

NORTHWEST LAW ENFORCEMENT ACADEMY



ACADEMY RULES AND REGULATIONS

Student Manual

March 28, 2023



NORTHWEST LAW ENFORCEMENT ACADEMY

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“Ignorantia Juris Non Excusat” or “Ignorantia Legis Neminem Excusat”

(Latin for "Ignorance of the law does not excuse" or "Ignorance of the law excuses no one")

This is a legal principle holding that a person who is unaware of a law may not escape liability for violating that law merely because he or she was unaware of its content.

*This principle also holds true to the “**Rules and Regulations**” of the Northwest Law Enforcement Academy.*



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ACADEMY RULES AND REGULATIONS

Academy students are training to become employed in the law enforcement profession, many of which are quasi-military organizations. As such, the rules are stricter than high school, college or university.

1. APPEARANCE – DRESS – GROOMING

A. Students will wear the designated Academy Uniform #1 every day, except Fridays, unless instructed otherwise.

On Fridays, Academy Uniform #2 will be worn, unless instructed otherwise.

The following dress or grooming styles are prohibited on Academy premises or at any time when a student is representing or associated with the Academy.

- a) Baggy pants
- b) Any headgear, headbands or head covering in class, except that required for religious purposes (NWLEA caps may not be worn backwards or sideways at any time, on or off Academy premises.)
- c) Cut-off shorts
- d) Inappropriate slogans on T-shirts
- e) Shin-length pants
- f) Leggings, jeggings or yoga pants
- g) Spiked or unnaturally dyed hair
- h) Earrings – no more than two studs per ear
- i) Nose rings – no nose rings preferred – if a student has a nose piercing, they must insert a stud.
- j) Tank tops or muscle shirts
- k) Slides, Crocs, sandals, Birkenstocks, or any type of flip flop footwear
- l) Neck collars
- m) No wrist bangles/wrist jewelry; and no excessive jewelry (neck, wrist), excessive being determined by the instructor.
- n) Fingernails must be trimmed short, whether natural or artificial, such that finger pads may make direct contact with a surface.

FACIAL HAIR: Students must comply with common law enforcement policies, whereby an officer must have a clean-shaven face. *(The only exemption is for cultural or religious reasons.)*

HAIR: Hair styles on men will be kept short, military style, hair cannot touch the ears. Female students will keep their hair off the shoulder and worn in a tight “bun.” The wearing of “headbands” is not permitted.

CLOTHING: The only item of clothing that may be worn over the official Academy uniform shirt or over the official Academy t-shirt, when permitted to be worn, is the official Academy jacket or hoody.

MAKEUP: Female members may wear makeup, but it must be applied conservatively.

Members while in uniform will not wear false eyelashes, excessive eye liner, eye shadow, bright lipstick or coloured nail polish.

The only exception to **CLOTHING** as noted above, are students in junior classes who have not yet been issued their official Academy uniform or jacket.



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B. Students will be issued two uniform shirts and two pairs of uniform pants.

- a) Students are required to wear black smooth leather shoes and a black belt. Shoes must be worn with black socks. Students failing to wear black socks with uniform dress may not be admitted to class and may suffer penalties for absenteeism.

Black standard socks should cover the ankles and prevent any flashes of visible skin between the student's shoes or boots at the bottom of their pant legs.

- b) Students must wear a clean short sleeved black T-shirt under their uniform shirt which must be worn completely buttoned up except for the top button. The official Academy jacket or hoody are the only garments that may be worn over the uniform shirt when appropriate.
- c) No wearing of hats, toques or hoody with the hood up in class. Religious headgear will be respected.
- d) No embroidery on boots, footwear or uniform is allowed.
- e) Academy uniforms are designated as follows:

Uniform #1

Official uniform shirt and uniform pants, ID, and Academy insignia (pin) and shoulder epaulettes.

Uniform #2

Official Academy T-shirt and uniform pants and ID.

- f) Students are required to maintain their uniform in a clean and pressed manner. Uniform footwear must always be clean and shined. Uniforms must be free of lint, debris, animal, or human hair. **Students who are not appropriately turned out will be asked to leave class.**
- g) Students will wear the Academy insignia (pin) above the left pocket and their student I.D. card, pen and notebook must be carried on their person at all times.
- h) Regular inspections will be carried out and any student not meeting Academy standards may receive a disciplinary advisory and be subject to disciplinary action.

2. WEARING OF ACADEMY CLOTHING

- a) No student may wear identifiable Academy clothing within any bar, beer parlor, lounge, licensed restaurant, nor any other licensed premises.
- b) Students should be aware that when being identified as members of the Academy, they are representing the Academy and its reputation.
- d) Violation of a), in this section, or any behaviour bringing discredit to the Academy may result in immediate suspension from the Academy, after which the President and Dean of Students will meet to discuss permanent expulsion.



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3. GUEST SPEAKERS

When guest speakers attend at the Academy:

- a) Students will wear the Academy uniform #1.
- b) Students will come to attention when the guest speaker enters the room.
- c) Students must be attentive, engaged and demonstrate respect for all guest speakers.
- d) Guest speakers are often representatives of law enforcement agencies or prospective employers. The impression they have of the class may have a direct impact on the student's future employment opportunities.

4. FIELD TRIPS

For field trips, students must wear uniform #1, unless otherwise instructed.

5. GENERAL

- a) No smoking or vaping on Academy premises, and no smoking or vaping within 30 meters of the front entrance to building.
- b) No feet on chairs or desks.
- c) All students will be supplied with a tent card which is to have the students' name on it. The tent cards are to be placed in front of each student on each day, no exceptions. If a tent card is lost or misplaced it is the student's responsibility to advise their instructor and a new one will be provided. Tent cards are to be maintained in a pristine and professional condition.
- d) Meals are not permitted in the classroom. Breaks are provided for the purposes of eating meals and using the bathroom facilities. It is permissible to have liquid refreshments, snacks or protein bars in the classroom.
- e) Returning students – a student's account must be paid in full before they may be permitted to return to the Academy.
- f) Northwest Law Enforcement Academy reserves the right to utilize alternative means of instruction (electronic – ie: Zoom) in the event of a situation that is beyond the Academy's control.

6. ATTENDANCE AND PUNCTUALITY

There are consequences for absenteeism **regardless of the reason for the absence**. Although the Academy recognizes there are many unavoidable reasons for absence, i.e., death in the family, court subpoenas, major snowstorms, etc., if you are not in class, **you are not receiving instruction and have not been trained**. This is the policy in all professional training institutions, including police agencies.



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Special Note: Students may not miss more than 10% of class time in any individual course. Instructors have the discretion to remove a student from a course where excessive absence may prevent them from developing the required understanding of the course content. Students who miss more than 10% of a course may not qualify to write the final exam in said course.

Students should be in the classroom 5 minutes before the class is scheduled to begin.

- a) A student is classified as being late for class if they are not in their seat when the class is scheduled to start. Instructors may assess academic penalties for late attendance or when a student returns late from a break.

If a student is late, they may not enter the classroom without the instructor's permission. The instructor has the discretion to mark the student late or absent.

- b) The Manitoba Department of Education dictates that if a student is absent for 10% or more of the entire program, that student will automatically fail the program.

If a student is absent or late due to ***"an emergency situation,"*** that student may apply in writing to the Dean of Students for ***"special consideration"*** in the matter.

It's important to note, however, that the absence still counts as an absence when calculating the accumulation of absences relating to the provisions of Section (b) above.

- c) A student who is sent out of class by an instructor for any reason, i.e., immature behavior, inappropriate dress, rules violations or for any other reason, may be considered absent.
- d) Students who arrive late, or fail to attend the Academy, or any offsite location, for any scheduled course, volunteer event, outing, instruction, guest speaker or mock interview, without prior notice or legitimate justification, will be in violation of the Academy's punctuality and attendance policy. Students who are late or absent without a legitimate reason may be required to reschedule an appointment at their own expense.

ABSENTEEISM POLICY

EXPLANATION OF RULES AND REGULATIONS

There is perhaps no Academy rule more misunderstood than our policy relating to absenteeism. On the surface, the rule may seem unfair since even absence for a legitimate reason is not excused.

If a student is absent for a legitimate reason, i.e., death in family, traffic accident, vehicle breakdown, etc., the Academy Staff certainly sympathizes with the student and understands the frustration. There is a difference between the public education system, where absence is of little consequence, and professional training, whereby people are being trained for employment in professional organizations.

Academy Rules and Regulations in this section are critical for the following reasons:



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1. The Academy is registered and licensed by the Provincial Department of Education. The terms and conditions of this licensing is that no one will graduate unless they have received **the complete training course**. It is a violation to issue a graduation diploma to a person who is partially trained and who has not successfully completed the entire course.
2. Every police agency, and in fact, every professional occupation, requires that a candidate be **completely trained** to graduate from a recruit training program. If a police agency put a person on the street who had not received a portion of the required training, they could be legally liable, not only from the public whom they serve, but from partially trained officers themselves, should some mishap occur.
3. Last, but not least, the Academy operates with integrity and a high standard of ethics. There is not one staff member who would remain employed at the Academy if it were to issue graduation diplomas to persons who had not successfully completed the entire course as required by law and by the Academy's own policy.

7. FINAL EXAM

There will be a final examination which will account for 25% of a student's final mark in the Diploma Course. The Final Examination will entail questions relating to:

- a) Criminal Law
- b) Criminal Investigation Procedures
- c) Investigative Interviewing and Interrogation
- d) Major Crimes
- e) Police Powers
- f) Report Writing

Sixty percent (60%) is the designated passing grade for the final exam.

A student must successfully pass all core courses before they may be eligible to write their final examination.

Students who do not achieve a 60% passing grade on the final exam are eligible for a rewrite at an additional expense of \$200. This fee must be paid prior to the rewrite. A student who fails their final exam twice will not be eligible for graduation.

A student's account must be settled in full, at the time of the writing of the Academy final exam, otherwise, the student shall not be permitted to write the final exam.

Under certain extenuating circumstances special arrangements may be made between the student and the Dean of Students allowing the student to write the Final Exam.

A student's diploma and final marks are withheld until their account is paid in full.

8. DEPARTMENT

The following conduct is a violation of Academy rules and regulations and will not be tolerated:

- a) **Disrupting the learning environment** – disrupting or detracting from the learning environment by being inattentive, disengaged, by sleeping or by talking to another student. Disrupting the learning environment



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is considered a serious offence and may result in expulsion from the class and may result in a disciplinary advisory being issued. The instructor is responsible for disciplinary measures in their classroom and there is no appeal to their decisions.

- b) **Insubordination** – students demonstrating any form of insubordination or disrespect to instructors, staff or guest speakers will be subject to serious disciplinary action. This includes failing to follow instruction or direction from instructors or staff.
- c) **Racism or Bias** – any student who demonstrates, through words or actions, bias, racism, sexism, or homophobic bias of any kind, or uses a racial slur, racial epithet, or race-based slang will be subject to serious disciplinary action that may include suspension or expulsion.
- d) **Violence or threats of violence** – any form of violence, threats of violence or any type of assault on a student or staff member. Any such incident may be reported to law enforcement.
- e) **Harassment, offensive conduct, cyber bullying** - any act, comment that is meant to belittle, insult, offend, embarrass, intimidate, isolate, undermine or harm any student, instructor, staff member, or guest is considered a serious rules violation. This also includes unwanted actions that specifically relate to sexual harassment, bullying or sexual violence. This includes conduct on Academy premises or any offsite location and includes any post(s) or comment(s) on the internet.
- f) **The commission of an offence** – the commission of any offence punishable by law
- g) **Demonstrates lack of integrity** - any act of dishonesty, lack of integrity or lack of accountability
- h) **Social Media** – the Academy strictly prohibits students from posting photographs taken at the Academy on social media. This includes posting the NWLEA logo, uniform, or portions thereof, “selfies” or photos of classmates in uniform, or photos at any off-site event or activity, including volunteer events.
- i) **Denigrating the Academy or its uniform** – any conduct that denigrates the Academy or its uniform or diminishes the Academies reputation, and includes the wearing of the Academy uniform in any licenced premise.
- j) **Alcohol, cannabis, non-prescription or illicit drugs** - the Academy strictly prohibits the possession of alcohol, cannabis, non-prescription or illicit drugs on the premises or being under the influence of any of these substances while attending the Academy. This prohibition includes any off-site event associated with the Academy.
- k) **Assignments** – failure to submit an assignment is a rules violation, the continuous failure to submit assignments is considered a serious rules violation. In cases where a student continuously fails to submit their assignments, Instructors have the authority to register an automatic failure.
- l) **Weapons or Imitations** - students are prohibited from the possession of any weapon, imitation of any weapon, or anything that could be used or perceived to be a weapon, including firearms, knives, box cutters, explosives, ammunition, or fireworks, while they are attending the Academy. Students in violation of this policy may be subject to severe punishment that could include suspension or expulsion.



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9. DISTRACTIONS IN CLASS

- a) **Cell phones are strictly prohibited from classrooms**, if a student is caught in possession of, or using a cell phone in class, they may be subject to receiving a disciplinary advisory.
- b) Students who disregard the no cell phones policy in the classroom, and have their cell phone ring, will be suspended for the balance of the class and you may be marked absent. If marked absent, you will need an instructor's permission to return to the next scheduled class.
- c) Students are prohibited from using a smart watch in the classroom for any purpose other than for observing the time.
- d) Students who wish to use a recording device, or any other electronic device or computer in class may do so only with the permission of the instructor.

10. RULE VIOLATIONS

The Dean of Students is responsible for the disciplinary process.

- 1) A student violating a rule may receive one of the following dispositions, depending upon the seriousness of the violation:
 - a. Verbal Disciplinary Warning
 - b. Written Disciplinary Advisory
 - c. Suspension
 - d. Expulsion
- 2) Students attending the Academy have signed and agreed to a written contract. Each student has agreed to respect and comply with all Academy rules, including rules outlined in the Department Section of the student manual.

The Academy has a written disciplinary or advisory process that dictates a student who receives three (3) or more disciplinary advisories may be expelled from the program. Any violation of a serious nature will be dealt with on a case-by-case basis, without prejudice, and may involve possible suspension or expulsion from the program.

- 3) Students who were awarded a scholarship may be in jeopardy of losing their scholarship award if they receive a written disciplinary advisory.

10.1 DISPUTE RESOLUTION

Should a student wish to appeal a disciplinary action taken by the Dean of Students; the student may appeal the decision, in writing to the President. **An appeal must be submitted within 5 calendar days.** The President will review the decision and make a judgment which will be provided to the student in writing.



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11. ASSIGNMENTS

Instructors have absolute authority regarding the marking of examinations, tests, quizzes and assignments. This authority includes the calculation of course marks and final course standings.

Instructors must ensure students are aware of the marking criteria for each course.

Academic integrity will be an expected **behavioral** requirement from all students, which is acting with truthfulness and honesty in all Academy relationships, activities, and commitments. From these fundamental values of truth and honesty flows consistent and ethical behavior when engaged in academic activity and work at the Academy.

Academic misconduct refers to all dishonest behavior whether deliberate or otherwise related to academic work and activity.

Academic work refers to all forms of student work intended to demonstrate the knowledge and skill the student has acquired during their studies. It refers to assignments, tests, materials, evaluations used to determine prior learning and applied learning.

Students must be aware of the following prohibitions and guidelines:

- a) **Unauthorized distribution of academic material:** uploading or sharing of the Academy's teaching materials or assignments with a person, group, social media, or website for the purpose of sharing or contributing to cheating or plagiarism.
- b) **Assignment Deductions:**
 - (1) Instructors are given absolute authority when administering deductions for late assignments or when a student fails to submit an assignment.
 - (2) All assignments must be completed and submitted to the satisfaction of the instructor.
- c) **Plagiarism:** Representing the words, ideas, research, or data created by, or belonging to, someone else as if it were your own. Plagiarism may range from close imitation or paraphrasing the thoughts of another, to the submission of an entire academic work created by someone else. All forms of plagiarism share a common element: material is being presented as the student's original academic work, without acknowledgement, use of quotation marks, citations, or other references deemed appropriate by Academy staff. Academic plagiarism will be examined by the Academy on a case-by-case basis and could result in suspension or expulsion from the Academy.
 - i) **Students who allow their work to be copied will be treated as a party to the offence of plagiarism.**
- d) **Cheating:** The use or distribution, or the attempted use or distribution, of unauthorized materials, equipment, information, or study aids when engaged in academic work. Cheating includes being in possession of unauthorized material during testing, behavior such as copying from another student, impersonation of a student in an examination or test, disguising one's own identity, or any other act by which a student attempts to misrepresent their demonstration of academic skills or knowledge.
- e) **False or Misleading Representation:** Misrepresenting, exaggerating, withholding information or providing any false information for academic or financial benefit. It may involve disclosing false, or withholding accurate information in communication with Academy staff during a student's studies, or in the initial application process. It may involve falsifying research, data, or information submitted as academic work. It may further involve forging



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or falsifying official Academy documents such as grade reports, transcripts, or other records. Such cases will be examined on a case-by-case basis.

- f) **Collusion:** Carrying out or attempting to carry out an agreement with any other person to commit an act of academic dishonesty.
- g) **Unauthorized Collaboration:** Submitting academic work that was created in collaboration with any other person when such collaboration did not have the instructor's approval.
- h) **Violation:** the continuous failure to complete or submit assignments will be considered a rules violation and may result in the receipt of a written disciplinary Advisory.

12. ACADEMIC DISHONESTY - CHEATING

Policy

Several factors will be considered when determining the penalty for academic dishonesty or cheating. These factors include but will not be limited to the following:

- a) Was the act of cheating premeditated or the result of an impulsive act?
- b) Is this a first offence?
- c) Has the student been honest, cooperative, and accountable during the investigative process?
- d) Is the student genuinely remorseful?
- e) Did the student's act of academic dishonesty compromise other students?
- f) Was the scope of the cheating limited to one student or were a number of students involved?

Academic dishonesty or cheating may result in any combination of the following sanctions:

- a) Automatic course failure – disciplinary advisory issued
- b) Suspension – length of suspension may vary
- c) Expulsion – removal from program

13. EXAMINATIONS, TESTS, QUIZZES

Definitions:

Examination:

- a significant test of a student's knowledge in any given course where the examination contributes 60% or more to the final course mark.
- a mid-term examination
- any significant test, designated by an instructor, to provide an assessment of a student's knowledge or understanding of the course content



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Test

- a brief test of a student's knowledge in any given course where the test contributes less than 60% to the final course mark

Quiz

- a brief or informal test of a student's knowledge in any given course

Examination Policy:

- Desks must be completely clear
- Exams must be written in black or blue ink.
- If a student's answer is not legible, it will be marked incorrect
- Talking or communicating with another student is strictly prohibited
- The exam will end at a specified time whether a student commenced the exam on time or not.
- If an exam has commenced and the student reports late, they may not be permitted to write the exam
- Students **may not** leave the room during an examination. If they leave, they are to hand their exam and their exam writing period ends. They **will not** be allowed to re-enter the room and continue writing.
- Students are strictly prohibited from wearing a smart watch during an examination

14. GRADUATION CRITERIA- PASSING COURSES AND PROGRAM COMPLETION

To graduate from the Academy, the following criteria must be met:

- A minimum overall academic average of 70%**
- A minimum grade of at least sixty percent (60%) in every course subject
- A minimum passing grade of sixty percent (60%) on all examinations, tests and quizzes.
- All assignments and course work must be completed to the satisfaction of the instructor.
- Honors are awarded when a student achieves a weighted average of 90% or higher.
- The student must have met attendance requirements
- Any student who quits the program but then returns after a significant time, such that the program has changed or increased its curriculum hours, would have to ensure:
 - That any failed or incomplete courses are completed successfully and;
 - They must complete the curriculum hours that form the difference from the older to the current program to meet the current curriculum standard.

15. EXAM RE-WRITES, ADDITIONAL HOURS & BACK CLASSED COURSES

- Students must score a minimum of 60% on all examinations or a failure will be registered. Scores between 50 – 59% will qualify for an examination rewrite at additional cost. **Scores of 49% or lower result in a registered failure and do not qualify for a rewrite.**
- Regardless of the mark attained on an examination rewrite, a student may only receive a maximum mark of 60%.



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- c) Students who fail a course are required to repeat the course with the next scheduled class.
- d) A student may not take advantage of the re-write opportunity in more than three subjects without the express permission of the Dean of Students.
- e) Students are required to pay \$50 for an examination rewrite, \$100 for a second examination rewrite and \$200 for the final examination rewrite.
- f) Students must score a minimum of 60% on all tests and quizzes or a failure will be registered.
- g) Instructors may offer rewrites for tests or quizzes at no additional charge but will adhere to Academy maximum scoring policy.
- h) Students who fail to meet any course requirement, scheduled interview, or other obligation, that jeopardizes their potential to pass the course or successfully complete the program, may request instruction outside of normally scheduled curriculum hours. These arrangements will only be made with the consent of the instructor and will be subject to additional fees. All arrangements must be made to the mutual satisfaction and agreement of the student and instructor.
- i) All final exam re-writes for the Diploma Program must be completed within 90 days (3 months) of the original exam sitting.

Note: A student, who attained a mark of less than 50% on a course, may write a “make up” exam **if** special circumstances warrant this exception to the rule.

16. NON-MARKED ASSIGNMENTS

Should a student fail to submit a non-marked assignment, or for which the marks would not be calculated into the final course mark, failure to submit the assignment when required will result in loss of marks from the next marked assignment or examination.

17. COURSES WHERE A MARK IS NOT ASSIGNED

- a) For courses where a final mark is not assigned, the student will be assigned one of the following dispositions:

ES – exceeds standards
MS - meets standards
DMS – doesn’t meet standards

A disposition of DMS will be assigned to any student who is absent for more than 10% of a course.

- b) A student receiving a DMS in any course will be required to repeat the course at additional expense.

18. NORTHWEST FACILITIES

- Northwest Academy shares its premises with other businesses and it is important to realize that when in common or public hallways and facilities to respect others, maintain professionalism and make minimize noise.



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- Classrooms A and B are primarily used for day-to-day instruction. The Flex-Space (first floor and apart from the main offices) is used as a multi-purpose room for fit training, police defensive tactics, and or practical exercises.

Students are not allowed to enter private offices of staff members unless invited or given explicit permission.

19. DISQUALIFICATION FROM GRADUATING

Any student who:

- a) Fails a course, or the final examination, and is unable to achieve a passing mark on a re-write, or
- b) Who does not attend a course or does not attend sufficient hours to be eligible to write the course examination, is automatically unable to graduate with their class.
- c) Does not complete required assignments

Students, who are disqualified from graduating, as noted above, have three options available to them:

- 1) Terminate their enrollment at the Academy.
- 2) Re-take the failed or missed courses with another class, at additional expense.
- 3) Continue on with their normal class with the full knowledge that they will not graduate.

Note: Re-taking a course with another class is subject to approval of the Academy and is not an automatic right.

20. BACK-CLASSING, TERMINATION OF ENROLLMENT

- a) Students may be “back classed” that is, repeat a failed course (s) with a subsequent class, so they can satisfy the requirements of the program
- b) Students who fail three courses or fail the same course twice may have their enrollment terminated

21. ADDRESSING STAFF AND INSTRUCTORS

To ensure that all students are treated fairly, and no student is given favorable treatment, fraternization between staff members and students is not permitted.

Staff members are to be addressed by either their title, or their last name. Students may not address a staff member by their first name or a nickname.

- a) The President, Mr. Herb Stephen, is addressed as “Chief” or “Mr. Stephen”
- b) The Dean of Students, Mr. James Jewell is addressed as “Mr. Jewell”
- c) The Dean of Admissions, Ms. Cindy Johnston is addressed as “Ms. Johnson”
- d) The Administration Officer, Ms. Susan Wellman is addressed as “Ms. Wellman”
- e) The instructors will be addressed as Mr. or Ms. and their surname.



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- f) Visitors and guest speakers are addressed with their title (i.e. Chief, Constable, Officer, etc.) or as Mr. or Ms.

22. GRADUATION

- a) The Academy holds its graduation convocation at various times throughout the year.
- b) The graduation convocation for classes that commence in September and October will be a combined graduation at a date and time designated by the Academy. The graduation for the class that commences in April will be held early in the New Year at a date and time designated by the Academy.
- c) The graduation convocation is followed by an hors d'oeuvres buffet with a cash bar. This is not meant to be a dinner.
- d) Graduation tickets must be purchased by the deadline set out by the Academy staff. Children ten years of age and younger are free, but will require a child's ticket, so that we may keep track of seating requirements.
- e) Students who have been back classed and are not eligible to graduate with their class, may, if they successfully complete the program, graduate with the next graduating class.
- f) Graduating classes will cast votes for a class "Valedictorian" prior to the last day of class. The Dean of Students and Instructors will participate in the selection process. Valedictorian speeches must be approved by Academy management.
- g) Volunteers from a current class assist at a graduation and obtain valuable knowledge for their own graduation.

23. STUDENT LOCKERS

Students using NWLEA lockers are to keep their locks affixed to the exterior of their locker. The locks are permanently assigned to a specific locker and are not to be switched to another locker.

The locks can be left secure or open depending on the student's preference.

Locks are the property of the Academy and are not to be removed from the premise. Personal locks are not permitted.

If you have a locker, please ensure your lock is attached to the locker in the prescribed manner.

If you had a lock at one time and have lost or misplaced it, please inform the Dean of Students immediately.

Students may be charged a replacement fee for a lost or misplaced lock.

On your last day at the Academy, you will be expected to ensure your locker is empty, clean and the lock is in the unlocked position attached to the exterior of the locker.



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24. CLASS CAPTAIN

After approximately four weeks in the program, students will cast votes for a male and female Class Captain representative. Class Captains should be mature, confident, punctual, responsible, have high integrity and strong communication skills.

The Class Captains will be selected subject to the approval of the Dean of Students.

Various duties:

- a) Serving as a positive role model to their fellow students (good attendance, active volunteering and academic performance, respectful behavior, leadership).
- b) Ensure proper uniform is worn.
- c) Encourage good study habits.
- d) Receive minor complaints from students for resolution or referral to the Dean of Students.
- e) Report problems and problem students to the Dean of Students.
- f) Encourage good attendance by students.
- g) Report policy & rules violations to the Dean of Students
- h) Help manage, co-ordinate as well as track attendance at offsite or volunteering events.

The Academy reserves the right to demote or remove a Class Captain from his or her duty if they are seen as not demonstrating the performance expectations as listed above, or if they may be seen as neglecting or abusing their position.

25. SERIOUS VIOLATIONS OF POLICY

Any student who witnesses or has knowledge of another student committing a criminal or any violation of Academy Rules and Regulations or anything that may bring discredit to Academy's reputation or uniform, is expected to report the matter to the Dean of Students or any other senior staff member.

Any student at an off-site volunteering event who acts in a way that is deemed unprofessional or may be a violation of Academy rules and regulations or who brings discredit to the organization, will be immediately reported and removed from the event by the assigned Class Captain or designate.

An investigation will be undertaken by the Academy and the person will be dealt with accordingly, which may include an Advisory or, dependent upon the seriousness of the misconduct, suspension or removal from the program.

26. ACADEMY CLEANLINESS – CLASS MONITORS

The 'Administration Officer' will arrange a schedule whereby students will take turns being responsible for keeping their classroom and the Student Lounge clean and orderly, as follows:

- a) Two students will be assigned for a period of one week to ensure the classroom and the Student Lounge is maintained in a clean and orderly state. In classes of less than 10 students, one student will be assigned to this duty. All students will take their turns in rotation, as designated by the Administration Officer.
- b) Notwithstanding the foregoing, every student is expected to practice good hygiene and do their part to keep the classroom neat and orderly.



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- c) The specific duties of the Class Monitors will be assigned by the Administration Officer.

27. USE OF PHOTOCOPIER

Due to the fact our photocopying machine is also a printer and fax machine, **students are prohibited from using the photocopier**. Highly confidential information is regularly being sent to the machine from other sources and or Staff computers.

If an instructor requests that a student photocopy material for them, it must be given to the Administration Officer for copying.

There is a printer in the Student Office that it is to be used only to print Academy related assignments. If you require paper or toner, please ask the Administrative Officer for assistance.

28. STUDENT PHONE MESSAGES

We will not interrupt a class to deliver a phone message to a student except in the case of a bona fide emergency. If there is such an emergency, please call the Administration Officer, state the nature of the emergency, and if approved by the Registrar, we will deliver the message as soon as possible. The Academy will not deliver messages regarding work, baby-sitting, rides, celebrations, or other miscellaneous requests.

29. HARASSMENT & SEXUAL VIOLENCE POLICY

The Northwest Law Enforcement Academy is committed to providing a learning/work environment in which individuals are treated with respect and dignity. Everyone has the right to participate and learn/work in an environment that promotes equal opportunities and prohibits discriminatory practices.

- a) **Harassment is a form of discrimination.** Harassment is prohibited by the Manitoba Human Rights Code. Harassment is offensive, degrading, and threatening. In its most extreme forms, harassment can be an offence under the Criminal Code of Canada. The Northwest Law Enforcement Academy is committed to providing a learning/work environment free of harassment based on ancestry, including race or color, national or ethnic origin, religion, age, gender, sexual orientation, marital or family status, or disability.
- b) **Sexual harassment will not be condoned in the Northwest Law Enforcement Academy.** It is the Academy's responsibility to provide an environment free of harassment. The Academy will not knowingly permit and will take reasonable steps to stop this form of harassment. Any employee or student, regardless of position, who sexually harasses other individuals in the Academy, **WILL BE** disciplined.

Sexual harassment is defined as a course of abusive, unwelcome conduct or comment; or, any sexual solicitation or advance that is known, or ought to be known to be unwelcome, especially if it may reasonably be seen to be putting a condition on employment and/or training, or the receiving or withholding of any benefit or service. The unwanted behavior may be either physical or verbal. It may also include one or more of the following:

- Unwelcome physical contact, such as touching, patting or pinching
- Implied or expressed promise of reward or threat of reprisal for complying with a sexual solicitation or advance
- Unwelcome sexual remarks or jokes that denigrate one's gender



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- Unwelcome, ongoing, sexual solicitations or advances
- Displaying derogatory materials such as pictures or cartoons of either women or men
- Retaliation against an individual for reporting on behalf of oneself or another; or for having participated or cooperated in any investigation.

For the purposes of this policy, the types of behavior which constitute sexual harassment means harassment which occurs:

- a) In the Academy, or
- b) Anywhere else as a result of training/employment responsibilities or training/employment relationships.

It includes but is not limited to harassment:

- On Academy premises
- During assignments/volunteer events/training sessions or field trips outside the Academy
- At Academy related social functions, over the telephone, cell, text

If you have been harassed, you are encouraged to immediately tell the harasser to stop. If the harasser continues or if you choose not to confront the harasser, report the behavior to either the Dean of Students or another person in authority. The Academy will investigate any complaint quickly and as confidentially as possible. Both parties involved in the complaint will know the outcome of the investigation.

If the evidence supports the complaint, we will do whatever is necessary to stop the harassment, and if appropriate, discipline the perpetrator. If the evidence does not support the complaint, no repercussion will occur for the person filing the complaint, if the complaint was made in good faith.

- c) **Sexual Violence Policy-** The Academy fulfills MB Government Policy under The Sexual Violence Awareness and Prevention Act and policies and procedures in place that allows the Academy to respond in the event a student comes forward to disclose sexual violence this includes:

- Listening to complaints/disclosures and responding in a sensitive and understanding manner
- Providing information to the student about the Academy's response procedure
- Offering information or making referrals to support service providers with experience addressing sexual assault and trauma and
- Providing the student with reasonable accommodation while at the Academy

All individuals, students and employees, instructors are covered by the sexual violence policy at the Academy. The Academy communicates its policy (in the Student Manual) on its website. There will be an additional handout associated with the Harassment course.

A briefing on sexual violence will be delivered as part of the mandatory Harassment briefing scheduled at the beginning of each class program.

Sexual violence is defined as any sexual act or act targeting a person's sexuality, gender identity or gender expression- whether the act is physical or psychological in nature- that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

Sexual assault is defined as any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim. Sexual assault is characterized by a broad range of behaviors that involve the use of force,



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threats, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to. Sexual assault is a prosecutable crime.

IF YOU'VE BEEN THE VICTIM OF HARASSMENT OR SEXUAL VIOLENCE:

The Academy has a process to receive complaints/disclosures (Complaint Report Form) if a student has been subject to sexual violence either on or off Academy premises.

- **No report**- the victim discloses sexual violence to seek emotional support, medical support or advocacy but does not wish to report formally to the police (there are resources available in the community)
- **Police report**- the victim makes a police report which would be followed by a criminal investigation. Victims can contact the police or visit the nearest police station. There are support services available for individuals who decide to report to the police.
- **Medical assistance/forensic medical exam**- the victim attends the hospital or medical center for medical attention to address possible physical injury, pregnancy and or sexually transmitted infections, forensic exam to collect any forensic samples while the victim/survivor decides whether to report to police.

In Winnipeg you should report within 120 hours (5 days) from the time of the sexual assault, survivors can go to the emergency department of the Health Sciences Centre (use the William Avenue Street entrance or call 204-787-3167). You should tell the Triage Nurse that you have been sexually assaulted and/or you would like to see the Sexual Assault Nurse Examiner (SANE) nurse. Support workers from the Klinik Sexual Assault Crisis Program are available to accompany victims/survivors to hospitals or medical centers in Winnipeg. If the survivor/victim does decide to report the assault, the SANE nurse will call the police on their behalf. A Winnipeg Police Service plain clothes detective with the Sex Crimes Unit will come to the hospital to speak with the victim/survivor or will contact the person within 24 hours (if unavailable at the time of the exam).

In Winnipeg, beyond 120 hours, survivors can be referred to a medical practitioner in the community where they feel comfortable (family doctor, STI Clinic etc.)

Outside Winnipeg, survivors/victims can visit their nearest emergency room department, teen clinic, health center or nursing station. Staff there can contact the local police or RCMP station for them, if requested.

LOCAL SERVICES LISTING:

Counselling Services:

- Klinik Sexual Assault Crisis Counselling
- Manitoba Farm & Rural Support Services
- Mount Camel Clinic
- The Laurel Centre
- Women's Health Centre
- Survivors Hope Crisis Centre (North-eastern MB)



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Law Enforcement Services:

- To report an emergency call 911
- To report a crime (sexual assault) contact your local law enforcement: WPS -Sex Crimes Unit (204) 986-6222. To speak with a Detective in confidence call 204-986-6245
- RCMP Detachment Office
- Altona Police Service- (residents of Plum Coulee and Altona) 24 hours- 204-324-5353 and general inquiries- 204-324-5373
- Sainte-Anne Police Service- (residents of the Town of Sainte-Anne) 24-hour line- 204-422-8209
- Winkler Police Service (daytime phone- 0900-1630 Monday to Friday) 204-325-0829 and After hours call 204-325-9990
- Morden Police Service- daytime phone (0900-1630 Monday to Friday) 204-822-6292 and after hours call 204-822-4900

Health Services:

- Please visit the Manitoba Health Website for a list of public health services available in your area

Cultural Services:

- Ka Ni Kanichihk- Heart Medicine Lodge- provides culturally based support and advocacy services for Indigenous women and those who identify as women who have experienced sexual assault and sexual violence. Phone- 204-953-5820, toll free- 1-888-953-5264, text- 204-232-5445 or e-mail rbach@kanikanichihk.ca

Shelter/Emergency Residential Services:

- For confidential information and help call 1-877-977-0007 TTY:1-888-987-2829. Click on the brochure (PDF 46 KB) for a list of services available in Manitoba for victims of domestic or family violence or visit Manitoba.ca/stoptheviolence.

Legal Services:

Community Legal Education Association- The Law Phone in and Lawyer Referral Program
Phone (for legal questions) 204- 943-2305
Toll Free: 1-800-262-8800 (outside Winnipeg)

Crisis Services:

Sexual Assault Crisis Line (24/7) -in Winnipeg- 204-786-8631, toll free- 1-888-292-7565

Klinik Crisis Line (24/7) -in Winnipeg-204-786-8686, toll-free- 1-888-322-3019

30. PHOTOS

Students are prohibited from taking photos of anything in or on the Academy property without permission from the Dean of Students.



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31 POLICY FOR AUDIO OR VIDEO RECORDING OF CLASSES

Consistent with our mission of training law enforcement officers who act with the highest standards of honesty, integrity and trustworthiness and with respect for the legitimate interests of others, students **are not permitted** to record a class themselves by any means without prior express authorization of the instructor. Violation of this rule may be deemed a violation of the Student Rules and Regulations.

32. POLICY FOR LAPTOPS, IPADS, ETC. IN CLASS

Students **are not permitted** to use laptops, iPad, etc. in class without prior express authorization of the instructor.

33. SCENT FREE POLICY

In recognition of individuals with asthma, allergies and severe environmental/chemical sensitivities, **Northwest Law Enforcement Academy** is striving to be scent-free. Students, staff and guests are asked to refrain from wearing fragrances and scented personal care products at **the Academy**. This includes perfume, cologne, aftershave and scented deodorant and hair products. Your cooperation is greatly appreciated. Laundry soaps and anti-static products with scents should also be avoided.



What do we mean by “scents”?

When we talk about scents, we mean fragrances, aromas or perfumes – anything that adds a smell to something else.

Scents can usually be found in personal care products, such as perfumes, aftershaves, colognes, shampoos and conditioners, soaps, body lotions and deodorants.

How can scented products affect my health?

Chemicals used to add scents to products can cause serious health problems for some people, especially for people with lung diseases such as asthma or COPD. Being near a scented product can make some people sick.

Scents enter our bodies through our skin and our lungs. The chemicals in scents can cause many different reactions. Even products containing natural plant extracts can cause allergic reactions in some people.

While some people are only mildly affected by scents, others have severe reactions. Some common symptoms include:

- headaches
- feeling dizzy
- feeling tired or weak
- shortness of breath
- nausea
- cold-like symptoms
- worsening asthma symptoms



NORTHWEST LAW ENFORCEMENT ACADEMY

34. NORTHWEST LAW ENFORCEMENT ACADEMY AWARDS

Four distinct and unique categories recognize student achievement in:

- A. **Academic Honours** will be bestowed upon each graduate who achieves a final weighted average of 90.0% or higher. These graduates will receive an Honours Sash along with their Honours Diploma.

The following three awards are presented at the discretion of the Academy Management and Staff, and only if there is a deserving student who is found to meet the criteria and displays the values or conduct associated to each award. If no student is deemed to meet the award's criteria, the award will not be presented.

- B. **Attitude - "The Peter Luczenczyn Memorial Award"** - will be bestowed upon the student who demonstrates a consistent positive and outstanding attitude. The student who goes "above and beyond," who demonstrates dependability, integrity, responsibility and depth of character. That person must be seen as hard working and who never gives up despite the challenges they are faced with. They should clearly demonstrate that they are a person of quality and of honour. The recipient of this award will be selected by the President and a panel of instructors.
- C. **Police Demeanor - "Rod Chipping Memorial Award"** - is awarded to a student who best exemplifies the standards, conduct and behaviour of a Police Officer. Staff will decide if there is a student who demonstrates the qualities of teamwork, integrity, honour, excellence.
- D. **"THE BEST TURNED OUT AWARD"** - is awarded to a student who consistently demonstrates respect, care and attention to their uniform, manner of dress and appearance. The student receiving this award exemplifies the standards and deportment one would expect from a member of a professional law enforcement agency.

Note - Recipients of the various awards should be persons who have fully paid their tuition fees and meet the standard of having been exemplary students.

35. NORTHWEST LAW ENFORCEMENT ACADEMY SAFETY PLAN AND DESIGNATES

IN CASE OF FIRE

Upon discovery of a fire

- Leave the fire area immediately
- Close and latch all doors behind you – do NOT lock
- Activate the nearest fire alarm pull station to notify building occupants
- Leave the building immediately via the nearest stairwell exit
- Telephone the Fire Department DIAL 9-1-1



NORTHWEST LAW ENFORCEMENT ACADEMY

DO NOT USE THE ELEVATOR

- Proceed to the designated Muster Point

MUSTER POINT:

- Parking lot directly in front of the Academy, marked with Academy Parking Only signs

Upon hearing a fire alarm;

Intermittent Signal (bells)

- Stand by and prepare to leave the building

Continuous Signal (Rapid bells)

- Leave the building immediately via the nearest stairwell exit
- Staff and Instructors - take your keys
- Close and latch all doors behind you – do NOT lock
- Proceed to the designated Muster Point
- Fire Wardens (Class Captains, or in their absence, staff and instructors) are responsible for checking that rooms are empty, doors are latched and head count is correct

DO NOT USE THE ELEVATOR

If you encounter heavy smoke

- Feel each door for heat before opening
- Stay in office or classroom if unable to leave by an alternate exit
- Seal spaces under the doors with wet towels or clothing
- DIAL 9-1-1 and await instructions
- Do not break any windows unless instructed

Remain calm & Contact

Moe Tallaire: Building Chief Engineer - Cell: 204-799-4158



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36. NORTHWEST LAW ENFORCEMENT ACADEMY REMOTE LEARNING POLICY

Student Requirements

Remote learning is available as an option in some courses for temporary excused absences due to sickness relating to COVID symptoms or other health reasons. It is not for sleeping in or your car not starting.

1. Students require prior permission from the instructor before remote learning is offered as an option:
 - a. Students are required to email the EACH instructor when they are going to be absent, preferably the night before, to request permission to use Zoom and to obtain any Meeting ID and Passcode numbers
 - b. Students are required to attend the full class
 - c. Students are required to have a camera turned on during class
 - d. Students are required to be in uniform
 - e. Students are required to be present, attentive and participating for the duration of the class (except for breaks)
2. Students will require the following to attend a class remotely:
 - a. Computer (desktop or laptop)
 - i. Built-in or external camera and microphone
 - ii. Monitor large enough to read the smartboard
 1. Large devices such as tablets may work
 2. Smartphones will not work
 - iii. Quiet space to attend class without interruption
 - iv. Wi-Fi or internet access of sufficient bandwidth to support video
 - b. Zoom Client for Meetings app:
 - i. May be downloaded from <https://zoom.us/download>
 - ii. You do not need to sign up for a Zoom account
 - c. Invitation to a Zoom meeting from an instructor
 - i. You will need the Meeting ID number, plus the Passcode number
 - d. Students missing class or abusing the remote learning policy will be marked absent and will be subject to Academy absentee policy


NOTE: Remote learning is not an option for courses involving class participation, practical exercises, hands-on training or presentations. Regular absentee policy will be in effect.



NORTHWEST LAW ENFORCEMENT ACADEMY

THIS IS HOW YOUR FINAL AVERAGE WILL BE CALCULATED

NORTHWEST LAW ENFORCEMENT ACADEMY				
STUDENT FINAL AVERAGE				
LAW, PROTECTION AND SAFETY DIPLOMA PROGRAM				
Student:				
Class: 23 - 68			April 3, 2023 to February 29, 2024	
Student ID #:				
EXAMPLE OF MARKS CALCULATIONS				
The Calculations Work on the Assumption that All Courses have been completed, even when no mark is available.				
Core Courses				
	Final Mark	Weight Value	Final Average	
Criminal Investigations				
Criminal Investigation Procedures	91.10			
Investigative Interviewing & Interrogation	96.00			
Major Crimes	81.50			
Criminal Law	78.15			
Police Procedures	73.00			
Report Writing	69.00			
Sum of Core Courses (6 courses)	488.75	40%	32.58	
Specialized Courses				
Controlled Drugs & Substances Act	95.00			
Crime Prevention	92.50			
Crime Scenes	85.00			
Criminology	87.00			
Diversity and Inclusion	83.00			
Domestic Violence	75.00			
Ethics & Accountability	76.00			
Human Relations	80.00			
Indigenous Awareness and Sensitivity	75.00			
Non-Violent Crisis Management	88.50			
Officer Safety	73.00			
Preparing for Courtroom Success	87.00			
Provincial Acts	89.00			
Situational Analysis	71.50			
Traffic Accident Investigations	68.00			
Sum of Specialized Courses (15 courses)	1225.50	35%	28.60	
Final Exam	84.00	25%	21.00	
FINAL WEIGHTED AVERAGE			82.18	



Authorized Transcripts Bear Corporate Seal

60% is the Passing Grade per Course
70% is the Passing Grade for the Final Weighted Average

Honours Students have a
Weighted Average of over 90.00%



Authorized Transcripts Bear Corporate Seal

60% is the Passing Grade per Course

70% is the Passing Grade for the Final Weighted Average

Honours Students have a
Weighted Average of over 90.00%



NORTHWEST LAW ENFORCEMENT ACADEMY

Student:

Class: 23 - 68

April 3, 2023 to February 29, 2024

Student ID #:

Canadian Firearms Courses

National Standards Pass = 80%

Canadian Firearms Safety Course	Written	92.00%
Canadian Firearms Safety Course	Practical	88.00%
Canadian Restricted Firearms Safety	Written	90.00%
Canadian Restricted Firearms Safety	Practical	94.00%

Supplementary Courses

For Graduation Exceeds Standards or Meets Standards is Required

Student will not Graduate with a Fails to Meet Standards

Arrest and Control	Meets Standards
Employment Preparation	Meets Standards
Federal Acts	Meets Standards
Fitness Test	Meets Standards
Intro to Criminal Investigation - Practical	Meets Standards
Mock Interview	Meets Standards
Police Defensive Tactics	Meets Standards
Police Procedures - Practical Exercises	Meets Standards
Public Speaking	Exceeds Standards

Ancillary Courses

For Graduation Exceeds Standards or Meets Standards is Required

Basic Fitness and Health	Meets Standards
Basic Radio Operation	Meets Standards
Basic Surveillance	Meets Standards
Bomb Threats	Meets Standards
Bullying	Meets Standards
Death Notifications	Meets Standards
Drug Recognition	Meets Standards
Harassment	Meets Standards
Hazardous Goods	Meets Standards
Learning Techniques	Meets Standards
LEO (Law Enforcement Oversight)	Meets Standards
Mental Health in Law Enforcement	Meets Standards
Tactical Calisthenics	Meets Standards
Volunteer Orientation	Meets Standards
WPS PAT Orientation	Meets Standards



NORTHWEST LAW ENFORCEMENT ACADEMY

SUPPLEMENTARY COURSES GRADING SYSTEM

Marks	Pass/Fail	Eligible to Graduate
Under 50%	Fail	<ul style="list-style-type: none">• Must repeat course• Must pay for retake
50 – 59%	Fails to meet standards	<ul style="list-style-type: none">• Must successfully completed course• May be eligible for an exam rewrite at additional expense
60 – 84%	Meets standards	Eligible to graduate
85% - 100%	Exceeds standards	Eligible to graduate



NORTHWEST LAW ENFORCEMENT ACADEMY

THE HEMMING OF YOUR UNIFORM PANTS



When Going to Get your Pants Hemmed Remember:

- Take the shoes that you will be wearing with your uniform for a proper fit in length.
- Make sure that the pants have been washed and ironed before your fitting, to avoid your pants shrinking after they have been hemmed.

Request a Plain Hem, No Top Stitching of the Hem

You may hem the pants yourself or have a family member do it. If that is not possible a few options have been listed below.

1. **Stitch It** is located at Polo Park Shopping Centre, St. Vital Shopping Centre, and Kildonan Place Shopping Centre. Open Mall Hours.

Mostly overnight service, sometimes can be done the same day.



2. **St. Anne's Tailor** 35 St. Anne's Road, Open 9 - 6 Monday - Friday; 9 - 5 on Saturday.
(204) 235 - 1644

Mostly overnight service.

3. A Tailor of your own choice.
4. Or you could ask a family member with the required skillset.



Northwest Law Enforcement Academy

SUPPLIES REQUIRED BY A STUDENT OF NWLEA

To Accompany Your Uniform

- Black shoes/boots **that retain a polish** (smooth leather/fake leather), shoes **may be** of the police, military or oxford style. Basically, a black shoe that ties and can be polished. (Do not go to the expense of buying a military style boot **unless** you know that you will use them outside of the Academy and can justify their higher cost.)
- Embroidery on boots or uniform is not allowed.
- Shoe polish with buffing cloth to be kept in locker to touch up boots prior to commencement of class.
- Clean gym shoes, not for outdoor wear, to be only worn inside
- Black socks - black standard socks should cover the ankles and prevent any flashes of visible skin between the student's shoes/boots and the bottom of their pant legs.
- Black belt (smooth leather)
- Extra Black T-shirts to wear under your uniform shirt. (Black is the only colour allowed, and only one T-shirt is supplied with your uniform, which consists of 2 LAPD dark navy uniform shirts, 2 pairs of LAPD dark navy uniform pants, an Academy T-shirt, and an Academy jacket.)

School Supplies

- Pens and pencils
- Highlighters
- Dividers (optional)
- Loose Leaf Paper
- Post-it notes (optional)
- Ruler
- Duo-tang covers for hand-in assignments.
- A good Dictionary – **and/or** if you wish a Legal Dictionary. This is optional – you may also use an online dictionary.

Police Defensive Tactics Requirements:

- Students may wear any loose clothing that allows freedom of movements, i.e., sweats, shorts, T-shirts, etc.
- Academy T-shirts may be required on certain days, but you will be notified in advance in these situations.
- Students must wear clean gym shoes to work out.



Northwest Law Enforcement Academy

PHYSICAL TRAINING

Physical training is one of the three key aspects that are specifically evaluated in law enforcement candidates, the other two being academic performance and assessment of character or personality which includes maturity. Northwest Academy recommends that while attending each student should engage in a regular fitness program that serves to enhance physical cardiovascular endurance and strength training.

In keeping with this aim and supporting each student, a fitness log is provided at the Academy that a student may utilize to record their training on a weekly basis. You should keep your fitness log in a binder or in a file. It is not unreasonable to record an average of three workouts per week that includes some combination of both cardio and strength training.

Some examples of activities which will benefit you are: swimming, running, weightlifting, cycling, boxing, martial arts and cross-fit.

These fitness examples are all structured exercise units. Focus on an activity which will help you in your future law enforcement career.

The Northwest fitness activity log sheet itself is modeled from the Ontario Provincial Police (OPP) fitness log sheet where that organization demands applicants show their fitness logs in the hiring process. A candidate who demonstrates that they are dedicated to a regular fitness program will be viewed as an attractive candidate due to their self-discipline and dedication to improving their fitness and well-being. The Academy supports and encourages this important activity.

What should be recorded on the log sheet:

- Date and time of activity on a weekly basis
- Location of activity. Indoors? Outdoors? Location- gym name, dojo you visit regularly. Home gym? Ran around your home location? Ran outside- Assiniboine Park. Ran indoors- Cindy Klassen Recreation Complex (or abbreviated C.K.R.C in your notes)
- Duration of activity. 1 hr: 30 min or 1:30
- What was the nature of the activity – describe - “30 min cardio-run/walk run & 30 min weights- legs and chest” “30 min swim laps” (state the distance). “1:00 boxing” “1:30 at Dojo Karate” “2 hrs at the hockey rink regular practice”.
- Record sleep 8 hrs, etc.

*Any additional time spent practicing your PDT skills **IS** appropriate to be logged as physical activity. We encourage students to go to the training room for extra practice as much as possible.*

Information recorded should be accurate and regularly captured.

Students will participate in several general fitness tests at the Academy, scheduled at the beginning, middle and end of the program.



Northwest Law Enforcement Academy

General Recommendations

- If you are new to fitness and working out, you should consult with a physician or fitness professional to assess your level of fitness before embarking on a new program or fitness regiment
- If you are new to working out start slowly and increase the level of difficulty gradually thereby avoiding possible injury. If you walk briskly for a few weeks, you may slowly begin jogging and increase your degree of difficulty gradually.
- Carry water and hydrate regularly when involved in any physical activity
- Dress appropriately and with proper footwear for any physical activity
- If you wish to perform resistance exercises you can use your own body weight to perform exercises like push-ups, planks, squats, and core training. You may consider purchasing resistance bands or kettlebells or dumbbells. Start slowly and be consistent. There are many online workouts for warming up and stretching (yoga) as well as working out - see *Fitness Blender* videos on YouTube. Take advantage of consulting with the Northwest Academy Police Defensive Tactics Instructor who is a wealth of dietary and fitness conditioning information.
- Proper diet is critical for optimal health. Consult the *2019 Canada Food Guide* on the web which provides general recommendations for nutrition. There are many informative articles on the web regarding nutrition and exercise. Try to eat a whole food diet, that is, limiting processed foods. For example, fast food or frozen dinners contain high amounts of salt, sugar and fat. There are many sites that you can go to on the internet to help you find a ratio of macros (protein, carbs and fats) that is good for your activity level. Sugary soda's, energy drinks as well as alcohol have high sugar content so minimize your intake.
- Studies show that regular physical exercise has the same benefits as popular anti-depressant prescription drugs.
- As well, people who manage their health are more productive, sleep better, are healthier and can tolerate higher levels of stress.
- Vary your routines and do what you enjoy- walk or run one day, go for a bike ride the next, participate in resistance training and skip rope the day after that and repeat in three-day cycles or mix your activities up. The main thing to remember is why you are doing this - to get fit for a career in law enforcement that demands strength, flexibility and good cardiovascular health.

"Those who sweat more in training bleed less in war."

Spartan warrior wisdom c.376 BCE



Northwest Law Enforcement Academy

POLICE DEFENSIVE TACTICS

Instructor: Randy LaHaie

CLOTHING AND PREPARATION

Students may wear any appropriate clothing that allows freedom of movement, i.e., sweats, shorts, T-shirts, leggings etc.

Students must be on the floor ready to commence training at the assigned start time for their class. You are expected to contact the Instructor, Randy LaHaie by texting his cell phone 204-793-5965 **and** the Academy (204-953-8300 voice mail 24/7) if you are late or will be absent. Lateness and absences are recorded and tracked.

Students should prepare in advance of their Police Defensive Training in terms of cardio, calisthenics, and flexibility exercises.

Proposed Training Room Guidelines

SAFETY

- When using the training room outside classroom hours, you are doing so at your own risk. You are solely responsible for injuries or damage.
- Safety is always the number one priority. Horseplay and reckless behaviour will not be tolerated.
- Equipment will be used properly and as intended. The boxing gloves, for example, are primarily to protect the hands during impact work. "Boxing or sparring" **is not permitted unless sanctioned and supervised** by the PDT instructor.
- ALL injuries sustained in the training room will be reported to the Dean of Students, in the form of an incident report, without delay, or if not practical no more than 24 hours from the time of the injury. Note – this includes minor occurrences, not just injuries that require treatment.

HYGIENE

- Much of the training in this room will involve physical contact with other students. Proper hygiene (shower and deodorant) is required.
- Fingernails will be kept short so as not to scratch or injure training partners.
- No jewelry, watches, fitness watches/devices will be worn.



Northwest Law Enforcement Academy

ROOM TIDINESS

- Outdoor footwear is not permitted in the training room. A clean and appropriate pair of shoes will be used when in the training room.
- Leave the room "cleaner" than you found it. If you come in to find a mess or equipment that has not been put away, clean it up and report the matter to NWLEA staff.
- Clean up after yourself and put all equipment away neatly where it belongs. Make sure to turn off the lights and that the door is locked if you are the last to leave.
- The floor mats should be put away after use and taken out when needed. Wipe down the mats with disinfectant spray after use.
- Sweep the floor if and when required.

PROFESSIONALISM

- Respectful Workplace standards will be adhered to at all times. Racist, sexist, inappropriate or bullying behaviour will not be tolerated.
- All students using the room outside of classroom sessions will be required to sign in and sign out in the provided log.
- Access to the room is restricted to the "hours of operation" which are 8:30 am to 5:30 pm Monday through Friday. Times excluded are if a regularly scheduled class is already taking place. These classes could be Crime Scenes and Forensics; Police Powers Practical Exercises; Introduction to Criminal Investigation; Fitness; Drill or Police Defensive Tactics.
- The use of the room is a privilege and restricted to times when it is not in use with NWLEA classes (either students or outside clients). If you are not involved in that training session you are not allowed in the room.
- The room is not intended for "free-for-all" activities. You are expected to practice/train at skills and conditioning methods related to the NWLEA curriculum.
- If you wouldn't do something in the presence of a NWLEA Instructor, do not do it when one is not present.

CONSEQUENCES

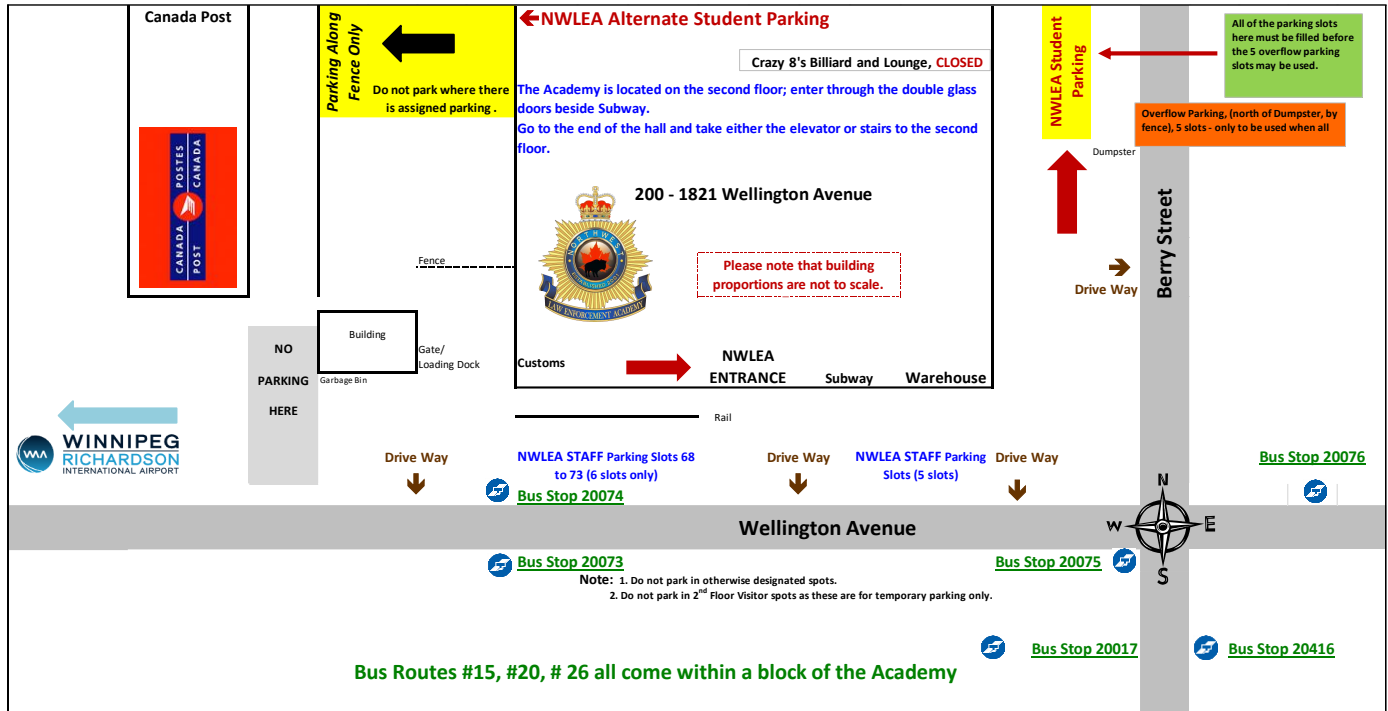
Violation of any of the rules and guidelines associated to the training room, either specified or inferred through the expectation of common sense and professionalism will result in:

- Loss of privileges to use the room outside of classroom hours.
- The student will receive a written advisory that will be placed in his or her personnel file.
- Potential dismissal from the NWLA program



Northwest Law Enforcement Academy

STUDENT PARKING



Parking for the students of NWLEA is on the **northeast side of the building**. **The area has a sign indicating that it is the proper place for NWLEA student parking.** You may not park in any of the parking on the Wellington Avenue side of the building, or the eastern side of the building beside the warehouse.

Parking is to be in the **centre section** of the parking lot. This section is slot parking. Do not park along the building or the street, as these slots have been set-aside for other companies. Please do not block the transport truck shipping doors.

There are signs in the Parking Lot indicating where NWLEA students may park.



As you stand Wellington Avenue and Berry Street and look north, the vehicles parked in the centre, are parked in the student parking for Northwest Law Enforcement Academy.



Northwest Law Enforcement Academy



All other parking is unauthorized, and your car may be towed.



Northwest Law Enforcement Academy

WINNIPEG TRANSIT POST SECONDARY PASSES

1. See Ms. Wellman to purchase your **peggo** card.
2. The cost of the card is **\$5.00** – it may be paid by cash or debit.
3. **Register your card** online or by calling 311.
 - a. When you register your card – after your first use, Winnipeg Transit will credit your card with an e-fare value of \$5.00.
 - b. If you lose your card – you report it lost, and Winnipeg Transit will lock out your card so that no one else can use it, plus when you purchase another card, they will transfer your balance over to the new card.
4. Filling your card with a post-secondary e-pass can be done online (it will be at least 48 hours before you use funds loaded online.)

--- Or ---

5. Load your card with a post-secondary e-pass at any of the retail centres listed below and have the funds available immediately.



6. You will no longer be able to purchase a paper pass or fill your **peggo** passes at the Academy.
7. You cannot go directly to one of the retailers listed above without purchasing your **peggo** card at the Academy.

IMPORTANT COMMUNICATIONS TO STUDENTS:

What happens when a card is deactivated?

- The card will no longer work on the bus, and Winnipeg Transit may confiscate a deactivated card. If you feel your card has been deactivated in error, or because you have changed your full or part time status, please see your institution to rectify. Your institution will have to notify Winnipeg Transit and issue you a new card if warranted. Once deactivated, a card cannot be reactivated.



Northwest Law Enforcement Academy

- If you are no longer an eligible student and there is a balance on your card, please attend Winnipeg Transit office at 65 Garry St to have your remaining balance or value transferred to a new Full Fare card. If there is no balance of product or value remaining on the card, a new full fare card can be purchased at any retail sales agent (Shoppers Drug Mart or 7-Eleven stores) or Transit Customer Service Center (Millennium Library, 414 Osborne, Winnipeg Square Downtown Service Centre).

If asked to relinquish your card on the bus to a Transit Operator or Inspector:

- As part of their jobs, Operators and Inspectors are instructed to confiscate cards being used on the bus if the card has been deactivated, or if the student does not have the appropriate student card identification or sticker. This is an important part of their enforcement process.
- If you are asked to relinquish your card to a Transit Operator or Inspector, please do so without argument and see your post-secondary school for resolution.

Students that declare Graduation

- Once you have declared your intention to graduate, your card will be deactivated at the end of the school term. If you do return to school, please see your post-secondary institution to purchase a new card. You must attend a Winnipeg transit service center to have any remaining product or value transferred from the post-secondary peggo cards to a full fare peggo card.

Students that take a term off

- Students that do not attend for a term will be considered withdrawn and their card will be deactivated. Please see your institution to purchase a new card upon your return.

Lost Card

- If you lose your card or it is stolen, please report to your institution to have the lost card replaced and deactivated.
- The student is responsible for the cost of the replacement card.

Identification

- Whenever boarding the bus students must always present their post-secondary peggo card and their post-secondary school photo identification card.
- The school photo identification card must have the appropriate and current Winnipeg Transit post-secondary sticker.
- The stickers change every academic year and a student must have the current year post-secondary sticker for their post-secondary pass to be valid.



Northwest Law Enforcement Academy

CLASS MONITOR DUTIES

1. **Weekly** - Clean both microwaves, both the interior and exterior.
2. **Weekly** - Clean out the refrigerator; leave only unopened drinks or condiments in the fridge. The fridge should be wiped down, both the interior and exterior.
3. **Daily** - Food may be left in the fridge until Friday, all meals in the fridge should be labelled. Remember if you are a morning class, that some meals may belong to an afternoon class. Please no dirty dishes in the fridge.
4. **Daily** - Wash all dishes and put away neatly in cupboard.
5. **Daily** - Wipe down all tables, counters and desks.
 - a. Lunch Room Tables and Counters
 - b. Desks in your Class Room
6. **Daily** - Clean the white boards with Windex.

In your Class Room – Leave on Class Change Notifications until the dates have passed and check with instructors regarding any notes they have put on the white boards.
7. **Daily** - Tidy the classrooms and lunchroom.
 - a. Lunch Room
 - b. In your Class Room
8. **Daily** - Clean the sinks.
9. **Weekly** - Wipe down the cupboard doors of fingerprints.
10. **Monthly** - Clean the cupboard around the garbage can where food is splashed.
11. **Daily:**

Morning Class – Set up chairs around tables in Student Lounge.
Afternoon Class – **Stack** chairs in Student Lounge.
12. **Daily** – After any class that requires equipment (i.e., practical exercises, officer safety), all equipment must be replaced in the proper equipment boxes. When handcuffs have been used, please verify that all handcuffs and keys are returned to the equipment box.
13. **Monthly** – Check the First Aid Kit in the Student Lounge and notify Ms. Wellman if any product is running low.
14. **Other Duties as Directed by the Dean of Students or Administration Officer.**

If you require cleaning supplies, please see the Administration Officer



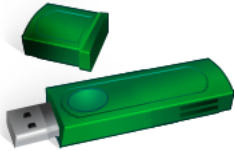
Northwest Law Enforcement Academy

STUDENT COMPUTER USAGE POLICY

THESE RULES MUST BE ADHERED TO OR STUDENT COMPUTER PRIVILEGES WILL BE TERMINATED

- If the “Exam in Progress” sign is on the door, do not enter. Would you have wanted to be interrupted when you were writing your exam?
- Your computer usage can be limited to 15 minutes per person during busy periods.

- **Do not save material on to the computers/laptops.**



You must bring your own flash drives and save to USB. Spot checks will be made of all the computers and laptops and all student work found on the computers/laptops will be immediately deleted.

Students may receive a disciplinary advisor for failing to follow direction if the students work is found on Academy laptops or the computer in the computer room

- **Students are only allowed to print in Black and White, coloured printing is blocked.**
- Please use the Antivirus program on each flash drive before you open it onto the computer. Viper is the anti-virus program that is on the student computer. This is mandatory as you will be financially responsible for the repair of all computers that any virus attacks.
- Be responsible when using the Internet, do not bookmark sites, these will also be deleted from the computer on spot checks. *There are sites you know you should not access, so don't!*
- Be fair to your fellow students and don't hog the computer. You are not the only student who will want to use the computer. *Student who are working on assignments take precedence over students wishing to check their emails.*
- The Academy computer and printer should not be used for printing your Assignments, unless you have requested special permission, please use the printer in the Student Office.
- All assignments saved on Flash drives may be taken to any Winnipeg Library and for a small fee be printed there.
- **Students are not allowed to pick up any documents from the printer,** they are to ask Ms. Wellman or their Instructor to get it for them as there may be confidential information printed that students should not see.



The area where the printer is located is restricted.

DO NOT ENTER THIS AREA.



Northwest Law Enforcement Academy

NO SMOKING or VAPING POLICY



There is **NO SMOKING or VAPING** within the Academy, or the entire building located at 1821 Wellington Avenue. There is **NO SMOKING or VAPING within 30 meters of the building's front entrance.**

- All Smokers must exit the building and not block any entrance doors. There have been complaints by patrons of Subway and the other offices in the building about having to go through the “smoke tunnel” to enter the building due to students blocking the entrance ways. This is particularly unpleasant for those who are allergic.
- **The proper place for smoking/vaping is beside the cement ashtray, located to the east of the building entrance, between Subway and the empty store closest to Berry Street.**
- All cigarette butts must be placed in that receptacle.



Northwest Law Enforcement Academy

ESSENTIAL COMPETENCIES FOR LAW ENFORCEMENT

The competency interview is behavioural, i.e., it is designed to explore the actual behaviours demonstrated by the candidate in various situations. Candidates are asked to describe their thoughts, feelings and actions. These situations must be relevant – work related, school related or community related. The interview is built around the essential competencies.

WINNIPEG POLICE SERVICE

- Integrity/Honesty
- Decision Making Ability
- Interpersonal Skills
- Flexibility
- Common Sense
- Ability to Deal with Stress
- Self-Discipline
- Problem Solving
- Initiative
- Team Work

VANCOUVER POLICE SERVICE

- Integrity
- Problem Solving Abilities
- Respect for Diversity
- Community Service Orientation
- Self-Initiative
- Acceptance of Responsibility

THUNDER BAY POLICE

- Self-Control
- Physical Skills/Abilities
- Communication Skills
- Self Confidence
- Flexibility/Dealing with Diversity
- Analytical Thinking
- Relationship Building
- Achievement Oriented

RCMP

- Continuous Learning Orientation
- Personal Effectiveness/Flexibility
- Interpersonal Skills
- Service Orientation
- Thinking Skills
- Leadership
- Integrity and Honesty
- Oral Communication
- Professionalism
- Compassion
- Accountability
- Respect

CANADA CUSTOMS/BORDER SERVICES

- The Ability to Observe, Inspect, Recall
- The Ability to Analyze and Decide
- The Ability to Learn, Retain and Apply
- The Ability to Calculate
- The Ability to Effectively Communicate



NORTHWEST LAW ENFORCEMENT ACADEMY

EMPLOYMENT ATTAINED BY GRADUATE STUDENTS

LAW ENFORCEMENT EMPLOYMENT

POLICE

Royal Canadian Mounted Police
Ontario Provincial Police
Winnipeg Police Service
Brandon Police Service
Calgary Police Service
Regina Police Service
Edmonton Police Service
Vancouver Police Service
Dakota Ojibway Police Service
Grand Rapids First Nations Band Police
Keeseekoowenin Ojibway First Nation Police
Nishnawbe-Aski Police Service
RCMP Auxiliary
Sagkeeng First Nation Police Department
Treaty Three Police Service, Ontario
Victoria Beach Police Service
Ste. Anne Police Department, MB

LAW ENFORCEMENT – OTHER

Alberta Sheriff Services
British Columbia Correctional Services
Canada Border Services Agency
Federal Correctional Services
Manitoba Conservation Enforcement Services
Manitoba Correctional Services
Manitoba Liquor Commission - Auxiliary Liquor Inspector
Manitoba Sheriff Services
New Brunswick Correctional Services
Prairie By-Law Enforcement
City of Winnipeg By-law Enforcement Officers

PEACE OFFICER STATUS

Health Sciences Centre Security
Manitoba Transport & Government Services - Compliance
The Bay Security
University of Manitoba Security Service

LAW ENFORCEMENT RELATED, SECURITY

GOVERNMENT SECURITY

Manitoba Government Casinos Security
Provincial Government Security Service
RCMP Prisoner Supervision – Carrot River, SK
Royal Canadian Mint
Winnipeg International Airport Security
City of Winnipeg – Animal Services

GENERAL SECURITY

Atco Frontenac Security – Yellowknife
Avion Services Corporation
Canad Inns Security
CORS Security – Portage la Prairie
G4S Security
Garda Security Services
Guard Tec
Icon Protective Services
I-Core Security
Impact Security
Initial Security
Intel Security
Intelicom Security
Makor K-9 Security – Fort McMurray, AB
Manitoba Jockey Club Security – Assiniboia Downs
Marlborough Mall Security – Calgary
OBO Security

Polo Park Security
Quest Inn Security
Securex
Securicor
Securitas
Southport Security
St Vital Centre Security Service
University of Winnipeg Security Services
University of Calgary Security Services

INVESTIGATION SERVICES

Home Depot Retail Investigations
J. Peace & Associates Investigations
Loss Prevention Group
Oliver Yaskiw – Investigations Canada
Sears Resource Protection
Wal-Mart Loss Prevention – Penticton, Regina, Dauphin and Winnipeg
Zellers Loss Prevention Service

OTHER

Canadian Armed Forces
Opportunities For Independence (working with sex offenders)
Downtown Biz Street Patrol
West End Biz Street Patrol

CONTINUING EDUCATION

Grant MacEwan College – Police Studies – Edmonton
John Abbott College – Police Technologies
Red River College – Aboriginal Self-Government
Red River College – Accelerated Diploma Nursing

University of Manitoba – Psychology & Criminology
University of Manitoba – Social Work
University of Winnipeg – Justice & Law Enforcement
University of Winnipeg – Sociology & Psychology



NORTHWEST LAW ENFORCEMENT ACADEMY

PAT/PARE ORIENTATION

Physical Ailities Testing/Physical Ability Requirement Evaluation

For additional information please check:

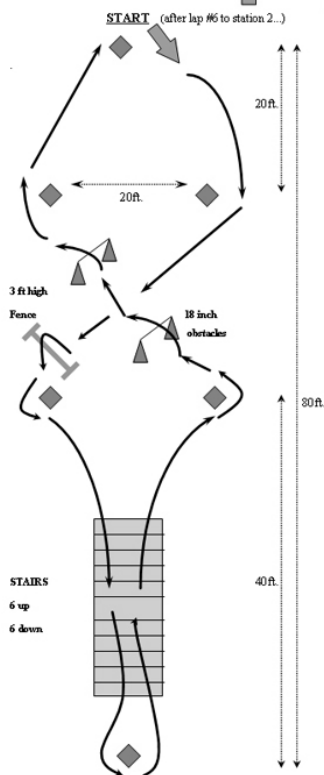
<https://umanitoba.ca/community/sport-recreation/recreation-services/occupational-testing#OccContact>

Course Layout – WPS - Physical Abilities Test – January 2008

Overhead view - not to scale

Station #1: 400 Meter Run (1/4 mile)

Six laps of 20ft by 80ft course



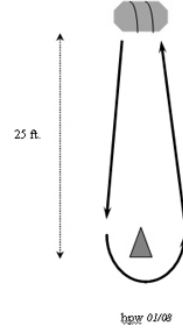
Station #2: Pull/ Push/ Sprawls

- Mat A Mat B
- a) Pull 80 lbs for 3 arcs
 - b) 2 Sprawls – on mat B, fall to chest, rollover & stand X2
 - c) Push 80 lbs for 3 arcs
 - d) 2 Sprawls – on mat A, fall to chest, rollover & stand X2
 - e) repeat sequence a) through d)
 - f) After final sprawl stand and tap timing cart
- NOTE – Total of 6 pulls/ 6 pushes/ 8 sprawls completed

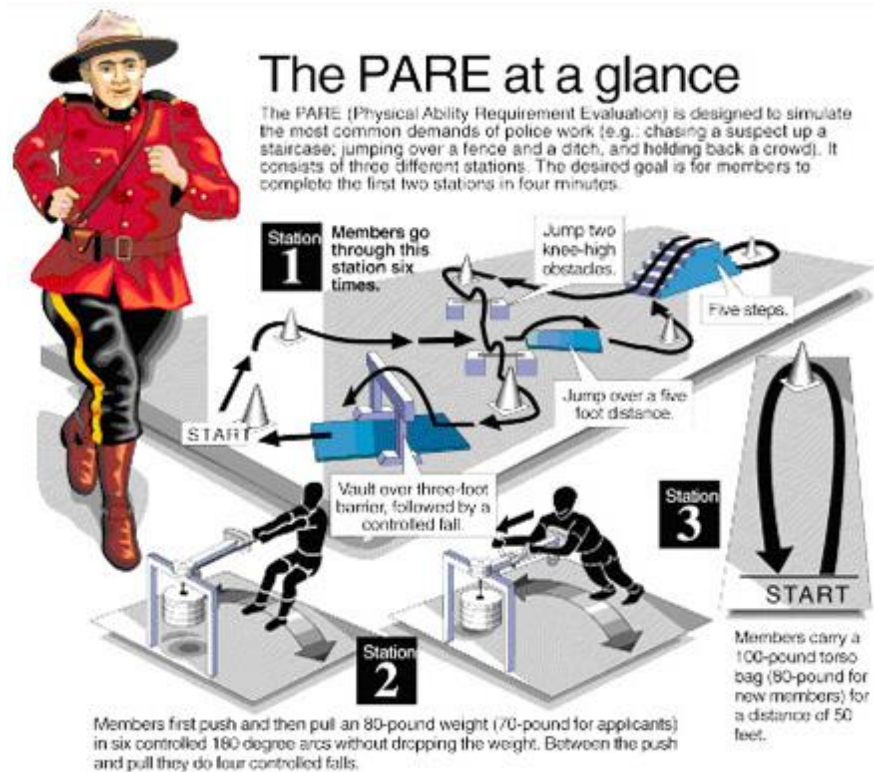


Station #3: Weight Carry

80 lb Bag carried 50 ft



bgr 01/08



This is an **ORIENTATION**, not an actual test, you will not receive timings.

Students are advised to be prepared to do physical activity, for example avoid caffeine products 2 hours before and have a **light** meal.

You will be provided with more information regarding location and dress code closer to the date of your Orientation.



NORTHWEST LAW ENFORCEMENT ACADEMY

COMMON VOLUNTEER AGENCIES IN WINNIPEG



Bear Clan Patrol

472 Selkirk Avenue
Phone: 204-805-2120
Email: bearclanmb@hotmail.com
Bear Clan Phone: 204-918-8996
(Volunteer Positions)
Website: <https://bearclanpatrol.org/>



Downtown Community Safety Partnership

Downtown Community Safety Partnership

101 – 426 Portage Avenue
Winnipeg, MB R3C 0C9
Phone: 204-958-4640
Emergency Contact: 204-958-SAFE (7233)
Fax: 204-958-4630
Website:
https://downtownwinnipegbiz.com/program_service/safety/



THE

EXCHANGE

Exchange District BIZ

2nd Floor – 133 Albert Street
Old Market Square
Winnipeg, MB R3B 1G6
Phone: 204-942-6716
Fax: 204-943-8741
Email: info@exchangedistrict.org
Website: www.exchangedistrict.org
Derek Manaigre
Operations, Community Safety and Beautification
derek.manaigre@exchangedistrict.org
(Only Paid Positions)



West End BIZ

581 Portage Avenue
Winnipeg, MB R3B 2G2
Phone: 204-954-7900
Fax: 204-772-8604
Patrol Direct Line: 204-229-2502
Patrol Supervisor: 431-557-7286
Website: www.westendbiz.ca
E-mail: john@westendbiz.ca
patrol@westendbiz.ca

Apply through email or in person with
Resume and Cover Letter
Monday – Friday 9 AM to 4:30 PM
Ask for John Buzza or Ryan Malec
(Only Paid Positions)



**Canadian
Red Cross**

Canadian Red Cross

1111 Portage Avenue
Winnipeg, MB R3G 0S8
Volunteer Contact: Michelle Ford
Michelle.ford@redcross.ca
204-982-7340
<https://www.redcross.ca/>
<https://www.redcross.ca/in-your-community/manitoba/manitoba-volunteer-opportunities>



Saint Boniface Citizens on Patrol Program

@stbcopp · Community Service

saintbonifacecopp@gmail.com



NORTHWEST LAW ENFORCEMENT ACADEMY



Christmas Cheer Board

Check their website, 2022 details not yet posted.

<https://www.christmascheerboard.ca/>



Main Street Project

<https://www.mainstreetproject.ca/>

661 Main Street
Winnipeg, MB R3B 1E3
204-982-8229



THE WINNIPEG HUMANE SOCIETY

The Winnipeg Humane Society

45 Hurst Way
Winnipeg, MB R3T 0R3
<https://www.winnipeghumanesociety.ca/>
Volunteer Services
204-982-2043



Winnipeg Children's Access Agency Inc.

Supervised visitation services
for children and their families

Winnipeg Children's Access Agency

385 River Avenue
Winnipeg, MB R3L 0C3
204-284-4170
<http://www.wcaa.ca/>



1085 Winnipeg Avenue
Winnipeg, MB R3E 0S2
(204) 982-3663
Hours: Monday to Friday, 8:30 AM – 4:30 PM
Saturday 9:00 AM to 3:00 PM
Volunteer Application:
<https://www.harvestmanitoba.ca/ways-to-give/donate-time/>



MISERICORDIA
Health • Centre
The future of care

Misericordia Health Centre

99 Cornish Avenue
Winnipeg, MB R3C 1A2
204-788-8458
<https://misericordia.mb.ca/contact-us/volunteer/opportunities/>

- As of March 28, 2023

