



TO: 2018-19 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 16, 2018  
6:30 p.m.**

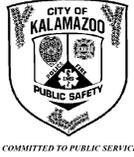
Kalamazoo RESA Education for Employment (EFE) along with Kalamazoo Department of Public Safety (KDPS) cordially invite you and your parent/guardian to attend an orientation highlighting next year's EFE Law Enforcement experience. Our orientation will include time to:

- 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.
- 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 the night of the orientation 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 16.

C: program guidelines and student contract



# Education for Employment (EFE) LAW Enforcement Program Guidelines

To be successful in EFE Law Enforcement, students need to agree to these program 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 maintain an **80% grade point average** and **90% employability skill score** to be eligible for work place observation or a 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 through the school year. The classroom is located on KVCC's Texas Township Campus. IT IS NOT A KVCC program.
10. Students are assigned a class time according to their home school's slot availability.
11. Transportation to and from the program is a district decision. Questions about transportation availability need to be directed toward the student's home district.
12. 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 orientation and 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 1/2", 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

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 gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability, genetic information or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designed to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents, Tom Zahrt, Mindy Miller and Dr. Jennifer Sell. Contact information: (269) 250-9200, 1819 E. Milham Ave. Portage, MI 49002

