



TO: 2017-18 Law Enforcement Student

FROM: Public Safety Officer Brian Brusach, Program Instructor  
Karen Robyn, Program Administrator

RE: **Law Enforcement Program Orientation  
Kalamazoo Valley Community College  
Room 9130  
6767 West O Avenue  
Kalamazoo, MI 49003-4070  
May 17, 2017  
6:30 p.m.**

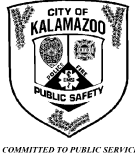
Kalamazoo RESA Education for Employment (EFE) along with Kalamazoo Department of Public Safety (KDPS) cordially invite you and your parent/guardian to attend an orientation highlighting next year's EFE experience. Details pertaining to this event include an opportunity to:

- Meet Officer Brusach, the EFE program instructor, and hear about countless class experiences.
- Learn how successful completion of the program can lead to postsecondary opportunities.
- Ask questions about this exciting experience.
- Visit with members from the Kalamazoo Explorer post and learn about endless volunteer opportunities.
- Speak with this year's students and meet next year's classmates.

The attached program guidelines will be discussed in detail during the orientation. Students will be asked to sign the guidelines at the end of the orientation. Guidelines can be turned in that night or through the high school counseling office.

Mark your calendars now to be sure you do not miss this opportunity. We look forward to seeing you May 17.

C: program guidelines



# Education for Employment (EFE) LAW Enforcement Program Guidelines

## Students enrolling in the Law Enforcement program must accept the following guidelines:

1. Students **must** consent to KDPS performing a criminal background check on them prior to the start of the school year.
2. Students will be held responsible for their actions in and out of the class regarding disciplinary and criminal behavior. Criminal activity, of any kind, may result in the student's removal from the class. Issues are examined on a case by case basis.
3. Students will be required to work together as a team and will periodically act as team leader.
4. Students may need to present proof of a drug screen.
5. Late assignments will not be accepted unless due to an excused absence.
6. Students are to call in or sign out when going to be absent from class for any reason.
7. Students **should have no more** than 4 unexcused absences during a semester and must maintain an **80% grade point average** and **90% employability skill score** to be eligible for work place observation or the second year internship experience.
8. Work place observations take place outside of class time. Transportation is the responsibility of the student.
9. The Law I program is held Monday through Friday throughout the school year. Students will be assigned a class time according to their home school district's slot availability. Transportation to and from the program is a district decision. Questions about transportation availability need to be directed toward the student's home district.
10. Students will be expected to dress appropriately during all class related activities. ☆ **Information about the uniform and personal grooming will be explained in depth during the first week of class.**

☆ **Class uniform will consist of:**

- Slacks in the color and style specified
- Shoes in the color and style specified
- Polo shirt in the color and style specified
- Belt and socks in color and style specified
- Sweatshirt in color and style specified

☆ **Personal grooming will consist of:**

- Uniform clean, pressed, and in good repair
- Clean hair; Males no longer than 1 ½", Females - if shoulder length or longer, must be tied back
- Daily bathing and the application of deodorant; Males are clean shaven
- Clean fingernails no longer than the tips of your fingers.
- Only one pair of post earrings per female. No other jewelry except one ring and watch
- Avoidance of heavy perfumes and colognes

### LAW II

11. The Law II program is offered from 12:45-2:30 pm, Monday through Friday during first semester. Second semester Law II students will meet on Mondays for class and at an approved internship site Tuesday - Friday. **Transportation to and from the 2<sup>nd</sup> year class and internship is the responsibility of the student.**
12. Prior to the beginning of second semester and after eligibility is attained, Law II students will be responsible for securing their internship position.
13. High school and college credit **may** be earned for this course. Credit is dependent upon the student receiving a B or better.

## Law Enforcement Program Guidelines Form

My son/daughter \_\_\_\_\_, who attends \_\_\_\_\_ high school has agreed to the above Law Enforcement program guidelines. I have read the guidelines, and understand the commitment my child is making to this program.

Name of Parent/Guardian \_\_\_\_\_  
(Please print)

Address \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

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

**Notice of Non-discrimination:** It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Tom Zahrt; Assistant Superintendents, Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.