

PTRC/LEFTL TRAINING POLICY

DRESS/ATTIRE

LEFTL maintains professional work environment standards; therefore, uniform or appropriate business dress is required. Casual attire is prohibited unless specifically required by the course activity, as determined by the instructor. Individuals not in compliance will be dismissed or required to change into appropriate attire, and their agency will be notified. Appropriateness of clothing will be determined by PTRC and the LEFTL staff.

ATTENDANCE AND CONDUCT

Courses will generally be conducted between 8:00 a.m. and 5:00 p.m. on the starting date of each course, unless otherwise specified. The LEFTL program office will administer registration procedures for programs. Students are expected to adhere to the directives established by LEFTL and the PTRC.

Safety requirements specify only New Mexico Law Enforcement Officers in full uniform are permitted to carry their department issued firearm into the PTRC classroom complex and onto the training range. All others are prohibited from carrying firearms. Firearms must be secured in the individual's vehicle or designated safe location.

Following the first day of class, starting times and lunch breaks may be varied by the Instructor or Program Manager to meet special course needs.

Students are required to attend all scheduled training sessions in each course. A student missing more than 10% of any course will not receive a certificate or course credit.

No outside materials unrelated to the course will be allowed. This includes items such as newspapers, magazines, books, radio/CD players, etc.

Cell phones and other messaging media will remain off during class, unless otherwise approved by the instructor. Students will have regular breaks during which phone calls, messages, and other personal needs may be addressed.

Professional conduct of all students is required. Dismissal of students will be determined solely by the course instructor unless the conduct interferes with the operation of the PTRC facility, at which point, the appropriate PTRC division manager/supervisor may dismiss the student from the facility.

Upon acceptance, confirmation will be sent, along with a statement of course objectives and requirements, to the contact information supplied on page one.

APPLICANT ACKNOWLEDGEMENT

I have read and completed the PTRC/LEFTL Training Application. I hereby understand that I am applying for the course requested on page one and I will adhere to the PTRC/LEFTL Training Policy.

Applicant Name (*Please print*): _____

Signature: _____ Date: _____

AGENCY APPROVAL

Agency Head/Designee (*Please print*): _____

Signature: _____ Date: _____