility. Information about services, academic modifications and documentation requirements can be obtained from the Learning Assistance Program (LAP)
For more information about services available to AHC students with disabilities, contact;
(805) 922-6966 ext. 3274 (Santa Maria Campus)
(805) 922-6966 ext. 5274 (Lompoc Valley Center from Santa Maria)
(805) 735-3366 ext. 5274 (Lompoc Valley Center from Lompoc)
(805) 928-7834 (TTY/TDD for the deaf)
(805) 922-69-6966 (Video Phone)

CALIFORNIA LEGISLATIVE CHANGES-EFFECTIVE 2012, COURSE ATTEMPTS

A student may attempt a non-repeatable course no more than three times during their tenure at Allan Hancock College. This includes any course in which the student has received any grade, including W, D, F, NC and/or NP. This legislation affects all students' academic history. Under specific circumstances, the student may request to attempt a course a fourth time by submitting an appeal from to the Counseling Office.

LAST DAY TO DROP WITHOUT A "W" GRADE

It is the student's responsibility to know when the last date to drop without a "W" grade is. Course repeatability is now an issue and students should avoid a "W", if possible. Students should always check with an academic counselor before dropping a course, as this may have a negative impact on their record.

LAP Please be aware that students in class may be utilizing a recording as an accommodation approved under the guidance of ADA and its amendments.

NONDISCRIMINATION STATEMENT

The Allan Hancock College Joint Community College District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applications, including qualified members of underrepresented/protected groups. The college assures that no person shall be discriminated against regardless of race, color, ancestry, religion, gender, national origin, Vietnam-era veteran, marital status, or sexual orientation.

SAFE PLACE This is a college-level class. The material we read, think about, write about, and discuss in class assumes an adult audience. Being able to discuss freely and openly, and question ideas, is part of this course: it is also essential to the well-being of our pluralistic, democratic society. This class is a safe space. Hatred of any kind will not be tolerated. Refrain from making derogatory remarks about anyone. If you have an issue, please bring it to my attention in my office.

STUDENTS STANDARDS OF CONDUCT FOR AHC STUDENTS

These Standards of Student Conduct for violation of rules were established by the Board of Trustees for the Allan Hancock Joint Community College District on January 16, 1976. A student enrolling in Allan Hancock College may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. Therefore, appropriate conditions and opportunities must be provided for all students to pursue their education within a safe and secure environment. As members of the college community, students should be encouraged to develop the capacity for critical judgement; to engage in sustained and independent search for the truth; and to exercise their right to free inquiry and free speech in a responsible, non-violent manner.

Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the city, county, state, and nation in the same manner and to the same extent as any other person. Student conduct in AHC must also conform to district and college rules and regulations. The same standards of student conduct apply whether a student is physically present in a campus facility, is engaged in a distance learning course, or is using electronic (e.g. web-based) services of the district. Any behavior that interferes with the instructional, administrative, or service functions of the district will be considered to be disruptive and will be subject to disciplinary action. Refer to the "Allan Hancock Community College District Guidelines for Student Conduct, Disciplinary Action and Procedural Fairness," located in the Office of the vice President for Student Services, for the procedural and substantive due process utilized in the adjudication of student disciplinary cases.

Students found in violation of the Standards of Student Conduct, including the following, will be subject to disciplinary action.

A. Conduct Related to Individuals and College Functions

1. Disruptive Conduct: An individual shall not engage in disorderly, lewd, obscene, indecent, or offensive conduct or any conduct that is reasonably likely to cause a breach of peace, disrupt, or that does disrupt, any college function, process or activity including teaching, research, and administration of public service functions on campus, as college-sponsored events off campus, or through the use of college electronic resources not part of assigned college curriculum.

2. Alcohol, Drugs, and Drug Paraphernalia: An individual shall not possess, sell, offer to sell, purchase, offer to purchase, use or transfer illegal drugs, drug paraphernalia or alcohol, or be under the influence of alcohol, drugs or medication (except as prescribed by a physician and used in accordance with the prescription), or furnish alcohol to a minor. (The term "drugs" includes any narcotic, dangerous drug, steroid, vapor releasing toxic substance, marijuana, or controlled substance (imitation or otherwise) as defined by law. The term "medication" means any substance that is available legally by prescription only.)

3. Threats, Assaults, Battery, Abuse, and Fighting: An individual shall not verbally or physically threaten bodily harm or engage in any misconduct which results in injury or death to a physically threaten bodily harm or engage in any misconduct which results in injury or death to a student or to college personnel or otherwise abuse, assault, or fight with any other person on college property or at an off-campus college-sponsored event.

4. Defamation: An individual shall not use defamatory words or phrases or distribute defamatory materials. Defamatory words or materials are those that: (1) are false and expose any person or the college to hatred, contempt, ridicule, disgust or an equivalent reaction; or (2) are false and have a tendency to impugn a person's occupation, business, or office.

5. Obscenity and Vulgarity: An individual shall not engage in the expression of obscene, libelous, slanderous, or vulgar language or gestures distribute or exhibit such materials by any means including digital. Obscene materials, language, or gestures are those that an average person, applying contemporary standards of the college community, would find that taken as a whole, appeal to prurient interests and lack serious literary, artistic, political or scientific value.

6. Hazing: An individual shall not engage in any activity involving hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, mental harm, or personal degradation or humiliation.

7. Endangering the Health and Safety of Others: An individual shall not engage in conduct that endangers or reasonably could endanger, or that reasonably appears to endanger, the health or safety of students, college employees, or other persons.

8. Obstruction: An individual shall not obstruct the authorized use or enjoyment of college facilities or activities by any other individual. Obstruction includes, but is not limited to: (1) disruption of classes, administrative functions, disciplinary procedures, or the use of electronic resources; (2) unauthorized interference with any person's access to or from college facilities or events; (3) interference affecting the normal flow of pedestrian or other traffic; (4) use of facilities that are assigned to another individual or group; (5) use of sound amplifying equipment that unreasonably interferes with the activities of others; and (6) participation in any activity with the intent or reasonably predictable effect of disrupting or otherwise depriving a group or individual of the ability to see, hear or otherwise experience an authorized college function or activity.

9. False Imprisonment: An individual shall not imprison, detain, or exercise unlawful control over the freedom of movement of any person.

10. Harassment and Discrimination: An individual shall neither harass another person nor engage in any form of discriminatory behavior. Harassment includes written or verbal abuse of a serious nature (either as a result of the severity or repetitive nature of the conduct) that humiliates or intimidates another individual and does not otherwise advance matters of public concern. Harassment also includes stalking or any other conduct that could reasonably be expected to cause fear or apprehension on the part of another individual including persons submitting complaints, serving as witnesses, or members of adjudicating committees. An individual shall not engage in conduct that is directed toward another person if that conduct would cause a reasonable person to fear for the person's safety or the safety of that person's immediate family member or close acquaintance, and that person, in fact, fears for his or her safety or the safety of an immediate family member or close acquaintance. An individual shall not engage in discriminatory conduct on the basis of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

11. Sexual Harassment: An individual shall not engage in sexual harassment which consists of any unwelcome sexual advance, request for sexual favors or other written, verbal, or physical conduct of a sexual nature when: (1) submission to or rejection of the conduct is made either

an explicit or implicit condition for access or decisions relating to any college-related opportunities; (2) the expression or conduct substantially interferes with an individual's work or academic performance or creates an unreasonably intimidating, hostile, or offensive work, learning or other college-related environment; or (3) the expression of sexual or social interest in an individual continues after being informed that the interest is unwelcome.

12. Sexual Misconduct: An individual shall not engage in conduct that constitutes sexual misconduct, whether forcible or non-forcible, including but not limited to rape, sexual assault, public sexual indecency, or indecent exposure.

13. Gambling: An individual shall not engage in card playing for money, betting on sporting events and/or participate in other forms of gambling of any type on campus property or by mean of college electronic resources.

14. Smoking: An individual shall not engage in willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the district.

B. CONDUCT RELATED TO PROPERTY AND RECORDS:

15. Theft, Fraud, Misrepresentation, Robbery, and Extortion: An individual shall not take, use, borrow, steal, or receive any property belonging to another without that person's permission or otherwise obtain any benefit by fraud, identity theft, extortion, robbery, misrepresentation, deception, or by expressed or implied threat. An individual shall not make any false oral or written statement to any person or entity with intent to mislead or deceive.

16. Academic Dishonesty: An individual shall not engage in any form of academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, copyright infringement, or plagiarism. An individual shall not use or attempt to use the academic work or research of another person (or agency engaged in the selling of academic materials) and represent that it is his or her own or otherwise engage in dishonest academic work. An individual shall not share his or her knowledge or work with another student during an examination, test, quiz or other academic assignment unless specifically approved in advance by the instructor. An individual shall not bring to an examination any materials or notes not approved by the instructor; nor shall the individual receive, or attempt to receive, any test response from another student during an exam or at any time unless expressly authorized by a faculty member. (Refer to the college catalog)

17. Destruction of Property, Vandalism, and Littering: An individual shall not damage, destroy, or deface any college or district property or property belonging to any member of the college community or a campus visitor and shall not litter on college property or at a college-sponsored event.

18. Forgery: An individual shall not use or attempt to use the identity or signature of another and represent that it is his or her own to obtain any benefit by fraud, misrepresentation, or deception.

19. Emergency Alarms and Fire Control Devices: An individual shall not knowingly activate, use, or tamper with any college fire alarm, safety device, or other device provided by the college for use in emergencies, unless the individual reasonably believes that an emergency exists justifying use of the device.

20. Arson: An individual shall not willfully or maliciously start, attempt to start, or promote the continuation of any fire or explosion.

21. Unauthorized Entry and Duplication of Keyes: An individual shall not gain, or attempt to gain forceful or unauthorized entry into, or occupation of, college facilities or grounds or designated off-limits areas. An individual shall not possess, reproduce, transfer, or sell a key to any college building or facility without receiving express permission to do so from an appropriate college administrator.

22. Unauthorized Access and Tampering: An individual shall not, without proper authorization, read, remove, copy, counterfeit, misuse, photograph, forge, alter, destroy, or tamper with any college documents or records in any format including digital. An individual is not permitted unauthorized use of electronic resources such as computer equipment (i.e., computer, disk drive, server, printer, scanner, or monitor), computer software, database, data network, file, document, record, library material, telephone message, telephone record or telephone equipment, or may otherwise violate college or district policies pertaining to copyright law, computer software license, or computer use. Such prohibited activities are inclusive of, but not limited to, unauthorized entry into a computer, database, or file; transfer or copy of a file, data record, or software; use of another individual's identification and/or password; use of computers to interfere with the work of another student, faculty member, or other college employee; sending or forwarding obscene, vulgar, threatening or abusive messages, files, website links; or otherwise interfering with the normal operation of the college's computer systems and network.

23. Solicitation and Posting of Notices: An individual shall not solicit or post any materials, pictures, or writing on college property without first obtaining appropriate authorization.

24. Commercial Use of Academic Presentation: An individual shall not, without proper authorization, prepare, give, sell, transfer, distribute, or publish, for any commercial purpose, any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten, typewritten, or digital class notes, except as permitted by any district policy or administrative procedure

General Conduct

25. Violation of College Policies, Rules, or Directives: An individual shall not violate any college or district policy, administrative procedure, rule or directive inclusive of the terms and conditions of a disciplinary sanction or stipulation, or an "order to appear": issued by an authorized college official, nor shall an individual violate regulations pertaining to student organizations, facilities usage, or the authorized time, place, and manner of public expression.

26. Defiance of Authority and Untruthfulness: An individual shall not willfully disobey the directions or reasonable orders of instructors, administrators, or other college employees and shall respond to lawful requests for information from these persons in a truthful manner. An individual shall not obstruct or resist any college official, employee, college police officer, or other law enforcement officer in the performance of his or her duty. An individual shall not furnish false information, including false identification, or fail to provide information to the college or to any college employee or agent, including campus law enforcement or security officers or other agents acting in good faith.

27. Possession of Weapons or Dangerous Items: An individual shall not possess or use weapons inclusive of firearms, explosives, fireworks, dangerous chemicals or any other instrument capable of harming any person or property; or that reasonably would create the impression of being able to induce such harm, without express authority from the college president or his or her designated representatives or members of law enforcement agencies (Weapons referenced in this standard are inclusive of, but not limited to; any instrument or weapon of the kind commonly known as blackjack, cling shot, fire bomb, Billy club, sand club, sandbag, mental knuckles, any dirk, dagger, firearm (loaded or unloaded) such as a pistol, revolver, rifle, etc.; any knife having a fixed blade longer than two and one-half (2 ½) inches; any folding knife or switchblade longer than two inches; any folding knife with a blade that locks into place; any razor with an unguarded blade; a Taser or stun gun; any metal pipe or bar used or intended to be used as a club.)

28. Attempted Violation: An individual shall not conspire, encourage, assist, or incite any other person(s) to engage in any conduct prohibited by these Standards of Student Conduct.

30. Persistent Misconduct: An individual shall not engage in persistent, serious misconduct where other means of correction, inclusive of directives issued by faculty members or other college officials, have failed bring about appropriate conduct.
31. Violation of Federal, State, or Local Law: An individual shall not violate any federal, state, or local law not otherwise specifically cited in these Standards of Student Conduct while on college or district property or by means of electronic resources. Revised: 3/30/2016

PROGRAM FORMS

TIPS FOR NURSING STUDENT SUCCESS

"Nurses should be caring, sympathetic, responsible, and detail oriented. They must be able to direct or supervise others, correctly assess patients' conditions, and determine when consultation is required. They need emotional stability to cope with human suffering, emergencies, and other stresses." Bureau of Labor Statistics, U.S. Department of Labor, Occupational Handbook, 2007

Traits that work against success:	Traits that work toward success:
Poor time management skills; tendency to procrastinate; tendency to fall behind and do last-minute catch-up; uncomfortable with fast paced situations; frequently late. Poor goal-setting skills. Tendency to quit when the going gets tough.	Does not procrastinate; puts in consistent and sustained effort; willing to put in the hours required in order to keep up; seeks help with time management and study skills; trims down outside demands by reducing work hours, asking for family help and support
Intolerant of demanding personalities or certain personality traits; difficulty dealing with certain age groups; tendency to avoid or shy away from those with certain religious preferences, cultures, political view, lifestyle choices, etc.	Tolerates and perhaps even embraces the differences in others; recognizes diversity as a positive influence on society and on the learning environment; values the individual as a fellow-human being.
Easily stressed when faced with multiple demands and/or emergency situations; difficulty with multi-tasking; difficulty refocusing after interruptions	Able to stay calm and to control personal reactions to stressful events; able to re-focus and re-prioritize actions despite multiple demands and interruptions, detail-oriented.
Sensitive to others' opinions; easily demoralized or offended by perceived acts of discrimination, racism or by less-respectful treatment by others	Able to face negativity with courage, understanding and with humor (not taking it personally); able to diffuse anger with calm reactions; able to face disrespectful behavior with self-respect.
Uncomfortable with authority figures; fearful to "rock the boat". Trouble being a self-advocate (or advocate for others) due to the confrontation required	Able to stand-up to authority with respect and assertiveness if the situation calls for intervention; able to let your needs be known if it's in the best interest of the situation at hand (mutual goals)
Tendency to look to others for help with minor decisions; indecisive; uncomfortable in a lead position or as a chief decision-maker	Able to "take the lead" in a situation where knowledge allows it and training demands it. Able to direct others correctly, step-by-step and to think quickly in an emergency situation
Tendency to "cover-up" mistakes; tendency to minimize mistakes. Tendency	Values learning from mistakes more than holding on to spotless image. Values the safety of others over self-preservation. Willing to take

to tell a “little white lie” in order to “save face”.	responsibility for actions and to deal with unintentional errors with courage and honesty.
Tendency to attribute the cause for a new task or concept being particularly difficult or challenging to personal inadequacy; tendency to avoid challenges.	Faces obstacles and difficulties as new challenges to overcome in order to reach a goal; recognizes that it’s time for more effort, more time-investment or time to ask for help (i.e. tutoring).

COURSE REQUIREMENTS

You Can Make a Difference

1. Read and comply with Rules and Regulations of Allan Hancock College Nursing Assistant Program that are included in the handbook
2. Read, sign and return the student acceptance policy.
3. Begin to appreciate the accountability/professionalism of the health care worker
4. Give satisfactory and safe nursing care to assigned patients at all times.
5. Develop self-direction in the progressive achievement of the course objectives and expectations. Accept responsibility for your own learning activities. Seek out opportunities that will help towards objectives.
6. Keep your own record of independent clinical experiences, absences and tardiness and verify with instructor's records as necessary.
7. Be prompt to clinical and classroom assignments. Understand that attendance punctuality are mandatory.
8. Notify the instructor prior to clinical or classroom Absences. See attendance Policy.
9. Store the cell phone safely away, before entering the classroom or clinical area.
10. Complete homework, be prepared for class examinations and turn in assignments at the start of class.
11. Check the on-line calendar, located on Canvas, for daily objectives.
12. Be respectful of instructors and authority figures: Positive attitude.
13. Do not interrupt instructor by being disruptive in class.
14. Be aware of own limitations and abilities. Clarify questions, confer with instructor promptly and consistently regarding individual learning needs.
15. Evaluate own learning, make use of the evaluation tool.
16. Ask for frequent oral critiques of your clinical performance, especially after completing a nursing procedure under observation
17. Practice nursing procedures in skills lab as much as possible, get checked by an instructor before implementing in clinical area.
18. Participate regularly in classroom, clinical and all other assigned activities.
19. Attend the makeup day, as required
20. Understand that all late papers will be graded down one full letter grade. Papers will be submitted when the class begins on the day assigned. No excuses accepted.
21. Obtain a minimum of 74% or higher on every exam, assignment and evaluation in theory and clinical areas.
22. Maintain Professionalism Standards in All Theory and Clinical Area
23. Students may be immediately dismissed from the classroom or clinical setting or points deducted in accordance with AHC College standards for dishonesty in testing or for behavior that is dangerous or unethical, or is disruptive to the sanctity of the classroom in a way that interferes with fellow student's ability to learn.
24. No food/drinks in class except water (in an enclosed container)

JOB DESCRIPTION

Under the direct supervision of a registered nurse or licensed vocational nurse, performs assigned care, assists patients with activities of daily living, provides comfort measures, and performs unit support activities, such as transporting patients, stocking shelves, and cleaning work areas. Reports observations regarding patient status to the registered nurse or licensed vocational nurse. The patient population consists of those adults/elderly requiring medical/surgical extended care or services and those that are terminally/chronically ill and disabled. Completes unit skills checklist yearly.

Physical Requirements

- Extremely heavy physical effort (lift/carry 50 lbs. or more)
- Frequent prolonged standing/walking
- Lifts, positions, pushes, and/or transfers patients
- Manual dexterity and mobility
- Considerable reaching, stooping, bending, kneeling, crouching

Environmental and Working Conditions

- Noise: Sufficient noise to cause distraction or possible hearing loss
- Hazards: Conditions where there is danger to life, body and/or health
- May be exposed to extremes of heat and cold in all weather conditions
- May be exposed to infections and contagious diseases
- Regularly exposed to the risk of blood borne diseases
- May be exposed to toxic chemicals
- Contact with patients under wide variety of circumstances
- Exposed to unpleasant elements (accidents, injuries, and illness)
- Subject to varying and unpredictable situations
- Handles emergency or crisis situation
- May perform emergency care
- Exposed to heat, wetness, odors in kitchen and/or patient areas
- Subject to many interruptions
- Occasionally subject to irregular hours
- Exposed to dangers of assault/hazards from investigating alarms

SCOPE of PRACTICE FOR CNAs

Under the direct supervision of a registered nurse or licensed vocational nurse, performs assigned care, assists patients with activities of daily living, provides comfort measures, and performs unit support activities, such as transporting patients, stocking shelves, and cleaning work areas. Reports observations regarding patient status to the registered nurse or licensed vocational nurse.

Answers call lights

Bathes, dresses and undresses patients

Serves and collects food trays, assisting patients that need help

Assists patients to walk

Turns and repositions patients alone or with assistance

Changes bed linens

Measures and records temperature, blood pressure, pulse, and respiration rates

Measures and records fluid intake and output as directed

Transfers patients to and from bed.

LIMITATIONS OF THE NURSING ASSISTANT ROLE

*Never give medication. This includes medications given orally, rectally, by injection, or directly into the blood stream through an intravenous line. There have been instances when a nurse has brought a medication to a person's room while the person was in the bathroom or busy with some activity. The nurse then told the nursing assistant to give the medication to the person later. In this situation (and other similar situations) the nursing assistant should respectfully but firmly refuse to follow the nurse's direction. Otherwise the nursing assistant would be performing a function and responsibility that is beyond the scope of the nursing assistants.

*Never insert tubes or objects into body openings or remove them from the body. You must not insert or put anything into tubes entering into a person's bladder, esophagus, trachea, nose, ears, blood stream, or body openings that have been surgically created. Exceptions to this rule are procedures in this textbook that you will study and practice with your instructor' supervision. For example, you may learn how to give enemas and insert rectal tubes.

*Never take oral or telephone orders from physicians. You might answer the telephone or be near a doctor who wants to give you an order. You should politely give your name and title, ask the doctor to wait, and promptly find a nurse to speak with the doctor.

*Never perform procedures that require sterile technique. With sterile technique, all objects that will be in contact with the person's body are free of all microorganisms. Sterile technique and procedures require skills, knowledge, and judgement are beyond the training you will receive. You may assist the nurse during sterile procedures. However, you will not perform the procedure yourself.

*Never tell the patient, resident, or family, the patient's or resident's diagnosis or medical or surgical treatment plans. The doctor is responsible for informing the patient, resident, or family about the diagnosis and treatment. Nurses may further clarify what the doctor has told the person and family.

*Never diagnose or prescribe treatments or medications for anyone. Only doctors can diagnose and prescribe. (OTC, Herbal…)

*Never supervise other nursing assistants. Licensed Nurses are legally responsible for supervising the work of nursing assistants. You will not be trained or paid to supervise the work of others. Supervising other nursing assistant can have serious legal consequences.

*Never ignore an order or request to do something that you cannot do or that is beyond the scope of nursing assistants. Promptly explain to the nurse why you cannot carry out the order or request. The nurse assumes you are doing what you were told to do unless you explain otherwise. Patient and resident care cannot be neglected.

PROFESSIONALISM STANDARDS

The following objectives are integrated into all clinical and classroom evaluations.

Objective 1: Incorporates Civility and Professionalism into all areas of the program: classroom,
Clinical and anywhere the AHC CNA uniform is worn.

Objective 2: Displays empathy and gentleness.

Objective 3: Is able to communicate maturely and courteously with classmates and instructors, patients, residents, and hospital employees. Consistently demonstrates ability to function as part of a team. Is respectful of authority.

Objective 4: Treats classmates as unique individuals, while displaying emotional, spiritual and cultural awareness.

Objective 5: Demonstrates integrity in work ethics as well as adherence to program policies in areas of attendance, punctuality, dress code. Turns in homework and assignments first thing in the morning and does not offer excuses as to why it was not completed.

Objective 6: Accepts instruction and criticism graciously and initiates steps towards self-improvement.

Objective 7: Consistently demonstrates a positive attitude in speech and actions and is consistently willing to help others. They are concerned only with own progress in the program, not of fellow students.

Objective 8: Demonstrates courtesy in the classroom by being quiet and attentive when instructor is speaking, and by not working on other assignments during class time. Cell phones are not allowed in the classroom.

Objective 9: Demonstrates ability to apply theory information and apply it to the clinical setting. Uses time wisely and shows initiative in accordance to knowledge. Adapts well to change.

Objective 10: Applies critical thinking into all areas of program: critical thinking is the disciplined, self-directed, rational thinking that “makes sure that you know what you know and clarifies what you don’t know”.

Maintaining Certification Currency

a. CDPH requires 48 hours of continuing education every 2 years, 24 units each year. Look at the certification renewal date provided by the CDPH. Example: the renewal day is 6/6/2022. The two years would then be 6/6/19-6/6/20 (24 units) and 6/6/20-6/6/22 (24 units).

b. California Department of Public Health Phone: 916-522-8881
Licensing and Certification Program
Professional Certification Branch
P. O. Box 997416
Sacramento, CA 95899-7416
Internet Address: www.cdph.ca.gov (Note: The CPPH will respond within 72 hours, M-F)

c. Contact CDPH if you believe it is time for your renewal and you have not been contacted,

d. Always keep the CDPH updated with address change information.

STUDENT ACCEPTANCE STATEMENTS
ALLAN HANCOCK COLLEGE
NURSE 300 C.N.A./ACUTE CARE AIDE

Student Instructions: Your initial and signature indicates your understanding of and willingness to comply with program, facility, state and federal mandates.

Read and Initial Each Line:

_______Having read all of the Allan Hancock College Nursing Program's Policies with care, I both understand and accept the responsibilities of my role as a nursing student at Allan Hancock College and agree to abide and be bound by these policies as a condition of enrollment in the graduation from the program. I acknowledge that I have had an opportunity to review this Certified Nursing Assistant/Acute Care Aide Program Student Handbook and understand the contents within.

_____STUDENTS'S RIGHT TO LEARN: I understand that Allan Hancock College protects the rights of students to learn, and I may be dismissed from the program for behavior that interferes with my fellow student's ability to learn such as talking in class, harassment, or disruptive behavior. Respectful behavior towards instructor and fellow students strictly enforced at all times.

_____CONSENT TO PARTICIPATE: I understand that I will be offered the opportunity to VOLUNTARILY participate in skills practices on myself and fellow students, including transfer and positioning. Should I choose to participate, I agree to hold harmless my fellow students, supervising instructors, and Allan Hancock College from injury, loss, or claim of any kind.

_____DRESS CODE STANDARD: I understand that I am representing the Allan Hancock College CNA program and agree to comply with the dress code/grooming standards as indicated in the Registration Authorization packet and the syllabus. I understand that I may be sent home or given a grade reduction for lack of compliance. The name pin must be worn at all times, both in the classroom and clinical setting. Student picture ID is mandatory for acute care facilities.

_____MANDATORY ITEMS: (Required before going into the patient clinical area. ****) I understand that to insure that the AHC CNA program is in compliance with federal, state, college, and facility mandates, the following items will be completed and copies made as indicated: I understand that part of professional standards means keeping copies and accurate records. I am aware that the postal system may not deliver forms in a timely manner and that forms, checks, etc. may be lost. The only proof that money was sent or forms completed is to have copies of ALL items. This is mandated for the student's protection.

_____LIVESCAN INFORMATION: I understand that I must bring a government-issued source of identification (example: Driver's License) on the day of the Livescan.****

_____CURRENCY OF INFORMATION: I understand that it is my responsibility to:

1. Maintain a current Health care Provider/ Professional Rescuer CPR certification.
The required CPR card is The Health Care Provider, American Heart Association or the Professional Rescuer (American Red Cross) or EMS 306: CPR for Healthcare.
The CPR card is for Adult (1 man and 2 man), child and infant. ****
2. Notify the Health Sciences Department of any changes in name, address, phone number, or email address.
3. Provide a physician clearance authorizing participation in "full nursing clinical activities, without restrictions": after an injury, illness requiring hospitalization, or at onset of pregnancy.

_____RELEASE OF INFORMATION: To facilitate clinical placement and abide by clinical agency requirements, I hereby give permission to the Allan Hancock College Nursing Program and its representatives to release the following information to the clinical agencies, when requested:

1. Proof of current CPR certification.
2. History and physical exam including TB test, Flu vaccine (October-April) and Hepatitis B Vaccine
3. Covid Vaccines
4. Results of criminal background check
5. Results of substance abuse testing
6. Date of Birth, Month/Day/Year
7. Student Acceptance Statements ***

_____STUDENT PERFORMANCE: I understand that the faculty may discuss my academic and clinical performance in nursing program faculty meetings when needed to enable them to give me appropriate feedback and instruction. I also understand that some information may need to be shared with the clinical agencies where clinical experiences occur. To optimize my educational experience, I give permission to AHC faculty to share information with each other and with clinical agencies as needed.

_____MANDATORY ATTENDANCE FOR FIRST 3 WEEKS OF CNA
_____AND FOR ALL FACILTY ORIENTATION DAYS: I understand that I cannot miss any days during the first 3 weeks. I understand that the information and skills covered during this time are state mandated and must be covered before patient contact may occur. One day may be missed after this portion of the class (see absence & tardy policy). I understand that hospital mandates require that I attend the orientation to facility days.
_____ABSENCE POLICY: I understand that I may only have 1 day absence for the CNA portion of Nurse 300 which requires a makeup day. I understand that I may only have 1 day absence for the Acute Care Aide portion of NURSE 300. I understand that 3 tardies equals one day absence in either segment. One point will be deducted for each tardy in both theory and clinical area.
_____USE OF TECHNOLOGY: I understand that this course requires the use of various technologies both in class as well as out of class for completion of assignments and/or exams. This use of these technologies is NOT in lieu of on campus instruction, it is in ADDITION to on campus instruction. On campus use of these technologies is available in the library, the ARC, and CRC. See specific hours of availability at each location. Students are required to have access to computer.
_____MAINTENANCE OF GRADES STANDARD: I understand that I must maintain a "C" average in all areas: both theory and clinical. If my grade is below a "C" in any area, I will be placed on 1 week probation. I will be required to makeup inferior work and achieve a "C" on all work after that. Failure to comply will result in student being prohibited from patient contact. This will result in inability to meet state mandated hours and the student will not be qualified to take the state board examination. Student will be dismissed from the program
_____DUE DATES FOR ASSIGNEMENTS, HOMEWORK: I understand that all assignments are due 1st thing when class begins. I will be graded down a full letter grade for research assignments or given zero points for missing homework. Papers must be printed, bound, per instructor's direction at the beginning of class.
_____CONFIDENTIALITY STATEMENT: I understand my professional responsibility not to divulge any information about patients/clients outside of the clinical setting. I will not communicate information without expressed client consent. I will maintain patient/client confidentiality. I understand that breach of confidentiality is grounds for being dismissed from the CNA program.
_____MANDATED REPORTER: I understand that as a nursing student and a member of the health care team, I am a mandated reporter and that it is my legal duty to report any witnessed or suspected acts of physical, mental, financial, or sexual abuse of a resident/patient that I may encounter. Failure to do so may result in a fine, prison sentence, and/or loss of certification (or ability to become certified).
_____INABILITY TO BE CERTIFIED OR TO BE ALLOWED PATIENT/RESIDENT CONTACT: I understand that I may not be certified if I do not have a valid social security number or if I have a conviction that cannot be cleared. The CDPH (California Department of Public Health) tracks and communicates with CNAs via SS#. The entire number needs to be submitted to the state when applying for certification. Allan Hancock College cannot guarantee that I will become certified even upon successful completion of the course and passing of state board examination. I understand that based on the background screening, facilities have the right to deny me patient/resident contact based on their policies. This is not a decision of Allan Hancock College. I understand that if I am denied contact, I will not be able to fulfill program/state requirements and will be dropped from the program.
_____PUBLICITY RELEASE FORM: I hereby grant my consent to Allan Hancock College to use my name and my likeness, whether in still or moving pictures, my photograph and/or other reproduction, including my voice and features, with or without my name for any editorial, promotion, trade, business, or other purpose whatsoever, including testimonial and endorsement advertising. Allan Hancock College may exercise its rights in any way it sees fit for its productions, for advertising and for other purposes. I hereby waive any right to approve the finished photograph, audio recording or video, or any copy that might be used in conjunction with the finished product. I understand I will receive no compensation for photographs, audio recordings or videos used and/or reused.
_____**DUE THE 5TH WEEK OF CLASS**: I agree to have a cashier's check/money order made out to "Credentia" for $120.00 for CNA State Board examination. Make sure money order/cashier's check is signed and your name and SS# is written in the upper left-hand corner. Make 1 copy for AHC and 1 copy for yourself. Turn in Both money order/cashier's check and copy to AHC. Make sure you have it purchase by the beginning of the class day. They will be collected first thing when class begins. (Student Rupe Scholarship for 2023)

I HAVE HAD THE STUDENT ACCEPTANCE STATEMENT EXPLAINED TO ME, I HAVE READ THEM, AND I UNDERSTAND AND AGREE TO COMPLY WITH ALL STANDARDS OF THIS STUDENT ACCEPTANCE DOCUMENT.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

FLORENCE NIGHTINGALE PLEDGE

"I solemnly pledge myself before God and in the presence of this assembly:
To pass my life in purity and to practice my profession faithfully:
I will abstain from whatever is deleterious and mischievous and will not take or knowingly administer any harmful drug:
I will do all in my power to maintain and elevate the standard of my profession and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling; With loyalty will I endeavor to aid the physician in his work, and devote myself to the welfare of those committed to my care."

Florence Nightingale-1860



NURSING PROGRAMS
STUDENT POLICIES HANDBOOK
2023

Rev 12/2022

Dear Nursing Student:

Welcome to your journey into nursing career opportunities.

The purpose of this handbook is to acquaint you with the structure, policies, and college resources that promote successful completion of the nursing programs.

The handbook details requirements and expectations. Read the handbook carefully. Ask questions about any section that warrant additional clarification.

You will review and sign acceptance statements in Appendix D. These signed forms will remain in effect for the duration of one calendar year (January to December).

The nursing faculty reserves the right to modify policies and procedures as deemed necessary to promote student learning and success. Potential changes are communicated in writing to student.

Looking forward to working together,

Lauro T. Manalo Jr. RN, MSN
Director
Registered Nursing Program

Jane Eileen Donnelly RN, MSN
Director
Vocational Nursing Program

The Nursing Faculty
Megan McComas RN, MSN
Bethany Conner RN, MSN
Veronica Deleija RN, BSN
Shavaun Maxson RN, MSN
Leanne Wolfram RN, MSN

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REQUIREMENTS

Important Information

Allan Hancock College Associate Degree in Nursing Program (ADN) is designated by the California Board of Registered Nursing (BRN) as a Licensed Vocational Nursing (LVN) –Registered Nursing (RN) Upgrade Program.

This means that unlicensed vocational nursing students who are accepted into the ADN Program **MUST** take and successfully pass the LVN examination (NCLEX-PN) before the end of the first semester of the ADN Program. The first semester ends on the last day of instruction. Should the vocational nursing student not pass the test or should the student fail to take the exam in the first semester time frame, the student will be dropped from the ADN Program. If the student fails the LVN board exam, they will be allowed to complete the semester's coursework. Grades will be posted as earned (See: READMISSION POLICY).

Students with existing LVN licenses must be in good standing, that is, "no students with a probationary license will be admitted to the ADN program".

BACKGROUND CHECKS AND DRUG SCREENING

Clinical Agency Requirements

Background Checks
To comply with the Joint Commission (TJC) and state and local regulations regarding background checks for healthcare providers, the Central Coast Consortium has drafted this position statement for Nursing and Allied Health Students:

> "Clinical facilities require that students have clear criminal background checks prior to participating in clinical placement(s). The background check is not a requirement for admission to an academic program and will be completed after a student is admitted. Background checks are required for registration in hospital clinical courses or hospital observation. The initial background check satisfies this requirement during continuous enrollment in the program; should the educational process be interrupted; a new background check will be required."

Note: The background check is not a requirement for admission to an academic program and will be completed after a student is admitted to the nursing program. Thus, failure on a background check constitutes an attempt on the nursing programs.

The background check will minimally include:
- Seven-year history
- Address verification
- Sex offender database search
- Two names (current legal and one other name)
- Three counties

- Office of Inspector General's Exclusion List Check (OIG Search)
- Social Security Number verification

Students will be unable to participate in clinical activities at healthcare facilities for these convictions:

- Murder
- Felony assault
- Sexual offenses/sexual assault
- Felony possession and furnishing (without certificate of rehabilitation)
- Felony Drug and alcohol offenses (without certificate of rehabilitation)
- Other felonies involving weapons and/or violent crimes
- Class A and Class B misdemeanor theft
- Felony theft
- Fraud

Students may be denied access to clinical facilities based on offenses appearing on the criminal record, even if they occurred more than seven years ago. Students must provide information that allows college (and clinical facilities, as necessary) access to the background check.

If the student's record is not cleared, the student is responsible for obtaining documents and having the record corrected for clearance. If this is not possible, the student will be unable to attend clinical rotations.

Clinical rotations are a mandatory part of nursing and allied health education. If the student is denied access to the clinical facilities, the student would not be able to complete the requirements of the nursing programs. The student is deemed ineligible to continue enrollment and will be dropped from the program.

Students under 18 years of age are exempt from this requirement.

"Clearance as a student" does not guarantee that the student will receive state or national clearance for certificates or licensure. Clearance also does not guarantee employment.

Appeal Process on Background Checks

Certification of applications with convictions on the list may be reconsidered only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation has been obtained for felony convictions. Any other convictions, other than minor traffic violations, must be reviewed. Final placement status based on background check information is the college's determination. This appeal process may delay the students' start date in the program.

After reviewing the background check, if the college is unable to determine placement status, the college may check with two consortium-member facilities.

- If both agree that the student should be cleared for placement in a clinical facility, the college may place the student in clinical rotations.

- If either one of the facilities declines the student, the student may not be placed in clinical rotations and will be dropped from the nursing program. Students must have a clear background check to provide patient care.

Drug Screen
Students need to pass an eScreen drug screen. The screen includes THC, cocaine, amphetamines (meth), opiates, and PCP.

The student will pay for both background checks and drug screens.

Applicable California BRN and/or BVN/PT (Board of Vocational Nursing and Psychiatric Technician) guidelines will be incorporated into these guidelines as they become available.

Nursing Board Licensure Requirements

Prospective students with prior convictions should carefully consider their eligibility to obtain a valid nursing license. Persons who have been convicted of a crime are subject to scrutiny by the boards of nursing on an individual basis during evaluation of nursing licensure application.

Finger printing is required for licensure as LVN or RN in California. Information on fingerprinting requirement for nursing licensure will be made available to students during the final semester of each nursing program.

The nursing boards determine your eligibility for licensure after careful review of your application. Having a conviction on record will not automatically disqualify you from receiving a license. If you are not truthful on your application, you will be denied a nursing license.

The California Board of Registered Nursing will ask whether an LVN/LPN license has ever been suspended, revoked, or restricted.

California Board of Vocational Nursing and Psychiatric Technicians (BVNPT) website provides information, policies, and procedures at www.bvnpt.ca.gov.
Address: Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive
Sacramento, CA 95833
(916) 263-7800

California Board of Registered Nursing (BRN) website provides information, policies, and procedures at www.rn.ca.gov.

Address:
Board of Registered Nursing
1747 N. Market Blvd., Suite 150
Sacramento, CA 95834-1924

Mailing Address:
Board of Registered Nursing
PO Box 944210
Sacramento, CA 94244-2100

Revised 6/20/2019

NON-DISCRIMINATION STATEMENT

The Allan Hancock College Joint Community College District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/-protected groups. The college assures that no person shall be discriminated against regardless of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation. (See BP/AP 3410 NONDISCRIMINATION)

ALTERNATE FORMAT STATEMENT

AHC will provide, upon request, alternate translation of its general information documents in large print, Braille, e-text, etc. Call: (805) 922-6966 x 3788.
Refer: LAP and Accommodations.

FUNCTIONAL ABILITIES

Certain functional abilities are essential for the delivery of safe, effective nursing care. These abilities are essential in the sense that they constitute core components of nursing practice, and there is a high probability that negative consequences will result for patient/client under the care of nurses who fail to demonstrate these abilities. A program preparing students for the practice of nursing must attend to these essential functional abilities in the education and evaluation of its students.

The nursing faculty has identified those functional abilities considered to be essential to the practice of nursing. The Functional Abilities are reflected in course objectives and in clinical evaluation tools, which are the basis for teaching and evaluating all nursing students.

Applicants seeking admission into the nursing program who have questions about the functional abilities and appropriate reasonable accommodations are invited to discuss their questions with the nursing program faculty or the program director. Reasonable accommodation will be directed toward providing an equal educational opportunity for student with disabilities while adhering to the standards of nursing practice for all students.

Continuing students who are unable to maintain functional abilities with reasonable accommodation will be administratively withdrawn from the program.

STANDARDS OF FUNCTIONAL ABILITIES

The practice of nursing requires the following functional abilities with or without reasonable accommodations:

1. **Visual acuity** sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.
   Examples of relevant activities:
   - Detect changes in skin color, wounds, or condition
   - Collect data from recording equipment and measurement devices used in patient care
   - Detect a fire in a patient area and initiate emergency action
   - Draw up the correct quantity of medication into a syringe
   - Interpret written word accurately

2. **Hearing ability** sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.
   Examples of relevant activities:
   - Detect sounds related to bodily functions using a stethoscope
   - Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
   - Communicate clearly in telephone conversations
   - Communicate effectively with patients and with other members of the health care team

3. **Olfactory ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments. Examples of relevant activities:
   - Detect foul or unusual odors of bodily fluids or spoiled foods
   - Detect smoke from burning material

4. **Communication ability** sufficient to assess and communicate with patients, physicians, co-workers, and visitors. Examples of relevant activities:
   - Demonstrate a strong grasp of English language both verbal and written
   - Interact and establish rapport with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual audience

5. **Tactile ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments. Examples of relevant activities:
   - Detect changes in skin temperature
   - Detect unsafe temperature levels in heat-producing devices used in patient care
   - Detect anatomical abnormalities such as subcutaneous crepitus, edema, or infiltrated intravenous fluid

6. **Strength and mobility** sufficient to perform patient care activities and emergency procedures. Examples of relevant activities:
   - Safely transfer or position patients in and out of bed, gurney or wheelchair.
   - Turn and position patients, as needed, to prevent complications due to bed rest
   - Hang intravenous bags at the appropriate level
   - Accurately read volumes of body fluid collection devices placed below the bed
   - Perform cardiopulmonary resuscitation
   - Retrieve/place supplies, medications, trays on lower shelves, carts or cupboards
   - Push/pull equipment, crash carts, wheelchairs, gurneys, or chairs
   - Stand/walk on carpet, tile, or cement while providing care, obtaining medications, supplies, etc. 75-95% of workday.
   - lift and cart up to 50 pounds and exert up to 100 pounds' force for push/pull
   - Physically maneuver in small spaces

7. **Fine Motor Skills** sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities:
   - Safely dispose of needles in sharps containers
   - Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
   - Manipulate small equipment and containers, such as syringes, vials, ampules, medication packages, and intravenous catheters to administer medications

8. **Emotional stability** to function effectively under stress, to adapt to changing situations, and to follow through on assigned patient care responsibilities.

9. **Cognitive ability** to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes.

HEALTH SCIENCES DEPARTMENT ORGANIZATION

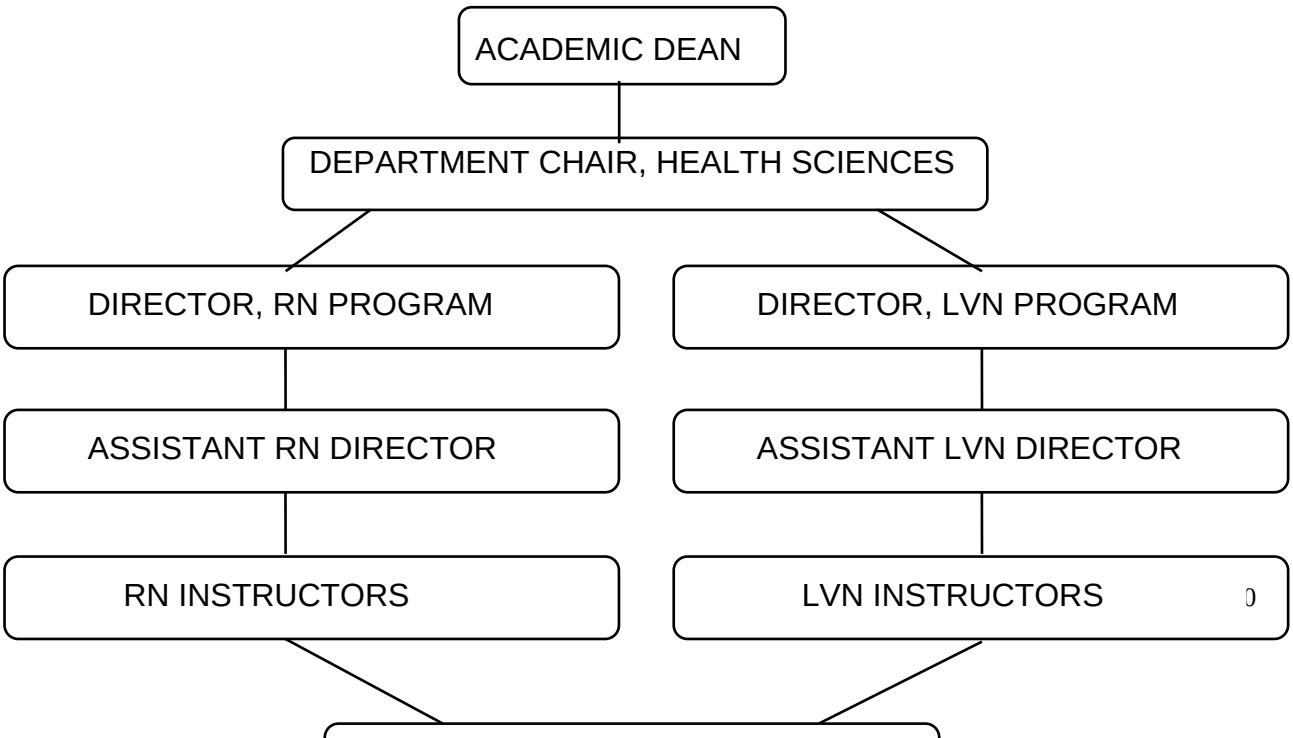
History

Allan Hancock College has collaborated with health care providers in Santa Barbara County since the mid-sixties. Initially a medical assisting program was instituted, followed by a licensed vocational nursing (LVN) program in 1969.

Under the direction of the California Board of Registered Nursing, Allan Hancock College and Cuesta College joined together in a collaborative effort to assist our mutually served communities in meeting the severe shortage of registered nurses on the central coast. The first associate degree in nursing (and) program class graduated in December 1990. Both LVN and ADN programs were offered on alternating years for the following decade.

Starting January 2002, the generosity of Marian Medical Center afforded concurrent offering of both LVN and ADN programs.

In January 2023, the California Board of Registered Nursing approved an enrollment increase from 35 students to 50 students for the LVN-to-RN program.



PHILOSOPHY

Mission of the College

Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

Vision Statement

Allan Hancock College will be a recognized leader in student success through excellence in teaching, learning, and services in an environment of mutual respect.

Shared Values

Student Success	Lifelong Learning	Shared Governance
Innovation	Diversity	Excellence
Mutual Respect	Academic Freedom	

We, at Allan Hancock College, express our values in all that we do. Our commitment is to find innovative ways to enhance student achievement and to always put students first. We operate in a culture of mutual respect and lifelong learning, developing relationships among students and employees to enrich our collective appreciation for diverse ideas, thoughts, and experiences. Our culture is supported by a philosophy that shared governance and academic freedom are primary vehicles in promoting excellence in all teaching, learning, and services through open and honest communication. (See BP/AP 2510 SHARED GOVERNANCE, BP 4030 ACADEMIC FREEDOM, AP 4030 ACADEMIC FREEDOM AND RESPONSIBILITY). AHC Catalog 2018-19. p. 9.

LVN-to-RN Program Philosophy

The LVN-RN Program is congruent with the mission, vision, and shared values of the college.

The nursing faculty believe in the central importance of the human being. Every human being has inherent dignity and is worthy of respect and care.

We believe that every person, regardless of race, color, ancestry, gender, national origin, age, physical/mental disability, medical condition, status as a veteran, marital status, or sexual orientation, has inherent creative drive toward higher and more positive levels of existence and self-actualization.

We also believe that human caring generates energy for the quest.

We believe that choice is the most basic freedom. The options may be limited but choices exist. Each person’s freedom to choose gives an element of unpredictability. Each person is accountable for the consequences of these choices.

We believe in individual uniqueness and personal accountability.

We adhere to the Business and Professions Code practice definitions of the licensed vocational nurse and the registered nurse.

We ascribe to the ANA Code for Nurses and are committed to the production of ADN generalists.

Nursing is a dynamic, holistic practice discipline which provides a caring service to the society directed toward prevention of health problems, maintenance of health, care of the sick, restoration toward optimal health, and provision of a peaceful death. It is primarily concerned with human life, the quality of that life, and the quality of health of individuals, groups, families, and communities.

A person (man) is a unified organismic living system. Each person has all the characteristics of open systems. The more interaction a person has with the environment and other systems, the healthier the person is. A person is holistic. All of his/her subsystems are interdependent. S/he is greater than and different from the sum of the parts. S/he has the freedom of choice and is accountable for those choices. S/he is caring. S/he enters in reciprocal caring relations that enable her/him to strive toward health, growth, and self-actualization.

Environment (Social Systems). A person creates individual social structures that are organized for protection, education and culture, and collective welfare. The family, the basic unit of the social structure, provides intimacy, love, caring, protection, and teaching that enable participation in larger units of the society.

Families band together in groups/communities based on geography, goals, and common concerns. These groups/communities develop specific values, mores, and folkways that can differ from each other. A basic struggle in the groups/communities is the need to reconcile these differences in ways that no groups/communities (even subgroups) are discounted, abused, or exploited. Social similarities and differences may be due to geography (rural-urban), religion, sex, age, ethnicity, language, and common life experiences.

The faculty views the community as the all-inclusive context of nursing. The health care system – primary, secondary, and tertiary care settings – is ultimately a response to the needs of the groups/communities.

Health-Illness Continuum. Health and illness are viewed as points on a continuum. Nurses strive to maximize health potential for all clients recognizing the goals regardless of health status.

Health is the purpose of all nursing behaviors. It is determined by the ability of the individual, family, group, or community to set realistic and meaningful goals and mobilize energy to attain these goals efficiently. It is accomplished by caring for self and others as well as feeling good about self and helping others feel good about themselves with the least possible negative effects on the environment.

Learning is a life-long process that enables survival, maturation, and quality of life. It occurs when change is manifested as the need arises and not as a product of natural

maturation or development. It is best brought about when a problem, need, or desire arises and causes increased learner energy or excitement/motivation. When potential energy and excitement increase, the learner looks for answers, clues, models, and information that will solve the problem. Responses to needs and desires can be outlets for increased energy. Test trials enable the learner to find sufficient answers or responses. Clear feedback, close to trials, enables corrections and more trials and leads to more efficient learning. Positive feedback and success build confidence and facilitate development of positive attitudes and eagerness to learn.

Effective learning strategies recognize social, cultural, and ethnic backgrounds as well as consider the individual goals and learning styles and preferences.

Teaching is the art and science of structuring content (information and processes) for student learning. It is establishing objectives, organizing materials, designing learning activities, selecting content, and evaluating performance in ways that enable students to learn.

Student Support Systems are essential to the learning process and include individual, class, department, and college support systems.

Nursing Education. The roles, functions, and skills of nursing can be learned and practices in any setting where there are people. The College provides for instruction, facilities, and learning experiences that prepare caring nurses who assist others with health concerns and is cognizant and makes provision for differences in learning styles and cultural and ethnic backgrounds among students. It facilitates student progress in a continuum. Knowledge from related disciplines is integral to the study of nursing.

PROFESSIONAL AND ETHICAL STANDARDS

As you enter the LVN-to-RN program with the goal of becoming a professional nurse, you not only accept the responsibilities and trust attributed to nursing but also the obligation to adhere to the professions code of conduct and relationships for ethical practice.

The American Nurses Association (ANA) Code of Ethics for Nurses identifies the fundamental moral and ethical values necessary in the practice of nursing. This code serves as the basis for evaluation of the personal qualities that students are expected to develop throughout the program.

Additionally, as an AHC student, you are expected to conduct yourself in accordance with the standards of the college (See AHC college catalog). Breaches in professional and ethical standards are subject for review by the nursing faculty.

ANA CODE OF ETHICS FOR NURSES

The code for nurses is based on beliefs about the nature of individuals, nursing, health and society. Recipients and providers of nursing services are viewed as individuals and groups who possess basic rights and responsibilities, and whose values and circumstances command respect at all times. Nursing encompasses the promotion and

restoration of health, the prevention of illness, and the alleviation of suffering. The statements of the code, and their interpretation, provide guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

The ANA House of Delegates updated these nine provisions of the new *Code of Ethics for Nurses* in 2015.

1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimum care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.

NATIONAL STUDENT NURSES' ASSOCIATION (NSNA) CODE OF ACADEMIC AND CLINICAL CONDUCT

Adopted by the NSNA Board of Directors, Oct 27, 2009 in Phoenix, AZ

http://www.nsna.org/Portals/0/Skins/NSNA/pdf/NSNA_CoC_Academic_Clinical_Interp_Statements.pdf

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct are based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the Code provide guidance for nursing students in their personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments, we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure, and that proper authorization are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold college policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per college grievance policy.

CIVILITY IN NURSING

The nursing programs are communities of staff, faculty and students that are committed to a respectful, safe, and protected environment, founded in civility, in which all can work and learn.

The nursing programs require that all members of our community value and recognize the worth of each person. As a community, all members will make every effort to discourage incivility and protect its individual members from all forms of unacceptable interpersonal aggression including, but not limited to, verbal, written, and physical aggression.

All members of the nursing programs will strive to maintain an environment that is free from violence, threats of violence, harassment, intimidation, and other disruptive behavior from each other or from outside persons.

The nursing programs will take seriously and deal promptly and appropriately with all incidents to ensure a safe and protected environment.

BUSINESS AND PROFESSIONS CODE (B&P CODE)
PRACTICE DEFINITIONS OF THE LICENSED VOCATIONAL NURSE (LVN) AND THE REGISTERED NURSE (RN)

B&P Code § 2859-2860.7: LVN

The practice of vocational nursing is the performance of services requiring those technical, manual skills acquired by means of a course in an approved college of vocational nursing, or its equivalent, practiced under the direction of a licensed physician, or registered professional nurse.

A vocational nurse is a person who has met all the legal requirements for a license as a vocational nurse in California and who for compensation or personal profit engages in vocational nursing as the same is herein above defined.

§2860. This chapter confers no authority to practice medicine or surgery or to undertake the prevention, treatment or cure of disease, pain, injury, deformity, or mental or physical condition in violation of any provision of law.

§2860.5. A licensed vocational nurse when directed by a physician and surgeon may do all of the following:

1. Administer medications by hypodermic injection.
2. Withdraw blood from a patient, if prior thereto such nurse has been instructed by a physician and surgeon and has demonstrated competence to such physician and surgeon in the proper procedure to be employed when withdrawing blood, or has satisfactorily completed a prescribed course of instruction approved by the board, or has demonstrated competence to the satisfaction of the board.
3. Start and superimpose intravenous fluids if all of the following additional conditions exist:
    1) The nurse has satisfactorily completed a prescribed course of instruction approved by the board or has demonstrated competence to the satisfaction of the board.
    2) The procedure is performed in an organized health care system in accordance with the written standardized procedures adopted by the organized health care system as formulated by a committee which includes representatives of the medical, nursing, and administrative staffs. "Organized health care system," as used in this section, includes facilities licensed pursuant to Section 1250 of the Health and Safety Code, clinics, home health agencies, physician's offices, and public or community health services. Standardized procedures so adopted will be reproduced in writing and made available to total medical and nursing staffs.

§2860.7. (a) A licensed vocational nurse, acting under the direction of a physician may perform:

1. Tuberculin skin tests, coccidioidin skin tests, and histoplasmin skin tests, providing such administration is within the course of a tuberculosis control program, and
2. Immunization techniques, providing such administration is upon standing orders of a supervising physician, or pursuant to written guidelines adopted by a hospital or medical group with whom the supervising physician is associated.

(b) The supervising physician under whose direction the licensed vocational nurse is acting pursuant to subdivision (a) shall require such nurse to:

1. Satisfactorily demonstrate competence in the administration of immunizing agents, including knowledge of all indications and contraindications for the administration of such agents, and in the recognition and treatment of any emergency reactions to such agents which constitute a danger to the health or life of the person receiving the immunization; and
2. Possess such medications and equipment as required, in the medical judgment of the supervising physician and surgeon, to treat any emergency conditions and reactions caused by the immunizing agents and which constitute a danger to the health or life of the person receiving the immunization, and to demonstrate the ability to administer such medications and to utilize such equipment as necessary.

(c) Nothing in this section shall be construed to require physical presence of a directing or supervising physician, or the examination by a physician of persons to be tested or immunized.

B&P Code § 2725: RN

Nursing is a dynamic field, which is continually evolving to include more sophisticated patient care activities. There are overlapping functions between physicians and registered nurses and to permit additional sharing of functions within organized health care systems that provide for collaboration between physicians and registered nurses. The practice of nursing means those functions, including basic health care, that help people cope with difficulties in daily living that are associated with their actual or potential health or illness problems or the treatment thereof, and that require a substantial amount of scientific knowledge or technical skill. It includes:

1. Direct and indirect patient care services that ensure the safety, comfort, personal hygiene, and protection of patients; and the performance of disease prevention and restorative measures.

2. Direct and indirect patient care services, including, but not limited to, the administration of medications and therapeutic agents, necessary to implement a treatment, disease prevention, or rehabilitative regimen ordered by and within the scope of licensure of a physician, dentist, podiatrist, or clinical psychologist, as defined by Section 1316.5 of the Health and Safety Code.

3. The performance of skin tests, immunization techniques, and the withdrawal of human blood from veins and arteries.

4. Observation of signs and symptoms of illness, reactions to treatment, general behavior, or general physical condition, and (A) determination of whether the signs,

symptoms, reactions, behavior, or general appearance exhibit abnormal characteristics, and (B) implementation, based on observed abnormalities, of appropriate reporting, or referral, or **standardized procedures**, or changes in treatment regimen in accordance with standardized procedures, or the initiation of emergency procedures.

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NOTE: Standardized procedures," as used in this section, means either of the following:
(1) Policies and protocols developed by a health facility licensed pursuant to Chapter 2 (commencing with § 1250) of Division 2 of the Health and Safety Code through collaboration among administrators and health professionals including physicians and nurses.
(2) Policies and protocols developed through collaboration among administrators and health professionals, including physicians and nurses, by an organized health care system which is not a health facility licensed pursuant to Chapter 2 (commencing with § 1250) of Division 2 of the Health and Safety Code.

The policies and protocols shall be subject to any guidelines for standardized procedures that the Division of Licensing of the Medical Board of California and the Board of Registered Nursing may jointly promulgate. If promulgated, the guidelines shall be administered by the Board of Registered Nursing.

STATEMENT OF PURPOSE

The purpose of the AHC nursing programs is to provide an educationally sound program for the instruction of vocational nursing students and registered nursing students in an atmosphere conducive to developing caring attitudes.

The graduate will be prepared at a beginning practice level, within their respective scopes of practice, to apply the nursing process in a caring, sensitive manner and to be dedicated in helping others maintain or regain optimal health or a peaceful death.

THE NURSING GRADUATE

We believe that the graduate of the nursing programs will be committed to the philosophy of the program. Therefore, the nursing process will be applied in a caring, sensitive manner by a competent nurse who is dedicated to helping others maintain or regain optimal level health, or a peaceful death within the limitations of their respective scope of practices defined by California BVNPT and BRN policies.

We believe that the faculty is best qualified to establish program outcomes. Therefore, students will satisfactorily meet all program outcomes prior to graduation.

THE PROGRAM OBJECTIVES

The nursing programs are structured on a conceptual approach to learning through specific program objectives for each learning experience. Since nursing is a practice discipline, these objectives reflect nursing knowledge, skills, and behaviors. The terminal program objectives are necessarily broad and inclusive. Specific objectives define the competencies of each level within the program.
Refer: AHC Faculty Handbook

TRANSFER AND CHALLENGE POLICIES

LVNs will be offered educational mobility opportunities which take into account their previous education and/or work experience. Academic credits, where applicable, shall be evaluated and applied to nursing coursework. Pre-testing and/or counseling are available to assist students to make appropriate course decisions.

Challenge Policy: Credit by Examination
Refer: https://catalog.hancockcollege.edu/current/policies/credit-by-exam.php

Transfer Information.
Refer: https://catalog.hancockcollege.edu/current/transfer/

Rev. 12/2022

STUDENT SUCCESS

AHC Goal: Every student who meets the program requirements and/or merit-based admission criteria will successfully complete the nursing programs.

Success Strategies include:

1. The student should not work eight hours prior to theory or clinical class. Adequate rest and preparation promote provision of safe and effective care during clinical practicums.
2. The student should have enough rest and study time for theory and clinical courses. Seek help from family and friends with chores and life responsibilities. For every hour of theory course, expect at least two hours of outside-of-class assignments.
3. Keep up with reading assignments and coursework. The academic and clinical work are intensive. Catch-up is difficult and does not promote deeper learning.
4. Take care of yourself. Eat right, exercise, and get enough sleep. The ability to learn and understand is impaired when the body needs nutrition, hydration, and rest.
5. Join a study group that supports your learning needs.
6. Take responsibility for your own learning.
7. Attend class and clinical regularly. Be prepared to learn. All absences require a make-up which further infringes on personal and social responsibilities.
8. Reflect on class content. Ask questions. Clarify concepts. Determine your instructor/s teaching and testing styles.
9. Utilize resources. Read your text and online resources. The library has many available print and media items. Credible, peer-reviewed, and professional Internet resources can be helpful.
10. Practice, practice, and practice new and previously learned nursing thinking processes and skills. Repetition promotes confidence and proficiency.
11. Know and abide by the program policies.

ATTENDANCE POLICY

The faculty strongly believes that consistent attendance in both the theory and laboratory/clinical courses is essential to have maximum benefit from these learning experiences and overall success in the nursing program.

General Policies and Procedures

- The student is expected to attend and be punctual and engaged in all scheduled theory and clinical classes.
- The student is responsible to know and comply with the attendance policy.
- Nursing instructors may drop a student from a class for infractions of attendance policy (accumulated absences).
  - A student who is absent due to illness for three (3) consecutive days must submit a written physician's release note that indicates the student's present health status allows resumption of class attendance, and unrestricted clinical activities.
  - In cases of prolonged illness, the student must notify the program faculty for viable options to meet program requirements or maintain eligibility for program readmission.
  - LVN Program: Refer to specific guidelines for making up absences in theory and clinical courses.
- The student must report to the instructor prior to any planned or anticipated absences from theory and/or clinical courses.
- A student who arrives more than 30 minutes late to clinical activities will be considered absent for that day. A student who arrives tardy to clinical practicum for three (3) times will be charged one-day absence.

LVN Program

Theory Courses

The student may incur one (1) absence per class. All theory absences must be made up to meet the CA BVNPT-approved required hours.

- The student must contact the assigned nursing instructor when missing a class and obtain an approved make-up assignment. Acceptable methods for theory make up assignment include but not limited to case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory, and research reports.
- During COVID State of Emergency: The student who is ill or symptomatic may choose to attend a theory class remotely. The student must notify the assigned instructor(s) in advance to obtain a remote access. To receive the full attendance credit, the student must log on as scheduled, participate in class, and remain visible to instructor until the end of the class.

Clinical Courses

The student may incur one (1) clinical absence. The absence must be made up by the end of the semester to meet the CA BVNPT-approved required hours.

- Any subsequent absences will require a make-up assignment that is determined by the nursing faculty and/or program director.

ADN (RN) Program

The CA Board of Registered Nursing (BRN) states that the RN student must complete the BRN-approved hours according to the total curriculum plan (EDP-P-05). A total of 552 (480 hours in clinical practicums + 72 hours in skills) clinical hours is required for program completion. To meet the requirement, there are **no clinical absences allowed**. The student must make-up missed hours and clinical assignments.

- Spring semester: All make-up hours must be completed prior to the last day of instruction.
- Fall semester: All make-up hours must be completed prior to the beginning of preceptorship.

- Additional program faculty decisions related to **make-up times for clinical absences** will depend on the student's academic and clinical performance to date, point in time in semester, availability of clinical site and instructor, and missed objectives.

REV. 12/17/03; 12/06; 12/07 12/11, 12/2016, 01/2018, 12/2018

SOCIAL MEDIA POLICY

Nursing students prepare for a nursing profession that provides care and services to the public and expects high standards of behavior.

1. Follow all applicable college privacy and confidentiality policies. See Student Records: Family Educational Rights and Privacy Act (FERPA) Release of Information. AHC Catalog 2018-19. p. 53.
2. Respect your audience. There is no such thing as a "private" social media site. Search engines can turn up social media postings years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings.
   Therefore,
   - If you feel angry or passionate about a posting, it is wise to delay posting until you are calm and clear headed.
   - Think twice before posting if you are unsure about posting something or responding to a comment, ask your faculty.
   - If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
3. Future employers hold you to high standards of behaviors.
   - By identifying yourself as an Allan Hancock College nursing student through postings and personal webpages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that the content associated with you is consistent with your professional goals.
4. You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for comments deemed to be proprietary, copyrighted, defamatory, libelous, or obscene (as defined by the courts). Be sure what you post today will not come back to haunt you.
5. Monitor comments. You can set-up your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individual who repeatedly post offensive or frivolous comments.

6. Don't use ethnic slurs, personal insults, obscenities, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
7. You are responsible for regularly reviewing this policy.
8. Violations of patient/client privacy with an electronic device will be subject Health Insurance Portability and Accountability Act (HIPAA) procedures/guidelines and consequences.
   - Students who share confidential or unprofessional information risk disciplinary action including failure in a course and/or dismissal from the program.
   - They jeopardize patient safety and privacy.
   - They risk legal action on all levels – personal, college, and health partners.
   - They risk terminating partnerships among nursing programs and community health care partners.
9. Every student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law.
10. A student may be liable if individual postings include confidential or copyrighted information.

Refer:

- NSNA Recommendations for Social Media Usage and Maintaining Privacy, Confidentiality, and Professionalism. NSNA_Social_Media_Recommendations.pdf (ncsbn.org)

- NCSBN. A Nurse's Guide to the Use of Social Media. NCSBN_SocialMedia.pdf

Updated 12/10/2013, 12/2018, 1/2023.

REMEDIATION, DISMISSAL, AND WITHDRAWAL (DROP) POLICIES

Regarding the nursing programs,

- All theory and clinical nursing courses must be taken concurrently. The nursing theory courses are designed to complement and are reinforced in clinical practicum.

REMEDIATION AND DISMISSAL POLICY

Theory Courses

Students must maintain at least a "C" rating in all theory courses.

A student, who does not maintain a "C" average in a theory course, is at risk of failing the course, not progressing in the program, and not completing the requirements for graduation or eligibility to take licensure examinations.

- The student is responsible for keeping abreast of his/her academic standing.
- The student must seek instructor-counsel on strategies to be successful in the specific theory course and the possibilities of being successful in the course.
- If success strategies are deemed ineffective, the student has the option to drop the course or earn a failing grade.
- When considering the option to drop the course, the student must inform and consult with the faculty and follow college schedules and procedures.

- A student-initiated drop would earn a "W" grade in the specific course. A "W" rating in any theory course would not allow a student to continue in the nursing program. A course drop constitutes an attempt to complete the program. The student may be eligible for readmission depending on the number of attempts.

LVN Program: A student who is not able to maintain at least a "C" grade by the middle of a semester in any of the theory courses must:

- Meet with the assigned theory instructor to discuss remediation strategies for success. The instructor will document strategies and goals in a CONFERENCE REPORT form. .
- Meet weekly with the instructor to review progress.
- If the student is unable to demonstrate improvement in academic performance based on the remediation plan documented in a Conference Report form, the student has the option drop all the course or earn a failing grade.
    - When considering the option to drop the course, the student must inform and consult with the faculty and follow college schedules and procedures.
    - A student-initiated drop would earn a "W" grade in the specific course. A "W" rating in any theory course would not allow a student to continue in the nursing program. A course drop constitutes an attempt to complete the program. The student may be eligible for readmission depending on the number of attempts.

Skills Courses

Students must maintain a least a "C" or satisfactory rating at all times for the entire duration of the skills courses.

A student, who is deemed to demonstrate "unsatisfactory skills performance", "not meeting skills competencies", and/or "exhibiting at-risk, unsafe skills performance" based on the faculty assessments will be counseled by the nursing faculty.

The student has three (3) attempts to demonstrate nursing skills competencies in the laboratory setting.

Failure to demonstrate competency in any of the required nursing skills check-off renders the student ineligible to participate in clinical rotations.

Non-participation in clinical rotations leads to not meeting clinical objectives, not progressing in the program, and dismissal from the program.

Failure to demonstrate competency in any required nursing skills check-off is considered unsafe clinical performance and constitutes unsafe clinical performance and clinical failure. Thus, the student is ineligible for readmission to the program.

Clinical Courses

Students must maintain a least a "C" or satisfactory rating at all times for the entire duration of the clinical courses.

A student, who is deemed to demonstrate "unsatisfactory clinical performance", "not meeting clinical objectives", and/or "exhibiting at-risk, unsafe clinical behaviors" based on the faculty assessments will be counseled by the nursing faculty.



A **Conference Report** is initiated by the nursing faculty to inform the student on areas of clinical deficiencies or needing improvement to meet clinical objectives and includes a remediation plan. The student must immediately demonstrate improvement based on a remediation plan.

A conference report describes clear, objective, and factual account of the deficiencies in clinical performance.

1. The nursing instructor reviews and discusses the conference report with the student.
2. The student and the nursing instructor will further discuss the conference report to the nursing faculty and nursing program director.
3. The nursing faculty and the program director will make any decisions regarding the student retention, probation with a realistic plan for remediation, or dismissal.

The conference report stipulates a remediation plan. Any failure to meet the terms of the conference report shall lead to clinical probation.

If the student fails to meet the terms of the remediation plan **immediately or by the next clinical day**, whichever is more immediate, the student may be placed on clinical probation.

Clinical Probation is a regular monitoring of student clinical performance. It includes a remediation plan that will be regularly assessed by the nursing instructor.

Any **breach in patient safety during the clinical probation period** will result in immediate dismissal from the program regardless of the remaining number of days on clinical probation.

The **Clinical Probation Tracking** form documents the student's performance every clinical day. The student and the instructor meet and discuss how the student met the terms of probation.

NOTE: The student is responsible for reporting to the clinical instructor and reviewing the remediation plan and how the terms were met during the clinical day.

The instructor deems:

- **Conditions Met** – if the student met all the terms of probation and no other identified clinical performance issues. There may be instances that the instructor may identify additional areas needing improvement. Consistently meeting the terms of probation will restore satisfactory clinical status of the student.
- **Conditions Not Met,** if the student did not meet the terms of probation. The instructor will document the details the student's clinical performance on the

form. Depending on the deficiency in clinical performance, the instructor may continue probation or recommend dismissal from the program.

- Any **breach in patient safety during the probation period** will result in immediate dismissal from the program regardless of the remaining number of days on probation.

- All clinical failures are considered breach of safety. The student will be ineligible to be readmitted in any of the nursing programs.

WITHDRAWAL (DROP) POLICY

A student may withdraw from the nursing courses and the nursing program prior to the official drop date in accordance with the college policy.

Timely withdrawal from the nursing courses would allow readmission to the program in compliance with repeatability rules and regulations.

- The nursing boards require concurrent enrollment in nursing theory and clinical courses.
- Repeatability regulations require that a course that has been successfully completed is not eligible for repetition for 36 months.

Example:
In spring semester 2030, a student enrolls in four theory nursing courses and one clinical course. The nursing board requires that the student takes the four theory courses at the same semester as the clinical course. The student anticipates that s/he would not be successful in one of the theory nursing courses.

The student options are:

- Option 1: The student can withdraw one theory course and continue with the other nursing courses. Withdrawal in one nursing course would not allow the student to continue in the nursing program. On readmission, the student must enroll in all the theory and clinical nursing courses as required by the nursing board. But, in compliance with repeatability regulations, the student would only be eligible for readmission after 36 months or three years with approval of a waiver. (Possible: spring 2034)

- Option 2: The nurse can withdraw all theory and clinical courses. Withdrawal in all the nursing courses would not allow the student to continue in the nursing program. On readmission, the student must enroll in all the theory and nursing courses as required by the nursing board. This time, in compliance with repeatability regulations, the student would be eligible for readmission based on a new waitlist number. The student does not necessarily have to wait for 36 months or three years (Possible: spring 2031).

READMISSION POLICY

A student may have a total of two (2) attempts to successfully complete the nursing programs.

Examples:

- A student who is unsuccessful on the second attempt will not be eligible for readmission in any AHC nursing program.
- A student, who is unsuccessful in the LVN year on the first attempt, returns and successfully completes the LVN program, and then is unsuccessful in the RN program, will not be eligible for readmission.
- A student, who is unsuccessful in the LVN program after two attempts but is successful in another LVN program, will not be eligible for RN program admission.
- A student who is unsuccessful in the RN program after two attempts will not be eligible for readmission.

Any withdrawal or failure in either nursing program constitutes an attempt. A student who decides to withdraw the nursing course/s on a second attempt because of poor clinical or academic performance will not be eligible for nursing program readmission.

For exceptional circumstances, a student may submit a written petition for readmission to the nursing program to the respective nursing program director. To receive consideration for readmission after two attempts, a student must provide a written documentation of extenuating circumstances (illness, family emergency, etc.) that prevented successful completion. The written documentation must include: family emergencies – written verification from an official source other than the student, spouse, or relative of the student; illness – written verification from a doctor or other staff of a medical facility indicating specific dates and when normal activities may be resumed.

Readmission decisions will be made collaboratively among appropriate nursing program director, department chair, and academic dean. The student will be notified in writing of the decision.

The returning student is responsible for keeping abreast and seeking assistance to catch up with academic and clinical performance during the programs.

For spring readmission to both LVN and RN programs, the student must complete program application packet and college and nursing program requirements.

For **summer or fall** readmission, the student must submit a letter of intent no less than thirty (30) days prior to the beginning of the semester of re-entry. The letter shall be addressed to the appropriate nursing program director. The student will be notified in writing whether or not space is available for the requested semester. Returning students will be required to demonstrate competency in identified clinical skills before returning to the program. The student will comply with program admission requirements.

Rev. 1/18/18, 12/2018, 11/2020

POSTPONEMENT (DEFERMENT) OF PROGRAM ENROLLMENT POLICY

Deferment Prior to the Start of the Nursing Programs

Postponement (deferment) refers to a student's decision, after being offered a seat in the nursing programs, to not enroll prior to the start of the program.

A student can defer admission to the program for one time. The student shall retain waitlist number upon reapplication the following year. Failure to reapply the following

year would lead to forfeiture of the waitlist number. A second deferment leads to forfeiture of the waitlist number.

The nursing programs encourage students to submit their postponement/deferment request as soon as they have fully made their decision. This allows other prospective students in the waitlist to have an opportunity to complete the program.

Deferment is not considered an attempt of program completion. But, if the student requests for deferment less than two weeks prior to the start of the nursing program, the deferment is considered an attempt in the nursing programs.

Deferment During Any Part of the Nursing Programs

Another form of postponement (deferment) refers to a student's decision to not continue in any of the nursing programs due to inevitable circumstances. The student must be in good academic and clinical standing.

Prior to making the decision, the student should discuss options with the respective nursing program director. The student will be eligible to return to the nursing program on a "seat available" basis.

The nursing faculty strongly recommends that the student complete the program in the next available offering on a "seat available" basis due to the perishable nature of nursing knowledge and skills.

Examples:
VN Program:
The student had to take care of a sick family member. The student decided to defer completion of the fall semester of the VN program after meeting with the program director. The student would then be eligible for readmission on a "seat available" basis.

RN Program:
The student had to undergo a major procedure and is deemed unable to meet the physical requirements of the nursing program. The student had successfully completed the spring semester. The student decided to defer fall semester enrollment after meeting with the program director. The student would then be eligible for readmission the following year on a "seat available" basis.

Revised 6/2019

PREGNANCY LEAVE POLICY

Pregnancy is not an illness. It is evident that certain physiological changes place additional demands to the body. Pregnant students who are past the third month (12th week) of gestation must provide a physician's release note that allows "performance of unrestricted nursing activities" to meet clinical objectives.
After the birth of the child, a similar physician's release note must be provided to be able to resume clinical practicums.

Antepartum:

- The student must provide an original written clearance from a physician or midwife that allows “performance of unrestricted nursing activities” to the nursing faculty and program director by the end of the first trimester of pregnancy.
- The student resumes nursing activities until she delivers. She must meet all the weekly clinical objectives with satisfactory attendance.
- The student must notify the nursing faculty as soon as pregnancy is suspected. Some clinical experiences may need to be substituted for safety.

Postpartum:

- The student must present an original written clearance from a physician or midwife for “performance of unrestricted nursing activities” before returning to the clinical practicums. This must be submitted to the appropriate nursing faculty and program director.
- The student must meet the required clinical hours.

SICK LEAVE: INJURY, POST SURGERY AND/OR EXTENDED ILLNESS POLICY

The student who has been absent due to illness or injury and under the care of a physician, must present an original written clearance from a physician permitting “performance of unrestricted nursing activities” before returning to clinical practicums. The student must meet all the clinical objectives to remain in good standing in the program.
Refer: Absence Policy.

Rev. 2/27/01, 12/06, 12/2016, 12/2018

IMPAIRED NURSING STUDENT POLICY

Impaired Student Statement

Patient/client safety is an overriding principle in the delivery of health care. For the health care professional to provide safe care, the health care professional must be able to make sound judgments. Thought processes and decision making can be adversely affected by excessive stress, poor mental health, and substance abuse. Impaired by the aforementioned factors, the health care professional can easily make unsafe decisions, and therefore, jeopardize client safety.

As health care professionals, we recognize that excessive stress, poor emotional and physical health and substance abuse are conditions that can be treated by early recognition and rehabilitation. Rehabilitated students will be encouraged to re-enter the education process for successful completion of a health care program.

The student whose thought processes and decision-making ability is impaired by excessive stress and/or poor emotional health and/or the abuse of substances will be considered to be unsafe to provide health care services and will be removed from the clinical setting. The student will be subject to faculty review and possible dismissal from the program. In addition, the student will be counseled about the importance of seeking voluntary aid for such conditions that could, if left unattended, lead to disciplinary action and may prevent them from being licensed to practice nursing in the State of California.

Philosophy Regarding Impaired (Substance Abuse or Emotional Illness) Nursing Students

The AHC nursing programs philosophy concurs with the California State Board of Registered Nursing (BRN) in relation to nursing students who are impaired by substance abuse or emotional illness.

- We recognize that substance abuse and emotional illness are treatable diseases.
- We believe that personal and health problems arising from these diseases can affect academic and clinical performance, making the student a danger to self and clients.
- We believe that human beings can learn and change behaviors and that nursing students with diseases can be encouraged to seek help in order to recover.
- We believe that the nursing student has the primary responsibility to seek treatment.
- We are committed to confidential handling of recognition and treatment of these diseases.

Signs and Symptoms of the Impaired Student Nurse

The signs and symptoms of nurses abusing alcohol, drugs, or experiencing emotional impairment include, but are not limited to, the following:

- Lack of enthusiasm-increasing absenteeism, arriving late and wanting to leave early, frequently requesting time off, taking extended meal and coffee breaks and refusing difficult or additional assignments
- Odor of alcohol or marijuana on breath
- Slurred or incoherent speech
- Chronic drowsiness and /or sleepiness
- Tremors of hands
- Disorientation
- Unusually aggressive behavior
- Lack of coordination
- Unreasonable resentment, suspiciousness, overreaction to criticism
- Controlling behavior and inflexibility
- Isolation and withdrawal
- Irritability and mood swings
- Blaming, defensiveness and frequent conflicts
- Difficulties with interpersonal relationships
- Forgetfulness
- Frequent trips to the bathroom
- Repeated use of breath mints or mouth wash
- Deteriorating appearance
- Blackouts
- Unexplained nausea and vomiting or diarrhea
- Tremors and anxiety
- Hangovers
- Unexplained diaphoresis
- Unexplained sniffing, sneezing, watery eyes
- Unusual, unexplained weight loss or gain
- Frequent complaints of illness or injury
- Excessive bruising on arms, ankles, and hands

Rehabilitation

The student is responsible for providing the appropriate nursing program director with sufficient evidence of rehabilitation before reinstatement will be considered.

Evidence of rehabilitation might include:

- evidence of completion of an accepted/ recognized inpatient or outpatient diversion program;
- letters from recognized recovery programs attesting to current sobriety and the length of time of sobriety if there has been a history of drug and/or alcohol abuse;
- a current mental status examination by clinical licensed psychologist or psychiatrist.

The evaluation should address the likelihood of similar acts in the future and should speak to the suitability of the student nurse for the nursing profession.

Reinstated Students

The student who is considered for readmission to the nursing program must provide sufficient evidence from the recognized program or individual supporting continued compliance with the treatment plan and reapply in writing at least two (2) months before classes begin. The student will be re-admitted on a space-available basis.

If substance abuse has resulted in a felony or misdemeanor conviction, the clinical agencies may deny placement. If denied clinical placement, the student will not be eligible to resume the nursing program due to inability to meet clinical objectives.

CLINICAL NURSING EXPECTATIONS

All students are expected to maintain the highest possible standard of clinical competence. The student must receive at least a “C”, satisfactory, or better grade in the clinical evaluation to progress and eventually graduate from the nursing program.

§ 1443. Incompetence.
As used in Section 2761 of the code, “incompetence” means the lack of possession of or the failure to exercise that degree of learning, skill, care and experience ordinarily possessed and exercised by a competent registered nurse as described in § 1443.5.

Note: Authority cited: Business and Professions Code § 2715. Reference: Business and Professions Code § 2761.

§ 1442. Gross Negligence.
As used in § 2761 of the code, “gross negligence” includes an extreme departure from the standard of care which, under similar circumstances, would have ordinarily been exercised by a competent registered nurse. Such an extreme departure means the repeated failure to provide nursing care as required or failure to provide care or to exercise ordinary precaution in a single situation which the nurse knew, or should have known, could have jeopardized the client's health or life.

Note: Authority cited: Business and Professions Code § 2715. Reference: Business and Professions Code § 2761.

Rev. 12/8/05, 12/2016, 12/2018

ABANDONMENT OF PATIENTS

All AHC nursing students are expected to adhere to the policy statement on Abandonment of Patients rendered by both the California BRN and BVNPT. It states:

Board of Registered Nursing:
Generally, for patient abandonment to occur, the nurse must:

a) Have first accepted the patient assignment, thus establishing a nurse-patient relationship, and then
b) Severed that nurse-patient relationship without giving reasonable notice to the appropriate person (e.g., supervisor, patient) so that arrangements can be made for continuation of nursing care by others.

A nurse-patient relationship generally begins when responsibility for nursing care of a patient is accepted by the nurse. Failure to notify the employing agency that the nurse will not appear to work an assigned shift is not considered patient abandonment by the BRN, nor is refusal to accept an assignment considered patient abandonment. Once the nurse has accepted responsibility for nursing care of a patient, severing of the nurse-patient relationship without reasonable notice may lead to discipline of a nurse's license.

RNs must exercise critical judgment regarding their individual ability to provide safe patient care when declining or accepting requests to work overtime. A fatigued and/or sleep deprived RN may have a diminished ability to provide safe, effective patient care. Refusal to work additional hours or shifts would not be considered patient abandonment by the BRN.

The RN who follows the above BRN advisory statement will not be considered to have abandoned the patient for purposes of Board disciplinary action. However, it should be noted that the BRN has no jurisdiction over employment and contract issues.
NPR-B-1 REAFFIRMED 4/1998 ABANDONMENT OF PATIENTS REV. 11/2001, 01/2011, 04/13/2011

Rev: 4/1998; 12/2016

PROFESSIONAL BOUNDARY

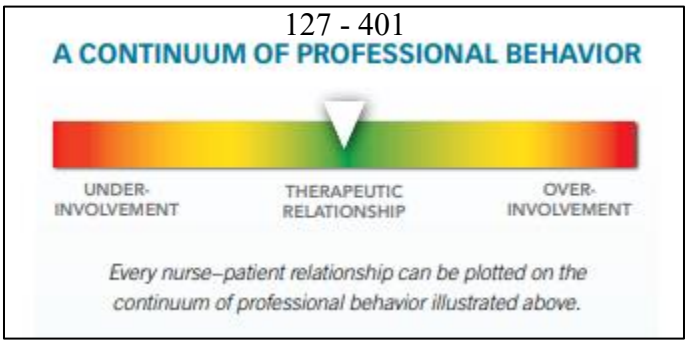
“A **therapeutic relationship** is one that allows nurses to apply their professional knowledge, skills, abilities, and experiences towards meeting the health needs of the patient.

Professional boundaries are the spaces between the nurse’s power and the patient’s vulnerability.

Boundary crossings are brief excursions across professional lines of behavior that may be inadvertent, thoughtless, or even purposeful, while attempting to meet a special therapeutic need of the patient.

A nurse’s use of **social media** is another way that nurses can unintentionally blur the lines between their professional and personal lives.

Professional sexual misconduct is an extreme form of boundary violation and includes any behavior that is seductive, sexually demeaning, or reasonably interpreted as sexual by the patient.



Boundaries and Continuum of Professional Nursing Behavior

- The nurse's responsibility is to delineate and maintain boundaries.
- The nurse should work within the therapeutic relationship. The nurse should examine any boundary crossing, be aware of its potential implications and avoid repeated crossings.
- Variables such as the care setting, community influences, patient needs, and the nature of therapy affect the delineation of boundaries.
- Actions that overstep established boundaries to meet the needs of the nurse are boundary violations. The nurse should avoid situations where he or she has a personal, professional, or business relationship with the patient.
- Post-termination relationships are complex because the patient may need additional services. It may be difficult to determine when the nurse–patient relationship is completely terminated.
- Be careful about personal relationships with patients who might continue to need nursing services (such as those with mental health issues or oncology patients)."

Refer: A Nurse's Guide to Professional Boundaries.
ProfessionalBoundaries_Complete.pdf (ncsbn.org)

CLINICAL DRESS CODE

The student will comply with any additional dress code requirements of the clinical agency. Failure to comply with clinical facility dress code requirements prevents meeting clinical objectives and completion of program requirements.

The student can be dismissed for failure to maintain a professional appearance for patient care and as a representative of AHC nursing programs.

The student will be disciplined for misusing or abusing the AHC nursing uniform. The nursing faculty adopts the official nursing uniform. The student wears the nursing uniform in clinical experience areas and simulation or public events as required by the nursing program director/faculty. It is neither sanitary nor professional to wear the uniform in other locations.

While on campus, the student is expected to dress in a manner appropriate to the situation. The student needs to be aware that s/he represents the AHC nursing programs to other students, clinical settings, nursing profession, and public. It is expected that nursing students will dress and conduct themselves appropriately.

Uniform Requirements:

1. The required uniform: white designated top, black pants, and shoes. A white uniform long sleeved cover or sweater without hood may be worn for warmth.
   The white top will have an RN or LVN patch worn on the right sleeve. AHC logo patch will be worn on the left sleeve. All items of clothing shall be clean, fresh appearing, and in good repair.
   Note: The recommended uniform and patches are available and can be purchased at "The Shack" uniform store in Lompoc, CA.
2. Black low-heeled shoes are required and must be clean and polished. Canvas shoes are not appropriate and are safety hazards.
3. White washable sweaters may be worn with uniform to and from the clinical site and are removed when working at the patient's bedside. Sweaters cannot have hoods.
4. The required student identification name pins - 18 pt. (approximately 3/8 in.) + bold print + Times New Roman font + Allan Hancock College. Students may choose to use full name or first name, last initial or first initial, last name.

   Examples:

   LVN students will have **navy blue background with white letters**. Student name will be followed by SVN.

P. Jones SVN **Allan Hancock College**

   OR Pat J. SVN OR Pat Jones SVN

   RN students will have **white background with black letters**. Student name will be followed by SN.

P. Jones SN **Allan Hancock College**

   OR Pat J. SN OR Pat Jones SN

5. Facial makeup should be conservative. No artificial eyelashes.
6. Fingernails will be short. Clear polish only. Artificial nails or gel type of nail lacquer are not allowed. This is a mandate from the Centers for Disease Control and Prevention.
7. Mustaches and beards are permissible if kept clean and neatly trimmed (no longer than one inch). Beards may not be started during the semester.
8. Hair must be kept off the collar and should not obscure vision when leaning forward.
9. Good dental hygiene and clean appearance are essential. Use reliable deodorants. No body sprays or perfumes.
10. A single pair of earring studs and wedding/engagement ring may be worn. No other visible body jewelry will not be worn at clinical.
11. Visible tattoos shall be covered.

Rev. 12/05; 12/06, 12/2016, 12/2018.

NURSING SKILLS and SIMULATION LABORATORY

The nursing skills and simulation laboratory is considered an integral component of nursing education. It serves as:

- Practice Center: Under nursing instructor direction and supervision, students can practice previously learned clinical skills and develop competency in performing newly learned clinical skills. A caring and safe atmosphere that is important as students practice skills.
- Testing Center: Students are required to demonstrate competency of previously learned or newly learned clinical nursing skills during skills check-off.

After successful skills check-off, the student will be supervised by nursing instructor when performing the skill in the patient care setting. The nursing instructor assesses and evaluates safe and competent skills performance by the student. The nursing instructor deems whether the student can subsequently perform the skill with a designee and/or independently.

Several health sciences programs use the skills laboratory. The skills laboratory is supported by district funds, donations, and grants. Therefore,

- Students must respect the needs of other students for a relaxed, caring atmosphere that is conducive to skills development and learning.
- Students must access the skills laboratory equipment and supplies under the oversight, supervision, and/or direction of health sciences faculty.
- Students must notify the faculty of equipment malfunction and/or inadequate supplies.

Expected student behaviors during simulation will be detailed in the respective program simulation learning experiences.

STATE NURSING LICENSURE EXAMS

The student is encouraged to visit the respective nursing boards for application and related costs.

The nursing programs will provide licensing exam information during the final fall semester.

FACULTY OFFICE HOURS

Each full-time instructor has a minimum of five (5) hours/week for student counseling. The student may access the office hours as directed by the respective faculty.

CLASS OFFICERS

Each nursing class will elect officers:

- President
- Vice-President
- Secretary-Treasurer
- Class Representatives (at least two)

DUTIES OF CLASS OFFICERS

President

- Conduct class meetings
- Coordinate information between other class officers
- Assist with coordination of fund raisers
- Serve as a liaison between the health care community and students
- Assist in planning graduation activities
- Maintain continuity with ASB student nurse club (RN) or (LVN)

Vice-President

- Conduct meetings in the absence of the President
- Assist in planning of fund raisers
- Serve as a resource for student concerns; act as a “go-between”
- Assist in planning graduation activities

Secretary/Treasurer

- Receive and deposit the monies for class activities
- Keep accurate records and minutes
- Disperse funds as directed by the President for class activities

Student Representatives

- Attend faculty meetings and relay student issues and concerns
- Relay information from faculty to students
- Advise students in areas of concern; act as a “go-between”

SOCIAL EVENTS

Alcohol may not be purchased or consumed by students, faculty, or guests at any official functions of the nursing programs and/or college.

Example:
Student potlucks with faculty
Class activities involving the faculty

Note: Legal infractions associated with alcohol use can jeopardize eligibility for licensure as a nurse. These infractions are considered errors in judgment and are viewed as risks to public welfare and safety.

NURSING PROGRAM COMPLETION ACTIVITY GUIDELINES

The nursing faculty will decide on program completion activities with consideration of student/class input.

SELF-INTERVENTIONS TO MITIGATE IMPLICIT BIAS

“Disparities in quality of care are not getting smaller. Over time, the gap between Whites and African Americans, Hispanics, Asians, and American Indians/Alaskan Natives has either remained the same or worsened for more than half of the core quality measures being tracked.”

Source: Eliminating Racial/Ethnic Disparities in Healthcare: What are the Options? Kaiser Family Foundation, 2018

Nurses with implicit bias may demonstrate:

- Less compassion for certain patients
- Invest less time and effort in the therapeutic relationship with them, adversely affecting assessment and care
- Can even react more negatively toward relatively inexperienced nurses

Narayan (2019); Stamps (2021)

- Inadequate patient assessments.
- Inappropriate diagnoses and treatment decisions.
- Less time involved in patient care.
- Patient discharges with insufficient follow-up.

Chapman et al. (2013); FitzGerald & Hurst (2017); Hall et al. (2015); Zestcottet al. (2016)

Strategies	Description	Recommended by
Counter-stereotypic imaging	Nurse, recognizing bias, purposely identifies members of a group who counter the stereotypical image of the group, and replaces the automatic biased image with the positive image. Related to mindfulness.	Institute for Health-care Improvement, 2017
Emotional regulation	Nurse reflects on "gut feelings “and negative reactions (dislike, fear, frustration) to patients from vulnerable groups. Nurse then intentionally strives to be empathetic, patient, and compassionate. Related to mindfulness and perspective taking.	Joint Commission, 2016
Habit replacement	Nurse frames recognized biases as bad habits to bebroken. Develops and uses a personal toolkit of self-interventions to replace the bad habit of biased thinking with the good habit of accepting and caring about each patient as an individual. Related to emotional regulation, individuation, mindfulness, and strategies nurses use to help patients change harmful lifestyle behaviors.	Devine and colleagues, 2012
Increasing opportunities for contact	Nurse seeks to develop relationships with members of a group to which the nurse does not belong, with the goal of dissolving stereotypes.	Institute for Healthcare Improvement, 2017
Individuation	Nurse mindfully seeks to see patients as individuals instead of as members of a	Institute for Healthcare Improvement, 2017

	stigmatized group. Related to therapeutic relationship, patient-centered care, and culturally competent care.	
Mindfulness	Nurse purposely takes the time to calm thoughts and feelings by being mindful of the present moment, which can help the nurse act compassionately toward the patient. Related to emotional regulation and perspective taking.	Burgess and colleagues, 2017
Partnership building	Nurse intentionally frames the clinical encounter as one in which the nurse and patient are equals, working collaboratively toward the same goal.	Institute for Healthcare Improvement, 2017, and Joint Commission, 2016
Perspective taking	Nurse purposely and empathetically thinks about what the patient is thinking and feeling, stimulating feelings of caring and compassion. Related to mindfulness and therapeutic relationship.	Institute for Healthcare Improvement, 2017, and Joint Commission, 2016
Stereotype replacement	Nurse reflects on negative reactions to members of vulnerable populations, acknowledges stereotypical responses, considers reason for the feeling, and commits to respond with compassion in the future. Related to self-reflection.	Institute for Health-care Improvement, 2017

Reference: Saad, C. Breaking the Habit. A CO-ADN Presentation. Mar 18, 2022.

ONLINE ACCESS to COLLEGE RESOURCES

Access: https://www.hancockcollege.edu/
Refer: Services and Support

STUDENT HEALTH INSURANCE

As a registered AHC student, you are covered under a secondary insurance policy that is paid for by the health fee. This policy covers some accidents and emergency illnesses. With a secondary insurance, you must first submit claims to your own private insurance company and then submit remaining bills to the Student Accident Insurance. If you do not have primary insurance, you must submit a verification form and then bill the student insurance as the primary insurer. There are limitations and deductibles on all claims.

If you have an accident during the time you are engaged in an AHC class, whether that class takes place on campus or off-campus, you may be covered for the immediate care that the accident requires. However, it is important that you read the student health insurance brochure carefully to understand how the insurance carrier defines "accident". The definition is quite limited. Student health insurance does not cover you for illnesses that may result through your work with clients in your student role.

Examples:

- If you are walking on campus, trip on the lawn, and twist your ankle, you may be covered under Student Health Insurance.
- If you are practicing in the Santa Maria Campus Nursing Skills Lab (Room: Q 12) and an occupied bed rolls over your foot causing an injury, you may be covered under Student Health Insurance.

If you are injured on campus, the Santa Maria Campus College Nurse (922-6966, ext. 3212) or Lompoc Campus College Nurse (1-866-324-5242, Ext. 5207) and your instructor must be notified immediately and action taken as directed.

If you are injured at an off-campus site while engaged in Allan Hancock College course work, the injury must be reported immediately to the instructor, who will direct the student in receiving appropriate treatment and in completing the necessary reports. In addition, it is **your** responsibility to notify the College Nurse within 72 hours. There is a deductible on the accident insurance through Allan Hancock College. All medical expenses not covered by insurance are the sole responsibility of the student - not the College. Under certain circumstances, you may be covered by Workers' Compensation.

If you would like further clarification, you may obtain a brochure that explains the health insurance policy in greater detail from the College Nurse - Santa Maria Campus, ext. 3212, W-12, or College Nurse - Lompoc Campus, 1-866-324-5242, ext. 5207. Information on a primary health insurance policy is also available.

Examples of injuries that may be covered under workers' compensation (Eligibility is pursuant to Labor Code §§ 3368, 3369, and Education Code § 78249).

Injuries sustained during clinical practice at a healthcare agency as part of program requirements are usually covered by Worker's Compensation. Human Resources have the responsibility for the management of these injuries. Examples of situations reported to Worker's Compensation:
- Needle stick injuries
- Back injuries secondary to patient care
- Exposure to blood borne or airborne pathogens

Immediately following the industrial injury,
1. Report the incident to the instructor. For injuries and infectious exposure, consult facility employee health/infection control officer for facility protocols.
2. Complete required documents for submission to AHC Human Resources

Santa Maria: Bldg A. (805) 922-6966 x 3338.	Lompoc and Santa Ynez: 1 - (800) 338-8731 x 3338.

HBV#4-5/94, 12/95

REPORTING PROCEDURES
1. Injuries occurring in the nursing skills lab are **NOT** covered under Workers' Compensation but may be covered under the Student Health Insurance. Report injuries to your instructor immediately and follow-up with the Campus Nurse as soon as possible.
2. Report any injury occurring in the clinical area immediately to the instructor.

3. Immediately following the injury occurring in a clinical area, the instructor will contact the college Human Resources office to complete appropriate forms. The phone number is (805) 922-6966, ext. 3338.
4. You must provide the following information to the appropriate HR staff member:
    - Student's full name, address, social security number and contact phone number
    - Day and Date of Incident, and where it took place
    - Details about injury (what happened?)

For clinical injuries occurring at a time that the Human Resources Office is not open students should be referred to:

Central Coast Industrial
340 E. Betteravia Road, # C
Santa Maria, CA 93454
805-922-0561
Hours of operation: Mon – Fri: 8 AM to 7:30 PM; Sat: 9 AM – 4:30 PM

For clinical injuries occurring at a time that the Human Resources office is not open, students should be referred to:

- For injuries after Central Coast Industrial Care closes, students are referred to Marian Regional Medical Center emergency department (**use only after Central Coast Industrial Care is closed).**
- For injuries in San Luis County (**use only if life threatening, or cannot transport to Central Coast Industrial Care)**, referral is to: hospital emergency department (Arroyo Grande Community Hospital, French Hospital and Medical Center, and/or Sierra Vista Regional Medical Center)
- For injuries in Santa Barbara (**use only if life threatening or cannot transport to Central Coast Industrial Care and** non-Santa Maria or Lompoc clinics, students are referred to: Cottage Hospital emergency department or Lompoc Valley Medical Center emergency department.
- For emergency situations in which the student is covered under AHC's Workers' Compensation, the student should go to the nearest hospital emergency room. Student or instructor should leave a message regarding the incident and the Human Resources Department will follow up during regular business hours.

After a student visit any of the above, the Central Coast Industrial Care in Santa Maria will provide follow up care.

APPENDIX A: LVN PROGRAM

CALIFORNIA BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS (BVNPT)

The BVNPT has authority to revoke, suspend, or place on probation any license if the licensee has violated a provision of the law governing the profession (Business and Professions Code, Division 2, Chapter 6.5, Article 3). Further, the Board has authority to deny licensure to anyone convicted of a crime substantially related to the profession or who has done any act which, if done by a licensee, would be grounds for revocation or suspension of the license.

The Board has established an aggressive enforcement program to ensure that timely and appropriate disciplinary action is taken against unprofessional, incompetent, or grossly negligent practitioners. The Board utilizes the services of the Department of Consumer Affairs (DCA), the Department of Investigation (DOI), the Attorney General's (AG) Office and the Office of Administrative Hearings (OAH) to ensure that disciplinary actions are handled in a fair and judicious manner.

Persons who have been convicted of a crime are subject to close scrutiny by the BVNPT on an individual basis. Specific policy/information regarding procedure of the Board of Vocational Nursing is available at bvnpt.ca.gov.

LVN PROGRAM ADMISSION REQUIREMENTS

The LVN program is a rigorous five-days a week, one-year (including summer) course of study. Three eight-hour days are spent in the clinical setting or simulation lab each week; and two days are spent in lecture/theory classes. (Two 9-hour days/week in summer semester and two in theory)

- High school graduate through United States grades 12 or equivalent (G.E.D.) or college degree
- Student must be 18 by first day of the spring semester.
- Foreign transcripts must be evaluated through the evaluation agency recognized by Allan Hancock College Admissions and Records Department.
- Note: Allan Hancock College accepts foreign coursework whose evaluation reports have been certified by NACES® (National Association of Credential Evaluation Services) & AICE® (Association of International Credential Evaluators). Completed coursework will be considered for lower-division unit credit only if the foreign institution is listed in the American Council on Education (ACE) Book
- Must have a valid current California Certified Nursing Assistant (CNA) Certificate or be enrolled in NURS 300 and have a California Certified Nursing Assistant certificate by the application submission deadline date to the Vocational Nursing Program. Proof of passing the CNA certification exam must be brought to the health sciences office as soon as received from the Department of Health Services **OR** be a current California Licensed Psychiatric Technician.
- Good physical and emotional health including a negative TB skin test or satisfactory chest x-ray report (Required) and current immunizations and titers. Clear background and drug screening. Current CPR certification.

- Pre-requisite courses must be passed with a "C" or better.

ASSOCIATE IN SCIENCE IN LVN

The LVN program, approved by the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT), is a year-long program that starts in spring and ends in fall. The program is specifically designed to provide the certified nurse assistant (CNA) with career advancement opportunities. It is part of the "ladder" programs toward registered nursing.

Eligibility requirements to apply for the LVN program include completion of the program prerequisites with a "C" or better and current CNA certification. The prerequisite courses are BIOL 124 (Human Anatomy), BIOL 125 (Human Physiology), ENGL 101 (Freshman Comp: Exposition), MATH 331 (Algebra 2), and NURS 310 (Pharmacology). The student must be accepted into the LVN program to be able to enroll in NURS 310. The student has the option to receive a certificate of achievement and/or an associate degree. The student must complete the graduation requirements to obtain an associate degree.

The graduate of the LVN program is eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The LVN will have career opportunities that include, but are not limited to, clinical practice in health clinics, hospitals, long-term care, school systems, home health, prison and corrections systems, insurance positions, etc.

PROGRAM LEARNING OUTCOMES:
The graduate of the Associate in Science in Nursing: Licensed Vocational Nursing will:

- Practice nursing that is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial and spiritual needs of patients.
- Serve as a member of the interprofessional healthcare team to promote continuity of patient care.
- Use best practice resources and current evidence as a basis for nursing practice.
- Promote quality improvement by contributing to the implementation of care-related plans to improve healthcare services.
- Provide a safe environment for patients, self, and others.
- Use information technology in the provision of patient care.
- Practice nursing in a professional, ethical, and legal manner.

Program Requirements
A major of 47 units is required for the associate in science degree.

Fall Semester (3 units)

NURS310	Pharmacology	3

First/Spring Semester (17.5 units)

NURS311	Medication Administration	1.5
NURS317	Fundamentals of Nursing	3.5

NURS318	Clinical Lab 1	8
NURS323	Respiratory Conditions	2
NURS329	Endocrine and Reproductive Conditions	2.5

Second/Summer Semester (10 Units)

NURS320	Care of Older Adults	2
NURS327	GI and Urinary Conditions	2.5
NURS328	Clinical Lab 2	3
NURS335	Skin and Musculoskeletal Conditions	2.5

Third/Fall Semester (16.5 Units)

NURS322	Maternal and Infant Health	2
NURS330	Care of Infants and Children	1.5
NURS331	Cardiovascular Conditions	2
NURS332	Neurosensory Conditions	2
NURS337	Professional Relationships	1
NURS338	Clinical Lab 3	8

CERTIFICATE OF ACHIEVEMENT: LVN

The certificate of achievement in LVN program, approved by the California BVNPT, is a year-long program that starts in spring and ends in fall. The program is specifically designed to provide the certified nurse assistant (CNA) with career advancement opportunities. It is part of the "ladder" programs toward registered nursing.

Eligibility requirements to apply for the LVN program include completion of the program prerequisites with a "C" or better and current CNA certification. The prerequisite courses are BIOL 124 (Human Anatomy), BIOL 125 (Human Physiology), ENGL 101 (Freshman Comp: Exposition), MATH 331 (Algebra 2), and NURS 310 (Pharmacology). The student must be accepted into the LVN program to be able to enroll in NURS 310 (Pharmacology). The student has the option to receive a certificate of achievement and/or an associate degree. The student must complete the graduation requirements to obtain an associate degree.

The graduate of the LVN program is eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The LVN will have career opportunities that include, but are not limited to, clinical practice in health clinics, hospitals, long-term care, school systems, home health, prison and corrections systems, insurance positions, etc.

PROGRAM LEARNING OUTCOMES: 127 - 412

The graduate of the Certificate of Achievement in Nursing: LVN will:

- Practice nursing that is patient-centered, caring, culturally sensitive and based on the physiological, psychosocial, and spiritual needs of patients.
- Serve as a member of the interprofessional healthcare team to promote continuity of patient care.
- Use best practice resources and current evidence as a basis for nursing practice.
- Provide a safe environment for patients, self, and others.
- Promote quality improvement by contributing to the implementation of care-related plans to improve healthcare services.
- Use information technology in the provision of patient care.
- Practice nursing in a professional, ethical, and legal manner.

Program Requirements

A major of 47 units is required for the certificate.

Fall Semester (3 Units)

NURS310	Pharmacology	3

First/Spring Semester (17.5 Units)

NURS311	Medication Administration	1.5
NURS317	Fundamentals of Nursing	3.5
NURS318	Clinical Lab 1	8
NURS323	Respiratory Conditions	2
NURS329	Endocrine and Reproductive Conditions	2.5

Second/Summer Semester (10 Units)

NURS320	Care of Older Adults	2
NURS327	GI and Urinary Conditions	2.5
NURS328	Clinical Lab 2	3
NURS335	Skin and Musculoskeletal Conditions	2.5

Third/Fall Semester (16.5 Units)

NURS322	Maternal and Infant Health	2
NURS330	Care of Infants and Children	1.5
NURS331	Cardiovascular Conditions	2
NURS332	Neurosensory Conditions	2
NURS337	Professional Relationships	1

LVN CREDIT GRANTING POLICY

Policy: In compliance with the district policy and the California Vocational Nursing Practice Act Regulations 5 2535 and 4 2881.1, the Licensed Vocational Nursing (LVN) program would grant credit for previous education and experience.

- The LVN program shall grant credit for other related education. Credit shall only be granted for courses with a grade of “C” or better.
  - Approved vocational nursing courses
  - Approved registered nursing courses
  - Approved psychiatric technician courses
  - Armed services nursing courses

- The LVN program shall accept up to 54 hours credit for anatomy and physiology theory and laboratory courses from accredited schools. These courses shall be equivalent to BIOLOGY 124 and BIOLOGY 125. Credit shall only be granted for courses with a grade of “C” or better.
  - Biology 124: Human Anatomy – An examination of the functional anatomy of the human organism. Lectures and laboratories investigate the microscopic and macroscopic structures of the major organ systems.
  - Biology 125: Human Physiology – A study of the functions and interactions of human cells, tissues, organs, and organ systems. Metabolic processes, negative feedback mechanisms, and homeostatic regulation are investigated in both lecture and laboratory sections. Emphasis is on the interaction of physiological processes responsible for the maintenance of normal body functions.

- The LVN program shall accept up to 54 hours of psychology course from an accredited school. The course shall be comparable to Psychology 101. Credit shall only be granted for a course with a grade of “C” or better.
  - Psychology 101: General Psychology – An introduction to the concepts, methods, and techniques of psychology including critical thinking, nervous system, perception, learning, motivation, emotion, stress, prejudice, human interactions and social influences, psychological disorders, and therapy.

- The LVN program shall accept up to 54 hours credit for pharmacology course from an accredited school. The student should have taken the course within the five (5) years prior to meeting the conditions of admission at the time of LVN program application. The course shall be comparable to Nursing 310. Credit shall only be granted for courses with a grade of “C” or better.
  - Nursing 310: Pharmacology – A study of all phases of clinical pharmacology including types of medications, general actions and uses, adverse effects, nursing considerations, and patient teaching. It includes accurate dose calculations.

- The LVN program requires current California certified nursing assistant certificate or psychiatric technician license for admission. The program is designed to build on the

existing certified nursing assistant skills and rapid transition to the role of the vocational nurse.
    - The LVN program shall grant credit for knowledge and/or skills acquired through experience. Credit shall be based on the college's credit by examination policy.

Citations: AHC College Policies

AHC BP 4900 Transfer of Credit and Course Waiver

The district shall permit the waiver or substitution of courses required for completion of an associate in arts or associate in science degree or a program certificate, providing the district does not offer the required course on a regular basis and has a comparable course; or providing the student submits evidence that a course taken at another college is comparable to one required at Allan Hancock College.

Allan Hancock College cannot grant a course waiver or course substitution that is inconsistent with Title 5 regulations, nor can it ensure that a substitution granted by the college will be accepted by another institution. A student who believes that he/she has a legitimate request for a course waiver or substitution fora degree or certificate shall follow the process as set forth in the administrative procedure.

Reference: Title 5, Sections 55606, 55808

ALSO: AHC Transfer of Credit and Course Waiver. AHC Catalog
ALSO: AHC Credit from Military Service. AHC Catalog
ALSO: AHC Credit by Examination. AHC Catalog

Revised 10/2017, 12/2018, 1/2020

SKILLS VALIDATION POLICY

- Successful verification of the skills checkoffs by the nursing faculty is required to validate student clinical skills.
- Various skills checkoffs are included in Fundamentals of Nursing (NURS 317), Clinical Lab courses (NURS 318, NURS 328, and NURS 338), and Medication Administration (NURS 311). In third semester (Fall), students are evaluated on clinical skills to assure competency prior to completion of the program.
- It is the responsibility of the VN student to adequately practice the clinical skills prior to checkoffs.
- Unsuccessful demonstration of the critical elements of the various nursing clinical skills requires remediation.
- The vocational nursing student is given three opportunities to remediate and successfully demonstrate the clinical skills checkoffs. After the **third** unsuccessful attempt to demonstrate a clinical skill, the student may be terminated from the program.

Revised 3/2004

STUDENT ABSENCE GRADING POLICY

- Students who are absent on the day when a quiz, examination, assignment, or homework is due will be given the opportunity to make it up but will be assessed a 10 percent penalty on the grade received.
- Students who have an original documented (doctor's note) illness or who have received prior approval from the instructor may make up the quiz, examination, assignment, or homework without penalty.

VOCATIONAL NURSE EDUCATION AND PRACTICE ISSUES

Administration of Subcutaneous or Intradermal Anesthetic Agents Prior to Intravenous Sticks

The Board of Vocational Nurse and Psychiatric Technician Examiners, at its September 1994 meeting, determined that licensed vocational nurses can administer an injection of local anesthetic via subcutaneous or intradermal routes prior to insertion of an intravenous needle or catheter provided that the licensee:

- Receives instruction in the procedure;
- Has demonstrated the requisite knowledge, skills, and ability prior to performance of the procedure; and
- Performs the procedure in accordance with a licensed physician's order.

**IV therapy is not a required part of the AHC Vocational Nurse curriculum since the BVNPT considers IV therapy as a post–licensure skill. A separate credit course in IV therapy (NURS 370: Intravenous Therapy) is available.

Performance of Allergy Skin Testing

The Board of Vocational Nurse and Psychiatric Technician Examiners, at its September 1994 meeting, determined that licensed vocational nurses can perform allergy skin testing provided that the licensee perform the procedure only when a licensed physician is present in the immediate area during the administration/observation periods and:

- Receives instruction in the proper procedure;
- Has demonstrated the requisite knowledge, skills and ability prior to performance of the procedure; and
- Performs the procedure in accordance with a licensed physician's order.

Removal of Casts

The Board of Vocational Nurse and Psychiatric Technicians, at its September 1994 meeting, determined that licensed vocational nurses can remove casts provided that the licensee:

- Receives instruction in the proper procedure;
- Has demonstrated the requisite knowledge, skills and ability prior to performance of the procedure;
- Performs the procedure in accordance with a licensed physician's order; and
- Performs the procedure only on casted areas where there is **not** an incision, sutures, clips, staples, skin trauma, or infection.

Performance of Deep Endotracheal Suctioning

The Board of Vocational Nurse and Psychiatric Technician Examiners, at its September 1994 meeting, reconsidered its previous 1990 decision regarding this issue. The Board determined that licensed vocational nurses can perform deep endotracheal suctioning provided that the licensee:

- Receives instruction in the proper procedure;
- Has demonstrated the requisite knowledge, skills, and ability prior to performance of the procedure; and,
- Performs the procedure in accordance with a licensed physician's order.

Administration of Spray and Swish Topical Anesthetics

The Board of Vocational Nurse and Psychiatric Technician Examiners, at its September 1994 meeting, determined that licensed vocational nurses can administer spray and swish anesthetics provided that the licensee:

- Receives instruction in the proper procedure;
- Has demonstrated the requisite knowledge, skills, and ability prior to performance of the procedure; and,
- Performs the procedure in accordance with a licensed physician's order.

Reinsertion of One-Piece Tracheostomy Tubes

The Board of Vocational Nurse and Psychiatric Technician Examiners, at its September 1994 meeting, determined that licensed vocational nurses can insert one-piece or outer cannulas of two-piece tracheostomy tubes **only** under the following conditions:

- The tracheostomy tract is considered by the registered nurse or physician to be well-healed and established.
- The patient's cardio-pulmonary status is stable.

And the licensed vocational nurse:

- Receives instruction in the proper procedure;
- Has demonstrated the requisite knowledge, skills, and ability prior to performance of the procedure; and,
- Performs the procedure in accordance with a licensed physician's order.

In pediatric and fragile populations, the physician must determine that the:

- Tracheotomy is well-healed and established; and,
- Medical condition of the patient is stable.

Flushing of Peripheral Venous Tubing with Dilute Heparin or Normal Saline

The Board of Vocational Nurse and Psychiatric Technician Examiners, at its December 21, 1987, decision, the Board and the Board's legal counsel have determined that licensed vocational nurses can instill a minute amount of heparin into heparin locks for the sole purpose of keeping the lock patent. Licensees must demonstrate competence prior to the performance of this procedure and under the direction of a licensed physician or a registered professional nurse.

Under no circumstances can a licensed vocational nurse administer intravenous medications; therefore, if the purpose of instilling the heparin is anticoagulant therapy for the patient, the licensed vocational nurse cannot perform this procedure.

Use of Hypodermic Needle to Drain or Inject a Decubitus

The Board of Vocational Nurse and Psychiatric Technician Examiners, at its September 1994 meeting, determined that licensed vocational nurses **cannot** drain or inject decubitus ulcers or pressure wounds using hypodermic needles.

Use of Scissors or Scalpel to Open or Incise Necrotic Tissue

The Board of Vocational Nurse and Psychiatric Technician Examiners, at its September 1994 meeting, determined that licensed vocational nurses **cannot** incise and debride necrotic tissue with sharp instruments such as scissors and scalpels.

Accessing of peripherally inserted central catheters 117.4-117

The Board of Vocational Nurse and Psychiatric Technician Examiners, at its September 1994 meeting, determined that licensed vocational nurses **cannot** access peripherally inserted central catheters or midline catheters (including Landmark catheters).

LVN: AN OCCUPATIONAL GUIDE

The licensure and practice of vocational nurses is authorized by the California Business and Professions Code and regulated by the Board of Vocational Nursing and Psychiatric Technicians. The LVN is a mid-level health professional who provides care for patients in a variety of health care settings. Typically, the LVN is employed in the following types of facilities.

- Skilled Nursing or Long-Term Care Facilities
- Home Health Agencies
- Ambulatory Care Clinics
- Surgery Centers
- Physicians' Offices
- Correctional Facilities
- School Districts
- Acute Care Hospitals

Upon completion of additional specialized training, LVNs may also be employed in specialty care areas, such as Intravenous Therapy Teams, Hemodialysis Units, Gastroenterology Laboratories, and Genitourinary Laboratories.

Job Responsibilities

Under the direction of a physician or a registered nurse, the LVN utilizes scientific and technical expertise and manual skills to provide nursing care to assigned patients. Duties within the scope of practice of the LVN typically include, but are not limited to, the provision of basic hygienic and nursing care; measurement of temperature, pulse, respirations, and blood pressure; basic assessment; documentation of data; performance of prescribed medical treatments; nursing interventions; observation and documentation of patient responses to treatments and interventions; participation in the development of nursing care plans; administration and documentation of prescribed medications; performance of skin testing; patient education; and performance of non-medicated intravenous therapy (requires separate Board certification) and blood withdrawal (requires separate Board certification).

APPROVED CLINICAL FACILITIES

The following clinical facilities have been approved by the Board of Vocational Nursing and Psychiatric Technician for student practice in the Allan Hancock College Vocational Nursing Program.

- AHC Child Care Center
- Arroyo Grande Care Center
- Arroyo Grande Community Hospital
- Community Health Centers of Central Coast
- DaVita Dialysis Center
- Lompoc Valley Medical Center
- Lompoc Convalescent Care Center
- Lompoc Skilled Nursing and Rehabilitation

- Marian Child Care Center 127 - 418
- Marian Extended Care Center
- Marian Hospital Home Care Center
- Marian Medical Center
- Robert Barry, MD - Pediatrician
- Santa Barbara Public Health
- Santa Maria Diagnostic
- Sierra Vista Regional Medical Center
- William S. Morgan, MD - Pediatrician

CLINICAL MEDICATION ADMINISTRATION GUIDELINES

Semester 1 (Spring)
The clinical instructor will directly supervise preparation and administration of all medications. Topical creams and ointments may be independently applied by the student after there is specific agreement between the student and the instructor that the student can administer that medication safely without direct supervision.

Semester 2 (Summer)
The clinical instructor or designee will directly supervise preparation and administration of oral and transdermal medications. Otic, ophthalmic and nasal medication preparations may be applied by the student after instructor approval. Application of transdermal medications such as nitroglycerin, Catapres, or nicotine must be observed. The clinical instructor or clinical teaching assistant must be present for all injections.

Semester 3 (Fall)
The student may be permitted to administer oral, non-parenteral and SQ injections with a designee but only after there is specific agreement between the student and the instructor. The clinical instructor or clinical teaching assistant must be present for all IM injections (with exception of flu immunizations after demonstrated ability)

ALL Semesters
- The student is <u>never</u> to administer an IV medication or adjust the equipment.
- The student is <u>never</u> to administer any medication through a heparin/saline lock.
- The phrase <u>direct supervision</u> is defined as a clinical instructor or designee at the side of the student visually supervising student actions.

PATIENT IDENTIFICATION and PREVENTION OF MEDICATION ERRORS

The safety of the patient must be the first consideration in nursing for all involved—students, nurses, and faculty. Medication errors occur for different reasons, but most of them are preventable. One medication error that is **100 percent preventable** is that of failing to correctly identify the patient, with two forms of identification, who is to receive the medication. **There is <u>no excuse</u> for failing to look at the patient's armband and to identify the patient in 2 ways before giving the medication.**

The following procedures will **always** be followed:
1. The student is to include "the presence of armband" in their first daily assessment of every patient to whom they are assigned.

2. The patient without an armband is to be banded by facility personnel or instructor only (not the student) before the student may administer medications.
3. Patients without armbands will not receive medications or invasive treatments by any student enrolled in the vocational nursing program.
4. The student will identify the patient with two forms of identification prior to giving medications in the instructor's presence. It is the student's responsibility to be sure the instructor observes the identification of the patient. Students in Semester I will receive appropriate coaching, if necessary, by the instructor. Students in Semesters 2 and 3 are expected to identify the patient without coaching.
5. If a student attempts to give medication to a patient before identifying that patient, the instructor must intervene, assure correct patient identification, and have the student complete the medication pass. The student will be counseled, and potential consequences of the incident discussed.
6. Failure to identify the patient before giving medication may result in probation, and/or dismissal from the program.

PRIOR TO MEDICATION ADMINISTRATION

The student completes the Medication Administration Information Sheet before administering any medication.

The student will complete a more detailed, handwritten DRUG SHEET as part of the required clinical written work.

APPENDIX B: ADN PROGRAM

STANDARDS OF COMPETENT PERFORMANCE

California Code of Regulations Title 16 § 1443.5

A registered nurse shall be considered to be competent when she/he consistently demonstrates the ability to transfer scientific knowledge from social, biological and physical sciences in applying the nursing process, as follows:

1. Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.
2. Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.
3. Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client's health needs.
4. Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.
5. Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and health team members, and modifies the plan as needed.
6. Acts as the client's advocate, as circumstances require, by initiating action to improve health care or to change decisions or activities, which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.

NPR-I-20 06/1995 STANDARDS OF COMPETENT PERFORMANCE REV 01/2011 at www.rn.ca.gov/pdfs/regulations/npr-i-20.pdf

ASSOCIATE IN SCIENCE
LVN-TO-RN PROGRAM (LICENSED VOCATIONAL NURSE-TO-REGISTERED NURSE / REGISTERED NURSING / ASSOCIATE DEGREE IN NURSING)

The LVN-to-RN program, fully accredited by the California Board of Registered Nursing, is a two-semester program offered every year starting spring semester.

The LVN-to-RN program is specifically designed to provide the licensed vocational nurse (LVN) with an opportunity for career advancement and prepare the LVN for the additional responsibilities required of the registered nurse.

Eligibility requirements to apply for the LVN-to-RN program include completion of program prerequisites, having a current California LVN license OR recent completion of an accredited vocational nursing program and eligibility to take the National Council Examination for Practical Nurses (NCLEX-PN), and entrance criteria. Students who recently completed an accredited vocational nursing program must have a California LVN license by the end of the spring (first semester) to be able to complete the LVN-to-RN program. Continuation in the program is contingent upon passing the NCLEX-PN.

Students who have LVN license must maintain current licensure throughout the LVN-to-RN program.

The LVN-to-RN program entrance criteria include grade point average (GPA), a maximum of four (4) science repeats, and an acceptable score on a readiness examination.

The LVN-to-RN program prerequisites must be completed with a grade of “C” or better. These courses are BIOL 124, BIOL 125, BIOL 128, PSY 101, MATH 331, and ENGL 101. In addition, the student must complete the college’s graduation requirements for an associate degree.

The graduate of the LVN-to-RN program is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Program Learning Outcomes:
The graduate of the Associate in Science in LVN-to-RN (Licensed Vocational Nurse-to-Registered Nurse / Registered Nursing / Associate Degree in Nursing) will:

- Evaluate nursing care provided to patients, families, groups, populations, and communities across the lifespan from diverse backgrounds in a variety of settings to ensure that it is compassionate, age and culturally appropriate and based on a patient's preferences, values and needs.
- Collaborate with members of the interprofessional health care team to manage and coordinate the provision of safe, quality care for patients, families, and groups.
- Demonstrate use of best current evidence and clinical expertise when making clinical decisions in the provision of patient-centered care.
- Use evidence-based quality improvement processes to effect change in the delivery of patient-centered care.
- Demonstrate effective use of strategies to mitigate errors and reduce the risk of harm to patients, self and others in healthcare, home, and community settings.
- Use evidence-based information and patient care technology to communicate relevant patient information, manage care and mitigate error in the provision of safe, quality patient-centered care.
- Assimilate integrity and accountability into practices that uphold established regulatory, legal, and ethical principles while providing patient-centered, standard-based nursing care.
- Use leadership, management and priority-setting skills in the provision and management of safe, quality patient-centered care.
- Use verbal and nonverbal communication strategies with patients, families, and groups from diverse backgrounds that promote an effective exchange of information and development of therapeutic relationships.

Program Requirements
A major of 26.5 units is required for the associate in science degree.

Spring Semester (13.5 Units)

NURS101	Transitions to Professional Practice	1.5
NURS102	Med Surg Nursing 1	3

NURS103	RN Practicum 1	5
NURS104	Med Surg Nursing 2	3
NURS111	RN Skills 1	1

Fall Semester (13 Units)

NURS106	Leadership & Management	1.5
NURS108	RN Practicum 2	5
NURS109	Med Surg Nursing 3	3
NURS110	Mental Health Nursing	3
NURS112	RN Skills 2	0.5

Certificate of Achievement: “30 UNIT" OPTION

The LVN “30-unit” option (Certificate of Achievement) is another alternative to becoming eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and pursue a career as a “non-graduate” registered nurse in the state of California.

The student choosing this option is NOT considered a graduate of the nursing program or the college. Most other states do not recognize California's LVN “30-unit” option and will not issue RN licenses to these LVNs. Applicants to the “30-unit” option must meet with the LVN-to-RN program director for advisement.

The “30-unit” option requires current licensed vocational nurse (LVN) licensure. For recent vocational nursing graduates waiting to take the National Council Examination for Practical Nurses (NCLEX-PN), continuation in the program is contingent upon passing the licensure examination.

Upon completion of the 30-unit option, the student is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Program Learning Outcomes:
The graduate of the Certificate of Achievement in “30 UNIT" OPTION will:

- Evaluate nursing care provided to patients, families, groups, populations, and communities across the lifespan from diverse backgrounds in a variety of settings to ensure that it is compassionate, age and culturally appropriate and based on a patient's preferences, values and needs.
- Collaborate with members of the interprofessional health care team to manage and coordinate the provision of safe, quality care for patients, families, and groups.
- Demonstrate use of best current evidence and clinical expertise when making clinical decisions in the provision of patient-centered care.
- Use evidence-based quality improvement processes to effect change in the delivery of patient-centered care.
- Demonstrate effective use of strategies to mitigate errors and reduce the risk of harm to patients, self and others in healthcare, home, and community settings.

- Use evidence-based information and patient care technology to communicate relevant patient information, manage care and mitigate error in the provision of safe, quality patient-centered care.
- Assimilate integrity and accountability into practices that uphold established regulatory, legal, and ethical principles while providing patient-centered, standard-based nursing care.
- Use leadership, management and priority-setting skills in the provision and management of safe, quality patient-centered care.
- Use verbal and nonverbal communication strategies with patients, families, and groups from diverse backgrounds that promote an effective exchange of information and development of therapeutic relationships.

Program Requirements
A total of 30 units is required for the certificate.

Science Requirements (8.5 Units)

BIOL125	Human Physiology	4
BIOL128	Microbiology	4.5

Spring Semester (9 Units)

NURS103	RN Practicum 1	5
NURS104	Med Surg Nursing 2	3
NURS111	RN Skills 1	1

Fall Semester (12.5 Units)

NURS106	Leadership & Management	1.5
NURS108	RN Practicum 2	5
NURS109	Med Surg Nursing 3	3
NURS110	Mental Health Nursing	3

MEDICATION ADMINISTRATION POLICY

Standard: Prior to medication administration, the student must demonstrate (1) knowledge of the drug, clinical indications based on the patient's clinical condition, relevant assessments (safe parameters), therapeutic, side, and adverse effects, and relevant patient teaching (including adverse effects); and (2) skills including but not limited to dose calculation, measurement, techniques in medication administration, etc.

Patient identification. Prior to medication administration, the student must scan the patient's arm band, identify the patient, verify with the date of birth, and check for drug and food allergies.

The student must obtain 85% on both pharmacology and dose calculation (P&DC) competency test.

Definitions:

- Direct supervision is defined as a clinical instructor directly observing (within line of sight) and evaluating student performance of various nursing actions.
- Intravenous piggybacks (IVPB) are intermittent administration of medications at specific times.
- Intravenous drips or continuous drug infusions are medications administered by continuous IV infusion (i.e., insulin, heparin).

Pharmacology and Dose Calculation (P&DC) Competency Test

The student must demonstrate pharmacology knowledge and dose calculation competency prior to medication administration in the clinical setting.

The student must score at least 85% in both the pharmacology and dose calculation competency test. The student has two opportunities to demonstrate knowledge and dose calculation skills.

Remediation Plan

If unable to meet the requisite 85% on the first attempt, the student can only administer medications under the direct supervision/observation of the nursing faculty. The nursing faculty ensures safe and appropriate administration of the medications.

The student is responsible for preparing for the second attempt on the P&DC competency test. The second (retake) test is scheduled on the Wednesday of the third week of classes.

If unable to meet the requisite 85% on the second attempt, the student is placed on a remediation plan.

- The student would practice in the skills laboratory with the nursing faculty. The skills laboratory nursing faculty would deem the student's readiness for independent medical administration.
- The student must demonstrate competency by the end of the first clinical rotation.
- Failure to demonstrate pharmacology and dose calculation competency may result in clinical probation.

Semester 1 (Spring)

The course, NURS 111, provides information and skills demonstration on intravenous medication administration. Intravenous medication skills include maintenance infusion, intermittent infusions (IVPB), and bolus infusions (IV push). The student can only administer these methods of intravenous medications after successful skills competency check-off.

Due to limited opportunities to take care of patients with special intravenous medical management, the student may participate/observe in the care of central lines, parenteral nutrition, blood and blood product transfusion, and patient-controlled analgesia prior to actual skills competency demonstration in the class if the student demonstrates understanding of the specific method of intravenous drug/fluid administration under the guidance of the staff nurse and/or nursing instructor. The nursing instructor can walk the student through the facility policies, procedures, and processes.

Standard: Role of Nursing Instructor/s 27 - 425

1. Initially, the student performs all medication administration (all routes of medication administration) under the direct supervision/observation of the nursing instructor.
2. Medication administration is a great opportunity for instructor-student-patient interaction. Prior to medication administration in every clinical rotation and with every nursing instructor, the student must check with the nursing instructor whether s/he can administer medications independently or with the nursing instructor/designee.
3. In community-based settings, the nursing instructor verifies the student's ability to safely and accurately administer medications safely and accurately prior to student medication administration. The nursing faculty determines whether the student can administer medications with a designee or independently.
4. All new and "as needed" (PRNs) orders must be verified with the electronic medical records, the physician orders, and staff nurse.
5. The student must check all the rights of medication administration.
6. The student will not have any direct access to Omnicel (drug-dispensing machine). The student cannot independently obtain medications from the drug-dispensing machine.
7. IVPB: Prior to initiating the infusion, the nursing instructor or staff nurse must double check the medication, appropriate IVPB bag position, and electronic infusion pump settings. The student demonstrates verification of the dripping of the medication in the drip chamber and ensures accurate programming of the electronic infusion pump.
8. IVP: The nursing instructor assesses and evaluates student performance of IVP and deems the student able to safely and accurately administer the medication.
    - Bolus injection(IVP) is limited to the approved list of medications and/or facility approved IVP list. The student must abide by the more restrictive list.
    - The student is responsible for knowing/having access of the list of approved IV push medications and/or facility-approved list, whichever is more restrictive. The student must always have access to the approved program list and facility list of IV push medications. Not knowing the approved list or facility allowed IVP list, whichever is more restrictive, is not an acceptable reason for administering an unapproved medication.
    - Administration of IV push medications that are not included in the list is subject to clinical disciplinary action/probation/program expulsion.
    - At all times, the student can only administer IV push medications under close and direct supervision of the nursing instructor. Independent or staff-nurse supervised student performance of IV bolus injection is subject to further investigation and possible disciplinary action/probation/program expulsion.

Standard: IVPB

The student must demonstrate IVPB skills competency check-off prior to administration of IVPB to patients.

Prior to administration of intermittent intravenous medications (IVPB), in addition to the above competencies, the student must demonstrate knowledge of facility policy regarding vascular access and intravenous medications, drug concentration and dilution, drug compatibilities, rate of administration, electronic infusion pump programming, immediate adverse drug reactions, and monitoring before, during, and after drug administration.

Standard: IV Push 127 - 426

The student must demonstrate IVP skills competency check-off prior to administration of IVP to patients.

Prior to administration of IV push medications, in addition to the above competencies for medication administration, the student must demonstrate knowledge of facility policy regarding vascular access and intravenous medications, drug concentration and dilution, drug compatibilities, rate of administration, electronic infusion pump programming, immediate adverse drug reactions including speed shock, and patient assessments before, during, and after the IV push drug administration.

Semester 2 (Fall)

The second-semester student must demonstrate clinical judgment and timely nursing actions when administering medications. The student is held to the same standards described in the spring semester with increasing level of knowledge application, medication administration competencies, and dedication to promotion of patient safety, quality care, and desired outcomes. Also, the student must demonstrate increasing integration, prioritization, and timeliness/efficiency of all medication administration.

Role of the Student and Nursing Instructor/s

1. The nursing faculty determines whether the student can safely, competently, and accurately administer medications. The student will have a nursing faculty-observed/supervised medication administration at the beginning of the semester, change of clinical rotation, or a different instructor.
2. The student may be allowed to administer medications with the instructor, designee, or independently based on faculty evaluation.
3. IVPB: The nursing instructor and/or nursing staff must verify IVPB safe and accurate administration by the student. At the discretion and permission of the nursing instructor, a student may independently spike, hang the piggyback, and program the infusion pump. Prior to initiating the infusion, the instructor or staff nurse must double check the rights of medication administration and ensure safe and accurate medication administration. The student is responsible for performing required checks and double checks to ensure accurate and safe medication administration.
4. IVP: The student may only perform IVP administration under the direct supervision/observation of the nursing instructor. During preceptorship, the student can administer IVP medications under direct supervision/observation of the nursing preceptor. Refer: IV Push policy.

Medication Administration: Grounds for Conference and Disciplinary Action

These behaviors are grounds for clinical conference, probation, and/or program expulsion. The nursing faculty deem these behaviors are unsafe and breach the patient's safety that potentially result in poor outcomes.

1. Failure to properly identify the patient based on facility policies and procedures.
2. Failure to demonstrate adequate preparation for medication administration – knowledge and skills (including but not limited to the use of the facility electronic medical record, relevant patient assessment before, during, and after medication administration, patient engagement and teaching, monitoring, etc.)
3. Failure to meet the standards of medication administration.
4. Failure to demonstrate increasing competence (progression) in LVN-level skills and RN-level medication administration skills (oral and other routes to IV medications).

5. Administration of IV push medication that is not in the program or facility-approved list.
6. Failure to meet the daily terms of probation.
7. Failure to meet semester-leveled clinical objectives.

BRN REGULATION: IMPLICIT BIAS

In compliance with the Business and Professions Code. Section 2786.
(e) (1) Graduation requirements for an approved school of nursing, or an approved nursing program, shall include **one hour of direct participation in an implicit bias training which shall include all the following:**

(A) Identification of previous or current unconscious biases and misinformation.
(B) Identification of personal, interpersonal, institutional, structural, and cultural barriers to inclusion.
(C) Corrective measures to decrease implicit bias at the interpersonal and institutional levels, including ongoing policies and practices for that purpose.
(D) Information on the effects, including, but not limited to, ongoing personal effects, of historical and contemporary exclusion and oppression of minority communities.
(E) Information about cultural identity across racial or ethnic groups.
(F) Information about communicating more effectively across identities, including racial, ethnic, religious, and gender identities.
(G) Discussion on power dynamics and organizational decision-making.
(H) Discussion on health inequities within the perinatal care field, including information on how implicit bias impacts maternal and infant health outcomes.
(I) Perspectives of diverse, local constituency groups and experts on particular racial, identity, cultural, and provider-community relations issues in the community.
(J) Information on reproductive justice.

(2) This subdivision shall not be construed to do any of the following:
(A) Affect the requirements for licensure under this chapter.
(B) Require a curriculum revision.
(C) Affect licensure by endorsement under this chapter.

INFORMATION ON RN LICENSURE

Graduate

- A student who completes all graduation and nursing program requirements is awarded an associate degree in nursing.
- A student who has an associate degree and completes all nursing program requirements

Non-Graduate

- A student who completes all nursing requirements but has not fulfilled graduation requirements at the same time.
- A student who completes the certificate of achievement 30-unit option or an LVN who completes 30 RN units.

The student who is designated as “non-graduate registered nurse” by the California Board of Registered Nursing (BRN) is allowed to work as registered nurses **in California only**. Other states will not recognize the license and will not grant

reciprocity. The student may have difficulty matriculating to a baccalaureate nursing program.

The student designated by the California BRN as a non-graduate is not recognized as a graduate of the AHC associate degree in Nursing program **and may not wear the college pin.** The courses for degree completion cannot be completed after licensure and the status of the license cannot be changed. Once the Ca BRN identifies the student as a non-graduate, the designation **will never be changed** even if the student subsequently attains advanced degrees.

BRN POLICY STATEMENT ON DENIAL OF LICENSURE

The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code Sections 480-487, 492, 493, 496, 810, 820-828, 2750-2765, and 27952797.

The law provides for denial of licensure for crimes or acts, which are substantially related to nursing qualifications, functions, or duties. A crime or act meets this criterion if, to a substantial degree, it evidences present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety, or welfare (California Code of Regulations, Section 1444).

The Board may deny licensure on the basis of:

- Conviction of crime substantially related to the practice of nursing.
- Any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another.
- Any act which is grounds for revocation of a license.
- Making a false statement on the application for license.
- Breach of examination security.

Convictions

The Board considers most convictions involving sex crimes, drug crimes, and crimes of violence to be substantially related to nursing practice. Board regulations list examples of such crimes or acts to include, but not be limited to:

- Assaultive and abusive conduct.
- Failure to comply with mandatory reporting requirements.
- Theft, dishonesty, fraud and deceit.
- Convictions or acts resulting in registration under Section 290 of the Penal Code.

Rehabilitation

If the Board determines that an act or crime is substantially related to the practice of nursing, then it is the responsibility of the applicant to present sufficient evidence of rehabilitation.

When considering denial of license, the Board takes into account the following criteria to evaluate the rehabilitation of the applicant. (California Code of Regulations, Section 1445).

1. Nature and severity of the acts or crimes.

2. Additional subsequent acts. 127 - 429
3. Recency of acts or crimes.
4. Compliance with terms of parole, probation, restitution, or other sanctions.
5. Evidence of rehabilitation submitted by applicant.

The Board has developed the following list of suggested evidence of rehabilitation for applicants whose licensure is in question.

It should be noted that the board applies the same denial criteria for applications for interim permits and temporary license as it uses for permanent licensure.

In summary, the Board of Registered Nursing screens applications fairly but cautiously, applying the above criteria. Schools of nursing are encouraged when counseling prospective nursing students to make them aware that there could be potential licensure problems due to serious acts or convictions as described above. In this manner, students have the opportunity to explore other career options prior to investing substantial time in a nursing program if it appears that a prior serious act or conviction may jeopardize licensure due to its substantial relationship to the practice of nursing.

EVIDENCE OF REHABILITATION
At the time of application for licensure, the burden of proof lies with the applicant to demonstrate sufficient competent evidence of rehabilitation to establish fitness to perform nursing functions in a manner consistent with public health, safety, and welfare. The following list itemizes types of evidence, which the applicant should consider providing to the Board. The individual or agency that is providing information about the applicant should mail all items directly to the Board.

1. Copies of court documents pertinent to conviction, including documents specifying conviction and sanctions, and proof of completion of sanction.
2. Letter from applicant describing underlying circumstances of arrest and conviction record as well as any rehabilitation efforts or changes in life since that time to prevent future problems.
3. Letters of reference from nursing program instructors concerning attendance, participation, and performance in nursing program.
4. Letters of reference from past and/or current employers.
5. Letters from recognized recovery programs attesting to current sobriety and length of time of sobriety if there has been a history of alcohol or drug abuse.
6. A current mental status examination by a clinical psychologist or psychiatrist. The evaluation should address the likelihood of similar acts or convictions in the future and should speak to the suitability of the registered nursing profession for the applicant.
7. Letters of reference from other knowledgeable professionals, such as probation or parole officers.
8. Copy of Certificate of Rehabilitation or evidence of expungement proceedings.
9. Evidence of compliance with and completion of terms of probation, parole, restitution, or any other sanctions.

For endorsement applicants, copies of:
a) Formal accusation and determination of other state,

b) Copies of evidence presented to other states in order to obtain reinstatement of license or reduction or penalty, 123-430
c) Terms of probation and evidence of current compliance if currently on probation in another state.

STATUTORY AUTHORITY FOR DENIAL OF LICENSURE
(Summarized Version of Business & Professions Code)

Grounds for Denial

480 (a) Board may deny a license on the basis of:

(1) Conviction of a crime, after time for appeal, irrespective of a subsequent order under Section 1203.4 of the Penal Code.

(2) Any act involving dishonesty, fraud or deceit with intent to substantially benefit self or another, or substantially injure another.

(3) Any act which is grounds for suspension or revocation of registered nurse's license.

(b) May not deny license solely on basis of felony conviction if there is certificate of rehabilitation. (Penal Code 4852.01)

(c) May deny license if applicant knowingly made false statement of fact required in application.

Criteria for Related Crimes Required

481 Board must have criteria to assist in considering denial, revocation, and suspension of license in order to determine whether a crime or act is substantially related to nursing qualifications, functions, or duties. (BRN criteria specified in Section 1444 of California Code of Regulations).

Criteria for Rehabilitation Required

482 Board must have criteria to evaluate rehabilitation when considering (a) denial or (b) suspension or revocation of license. Board must consider all competent evidence of rehabilitation furnished by applicant or licensee. (Section 1445 of California Code of Regulations).

Attestations of Good Moral Character Not Required

484 No applicant can be required to submit attestations of good moral character.

Procedure for Board Upon Denial

485 Upon denial the Board must (a) serve a statement of issues or (b) notify the applicant of the denial stating the reasons and the right to a hearing. The right to a hearing is waived if a written request is not received within 60 days.

Reapplication After Denial

486 Upon denial the Board must inform the applicant of the earliest date for reapplication, state that all competent evidence of rehabilitation will be considered upon reapplication and send a copy of the criteria for rehabilitation.

487 If a hearing is requested it must be conducted within 90 days of request, except for OAH extensions or at applicant's request.

492 Successful completion of any diversion program under the Penal Code or 1227-1231
successful completion of an alcohol and drug problem assessment program under the Vehicle Code does not prohibit the Board from denying or disciplining a license based upon the underlying misconduct.

493 The record of the conviction of a crime shall be conclusive evidence of the fact that the conviction occurred, and the Board may inquire into the circumstances surrounding the crime in order to fix the degree of discipline or to determine if the conviction is substantially related.

Violations of Exam Security

496 Board may deny, suspend, revoke, or restrict license on grounds that applicant for licensure subverted or attempted to subvert administration of examination.

BRN REGULATIONS RELATING TO LICENSE DENIAL
(Summarized Version of California Code of Regulations)

1444. Substantial Relationship Criteria

A conviction or act is considered substantially related to the practice of nursing if, to a substantial degree, it evidences present or potential unfitness of a registered nurse to practice in a manner consistent with the public health, safety, or welfare. Such acts or crimes include, but are not limited to:

(a) Assaultive and abusive conduct under Penal Code Section 11160.
(b) Failure to comply with any mandatory reporting requirements.
(c) Theft, dishonesty, fraud, and deceit.
(d) Conviction or act subject to registration under Penal Code Section 290.

1445. Criteria for Rehabilitation

(a) When considering denial of license, the Board is to consider the following criteria in evaluating the rehabilitation of the applicant and his/her present eligibility for a license.
  (1) Nature and severity of acts or crimes.
  (2) Evidence of any additional, subsequent acts which also could be considered grounds for denial.
  (3) Time that has elapsed since commission of acts or crimes.
  (4) Extent to which applicant has complied with terms of parole, probation, restitution, or other sanctions.
  (5) Evidence of rehabilitation submitted by applicant.

Citation: BRN 12/95. Retyped 12/2007.

APPENDIX C: BOARD POLICIES (BP) AND ADMINISTRATIVE PROCEDURES (AP)

To ensure currency of these BP and AP, the student is referred to the college website. Access: https://www.hancockcollege.edu/board/index.php

- BP and AP 3550 Drug-free Environment and Drug Prevention Program
- BP and AP 5530 Student Rights and Grievances
- BP and AP 5500 Standards of Student Conduct
- BP and AP 3410 Nondiscrimination

APPENDIX D: STUDENT CONSENT STATEMENTS

These consents are effective for the duration of student enrollment in the nursing programs.

STUDENT ACCEPTANCE STATEMENTS

(To be retained in the Nursing Program student's file)

Having read all of the Allan Hancock College Nursing Program's Policies with care, I, both understand and accept the responsibilities of my role as a nursing student at Allan Hancock College and agree to abide and be bound by these policies as a condition of enrollment in and graduation from the program.

I acknowledge that I have had an opportunity to review this Nursing Program Student Handbook and have had my questions answered.

Initials _____ Date _____ NHBK2001
REV. 11/00

CONSENT TO PARTICIPATE

I understand that I will be offered the opportunity to **VOLUNTARILY** participate in skills practices on myself and fellow students, including transfer and positioning, injections, I.V. insertions, and other skills. Should I choose to participate, I agree to hold harmless my fellow students, supervising instructors, and Allan Hancock College from injury, loss, or claim of any kind.

Initials _____ Date _____ HBK2001
Rev. 10/93, 12/95, 9/97, 5/99, 11/00, 7/05

CONFIDENTIALITY STATEMENT

I understand my professional responsibility not to divulge any information about patients/clients outside of the clinical setting. I will not communicate information without express client consent. I will maintain patient/client confidentiality. I understand that breach of confidentiality is grounds for being dismissed from the Nursing Program.

Initials _____ Date _____ NSHBK2001 – 11/04/00, 7/05

ELECTRONIC MAIL

I acknowledge that electronic mail is not a confidential method of communication. I hereby authorize Allan Hancock College (AHC) faculty to communicate confidential matters, including grades, to me via electronic mail. I will keep faculty informed of my current e-mail address. I release AHC faculty from liability due to electronic mail issues.

Initials _____ Date _____ NSHBK 2004/2016

STUDENT PERFORMANCE

I understand that the faculty may discuss my academic and clinical performance in the nursing program when needed to enable them to give me appropriate feedback and instruction. I also understand that some information may need to be shared with the clinical agencies where clinical experiences occur. To optimize my educational

experience, I give permission to AHC faculty to share information with each other and with clinical agencies as needed.
Initials _____ Date _____

RELEASE OF INFORMATION

To facilitate clinical placement and abide by clinical agency requirements, I hereby give permission to the Allan Hancock College Nursing Program and its representatives to release the following information to the clinical agencies, when requested:

1. Proof of current CPR certification
2. History and physical exam including immunizations and TB test
3. Results of criminal background check
4. Results of urine drug screen
5. Other required documents and information per clinical facility

Initials _____ Date _____

CURRENCY OF INFORMATION

I understand that it is my responsibility to:

1. Maintain current Healthcare Provider/Professional Rescuer CPR certification.
2. Provide proof of annual TB testing or current chest x ray.
3. Notify the Health Sciences Department of any changes in name, address, phone number, or email address.
4. Provide a physician clearance authorizing participation in “full nursing clinical activities without restriction” after an injury, illness requiring hospitalization, or at onset of pregnancy.
5. Provide the Health Sciences Department with proof of required licensure.
6. Provide additional documents as required by the clinical facilities.

Initials _____ Date _____

REFERENCE PERMISSION

I understand that references may be requested of faculty for scholarship, academic advancement and employment purposes. I authorize faculty to provide this information.
Initials _____ Date _____

PUBLICITY RELEASE PERMISSION

Due to nursing being a hot topic for the state. I hereby grant my consent to Allan Hancock College to use my name and my likeness, whether in still or moving pictures, my photograph and/or other reproduction, including my voice and features, with or without my name for any editorial, promotion, trade, business or other purpose whatsoever, including testimonial and endorsement advertising. Allan Hancock College may exercise its rights in any way it sees fit for productions, for advertising and for other purposes. I hereby waive any right to approve the finished photograph, audio recording or video, or any copy that might be used in conjunction with the finished product. I understand I will receive no compensation for photographs, audio recordings or videos used and/or reused.

Signature _____ Date _____

ACKNOWLEDGEMENT AND ASSUMPTION OF POTENTIAL RISK

_____, wishes to participate in the Allan Hancock Joint Community College District sponsored activity/activities of Clinical Nursing Activities, including skills lab participation.

I understand and acknowledge that these activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate. I understand and acknowledge that some of the injuries/illnesses, which may result from participating in these activities, include, but are not limited to the following:

1. sprains/strains 2. fractured bones 3. unconsciousness 4. head/back injuries
5. paralysis 6. loss of eyesight 7. death 8. communicable diseases

I understand and acknowledge that participation in this/these activity/activities is completely voluntary and as such is not required by the District.

I understand and acknowledge that in order to participate in this/these activity/activities, I agree to assume liability and responsibility for any and all potential risks that may be associated with participation in such activity/activities.

I understand, acknowledge, and agree that the District, its employees, officers, agent, or volunteers, shall not be liable for any injury/illness suffered by me, which is incidental to and/or associated with preparing for and/or participating in these activity/activities.

Unless otherwise advised, I understand that I am responsible for my own transportation to and from the activity/activities the college assumes no liability for loss or injury resulting from my transportation, and any person driving a personal vehicle is not an agent of the District. Although the college may assist in coordinating the transportation, any assistance and/or recommendations provided may not be mandatory.

If the college is providing transportation but I do not use the transportation, I am responsible to make my own transportation arrangements and the college assumes no responsibility or liability of any kind.

I have no known medical condition that may pose a health and/or safety risk to others or me by participating in the activity/activities.

I acknowledge that I have carefully read this **ACKNOWLEDGEMENT AND ASSUMPTION OF POTENTIAL RISK** form and that I understand and agree to its terms.

_____ _____
Student Signature Date

_____ _____
Parent's Signature (if minor) Date

A signed **ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK** form must be on file with the District before a student will be allowed to participate in the above extra-curricular activity/activities.

Rev: 8/16/00; 7/2016

ACKNOWLEDGMENT AND CONSENT FORM FOR SUBSTANCE ABUSE TESTING

I, (print name) _____, acknowledge that I have received and read the Central Coast Consortium for Nursing Position Statement – Background Checks/Drug Screen. I understand that the clinical agencies that provide sites for training in the health science programs require this testing prior to students having contact with patients. I understand that a positive test result may subject me to dismissal from the nursing program. I also understand that failure to cooperate with testing or refusal to provide a test specimen, will result in inability to attend clinical courses and therefore unable to meet program requirements. This will result in dismissal from the program.

My signature below indicates that:

1. I consent to drug testing as required by clinical agencies.
2. I authorize the testing laboratory to disclose the results of any such tests to the Director of the Nursing Programs or to such other persons designated by the Director of the Nursing Programs to receive confidential information including the clinical agencies requiring the test.
3. If the drug test is positive, I understand that further screening will be done at additional expense, for which I will be responsible.
4. In the event my drug test result is positive, I understand that I will forfeit my seat in the current nursing class and that I will be allowed to reapply for the next year's class.
5. I acknowledge that this policy is a condition required by acute care agencies. I understand that if I do not wish to be subject to the testing policy, I may resign my seat in the class.
6. I hereby release and agree to hold harmless Allan Hancock College and agents from all action, claim, demand, damages, or costs arising from such testing, in connection with, but not limited to the testing procedure, analysis, the accuracy of the analysis, and the disclosure of the results.

My signature indicates that I have read and understood this consent and release, and that I have signed it voluntarily in consideration of enrollment in the Nursing Program at Allan Hancock College.

_____ _____

Student Signature Date

PACIFIC CONSERVATORY THEATRE

CONSERVATORY TRAINING PROGRAMS

STUDENT HANDBOOK

CONSERVATOR: a person or institution designated to protect and direct another's interests.

2022- 2023

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General Overview

Acting and Technical Theatre Training Programs

Introduction

We are thrilled you have chosen to join us to train for a career in the theatre. This handbook serves as a guideline for the organization and operation of the Actor and Technical Theatre training programs at PCPA – Pacific Conservatory Theatre. It has been compiled through experience as an aid to Conservatory students and to meet the needs of the training programs, productions, and in general, the overall philosophy of PCPA. This is an evolving document and comments for clarification and improvement are always welcome. It outlines the goals, values, and professional environment this conservatory encompasses and to which it aspires. This handbook also serves as the master syllabus for all studio and production classes in the PCPA curriculum, and as such, along with policies and procedures outlined in the Allan Hancock College Catalog, constitutes the primary instructional contract between Conservatory and student.

Conservatory style training establishes habits of discipline and professionalism that will serve you within the conservatory and beyond. PCPA strives to train its students through a balance of classroom, studio, project, and production work with thorough, consistent guidance by a staff of working professionals. The synthesis of training and production affords students unique advantages and challenges. As this synthesis occurs, the balance between studying, construction, rehearsal, and performance will shift according to the changing needs of the conservatory and production schedules. The developing of resilience, flexibility, and the ability to navigate fluctuating priorities are key to students' growth in the training. The blend of experiences in the Conservatory and Professional Company provides a thorough and fluid education in the multiple arts and crafts of the theatre and constitutes excellent preparation for a career in the performing arts.

Students in the Conservatory have been selected for their talent and openness to training. It is expected that students and faculty together have made a willing commitment to expand themselves to their fullest potential. All have committed to the hard work and discipline that is necessary to excel and that is essential to succeed in this highly competitive profession. A conservatory places enormous demands on students' time, energy, and capacity for self-discipline. Frustration can be a natural part of the training process and is to be expected when one stretches out of the comfortable stasis of the known. The atmosphere can be intense, but it is always supportive.

The following policies will assure the smooth, consistent operation of the Conservatory and help maximize your learning experience. These policies are rooted in professional standards of behavior and discipline and have been established to help students function productively in their chosen careers by instilling professional expectations from the commencement of training and throughout their time at PCPA. We view the Conservatory as a unified institution in pursuit of its mission and goals.

PCPA Shared Values

Our Mission:

PCPA is a **professional conservatory theatre**, committed to reflecting and transforming our diverse community with the art of live theatre.

We believe that the theatre has a vital role and responsibility in the community to enrich cultural literacy and improve the quality of life.

We commit to serving our current audience, cultivating our future audience, and training the next generation of theatre professionals.

We aspire to adhere to the best theatrical traditions and to set new standards of excellent artistry, ethics, and professional practice for the future of the theatre.

Equity, Diversity, and Inclusion:

At PCPA we believe that diversity makes us stronger, enriches our art, and is a source of joy. WE believe that our understanding of the principles of Equity, Diversity, and Inclusion must continually grow and be actively practiced in our behavior and relationships. We will create a safe and welcoming working and learning environment that will actively interrupt aggressions and behaviors that hinder our efforts to maintain an equitable, diverse, and inclusive environment. We will make space for open communication that enhances relationships with all staff, students, and community members, particularly those belonging to historically marginalized groups. PCPA is committed to anti-racism and prohibits discrimination against anyone based on factors including, but not limited to: race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability (physical or mental), or socioeconomic standing. We commit to serving our community by inspiring our current audience, cultivating our future audience, and preparing the next generation of theatre professionals.

Shared Goals for Success

Our shared goal is the success of PCPA – Pacific Conservatory Theatre, both as a theatre and a conservatory. The pursuit of this goal requires an awareness of the whole, an appreciation of the importance of everyone and their contributions to the total effort, and an earnest desire to do all one can to contribute to that success. From this awareness, appreciation, and desire flow all other specific attributes that make every individual a successful member of the company. Attributes like an ability to treat others with courtesy and respect are part of the process of both producing and learning theatre, including the public who are vital contributors to the theatre's success. Many attributes help one be successful in the conservatory environment and it is with that understanding that we ask that everyone put forth their best effort and be open to the learning process.

Success also asks us to acknowledge that theatre does not always run smoothly and it is in those moments when we can learn the most about the process of creating theatre and who we want to be as theatre-makers. We ask all members of the company to have dedication and respect for the process and a willingness to acknowledge those moments where we will learn and grow.

PCPA Organizational Structure

There are many points of contact throughout PCPA's Organizational Structure that students will encounter regularly. At the base level, students of the conservatory will spend most of their time with Instructors/Shop Heads and other Shop Staff. As their primary point of contact Instructors or Shop Heads are a good place to start when a student is having issues. Instructors also serve as academic advisors, each student will be assigned an Advisor for their time in the conservatory.

Both the Acting and the Technical Theatre programs have Conservatory Directors. These Conservatory Directors guide Instructors on the overall curriculum of the conservatory and serve as a support system for Students, Interns, Instructors, and Shop Staff. The Conservatory Directors are available for students who are having issues or have questions. Students should start with the appropriate Conservatory Director for the program they are in; Don Stewart – Acting and Sara Curran Ice – Technical Theatre. In the event that Conservatory Directors are unavailable or students need other support, Artistic Director/Associate Dean, Mark Booher, is also available to assist all Students on production or instruction matters.

Classroom Expectations, Ethics, and Conduct

PCPA considers the theatre complex, Conservatory buildings, shops, studios, offices and classrooms, as well as remote locations, such as warehouses and the Solvang Festival Theatre, and the Allan Hancock College campus proper, its learning environment. The following principles of attitude and behavior apply to all locales and situations involving PCPA students.

Be on time, organized, prepared, dressed appropriately, and ready to work.

The acting and technical theatre training programs have been designed to give students a thorough and well-integrated educational experience that appeals to each student differently. Training is not a matter of popularity or personal preference. Part of the business of educating students for a career in the theatre is equipping them to be open to a variety of voices, to respond to the different subject matter, personalities, approaches to teaching, and styles of directing. By entering the Conservatory, you have agreed to its philosophies, practices, and course of study. If upon deliberate reflection you find that the program is not for you, we are happy to discuss with you other educational options outside of PCPA. Suggestions and constructive criticism are welcome and encouraged throughout your educational experience with PCPA. There is a fine line between constructive criticism and fostering a negative attitude or approach. We ask that every member of the company be cautious of crossing that line as it will have an effect on not only your time at PCPA but within the company as a whole.

Support your classmates and take an active interest in their work at all times. So much of a career in the theatre is spent watching other people work in classrooms, shops, rehearsals, and performances that it is important to acquire habits of acute observation. Listening and observation are crucial to the learning experience. An instructor may not work with you every day you are in class or the shop; nonetheless, there is much to learn from observing that instructor or staff member work with other students and from watching your peers work. An attentive attitude is encouraged at all times, as it leads not only to a deeper, more complete learning experience for you, it also makes a positive contribution to the learning

environment. An attentive attitude is an outward sign that you are here to learn and grow. Lounging, sleeping, and/or talking while others are working is disrespectful, and counterproductive, and will not be tolerated. If necessary, sources of negative energy and attitudes within the classroom will be asked to leave; grades will be affected accordingly. Any student who is asked to leave a class should report to the appropriate Conservatory Director whereupon appropriate action will be determined.

Training for the theatre involves vulnerability, risk, and trust. When criticism or critique is appropriate, the instructor will decide and provide the appropriate forum. Critique from one's peers, if allowed, should be specific and phrased in the first person (predicated with "I think", "I feel", "I believe", as opposed to "you were", "you didn't", "you could have"). Criticism should be accompanied by concrete suggestions for improvement. You and your classmates have embarked on a journey together – try to help those who begin to falter.

Students have been more successful when they see their peers as assets rather than competitors and work together throughout their time training here at PCPA. You will most likely experience that you need the help of your peers at many points in your time at PCPA.

Knowing that this training takes risk and vulnerability there may be moments when it feels like there is a lack of trust between you and another member of the company. We also acknowledge that we need to be treated as complete human beings and with that can come outside issues. We ask that you do your best to come into any space at PCPA with the intention of leaving personal issues outside of the classroom and production environments. Animosity between students and towards Instructors or Staff causes issues and is disruptive to the learning process. In any case of disruptive or disrespectful behavior, Instructors and Staff have the authority to remove students from a classroom, a shop, or a performance space and refer them to the appropriate Conservatory Director. In the same vein, if a student is uncomfortable with any situation there is the following Harassment and Discrimination Policies and Procedures.

PCPA Harassment and Discrimination Policies and Procedures

PCPA (Pacific Conservatory Theatre) acknowledges that all students have the right to learn in an atmosphere that promotes equal opportunities and prohibits discriminatory practices. PCPA expressly prohibits any form of discrimination or harassment, in our studios, shops, and performance spaces, relating to a person's race, color, sex, gender, gender identity, gender expression, sexual orientation, weight or any physical attribute, religion, national origin, ancestry, citizenship, age, marital status, physical or psychological disability, veteran or military status, pregnancy, or on any applicable legally protected basis not already listed here.

In accordance with Allan Hancock College's Board Policy and Administrative Procedure 3430 and 3433, we celebrate "that diversity in the academic environment fosters cultural awareness, understanding, and respect, harmony, and creativity while providing positive" impact for all students, staff, and audience members. And in agreement with the Actor's Equity Association, PCPA believes that "theatre should be a diverse and inclusive place that holds a mirror up to the world and… has the unique ability to impact how we perceive ourselves and each other." And in affinity with The United States Institute for Theatre Technology, we share a "dedication to creating and maintaining an inclusive environment with equitable treatment for all."

We acknowledge that our practice has heretofore been imperfect and will, undoubtedly, be so in the future. At times, we may unintentionally be complicit in creating harm and will fall short of our aspirations.

We commit to pushing past the discomfort of failure to examine our shortcomings with transparency and publicness in our learning.

Our aim is to positively and intentionally foster a brave environment of inclusivity, recognize and eradicate discriminatory practices in our classrooms, shops, stages, and to engage in progressive dialogue surrounding diversity, equity, and inclusion with our staff, students, and guest artists to cultivate and maintain a more inclusive and equitable learning environment for all.

Policies and Procedures

We are engaged in and committed to creating a safe learning environment for all and continually educating on and practicing pro-inclusion action. Harassment and discrimination will not be tolerated, condoned, or ignored at PCPA. These policies and procedures have been designed to support that commitment.
If you have any questions about these policies and procedures, suggestions for improvement, or other concerns please email the Conservatory Director - Acting Don Stewart at donald.stewart@pcpa.org or Conservatory Director – Technical Theatre Michael Brusasco at michael.brusasco.pcpa.org.

Informal Resolution Process

We support an individual's agency to address perceived harassment or discrimination directly with the other party if they feel safe and can find an opportunity to do so. We encourage use of our Informal Resolution Process, starting with the Ouch/Oops Form (link below), to address all situations not immediately resolved (including microaggressions), or situations where the recipient does not feel comfortable approaching the other party directly. PCPA's Ouch/Oops Form can be found here:

Ouch/Oops form for the Professional Acting Program https://forms.office.com/r/gEw7NrSfs9

Ouch/Opps form for the Technical Theatre Program https://forms.office.com/r/Ec7kx8GJgc

As an educational institution, it is our goal that these forms and the following actions help address and eliminate harmful behavior through this informal conflict/resolution process. A formal reporting process is available through Allan Hancock College, at any time, should you feel it may better serve your needs. (Please see the section labeled 'Formal Reporting' below.)

Please be aware that for our Informal Resolution Process, PCPA only holds jurisdiction when the reported situations occur on campus, at a sanctioned educational event, or involve communication directly related to training. You are free to report other situations to the appropriate teacher or supervisor, but be aware there may be legal limits to our support or aid. For this reason, we highly encourage rehearsals or other events that may involve sensitive subject material to take place on campus.

For your Quick Reference, the three basic steps of an Informal Resolution Process detailed in the rest of this document are:
Step 1: File an Ouch/Oops Form online with the link below (or as a hard copy and delivered to your Conservatory Director, either Don Stewart or Michael Brusasco.
Step 2: If not anonymous, receive a reply and invitation to discuss the situation further
Step 3: Options for resolution, appropriate disciplinary action, and preventive measures

Step 1: Ouch/Oops Forms

Electronic submissions are received directly by the Conservatory Director. Hard Copies are available in the student lounge, Building O, by the technical theatre student boxes in the Severson, and the administration office at CBC. Hard copies may be delivered to the mailbox of either Don Stewart, Conservatory Director – Acting, or Sara Ice, Program Coordinator – Technical Theatre. If your complaint involves the Conservatory Director, please contact the Associate Dean/Artistic Director, Mark Booher. Confidentiality will be highly respected and only individuals directly involved in resolution of the situation will have access to the submitted form.

You may file a form as the impacted individual, or as a third-party witness.

All PCPA Ouch/Oops Forms have the option to be anonymous. If not anonymous, the individual filing the form will have the option of whether or not to be contacted.

All forms are taken seriously. Reports that are found to be false will not be tolerated and will be considered a breach of this policy and the company Code of Conduct.

Step 2: Assessment and Next Steps

It is our hope to make this process as comfortable and unbiased as possible as we navigate the delicate nature of our educational environment and the uniqueness of each situation.

All reports will be handled on a case-by-case basis.

The reporter of the perceived harassment, discrimination, or microaggression will receive a reply and, if desired, be contacted for an initial conversation within two business days after submission of a form. This initial conversation is intended to determine the next steps and will be with the reporter, and Don Stewart or Sara Ice. Contact is optional and only occurs at the request of the reporter. If the reporter chooses to remain anonymous, the form will provide the Conservatory Directors with awareness the situation occurred, but no further action will be taken.

Step 3: Resolution, Disciplinary Action, and Preventive Measures

Except in the case of the absence of one of the involved parties, the resolution of an “Ouch/Oops” situation will take no more than 7 days.

If the Conservatory Director determines that harassment or discrimination has occurred and the impacted individual desires further action, effective remedial action will be taken commensurate with the severity and nature of the offense. Appropriate action will also be taken to deter any future discrimination or harassment. Whatever action is taken will be made known to both parties involved. To protect privacy, third-party reporters will be notified that action has been taken, but no details of said action will be shared.

Disciplinary action may include but is not limited to: required education hours, conflict resolution conversation(s), and reassignment of partners or lab spaces. All levels of harassment and discrimination

are taken seriously and are candidates for disciplinary action. If PCPA's intervention does not produce a positive result, the student's behavior may be reported to AHC.

Continuous violations of harassment and discrimination may cause the individual to be sanctioned by AHC. Sanctioning may include probation or expulsion from the conservatory.

A Note on Reports of a Sexual Nature

Due to the physical and sometimes intimate nature of theatre-making, we recognize physical boundaries may accidentally be crossed without malicious intent during the learning process. For the purposes of these policies and procedures, these situations are referred to as "inappropriate intimate behavior".

We recognize that every individual's level of impact in any given situation is unique to them and will affect in what category they interpret another's behavior to fall.

With this in mind, for reporting purposes, we have a need to distinguish between inappropriate intimate behavior, sexual harassment, and sexual assault. Please note: although PCPA handles most reports of inappropriate intimate behavior in-house through our informal process, severe or pervasive reports are considered to be sexual harassment or sexual assault and are required by law to be handled by Allan Hancock College. These situations call for mandated reporting and may be escalated regardless of the reporter's consent. Also, at any point during PCPA's informal process, the Conservatory Director or EDI Officer assisting in resolution may recommend that a student file a formal complaint with Allan Hancock College.

Formal Reporting

The use of an Ouch/Oops Form is considered by Allan Hancock College to be an informal complaint. If you wish to file a formal complaint at any point, Allan Hancock College will take over jurisdiction. Any relevant PCPA Ouch/Oops Forms will be transferred to the college to aid in further investigation.

Sex-based discrimination in any federally funded education program is prohibited by the federal civil rights law Title IX. Please see Allan Hancock College's Title IX Procedures at this link:

https://www.hancockcollege.edu/titleix/index.php

The policies and procedures for all other forms of harassment and discrimination are found at this link: https://www.hancockcollege.edu/complaints/

Alternately, you may contact the Title XI coordinator and Vice President, Dr. Genevieve Sibawessy, or her office at TitleIX@hancockcollege.edu or (805) 922-6966 ex. 3650.

IF THERE IS AN IMMEDIATE PHYSICAL OR SEXUAL THREAT, CONTACT LAW ENFORCEMENT OR CAMPUS POLICE AT 805-922-6966 EX. 3911

Regardless of your decision whether or not to report an impactful situation, please use the crisis and mental health hotlines below for immediate support. Your health and safety are always of paramount importance.

Additional Resources and Helplines

National Suicide Prevention Lifeline	(English)	(800) 273-8255
	(Spanish)	(888) 628-9454
Crisis Text Line		Text HELLO or SUPPORT to 741-741
Santa Barbara County Mental Health Line		(888) 868-1649
Santa Barbara County Rape		(805) 736-7273
Santa Maria Domestic Violence Solutions		(805) 925-2160
National Sexual Assault Hotline		(800) 656-4673
SAMHSA Substance Abuse Support Hotline		(800) 662-4357
AHC Student Health Services; Santa Maria campus		(805) 922-6966 ext. 3212
Santa Maria Emergency		(805) 347-3338 ext. 101
		401 W. Morrison Ave.

Telephones, Cellphones, and other Electronic Devices

PCPA telephones are for PCPA business only.

Electronic and wireless devices have become an integral part of modern life. These devices allow for ready access to knowledge and continuous connectivity. It is important to acknowledge not only the power of these devices but also the appropriate use. Using electronic or wireless devices in the classroom or shop is a privilege, not a right. The use of these devices is permitted on a case-by-case basis and at the discretion of the Instructor or Shop Head.

All cellphones and other electronic devices should be turned off and stowed unless the Instructor/Shop Head specifically permits the devices in the classroom, shop, or other PCPA facilities. PCPA facilities include all dedicated classroom spaces, shops, and performance spaces. The active use of electronic devices (computers, tablets, cellphones, and other recording or communication devices) in classrooms, shops, or backstage must be pre-approved by the Instructor, Shop Head, or Stage Manager.

Instructors/Shop Heads may consent to student use of electronic devices for academic purposes related to the class or learning environment. For example, in many cases, Instructors/Shop Heads may permit the use of tablets or laptop computers if students are using the computers to take notes or for the purpose related to the classroom/shop. Students must check with their Instructor/Shop Head about permissible devices in the classroom/shop. Instructors/Shop Heads have the right to instruct students to turn off laptops and other devices and to stow those devices in secure places, in any space at PCPA.

When in technical rehearsals or during performances use of electronic devices is to be limited to the dressing rooms and green room areas of the Marian and Solvang Theater. In the Severson Theater, all devices are limited to the dressing rooms. In all cases, devices must be in silent mode or used with headphones. In the Marian Theatre during technical rehearsals, electronic devices may be used in the late seating vestibule.

Wearable electronics can be worn when not in costume. They must be set in silent mode. They also cannot light up unintentionally. Certain watches that can be set to silent and theatrical mode are acceptable. Different wearable devices that do not have this feature cannot be worn when onstage, except for any necessary medical device.

Tips For Successful Use of Electronic/Wireless Devices

Don't Distract Yourself

- Avoid activities unrelated to the learning environment including, but not limited to:
    - Completing assignments for other courses
    - Checking email during class
    - Communication unrelated to in-class, rehearsal, or performance activities (i.e., voice, email, text messaging, etc.)
    - Surfing the web or visiting websites unrelated to in-class, rehearsal, or performance activities
    - Playing games, listening to music, or watching videos unrelated to class, rehearsal, or performance activities

Don't Distract Others

- Set all devices including all sound alerts to "vibrate" or "mute" during class, rehearsals, and performances
- Do not place or accept class or text messages during class
    - If a true personal emergency call is anticipated, speak directly to the Instructor/Shop Head/Stage Manager before the class, rehearsal, or performance starts
- Minimize set-up time
    - Arrive with sufficient time to set up laptops, etc., before class begins. Set-up must be completed before the class or call time begins.
- Be aware of potentially distracting typing or clicking
- Follow all "device prohibited" times
    - Special Events or Guest Speakers
    - Exams/Quizzes
    - Any other time designated by the Instructor/Shop Head/Stage Manager
    - In case of a campus emergency, there will be an Instructor or Staff Member present and responsible for communicating relevant information to the class.
- Be sensitive to and respect the privacy concerns of others
- Respect the request of a classmate or Instructor/Shop Head/Stage Manager to cease the use of any electronic/wireless devices.

Class Attendance

All classes, conservatory attends, and production activities are mandatory. The Conservatory Directors can only excuse an absence with advance authorization, please see Reporting and Exception sections for Acting program or Technical Theatre program section.

It is assumed that since PCPA students have chosen to pursue professional training that they wish to attend classes and labs. Evidence to the contrary can lead to probation and/or dismissal from the Conservatory. There are guidelines and procedures in place to request necessary time away from the training as well as an understanding that emergencies will happen. The basic principle is that all students must be in attendance at all required activities.

See grading policy for how attendance issues can affect your grade and status in the Acting program or Technical Theatre program section.

There are occasions where the Conservatory Directors will deem an event or meeting important for conservatory students to attend. These events are considered part of the student's overall conservatory experience and are mandatory, carrying the same attendance weight as scheduled class and shop times. All effort will be given to notifying the students in advance of these activities.

See the Acting program or Technical Theatre program section for detailed instructions on how to and who to report absences too, as well as guidelines or policies around Lateness and Crew Calls/Meal Breaks.

Exceptions

There are often unique circumstances around attendance issues including but not limited to pre-determined health issues and family emergencies. Exceptions are different than a Request to be Absent. Exceptions are intended for those issues that arise at the last minute and are unforeseen.

See the Request to Be Absent Guidelines in the Acting program or Technical Theatre program section for more information.

Health and Well-Being

Maintenance of good health, both mental and physical, is essential to success in the Conservatory, as well as success in the profession. The work demands great energy and strength to meet daily challenges. All professionals in the industry struggle at one time or another to find what works for them to maintain their health and well-being. We ask that all members of the company make a conscious effort to build and maintain good health, both mentally and physically. There are many components to building and maintaining good health and well-being including proper diet, exercise, time/stress management, proper rest, and a constructive attitude. All company members are encouraged to take responsibility for constructively using unscheduled time.

Punctuality

Out of respect to all involved in the classroom, shop, rehearsal, or production environment, students should be punctual. Lateness or Tardiness is equal to poor attendance in many instances. In general, if you are late three (3) times or more your grade can be affected as it would for a single absence. There are exceptions and all exceptions are to be discussed with the Instructor/Shop Head and the Conservatory Directors. The Conservatory Directors have the final say on how grades will or will not be affected by punctuality. This policy is about protecting the learning environment and creating an understanding of how the profession views and reacts to lateness/tardiness. If you are having issues with punctuality please be in conversation with your Instructors/Shop Heads to discuss your individual needs.

Missed Assignments

Missed classwork and homework are the responsibility of the absent student. All homework is to be completed as assigned and turned in on time. **It is better to turn in incomplete work on time rather than turn in nothing at all.** Issues preventing homework completion should be addressed constructively with each Instructor individually. Each Instructor will decide how to proceed with incomplete assignments.

If you fail to complete the work missed, in a manner deemed appropriate by the Instructor, you can expect to receive a failing grade for that assignment. In the case of injury that may limit a student's ability to participate, accommodations can be made. The class should still be attended and notes taken or other activities performed at the discretion of the Instructor. Some work -- particularly group work and projects -- simply cannot be missed or made up. As this training is based on skills acquisition and proficiency many classes are largely experiential. Your presence is important to your growth and the good of the class; when you are absent you are missing opportunities to practice and acquire those necessary skills.

Be in communication before the deadline or due dates with instructors when you are having difficulty completing an assignment or know that said assignment will be incomplete.

Please see each Acting program or Technical Theatre program section for further information.

Crew Calls and Meal Breaks

Crew calls for production assignments may on rare occasions take precedence over regularly scheduled class time or shop calls. Every effort has been made to offer reasonable breaks during the daily schedule between classes, crew calls, and production calls. While a one-hour meal break is the goal, it is not guaranteed. As the conservatory strives to balance formal class training and production work, there are times when alternative meal planning and time efficiency are required. If a student notices a conflict with their calls they should contact the appropriate Instructor/Shop Head and Stage Manager, as well as the Production Manager. This should be done through email. If the student has any outside conflicts with a call this must be communicated to the Instructor/Shop Head/Stage Manager in advance and cleared by the appropriate Conservatory Director.

The goal is to have a 1-hour break for lunch and a 1-hour break for dinner on any given day. There are circumstances where this may not be possible. The minimum meal break is 30 minutes. Students

should be prepared for meal breaks to be between 30 and 60 minutes. If issues arise and the meal break needs to be less than 30 minutes there will be a discussion with the Production Manager and Instructor/Shop Heads/Stage Management to understand why the meal break is being cut and what accommodations can or should be made. Once a decision has been reached all parties will be informed verbally about the process/meal break.

Please see the Absence Policy and the Request to be Absent Policy for the Acting Program or Technical Theatre Program section for how to communicate absence or lateness for crew calls.

Perfumes and Other Scents

Be careful. Do not wear too much scent, whether it is perfume, aftershave, cologne, or body oils in the Conservatory or Production environment. Many people are sensitive to scents and can even suffer from severe allergic or asthmatic reactions. If someone says something to you regarding a strong perfume, etc., take it seriously and act responsibly. If you are spoken with repeatedly by fellow Students, Instructors, or Production Personnel about your scent, then you are wearing too much and will be subject to disciplinary action. Do not wear scents in costume fittings or the performance environment. **Do wear deodorant.**

Request to Be Absent

It is possible to request to be absent **two weeks in advance**, but this is contingent upon the approval of the appropriate Conservatory Director. All approved requests to be absent are considered excused absences and will not have a bearing on the student's overall grade. Students who need to be excused from class, shop assignment, or production activity must complete a *Request to Be Absent* form. These *Request to Be Absent* forms can be found on the production callboards in CBC, the Outreach Office in Building D, or the Building O hallway between the Costume and Scene Shops. All requests to be excused must be submitted to the appropriate Conservatory Director at least two weeks in advance of the anticipated absence. The forms must be complete with all signatures from appropriate Instructors, Shop Heads, and Production Manager before the request can be submitted to the appropriate Conservatory Director. The request must be for all the days you wish to be absent or are otherwise unavailable. ***Submission of the request does not mean that your request will be granted.*** In some cases, there may need to be a conversation between the student and the Conservatory Director before the request can be approved. Do not make unalterable plans until you received formal approval.

See the Acting Program or the Technical Theatre Program section on the specific signature paths that need to be taken for approval of all requests to be absent.

Grading

Students must maintain a 'C' grade or better in <u>each</u> <u>component</u> <u>class</u> of the program. This means that all classes (Acting, Voice/Speech, Movement, Lighting, Scenic Construction, Costumes, etc.) that make up the 10 unit block courses (THEA 101, 102, 120, 121 and THEA 305, 306, 307, 308) must maintain a grade of 'C' or the student will go onto academic probation. Students who have a grade below a 'C' in **<u>any component</u> <u>class</u>** at the end of term, **even though the averaging of grades for the 10 unit block course may be above a 'C'**, will not be allowed to progress into the next semester of the training or to graduate.

Instructors will present a course syllabus or outline on the first day of class that makes clear that instructor's grading practices. Often grades awarded in artistic disciplines carry a high quotient of subjectivity – the Instructor's opinion of the student's success. A grade in a theatre course usually reflects the qualitative components of the student's work being evaluated. There are two principal factors in determining a student's grade beyond the learning objectives stated for each class; empirical or quantifiable work in a course of student – Participation, and Acquisition/Proficiency of Skills at a high level.

Participation

As theatre professionals, the Instructor/Shop Head is experienced in the exacting, and subjective, intuitive process of discerning degrees of participation. Following are a few indicators of some areas that constitute good participation:

- Choices that are *active* rather than *passive*. Practicing learning as a positive action. Good participation is proactive. To do "nothing wrong" does not constitute doing anything right.
- Demonstrated willingness to learn, to explore new areas, to "get up" in class, to risk, to ask questions, to be willing to make a mistake.
- Demonstrated willingness to engage in thoughtful dialogues in class discussions, to embrace challenges, to be a problem solver.
- An obvious aspiration to growth, a passion, and a hunger for the work.
- A professional demeanor; present and prepared to work, unencumbered as possible by personal issues: positive and supportive of fellow students and responsible for a constructive and safe learning environment.
- Only using computers, tablets, cellphones, and other recording devices to further your understanding in that class and with the prior approval of each Instructor.

Acquisition and Proficiency of Skills

Acquisition of Skills as expressed here is about the process through which a student is gaining a full understanding of a concept, material, or skill within a subject, *rather than possession of proficiency of skill in the entire subject.* The acquisition of concepts, materials, and skills is a vital component of learning and has a great deal of bearing on the student's real potential for success in future learning and the profession. Most people who become proficient in any skill or knowledge also believe that the learning process is part of their everyday work. Proficiency is defined as having a high degree of knowledge, comprehension, or competence in skill in a subject. Comprehension is defined as understanding all, or nearly all, elements

or aspects of something. To become proficient one must put in a great deal of time, effort, and desire. Proficiency will also take grit and perseverance. Students are expected to be in the acquisition process working their way to proficiency. Acquisition of skills is measured by a comparison of the student's practical application of the material, skill, or concept being taught to both the expected industry standard and growth from where the student started in the learning process. Students are therefore graded not merely on their growth, or potential, but on their performance and utilization of concepts, materials, and skills as measured against the professional industry standard. Evaluation of proficiency is likewise the subjective province of the faculty of theatre professionals who are experienced at discerning degrees of proficiency based on their observation of the moment of performance or accomplishment of a task.

Allan Hancock College Grading System

Student achievement is evaluated in relation to the attainment of the specific objectives of a course. At the beginning of a course, the instructor will explain these objectives and the basis upon which grades will be determined.

Grade definitions are as follows:

A: Excellent attainment of course objectives, **OUTSTANDING, EXEMPLARY,** high points in the quantitative aspect i.e. quizzes, journals, exams, attendance, etc.; excellent, willing, creative, and imaginative participation; a demonstrably high level of proficiency of concepts, materials, and skills.

B: Good attainment of course objectives - **COMMENDABLE; MARKEDLY ABOVE AVERAGE** - This student has many of the same traits as the "A" students. Quantitative points are very good but not as high. The spirit of participation is of high quality with an obvious aspiration to excellence. The level of Proficiency is very good but not exemplary.

C: Satisfactory attainment of course objectives - **AVERAGE; PASSABLE -** This student fulfills what is REQUIRED for passing the class in terms of both quantitative work and participation. For a wide variety of reasons, this student is either not working up to potential in terms of aspiring to proficiency, or, for every good intention, is only achieving an adequate level of Proficiency.

D: Less than satisfactory attainment of course objectives - **BELOW AVERAGE; UNACCEPTABLE** - This student is not fulfilling the basic requirements of the class. This is a **Probationary Status** in all Conservatory classes. Students *must* maintain at least a "C" at all times in all conservatory component classes and labs to remain in good standing in the Conservatory. If a student falls below a "C" for any reason it is grounds for probation. A final grade of "D" will be grounds for dismissal from the Conservatory.

EW: Excused Withdrawal due to Extraordinary Circumstances

F: Failing - **UNABLE TO COMPLETE/SATISFY CLASS REQUIREMENTS** - A student who fails any component of the training will be unable to continue in the Conservatory.

I: Incomplete. Satisfactory but incomplete work for an unforeseeable, emergency, and justifiable reasons at the end of the semester or term. Students can petition the Conservatory Director for their program for this grade or can be assigned this grade by an instructor. Incomplete grades must be resolved according to the deadline established by the instructor in an incomplete contract with Allan Hancock College (maximum six months from the date of issue). If an Incomplete is not resolved, the student receives whatever letter grade the instructor assigns as representative of the student's work in that course. This is often an unacceptable grade (D or F). *A student receiving an Incomplete in any component of the curriculum will not be able to advance to the next stage of training until the Incomplete is resolved.*

IP: In Progress. Assigned only by the director, admissions, and records upon extraordinary circumstances.

W: Withdrawal. This grade may be assigned upon student petition or may be assigned by the instructor.

RD: Report Delayed. Assigned only by the director, admissions, and records

If a student has a question about grades, they should talk to the instructor. If an individual conference with the instructor does not resolve the student's question to their satisfaction, the student should request a conference with the instructor and the Conservatory Director. Once a grade has been assigned any changes must have the approval of the Conservatory Director.

Students receive individual grades for each component of the core curriculum of the 10 unit classes that are then averaged and recorded on their official Allan Hancock College transcript.

Please see the Acting Program or the Technical Theatre Program section for further details.

Allan Hancock College Academic Honesty

Allan Hancock College Board Policy 5500

Honesty and integrity are essential to the academic community. Faculty, students, and staff are expected to be truthful, trustworthy, and fair in all academic endeavors. Students who violate these principles by cheating, plagiarizing, or acting in other academically dishonest ways are subject to disciplinary action.
Below are examples of academically dishonest behaviors:

- Copying from another student's work without instructor approval;
- Giving answers to another student without instructor approval;
- Using notes, books, or other unauthorized materials during an exam;

- Taking a test for someone else;
- Submitting someone else's work as one's own;
- Completing an assignment for another student;
- Using other people's ideas, words, images, or artistic works – from any medium, including the Internet – without acknowledging them with proper documentation.

If an instructor determines, after a conference with the student, that the student has been academically dishonest, the instructor at his/her discretion may issue a failing grade on the assignment or take other measures that are reasonable and appropriate. The student may also be subject to further disciplinary action through the associate superintendent/vice president, Student Services.
An appeals process is available to the student through the office of the Associate Superintendent/Vice President, Student Services at Allan Hancock College.

Mid- Semester Evaluation Process

In addition to the traditional letter-grade reports provided by PCPA and Allan Hancock College at the end of each semester, Conservatory Acting and Technical Theatre students participate in mid-semester evaluation conferences with faculty members each semester. These conferences are scheduled as close to the middle of each semester as possible. The purpose of the mid-semester evaluations is to provide a formal process in which specific and individual feedback is given. Faculty members who are absent from mid-semester evaluations provide written summaries of students' progress which are either delivered individually or read to the student at the evaluation conference. Students can respond to their evaluations during the conference or at a later date if they so desire. Students should expect to hear the specific response from faculty members regarding their work to date during the evaluations and are encouraged to ask questions if they are confused by or uncertain about any information conveyed to them. The evaluation process is undertaken with the intent that student progress may be positively impacted.

Please see Acting Program or Technical Theatre Program section for specifics on this process.

Probation and Dismissal

A student who is not functioning productively and professionally within the Conservatory can be placed on Conservatory Probation at the discretion of the Conservatory Directors - usually in consultation with faculty members and production staff. Probation is considered a formal intervention with the intent of ensuring the student's successful completion of the training. It is, however, an extreme measure and can result in the removal of the student from the program if the terms of the probation cannot be satisfactorily completed. Examples of conditions and/or behavior that can lead to probation include (but are not limited to) poor academic progress, excessive absence, chronic tardiness, negative, disrespectful, and/or unprofessional behavior, and incomplete assignments. If it is determined that a student shall be placed on probation for reasons relating to unsatisfactory performance, conditions are as follows:

1. Privileges such as casting, run crew, master classes, etc. may be revoked at the discretion of the Conservatory Directors.
2. The student must attend a weekly meeting with the parties involved in the probationary action and the appropriate Conservatory Director to assess progress and to address continuing matters of concern.
3. Probationary status will be removed when the situation has been rectified to the concerned parties and the appropriate Conservatory Director's satisfaction.
4. A student may not remain on probation indefinitely. Specific outcomes will be defined as a part of the probation agreement and a time-frame for their satisfactory completion established (usually a maximum of 6 weeks per semester) before dismissal procedures will be initiated.

Students whose progress in the Conservatory is doubtful will be scheduled for a progress review with the appropriate Conservatory Director and other concerned faculty members, the result of which will be a recommendation as to whether or not that student should continue training. Progress reviews may be scheduled at any time a student's performance in the Conservatory is brought into question, whether or not a student is first placed on probation.

Please reference the Allan Hancock College Online Catalog for policies and procedures for discrimination, academic, and other complaints including grade review. The catalog can be found at https://catalog.hancockcollege.edu/current/policies/

Continuance to the Second Year

Continuation in the program is a privilege, not a right. PCPA intends to graduate every student it accepts into the program. The desire and intent of PCPA is that all students will successfully complete the two years of training. However, students do not automatically advance. Advancement in the PCPA program is based on merit. There is no "social promotion." The final determination of a student's ability to continue in the program will be made by the Conservatory Directors in consultation with faculty and staff. This determination will be based upon a careful review of the student's coursework, lab assignments, production work, mid-semester evaluations, grades earned, overall growth, and demonstrated professional ethic and attitude. It is possible for a student to receive passing grades in component classes and to be denied continuance in the program based on the evaluation of that student's attitudes and behaviors in relation to the professional standard. At the end of the spring semester, 1st year students who remain in good standing will be advised in writing whether they will be admitted to the 2nd year of training. The student having received at least a 'C' in all component classes constitutes good standing. PCPA is committed to each student for two years of training. Our intent and hope is that every student will feel and experience that commitment and succeed in fulfilling the demands of the training.

Allan Hancock College Standards of Student Conduct

Allan Hancock College Board Policy 5500

A student enrolling in Allan Hancock College may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. Therefore, appropriate conditions and opportunities must be provided for all students to pursue their education within a safe and secure environment. As members of the college community, students should be encouraged to develop the capacity for critical judgment; to engage in a sustained and independent search for truth; and to exercise their right to free inquiry and free speech in a responsible, nonviolent manner.

Students shall respect and obey civil and criminal law and shall be subject to legal penalties for violation of laws of the city, county, state and nation in the same manner and to the same extent as any other person. Student conduct at Allan Hancock College must also conform to district and college rules and regulations. The same standards of student conduct apply whether a student is physically present in a campus facility, is engaged in a distance learning course, or is using electronic (e.g. web-based) services of the district.

Any behavior that interferes with the instructional, administrative or service functions of the district will be considered to be disruptive and will be subject to disciplinary action. Refer to the “Allan Hancock Joint Community College District Guidelines for Student Conduct, Disciplinary Action and Procedural Fairness,” located in the office of the vice president, student services, for the procedural and substantive due process utilized in the adjudication of student disciplinary cases.

Students found in violation of the Standards of Student Conduct, including but not limited to the following, will be subject to disciplinary action. The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Encouraging, attempting, assisting, and soliciting another to do any act, which would subject a student to expulsion, suspension, or other disciplines pursuant to this procedure and related policy.
6. Causing or attempting to cause damage to District property or to private property on campus.

7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law, on or off college premises, of the person or property of any member of the College community or members of his/her family or the threat of any such physical abuse at any College authorized or governed activity.
11. Engaging in intimidating conduct, bullying, or hazing against another student, staff, or faculty through words or actions, including direct physical or verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
12. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injuries to any real or personal property owned by the District or on campus.
13. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel, or failure to identify oneself or furnishing false identification for just cause when requested to do so by college officials acting in the performance of their duties.
14. Dishonesty; forgery; alteration or misuse of District documents, records, or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of District facilities.
16. Computer-related crimes or unauthorized, abusive, or violation of the District's acceptable use policy or procedure including violations of software licensing agreements.
17. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District-sponsored or supervised functions.
18. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the college, including, but not limited to, any of the following: (1) Intentional touching of another person's intimate parts without that person's affirmative consent or other intentional sexual contacts with another person without that person's affirmative consent; (2) Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's affirmative consent; and (3) Rape, which includes penetration, no matter how slight, without the person's affirmative consent of either of the following: (A) the vagina or anus of a person by any body part of another person or by an object; (B) the mouth of a person by a sex organ of another person.
19. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the college, including, but not limited to, any of the following: (1) Prostituting another person; (2) Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without the person's affirmative consent; (3) Distributing images, including video or photograph or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or

audio did not affirmatively consent to the disclosure and objected to the disclosure; and (4) Viewing, another person's sexual activity, intimate body parts, or nakedness in a place where that person would have reasonable expectation of privacy, without that person's affirmative consent, and for the purpose of arousing or satisfying sexual desire.

20. Committing sexual harassment as defined by law or by District policies and procedures, which may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, that is sufficiently severe, persistent, or pervasive to limit the ability of a member of the college community (student, faculty, staff) to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.
21. Stalking or repeatedly following or harassing another person through conduct composed of a series of acts that seriously alarm, annoy, torment, or terrorize in a manner that threatens to place that person in reasonable fear for their safety or the safety of their immediate family
22. Engaging in expression which is obscene, libelous, or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises,
23. Violations of Board policies, administrative procedures, or campus regulations including, but not limited to, campus regulations concerning student organizations, use of District facilities, gambling, and hazing.
24. The use of any electronic listening or recording device in a classroom or learning environment without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids or academic adjustments to disabled students.
25. Presentation of academic work through fraudulent or deceptive means in order to obtain credit for this Academic dishonesty includes but is not limited to:

Cheating - failure to observe the expressed procedures of an academic exercise, including but not limited to:

- Unauthorized use of commercial "research" services which are not the student's own work.
- Providing information to others without the instructor's permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.
- Unauthorized communication with fellow students during a quiz or
- Copying material from another student's quiz or
- Permitting another student to copy from a quiz or
- Permitting a person to take a quiz, exam, or similar evaluation in lieu of the enrolled
- Using unauthorized materials, information, or study aids (e.g., textbook, notes, data, images, formula list, dictionary, calculator,) in any academic exercise or exam.
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise or
- Unauthorized use of another person's data in completing a computer or lab
- Using computer and word processing to gain access to alter and/or use unauthorized information.
- Altering a graded exam or assignment and requesting that it be re-graded - submission of altered work after grading, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain

Fabrication - falsification or invention of any information in an academic exercise, including but not limited to:

- Fabricating or altering data to support
- Presenting results from research that was not performed--submitting material for lab assignments, class projects, or other assignments, which is wholly or partially falsified, invented, or otherwise does not represent work accomplished or undertaken by the
- Crediting source material that was not directly used for
- Falsification, alteration, or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related

Fraud, Misrepresentation, Lying - intentionally making an untrue statement or deceiving including but not limited to:

- Checking into a District class, lab, center, or other District resources with the intent to deceive the instructor, staff, or the
- Checking in or checking out of a District class, lab, center, or other District resources for another student.
- Using another student's District identification card for use in a class, lab, center, or other District

Plagiarism - the presentation of another's words, images, or ideas as if they were the student's own, including but not limited to:

- Stealing the written, oral, artistic, or original works or efforts of others and presenting them as one's own.
- The submission of material, whether in part or whole, authored by another person or source (e.g., the internet, book, journal, etc.), whether that material is paraphrased, translated, or copied in verbatim or near-verbatim form without properly acknowledging the source (it is the student's responsibility to cite all sources).
- The submission of material rewritten, in part or whole, by another person that results in the loss of the student's original voice or ideas (i.e. while an editor or tutor may advise a student, the final submitted materials must be the work of the student, not that of the editor or tutor).
- Translating all or any part of the material from another language and presenting it as if it were the student's own original work.
- Unauthorized transfer and use of another person's computer file as the student's own.
- Unauthorized use of another person's data in completing a computer exercise.

Facilitating Academic Dishonesty - assisting another to commit an act of academic dishonesty, including but not limited to:

- Taking a quiz, exam, or similar evaluation in place of another person.
- Allowing one student to copy from another.
- Attending a course posing as another student who is officially registered for that course.

- Providing material or other information (e.g., a solution to homework, a project or other assignments, a copy of an exam, exam key, or any test information) to another student with knowledge that such assistance could be used to violate any other sections of this procedure.
- Distribution or use of notes or recordings based on college classes without the express written permission of the instructor for purposes other than individual or group study; this includes, but is not limited to, providing materials for distribution by services publishing class notes (This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relation to the class, whether obtained in class, via email, on the Internet or via any other media).

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

Allan Hancock College Alcohol and Drug-Free Workplace

Allan Hancock College Board Policy 3550

Allan Hancock College is committed to providing its employees and students with a drug-free workplace and campus environment. The Allan Hancock College Substance Abuse Program emphasizes prevention and intervention through education. The dissemination of current and accurate information enables students, officers, and employees to be better informed. Educational programs shall provide relevant courses, seminars, and lecturers, and student services shall focus on providing guidance and referral for those affected by alcohol or substance abuse. Coordination shall be effected with educational agencies and with appropriate community organizations.

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or any controlled substance is prohibited on Allan Hancock College property; during any college-sponsored field trip, activity, or workshop; athletic contest, home or away, and in any facility or vehicle operated by the college. Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

Allan Hancock College Smoking Policy

Allan Hancock College Board Policy 3570

In the interest of employee health and the general welfare of students and the public, smoking is not permitted in any indoor college facility or in any vehicle owned, operated, leased, or chartered by the district, except as may be required in theatrical rehearsals and performances. Smoking is not permitted within 25 feet of any district building or leased facility and is permitted only in designated areas. The Facilities Council will be responsible for recommending the location of the designated smoking areas.

Physical Contact

PCPA acknowledges that everyone has the right to be free from undesired and inappropriate physical contact. That having been said, there are two types of contact a student should be prepared for; instruction contact and performance-related contact. On occasion, it may be necessary for an Instructor to help a student make a physical adjustment during a class or lab assignment. This instructional contact is intended to help a student realize important opportunities in the use of their physical tools. The second form of contact a student should be prepared for is that contact which becomes necessary for the development and performance of a text both on and off stage. This can be part of the storytelling onstage or in the process of assisting with a costume change off stage.

Please see the Acting program section on Physical Contact for further information.

Controversial Material

Conservatory students may be requested to read, attend, respond to, and be part of shows with challenging ideas and viewpoints. Students are invited to approach faculty and the Conservatory Directors regarding any uneasiness caused by difficult topics.

Outside Employment/Volunteer Opportunities

According to Allan Hancock College (https://catalog.hancockcollege.edu/current/policies/workload.php) for every unit in which a student enrolls the student should set aside two hours of study time per week to support a quality learning experience. For example, if a student is enrolled in 16 units, it is strongly recommended to study 32 hours per week outside of class time. For example, for Technical Theatre Students all classes are a mixture of lab and physical classroom time, which means that you take the number of credits registered for (16) and the number of hours recommended for study (32) and you combine them for a total expectation of 48 hours commitment between shops assignments, classroom activities, homework, and crew assignments during a given week.

Because of the preparation time noted above and as a safeguard to student success, it is generally not encouraged to be a student in either Conservatory at PCPA while also maintaining outside employment. It is required that a student who wishes to maintain or seek outside employment receive consent from the appropriate Conservatory Director. Consent must be granted before the start of the semester or the start of the outside employment. This includes jobs and opportunities held outside the typical bounds of class and production schedules. Students employed without prior consent will be subject to disciplinary action. In the case of special financial necessity, a student may be allowed to hold outside employment upon arriving at an agreement in writing with the appropriate Conservatory Director and Production Manager outlining the terms and/or conditions of the agreement. The same is true of production/performance volunteer opportunities and all types of volunteer opportunities during the academic year.

Outside Events

Special events, marketing events, and community outreach are a regular part of the conservatory and production calendars. PCPA often participates in events for its boards, Allan Hancock College, and community groups to generate financial and moral support for the work of the theatre. Outside groups and interested parties also come to PCPA for entertainment and support. Sometimes these events offer a stipend or payment to participants. Wherever possible and appropriate, the conservatory will support student involvement. A student or intern's current status in the conservatory will be considered in allowing a student to participate in outside events. The current conservatory calendar, class attendance, rehearsal schedules, fittings, and production calls all take precedence over outside events.

Social Media

PCPA utilizes social media such as Facebook, Instagram, Twitter, YouTube, and Pinterest to market productions and conservatory programs. It is crucial that these sites remain uncluttered by postings not related to direct marketing. If you choose to post, please do so responsibly, regardless of your privacy settings, assume that the information you have shared is public information. No inappropriate, embarrassing, political, or demeaning content should be affiliated with PCPA or Pacific Conservatory Theatre. If you choose to post, please label clearly such as "PCPA student/ class project or sharing". Never use "**PCPA – Pacific Conservatory Theatre**" in any posting as that is the sole domain of the Marketing Department. When posting properly give credit to artists, designers, photographers, and videographers.

Do not post or release show/personal information of yourself or anyone e.g. phone numbers, addresses, etc.

PCPA reserves the right to tag students, staff, guest artists, etc. in photos, videos, or posts that they may appear in. A tag is essentially a link to your social profiles that become attached to a photo or post. If you would like to opt-out of tagging please email the social media manager luckily, if you don't like a tag, it is easy to remove it.

The active use of computers, tablets, cellphones, and other recording and communication devices in classrooms, shops, dressing rooms, or backstage are only allowed with prior consent from the Instructor/Shop Head.

You **must** have the permission of the instructor to record <u>any</u> part of a class, project, rehearsal, production shops, or sharing. You must have the permission of any instructor or guest artist who appears or whose work appears, even in the background, of your posting.

Remember that social media is a **public forum.** Casting Directors, Artistic Directors, Production Managers, and other industry professionals <u>will</u> look at your postings. Many people have damaged their working relationships, their reputation, and their ability to be hired because of an ill-conceived Facebook rant.

Allan Hancock College Photo and Video Policy

Allan Hancock College takes photos of and videotapes students throughout the year. These images often include students in classrooms, study areas, athletic events, etc. Allan Hancock College reserves the right to use these photographs as a part of its publicity and marketing efforts. Students who enroll at Allan Hancock College do so with the understanding that these photographs might include them and/or their family members and might be used in college publications, both printed and electronic, and for publicity. (AHC Catalog 2020-2021. Pg. 82)

PCPA Photo Use Policy

PCPA grants you the use of production photographs for your personal website, portfolio, or social media with the following understanding:

Credit our photos
Photos: PCPA – Pacific Conservatory Theatre/Luis Escobar [or other photographers who took the photo you are using]

Identify the production as:

Show Title
PCPA – Pacific Conservatory Theater

Identify the actors: If there are 3 or fewer actors in the shot, please identify as: [name] as [character]. If Actors are a member of AEA, you must include an asterisk after their name, and at the bottom of your post include "* denotes member of Actors' Equity Association"

If you are using the photo to isolate yourself, a scenic detail, prop, or costume, at a minimum please include all the above with the director and designers whose work is represented in the photograph. Whenever possible please include the creative team. This may include but not be limited to Director, Scenic Designer, Costume Designer, Lighting Designer, and Sound Designer.

If you are grouping several shots from the same production you do not need to caption each photo. A text box identifying the production credits is sufficient.

You do not have permission to use the photos for commercial projects. You may not alter, photoshop, distort, filter, or otherwise manipulate these images other than cropping and sizing to suit your needs. PCPA's photos are for personal use only!

The Callboards

All Acting and Technical Theatre classes, labs, shop calls, intensives, and masterclasses are posted on Virtual Callboard www.pcpa.vcallboard.com

Daily rehearsal schedules, performance calls, costume fittings, and general company notices can also be found on the physical callboards in CBC.

Everyone must check for their calls and information personally. Ensure that you have either email or text notifications enabled if you do not have regular access to a computer.

The Production Manager, Conservatory Directors, Stage Managers, and Assistant Production Manager/Company Manager are the only people authorized to post notices on the physical callboards. If you find a conflict on the callboard, report it to the Stage Management Office. Do not change the call on the physical callboard

Bulletin boards where company members may post personal notices are located near the callboards at Building D, Building O between the costume and scene shop, and in the CBC building. For specific locations please check with a department head or stage management.

Virtual Callboard

The PCPA virtual callboard (VCB) is an online website where you will find all of your individual daily calls, performance calls, costume fittings, contact information, and general company notices.
www.pcpa.vcallboard.com

You will be assigned to the different productions by the production office, stage management, or the individual department head. Alert your supervisor if you don't understand a call, are called to two different things at the same time, or have not been added to a call you think you should attend.

The virtual callboard also serves as an online contact sheet. As a part of this contact sheet, you will need to input a phone number and email address as non-private or visible to all users. Any additional contact information (additional phone number, physical address,) may remain private.

As part of your user account please upload a photo or headshot of yourself. We will take a photo of you on your first day that we can upload for you should you not have a photo you would like to use. This will help company members put a face to the name.

Rehearsal and Performance Calls

All rehearsals, crew calls, or performances are classes. Calls for rehearsals, crews, or performances are never missed without prior permission. Whenever you are on call, do not leave the premises without contacting the stage manager or your area supervisor personally.

All rehearsal and crew calls begin exactly at the time indicated on the callboard. Arrive at rehearsal or to crew assignments at least five minutes before a call. It is mandatory that you are ready to begin work on time.

If you are late for your rehearsal, crew call, or performance call, the stage manager or your area supervisor will check in with you, ask why you were late, and determine how to keep it from happening again. If you are late it will affect your grade and subject you to other disciplinary action, including probation, as determined by the Stage Manager and/or Production Manager in consultation with the Conservatory Directors.

The half-hour performance call is a deadline call for performers. Deadline calls will be arranged and scheduled for all tech crew assignments by the performance supervisor for the assignment.

There will be a sign-in sheet on the callboard. You must sign yourself in. No one can sign in for you. You cannot sign in for someone else. Once you have signed in you are assumed to be present. Never sign in and leave the building for any reason.

If an emergency arises and you are going to be late for your deadline call, actors and technicians must contact the stage manager of the show immediately at 928-7731, ext. 4162 or 4163 at the designated show specific, contact number (24 hours a day, 7 days a week).

Daily Call

Each night, the Stage Management Team will e-mail out the Daily Call to the company via Virtual Callboard. This information will be posted onto the callboards.

Rehearsal and Performance Etiquette

Rehearsal etiquette will be established for each production process. General guidelines for the professional standard of conduct in rehearsal will be distributed as part of the production information for each play.

Students not involved in a production are not to be backstage during a performance. The backstage area is off-limits to anyone other than cast or crewmembers from the time of **the first crew call** until the dressing rooms are clear after the performance. Students may wait in the lobby to greet cast members after performances.

As a professional theater and an educational institution, backstage relationships are complex at PCPA. For example, a student Intern, acting in an appropriate supervisory capacity, may have jurisdiction over a staff or faculty person. Instructor and student may become collaborators on a project or cast-mates in a production, creating a sensibility of a peer relationship. Instructors, Staff, and Students work closely together in a professional context. However, as an Instructor, Mentor, or Staff member of PCPA, they may step out of a production role and act as a superior to sanction a behavior, resolve a conflict, or remind any student backstage or in the rehearsal studio of PCPA policies and procedures. Matters of artistic content or performance consistency should be addressed through the Stage Manager. If there is an issue that cannot be immediately addressed, go to your area supervisor at the earliest appropriate time for further explanation and request a meeting between all concerned parties.

Collaborating peers do not give “notes” to one another. Everyone is free to engage in the creative dialogue, in appropriate ways within the construct of the professional standard, but peers do not critique, direct, or supervise one another in the creative process. Performance ideas, comments, or concerns are discussed with the Director in rehearsal and the Stage Manager during performances. Likewise, production ideas, comments, or concerns that cross discipline-specific boundaries – i.e. acting to properties, costuming to choreography, and lighting to acting – should be addressed through the Stage Manager or Director at an appropriate opportunity. Appropriate channels of communication

should always be adhered to – see the Stage Manager or Director first. Of course, all communication should be couched in the form of a positive personal request (I have an idea about… It would really help me if… Would it be possible to try…). The *manner* in which requests or suggestions are made in the production process are as important as the suggestions themselves.

Eating, drinking, and smoking in, or near, an unprotected costume is prohibited; except when directed to do so as part of a performance. Drinking water in or near a costume is permitted. If you eat, drink, or smoke while in costume during pre-performance or offstage time during a performance you must wear a robe that completely covers your costume or get out of costume. Actors must provide their own robes. If you smoke, please be aware that tobacco odors get into costumes and cannot be readily removed. Keep your distance from any performers while smoking. Technicians' "blacks" are considered "stage attire" and while eating and drinking may be acceptable, the rules for smoking are the same; if you must smoke, you must change out of your show attire or wear a robe that completely covers your blacks.

Dressing rooms are not open except as assigned by the stage management or wardrobe staff. Dressing rooms are for assigned performers and crewmembers only. No guests are allowed in dressing rooms at any time. The stage management staff will hold valuables during a performance if no other option is available.

All of the performance spaces also function as passageways that lead to other areas of the theatre. The area commonly referred to as the Greenroom in the Marian is a hall to the front of house and backstage. Be considerate. Police yourself and fellow actors and technicians, and keep these areas free from debris, food wrappers, books, etc.

Above all - **BE QUIET**. Move silently, with purpose and authority, backstage.

Front of House Policy

When arriving at the theatre in Santa Maria for a performance, all actors and technicians must enter through the stage door. In Solvang, please use the stage door at the rear of the theatre. At both the Solvang Festival Theatre and the Marian/Severson Theater, no actor or crewmember can be in the lobby or in the house from forty-five (45) minutes before curtain until the performance is over. Solvang company members are welcome to purchase beverages or other concessions items on sale in the lobby at the full price up until one hour before curtain.

There are occasions when Actors will be asked to be a part of fundraising and other services to the company while in full costumes and makeup. One of these activities is the Basket Appeal. Basket Appeals are when Actors will go into the Lobby space in full costumes and makeup to help collect donations. It is an opportunity for the audience to interact with the cast and possibly take photos.

If you are not part of a basket appeal or other service activity for PCPA, you should not leave the backstage area in full costume or makeup.

Food and Drink in The Theatre Spaces

No food is allowed in the Marian and Severson Theatres. Water in covered, sealed containers is permitted during rehearsals.

Casting and Crew Assignments for Students

PCPA will cast the best actor for the role, with respect to the artistic needs of the play and the educational needs of each student. Roles for students are assigned, not offered. All production assignments are part of the training and are assigned a grade. Ultimately the approval of all casting decisions rests with the Artistic Director. **Enrollment in the Conservatory does not guarantee being cast in PCPA productions.**

All Crew Assignments for either Technical Theatre Students or Acting Students are assigned based on the needs of the production and student educational experience. Crew Positions are part of the Performance Lab for students and are graded accordingly. The purpose of the Crew Assignments is to help foster a greater understanding of the whole process of creating theatre and to improve communication skills across all departments and disciplines.

For ALL Crew Assignments, students are expected to have a set of black clothing to be worn backstage. This set of clothing must include:

- Long-Sleeved black shirts without logos
- Long black pants with belt loops
- Black belt
- Long black socks, that cover the ankle
- Sturdy, all black shoes with good soles

Please see the Acting Program or Technical Theatre Program section for further details on casting and crew assignments.

Conservatory Attends

There are two main activities associated with Conservatory Attends, they are the First Rehearsal/Design Presentation and the Final Invited Dress Rehearsal. There may be other activities labeled Conservatory Attends. **All Conservatory Attends activities are required.** At all Conservatory Attends activities, there will be a sign-in sheet before you enter the room. You must sign in for yourself, you cannot have a friend, roommate, or classmate sign in for you.

First Rehearsal/Design Presentation

The first rehearsal of most productions at PCPA includes opening presentations by the director and designers in which they summarize their work during the pre-rehearsal period and provide background information on the script, the playwright, the historical setting of the play, and the approach planned for

the specific production about to be rehearsed. All Conservatory students are required to attend the director/designers' opening presentation, which is usually followed by a read-through of the play. The first read-through is not required for crew members but is highly encouraged. Otherwise, all other members of the Company/Conservatory are excused after the Design Presentation is concluded.

Final Invited Dress Rehearsal

The Final Dress Rehearsal for all PCPA Productions is a Conservatory Attends for those members of the Company that are not already cast or assigned as crew members. All attendees will be asked to sit in specific sections of the theatre upon arrival at the theatre, tickets are not required for this event. This is also an invited dress and there will be guests (Sponsors, Ushers, etc.) in the audience as well. This is an opportunity for the Production to see how an audience reacts to the work they have been doing.

Strikes

Production strikes usually take place following final performances of all Marian Theatre and Severson Theatre productions. All Technical Theatre Students are required to participate in production strikes. There also may be occasions where the Acting Students are required to participate in production strikes. If the Acting Students' participation is required for a production strike they will be notified through Virtual Callboard as well as through a Conservatory Check-In.

Parking Permits and Regulations

Parking permits are required for all vehicles parked on the main campus at Allan Hancock College between the hours of 8:00 am and 10:00 pm Monday through Thursday, and 8:00 am to 4:00 pm Friday when classes are in session. Students and Visitors may park in white-lined stalls only. Purchasing a permit does not imply or guarantee a parking space. You may purchase your permit online through your MyHancock page. Be forewarned: you are at risk of receiving a parking citation if you park at the Marian/Severson Theater or Building "O" without a parking permit. For more information on AHC parking permits and regulations please go to https://www.hancockcollege.edu/police/parking.php

Parking permits are not required for the CBC building parking lot.

Company Ticket Privileges

PCPA Conservatory Students may receive two (2) complimentary tickets to attend each of the fully staged productions this Winter/Spring Season and may receive 2 complimentary tickets to the InterPlay Series. Seating is subject to availability.

PCPA Conservatory Students may receive (1) complimentary "rush" ticket for up to three performances of each production. “Rush” tickets are tickets acquired the day you want to attend a performance. See below for the time frame for each type of performance for when you can receive your “Rush” ticket. "Rush" privilege will be available on Opening Nights. "Rush" tickets are non-transferable. Cast and crewmembers of a production are not eligible for complimentary "rush" tickets to that production. Seating is subject to availability. The "rush" ticket is available:

For Matinee Performances - between (Wed)12:00noon/(Sat/Sun) 1:00 pm and 1:30 pm.

For Santa Maria Evening Performances – between 5:00 pm and 6:30 pm.

For Solvang Evening Performances - between 6:00 pm and 7:30 pm.

In addition, all PCPA Conservatory Students, including cast and crew of the production, may purchase four (4) tickets per performance at the company discount rate for the remaining Summer and the Winter/Spring productions. In order to receive your complimentary and discounted tickets, you must present your PCPA ID to the box office representative. No one else may use your ID to receive complimentary or discounted tickets.

All ticket arrangements must be made by going directly to the box office. No phone calls, please. Payment is due at the time of order. The box office will not hold tickets for payment at "Will Call".

PCPA Conservatory Students' complimentary and discounted tickets are intended for their personal use to see our work as a company member. Revenue from ticket sales is an essential part of the income needed to fund our program. Thank you for not abusing this privilege.

Do not arrive at the theatre without a ticket and expect the House Manager to seat you. Similarly, do not send friends or family to the theatre without tickets and expect the House Manager to seat them. There are no exceptions.

Injury and Insurance Policies

If you are injured **in any way**, report the injury to your supervisor/instructor immediately. If you are a student, you must get treatment according to your primary insurance if necessary, otherwise at a facility of your choice.

You must complete the appropriate student accident report forms for Allan Hancock College with a faculty or staff member of PCPA, not a student/intern, no matter what his or her capacity (e.g. stage manager, etc.). You must also check in with your Stage Manager or the Production Manager. At this time you will be asked to fill out the insurance forms required by AHC ("*Allan Hancock College Student Accident Report*") and PCPA.

For non-emergency injuries:

1) Contact the Nurse's Office at (805) 928-7731 ext. 3212. It is located on Allan Hancock College Campus building W, room 12. Hours vary during the year. Please check the AHC website for specific hours
    a. https://www.hancockcollege.edu/studenthealth/index.php

2) You MUST BRING THE STUDENT INSURANCE CLAIM FORMS with you.

For emergency injuries:

1) An ambulance may be called. As the responsible party, it is your choice to accept or deny treatment.

All students are covered (with a $100 deductible) by Allan Hancock College insurance for accidents that occur during school activities. This is not a general medical insurance policy. This insurance is secondary insurance if you have other insurance. If the student has other insurance, they must follow the guidelines set by that insurance company and submit claims to them first. Failure to follow the primary insurance company procedure will prevent the secondary insurance from handling the claim. The AHC nurse is available Monday - Thursday, 8:30 am – 4:30 pm and Friday, 9:00 am - 12:00 pm.

Facilities

The Box Office, Production Office, Stage Management Office, and all other office telephones are for business use only.

The copy machines in the Faculty Office and Business offices are for faculty and staff use only.

Classrooms should be restored to their original “neutral” state at the end of each class session. Follow the Instructor’s/Shop Head’s direction in the maintenance of the studio spaces.

Bicycles are not allowed inside PCPA/AHC buildings. Bicycles cannot be stored in classrooms, studios, offices, or shops, even temporarily. Please park and lock bicycles in the racks outside the CBC complex and Marian/Severson Theater. As bicycle theft is a very real problem, bikes should not be left unlocked and untended for any length of time. Make sure you have sturdy and secure locks.

Smoking is not permitted indoors or within 20 feet of entryways anywhere on PCPA or AHC premises or in AHC vehicles.

Building “D” (Marian/Severson Theatre) and Building “O” have limited space for personal belongings. There are refrigerators and microwaves in both buildings for use by any Company member, students included. Please remove all personal belongings from all refrigerators at the end of each day. All personal containers in the refrigerators need to be labeled with your last name and the date. There are markers available for labeling your food. It is easier if you arrive with all containers already labeled. The refrigerators are cleaned out weekly. Please only bring enough food for a single day. Please help us keep these areas neat and clean. Wipe out the microwave if you happen to make a mess.

Company members will be paged from a rehearsal or crew call only in cases of emergency. Do not expect to receive telephone calls at school. If an emergency arises, family members should telephone you in care of the Stage Management office, 928-7731, ext. 4166, Conservatory Director - Technical Theatre office, 928-7731, ext 3151, or in care of Conservatory Director - Acting office, 928-7731ext. 4116

Drugs and Alcohol

Alcohol, Marijuana, and illegal drugs are not permitted on the Allan Hancock College campus, the premises of the Solvang Festival Theatre, or in any school vehicle used by any student or employee. Use, possession, distribution, or presence on campus while under the influence of alcoholic beverages, marijuana, narcotics, or other dangerous drugs, such as lysergic acid diethylamide (LSD), except as expressly permitted by law is strictly prohibited. Any student or employee found to be in violation of this policy will be subject to immediate disciplinary action, which may include dismissal or expulsion.

Please see the AHC policies and procedures for the Student Code of Conduct above for more information.

You may obtain information on rehabilitation programs from the AHC counseling office.

Academic Advisors

All students will be assigned an Academic Advisor. Academic Advising can be an essential part of the educational process. Advisors are in place to support the student in successfully navigating their conservatory experience and planning the next steps which will follow their completion of the program. Advising can develop affirmative connections between students' goals and faculty actions, knowledge and networks. Through advocacy and guidance, the advisor will help the student make well-informed decisions towards attaining their further career or educational goals.

Advising is what connects the student with the faculty. Effective, academic advising assists students in realizing the maximum educational benefits of their conservatory experience by supporting their assessment and development of their interests, abilities, needs, and goals and the most productive use of the varied resources of the Conservatory and the College.

In this process, the advisor serves as a facilitator of communication, a coordinator of learning experiences through career planning and academic progress review, and an agent of referral to other campus and professional agencies. It is an opportunity for the faculty and the conservatory to express a special interest in both the personal and the academic welfare of the student. Academic Advising is a continuous interaction between advisee and advisor in a developmental process that involves the exchange of information and setting of goals, a process that enables the student to practically understand the educational and career options that can form the basis of their best choices in achieving their aspiration.

The rewards of good academic advisement can be as richly varied as the demands. Among those often cited by both students and advisors are

- increased success in attaining educational and career goals
- higher correlations between student ability and academic performance,
- higher academic retention rates/persistence rates
- increased satisfaction with the academic process
- the development of positive attitudes toward the faculty and the institution.

Goals of Advising

Every advising conference and relationship should be shaped by the specific personalities, needs, and interests of those involved.

- Student-centered
    - A place where students can seek advice about academics and academic progress
    - A person to help set both short and long term goals
    - A place to celebrate victories, big and small
    - A person to talk through and identify any areas of improvement
- Resource for requirements and policies of the conservatory and the college
    - To get advice on resources available through Allan Hancock College and how to use those resources
    - A place where you can get information about and help you understand conservatory policies or direct you to those who can provide that information and assistance
- A listening ear when needed, where patience and tolerance will be demonstrated
    - To have a place where a student can go when they are having issues and be heard
- Available to students whenever it is needed
- A place where students will find a person committed to them and the process
    - To get to know a professional in the industry

Advisee Responsibilities

- Know your advisor's availability
- Establish Advisor/Student communication preferences
- Clarify your personal values, abilities, interests, and goals
- Initiate periodic meetings with your advisor, especially before mid-semester evaluations.
- Come to meetings prepared with any appropriate resources or materials.
- Be aware of, and respect deadlines
- Keep track of your courses, requirements, and your progress towards your certificate.
- Inform your advisor about any Co-curricular activities you are involved in that might affect your academic choices or academic performance
- Be forthcoming and honest with your advisor about your needs and potential issues that you face both in and outside of the learning environment.
- Contact your advisor as soon as you are having difficulties
- Consider carefully your advisor's suggestions and feedback
- Accept final responsibility for all decisions made.

Allan Hancock College Student Resources

To find a full list and complete information on all Services available to Students through Allan Hancock College please go to:

https://www.hancockcollege.edu/studenthealth/index.php

Here is a shortlist of Services available to all Students of PCPA through Allan Hancock College:

Counseling

Allan Hancock College Board Policy 5050

The counseling program at Allan Hancock College is committed to helping each student develop his or her full educational, career, and/or social potential.

Counseling services are an essential part of the total educational process of the college. The purpose of counseling services is to assist students in achieving their educational goals, including academic, career, and personal development.

The college's comprehensive Counseling program is designed to:

1. Assess the academic skill level of students and assist them in the selection of educational goals and the development of an individual student educational plan (SEP) to achieve those goals.
2. Assist students to assess their own aptitudes, abilities, and interests; obtain current and future employment trend information, and develop career and vocational decision-making skills.
3. Assist students who are experiencing personal problems that are interfering with their adjustment to college and provide information on other appropriate services in the school and community.
4. Assist students to identify barriers to academic success and to develop strategies to overcome those barriers.
5. Assist students who have been placed on academic and/or progress probation to develop individual plans for improvement in their academic journey.
6. Assist students to prepare for transfer to four-year colleges/universities and develop procedures to facilitate their transfer.
7. Outreach to potential students in high schools and the community and organize visits to the college.
8. Coordinate and complement the counseling functions of other student support services including services to students with special needs, skill testing, financial aid assistance, job placement, job referrals, and referral to resources in the community.

Counseling services are available to all Allan Hancock College students on an appointment or walk-in basis at the Santa Maria campus and at the Lompoc Valley, Santa Ynez Valley, and Vandenberg AFB centers. For more information call 1-805-922-6966 ext 3293.

https://www.hancockcollege.edu/studenthealth/counseling.php

Allan Hancock College also has an Online Wellness Resource Magazine and App called CampusWell. Here is the link to this magazine:

https://hancockcollege.campuswell.com/

Health Services

Allan Hancock College Board Policy 5200

The objective of Student Health Services is to promote and preserve the physical and mental health of students. Clinical care services include nursing assessment of current health problems, interventions, health counseling, treatment of minor injuries, referrals to other health providers when appropriate, first aid and basic emergency care, and investigation and control of communicable disease. Students access services on a walk-in basis or by appointment. To maintain a high level of wellness, Student Health Services provides health education, health screenings, health and nutrition counseling, and a variety of campus-wide programs. Services are available at the Santa Maria campus and the Lompoc Valley Center. Services are supported by the student health fee and there is no charge for most services.

More information is available at the following link: www.hancockcollege.edu/studenthealth.

Food Share

Allan Hancock College has partnered with the SBC (Santa Barbara County) Food Rescue to Identify more food sources to serve our students. This partnership was funded by a grant from the Department of Resources Recycling and Recovery (CalRecycle) through California Climate Investments. Food distributions happen every Thursday on the Santa Maria Campus. To see locations and exact dates please go to:

https://www.hancockcollege.edu/foodshare/index.php

Learning Assistance Program (LAP)

Allan Hancock College Board Policy 5140

Allan Hancock College is committed to equal access and welcomes students with disabilities. The Learning Assistance Program (LAP) provides individualized support services for students with learning, physical, mental health, and all other disabilities. These services are designed to assist students with permanent or temporary disabilities in achieving their individual educational goals. The college supports the inclusion of students with disabilities in all educational opportunities regardless of location or mode of instruction.

Any student enrolled in the college who has a disability which imposes an educational limitation is encouraged to apply for LAP services. Students should provide verification of a prior diagnosis from the appropriate professional. Students who have no prior diagnosis, but believe they may have an undiagnosed learning disability, may meet with a learning disabilities specialist to determine if it is appropriate to conduct a comprehensive learning disabilities assessment.

The application for services is available at the LAP offices on the Santa Maria and Lompoc campuses or at the college website. https://www.hancockcollege.edu/lap/how-to-apply.php. After completing the application and returning it to the LAP office, an initial appointment will be scheduled with a program specialist to discuss challenges, goals, and possible accommodations.

https://www.hancockcollege.edu/lap/index.php

PCPA Mailing Address and General Contact Information

PCPA
800 South College Drive
Santa Maria, CA. 93454-6399

Conservatory: 805-928-7731 (switchboard – ext. 4000)
Production: 805-928-7731 (switchboard – ext. 3000)
Website: www.pcpa.org

Personal mail should not be sent to you at PCPA. Students without a fixed address may have mail sent to the post office c/o General Delivery, Santa Maria, CA 93454.

UPS mail should be addressed to you in care of PCPA, **1300 S. College Dr.**, Santa Maria, CA, 93454

Federal Express (FedEx) mail should be addressed to you in care of PCPA, **800 S. College Dr.**, Santa Maria, CA, 93454

Attention: Conservatory Office. Use this address only if it is not possible to have UPS or Federal Express deliveries made to your residence. You must have prior approval from the Managing Director of PCPA before having anything shipped directly to PCPA.

PCPA brochures are available from the Marketing Office in the CBC complex and should be mailed inside stamped, addressed envelopes. If you use the address space on the brochure itself, you must cover the bulk-mailing stamp with an adhesive label and affix a first-class stamp to the brochure. The Post Office will not deliver PCPA brochures without proper postage.

Please Continue onto the Acting program Section or the Technical Theatre program Section For Further Information.

Acting Program

Acting Classroom Expectations, Ethics, and Conduct

Be on time, organized, prepared, dressed appropriately, and ready to work. The information below is meant to help support you in your time as a member of the Acting Program and to follow the previous overall guidelines.

It is important to support your classmates and take an active interest in their work at all times. When classmates support each other and function as a group they are more successful in all activities at PCPA. There may be times when personalities clash, so we ask that if there are problems that you communicate those issues with your Advisor, Instructor, or Acting Conservatory Director. The purpose of this communication is so that we can be aware of the issue, advise if wanted, and support all students in their learning process. *Please use the Ouch/Oops process and see the General Overview section for more information on this process.*

Classrooms – Studios and Theatres

The main classrooms for the Acting Training Program include the studio spaces in CBC, the Marian Theatre, and the Severson Theatre. We ask that you treat the spaces and the items within those spaces with care. Props, towels, clothing, and personal belongings should be stored in your locker and not in PCPA classrooms.

When necessitated by scene work, food and drink may be allowed in class. Please check with your instructor on their classroom policy.

CBC 25 a.k.a. STUDENT LOUNGE

CBC 25, the "Student Lounge" is a shared lounge/green room area. Lockers are available for use. We strongly recommend that you bring a lock for your locker, as the room is not secure. You are welcome to use the refrigerator and microwave, but help keep this space clean by throwing away all food trash in the outside bins. As this is a shared space, conversations should be kept at a discreet volume to allow fellow students to work, relax, and/or study quietly.

Appropriate Attire

Clothing should be appropriate for the given classwork or production assignment. This includes closed-toed footwear at all times in all spaces. Open-toed shoes (e.g., sandals, "flip flops", etc.) are not permitted in any space at PCPA. If you are required to work barefoot the instructor will advise you of this – otherwise sturdy, flexible athletic, or dance shoes are required for all acting classes.

Since much of the studio work is about connection, dark glasses and hats which cast a shadow over the eyes are not recommended for classroom wear.

For Crew assignments, clean, odor-free, black clothing is required from the first dress rehearsal through the final performance of the assigned production.

Please consult individual Instructors/Supervisors if you are unclear about appropriate attire.

PHYSICAL CONTACT

PCPA acknowledges that everyone has the right to be free from undesired and inappropriate physical contact. That having been said, there are two types of contact a Conservatory student should be prepared for: instructional contact, and performance-related contact. On occasion, it may be necessary for faculty to help students make physical adjustments during their course work. This instructional contact is intended to help a student realize important opportunities in the use of their physical tools. The second form of physical contact a student should be prepared for is that contact which becomes necessary for the development and performance of a text. PCPA's faculty has developed a set of guidelines called C.L.E.A.R. to empower students and faculty to set structure and practice around moments of physical intimacy in rehearsal, on stage, and in-studio scene work.

C.L.E.A.R. APPROACHING INTIMACY IN DRAMATIC WORK & TRAINING

CONTEXT

ALWAYS BE IN SERVICE OF THE STORY

There must be an understanding of the story and the given circumstances surrounding a moment of intimate contact within a scene. All parties (actors, instructors, and directors, stage managers when in production) must be aware of the purpose the intimate contact serves in the scene and the story, and must also understand the story of the intimate contact itself.

LANGUAGE

CONTINUALLY ENGAGE IN CONVERSATION.

There must be open and continuous conversation between the actors and instructors (and directors and stage managers when in production) when intimate contact is required in a scene. This communication should include but not be limited to: choosing an external safety word between actors and informing all involved (a word outside the text of the scene which, when spoken, instantaneously stops the scene and causes the actors to separate several feet: no exceptions); establishing an openness to alter the choreography of the intimate contact if at any time any party feels uncomfortable or the intimate contact no longer serves the scene; continuing dialogue throughout the rehearsal period as the scene evolves; communicating and making available all avenues for reporting harassment.

ESTABLISHMENT OF CONSENT

GIVE AND RECEIVE PERMISSION.

Before any intimate contact can be staged consent must be established between the actors – preferably during in-class rehearsals or under the guidance of an instructor or director. The moment of intimacy may be established by a director, script, or instructor – however, consent can only be given from the person receiving the action. This begins by communicating the actor's "no-fly zones" (which may be acknowledged or clarified, but not argued). This also provides actors with the agency to remove consent at any time.

ADHERENCE TO CHOREOGRAPHY

BUILD A BLUEPRINT.

Once the story of the scene and the story of the intimate contact is clearly established, said intimate contact must be choreographed by actors under the guidance of an instructor or director, and that choreography should be adhered to throughout all work on the scene. Just like fight choreography. Any changes to the choreography must be discussed (*see LANGUAGE*) and approved by both actors and instructor (and director and stage manager if in production).

RESOLUTION

COMPLETE THE MOMENT.

It is necessary that we leave characters, relationships, and actions from the work behind as we walk back into our lives. At the end of every rehearsal of a scene of intimacy (in or out of class, or in production), actors are encouraged to establish a routine moment of closure and open dialogue. This small moment can be used between runs of the scene, and/or upon the close of class or rehearsal. Likewise, we suggest all parties exercise proper self-care during and after rehearsals or performances that involve intimate contact.

Again, at no time should a student accept contact that they perceive as physically abusive or sexually harassing. *Please refer to Allan Hancock's Sexual Harassment Policy.*

CONTROVERSIAL MATERIAL

Drama rises out of conflict and during your life in the theatre you will be invited to explore many controversial ideas and themes. As a conservatory student, you may be requested to read, attend, respond to, and be artistically involved with challenging ideas and viewpoints different than your own. You are invited to approach faculty and the Conservatory Director regarding any uneasiness caused by difficult topics.

ATTENDANCE AND GRADING

Class Attendance

All classes, conservatory attends, and production activities are mandatory. It is assumed that since you have chosen to pursue professional actor training that you wish to attend classes and labs. Evidence to the contrary can lead to probation and/or dismissal from the Conservatory. There are guidelines and procedures in place to request necessary time away from the training as well as an understanding that emergencies will happen. The basic principle is that all students must be in attendance at all required activities.

There are occasions where the Conservatory Director will deem an event or meeting important for students to attend (e.g., Design Presentations, Final Dress Rehearsal, etc.). These events are considered part of the overall conservatory experience and are mandatory, carrying the same attendance weight as

scheduled class and shop times. All effort will be given to provide notification in advance of these activities.

Reporting Absences

Students expecting to miss a class should call or email the Acting Conservatory Director (805-928-7731 ext. 4116) by 9:00 am to notify the Conservatory that they will be missing class. If there is no answer, students should leave a message on the Conservatory voicemail**. Students should <u>also</u> notify their first instructor of that day that they will be absent.**

For production assignments: It is ***your*** responsibility to notify the conservatory office **<u>and</u> the stage manager,** at which point a determination will be made as to whether you may perform your assigned duties for the day's performance.

You must make this notification in a timely manner: by 7:00 am for a 10:00 am Student Matinee; by 10:00 am for a 1:30 pm Matinee Performance; and by 2:00 pm for an Evening Performance. Voicemail messages may be left for PCPA faculty members with offices in the theatre by dialing 805-928-7731 and the appropriate extension. You must make these contacts personally; in no case should you send word with a roommate, classmate, or friend.

REQUEST TO BE ABSENT

It is possible to make a request to be absent **two weeks in advance**, but this is contingent upon the approval of the Conservatory Director. All approved requests to be absent are considered excused absences and will not have a bearing on the students' overall grade. Students who need to be excused from class or production activity must complete a "Request to be Absent Form", available on the production callboards in the CBC. Forms must be completed with signatures from the appropriate faculty and staff before you submit your request to the Acting Conservatory Director and the Production Manager for all actors in crew or cast in a production. The request must be for all the days you wish to be absent or are otherwise unavailable. ***Submission of the request does not mean that your request will be granted***. Do not make unalterable plans until you receive formal approval.

UNEXCUSED ABSENCES

During the academic term students are permitted three (3) unexcused absences from classes without grade penalty. Unexcused absences are those absences that are unplanned and without permission of the Conservatory Director. If you have filled out a *Request to be Absent* form and that absence has been approved it is an excused absence and will not affect your grade.

If a student has more than three (3) unexcused absences they will need to be in conversation with the Conservatory Director to assess any issues the student is facing and to discuss what resources or help may be needed. If the student chooses not to meet with the Conservatory Director and does not wish to use the resources available at Allan Hancock College then the student's overall grade can be affected.

If a student has more than three (3) unexcused absences their semester grade can be lowered one-third letter (e.g. from B+ to B, or B to B-) for every absence incurred beyond three. In most cases, an absence is assumed to be a full day of being absent.

If you are ill, you are ill for ALL classes and production that day – you may not "pick and choose" the classes and assignments you attend on a given day.

Specific class attendance and grading information can be found on the individual course syllabus.

MISSED / LATE ASSIGNMENTS

All homework is to be completed as assigned and turned in on time. **It is better to turn in incomplete work on time rather than turn in nothing at all.** Issues preventing homework completion can then be addressed in a constructive manner. Some work -- particularly group work and projects -- simply cannot be missed or made up. As theatre is a performance art, many classes are largely experiential. Your presence is important to your growth and the good of the class; when you are absent the ensemble nature of the art form is diminished.

Some group assignments may be "made-up" if, for extenuating circumstances, one partner is unable to be present for a scheduled performance, exam, or presentation. The grade of the partner who was present and prepared at the scheduled time will not be penalized with a lower grade than they would have received had the assignment been performed as scheduled. The student who caused the lateness of the assignment may have their grade affected.

As jobs go to those who show up prepared, late assignments will not be accepted for credit. Be in communication with your Instructor prior to the deadline or due dates when you are having difficulty completing an assignment or know that said assignment will be incomplete.

GRADING

Final grades for the core Actor Training classes (THEA 101, 102, 120, and 121) are determined by an averaging of the grades from each instructor for the various disciplines taught -- Acting, Voice and Speech/Dialects, Movement, Combat, Shakespeare, Singing Techniques, Musical Theatre Ensemble. Because the Acting classes meet approximately twice as many hours as other disciplines, that grade carries double the weight in the class average. Dance and Performance/Production Labs are graded separately.

Performance/Production Labs are each graded separately and include cast and crew work for productions (including understudy, ushering, and all other production-related assignments), Conservatory Projects, Conservatory Repertory and may include evaluations from special workshops, masterclasses, and intensives. The Conservatory Director in consultation with faculty and staff assigns this grade.

MID-SEMESTER EVALUATIONS

Acting students engage in mid-semester evaluation conferences with faculty members and the Conservatory Director twice a year. These conferences are scheduled as close to the middle of each semester as possible. The goal of these evaluations is to offer a check-in opportunity on progress to date and to identify opportunities for continued growth for the remainder of the semester. Faculty members who are absent will provide written summaries of students' progress which are either delivered individually or read to the student at the evaluation conference. Students may record these

evaluations and are encouraged to follow up with their instructors after the conference to gain clarity about the information conveyed to them.

TUTORIALS

In addition to regular class meeting time, PCPA faculty is available for individual or group tutorials with students. Tutorials can be requested by students or faculty members, but are scheduled at the discretion of the faculty. Tutorial hours vary by the instructor according to their production and class schedules. A student may be required to attend tutorials if a faculty member feels that the student is not progressing satisfactorily in a specific class. Methods for signing up for tutorials vary from one faculty member to another. Students should be sure to check with individual instructors regarding how they would like to handle tutorial requests.

Signing up for a tutorial is a commitment to attending. Missed tutorials may be considered equal to class absences and may affect a student's grade accordingly. Please check with the Instructor regarding their tutorial policy.

AUDITIONS AND INTERVIEWS FOR OTHER COMPANIES/SCHOOLS

Auditions and interviews for schools and theatre companies occur from time to time throughout the year. Occasionally representatives from schools or theatres come to PCPA to audition acting students; in other cases, students need to travel to a pre-announced audition site. PCPA policies regarding auditions while in training are as follows:

If a company or school is coming to PCPA to audition students, an announcement listing details will be posted. Once students have assessed the specifics of the opportunity, determined their interest, and signed up to audition/interview, their signature is considered a commitment to follow through on the audition/interview. The Conservatory Director will determine whether an upcoming audition is appropriate for 1st-year students, 2nd-year students, and/or professional interns. Eligibility guidelines will be included on any posted audition/interview notice.

Some audition/interview visits are organized through actors working in co-operation with one another to pool resources that cover part of the expense for the visiting entity – these auditions are substantially independent from the Conservatory (though they must seek permission for facilities use) and are subject to the eligibility stipulations of that organizing group.

Conservatory students are considered to be in training during their time at PCPA. It is not acceptable for a student to be engaged in outside acting work during the school year. Students make a decision to render themselves ineligible for opportunities they might ordinarily be able to accept when they commit to the process of training at PCPA. Students will not be excused from class or from production commitments in order to film commercials, television shows, or motion pictures or to participate in live or still photography fashion or modeling work.

No audition or interview may supersede production commitments. Petition for an exception to this rule must be made formally, in writing, to the Conservatory Director, Production Manager, and/or Production Stage Manager.

PRODUCTION ASSIGNMENTS

ACTING / CASTING

Acting assignments for PCPA Resident Artists, guest actors (Equity and non-Equity), and occasionally Acting interns, are made in advance of the winter/spring and summer production seasons. These assignments are announced before auditions and callbacks for remaining roles are conducted. Acting interns and Conservatory students are eligible for any role that is not pre-assigned to a Resident Artist or guest actor. Students should be in good academic standing to be considered for casting.

PCPA will cast the best actor for the role, with respect to the artistic needs of the play and the educational needs of each student. If a director feels that an acting student is the person best qualified to fill a specific role in a production -- and it is determined that the role assignment will enhance, and not impede, the training process -- then that director's casting request is honored. If it is determined that a role assignment may be right for a production but will not best serve the training process, the director will be asked to accept an alternate choice. Ultimately the approval of all casting decisions rests with the Artistic Director.

Roles for students are assigned, not offered. All production assignments are part of the training and are assigned a grade. If a student has a compelling reason to be removed from consideration for roles in a particular production, that determination must be made in advance of the casting process in consultation with the Conservatory Director. It is important for acting students to understand that casting in Marian and Severson Theatre productions is a privilege and not a right. **Enrollment in the Conservatory does not guarantee being cast in PCPA productions.**

Because casting decisions are often the most sensitive issues within a theatre company, no decision is rendered casually; rather, thorough consideration is given to all matters affected by the casting process. In the end, what is best for the company must be given priority.

CREW

As part of the overall training, acting students may be “cast” in a production crew assignment. Crew assignments may include: assisting the Director or Dramaturg, production assistant, mic tech, wardrobe, deck crew, running follow-spot, marketing, or being a Young Performer supervisor. All production parameters outlined for performers and technicians apply to these positions. Crewing is considered Production Lab and Performance Lab and is graded accordingly. It is intended that all actors will have a crew assignment. Some acting students may have multiple crew assignments but it is possible for an actor to graduate not having had a crew assignment due to casting and understudy assignments, or that not enough crew positions were available to accommodate both the actors and technicians.

For ALL Crew Assignments, students are expected to have a set of black clothing to be worn backstage. This set of clothing must include:

- Long-Sleeved black shirts without logos
- Long black pants with belt loops
- Black belt

- Long black socks, that cover the ankle
- Sturdy, all black shoes with good soles

HAIR POLICY

Resident Artists, Cast Members, and Understudies

Cast members and understudies must maintain their current hairstyle, length, and color once cast in a production and during the rehearsal/performance period. During the rehearsal period, all requests to change the style, length, or color must be directed to the director and stage manager. This policy also applies to facial hair. Prior to the beginning of rehearsals, requests to change the style, length, or color should go through stage management.

Costume designers and directors may request to change an actor's hairstyle, length, and color and to request that actors grow facial hair or remove facial hair for a production. When a production requires a special style, length, or color, cast members and understudies will work with the costume department on the best approach to achieve desired change and possible restoration after the production.

Decisions for production-related changes in hair should be made through the costume department. All hair questions/requests during the performance period should be relayed directly to the Wardrobe Supervisor and Stage Management.

Run Crew

Run Crew members must maintain their current hair color during the rehearsal/performance period, with natural colors being the preference. A run crew member's hair cannot fluoresce under blue light. If this is the case they may be asked to change their hair color. During the rehearsal period, all requests to change color must be directed to the stage manager.

On occasion run crew members will be costumed for a show. When that is the case, run crew member's requests to change the style, length, or color must be directed to the costume designer. This policy also applies to facial hair. Costume designers and directors may request to change run crew member's hairstyle, length, and color and to request that actors grow facial hair or remove facial hair for a production.

During the rehearsal period decisions for production-related changes in hair should be made through the costume department, specifically the Costume Shop Manager. All hair questions/requests during the performance period should be relayed directly to the Wardrobe Supervisor and Stage Management.

CAST/CREW UNDERSTUDIES and REPLACEMENTS

The purpose of the understudy system is to cover all roles and assignments in an emergency situation - such as illness, injury, accidents, and family emergencies. In *very* rare cases an understudy may be called upon, well in advance, to perform in the event of a pre-arranged "out" for the principal actor. These "outs" are usually negotiated as part of casting or assigning a crew position. Being an understudy

is an important responsibility. As an understudy, you are a vital component to the successful run of the show. Without understudies, the show might not go on.

Understudies are expected to remain in town up until curtain on performance days and should be in close enough proximity to the theatre that they can arrive in time for opening curtain should they be called upon to perform. Understudies must notify the stage manager how and where they can be reached if they are planning to be away from the phone number listed with stage management from one hour prior to curtain until curtain time.

The assigned understudy is not always the replacement in case of a lengthy illness or injury or when a last-minute substitution is required. If an actor in a production needs to be permanently replaced, the understudy does not automatically become the replacement for that actor. It is the Artistic Director's prerogative to assign replacement casting. Likewise, if a technician needs to be replaced in a performance crew, the Conservatory Director, in consultation with the Tech Staff and Faculty, and Artistic Director, will decide on a replacement. In some cases, it may mean putting in an Intern or moving a student from another assignment.

The primary task of an understudy is to recreate a role originated by another actor. Understudies are expected to be fully prepared (lines, blocking, music, and choreography memorized) to recreate the roles they are understudying as they have been rehearsed. If an understudy performs they are expected to reproduce the blocking and tempo as rehearsed and to fit as seamlessly as possible into an already "set" production. To achieve this, please familiarize yourself with the following guidelines.

- Be sure to have the correct and most up-to-date script. Be aware that some changes can be expected throughout the rehearsal process, including previews.
- Be present at all rehearsals for which the actors they are understudying are called, and at all previews and the opening night performance of the production. Use rehearsals, especially run-throughs, in the studio to prepare yourself for the possibility of performing at the first preview. In the unlikely, but possible, event that you were to perform in previews, you would be expected to be familiar enough with your character(s) blocking to walk through the show.
- Understudies may be called upon at any point during the rehearsal period to fill the role they are understudying if the principal actor is unavailable.
- When attending rehearsals and previews make clear, legible blocking notes in your script. Use a pencil. Also, be sure to note your character's costume and prop flow. At an appropriate time, you might consult the actor you're understudying and/or one of the stage managers to check the backstage traffic patterns.
- You are expected to be substantially off-book by the first preview but in no event later than the official opening.
- There will usually be two or three four-hour understudy rehearsals scheduled by the stage manager. The utilization of these time slots will be determined by the stage manager with respect to the complexity of the production. Understudy rehearsals usually take place on the set of the production with as much technical support as can be reasonably provided (i.e., rehearsal clothes, essential furniture, and props; sound and lights where appropriate). In addition to final preparation for the

actor, the understudy rehearsal will be an opportunity for the stage manager to access the readiness of the understudy to perform the role. This evaluation will bear significant weight toward the success of the run of the show and the student's grade for the production assignment.

- The Stage Manager has the discretion to determine the attendance/call-in policy for each production. Unless otherwise determined by the Stage Manager, this policy will be:
    - Swings are called to the theater at ½ Hour and are expected to remain backstage until released by the Stage Manager. Swings are expected to travel with the cast to Solvang.
    - Non-cast understudies/swings are expected to see all previews and must obtain rush tickets from the Box Office. Non-cast understudies and swings can collect an individual preview ticket from the box office, however, opening night tickets are only available as a rush ticket and subject to availability.
    - Non-cast understudies are encouraged to see the performance once a week. If you are attending the show, check-in with Stage Management before ½ Hour (by signing in on the callboard). Please see the Box Office for walk-in seating (subject to availability).

COSTUME FITTINGS

All costume fittings will take place at the Costume Shop at Building O. Watch Virtual Callboard for costume fitting schedules. They are as important as rehearsal calls. Consult the Production Stage Manager if you have a conflicting call. Any rescheduling of costume fittings should go through the Stage Management office. Do not deal directly with the costume shop on such matters.

Costume fitting calls are often not posted until after the evening rehearsal. Therefore, all actors should plan to check fitting calls for the next day either after midnight or prior to 9:00 am the following morning. It is essential to be punctual to all fittings.

If you drive to your fitting at the Costume Shop, please park outside of the yard gates, in the parking area.

If you have a costume fitting scheduled during class time, please inform the instructor at the beginning of class that you have a fitting scheduled. If you are late for a fitting (and do not have an excuse from a Conservatory instructor) or if you miss a fitting, you will owe time to the costume shop. The time owed will be determined by the Production Stage Manager in consultation with the Conservatory Director and the Costume Shop Manager. The fitting and/or shop time may be scheduled to happen during your next day off.

Questions about the design or style of a garment should be raised with the director and/or designer as soon as possible. Designs for a production evolve over a lengthy period of research and discussion between the director and the design staff. Discussion with actors regarding the nature of the character being played and how costumes reflect and enhance characterization is encouraged; however, it is the designer and director who ultimately make the appropriate choices regarding each garment worn in a production.

Always wear underwear to fittings. Wear the same type of foundation garments (underwear) to a fitting that you will wear in the show. Please come to the fittings clean, but not fragrant. Be attentive about

pre-fitting activities and give yourself time to arrive, so that you don't arrive sweaty. In order to integrate the costume into your performance, you should use fittings to determine how the costume moves, how you can move in it, what actions are possible, and to communicate about what actions are required by the staging while wearing the garment. A costume fitting is also your chance to consult with the costume designer. Discuss with the fitter any items with which you need to work (i.e. swords, pockets, purses, etc.).

Only after hair conferences with the director and designers may actors cut their hair, shave beards or mustaches, or change the color or style of their hair. This policy also applies to understudies.

REHEARSAL CLOTHING

All performers are responsible for providing any rehearsal costumes easily obtained from their own wardrobe or thrift stores (i.e. sports coats, vests, hats, long skirts, purses, etc.). Clothing need only be thrift store quality and price. Requests for extraordinary items (large headpieces, huge capes, etc.) that cannot be easily obtained or are show specific will be considered but must be made through stage management at least twenty-four hours in advance. Rehearsal costumes should be returned to the stage management staff after the rehearsal is over. Any exceptions to this must be cleared through the stage manager.

Female characters typically have a calf-length, smooth-flowing skirt, a blouse with long sleeves and a button collar, a lightweight jacket or sweater, medium-height heels, and a shorter skirt or dress for class and rehearsal work.

Male characters typically have at least one sport coat or suit jacket, a pair of hard-soled shoes (not boots), dark socks, slacks (dark or earth-toned), a long-sleeve dress shirt, a vest, and a necktie.

All students must have kneepads, a brimmed hat, and gloves. In addition, the following items may be useful for rehearsal work -- shawls, scarves, and eyeglasses.

In order to save adjustment time in technical and dress rehearsals and so that actors can thoroughly incorporate costumes and costume props into their work, it is essential that actors work in rehearsal clothing as soon as a production begins staging rehearsals.

Please refrain from wearing accessories that create noise in the rehearsal space.

THANK YOU! WE LOOK FORWARD TO A REWARDING AND PRODUCTIVE SEASON!

Technical Theatre Program

Technical Theatre Classroom Expectations, Ethics, and Conduct

Be on time, organized, prepared, dressed appropriately, and ready to work. The information below is meant to help support the students in their time as a member of the Technical Theatre Conservatory and to follow the previous overall guidelines.

It is important to support your classmates and take an active interest in their work at all times. When classmates support each other and function as a group they are more successful in all activities at PCPA. There are going to be times when personalities clash, we ask that if there are problems that you communicate those issues with your Advisor, the Shop Head, Instructor, Production Manager, or the Technical Theatre Program Coordinator. The purpose of this communication is so that we can be aware of the issue, advise if wanted, and support all students in their learning process.

Please use the Ouch/Oops process and see the General Overview section for more information on this process.

Classrooms, Shop Spaces, and Theatres

The main classrooms for the Technical Theatre Training Program include CBC 19, Sound Shop, Paints Shop, Electrics Shop, Costume Shop, Props Shop, Scene Shop, Stage Management Office, Rehearsal Spaces, Marian Theatre, Severson Theatre, and CBC 19. We ask that all students treat the spaces and the items within those spaces with care.

Building D (Marian Theatre, Severson Theatre, Sound Shop, Paints Shop, Electrics Shop, and Production Office) and Building O (Costume Shop, Props Shop, and Scene Shop) are all learning and working spaces. Both Building D and Building O have some space to store your meal for the day and a microwave to heat your meal. Please only bring enough food for that day's activities and clean out the remaining food at the end of every day. All food is limited to specific places in each space, please see the individual Shop Head for where this location is. Students are allowed water in all spaces as long as it is in a sealable container. Please consult with individual Instructor/Shop Head about other allowable food/drink items in their spaces.

There is limited space for the storage of other personal items like backpacks, purses, and computer bags. Please check in with the individual Shop Heads on where the appropriate place to store your items is.

Appropriate Attire

Clothing should be appropriate for the given class/shop work or production assignment. This includes Closed toed footwear at all times in all spaces. Open toes shoes (sandals, "flip flops", etc.) are not permitted in any space at PCPA.

Many of our shop spaces have specific requirements about proper attire for the learning you will be doing in those spaces. This sometimes includes clothing that you will not mind getting dirty or covered in paint. Also, extremely loose clothing, especially loose long sleeves are potentially dangerous in some of our shop spaces as it can get caught in the tools you will be using.

Appropriate clothing in the shops is a necessary precaution for the safety of all participants in the shops, classrooms, and performance spaces. Students will need to consider the activities of the day, this does include making sure that the clothing they are wearing covers them enough to keep them protected from the environment and is not a distraction. Students wearing clothing deemed "unsafe" or a distraction by the Instructor/Shop Head will be informed of the issue and expected to rectify the wardrobe choice as soon as safely possible. Unless a Student is working outside or requires Dark Glasses for medical purposes, dark glasses are not permitted in the classroom setting. Hats are encouraged during outside shop activities. Please consult individual Instructors/Shop Heads if you are unclear about appropriate attire.

Required Clothing and Accessories for Crew Positions

CLEAN, ODOR FREE, BLACK clothing is required for all students on running crews from the first dress rehearsal through the final performance of the assigned production.

This set of clothing must include:

- Long-sleeved black shirts without logos
- Long black pants with belt loops
- Black belt
- Long black socks, that cover the ankle
- Sturdy, all black shoes with good soles

Class Attendance

All classes, conservatory attends, and production activities are mandatory. The Program Coordinator can only excuse an absence with advance authorization, please see Reporting and Exception sections below

It is assumed that since PCPA students have chosen to pursue professional training that they wish to attend classes and labs. Evidence to the contrary can lead to probation and/or dismissal from the Conservatory. There are guidelines and procedures in place to request necessary time away from the training as well as an understanding that emergencies will happen. The basic principle is that all students must be in attendance at all required activities.

There are occasions where the Program Coordinator will deem an event or meeting important for conservatory students to attend. These events are considered part of the student's overall conservatory experience and are mandatory, carrying the same attendance weight as scheduled class and shop times. All effort will be given to notifying the students in advance of these activities.

Missed Assignments

When discussing missed assignments for the Technical Training Student we are referring to assignments for classroom activities. Activities that are part of assigned shop labs or crew assignments face the same issues but for different reasons. It is always in the student's best interest to turn in an incomplete assignment rather than not turn anything in at all on the due date. Most classroom activities and assignments are building blocks for the acquisition of skills. If you miss one of those assignments you are missing an essential step in the learning process. We understand there are unforeseen issues that arise in our daily lives and we ask that you be in communication with the individual Instructors when anything is causing late or missed assignments. In general, late assignments will not be accepted for full credit. That means you can turn in an assignment late, however, you will be docked points for the grade on that assignment as well as docked points for any parts of the assignment that are incorrect. In rare cases, Instructors can give an extension to a due date, however, this does not guarantee that the assignment will not be docked points for lateness. Instructors have the right to determine how many points an assignment will be docked or when an extension is allowed and how that extension will affect the grade for that assignment. Please be in conversation with the instructors before the due date of an assignment to understand the full consequences of turning in a late assignment. Missed assignments constitute a failing grade on that assignment and could potentially harm the student's ability to continue in the program if it is a regular occurrence.

Reporting Absences

It is assumed that all absences are due to serious illness, injury, or emergency. Students may not elect to miss a portion of the day's activities, including assigned shop time, classroom, or production activities. If a student is ill enough to miss an activity it is assumed they will need to be excused from the entire day's activities. If you are ill, you are ill for all activities that day - you may not "pick and choose" the activities you attend on a given day. As with any guidelines exceptions are expected. Exceptions are at the discretion of the Instructor/Shop Head and subject to review by the Program Coordinator and Artistic Director. Please see the section on Exceptions below for further information.

See grading policy for how attendance issues can affect your grade and status in the Conservatory.

Process for Reporting Absences

Technical Students who are expecting to miss that day's activities should call and/or email the Program Coordinator (805-928-7731 ext 3151, michael.brusasco.pcpa.org) by 8:00 AM that they will be out for the day. If there is no answer when you call please leave a message stating your name, the day's date, and a general reason for the absence.

Technical Students must also call or email their assigned Shop Head and any instructor for classes that will be missed that day. When informing a Shop Head that you will be missing that day's activities, please let them know if you believe you will be out for more than one day.

When informing an instructor of an absence please check in with them on the best way to make up the classroom activities that will be missed that day.

For production assignments, it is the responsibility of the Technical Student to notify the above people as well as the Stage Manager of that production.

Technical Students should make every effort to make absence notifications in a timely manner for production calls: 7:00 AM for a 10:00 AM Student Matinee; by 10:00 AM for a 1:30 PM Matinee Performance; and by 2:00 PM for an Evening Performance. Voicemail messages should be left for the appropriate Instructors/Shop Heads/Stage Managers if you are unable to reach them in person. The general phone number for the Conservatory is 805-928-7731, extensions for all Company Members are listed on Virtual Callboard. You are required to make these contacts personally, in no case should you send word with a roommate, classmate, or friend.

Request to Be Absent

It is possible to request to be absent **two weeks in advance**, but this is contingent upon the approval of the Program Coordinator. All approved requests to be absent are considered excused absences and will not have a bearing on the student's overall grade. Students who need to be excused from class, shop assignment, or production activity must complete a *Request to Be Absent* form. These *Request to Be Absent* forms can be found on the production callboards in CBC, the Outreach Office in Building D, or the Building O hallway between the Costume and Scene Shops. All requests to be excused must be submitted to the Program Coordinator at least two weeks in advance of the anticipated absence. The forms must be complete with all signatures from appropriate Instructors, Shop Heads, and Production Manager before the request can be submitted to the Program Coordinator. The request must be for all the days you wish to be absent or are otherwise unavailable. ***Submission of the request does not mean that your request will be granted.*** In some cases, there may need to be a conversation between the student and the Program Coordinator before the request can be approved. Do not make unalterable plans until you receive formal approval.

Request to Be Absent Required Signatures

Step 1: Locate a form, if there are no forms in the places mentioned above you can ask your Shop Head, the Production Manager, the Company Manager, or the Program Coordinator to help you find a form.

Step 2: Fill out the top half of the form, including the reason for the absence. If the request to be absent is for a Doctor's appointment of any kind, mental or physical, the only reason that needs to be stated is Doctor's appointment. These forms should be used if you are requesting a full day, half-day, or a couple of hours off. The reason for the forms is so that we can plan better for the day's activities and so that the student gets a better understanding of how to request time off in a professional setting.

Step 3: Talk with the Shop Head, Instructors, and Stage Managers about your request and have them sign the form if there are no issues with you being absent for the dates and times requested. There are four types of days that have different signature requirements. Here are the signature paths for each of those instances.

Shop Only Day: First, talk with your Shop Head to receive their signature of approval. Next, talk with the Production Manager to receive their signature of approval. Finally, talk with the Program Coordinator for their signature of approval. If the request is approved you will receive a copy of the *Request to Be Absent* form in your mailbox in Building D.

Shop and Class Day: First, talk with your Shop Head to receive their signature of approval. Second, talk with any Instructors whose class is scheduled for that day to receive their signature of approval. It is also important to have a conversation with the Instructors on how and when you can make up the missed class. Next, talk with the Production Manager to receive their signature of approval. Finally, talk with the Program Coordinator for their signature of approval. If the request is approved you will receive a copy of the *Request to Be Absent* form in your mailbox in Building D.

Shop and Production Day: First, talk with your Shop Head to receive their signature of approval. Second, talk with the Stage Manager of the show you are assigned to receive their signature. Next, talk with the Production Manager to receive their signature of approval. Finally, talk with the Program Coordinator for their signature of approval. If the request is approved you will receive a copy of the *Request to Be Absent* form in your mailbox in Building D. Keep in mind this is the most difficult day to request an absence from. If you have a preplanned family event or something else of this nature it is better to make this request at the beginning of the semester so that you are not assigned a crew position on a show that conflicts with a request to be absent.

Shop, Class, and Production Day: First, talk with your Shop Head to receive their signature of approval. Second, talk with the Stage Manager of the show you are assigned to receive their signature. Third, talk with any Instructors whose class is scheduled for that day to receive their signature of approval. It is also important to have a conversation with the Instructors on how and when you can make up the missed class. Fourth, talk with the Production Manager to receive their signature of approval. Finally, talk with the Program Coordinator for their signature of approval. If the request is approved you will receive a copy of the *Request to Be Absent* form in your mailbox in Building D. Keep in mind this is the most difficult day to request an absence from. If you have a preplanned family event or something else of this nature it is better to make this request at the beginning of the semester so that you are not assigned a crew position on a show that conflicts with a request to be absent.

Instructions for Study Hall Time and Use

On the Class Schedule, there are several class periods labeled Study Hall. These are meant for students to use to do homework, meet with teachers or advisors, or work on projects that require the use of the shops or the computer lab. **All students are required to be on campus for these times.** The use of Study Hall time is also about learning how to schedule time for studying. It is an exercise in preplanning and prioritizing for students, which is why the students will be asked to account for their time during assigned Study Hall periods.

Students can request to work off-campus. This request must be made 1 week in advance of the study hall through email to Michael Brusasco at michael.brusasco.pcpa.org It will be important for all students to do some preplanning for their study hall time.

If students need help figuring out how to use their study hall time they can talk with their advisor or Michael Brusasco at michael.brusasco.pcpa.org

Below are guidelines for the different ways Study Hall periods should be used.

Meet with Teachers or Advisors

- If students want to meet with your advisor or a specific teacher, please email that advisor/teacher and request a meeting with a specific date and time.
- This request should be made at least 1 week before the scheduled study hall.
- Making requests through email is the most efficient way to schedule this time
- The student Include in the email what they would like to discuss during this meeting and how long they would like to meet for
    - If the student is unsure of how long the meeting needs to be ask the person the student is requesting to meet for suggestions on the length of the meeting
- Students should remember they may not be the only person requesting a meeting with this advisor/teacher and the request will be first come first serve.

Needing time in a specific Space

- If students would like to use their study hall time to do a project in a specific space, meaning any of the shops or CBC 19, please let the department head know at least 1 week in advance of the scheduled study hall that they would like to be in that shop or CBC 19 for that study hall period.
- All requests should be done through email.
- Schedule time in CBC 19 through Michael Brusasco at michael.brusasco.pcpa.org
- This is important to do so that you will have access to both the space and the tools, and have adequate supervision in the shops that the student needs to complete your project.

Using the Library or Other AHC Resources

- Students may also use study hall time to take advantage of any of the resources on campus. This includes the library, student health, learning assistance program, etc.
- If students plan on using your study hall to use an AHC resource please email Michael Brusasco at michael.brusasco.pcpa.org at least 48 hours before the scheduled Study Hall time to say that the student will be using an AHC resource.
    - Students do not need to give specifics when they email to say how they will be using their Study Hall time. All they have to say is they will be using a resource of Allan Hancock College.

For further questions or clarifications please email Michael Brusasco at michael.brusasco.pcpa.org

Grading

The student will receive three grades each semester on their official AHC transcript. One for the 10 unit class (THEA 305, 306, 307, 308), one for Production Labs (THEA 110, 111, 112, 113), and one for Performance Labs (THEA 114, 115, 116, 117). Each student will also receive a grade sheet from the Program Coordinator that details the grades they received from each component class or disciplines taught (Costumes, Drafting, Electrics, Paints, Portfolio/Professionalism, Production Management, Props, Scenic Construction, Script Analysis, Sound, Stage Management) from that semester.

For the 10 unit classes (THEA 305, 306, 307, 308) the single grade recorded for AHC is a weighted calculation of all the component classes based on the time commitment of each component class. Since each semester differs on the amount of time spent in the classroom and doing homework more weight will be given to those component classes that require more time. This is only for the purpose of the combined grade that is recorded for the official AHC transcript. Students are still required to receive a "C" or better for each component class or discipline.

For the Production Labs (THEA 110, 111, 112, 113) the single grade recorded for AHC is a weighted calculation of the different shop rotations a student is assigned for the semester. Each semester the student will have three different shop assignments based on the build periods of the productions. The rotation can be as short as 3 weeks or as long as 3 months. There is at least one shop lab rotation that spans both the fall and spring semesters. In this instance, the student will receive a grade for each semester and the weight calculation is based on the number of weeks in that particular semester for the overall calculation of the recorded grade. Grades are assigned by the Shop Head for each shop rotation/assignment. The final calculation of the recorded grade for the official AHC transcript is done by the Program Coordinator.

For the Performance Labs (THEA 114, 115, 116, 117) the single grade recorded for AHC can be for a single crew assignment or multiple crew assignments in a semester. Typically, in the Fall semester there is a single crew assignment and in the Spring semester there is a possibility of two or more crew assignments. When there are multiple crew assignments for a semester the recorded grade for the official AHC transcript is a weighted calculation of the assigned grades for each assignment. These grades are assigned in consultation with the Instructors, Stage Manager, Production Manager, and Program Coordinator.

Please review the section of Grading System in the overview section for information on different grade designations.

Attendance and Grading

During the academic term (semester) students are permitted three (3) **unexcused** absences from classes, shops, and production assignments without penalty. Unexcused absences are those absences that are unplanned and without permission of the Instructor, Shop Head, or Program Coordinator. If you have filled out a Request to be Absent form and that absence has been approved it is an excused absence and will not affect the student's grade.

If a student has more than three (3) unexcused absences they will need to be in conversation with the Program Coordinator to assess any issues the student is facing and to discuss what resources or help the student may need. If the student chooses not to meet with the Program Coordinator and does not wish to use the resources available at Allan Hancock College then the student's overall grade can be affected. If you are having issues with absences or punctuality please be in conversation with your Instructors/Shop Heads to discuss your individual needs.

If a student has more than three (3) unexcused absences their semester grade can be lowered one-third letter (e.g. from B+ to B, or B to B-) for every absence incurred beyond three. In most cases, an absence is assumed to be a full day of being absent. **If you are ill, you are ill for all classes and production that day – you may not "pick and choose" the classes, shops, and assignments you attend on a given day.**

Mid-Semester Evaluation Process

The Mid-Semester Evaluation Process for each student includes a self-assessment of the student's progress in that semester, each Instructor/Shop Head assesses the student progress in their specific class, shop, or crew, and a meeting between the student and all Instructors/Shop Heads. Both the self-assessment and the Instructor/Shop Head assessments are based on rubrics as well as written feedback on goals, achievements, and areas of growth needed. The student will receive a packet with all of the assessments. Each student will be assigned a 15-minute meeting with the Instructors/Shop Heads and the Program Coordinator. During this meeting, each Instructor/Shop Head will talk with the student about their progress and the student is encouraged to ask questions throughout the whole process. The student is also encouraged to take notes. If a student has a question after the meeting, they can either meet with that Instructor/Shop Head or send the question in an email. The purpose of this process is to engage with the student and to have a positive impact on the student's overall progress in the program.

Crew Assignments

Technical Theater Students will be assigned production and performance crew responsibilities based on: production need, student educational experience, and student desire **(in that order).** It is the goal, in the context of a two-year experience, that a technical student will experience as many areas of production both in the production setting and on a performance crew while at PCPA. Crew Assignments are considered Performance Lab and are graded accordingly. Students should discuss their goals in terms of crew assignments with their Advisor, Program Coordinator, or Production Manager. Specific Crew Assignments are not guaranteed. All Crew Assignments with be assigned by the Program Coordinator in conjunction with the Technical Conservatory Instructors/Shop Heads and the Production Manager.

For ALL Crew Assignments, students are expected to have a set of black clothing to be worn backstage. This set of clothing must include:

- Long-sleeved black shirts without logos
- Long black pants with belt loops
- Black belt
- Long black socks, that cover the ankle
- Sturdy, all black shoes with good soles

Hair Policy for Crew Assignments

Run Crew members must maintain their current hair color during the rehearsal/performance period, with natural colors being the preference. A run crew member's hair cannot fluoresce under blue light, if this is the case they can be asked to change their hair color. During the rehearsal period, all requests to change color must be directed to the Stage Manager and the Program Coordinator.

On occasion, run crew members will be costumed for a show, when that is the case run crew member's requests to change the style, length, or color must be directed to the Costume Designer. This policy also applies to facial hair. Costume Designers and Directors may request to change run crew member's hairstyle, length, and color and to request that actors grow facial hair or remove facial hair for a production. *If you are assigned a Crew Position that will be costumed, please refer to the Acting Program section on Costume Fittings.*

During the rehearsal period decisions for production-related changes in hair should be made through the costume department, specifically the Costume Shop Manager. All hair questions/requests during the performance period should be relayed directly to the Wardrobe Supervisor and Stage Management.

Keep in mind that Technical Theatre Students may be called upon to fill in for a crew member who is sick for a production that they were not assigned to. If a student wished to change the color of their hair to a non-natural color they must have a conversation with the Program Coordinator before dyeing their hair. This is part of the education experience because many companies have strict dress codes that include a hair policy. We want to ensure the students understand how to navigate those policies by having a conversation with the Program Coordinator.

Advisee Meeting Schedule Guidelines

Advisees (Students) should meet with their advisors a minimum of 4 times a semester

- The first meeting in the first semester should be about getting to know your advisor.
- There are requirements as part of the portfolio class that the student needs to meet with their advisor to go over their resume and portfolio materials.
    - What parts of the student's resume and portfolio will need to be covered will depend on which semester of the training program the student is in.
    - 1st-semester basics of resume and prepare a 5-minute presentation about the work they have done in that first semester
    - 2nd-semester resume revisions/updates and preparing for portfolio table presentations (hard copy of portfolio and the start of a digital portfolio)
    - 3rd-semester preparing for a mock interview and website development
        - Picking an appropriate job ad
        - Writing a cover letter and crafting a resume appropriate to the job ad chosen
        - Setting up a hard copy and digital portfolio appropriate for the job ad chosen
        - Setting up a website
    - 4th-semester resume updates and preparing for getting a job after graduation and the end of semester portfolio table presentations
- There should be a meeting to prepare/talk with the student before the mid-semester evaluations.

- At least one meeting per semester is a check-in with the student about how their semester is going and allows them to talk about any issues they are having. Other things that should be covered are how their goals may or may not have changed throughout the program.
- All meetings with students will be tracked in some way with the following information
- All tracking information should be shared with the Program Coordinator - Technical Theatre and a record will be put in the student's file on the P drive.
    - Date of meeting
    - Length of meeting
    - The material covered in the meeting

Students can and should meet with the Advisor outside of the required minimum. This is an opportunity to connect with a professional in the industry and to get advice when the student is having an issue.

THANK YOU! WE LOOK FORWARD TO A REWARDING AND PRODUCTIVE SEASON!

ALLAN HANCOCK COLLEGE

ACKNOWLEDGEMENT AND ASSUMPTION OF POTENTIAL RISK

Use with all sports, recreation, and high risk classes, i.e., athletics, public safety, performing arts, labs, dance.

_____ wishes to participate in the Allan Hancock Joint
(PRINTED NAME)

Community College District sponsored activity(ies) of _____.

I understand and acknowledge that these activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate. I understand and acknowledge that some of the injuries/ illnesses that may result from participating in these activities include, but are not limited to, the following:

1. sprains/strains
2. fractured bones
3. unconsciousness
4. head/back injuries
5. paralysis
6. loss of eyesight
7. death
8. communicable diseases

I understand and acknowledge that participation in these activities is completely voluntary and as such is not required by the District.

I understand and acknowledge that in order to participate in these activities, I agree to assume liability and responsibility for any and all potential risks that may be associated with participation in such activities.

I understand, acknowledge, and agree that the District, its employees, officers, agent, or volunteers, shall not be liable for any injury/illness suffered by me as a result of my actions that is incidental to and/or associated with preparing for and/or participating in the activity(ies).

Unless otherwise advised, I understand that I am responsible for my own transportation to and from the activity(ies) and the college assumes no liability for loss or injury resulting from my transportation, and any person driving a personal vehicle is not an agent of the District. Although the college may assist in coordinating the transportation, any assistance and/or recommendations provided may not be mandatory.

If the college is providing transportation but I do not use the transportation, I am responsible to make my own transportation arrangements, and the college assumes no responsibility or liability of any kind.

I have no known medical condition that may pose a health and/or safety risk to me or others by participating in the activity(ies).

I acknowledge that I have carefully read this ACKNOWLEDGMENT AND ASSUMPTION OF POTENTIAL RISK form and that I understand and agree to its terms.

_____ _____
Student Signature Date

_____ _____
Parent's Signature (if minor) Date

IMPORTANT NOTE: Before a student will be allowed to participate in the above activity(ies), a signed Acknowledgment and Assumption of Potential Risk form must be on file each semester and retained within the department for 14 months from the end of activity per the statute of limitation (Gov. Code Sec. 911.2).

Allan Hancock Joint Community College District
Board Policy
Chapter 5 – Student Services

BP 5500 STANDARDS OF STUDENT CONDUCT

The Superintendent/President shall establish procedures for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board of Trustees shall consider any recommendation from the Superintendent/ President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The Standards of Student Conduct and disciplinary procedures shall be made widely available to students through the college catalog and other means.

References: Education Code Sections 66300, 66301, and 72122;
WASC/ACCJC Accreditation Standards I.C.8 and 10

Adopted: 3/17/15
Revised: 7/10/18

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5500 STANDARDS OF STUDENT CONDUCT

Definitions: The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the Superintendent/President or designee.
3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
4. Committing or attempting to commit robbery or extortion.
5. Encouraging, attempting, assisting, and soliciting another to do any act, which would subject a student to expulsion, suspension or other discipline pursuant to this procedure and related policy.
6. Causing or attempting to cause damage to District property or to private property on campus.
7. Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus.
8. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District.
9. Committing sexual harassment as defined by law or by District policies and procedures.
10. Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law, on or off College premises, of the person or property of any member of the College community or members of his/her family or the threat of any such physical abuse at any College authorized or governed activity.

11. Engaging in intimidating conduct, bullying, or hazing against another student, staff or faculty through words or actions, including direct physical or verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying.
12. Willful misconduct that results in injury or death to a student or to District personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
13. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel, or failure to identify oneself or furnishing false identification for just cause when requested to do so by College officials acting in the performance of their duties.
14. Dishonesty; forgery; alteration or misuse of District documents, records or identification; or knowingly furnishing false information to the District.
15. Unauthorized entry upon or use of District facilities.
16. Computer related crimes or unauthorized, abusive, or violation of the District's acceptable use policy or procedure including violations of software licensing agreements.
17. Lewd, indecent or obscene conduct or expression on District-owned or controlled property, or at District sponsored or supervised functions.
18. Sexual assault, defined as actual or attempted sexual contact with another person without that person's consent, regardless of the victim's affiliation with the college, including, but not limited to, any of the following: (1) Intentional touching of another person's intimate parts without that person's affirmative consent or other intentional sexual contact with another person without that person's affirmative consent; (2) Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's affirmative consent; and (3) Rape, which includes penetration, no matter how slight, without the person's affirmative consent of either of the following: (A) the vagina or anus of a person by any body part of another person or by an object; (B) the mouth of a person by a sex organ of another person.
19. Sexual exploitation, defined as a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, regardless of the victim's affiliation with the college, including, but not limited to, any of the following: (1) Prostituting another person; (2) Recording images, including video or photograph, or audio of another person's sexual activity, intimate body parts, or nakedness without the person's affirmative consent; (3) Distributing images, including video or photograph or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not affirmatively consent to the disclosure and objected to the disclosure; and (4) Viewing, another person's sexual activity, intimate body parts, or nakedness in a place where that person would have reasonable expectation of privacy, without that person's affirmative consent, and for the purpose of arousing or satisfying sexual desire.
20. Committing sexual harassment as defined by law or by District policies and procedures, which may include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, that

is sufficiently severe, persistent or pervasive to limit the ability of a member of the college community (student, faculty, staff) to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

21. Stalking or repeatedly following or harassing another person through conduct composed of a series of acts that seriously alarm, annoy, torment, or terrorize in a manner that threatens to place that person in reasonable fear for their safety or the safety of their immediate family
22. Engaging in expression which is obscene, libelous or slanderous, or which so incites students as to create a clear and present danger of the commission of unlawful acts on District premises,
23. Violations of Board policies, administrative procedures, or campus regulations including, but not limited to, campus regulations concerning student organizations, use of District facilities, gambling and hazing.
24. The use of any electronic listening or recording device in a classroom or learning environment without the prior consent of the instructor, except as necessary to provide reasonable auxiliary aids or academic adjustments to disabled students.
25. Presentation of academic work through fraudulent or deceptive means in order to obtain credit for this work. Academic dishonesty includes but is not limited to:

Cheating - failure to observe the expressed procedures of an academic exercise, including but not limited to:

- Unauthorized use of commercial "research" services which are not the student's own work.
- Providing information to others without instructor's permission or allowing the opportunity for others to obtain information that provides the recipient with an advantage on an exam or assignment.
- Unauthorized communication with fellow students during a quiz or exam.
- Copying material from another student's quiz or exam.
- Permitting another student to copy from a quiz or exam.
- Permitting a person to take a quiz, exam, or similar evaluation in lieu of the enrolled student.
- Using unauthorized materials, information, or study aids (e.g., textbook, notes, data, images, formula list, dictionary, calculator, etc.) in any academic exercise or exam.
- Unauthorized collaboration in providing or requesting assistance, such as sharing information on an academic exercise or exam.
- Unauthorized use of another person's data in completing a computer or lab exercise.
- Using computer and word processing to gain access to alter and/or use unauthorized information.
- Altering a graded exam or assignment and requesting that it be re-graded - submission of altered work after grading, including but not limited to changing answers after an exam or assignment has been returned or submitting another's exam as one's own to gain credit.

Fabrication - falsification or invention of any information in an academic exercise, including but not limited to:

- Fabricating or altering data to support research.
- Presenting results from research that was not performed--submitting material for lab assignments, class projects or other assignments, which is wholly or partially falsified, invented or otherwise does not represent work accomplished or undertaken by the student.
- Crediting source material that was not directly used for research.
- Falsification, alteration or misrepresentation of official or unofficial records or documents including but not limited to academic transcripts, academic documentation, letters of recommendation, and admissions applications or related documents.

Fraud, Misrepresentation, Lying - intentionally making an untrue statement or deceiving including but not limited to:

- Checking into a District class, lab, center or other District resource with the intent to deceive the instructor, staff, or the college.
- Checking in or checking out of a District class, lab, center or other District resource for another student.
- Using another student's District identification card for use in a class, lab, center or other District resource.

Plagiarism - the presentation of another's words, images or ideas as if they were the student's own, including but not limited to:

- Stealing the written, oral, artistic, or original works or efforts of others and presenting them as one's own.
- The submission of material, whether in part or whole, authored by another person or source (e.g., the internet, book, journal, etc.), whether that material is paraphrased, translated or copied in verbatim or near-verbatim form without properly acknowledging the source (it is the student's responsibility to cite all sources).
- The submission of material rewritten, in part or whole, by another person that results in the loss of the student's original voice or ideas (i.e. while an editor or tutor may advise a student, the final submitted materials must be the work of the student, not that of the editor or tutor).
- Translating all or any part of material from another language and presenting it as if it were the student's own original work.
- Unauthorized transfer and use of another person's computer file as the student's own.
- Unauthorized use of another person's data in completing a computer exercise.

Facilitating Academic Dishonesty - assisting another to commit an act of academic dishonesty, including but not limited to:

- Taking a quiz, exam, or similar evaluation in place of another person.
- Allowing one student to copy from another.
- Attending a course posing as another student who is officially registered for that course.
- Providing material or other information (e.g., a solution to homework, a project or other assignments, a copy of an exam, exam key or any test information) to another student with knowledge that such assistance could be used to violate any other sections of this procedure.
- Distribution or use of notes or recordings based on college classes without the express written permission of the instructor for purposes other than individual or group study; this includes, but is not limited to, providing materials for distribution by services publishing class notes (This restriction on unauthorized use applies to all information distributed or in any way displayed for use in relationship to the class, whether obtained in class, via email, on the Internet or via any other media).

Students who engage in any of the above are subject to the procedures outlined in AP 5520 titled Student Discipline Procedures.

References: Education Code Sections 66300, 66301, 72122, 76030, and 78907
WASC/ACCJC Accreditation Standards I.C. 8 and 10

Approved: 2/17/15
Revised: 6/12/18

AP 5520

Allan Hancock Joint Community College District
Administrative Procedure
Chapter five – Student Services

AP 5520 STUDENT DISCIPLINE PROCEDURES

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These administrative procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

I. DEFINITIONS AND GUIDELINES GOVERNING THESE PROCEDURES

The following guidelines govern the procedures described in this Administrative Procedure.

A. Definitions

1. District means the Allan Hancock College Community College District.
2. Student means any person currently enrolled in any program offered by the District.
3. Faculty Member means any academic or service faculty of the District.
4. Property means (i) any District-owned or controlled property, including off-campus leased facilities; and (ii) other facilities owned or controlled by entities other than the District where District-sponsored activities take place, including but not limited to performances, concerts, and sporting events.
5. Chief Student Services Officer means the Vice President, Student Services or other Superintendent/ President designee.
6. When determining response time, day means any day, excluding Saturdays, Sundays, and holidays, during which the District is open.
7. Standards of Student Conduct mean the rules listed in Board Policy and Administrative Procedure 5500 Standards of Student Conduct.
8. Sanctions means any official disciplinary action taken by the college against a student who has been found to be in violation of the Standards of Student Conduct.

B. Guidelines

1. Proceeding in Absentia

In any proceeding or hearing at which the student has a right to attend and participate, if the student fails to attend or participate and appropriate notice has been given per section I.B.5, the proceeding or hearing may take place in the student's absence and the student will be bound by the result of the proceeding or hearing as if the student had attended and participated.

2. Continuances

The District or student(s) directly involved in the violation of the Standards of Student Conduct may seek a continuance of any hearing date or deadline based upon a showing of good cause. Requests for a continuance shall be decided by the Chief Student Services Officer or designee, unless the continuance concerns an expulsion hearing by the Board of Trustees, in which case the continuance request shall be decided by the President of the Board.

3. Repeat Offenders

Subsequent violations of the Standards of Student Conduct by a student who has been previously disciplined will ordinarily be subject to more severe disciplinary actions than might be imposed for a first offense.

4. Notices to a Student's Parent

Where a student who is the subject of a disciplinary proceeding is a minor, notices and disciplinary decisions served upon the student shall also be sent to the parents or guardian of the student in the same manner and with the same effect as set forth in paragraph e, below.

5. Notification Process

Whenever a notice or disciplinary decision is required to be served upon a student, it shall be sent via email to the student's District-assigned email. Additionally, it may be sent via certified mail, postage paid and addressed to the last mailing address of the student on file with the District. Notice served by any of these methods shall be presumed to have been received by the student. Notice may also be served by personal service.

II. JURISDICTION

The District may discipline students who have violated the Standards of Student Conduct. Students may be disciplined (including removal, suspension, or expulsion) where, based upon the facts and circumstances of the offense, the District determines that the violation is related to college activity or college attendance on or off-campus.

III. COMMENCING THE DISCIPLINARY PROCESS

Any District employee or student may file a written complaint with the Chief Student Services officer or designee against any student for violating the Standards of Student Conduct. Before any formal disciplinary proceeding is commenced, the complaining party and student alleged to have violated the Standards of Student Conduct are encouraged to try to informally resolve the complaint. The Chief Student Services Officer or designee is available to assist the parties in mediating this informal process.

IV. DISCIPLINARY ACTIONS

If a student violates the Standards of Student Conduct, the District may initiate the disciplinary actions listed below. These disciplinary actions are listed in order of severity but are not sequential steps, which must be followed in the discipline process. The District will determine which disciplinary action is appropriate in each case based upon the severity of the student misconduct and the prior discipline record of the student.

A. Warning

A warning is a verbal or written notice to the student that continuing or repeating the student's misconduct may be cause for more severe disciplinary action. A faculty member or administrator shall issue such a warning. A student has no right to appeal or to a due process hearing (Education Code Section 76031).

B. Removal by Instructor

A faculty member may remove a student from class when the student's conduct interferes with the instructional process on the day the interference occurs and, at the option of the faculty member, for the next class meeting. The faculty member shall immediately report the removal in writing to the Vice President of Student Services Office. Records of the removal shall be retained in the office of the Vice President, Student Services. A student who has been removed has no right to appeal or to a due process hearing (Education Code Section 76032). The student is responsible for any assignments or academic work missed as a result of the removal.

C. Official Reprimand

An official reprimand is a record that a student violated the Standards of Student Conduct. The reprimanded student shall be notified in writing that a further violation of the Standards of Student Conduct may result in additional disciplinary action against him/her. The Chief Student Services Officer or designee shall issue the official reprimand. Records of official reprimands shall be retained in the office of the Vice President Student Services Office and in the student's file. A student who has been issued an official reprimand has no right to appeal or to a due process hearing (Education Code Section 76031).

D. Restitution

Monetary restitution may be imposed whenever District property has been damaged or destroyed and/or whenever District funds have been fraudulently received or used for an unauthorized purpose. The Chief Student Services Officer or designee will place a hold on all student records until the monetary restitution is cleared.

E. Hold on Records

The Chief Student Services Officer or designee may place a hold on all student records. Such holds may be removed once the Preliminary Meeting is held (see Section V.B.).

F. Disciplinary Probation

Disciplinary probation may consist of removal from all college clubs and organizations and denial of privileges of participating in all District or student-sponsored activities including public performances. Disciplinary probation may be imposed for a period not to exceed one year and can be rendered by an administrator. Notification of disciplinary probation actions shall be immediately reported in writing to the Chief Student Services Officer or designee. A student placed on disciplinary probation may appeal to the Chief Student Services Officer or designee. Records of disciplinary probation actions shall be retained in the office of the Vice President Student Services and in the student's file. A student has no right to appeal or to a due process hearing (Education Code Section 76031).

G. Summary Suspension

Where an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order, the Chief Student Services Officer or designee may summarily suspend a student. A hearing shall be conducted within ten (10) days from the date the student is suspended utilizing the procedures set forth in Section V.B., Preliminary Meeting. At that hearing, if the District determines to reverse the summary suspension, the student will be allowed to make up any coursework missed during the summary suspension. If the District determines to uphold the summary suspension, the District may also decide to impose additional discipline. Records of the interim suspension shall be retained in the office of the Vice President Student Services Office in the student's file (Education Code Section 66017).

H. Disciplinary Suspension

Disciplinary suspension is a penalty for repeated, continued, or serious violations of the Standards of Student Conduct. A student may be suspended from one or more classes for a period of up to ten (10) days of instruction; from one or more classes for the remainder of the term; or from all classes and activities of the District for one or more terms. A suspended student may also be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Disciplinary suspensions shall be initiated by the Chief Student Services Officer or designee and are subject to the Due Process Hearing and Appeal Procedures set forth in Section V.B. Records of disciplinary suspensions shall be retained in the office of the Vice President Student Services Office in the student's file (Education Code Sections 66017, 76030, and 76031).

I. Expulsion

Expulsion is the permanent and unconditional removal of a student from the District. A student may be expelled only by the Board of Trustees upon recommendation of the Superintendent/President. The expulsion of a student is initiated by the Chief Student Services Officer and is determined according to the Due Process Hearing and Appeal Procedures set forth in Sections V and VI (Education Code Section 76030).

V. DUE PROCESS HEARING AND APPEAL PROCEDURES

A student may only be suspended (other than a summary suspension) or expelled if the District substantially complies with the following due process hearing and appeal procedures. Additionally, this due process hearing and appeal procedure is utilized for students who have been subject to summary suspension. The District will have substantially complied with these procedures unless the student alleged to have violated the Standards of Student Conduct can prove that any variance from these procedures resulted in him/her being suspended or expelled based upon unfair or mistaken findings of misconduct.

A. Initiating a Charge of Misconduct

The representative of the District or other person having knowledge of the violation of the Standards of Student Conduct shall submit a written account to the Chief Student Services Officer or designee detailing the alleged violation. The written account should, to the extent possible, include a specific description of the alleged misconduct, the dates and times when the alleged misconduct occurred, the names and contact information of any witnesses, and any documentary or other evidence relevant to the alleged violation. The Chief Student Services Officer or designee may withhold the names of any witnesses from the Statement of Charges if the Chief Student Services Officer or designees determines that disclosure of the identity of the witness would subject the witness to an unreasonable risk of psychological or physical harm.

B. Notifying the Student of the Misconduct Charge: Preliminary Meeting

A student charged with violations of the Standards of Student Conduct shall be notified that they are required to meet with the Chief Student Services Officer or designee to discuss such alleged violations and any disciplinary action that may or will result if such charges are found to be true. The notice to attend the preliminary Meeting may be verbal or written and it may be hand-delivered, emailed to the student's district-assigned email, or mailed to the student's address on file in the Admissions and Records Office.

At the preliminary meeting with the Chief Student Services Officer or designee, the student shall be given a copy of the Standards of Student Conduct and a written statement of the alleged violation(s). The student will be given a reasonable opportunity to answer each alleged violation(s) and to present evidence demonstrating that the student did not commit those violations. The student will be informed of any possible disciplinary action(s) that may or will be taken. The student will be provided notice of further meetings if the Chief Student Services Officer or designee deems such further meeting(s) necessary. The student will be provided written notice of their right to a hearing before the Student Disciplinary Committee on the matter before a suspension or expulsion is imposed.

C. Imposition of Discipline by the Chief Student Services Officer

If, after reviewing the situation with the student, the Chief Student Services Officer concludes that disciplinary action is appropriate the Chief Student Services Officer

or designee shall send a letter to the student, in the manner required by section I.B.5. of these procedures, imposing one or more of the following types of disciplinary action: Warning; Official Reprimand; Disciplinary Probation; Summary Suspension; Disciplinary Suspension; Restitution; or Hold on Records. The Chief Student Services Officer or designee may also recommend that a student be expelled but may not impose that discipline. The Chief Student Services Officer or designee may impose the foregoing discipline or may recommend expulsion even if the student does not participate in a meeting with the Chief Student Services Officer or designee per section I.B.1. of these procedures.

In a case where the Chief Student Services Officer or designee decides to impose any discipline other than (1) suspension or (2) a recommendation of expulsion, the decision of the Chief Student Services Officer or designee shall be final. In a case where the Chief Student Services Officer or designee decides to impose a suspension or to recommend expulsion, the student shall have the right to request a hearing before the Student Disciplinary Committee.

That request must be made in writing and sent to the Chief Student Services Officer or designee postmarked within ten (10) days of notice of the decision of the Chief Student Services Officer or designee, or hand-delivered by the student or designee and received and receipted by the Chief Student Services Officer or designee within ten (10) days from the date of notification to the student of the Chief Student Services Officer or designee's decision.

If a student does not request a hearing, the imposition of a suspension by the Chief Student Services Officer or designee shall be final. If the recommended discipline is that of expulsion, this recommendation shall be forwarded to the Superintendent/President without any intermediate review by the Student Disciplinary Committee pursuant to section VI.A. of these procedures.

D. Notice of and Right to Appear at a Disciplinary Hearing in Cases of Suspension or Expulsion

If the student has requested a hearing to challenge the imposition of a suspension or a recommendation of expulsion, the Chief Student Services Officer or designee shall prepare a detailed Statement of Charges specifying the (a) alleged misconduct, (b) evidence in support of the charges, and (c) proposed discipline the District intends to take against the student. The Chief Student Services Officer or designee may redact the names of any witnesses from the Statement of Charges if the Chief Student Services Officer or designees determines that disclosure of the identity of the witness would subject the witness to an unreasonable risk of psychological or physical harm.

In addition to the above statement of charges, the Chief Student Services Officer or designee shall serve the student with a Notice of Intended Discipline, which will include (a) a copy of this Administrative Procedure, (b) notice of the date, time and place of the disciplinary hearing, (c) composition of the Student Disciplinary

Committee, and (d) notice that the student may be accompanied at the hearing by legal counsel, if so desired. If the student is to be represented by legal counsel, he/she must so notify the Chief Student Services Officer or designee of that fact at least five (5) days prior to the date of the scheduled hearing. The student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved i.e. freedom of speech, academic freedom. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the District representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Statement of Charges and Notice of Intended Discipline are served upon the student if it is served by email or personal service, or within thirteen (13) days if it is served by mail. This deadline may be extended under extenuating circumstances as determined by the Chief Student Services Officer or designee on their own initiative and at their sole discretion. Absent extenuating circumstances, requests to reschedule submitted by the student must be submitted to the Chief Student Services Officer or designee with an explanation for their request at least five (5) days prior to the hearing.

If the student does not appear at the disciplinary hearing, no hearing need take place and (a) in cases where the Chief Student Services Officer or designee has imposed a suspension, the suspension shall be final; (b) in cases where the Chief Student Services Officer or designee has recommended expulsion, that recommendation shall be forwarded to the Superintendent/President without any intermediate review by the Student Disciplinary Committee pursuant to section VI.A. of these procedures.

E. Disciplinary Hearing

In cases where the student has requested and appears at the disciplinary hearing, the hearing shall be conducted in the following manner.

F. Composition of the Student Disciplinary Committee

At the beginning of each fall term, the Chief Student Services Officer or designee will ensure the Student Disciplinary Committee is appointed for the academic year. The Chief Student Services Officer or designee shall convene the Student Disciplinary Committee to hear the charges and recommend disciplinary action.

The Student Disciplinary Committee shall be comprised as follows:

1. Two full-time faculty (voting) appointed for one academic year by the president of the Academic Senate. If either or both of these faculty appointees are a direct party to a particular disciplinary case, the Academic Senate president will appoint a substitute for that situation only.

2. Chief Student Services Officer or designee, whichever did not render the original decision which is being appealed (non-voting).
3. Administrator (voting) appointed for one academic year by the Superintendent/President. If this administrator appointee is a direct party to a particular disciplinary case, the Superintendent/President will appoint a substitute for that situation only.
4. Two students (voting) appointed for one academic year by the president of the Associated Student Government (ASBG). If either or both of these student appointees are a direct party to a particular disciplinary case, the ASBG president will appoint a substitute for that situation only.

The administrator shall be the chairperson of the Student Disciplinary Committee except in cases relating to Academic Integrity, when a faculty member will chair.

The Chief Student Services Officer or designee will provide all members of the Student Disciplinary Committee with the Statement of Charges and Notice of Intended Discipline.

All members of the Student Disciplinary Committee who are selected to decide cases involving allegations of sexual assault, dating violence, domestic violence, and stalking, must participate in annual training on non-discrimination; the dynamics of sexual harassment, sexual violence and intimate partner violence; the factors relevant to a determination of credibility; the appropriate manner in which to receive and evaluate sensitive information; the manner of deliberation; evaluation of consent and incapacitation; the application of the preponderance of the evidence standard; sanctioning; and the District's policies and procedures. The training will be coordinated by the Title IX Coordinator.

G. Challenges to the Composition of the Student Disciplinary Committee

The complaining party and the student alleged to have violated the Standards of Student Conduct may submit a written request to the Chief Student Services Officer or designee that a member of the Student Disciplinary Committee be removed. The request must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. This challenge must be raised in writing with the Chief Student Services Officer or designee within five (5) days of receipt of the Notice of Intended Discipline. All objections must be raised prior to the commencement of the hearing in alignment with the deadline noted. Failure to object prior to the hearing will forfeit one's ability to appeal the outcome based on perceived or actual bias.

H. Conduct of the Disciplinary Hearing

1. Persons who are direct parties to the case shall have the right to be present during the hearing proceedings. The student's parent or guardian may also attend the hearing if the student is a minor. Witnesses may be excluded until it is their turn to testify. All hearing proceedings will be tape-recorded. If they

are conducted, unless the District and the student agree that a re-hearing is unnecessary and agree to a joint statement of factual findings.

2. The District and the student may each be represented by legal counsel. If the student is to be represented by legal counsel, he/she must so notify the Chief Student Services Officer or designee of that fact at least five (5) days prior to the date of the scheduled hearing. If the student is not represented by legal counsel, the student may be accompanied by another person at the hearing provided that person does not participate in any way except to offer counsel to the student.
3. The District and the student shall have the right to call, examine, and cross-examine witnesses at the hearing. The chairperson of the Student Disciplinary Committee may, upon a finding that good cause exists, determine that the disclosure of either the identity of a witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by the members of the Student Disciplinary Committee. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the student.

I. Decision of the Student Disciplinary Committee

The members of the Student Disciplinary Committee shall consider and reach a decision by a simple majority vote on each of the charges against the student. The Student Disciplinary Committee shall apply the preponderance of the evidence standard of proof in determining whether the student is found to be in violation of the Standards of Student Conduct.

J. General Evidentiary Rules

The decision shall not be based solely upon hearsay evidence, unless the chairperson of the Student Disciplinary Committee has allowed the testimony of all witnesses to be presented at the hearing in the form of sworn declarations as permitted in paragraph V.H.3. above.

K. Evidence of the Complaining Party's Prior Sexual History

In general, a complainant's prior sexual history is not relevant and will not be admitted as evidence at a hearing. Where there is a current or ongoing relationship between the complainant and the student alleged to have violated the Standards of Student Conduct, and that student alleges consent, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. As noted in other sections of this policy, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the complaining party with other individuals is typically not relevant and will not be permitted.

L. Evidence of Student's Pattern of Conduct

Where there is evidence of pattern of conduct similar in nature by the student alleged to have violated the Standards of Student Conduct, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant and probative to the Student Disciplinary Committee's determination of responsibility and/or assigning of a disciplinary sanction. The determination of relevance will be based on an assessment by the Student Disciplinary Committee of whether the previous and/or subsequent incident was substantially similar to the conduct cited in the Statement of Charges and indicates a pattern of behavior and substantial conformity with that pattern by the student. Where there is a prior finding of responsibility for a similar act of sexual misconduct, there is a presumption of relevance and the finding may be considered in making a determination as to responsibility and/or assigning of a sanction.

M. Affirmative Consent in Sexual Assault Cases

In cases involving charges of sexual assault, where the defense of the student alleged to have violated the Standards of Student Conduct is that the complaining party consented to the sexual act, the following rules shall be applied by the Student Disciplinary Committee.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the student's responsibility to ensure that he/she has the affirmative consent of the complaining party to engage in the sexual activity. Lack of protest or resistance by the complaining party does not mean consent, nor does silence mean consent

Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the student alleged to have violated the Standards of Student Conduct and the complaining party, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

1. It shall not be a valid excuse to alleged lack of affirmative consent that the student believed that the complaining party consented to the sexual activity under either of the following circumstances:
   a. The student's belief in affirmative consent arose from the intoxication or recklessness of the complaining party.
   b. The student did not take reasonable steps, in the circumstances known to the student at the time, to ascertain whether the complaining party affirmatively consented.

2. Further, it shall not be a valid excuse that the accused student believed that the complaining party affirmatively consented to sexual activity if the accused

student knew or reasonably should have known that the complaining party was unable to consent to the sexual activity under any of the following circumstances:

a. The complaining party was asleep or unconscious.
b. The complaining party was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
c. The complaining party was unable to communicate due to a mental or physical condition.

N. The Decision

The decision of the Student Disciplinary Committee shall be one of four options: (1) recommend expulsion; (2) impose a suspension; (3) impose a lesser disciplinary action; (4) find that the charges against the student alleged to have violated the Standards of Student Conduct have not been proven and no discipline should be imposed.

Within ten (10) days after conducting the hearing, the Student Disciplinary Committee shall render a decision, prepare written findings and conclusions, and serve them upon the student alleged to have violated the Standards of Student Conduct with a copy sent to the Chief Student Services Officer or designee. With the exception of a recommendation of expulsion, the Chief Student Services Officer or designee will implement the decision of the Student Disciplinary Committee. If the Student Disciplinary Committee recommends that the student be expelled, the Chief Student Services Officer or designee shall forward the findings to the Superintendent/President for further action pursuant to Section V.I.

VI. RULES PERTAINING TO EXPULSION RECOMMENDATIONS

A. Review by the Superintendent/President

Within five (5) days of receiving the findings and conclusions of the Student Disciplinary Committee recommending that the student be expelled, the Superintendent/President shall review the findings and conclusions, and shall prepare a discipline decision (1) recommending that the student be expelled; (2) imposing some lesser discipline; (3) deciding that no discipline should be imposed; or (4) remanding the matter back to the Student Disciplinary Committee for a further hearing to more fully develop the factual record or to take any other actions directed by the Superintendent/President.

If the Superintendent/President concurs with the expulsion recommendation, the Superintendent/President shall also prepare an Expulsion Hearing Notice stating (1) the date, time, and place of the meeting of the Board of Trustees at which the matter of expulsion shall be considered; (2) notice that the student may be accompanied at the hearing by legal counsel, if so desired; and (3) that the student may submit a written request, within two (2) days after receipt of the written

notification, that the hearing of the Board be held as a public meeting rather than in closed session.

The Superintendent/President's discipline decision and the Expulsion Hearing Notice (if applicable) shall be served upon the student, and a copy sent to the Chief Student Services Officer or designee. If the Superintendent/President concurs with the expulsion recommendation, the discipline decision and Expulsion Hearing Notice shall also be sent to the Board of Trustees.

B. Review by the Board of Trustees

1. The Expulsion Hearing Date

The hearing before the Board of Trustees will be held within ten (10) days after the date the Superintendent/President's discipline determination and the expulsion hearing notice are served upon the student if he/she is served by email or personal service, or within thirteen (13) days if he/she is served by mail. This deadline may be extended under extenuating circumstances as determined by the Board on its own initiative and in its sole discretion. Absent extenuating circumstances, requests to reschedule submitted by the complaining party or student alleged to have violated the Standards of Student Conduct must be submitted to the Board with an explanation for their request at least five (5) days prior to the hearing.

2. Conduct of the Hearing by the Board of Trustees

Unless the student requests that the hearing of the Board of Trustees be held as a public meeting, the hearing to consider the matter shall be conducted by the Board in closed session. If a written request by the student is submitted, the meeting shall be public except that any discussion at the meeting that might be in conflict with the right to privacy of any student other than the student requesting the public meeting, shall be in closed session.

The student, student's counsel, Chief Student Services Officer or designee, chairperson of the Student Disciplinary Committee, Superintendent/President, and District's legal counsel may attend the hearing before the Board of Trustees. Whether the hearing is conducted before the public or in closed session, the Board shall confer in private as necessary with its designated legal counsel and Superintendent/President to consider the evidence presented and reach its determination in the matter. When these deliberations are completed, the final action of the Board shall be taken at a public meeting and the result of that action shall be made a part of the public record of the District (Education Code Section 72122).

3. The Decision of the Board of Trustees

The student shall be expelled if a majority of the members of the Board of Trustees present at the hearing vote to expel the student. If a majority of the members of the Board of Trustees do not vote to expel the student, they may, by majority vote of the members: (1) impose some lesser discipline; (2) decide

that no discipline should be imposed; or (3) remand the matter to the Student Disciplinary Committee for a further hearing to more fully develop the factual record or to take any other actions directed by the Board of Trustees. The decision of the Board shall be final.

If the majority of the members of the Board of Trustees present at the hearing cannot reach a decision to expel the student or to take some other action, the matter shall be remanded to the Superintendent/President who shall suspend or impose some lesser discipline on the student.

The decision of the Board of Trustees or the Superintendent/President shall be implemented immediately, and within five (5) days of making that decision, the decision shall be served upon the student and sent to the Chief Student Services Officer or designee.

VII. ACADEMIC INTEGRITY SANCTIONS

The following sanctions will be followed for students found to be violating the academic integrity standards.

A. First Offense In A Course or Non-Course Activity – Academic Penalties

In course-related activities, when a student commits a first offense, decisions regarding the severity of Academic penalties imposed for academic dishonesty shall reside with the instructor. An instructor may give written or verbal notice to a student that continuation or repetition of specified conduct may be cause for disciplinary action. If the instructor chooses disciplinary action, the instructor shall notify the student, the appropriate department chair, and Chief Student Services Officer or designee, of the incident and the Academic penalties imposed. The Chief Student Services Officer or designee shall retain this documentation in their files.

In non-course activities, when a student commits a first offense, the appropriate District employee shall notify the appropriate Dean, Academic Affairs, of the incident and the Chief Student Services Officer or designee of the Academic penalties imposed.

B. Academic Penalties for the first offense may include the following:

1. A failing grade on the assignment, paper or exam. Violations related to placement shall nullify course placement for the term.
2. Temporary Exclusion from an Activity or Class: An instructor may remove a student who is in violation of the guidelines for student conduct for the duration of the class meeting or activity during which the violation took place and, if necessary, for the following class meeting. Faculty members may not drop students from class for academic integrity violations. Faculty-initiated withdrawals are only permitted for nonattendance.
3. An additional assignment: An instructor may require the student to perform additional academic work.

The student may appeal the determination of academic dishonesty and/or penalty using the discipline appeal procedure as outlined in AP 5520 Student Discipline Procedures.

C. Multiple Offenses in a Course or Non-Course Activity-Disciplinary Action

In course-related activities, when a student commits a second or multiple offense(s), decisions regarding the severity of penalties imposed for academic dishonesty shall reside with the instructor and the Chief Student Services Officer or designee. The instructor shall notify the student, the appropriate department chair, and Chief Student Services Officer or designee, of the incident.

In non-course activities, when a student commits a second or multiple offenses(s), the staff member shall notify the appropriate Dean of the incident and the Dean shall notify the student and Chief Student Services Officer or designee of the incident and the penalties imposed using the "Academic Integrity Violation Form."

Disciplinary Actions for the second or multiple offense(s) may include Academic penalties listed for the first offense and penalties detailed below under the heading Multiple Offenses at the District.

The student may appeal the determination of academic dishonesty and/or penalty using the discipline appeal procedure outlined in AP 5520 Student Discipline Procedures.

D. Multiple Offenses at the District – Disciplinary Action

When the Chief Student Services Officer or designee has determined that an academic dishonesty infraction is a second such offense or multiple offenses, he/she shall initiate institutional action. Penalties may include, in addition to those listed above:

1. Censure: a verbal reprimand or recorded written statement which details how a student's conduct violates District regulations. The student receiving such a verbal or a written statement shall be notified that such continued conduct or further violation of District regulations may result in further disciplinary action.
2. Disciplinary Probation: may consist of removal from all college clubs and organizations and denial of privileges of participating in all District or student-sponsored activities including public performances. Disciplinary probation may be imposed for a period not to exceed one year and can be rendered by an administrator. Notification of disciplinary probation actions shall be immediately reported in writing to the Chief Student Services Officer. A student placed on disciplinary probation may appeal to the Chief Student Services Officer. Records of disciplinary probation actions shall be retained in the office of the Chief Student Services Officer or designee and in the student's file. A student has no right to appeal or to a due process hearing (Education Code Section 76031).
3. Disciplinary Suspension: A student may be suspended from one or more classes for a period of up to ten days of instruction; from one or more classes

for the remainder of the term; or from all classes and activities of the District for one or more terms. A suspended student may also be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Disciplinary suspensions shall be initiated by the Chief Student Services Officer and are subject to the Due Process Hearing and Appeal Procedures set forth in Section V of AP 5520 Discipline Procedures. Records of disciplinary suspensions shall be retained in the office of the Chief Student Services Office and in the student's file (Education Code Sections 66017, 76030, and 76031).

4. Expulsion: the permanent and unconditional removal of a student from the District. A student may be expelled only by the Board of Trustees upon recommendation of the Superintendent/President. The expulsion of a student is initiated by Chief Student Services Officer and is determined according to the Due Process Hearing and Appeal Procedures set forth in Sections V and VI of AP 5520 Student Discipline Procedures (Education Code Section 76030).

References: Education Code Sections 66300, 72122, and 76030
BP/AP 5500 Standards of Student Conduct

Approved: 6/16/15 **Revised: December 11, 2018**

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 18, 2023
Subject:	Report on COVID-19 Recovery Block Grant Initiatives	Item Number:	14.C.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 17

BACKGROUND

The State's 2022-23 fiscal year budget included $650 million in COVID-19 Recovery Block Grant Funds, of which Allan Hancock College received $5,151,904. Although there is no deadline in which the funds must be spent, they can only be used for the following purposes:

- Support access to basic needs and mental health services for students impacted by COVID-19.
- Reengagement strategies for students who received an incomplete or failing grade in the spring 2022 due to COVID-19.
- Engagement strategies with high schools and local communities to restore broader access.
- Grants to faculty for development of online, accelerated learning modules to allow students who received an incomplete or failing grade in the spring 2022 term due to COVID-19 to make progress toward their degrees instead of retaking courses in the fall 2022 term.
- Professional development opportunities for faculty and student services professionals to continue educational instruction due to COVID-19, including supporting students impacted by learning loss and preparing and supporting faculty to develop online instructional capabilities in response to COVID-19.
- Investments in information technology infrastructure, facilitating students' access to technology to be able to access online coursework, and technology, software, or other electronic instruments and materials for faculty to support courses that are difficult to teach online.
- Cleaning supplies and personal protective equipment.
- Discharge unpaid fees due or owed by a student to a community college in the district.

Other allowable use include:

- Increasing online student service hours to evenings and weekends. Increased availability and access to student supports on evenings and weekends, without the need to drive to campus, has been an effective strategy deployed by many districts in the last two years. Block grant funds can be used to maintain and expand access to academic support services, including student counseling, tutoring, and mental health services.
- Helping meet students' financial and basic needs. The pandemic-era has reinforced the urgency to connect students to financial aid and basic needs supports. For students who have not completed the FAFSA or California Dream Act application (CADAA), resources provide flexibility to directly support and connect student to all available resources. Further, expand eligibility criteria for CalFresh food assistance benefits enables more community college students to qualify. Colleges can align FAFSA/CADAA assistance with efforts to help more students apply for CalFresh. Coupled with campus basic needs centers, these strategies provide yet another tool for holistically supporting students.

(continued)

Administrator Initiating Item:	Final Disposition:
Eric D. Smith	

- Professional development focused on culturally responsive campuses and classrooms. The block grant allows colleges to invest in professional development to enhance teaching and student supports. Colleges can invest in practices that explore strategies and initiatives for incorporating students' cultural backgrounds and experiences, providing inclusive environments.
- Providing direct emergency grants to students in need. Similar to federal stimulus funds, block grant dollars may be used to provide emergency grants or learning tools (such as laptops) to students.

The Resource Alignment Committee (RAC) has spent the last six months vetting proposals on how these funds could be spent. The following five proposals were vetted by the RAC and forwarded to College Council as worthwhile initiatives:

1. Expand Basic Needs Services for students.

2. Professional Development to train faculty on the use of the Culturally Responsive Higher Education Curriculum Assessment instrument.

3. Expand Mental Health Services for students.

4. Professional Development series focused on developing a culturally responsive higher education curriculum.

5. Creating a PRIDE Center/safe space on campus for LBGTQ+ students.

The complete proposal for each is attached.

Basic Needs Program Proposal for RAC

Senate Bill 129 (Budget Act of 2021) requires each California community college campus to establish and/or expand a Basic Needs Center and designate at least one staff person as the Basic Needs Coordinator to provide holistic, comprehensive basic needs services and resources to students to support their successful matriculation through the California community colleges and beyond. The Basic Needs Center is intended to be a one-stop, single location and point of contact for students to more easily access and gain awareness of basic needs services and resources.

Ongoing Basic Needs Program Allocation: **$318,711**

- Personnel (permanent) $110,445
- Computers & Office Supplies $10,000
- Professional Development & Student Workshops $15,000
- Emergency Aid for Students $125,000
- Food Pantries (not including Food Share) $58,266

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Total
Basic Needs Specialist	$70,373	$73,892	$77,586	$81,466	$64,154	$33,681	$8,488	Shift to Categorical or Grant Funding	$409,639
Office Technician II (Grants)	$70,373	$73,892	$77,586	$81,466	$85,539	Shift to Categorical or Grant Funding			$388,855
Peer Health Educators (2-3)	$24,000	$24,000	$24,000	$24,000	$23,985	Shift to Categorical and/or Work-Study			$119,985
Food Pantry Support Staff	$70,373	$73,892	$77,586	$81,466	$85,539	Shift to Categorical or Grant Funding			$388,855
Transportation Solutions	$0	$250,000	$250,000	Ongoing Support will be Contingent on Usage or Student Fees Support					$500,000
Total Block Grant Request (by year)	$235,119	$495,675	$506,759	$268,397	$259,217	$33,681	$8,488	$0	**$1,807,335**

The Basic Needs Center has gone through staffing transitions impacting our ability to keep up with student demand. Currently, there are 2 temporary staff and 1 permanent Basic Needs Program Supervisor covering the programming needs of 2 campuses from the extended hours of 8am to 7pm Mondays through Thursdays and 8am to 4pm on Fridays. In the fall 2022 term, the Center

- awarded $197,083 in emergency aid
- conducted 568 intake appointments
- saw 3,154 students check-in for support
- supported 84 CalFresh application completions

This funding will support immediate permanent staffing growth to better support the functions of the center.

Additionally, this funding would be used to supplement the gap in public transportation options for our students in partnership with Santa Maria Regional Transit and the Lompoc Valley Transit. This seed funding will allow for the college to explore opportunities to better serve AHC students (and employees) through our public transit options.

ALLAN HANCOCK COLLEGE
MEMORANDUM

DATE: October 17, 2022

TO: Resource Alignment Committee

FROM: Ruben Ramirez & LeeAnne McNulty

SUBJECT: Use of One-Time COVID-19 Block Grant Funds Culturally Responsive Higher Education Curriculum Modifications and Professional Development Series

Background/Proposal

The Covid-19, One time, Block Grants was designed to support four specific areas: Increase online student support service hours, help students' financial and basic needs, **professional development focused on culturally responsive campuses and classrooms**, and to provide direct emergency aid to students.

Professional development focused on culturally responsive campuses and classrooms. The block grant allows colleges to invest in professional development to California Community College COVID-19 Recovery Block Grant enhance teaching and student supports. Colleges can invest in practices that explore strategies and initiatives for incorporating students' cultural backgrounds and experiences, providing inclusive environments (August 4, 2022 Memorandum | Page 2-3 of 4).

This proposal is to request 5 years of funding for the Culturally Responsive Higher Education Curriculum Assessment Professional Development series for AHC faculty.
5 Cohorts of 30 faculty a year x 50 hours x 5 years @ $60hr = $450,000, plus the DEI Summit to apply in a broader sense to the institution or focus on more focused approaches for specific populations.

Professional Development	**Number**	**Participants per Group**	**Hours**	**Compensation per Hour**	**Total**
Introduction to Culturally Responsive Curriculum	1	30	2	60.00	$3,600.00
Culturally Responsive Curriculum Development@ DEI Summit	1	25	2	60.00	$3,000.00
Curriculum Assessment Party	1	30	3	60.00	$5,400.00
Curriculum Modification per course	1	30	40	60.00	$72,000
Shared Curriculum Modifications	1	30	3	60.00	$5,400.00
				Subtotal per year	**$89,400.00**
				5 year TOTAL	**$447,000.00**

Some Data to support the need:

According to the California Community College's (Chancellors Office) Curriculum Committee (2020), there is a set of recommended priorities that focused on championing equity-minded curriculum and practices for credit and noncredit instruction. In fall 2021, the committee created a workgroup charged with developing guidance for the field and recommendations on how to support the implementation of culturally relevant and responsive curriculum at local levels. This workgroup, called DEi in Curriculum, created a framework (see attachment) with principles and promising practices for both discipline/teaching faculty, curriculum committees, and local academic senates. Model Principles and Practices framework is to focus on acknowledging the inequities of historically marginalized racial and ethnic groups (Black, Indigenous, Latinx/a/o, and Asian Pacific Islander).

As colleges design curricula to meet the needs of our diverse student populations, it is recommended that colleges address innovative ways to approach curricular design and the curricular impacts on student success as an opportunity to eliminate equity gaps. The California Community Colleges Curriculum Committee recommends framing dialogue and decision-making for reimagining curriculum through an equity lens using the following three principles:

- Principle 1: Commitment to curricular diversity, culturally responsive content, and anti- racism.
- Principle 2: Commitment to change policies to remove systemic barriers to student success and equity.
- Principle 3: Commitment to building system resiliency.

College faculty, administrators, and staff supporting curriculum development and processes can use the *DEi in Curriculum: Model Principles and Practices* framework to further demonstrate their commitment to DEi by:

- Reviewing local processes involving curriculum to ensure consideration of these DEi principles frame local practices.
- Preparing leaders to facilitate conversations in curriculum committees and local academic senates on implementing DEi practices.
- Providing professional learning opportunities to faculty, staff, administrators, and students on terminology and scholarship noted in the *DEi in Curriculum: Model Principles and Practices* chart and beyond.
- Discussing the intentionality of DEi work as a journey and recursive process.

The CCC Curriculum Committee is currently working on updates to title 5 §55002 to provide direction on how to integrate DEi into curriculum through the course outline of record (COR). The Chancellor's Office looks forward to supporting the community college system in implementing DEi principles and practices throughout curriculum and classrooms.

If you have any questions, please contact Dean Dr. Candice E. Brooks via email at cbrooks@CCCCO.edu.

As the DEI initiatives and actions are becoming an expectation for educational institutions throughout California, AHC wants to be ahead of the curve and provide incentives for faculty to modify their curriculum to meet new culturally responsive expectations. The proposed funding request will support this effort.

The Culturally Responsive Higher Education Curriculum Assessment is an evidence-based instrument that can be utilized by faculty members to determine the extent to which their curriculum is culturally responsive. Results can be used to strengthen or modify existing curriculum or to develop new curriculum. In short, culturally responsive instruction is based on curriculum that is "multidimensional, empowering, validating, comprehensive, transformative and emancipating" (Gay, G., 2000). As an instructional approach, it utilizes curriculum promoting "academic achievement,

cultural competence, and social-political awareness" (Ladson-Billings, G., 1995). It further utilizes curriculum acknowledging the attributes of shifting and diverse communities, embraces pluralism, moves away from educational stereotyping, and steers clear of white centrist viewpoints, philosophies, and ideals. By removing these narrow perspectives, students develop a wider view of the world and the value they hold within our society.

Fiscal Impact on COVID-19 Block Grant:

This proposal is to request 5 years of funding for the Culturally Responsive Higher Education Curriculum Assessment Professional Development series for AHC faculty plus the DEI Summit to apply in a broader sense to the institution or focus on more focused approaches for specific populations.
5 Cohorts of 30 faculty a year x @ $60hr = $447,000.

Recommendation

Please support the funding request to provide dedicated funding for culturally responsive faculty development from the one-time COVID-19 Block grant.

Mental Health Program Proposal for RAC

Mental health support services, includes but are not limited to:

- Engaging in student-centered design process to establish and strengthen structures to enable and streamline the delivery of holistic support for students across the continuum, including mental health promotion, prevention, crisis / acute treatment, post-acute care and recovery.
- Providing campus-based training to faculty, staff and students regarding early identification, intervention and referral of students with mental health needs.
- Ensuring students receive all applicable internal and external support services because of the close linkage between mental health and other social determinants of educational success.
- Establishing partnership(s) with local county behavioral health departments, subcontractors of county behavioral health departments or community-based organizations, with the goal of establishing appropriate referral processes for students in need of clinically appropriate mental health supports.
- Leveraging other community-based mental health resources, where available.[1]

Fixed Costs paid through Student Health Fee: $475,000

- Electronic Health Record – Pyramed $18,884
- Computers & Office Supplies $10,000
- Personnel (permanent) $293,000

Ongoing Mental Health Program Allocation: $235,000

- E-Check Up Substance Abuse $4,000 annually
- Professional Development $20,000 annually

Mental Health Professional Development (partnered with community agencies)

- Mental Health awareness
- Crisis support
- Suicide prevention
- Trauma-informed approaches
- Community resources
- Resilient practices for educators, staff members, administrators, teams (staff wellness)

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Total

[1] CCCCO 2022-23 Spending Guidelines for Mental Health Program allocation.

FT Mental Health Specialist (licensed)	$137,458	$144,331	$151,547	$159,125	$125,311	$98,682	$28,494	Health Fees and/or Categorical	$844,748
Wellness Specialist	$70,373	$73,892	$77,586	$81,466	$64,154	$33,681	Health Fees and/or Categorical		$401,151
Office Technician I - evenings	$67,321	$70,687	$74,221	$77,932	$81,829	Health Fees and/or Categorical			$371,991
Peer Health Educators (2-3)	$24,000	$24,000	$24,000	$24,000	$24,479	Categorical and/or Work-Study			$120,479
Contract Mental Health Interns	$45,000	$45,000	$45,000	$45,000	$45,000	Health Fees and/or Categorical			$225,000
Total Personnel Cost	$344,152	$357,910	$372,355	$387,523	$340,773	$132,363	$28,494	$0	**$1,963,369**

ALLAN HANCOCK COLLEGE

M E M O R A N D U M

DATE: November 15, 2022

TO: Resource Alignment Committee

FROM: Ruben Ramirez & LeeAnne McNulty

SUBJECT: Use of One-Time COVID-19 Block Grant Funds Culturally Responsive & Humanizing Organizational Assessment

Background/Proposal

The Covid-19, One time, Block Grants was designed to support four specific areas: Increase online student support service hours, help students' financial and basic needs, **professional development focused on culturally responsive campuses and classrooms**, and to provide direct emergency aid to students.

Professional development focused on culturally responsive campuses and classrooms. The block grant allows colleges to invest in professional development to California Community College COVID-19 Recovery Block Grant enhance teaching and student supports. Colleges can invest in practices that explore strategies and initiatives for incorporating students' cultural backgrounds and experiences, providing inclusive environments (August 4, 2022 Memorandum | Page 2-3 of 4).

This proposal is to request 5 years of funding for the Culturally Responsive & Humanizing Organizational Assessment.

Four times a year (1 Assessment day & 2 Action days (4 hours each)) 25 participants, hourly extra pay for Students, CSEA and Faculty. Each group will consist of at least one of the following: Student, Faculty, Staff, and Administrator.

Organizational Assessment and Actions	**Number of groups**	**Participants per Group**	**Hours**	**Estimated Compensation per Hour**	**Total**
Equity Expedition	1	6	12	45.00	$3,240.00
Communication	1	6	12	45.00	$3,240.00
Processes	1	6	12	45.00	$3,240.00
Policies	1	6	12	45.00	$3,240.00
Humanizing	1	6	12	45.00	$3,240.00
Content of Your Organization's Character	1	6	12	45.00	$3,240.00
				Subtotal per Year	$19,440.00
				5 year TOTAL	**$97,200.00**
Estimated Reserve Costs to Implement Culturally Responsive Humanizing Actions					**$200,000.00 TOTAL= $297,000.00**

Some Information to support the need:

According to the California Community College's (Chancellors Office) Curriculum Committee (2020), there is a set of recommended priorities that focused on championing equity-minded curriculum and practices for credit and noncredit instruction. In fall 2021, the committee created a workgroup charged with developing guidance for the field and recommendations on how to support the implementation of culturally relevant and responsive curriculum at local levels. This workgroup, called DEi in Curriculum, created a framework (see attachment) with principles and promising practices for both discipline/teaching faculty, curriculum committees, and local academic senates. Model Principles and Practices framework is to focus on acknowledging the inequities of historically marginalized racial and ethnic groups (Black, Indigenous, Latinx/a/o, and Asian Pacific Islander).

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College faculty, administrators, and staff supporting curriculum development and processes can use the *DEi in Curriculum: Model Principles and Practices* framework to further demonstrate their commitment to DEi by:

- Reviewing local processes involving curriculum to ensure consideration of these DEi principles frame local practices.
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- Providing professional learning opportunities to faculty, staff, administrators, and students on terminology and scholarship noted in the *DEi in Curriculum: Model Principles and Practices* chart and beyond.
- Discussing the intentionality of DEi work as a journey and recursive process.

The CCC Curriculum Committee is currently working on updates to title 5 §55002 to provide direction on how to integrate DEi into curriculum through the course outline of record (COR). The Chancellor's Office looks forward to supporting the community college system in implementing DEi principles and practices throughout curriculum and classrooms.

If you have any questions, please contact Dean Dr. Candice E. Brooks via email at

cbrooks@CCCCO.edu.

As the DEI initiatives and actions are becoming an expectation for educational institutions throughout California, AHC wants to be ahead of the curve and provide incentives for faculty to modify their curriculum to meet new culturally responsive expectations. The proposed funding request will support this effort.

The Culturally Responsive Higher Education Curriculum Assessment is an evidence-based instrument that can be utilized by faculty members to determine the extent to which their curriculum is culturally responsive. Results can be used to strengthen or modify existing curriculum or to develop new curriculum. In short, culturally responsive instruction is based on curriculum that is "multidimensional, empowering, validating, comprehensive, transformative and emancipating" (Gay, G., 2000). As an instructional approach, it utilizes curriculum promoting "academic achievement, cultural competence, and social-political awareness" (Ladson-Billings, G., 1995). It further utilizes curriculum acknowledging the attributes of shifting and diverse communities, embraces pluralism, moves away from educational stereotyping, and steers clear of white centrist viewpoints, philosophies, and ideals. By removing these narrow perspectives, students develop a wider view of the world and the value they hold within our society.

Fiscal Impact on COVID-19 Block Grant:

Four times a year (1 Assessment day & 2 Action days (4 hours each)) 25 participants, hourly extra pay for Students, CSEA and Faculty. Each group will consist of at least one of the following: Student, Faculty, Staff, and Administrator.
= $297,200.

Recommendation

Please support the funding request to provide dedicated funding for Culturally Responsive and Humanizing Organizational Assessment and Actions from the one-time COVID-19 Block grant.

ALLAN HANCOCK COLLEGE

MEMORANDUM

DATE: October 17, 2022

TO: Resource Alignment Committee

FROM: LeeAnne McNulty

SUBJECT: Use of One-Time COVID-19 Block Grant Funds for AHC Pride Space / Safe Space

Background/Proposal

Allan Hancock College serves a growing number of LBGTQ+ students. This special population has the highest suicide rates, higher drop-out rates, the highest rates of bulling in high schools, and a higher percentage of homeless youth due to none acceptance from family.

Many campuses now have Pride Centers / Safe Spaces for the LGBTQ+ student population. This population of students are vulnerable and in great need for a space on campus where they know they can let their guard down, be accepted for exactly who they are, and find a network for friends, staff, and resources for more support.

Our vision is a place close to the center of campus, for safety. The Bookstore has under-utilized space that would be well suited to add inside walls (avoiding any need for DSA permits) and can be instituted at a lower cost.

Some Data to support the need:

The documented number of LBGTQ+ on campus is 232 (CCCCO, Data mart). However, we assess the LGBTQ+ population is much greater based on the way the data is collected. The LGBTQ+ data are collected during high school hours (in general) with teachers, peers, high school counselors and Cal SOAP representatives and sometimes parents assisting as student apply for financial aid for college. Students tend to "come-out" after they have left home to separate themselves from family, peers, and the community which may shame students for their sexual orientation. This year (fall, 2022) AHC Institutional Effectiveness have added further gender options and optional sexual orientation questions to student surveys to strive to obtain a more accurate count and description of the students AHC currently serves. As of October 2022, no general student surveys have gone out yet, so we are still awaiting updated data on this population.

Currently collecting new and more accurate data. Estimated actual number of LBGTQ+ students = over 500.

> The effects of a negative school environment are long-lasting and compounding. For example, a school climate survey recently released by the Gay, Lesbian and Straight Education Network (GLSEN) found that students who experienced higher levels of victimization based on gender expression were twice as likely to report that they did not plan to pursue post-secondary education.7 Further, when targeted at school, gender-expansive youth perceived to be lesbian, gay, bisexual, transgender or questioning (LGBTQ) face long-term effects on their mental health and life satisfaction as young adults. In other words, mistreatment at school is not only difficult as it is occurring, but also has lasting negative effects. While many transgender youth are transitioning at young ages, many others are not. They're sitting quietly in classrooms feeling isolated and suffering harassment and bullying from peers for their gender expression. Creating an inclusive environment that is free of gender bias and welcoming of gender-expansive youth can make a positive difference in countless children's lives (*taken from Schools in Transition, CDE, 2015*).

In the California LGBTQ Youth Report the following data was published (2019):

- Only 26% of LGBTQ youth feels safe in their classrooms.
- Only 10% of LGBTQ youth often her their family express pride in the LGBTQ identities.
- Only 21% of LGBTQ youth are out to their parents.
- 45% say their families say bad things about LGBTQ.
- 29% are taunted or mocked by their parents – Transgender are 1.75x more likely to be mocked or taunted.
- Just 5% are open to their teachers.
- More than 78% of LGBTQ students in CA felt down or depressed in the last week.
- 93% of LGBTQ youth have trouble sleeping.
- 45% indicated feelings of worthlessness, hopelessness, letting people down, and/or not being a good person.

An AHC Pride Center will provide a safe place, to a group of students who cannot afford to be cut off from their educational, intellectual, and social pursuits and assist in role modeling an encouraging message of acceptance.

Fiscal Impact on COVID-19 Block Grant:

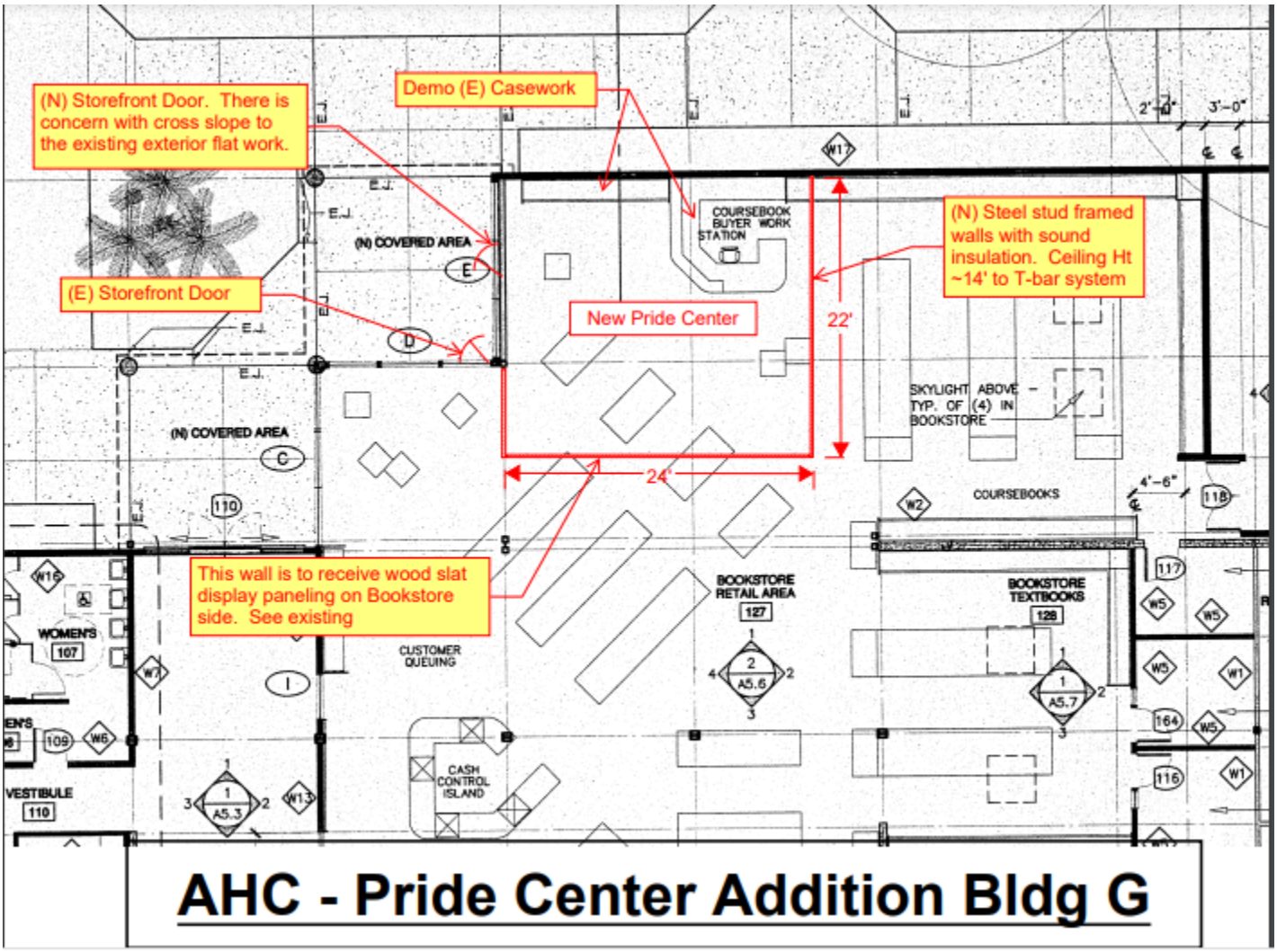
Book Store space (22ft x 24ft = 528 sq ft) with glass door to outside installed: approximately $300,000 to build and approximately $50,000 for furniture.

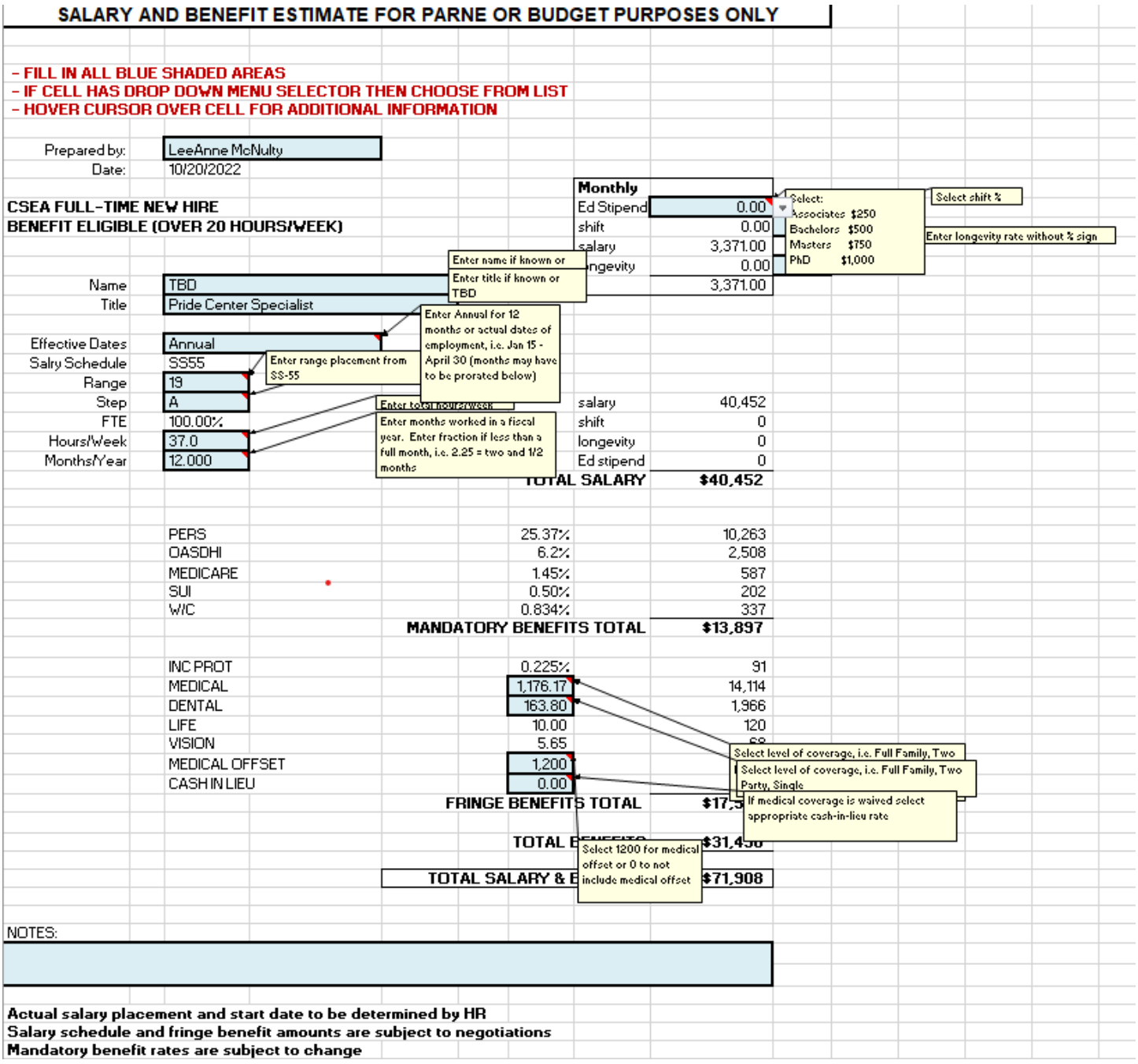
Pride Center Program Specialist: (170 days during the academic year) 75% a year @ = $40,452, + Benefits = $1,126 (salary estimator below) = $45,000 estimated per year x 5 years = $225,000.
Student Worker for an estimated 20 hrs per week, $16hr x 36 weeks = $12,000 plus benefits approximately $400 yr, estimated per student worker per year x 5 years = $62,000.

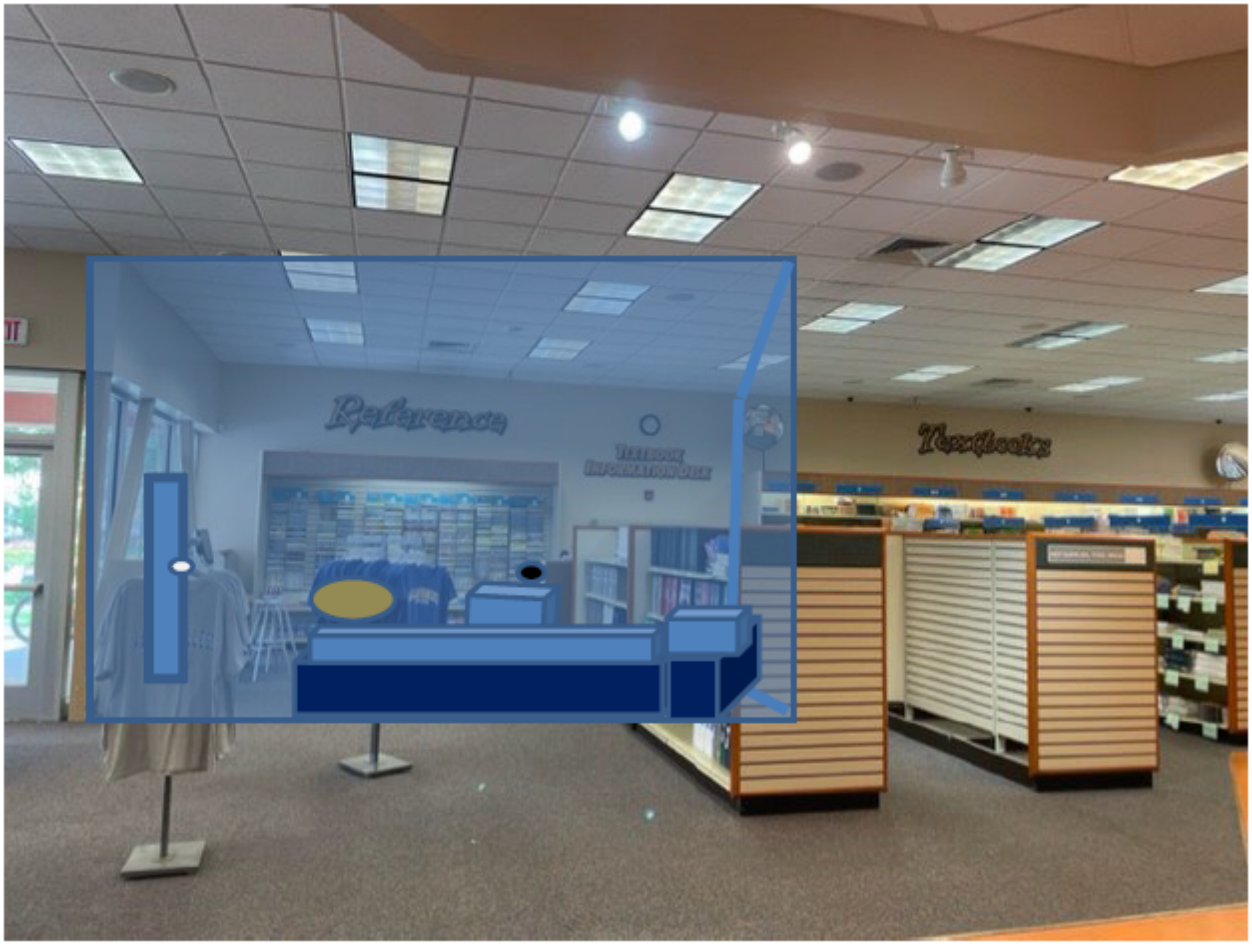
Total Impact: $637,000

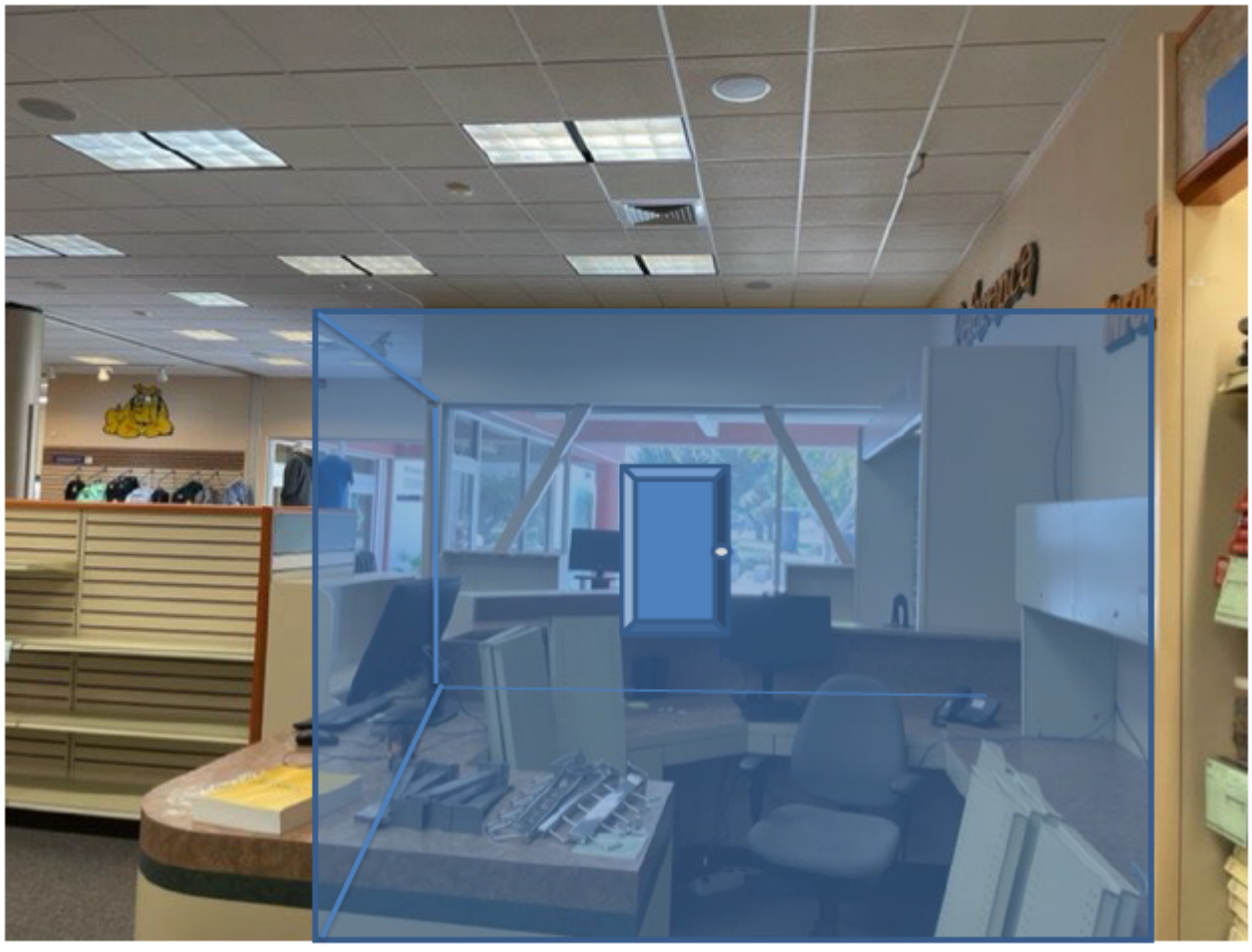
Recommendation

Please support the funding to create an AHC Pride Center from the one-time COVID-19 Block grant.


(N) Storefront Door. There is concern with cross slope to the existing exterior flat work.
Demo (E) Casework
(N) Steel stud framed walls with sound insulation. Ceiling Ht ~14' to T-bar system
(E) Storefront Door
New Pride Center
22'
24'
This wall is to receive wood slat display paneling on Bookstore side. See existing
(N) COVERED AREA
COURSEBOOK BUYER WORK STATION
SKYLIGHT ABOVE TYP. OF (4) IN BOOKSTORE
COURSEBOOKS
BOOKSTORE RETAIL AREA
127
BOOKSTORE TEXTBOOKS
128
CUSTOMER QUEUING
CASH CONTROL ISLAND
WOMEN'S
107
VESTIBULE
110
AHC - Pride Center Addition Bldg G


SALARY AND BENEFIT ESTIMATE FOR PARNE OR BUDGET PURPOSES ONLY
- FILL IN ALL BLUE SHADED AREAS
- IF CELL HAS DROP DOWN MENU SELECTOR THEN CHOOSE FROM LIST
- HOVER CURSOR OVER CELL FOR ADDITIONAL INFORMATION
Prepared by: LeeAnne McNulty
Date: 10/20/2022
CSEA FULL-TIME NEW HIRE
BENEFIT ELIGIBLE (OVER 20 HOURS/WEEK)
Monthly
Ed Stipend 0.00
shift 0.00
salary 3,371.00
longevity 0.00
3,371.00
Select:
Associates $250
Bachelors $500
Masters $750
PhD $1,000
Select shift %
Enter longevity rate without % sign
Name TBD
Title Pride Center Specialist
Enter name if known or
Enter title if known or TBD
Effective Dates Annual
Salry Schedule SS55
Range 19
Step A
FTE 100.00%
Hours/Week 37.0
Months/Year 12.000
Enter Annual for 12 months or actual dates of employment, i.e. Jan 15 - April 30 (months may have to be prorated below)
Enter range placement from SS-55
Enter months worked in a fiscal year. Enter fraction if less than a full month, i.e. 2.25 = two and 1/2 months
salary 40,452
shift 0
longevity 0
Ed stipend 0
TOTAL SALARY $40,452
PERS 25.37% 10,263
OASDHI 6.2% 2,508
MEDICARE 1.45% 587
SUI 0.50% 202
WC 0.834% 337
MANDATORY BENEFITS TOTAL $13,897
INC PROT 0.225% 91
MEDICAL 1,176.17 14,114
DENTAL 163.80 1,966
LIFE 10.00 120
VISION 5.65
MEDICAL OFFSET 1,200
CASH IN LIEU 0.00
Select level of coverage, i.e. Full Family, Two Party, Single
If medical coverage is waived select appropriate cash-in-lieu rate
Select 1200 for medical offset or 0 to not include medical offset
FRINGE BENEFITS TOTAL
TOTAL B
TOTAL SALARY & B $71,908
NOTES:
Actual salary placement and start date to be determined by HR
Salary schedule and fringe benefit amounts are subject to negotiations
Mandatory benefit rates are subject to change


Reference
Textbooks





ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 18, 2023
Subject:	First Reading: Revised Board Policy and Administrative Procedure 3300, Public Records	Item Number:	14.D.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 5

BACKGROUND

Board Policy and Administrative Procedure 3300, Public Records have been updated as recommended by the Community College League of California's board policy service. The administrative procedure now exempts personal emails, unless it is used to conduct public business, from requests for public records. The board policy was reviewed as part of the five-year review process and no changes were needed.

The board policy and administrative procedure have been vetted through the shared governance process.

Administrator Initiating Item:	Final Disposition:
Kevin G. Walthers	

Allan Hancock Joint Community College District
Board Policy
Chapter 3 – General Institution

BP 3300 PUBLIC RECORDS

The Superintendent/President shall establish procedures for records management, including access by the public, that comply with the requirements of the California Public Records Act.

References: Government Code Sections 6250 et seq.

Adopted: 7/21/09
Revised: 5/9/17

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3300 PUBLIC RECORDS

Members of the public may request to inspect or copy public records. A request by a member of the public may be delivered by mail or in person to the Superintendent/President's Office.

Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Superintendent/President's Office staff may request it be provided in writing.

Any request to inspect and/or receive copies of records shall be made sufficiently in advance of the date of inspection to allow staff members time to assemble the records and identify any records that may be exempt from disclosure.

Any persons requesting records may be required to pay the actual cost incurred by the District to provide the records for inspection or copies of the records.

Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

Within ten days, Superintendent/President's Office staff will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

The most common exemptions for community colleges include:

- Student records (Education Code Section 76243)

- Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))
- Records pertaining to pending litigation …or to claims…until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))
- Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section 6254(c))
- Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Sections 99150 et seq.]. (Government Code Section 6254(g))
- The contents of real estate appraisals or engineering or feasibility estimates and evaluations…relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h))
- Internet posting of home address or telephone numbers of local elected officials (Government Code Section 6254.21)
- Home addresses and home telephone numbers of employees of a school district or county office of education (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan.) (Government Code Section 6254.3)
- Personal email addresses (other than to an agent or family member of the employee, to an officer of another school district when necessary, to an employee organization, or to an agency or employee of a health benefit plan) unless the email address is used by the employee to conduct public business, or necessary to identify a person in an otherwise disclosable communication. (Government Code Section 6254.3 subdivision (b))
- Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
- Information security records, if disclosure of that record would reveal vulnerabilities to, or otherwise increase the potential for an attack on, the District's information technology system.

The District will comply with the provisions of Penal Code Sections 832.7 and 832.8 regarding the disclosure of specified peace officer and custodial officer personnel records when responding to Public Records Act requests.

References: Government Code Sections 6250 et seq.
Penal Code Sections 832.7 and 832.8

Approved: 7/21/09
Revised: 4/11/17

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	First Reading: New Administrative Procedure, 3516 Registered Sex Offender Information	Item Number:	14.E.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 3

BACKGROUND

The Community College League of California has drafted Administrative Procedure 3516, Registered Sex Offender Information to comply with Education Code Section 72330.5, Penal Code 290, and various federal codes. In part, the administrative procedure states the college will include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained. This information's location has also been added to the procedure.

The administrative procedure has been vetted through the shared governance process.

Administrator Initiating Item:	Final Disposition:
Kevin G. Walthers	

AP 3516

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 3 – General Institution

AP 3516 REGISTERED SEX OFFENDER INFORMATION

The District shall include in its Annual Security Report a statement advising the campus community where information pertaining to registered sex offenders may be obtained.

Sex offenders are required to register with the police in the jurisdiction in which they reside and at institutions of higher learning if they are students there or if they work there as employees, contractors, or volunteers. A sex offender who is an employee or volunteer in the district must disclose their status as a registrant upon his/her application or acceptance of the position if they:

1) would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children or
2) would be working directly and in an accompanied setting with minor children and their work would require touching minor children on more than an incidental basis.

A sex offender who must register for committing a crime against a minor victim under the age of 16 is prohibited from serving as an employer, employee, contractor, or volunteer in any capacity in which the sex offender would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or involving having supervision or disciplinary power over minor children.

Sex offenders who are required to register should do so at: Allan Hancock College Police Department, 800. S College Drive, Building S-2, Santa Maria CA. 93454, (805) 922-6966 x3652 (Registration at this location is only for current AHC employees or students).

Information concerning registered sex offenders can be obtained from: Allan Hancock College Police Department 800. S College Drive Building S-2 Santa Maria, CA. 93454 (805) 922-6966 x3652.

The Campus Police Department shall not release information regarding a sex offender, unless the person seeking the information has signed a statement, on a form provided by the Department of Justice, stating that they are not a registered sex offender, that they understand the purpose of the release of information is to allow members of the campus

community to protect themselves and their children from sex offenders, and that they understand it is unlawful to use the information received to commit a crime against any registered sex offender or to engage in illegal discrimination or harassment of a registered sex offender. The department will maintain the signed statement in its records for a period of five years.

The Campus Police Department will release the following information regarding a registered sex offender:

1) full name;
2) known aliases;
3) gender;
4) race;
5) physical description;
6) photograph;
7) date of birth;
8) crimes resulting in registration; and
9) The date of last registration or re-registration.

References: Penal Code Sections 290, 290.01, and 290.95;
34 Code of Federal Regulations Part 668;
42 U.S. Code Section 14071j;
20 U.S. Code Sections 1092(f)(1)(I) and 1232g(b)(7)(A) (Campus Sex Crimes Prevention Act)

Approved:

(This is a new procedure)

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 18, 2023
Subject:	First Reading: Revised Administrative Procedure 4104, Contract Education	Item Number:	14.F.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 5

BACKGROUND

Administrative procedure 4104, Contract Education, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. During review, the administrative procedure was revised to reflect current procedures.

The administrative procedure is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:	Final Disposition:
Robert Curry	

Allan Hancock Joint Community College
District Administrative Procedure
Chapter 4 – Academic Affairs

AP 4104 CONTRACT EDUCATION

~~The District may contract for instructional classes to be offered at the request of public orprivate agencies or groups.~~

~~The District may contract with a public or private agency, corporation, association, or other body or person to deliver credit, noncredit, and not-for-credit instruction, including classes, training seminars, workshops, lectures, and similar instructional activities or specialized services. These contracted activities shall be self-supporting and shall not use the unrestricted general fund of the college. If the contract covers the full cost of theclasses, the classes shall not be submitted for apportionment from the state and are not required to be open to the public.~~

The District may establish, or with one or more community college districts may establish, contract education programs within or outside the state by agreement with any public or private agency, corporation, association, or any other person or body, to provide specific educational programs or training to meet the specific needs of these bodies. (EDC § 78021(a))

The contracting community college district or districts shall recover, from all revenue sources, including, but not necessarily limited to, public and private sources, or any combination thereof, an amount equal to, but not less than, the actual costs, including administrative costs, incurred in providing these programs or training. (EDC § 78021(b))

The attendance of students in these contract education programs shall not be included for purposes of calculating the full-time equivalent students (FTES) for apportionments to these districts, unless all statutory and regulatory conditions for generating FTES are met. (EDC § 78021(c))

The governing board of each community college district shall charge each student a fee pursuant to this section. The fee requirement does not apply to any of the following: Students enrolled in credit contract education courses pursuant to Section 78021, if the entire cost of the course, including administrative costs, is paid by the public or private agency, corporation, or association with which the district is contracting and if these

students are not included in the calculation of the full-time equivalent students (FTES) of that district. (EDC § 76300(a)(2e)(3))

Faculty in all credit, noncredit, and not-for-credit contract education classes shall be selected and hired according to procedures existing in a community college district for the selection of instructors for credit classes. (EDC § 78022(a))

Faculty teaching credit, noncredit, and not-for-credit (if the course meets the same standards as a course in the credit curriculum), contract education classes shall be compensated in the same manner as comparable faculty in the regular, noncontract education program. (EDC § 78022(b)(d))

Faculty time teaching not-for-credit courses does not count toward the ~~60~~ 67 percent rule of section EDC § 87482.5; therefore, not-for-credit instructional hours are not counted towards faculty load. (CCCCO Legal Opinion M 01-08-6.18.2001)

Faculty teaching not-for-credit contract educational programs shall be evaluated according to procedures specified in the contract between the community college district and the public or private entity to establish the program. (EDC § 78022(e))

Procedure:

A contract will be prepared by a designee of the Associate Superintendent/Vice President, Academic Affairs.

The contract must identify the instructional activities or specialized services to be offered,length of the contract, ~~the billing cycle~~ refund policy, and the fees paid to the college. If the contract covers the full cost of the classes, the classes shall not be submitted for apportionment from the state and are not required to be open to the public.

Proposed contracts will be evaluated for their feasibility using the following criteria:

- The contract shall be congruent with the District's mission, mandates, and goals.
- The scope, objectives, and outcomes of the contract shall be feasible, measurable, and attainable.
- The costs of delivering the contract; including administrative costs, supplies, rentals, etc. shall be recovered from the funds generated by the contract.

An annual report of all contract education activities, including a budget summary, will be submitted to the Associated Superintendent, Academic Affairs and the Associate Superintendent/Vice President, Finance and Administration.

Contract Education Options:

- Credit or noncredit classes from the approved curriculum may be offered.
- Students in credit classes may earn college credit upon successful completion.
- Customized classes designed for a particular purpose may be offered, but they will not be credit bearing.

- Specialized services may be offered.

Fees:

~~The contract fee is determined by the complexity of the client's need.~~Contract Education activities shall be self-supporting and shall not use the unrestricted general fund of the college. The followingfactors should be considered when establishing the fee:

All direct costs, including, but not limited to:

- Curriculum development
- Supplies and materials needed
- ~~The required level of expertise of the presenter or instructor~~
- The total hours of instruction, ~~or~~ consultation, and travel
- The total hours of staff support and project coordination
- The total mandatory benefit cost for faculty and staff
- Equipment needed
- All Indirect costs

Contract education curriculum that is offered for credit or as noncredit must have been approved through established curriculum processes.

Instructors hired to teach credit and noncredit contract education courses must meet minimum qualifications and be hired and evaluated through established institutional processes.

Faculty teaching not-for-credit contract education courses, defined as offered without credit and not eligible for apportionment, shall be evaluated according to procedures specified in the contract between District and the public or private entity to establish theprogram.

Delivery Implementation will include:

- Development of the Delivery Plan in partnership with the requesting agency, corporation or association.
- Collaboration with the Academic Department Dean, Associate Dean, and/or Department Chair of the appropriate discipline who will identify curriculum, instructor(s), instructional supplies and/or equipment needed in the successful delivery of the requested course/training.
- Instructional support including, but not limited to, instructor supplies and equipment, payroll forms, mileage reimbursement forms, facility set-up and tear-down.
- Completion by the student of the registration form, assumption of risk form, sign-in sheets, and instructional/instructor evaluation forms.

Reference: Title 5 Section 55170, Education Codes 76300, 78020-22, and 84757. ~~and 78020-22~~

Approved: 12/13/16
Revised:

~~*(This is a new procedure)*~~

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	First Reading: Five-Year Review of Administrative Procedure 4227, Repeatable Courses	Item Number:	14.G.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 3

BACKGROUND

Administrative procedure 4227, Repeatable Courses, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the administrative procedure required no revisions or updates.

The administrative procedure is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:	Final Disposition:
Robert Curry	

Allan Hancock Joint Community College
District Administrative Procedure
Chapter 4 – Academic Affairs

AP 4227 REPEATABLE COURSES

Only the following types of courses may be designated as repeatable:

- Courses for which repetition is necessary to meet the major requirements of the California State University (CSU) System or the University of California (UC) System for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

The District must identify and designate such repeatable courses in its catalog.

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students may enroll in active participatory courses in physical education, visual arts, or performing arts. These courses may be grouped in families or courses related by content and students cannot take more than four courses in a family. Students with disabilities can repeat an educational assistance class any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for the student for one of the reasons specified in Title 5 Section 56029.

Students are allowed to repeat an occupational work experience course if a college only offers one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course. Where only one occupational work experience course is offered subject to the above conditions, students may be permitted to repeat this course any number of times as long as they do not exceed the limit on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

The District shall develop and implement a mechanism to allow it to properly monitor course repetition.

References: Title 5 Sections 55040, 55041, 55253, and 56029

Approved: 12/13/16
Reviewed:

~~*(This is a new procedure)*~~

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	First Reading: Five-Year Review of Administrative Procedure 4228, Course Repetition – Significant Lapse of Time	Item Number:	14.H.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 2

BACKGROUND

Administrative procedure 4228, Course Repetition – Significant Lapse of Time, was reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the administrative procedure required no revisions or updates.

The administrative procedure is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:	Final Disposition:
Robert Curry	

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4228 COURSE REPETITION – SIGNIFICANT LAPSE OF TIME

Students may be permitted or required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained and:

- The District has defined "significant lapse of time" as not less than 36 months
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits.

When a course is repeated due to a significant lapse of time, the District disregards the most recent grade and credit when computing a student's grade point average.

Reference: **Title 5 Section 55043**

Approved: 4/11/17
Reviewed:

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	First Reading: New Administrative Procedure 4236, Advanced Placement Credit	Item Number:	14.I.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 2

BACKGROUND

New administrative procedure 4236, Advanced Placement Credit, underwent the review process and is presented for review. Administrative procedure 4236, Advanced Placement Credit addresses the awarding of advanced placement credit and is legally required.

The new administrative procedure is recommended by the California Community College League's Policy and Procedure Services and has been vetted through the shared governance process.

Administrator Initiating Item:	Final Disposition:
Robert Curry	

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4236 ADVANCED PLACEMENT CREDIT

A student who earns a score of 3 or higher on a College Board Advanced Placement (AP) exam in a subject area that is similar to a subject area required for the Allan Hancock College local General Education (GE) pattern may use the AP exam in lieu of a college course to satisfy the local GE area. In addition, for purposes of attaining 60 degree-applicable units needed to earn an associate degree, Allan Hancock College will award the same amount of unit credit for each AP exam as is awarded by the California State University system.
Students who have completed Advanced Placement (AP) Examinations of the College Entrance Examination Board with scores of 3, 4, or 5 may receive credit at Allan Hancock College for each advanced placement course as listed and published in the college catalog Allan Hancock College GE, or degree credit requirements as outlined in the AP, CLEP & IB Equivalency List. Credit awarded through AP may be used to satisfy graduation requirements. However, the units earned from AP credit cannot be used to satisfy the 12-unit residency requirements or be applied toward financial aid.

For any AP examination that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the District may award elective credit.

A student's academic record will be annotated to reflect credit earned through an AP examination.

The District shall post its Advanced Placement Program (AP) policy and procedure in the college's catalog.

Reference: Education Code Section 79500; Title 5 Section 55052

Adopted:

(This is a new procedure)

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	First Reading: Review Board Policy and Revised Administrative Procedure 4400, Community Education Programs	Item Number:	14.J.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 7

BACKGROUND

Board policy and administrative procedure 4400, Community Education Programs, were reviewed per administrative procedure 2410, Board Policies and Administrative Procedures, which states all policies and procedures are to be reviewed on a five-year cycle. After review, the board policy required no revisions or updates. The administrative procedure was revised to reflect current procedures.

The board policy and administrative procedure are recommended by the California Community College League's Policy and Procedure Services and have been vetted through the shared governance process.

Administrator Initiating Item:	Final Disposition:
Robert Curry	

Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4400 COMMUNITY EDUCATION PROGRAMS

The District shall maintain Noncredit Education and Community Services programs under Community Education. Community Education programs shall be designed to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in it. Further, Community Services (fee-based) courses and programs will complement and expand the activities of the district to meet the dynamic educational, cultural, economic, and life enrichment needs of the community. The district will offer a comprehensive, diversified, and well-balanced program of educational courses and cultural events that will be flexible and change as the needs and interests of the community change.

No General Fund monies may be expended to establish or maintain community services (fee-based) courses. Students involved in community services (fee-based) courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

References: Education Code Sections 66010.4, 78300, 78401, and 84757;
Title 5, Sections 58168 and 58170(d)

Adopted: 5/20/97
Revised: 8/16/05
Revised: 5/9/17
Reviewed:

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4400 COMMUNITY EDUCATION PROGRAMS

The objectives of Community Education Noncredit Education & Community Services (fee-based) Programs at the District include the following:

1. To collaborate with community groups and the community at large to identify needs and develop educational programs consistent with the college's mission.
2. To offer an avenue of entry to individuals wishing to continue their education or occupational training~~, but who do not qualify for or find the types of classes they require in the college's credit program~~.
3. To enrich the cultural, economic, intellectual, recreational, and social life of the community.
4. To provide programs and activities as a form of college outreach, transition to credit programs, or career and technical skills for entry-level work.
5. To establish the District as a center of community life through the use of its facilities by community groups.
6. To participate with community groups and agencies in an effort to address community issues.

Noncredit Education
The California Education Code provides the District with the power to establish and maintain noncredit classes for adults. Classes for adults shall be open for the admission of adults and of any minors who, in the judgment of the governing Board of Trustees, may be qualified for admission. Noncredit classes are authorized in the following ~~nine~~ ten categories: adult basic education, English as a second language, home economics, parenting, health and safety, short-term ~~vocational~~ career and technical education, workforce preparation, programs for the disabled, citizenship, and programs for older adults. In addition to the ~~nine~~ ten categories, colleges may claim apportionment for supervised tutoring, ~~and for~~ learning assistance under noncredit education, and noncredit apprenticeships.

~~1.~~ Noncredit Course Development and Approval Process

Noncredit course ~~and program~~ development procedures are delineated ~~in board policy and administrative procedure 4020. *Curriculum Development and Approval,* and~~ in administrative procedure 4022~~.~~ *Course Approval*.

1. New and/or modified noncredit course and/or program proposals may be initiated based on needs identified by economic forecasts, community needs assessments, demographic trends, and other pertinent data.
2. Whenever possible, discipline faculty creates the noncredit course and/or program proposal based on identified needs.
3. The noncredit course and/or program proposals are reviewed by the community education noncredit faculty. Collaboration is required with credit discipline faculty and respective department chair when developing comparable noncredit courses and programs to assess possible impact on credit offerings and discuss leveraging discipline expertise.
4. The academic dean overseeing the community education division completes the feasibility report.
5. The noncredit course and/or program proposal will be reviewed based on the following criteria. The noncredit course/program:
   a. Is consistent with the mission of the college.
   b. Falls under one of the noncredit categories as authorized by Title 5.
   c. Meets the conditions as outlined in the current Program and Course Approval Handbook (PCAH) and the Reporting Procedures Handbook by the California Community Colleges Chancellor's Office.
   d. Will not compete with an existing credit course/program.
   e. Does not duplicate a previously approved noncredit course/program.
   f. Will have adequate equipment and college facilities to sustain a high-quality offering.
   g. Will have sufficient enrollment to justify resource allocation.
6. The Technical Review Committee reviews the noncredit course/program proposals for compliance with the above criteria.
7. The Academic Policy and Planning (AP&P) Committee reviews and acts on the noncredit course/program proposals. The committee periodically submits a summary report to the Academic Senate for review and action. The Academic Senate forwards the summary report to the college superintendent/president and the Board of Trustees for final approval and implementation.
8. The Office of Vice President of Academic Affairs submits the course and program proposals to the California Community Colleges (CCC) Chancellor's Office Curriculum Inventory (COCI) for chaptering and/or review and approval.

~~The dean, Academic Affairs, will evaluate the proposals using the following criteria:~~

~~a. The course or program is consistent with the community college mission and falls under one of the noncredit categories as authorized by Title 5.~~

~~b. The course or program meets conditions outlined in the Program & Course Approval Handbook (PCAH), and the Reporting Procedures Handbook published by the State Chancellor's Office.~~

~~c. The course or program will not compete with an existing credit course.~~

~~d. The course or program does not duplicate a previously approved noncredit course.~~

~~e. The facilities and equipment of the college are adequate to support the course or program.~~

~~f. The enrollment will be sufficient to justify allocation of District resources.~~

~~All Noncredit proposals are submitted to the board of trustees and to the Chancellor's Office for approval.~~

~~2.~~ Fees

Districts are not permitted to charge tuition fees for noncredit classes eligible for state apportionment. Materials fees may apply when appropriate ~~to certain courses~~. ~~Most~~ All noncredit classes are tuition-free ~~of charge~~, but some noncredit courses may require additional materials fees consistent with Title 5 regulations. ~~-~~ These additional fees are identified in the noncredit schedule of classes. ~~Nonresident students taking noncredit classes will be exempt from tuition for these courses.~~

~~3.~~ Delineation of Functions Agreements (See BP/AP 4060, Delineation of Functions Agreements)

Allan Hancock College will seek a delineation of functions agreement with high school districts in the college's service area. These agreements authorize Allan Hancock College to be the provider of noncredit courses. The associate superintendent/vice president of academic affairs is responsible for the maintenance of these agreements. As the primary provider of education for adults, the college is authorized to offer classes in all the authorized categories.

Community Services (fee-based) Program

Community Services (fee-based) offerings are established and maintained in civic, ~~vocational~~career, literacy, health, homemaking, technical and general education, including, but not limited to, classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports, and athletics.

Community Services (fee-based) offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.

Community Services (fee-based) offerings are open for the admission of adults and of minors as approved by the Board of Trustees.

General fund moneys are not expended to establish and maintain community service offerings.

Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

~~1.~~ Course Proposal Evaluation
The dean, a~~A~~cademic a~~A~~ffairs, will evaluate fee-based course proposals using the following criteria:

a. The course or program is consistent with the community college.
b. The course or program will not compete with nor duplicate an existing credit course.
~~c. The course or program does not duplicate a previously approved noncredit course.~~
~~d.~~c. The facilities and equipment of the college are adequate to support the course or program.

~~2.~~ Fee-Based Class Approval Process
Working closely with ~~instructors~~initiator, the dean, academic affairs, will review proposals for community services (fee-based) classes that meet the educational, avocational, ~~vocational~~career and technical, and cultural needs of the community. The dean, academic affairs, may conduct needs assessments to identify the demand for these community services (fee-based) proposals. The district reserves the right to approve or deny proposals for fee-based courses.

Fee-based proposals will not compete with nor duplicate existing credit or noncredit curriculum.

Any college entity that offers fee-based courses or programs open to the general public, including auxiliary programs, must follow the same approval processes.

~~To ensure there is no conflict with the institution's ability to meet its obligations in its primary missions, the dean will recommend classes and activities to the Academic Senate or its designee and the associate superintendent/vice president, academic affairs.~~ A list of community services (fee-based) classes will be submitted to the board of trustees for approval prior to the start of each semester.

~~3.~~ Evaluation
Community services (fee-based) classes and activities are evaluated regularly. It is the responsibility of the dean, academic affairs, or a designee to administer course evaluations to students attending community services classes and/or events.

~~4.~~ Fees
The community services (fee-based) program shall be self-supporting. The college will charge students taking community services classes a fee not to exceed the cost of

maintaining community service classes. The admission fee for activities and events will be determined on an event-by-event basis. Fees will be developed by the Community Education office in collaboration with the instructor, producer of the event, or presenter, whichever applies.

A contract will be developed with each community service instructor or presenter outlining the terms of the agreement and the rate of remuneration for his/her services.

References: Education Code Sections 8531, 8532, 8533, 8534, 66010.4, 76141, 76300, 76365, 76380, 78300 et seq., 81458, and 84757;
Title 5 Sections 55002 and 55160(b)

Approved: 5/20/97
Revised: 8/16/05
Revised: 4/11/17
Revised:

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	First Reading: Review Board Policy and Administrative Procedure 7110, Delegation of Authority for Human Resources	Item Number:	14.K.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 3

BACKGROUND

Board policy 7110, delegation of authority is legally required, and administrative procedure 7110 is legally advised. BP/AP 7110 went through the district's policy review process; however, there are no recommended changes proposed by the district or the League. The last reviewed date will be updated.

The board policy and administrative procedure are recommended by the California Community College League and have been vetted through the shared governance process.

Administrator Initiating Item:	Final Disposition:
Ruben Ramirez	

Allan Hancock Joint Community College District
Board Policy
Chapter 7 – Human Resources

BP 7110 DELEGATION OF AUTHORITY FOR HUMAN RESOURCES

The Board of Trustees delegates authority to the Superintendent-President to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed.

Reference: Education Code Section 70902(d)

Adopted: 8/9/16

Allan Hancock Joint Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7110 DELEGATION OF AUTHORITY FOR HUMAN RESOURCES

The Chief Human Resources Officer is delegated responsibility from the Superintendent/President to recommend employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, Board policies, and administrative procedures are followed.

References: Education Code Section 70902(d);
WASC/ACCJC Accreditation Standard III.A.11

Adopted: 7/12/16

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	Student Health Fee Increase	Item Number:	14.L.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 1

BACKGROUND

On January 26, 2023, we received notification from the CCC Chancellor's Office that based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index has increased enough to support an increase in the student health fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce. Districts may now charge a maximum of $26.00 per semester and $22.00 for summer and intersession of at least four weeks.

https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/College-Finance-and-Facilities-Planning/Fiscal-Standards-and-Accountability-Unit/Student-Fees

Student Health Services Board Policy 5200 states that the District will charge the maximum allowable fee as approved by the State Chancellor's Office in accordance with the Education Code. Changes in the maximum allowable fee will be reported to the Board of Trustees and the Associated Student Body Government (ASBG) prior to implementation. ASBG will be notified at their schedule board meeting.

Allan Hancock College will implement the new fee starting the fall 2023 semester. This notification has been through the shared governance structure.

Administrator Initiating Item:	Final Disposition:
Genevieve Siwabessy	

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number:	14.M.
Institutional Goal:	Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures:	Page 1 of 2

BACKGROUND

Update on Placement in Embroidery Classes

Multiple enrollments (allowing students to enroll in more than one section of a course) have been allowed in noncredit for many years. The practice has not been widespread, however, and it was only used on an occasional basis by noncredit ESL students hoping to learn English more quickly by doubling up on ESL courses. When used, the practice has been to allow students to enroll in sections where there are available seats after all students have had a chance to register. The reason for this is to ensure we are providing the broadest course access to our community members.

In fall 2022, Community Education received several requests for multiple enrollment in a spring 2023 noncredit embroidery section that had been added to the existing schedule in order to meet demand. That is, students already enrolled in an existing spring 2023 section of embroidery requested seats in the new section in addition to their current seats. In keeping with the district's intent to provide the broadest access to the community, the district delayed a response on these requests until closer to the start of the spring semester. This allowed other community members a chance to enroll in all available seats, and the new section filled before the start of the semester. As a result, the requests for multiple enrollments to the section were denied.

There is currently no board policy or procedure addressing multiple noncredit enrollments. Administrative procedure 4226 Multiple and Overlapping Enrollments, forbids multiple enrollment in credit courses, but it does not include language allowing the practice for noncredit or processes for implementing it. Because of this, our registration (Banner) system is not programmed to allow it, which means this practice has always necessitated system overrides by Community Education staff. Given the recent increased interest access to multiple enrollments, the district determined that policies and procedures needed to be developed through our college's participatory governance process. Once these are in place, the Banner system can be programmed accordingly, and the request process can be developed in alignment with the policy. An initial draft of the policy and procedure has been developed, and it will move through our council approval process for revision and final approval.

PCPA Conservatory Programs

On March 15-18, eight second-year technical theatre students and five PCPA staff attended the United States Institute for Theatre Technology national conference in St. Louis, MO. Student participation was supported by Strong Workforce grant funds for travel and lodging, and industry partners for full conference passes. Students participated in specialized workshops focused on new technologies and equipment, and networked with companies recruiting for employees.

The conference was also attended by former PCPA properties intern Jeffrey Bazemore, who now serves as Director of Production at Baltimore Center Stage. Jeffrey expressed great appreciation to PCPA for his first internship, which was a stepping-stone into his career, as his bachelor of fine arts did not have a pathway to the properties profession. You can hear him talk about his professional pathway, including PCPA, in this 2016 USITT Member Spotlight: Jeff Bazemore (usitt.org).

Administrator Initiating Item:	Final Disposition:
Robert Curry	

PCPA also recently hosted virtual and in-person callbacks for the two-year CTE professional acting program. There were nearly 500 applicants in the initial group, from which 75 actors were invited to participate in an interactive set of workshops with conservatory faculty to supplement their prepared audition materials, statements of purpose and letters of recommendation. Those who auditioned in-person were able to see PCPA's production of the West Coast premiere of Emma. The final result was a group of 34 actors who were offered positions into next year's incoming conservatory class.

Early Childhood Studies

The Early Childhood Studies and Education academic programs will be partnering with Cal Poly on the recently awarded Integrated Teacher Preparation Program Planning grant. Over the next two years, Allan Hancock College and Cal Poly faculty will plan a new integrated preschool through 3rd grade teacher preparation credentialing program. This program will provide Hancock students majoring in early childhood studies and education opportunities to transfer to Cal Poly, earn a bachelor's degree, and continue on to complete their teaching credentials.

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	Monthly Report, Associate Superintendent/Vice President, Academic Affairs	Item Number:	14.M.
Institutional Goal:	Ed Master Plan Goal C. Student Progression through Program of Study	Enclosures:	Page 1 of 1

BACKGROUND

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Administrator Initiating Item:	Final Disposition:
Robert Curry	

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	Monthly Report Vice President Institutional Effectiveness	Item Number:	14.O.
Institutional Goal:	Accreditation Standard II	Enclosures:	Page 1 of 1

BACKGROUND

Invoke Learning

Institutional Effectiveness (IE) and Information Technology Services (ITS) met weekly with the Invoke team in March to coordinate setting up a new architecture called a "lake house". Data lake houses are an integration of a data warehouse, a data lake, and data virtualization.

Once the backend structures are in place and data are populating the new system, the IE office will work with the Invoke team to validate the data in the new system as it compares to the data in our current Banner system.

ROCC Meeting (Researchers of the Central Coast)

Armando Cortez and Erica Biely virtually attended the quarterly Researchers of the Central Coast (ROCC) meeting on April 5 which is comprised of Central Coast Community Colleges (Cuesta, AHC, Santa Barbara City College (SBCC), Oxnard, Venture, Moorpark). The purpose of the meeting is to share ideas with other colleges, get feedback on current projects, and foster collaboration among our local research office peers. Erica Biely shared recent work on the AHC Key Performance Indicators (KPIs) document and also shared information about the ongoing drop survey AHC has been running. All meeting participants shared ideas and strategies on how to better get student voices involved in the quantitative work the research office does. SBCC shared a helpful display format on how to concisely present student equity data via the student journey pathway.

Administrator Initiating Item:	Final Disposition:
Paul M. Murphy	

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 18, 2023
Subject:	Monthly Report, Executive Director, College Advancement	Item Number:	14.P.
Institutional Goal:	Ed Master Plan Goal A. Connect with Students	Enclosures:	Page 1 of 1

BACKGROUND

CCPRO Awards
The Public Affairs and Communications and Campus Graphics (CG) teams recently received awards from the California Community Colleges Public Relations Organization (CCPRO). CCPRO honors the work of community college marketing and design professionals statewide. The award recipients were announced on April 13.

Campus Graphics Fully Staffed
For the first time since September of 2021, the CG Department is fully staffed. The recent addition of Copy Center and Production Technician Jessica Dugan, ends a 19-month period during which the small and mighty crew — who design and print nearly ALL campus materials — operated on reduced staffing. The CG team is excited to be back at full staff as they continue providing excellent service to Allan Hancock College.

CG is also on pace to make their chargeback obligation to the college for this fiscal year. CG is averaging almost $11,000 in insourcing revenue monthly, which is regularly outpacing their monthly revenue goal of $7,000.

Administrator Initiating Item:	Final Disposition:
Jon Hooten	

ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	April 18, 2023
From:	Superintendent/President		
Subject:	Monthly Report, Associate Superintendent/Vice President, Finance and Administration	Item Number:	14.Q.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 2

BACKGROUND

ForeFront Power

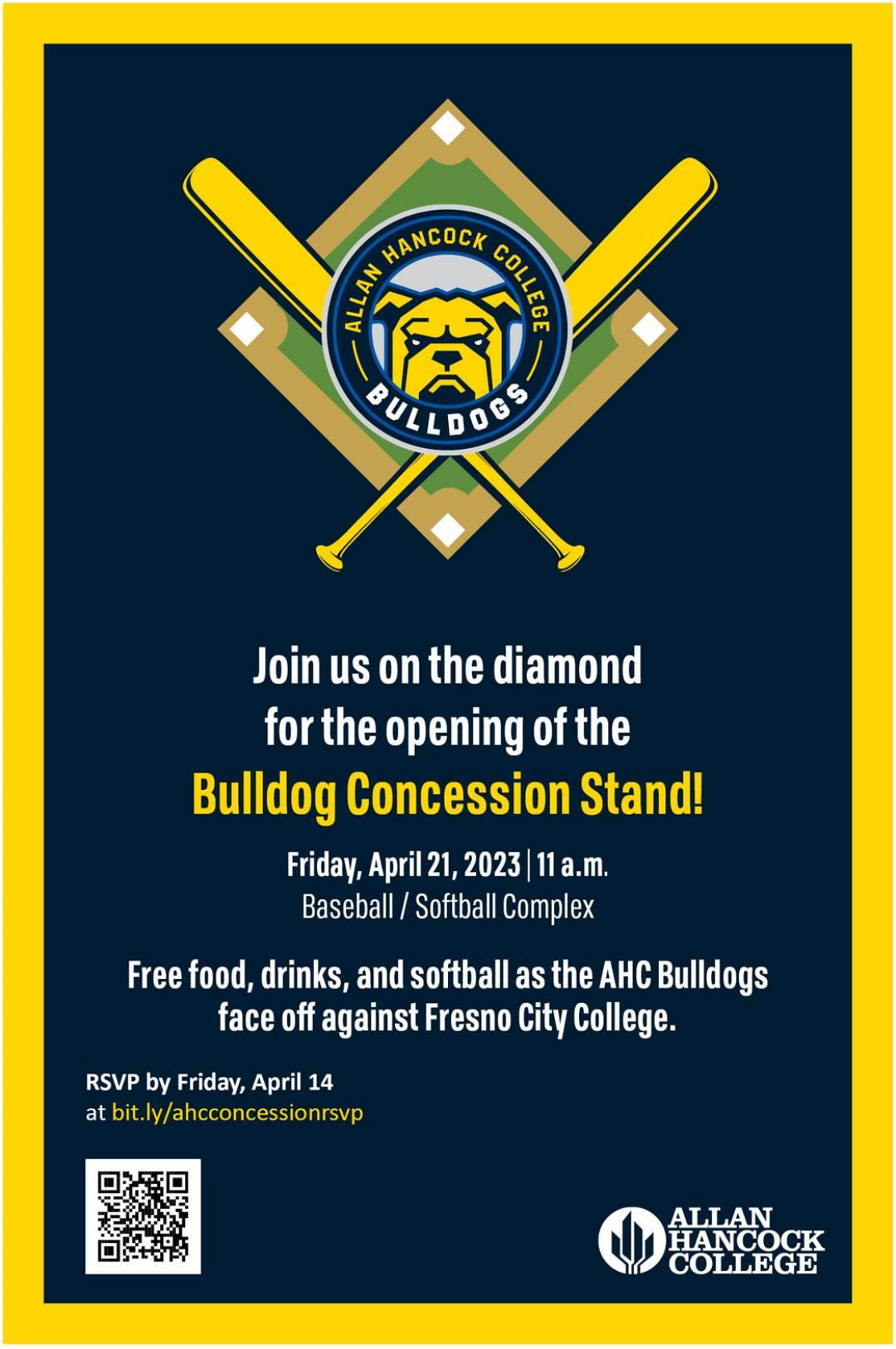
ForeFront Power is installing the new photovoltaic arrays in the parking lots on the Santa Maria campus at an amazing pace. Facilities has done an outstanding job sending out construction notices to the campus community to minimize disruption to faculty, students, and staff. The photovoltaic arrays also include night lighting which will improve nighttime security.



Administrator Initiating Item:	Final Disposition:
Eric D. Smith	

Bulldog Concession Stand Opening Celebration

The opening celebration of the Bulldog Concession Stand is scheduled for April 21 at 11:00 a.m. The menu includes hotdogs and condiments, cheese nachos, ice cream, and soft drinks. Be sure to pick up your Spike bucks at the entry to purchase these delicious items from the concession stand.



ALLAN HANCOCK COLLEGE

INFORMATION ITEM

To:	Board of Trustees	Date:	
From:	Superintendent/President		April 18, 2023
Subject:	A Monthly Report on the Year-to-Date Financial Data for Various Funds	Item Number:	14.R.
Institutional Goal:	Accreditation Standard III	Enclosures:	Page 1 of 23

BACKGROUND

Attached are copies of financial statements for the following funds:

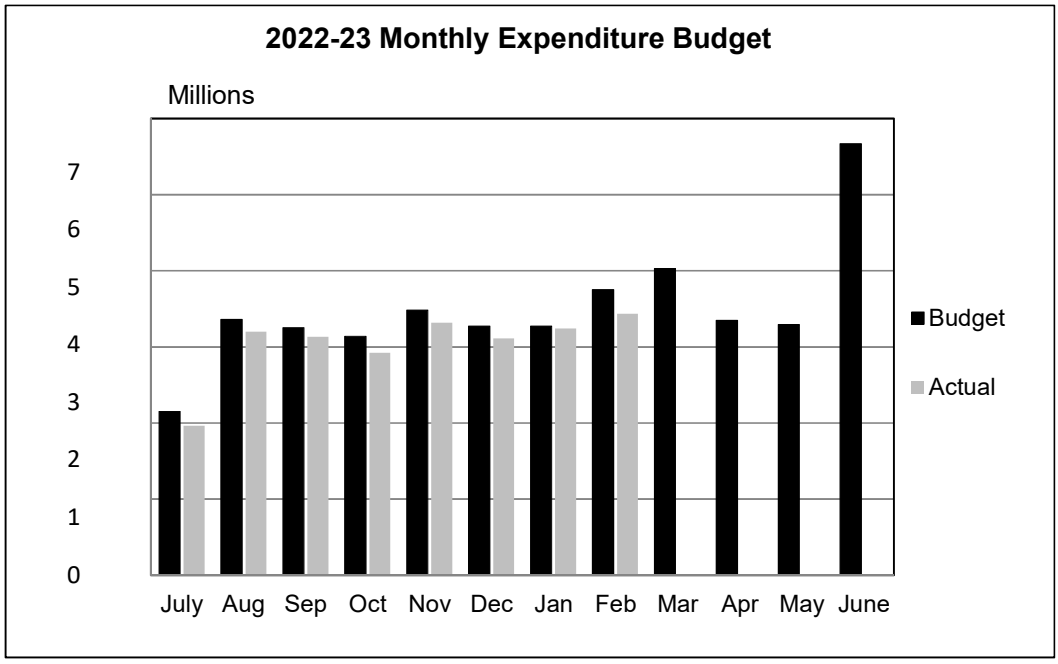
General Fund - Unrestricted
General Fund - Restricted
Child Development Fund
PCPA Fund
Capital Outlay Projects Fund
General Obligation Bond Building Fund
Dental Self-Insurance Fund
Property and Liability Self-Insurance Fund
Post-Employment Benefits Fund
Other Post-Employment Benefits (OPEB) Trust Summary
Associated Students Trust Fund
Student Representation Fee Trust Fund
Student Body Center Fee Trust Fund
Student Financial Aid Trust Fund
Scholarship and Loan Trust Fund
District Trust Fund
Student Clubs Agency Fund
Foundation Agency Fund
AHC Viticulture & Enology Foundation Agency Fund

The statements reflect year-to-date budgets and financial data.

Administrator Initiating Item:	Final Disposition:
Eric D. Smith	

GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

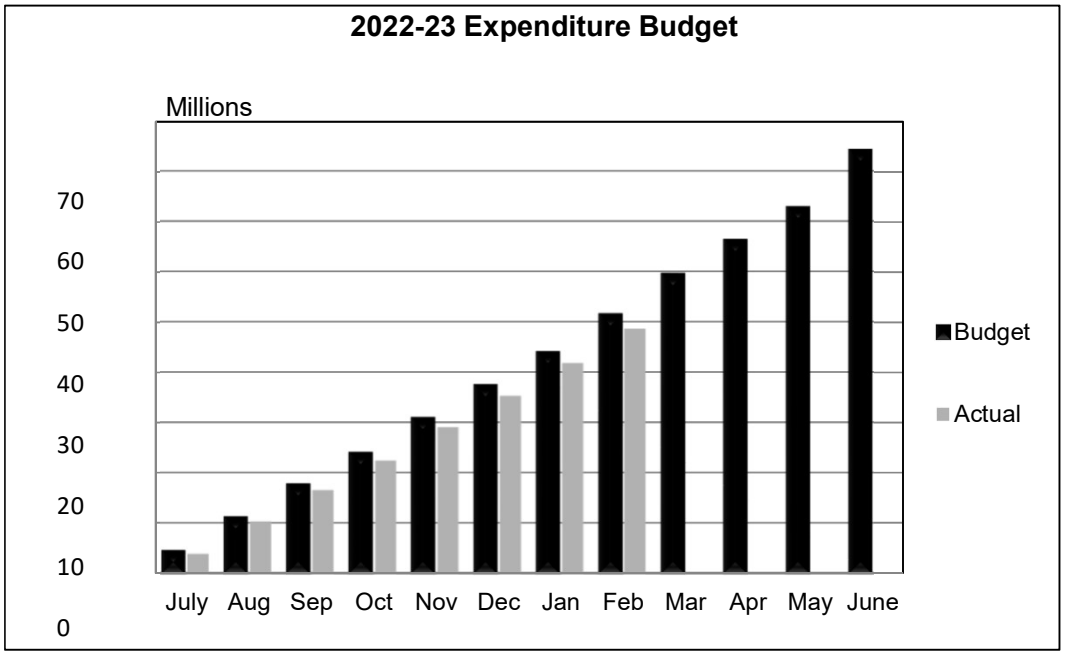
	February Budget	February Expenditures	Percentage Variance
Academic Salaries	2,500,877	2,406,955	96.24%
Classified Salaries	1,538,141	1,456,176	94.67%
Employee Benefits	1,524,915	1,517,022	99.48%
Supplies and Materials	165,662	146,249	88.28%
Other Operating Expenses	759,052	750,127	98.82%
Capital Outlay	126,935	124,868	98.37%
Other Outgo/Transfers	891,217	464,342	52.10%
	7,506,799	6,865,739	91.46%



GENERAL FUND UNRESTRICTED EXPENDITURE BUDGET

Year to Date Expenditures

	July-February Budget	July-February Year to Date	Percentage Variance
Academic Salaries	18,521,612	18,156,592	98.03%
Classified Salaries	12,728,311	11,947,974	93.87%
Employee Benefits	9,884,281	9,329,753	94.39%
Supplies and Materials	1,295,300	1,059,976	81.83%
Other Operating Expenses	5,688,859	5,580,980	98.10%
Capital Outlay	639,994	609,678	95.26%
Other Outgo/Transfers	2,604,689	1,958,488	75.19%
	51,363,046	48,643,441	94.71%



Allan Hancock College
General Fund

Income Statement by Fund
For Period Ending 02/28/2023

	Unrestricted Budget	Unrestricted Actual	% Budget	Restricted Budget	Restricted Actual	% Budget
REVENUES						
Federal Revenues	$ 34,200	$ 640	1.87%	$ 15,342,069	$ 5,368,148	34.99%
State Revenues	55,708,072	32,699,771	58.70%	30,712,393	26,081,550	84.92%
Local Revenues	25,895,652	15,989,942	61.75%	1,916,200	1,316,691	68.71%
Total REVENUES	81,637,924	48,690,353	59.64%	47,970,663	32,766,389	68.31%
EXPENDITURES						
Academic Salaries	27,332,741	18,156,592	66.43%	4,097,993	2,118,167	51.69%
Classified Salaries	19,271,970	11,947,974	62.00%	8,657,469	3,468,149	40.06%
Employee Benefits	17,219,256	9,329,753	54.18%	3,808,853	1,517,967	39.85%
Supplies and Materials	2,106,080	1,059,976	50.33%	3,551,358	1,031,995	29.06%
Other Operating Exp. and Services	8,917,201	5,580,980	62.59%	6,223,518	2,035,923	32.71%
Capital Outlay	951,102	609,678	64.10%	8,002,256	1,310,656	16.38%
Total EXPENDITURES	75,798,350	46,684,954	61.59%	34,341,448	11,482,857	33.44%
Excess of Revenues Over/ (Under) Expenditures	5,839,574	2,005,399		13,629,215	21,283,532	
OTHER FINANCING SOURCES (USES)						
Other Financing Sources	182,511	195,886	107.33%	140,768	140,768	100.00%
Total OTHER FINANCING SOURCES (USES)	182,511	195,886	107.33%	140,768	140,768	100.00%
OPERATING TRANSFERS OUT						
Other Outgo	8,233,218	1,958,488	23.79%	10,326,807	5,841,368	56.57%
Total OPERATING TRANSFERS OUT	8,233,218	1,958,488	23.79%	10,326,807	5,841,368	56.57%
Excess of Revenues and Other Financing Sources Over/(Under)	(2,211,133)	242,797		3,443,176	15,582,931	
FUND BALANCE						
Fund Balance, July 1st	22,599,154	22,599,154		10,373,546	10,373,546	
Current Balance	$ 20,388,021	$ 22,841,951		$ 13,816,722	$ 25,956,478	

Allan Hancock College
Child Development Fund

Income Statement by Fund
For Period Ending 02/28/2023

	Budget	Actual	% Budget
REVENUES			
Federal Revenues	$ 221,023	$ 147,012	66.51%
State Revenues	1,077,777	699,195	64.87%
Local Revenues	776,222	96,812	12.47%
Total REVENUES	2,075,022	943,019	45.45%
EXPENDITURES			
Academic Salaries	255,598	147,860	57.85%
Classified Salaries	835,471	410,092	49.09%
Employee Benefits	179,711	98,140	54.61%
Supplies and Materials	353,823	41,930	11.85%
Other Operating Exp. and Services	192,600	22,314	11.59%
Capital Outlay	488,782	6,194	1.27%
Total EXPENDITURES	2,305,985	726,529	31.51%
Excess of Revenues Over/ (Under) Expenditures	(230,963)	216,490	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	30,000	10,000	33.33%
Total OTHER FINANCING SOURCES (USES)	30,000	10,000	33.33%
FUND BALANCE			
Fund balance, July 1	418,513	418,513	
Current Balance	$ 217,549	$ 645,003	

Allan Hancock College
PCPA Fund

Income Statement by Fund
For Period Ending
02/28/2023

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 2,244,147	$ 1,887,118	84.09%
Total REVENUES	2,244,147	1,887,118	84.09%
EXPENDITURES			
Classified Salaries	2,983,431	1,910,411	64.03%
Employee Benefits	756,007	430,136	56.90%
Supplies and Materials	417,302	150,866	36.15%
Other Operating Exp. and Services	683,466	433,171	63.38%
Capital Outlay	39,499	9,396	23.79%
Total EXPENDITURES	4,879,705	2,933,981	60.13%
Excess of Revenues Over/ (Under) Expenditures	(2,635,558)	(1,046,863)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	2,813,057	734,343	26.10%
Total OTHER FINANCING SOURCES (USES)	2,813,057	734,343	26.10%
OPERATING TRANSFERS OUT			
Other Outgo	1,070,650	551,374	51.50%
Total OPERATING TRANSFERS OUT	1,070,650	551,374	51.50%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(893,151)	(863,895)	
FUND BALANCE			
Fund balance, July 1	3,333,061	3,333,061	
Current Balance	$ 2,439,910	$ 2,469,166	

Allan Hancock College
Capital Outlay Project Fund

Income Statement by Fund
For Period Ending 02/28/2023

	Budget	Actual	% Budget
REVENUES			
State Revenues	$ 6,704,278	$ 4,558,909	68.00%
Local Revenues	25,000	103,644	414.58%
Total REVENUES	6,729,278	4,662,553	69.29%
EXPENDITURES			
Supplies and Materials	159,079	71,292	44.82%
Other Operating Exp. and Services	120,862	20,390	16.87%
Capital Outlay	24,033,502	9,731,614	40.49%
Total EXPENDITURES	24,313,443	9,823,295	40.40%
Excess of Revenues Over/ (Under) Expenditures	(17,584,166)	(5,160,742)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	4,822,960	522,960	10.84%
Total OTHER FINANCING SOURCES (USES)	4,822,960	522,960	10.84%
OPERATING TRANSFERS OUT			
Other Outgo	32,983	32,983	100.00%
Total OPERATING TRANSFERS OUT	32,983	32,983	100.00%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(12,794,189)	(4,670,765)	
FUND BALANCE			
Fund balance, July 1	24,637,588	24,637,588	
Current Balance	$ 11,843,399	$ 19,966,822	

Allan Hancock College
General Obligation Bond Fund

Income Statement by Fund
For Period Ending 02/28/2023

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 75,000	$ 78,329	104.44%
Total REVENUES	75,000	78,329	104.44%
EXPENDITURES			
Classified Salaries	0	0	0.00%
Employee Benefits	0	0	0.00%
Supplies and Materials	500	35	6.91%
Other Operating Exp. and Services	42,920	20,225	47.12%
Capital Outlay	13,820,545	4,520,273	32.71%
Total EXPENDITURES	13,863,965	4,540,533	32.75%
Excess of Revenues Over/ (Under) Expenditures	(13,788,965)	(4,462,204)	
FUND BALANCE			
Fund balance, July 1	15,930,910	15,930,910	
Current Balance	$ 2,141,944	$ 11,468,705	

Allan Hancock College
Dental Self Insurance Fund

Income Statement by Fund
For Period Ending 02/28/2023

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 685,000	$ 288,658	42.14%
Total REVENUES	685,000	288,658	42.14%
EXPENDITURES			
Other Operating Exp. and Services	636,000	463,416	72.86%
Total EXPENDITURES	636,000	463,416	72.86%
Excess of Revenues Over/ (Under) Expenditures	49,000	(174,758)	
OPERATING TRANSFERS OUT			
Other Outgo	182,511	182,511	100.00%
Total OPERATING TRANSFERS OUT	182,511	182,511	100.00%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(133,511)	(357,269)	
FUND BALANCE			
Fund balance, July 1	901,323	901,323	
Current Balance	$ 767,812	$ 544,054	

Allan Hancock College
Self Ins - Property & Liab. Fund

Income Statement by Fund
For Period Ending 02/28/2023

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 4,000	$ 5,036	125.90%
Total REVENUES	4,000	5,036	125.90%
EXPENDITURES			
Supplies and Materials	22,817	12,248	53.68%
Other Operating Exp. and Services	20,422	11,496	56.30%
Capital Outlay	10,785	15,613	144.76%
Total EXPENDITURES	54,023	39,358	72.85%
Excess of Revenues Over/ (Under) Expenditures	(50,023)	(34,322)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	0	15,498	0.00%
Total OTHER FINANCING SOURCES (USES)	0	15,498	0.00%
FUND BALANCE			
Fund balance, July 1	923,163	923,163	
Current Balance	$ 873,140	$ 904,340	

Allan Hancock College
Post Employment Benefits Fund

Income Statement by Fund
For Period Ending 02/28/2023

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 4,000	$ 5,477	136.93%
Total REVENUES	4,000	5,477	136.93%
EXPENDITURES			
Other Operating Exp. and Services	31,300	3,300	10.54%
Total EXPENDITURES	31,300	3,300	10.54%
Excess of Revenues Over/ (Under) Expenditures	(27,300)	2,177	
FUND BALANCE			
Fund balance, July 1	1,007,687	1,007,687	
Current Balance	$ 980,387	$ 1,009,864	

02352404
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0101 -11-03818-04

RHBPT-HANCOCK-DELEGATED DISCRETION
ACCOUNT 6746018043

Period from February 1, 2023 to February 28, 2023

MARKET AND COST RECONCILIATION

	02/28/2023 MARKET	02/28/2023 BOOK VALUE
Beginning Market And Cost	**9,385,121.34**	**10,057,090.96**
Investment Activity		
Interest	6.18	6.18
Dividends	9,888.60	9,888.60
Realized Gain/Loss	- 4,707.83	- 4,707.83
Change In Unrealized Gain/Loss	- 270,087.66	.00
Net Accrued Income (Current-Prior)	5.13	5.13
Total Investment Activity	**- 264,895.58**	**5,192.08**
Net Change In Market And Cost	**- 264,895.58**	**5,192.08**
Ending Market And Cost	**9,120,225.76**	**10,062,283.04**

02352404
34- -01-B -61 -063-04
0101 -11-03818-04

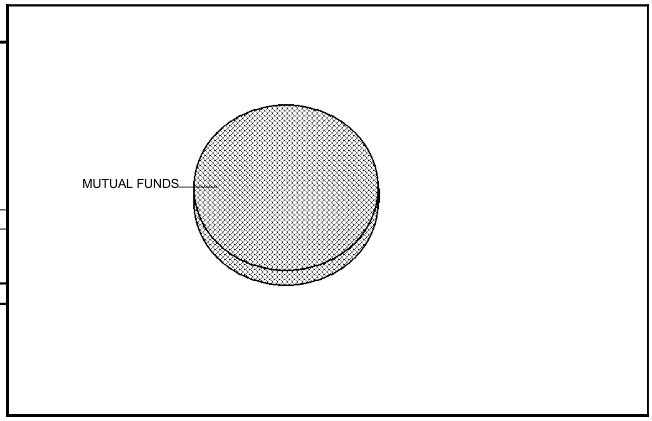
RHBPT-HANCOCK-DELEGATED DISCRETION
ACCOUNT 6746018043

Period from February 1, 2023 to February 28, 2023

ASSET SUMMARY

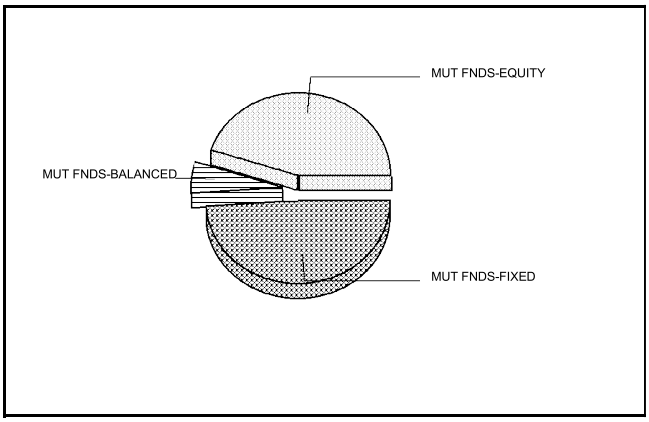
ASSETS	02/28/2023 MARKET	02/28/2023 BOOK VALUE	% OF MARKET
Cash And Equivalents	4,990.86	4,990.86	0.05
Mutual Funds-Equity	4,158,149.47	4,490,415.45	45.60
Mutual Funds-Fixed Income	4,531,830.78	5,119,684.15	49.69
Mutual Funds-Balanced	425,240.08	447,178.01	4.66
Total Assets	**9,120,211.19**	**10,062,268.47**	**100.00**
Accrued Income	14.57	14.57	0.00
Grand Total	**9,120,225.76**	**10,062,283.04**	**100.00**

Estimated Annual Income **231,489.34**



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.



Allan Hancock College
Associated Students Trust Fund

Income Statement by Fund
For Period Ending 02/28/2023

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 186,775	$ 138,507	74.16%
Total REVENUES	186,775	138,507	74.16%
EXPENDITURES			
Supplies and Materials	210,305	125,075	59.47%
Other Operating Exp. and Services	80,540	61,628	76.52%
Total EXPENDITURES	290,845	186,703	64.19%
Excess of Revenues Over/ (Under) Expenditures	(104,070)	(48,196)	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	177,047	177,047	100.00%
Total OTHER FINANCING SOURCES (USES)	177,047	177,047	100.00%
OPERATING TRANSFERS OUT			
Other Outgo	206,000	162,200	78.74%
Total OPERATING TRANSFERS OUT	206,000	162,200	78.74%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(133,023)	(33,349)	
FUND BALANCE			
Fund balance, July 1	389,705	389,705	
Current Balance	$ 256,682	$ 356,356	

Allan Hancock College
Student Representation Fee Trst Fnd

Income Statement by Fund
For Period Ending 02/28/2023

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 34,010	$ 42,305	124.39%
Total REVENUES	34,010	42,305	124.39%
EXPENDITURES			
Other Operating Exp. and Services	53,020	33,512	63.21%
Total EXPENDITURES	53,020	33,512	63.21%
Excess of Revenues Over/ (Under) Expenditures	(19,010)	8,793	
OPERATING TRANSFERS OUT			
Other Outgo	1,190	0	0.00%
Total OPERATING TRANSFERS OUT	1,190	0	0.00%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(20,200)	8,793	
FUND BALANCE			
Fund balance, July 1	64,082	64,082	
Current Balance	$ 43,882	$ 72,875	

Allan Hancock College
Student Body Center Fee Trust Fund

Income Statement by Fund
For Period Ending 02/28/2023

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 14,800	$ 23,156	156.46%
Total REVENUES	14,800	23,156	156.46%
EXPENDITURES			
Supplies and Materials	3,610	1,994	55.25%
Other Operating Exp. and Services	5,000	4,935	98.70%
Capital Outlay	62,000	39,826	64.24%
Total EXPENDITURES	70,610	46,756	66.22%
Excess of Revenues Over/ (Under) Expenditures	(55,810)	(23,599)	
FUND BALANCE			
Fund balance, July 1	229,347	229,347	
Current Balance	$ 173,537	$ 205,747	

Allan Hancock College
Student Financial Aid Trust Fund

Income Statement by Fund
For Period Ending 02/28/2023

	Budget	Actual	% Budget
REVENUES			
Federal Revenues	$ 11,123,381	$ 10,559,943	94.93%
State Revenues	2,150,000	4,814,342	223.92%
Local Revenues	0	2	0.00%
Total REVENUES	13,273,381	15,374,286	115.83%
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	7,030,601	4,872,743	69.31%
Total OTHER FINANCING SOURCES (USES)	7,030,601	4,872,743	69.31%
OPERATING TRANSFERS OUT			
Other Outgo	20,303,982	17,349,113	85.45%
Total OPERATING TRANSFERS OUT	20,303,982	17,349,113	85.45%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	2,897,917	
FUND BALANCE			
Fund balance, July 1	21,600	21,600	
Current Balance	$ 21,600	$ 2,919,517	

Allan Hancock College
Scholarship and Loan Trust Fund

Income Statement by Fund
For Period Ending 02/28/2023

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 1,000	$ 0	0.00%
Total REVENUES	1,000	0	0.00%
OPERATING TRANSFERS OUT			
Other Outgo	1,000	0	0.00%
Total OPERATING TRANSFERS OUT	1,000	0	0.00%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	0	0	
FUND BALANCE			
Fund balance, July 1	8,708	8,708	
Current Balance	$ 8,708	$ 8,708	

Allan Hancock College
District Trust Fund

Income Statement by Fund
For Period Ending 02/28/2023

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 92,922	$ 168,647	181.49%
Total REVENUES	92,922	168,647	181.49%
EXPENDITURES			
Academic Salaries	10,433	10,433	100.00%
Classified Salaries	22,164	7,128	32.16%
Supplies and Materials	103,181	53,379	51.73%
Other Operating Exp. and Services	56,892	28,264	49.68%
Capital Outlay	660	0	0.00%
Total EXPENDITURES	193,330	99,205	51.31%
Excess of Revenues Over/ (Under) Expenditures	(100,408)	69,443	
OTHER FINANCING SOURCES (USES)			
Other Financing Sources	0	0	0.00%
Total OTHER FINANCING SOURCES (USES)	0	0	0.00%
OPERATING TRANSFERS OUT			
Other Outgo	26,990	1,606	5.95%
Total OPERATING TRANSFERS OUT	26,990	1,606	5.95%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(127,398)	67,837	
FUND BALANCE			
Fund balance, July 1	5,210,375	5,210,375	
Current Balance	$ 5,082,977	$ 5,278,212	

Allan Hancock Joint Community College District
Plan Activity Report - Pension
As of February 28, 2023

PUBLIC AGENCY RETIREMENT SERVICES | PARS
TRUSTED SOLUTIONS. LASTING RESULTS.

Month	Balance at the 1st of the Month	Contributions	Earnings	Expenses	Distributions	Transfers	Balance at the End of Month
December 2022	$ 4,191,059.42	$0.00	($102,432.71)	($986.00)	$0.00	$0.00	$ 4,087,640.71
January 2023	$ 4,087,640.71	$0.00	$200,407.17	($962.99)	$0.00	$0.00	$ 4,287,084.89
February 2023	$ 4,287,084.89	$0.00	($112,940.05)	($1,235.10)	$0.00	$0.00	$ 4,172,909.74

Allan Hancock College
Student Clubs Agency Fund

Income Statement by Fund
For Period Ending 02/28/2023

	Budget	Actual	% Budget
REVENUES			
Local Revenues	$ 15,627	$ 22,411	143.40%
Total REVENUES	15,627	22,411	143.40%
EXPENDITURES			
Supplies and Materials	31,164	11,763	37.74%
Other Operating Exp. and Services	22,135	5,833	26.35%
Total EXPENDITURES	53,299	17,596	33.01%
Excess of Revenues Over/ (Under) Expenditures	(37,672)	4,815	
OPERATING TRANSFERS OUT			
Other Outgo	14,211	14,207	99.97%
Total OPERATING TRANSFERS OUT	14,211	14,207	99.97%
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(51,883)	(9,392)	
FUND BALANCE			
Fund balance, July 1	73,676	73,676	
Current Balance	$ 21,793	$ 64,284	

ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS
FOR THE PERIOD ENDING 02/28/2023

	Cash Admin	General Operations	Restricted	Scholar-ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUES:							
Contributions,Gifts,Grants&Endwmnts	0	24,185	500,508	244,680	74,988	0	844,360
Sales and Commission	0	0	770	0	0	0	770
Interest and Investment Income	0	17,135	1,263	0	0	316,114	334,512
Realized Gain/Loss on Invest	0	1,231	0	0	0	66,950	68,180
Unrealized Gain/Loss on Invest	0	3,884	0	0	0	529,814	533,698
Other Local Revenues	0	1,137	7,546	0	0	0	8,683
Total Revenues	0	47,571	510,087	244,680	74,988	912,878	1,790,203
EXPENSES:							
Non Bargaining Unit	0	167,296	0	0	0	0	167,296
Benefits	0	26,268	0	0	0	0	26,268
Public Relations/Recognitions	0	280	0	0	0	0	280
Office/Operational Supplies	0	1,670	13,851	0	0	0	15,521
In Kind Supply Expense	0	0	770	0	0	0	770
Non Instr Printing	0	6,081	438	0	0	0	6,519
Food - Business Meetings/Events	0	4,689	33,279	0	0	0	37,968
Indep Contractor (Individuals)	0	0	12,768	0	0	0	12,768
Service Contracts (Businesses)	0	2,543	7,514	0	0	0	10,057
Travel - All Travel Costs	0	5,475	0	0	0	0	5,475
District Community Activities	0	0	2,500	0	0	0	2,500
Foundation Community Activities	0	7,050	1,566	0	0	0	8,616
Dues & Memberships	0	1,660	2,618	0	0	0	4,278
Non-Tech Licenses,Permits,Fees	0	424	3,889	0	0	0	4,313
Software License/Subscription Agrmt	0	4,621	5,837	0	0	0	10,459
Laundry/Dry Cleaning	0	0	602	0	0	0	602
Facility Rental	0	0	2,400	0	0	0	2,400
Equipment Rental	0	0	9,733	0	0	0	9,733
District/College Support	0	0	92,790	0	0	0	92,790
Postage/Express Services	0	4,574	156	0	0	0	4,730
Advertising/Sponsorships	0	3,845	0	0	0	0	3,845
Bank Service Charges	0	1,189	1,027	0	0	0	2,217
Investment Brokerage Fees	0	2,448	0	0	0	120,213	122,661
PCPA Support	0	0	0	68,204	0	0	68,204
Equipment	0	1,649	0	0	0	0	1,649
Student Assistance	0	0	8,574	0	0	0	8,574
Scholarships	0	0	9,599	548,033	0	0	557,632
Total Expenses	0	241,762	209,912	616,237	0	120,213	1,188,124
Net Income (Loss)	0	(194,192)	300,175	(371,557)	74,988	792,664	602,079
OTHER FINANCING SOURCES/OUTGO:							
Intrafund Transfer-In	0	137,150	214,781	217,421	1,362,193	51,957	1,983,503
Intrafund Transfers-Out	0	167,031	1,030,679	900	350,000	434,893	1,983,503
Other Transfer-In	0	289,967	0	0	0	0	289,967
Net Transfers	0	260,086	(815,898)	216,521	1,012,193	(382,936)	289,967
Net Inc/Dec in Fund Bal	0	65,895	(515,722)	(155,035)	1,087,181	409,728	892,046
FUND BALANCE:							
Fund Equity, July 1	0	608,677	2,535,706	813,716	14,510,273	1,548,516	20,016,888
Current Balance	0	674,572	2,019,983	658,681	15,597,454	1,958,244	20,908,934

Allan Hancock College
Viticulture & Enology Foundation
Statement of Operations
For The Period Ending 02/28/2023

	Budget	Actual	% Budget
Revenue			
Contributions,Gifts,Grants&Endwmnts	2,020	2,027	100.35%
Non Cash Contribution	21,240	13,693	64.47%
Other Local Revenues	176	176	100.00%
Net Revenue	23,436	15,896	67.83%
Wine Operations			
Shipping Fee Revenue	800	717	89.58%
Sales and Commission	80,000	73,529	91.91%
Sales Discounts	(28,000)	(27,582)	98.51%
Net Sales	52,800	46,663	88.38%
Cost of Goods Sold	(40,000)	(28,576)	71.44%
Gross Profit	12,800	18,087	141.31%
Total REVENUES	36,236	33,983	93.78%
Expenditures			
Office/Operational Supplies	21,755	16,017	73.62%
In Kind Supply Expense	1,500	1,078	71.83%
Inventory Allocation Expense	(56,559)	(33,231)	58.76%
Non Instr Printing	3,202	2,352	73.46%
Food - Business Meetings/Events	2,120	1,105	52.11%
Service Contracts (Businesses)	33,393	14,915	44.67%
Travel - All Travel Costs	5,681	2,491	43.85%
Non-Tech Licenses,Permits,Fees	552	287	51.96%
In Kind-Software/Technlgy Licenses	19,740	11,515	58.33%
Insurance	270	181	67.04%
Facility Leases	100	100	100.00%
Land Lease	400	400	100.00%
Repairs (Labor-Diagnostic)	1,800	175	9.72%
Technology Hosting Services	60	0	0.00%
Sales Tax Expense	285	255	89.34%
Postage/Express Services	1,100	703	63.95%
Freight	150	150	100.00%
Advertising/Sponsorships	450	0	0.00%
Bank Service Charges	25	0	0.00%
Merchant Fees	1,950	1,587	81.39%
Cash Over and Short	10	0	0.70%
Equipment-In Kind	1,100	1,100	100.00%
Total EXPENDITURES	39,085	21,180	54.19%
Fund Balance			
Net Income (Loss)	(2,849)	12,803	(449.33%)
Fund Balance, July 1	158,922	158,922	158,922
Current Balance	$156,073	$171,725	110.03%

ALLAN HANCOCK COLLEGE
Start here. Go anywhere.

ALLAN HANCOCK COLLEGE

APRIL 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 8:00 a.m. *Community Food Share* 1st & 3rd Saturday
2	**3**	**4** 2:30 p.m. Softball vs. Santa Barbara City College	**5** 2:30 p.m. Baseball vs. Cypress College	**6** 11:30 a.m. *Student Food Share* every Thursday 1:00 p.m. Baseball vs. Fresno City College	**7** 2:30 p.m. Baseball vs. Cerritos College AHC Planning Retreat Santa Maria Inn	**8**
9	**10** Summer/Fall Class Search Opens	**11** 2:00 p.m. Softball vs. Ohlone College	**12**	**13** 2:30 p.m. Baseball vs. Pasadena City College	**14** 12:00 p.m. B.I.G.E. Club Speaker Series Santa Maria campus, Fine Arts Complex	**15** 8:00 a.m. *Community Food Share* 1st & 3rd Saturday 1:00 p.m. Softball vs. Bakersfield College
16	**17**	**18** 11:00 a.m./1:00 p.m. Softball vs. Moorpark College 3:00 p.m. Baseball vs. L.A. Pierce College **6:00 p.m.** **Board of Trustees Meeting**	**19** 9:00 a.m. Clothesline Project Display Santa Maria campus, Commons 11:30 a.m. Earth Day Event Santa Maria campus, Commons	**20**	**21** 11:00 a.m./1:00 p.m. Softball vs. Fresno City College 2:30 p.m. Student Fashion Show Santa Maria campus, Winery	**22** 12:00 p.m. Baseball vs. Cuesta College 3:00 p.m. Softball vs. Riverside College
23	**24** 12:00 p.m. Softball vs. West Hills College	**25** 2:30 p.m. Softball vs. Ventura College	**26**	**27** 2:30 p.m. Baseball vs. Santa Barbara City College PCPA's *Bright Star* through May 14 Marian Theatre	**28** 2:30 p.m. Baseball vs. Ventura College	**29**
30						

ALLAN HANCOCK COLLEGE
Start here. Go anywhere.

ALLAN HANCOCK COLLEGE

MAY 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 11:30 a.m. *Student Food Share* every Thursday	5	6 8:00 a.m. *Community Food Share* 1st & 3rd Saturday
7	8	9	10	11	12	13
14	15	16 **6:00 p.m.** **Board of Trustees Meeting**	17 Spring Classes End	18 Spring Final Exams May 18-24	19 2:00 p.m. Retirements & Recognitions Celebration Fine Arts Complex Plaza	20 8:00 a.m. *Community Food Share* 1st & 3rd Saturday
21	22	23	24	25 Scholarship Banquet	26 Commencement	27
28	29 Memorial Day College Closed	30	31			