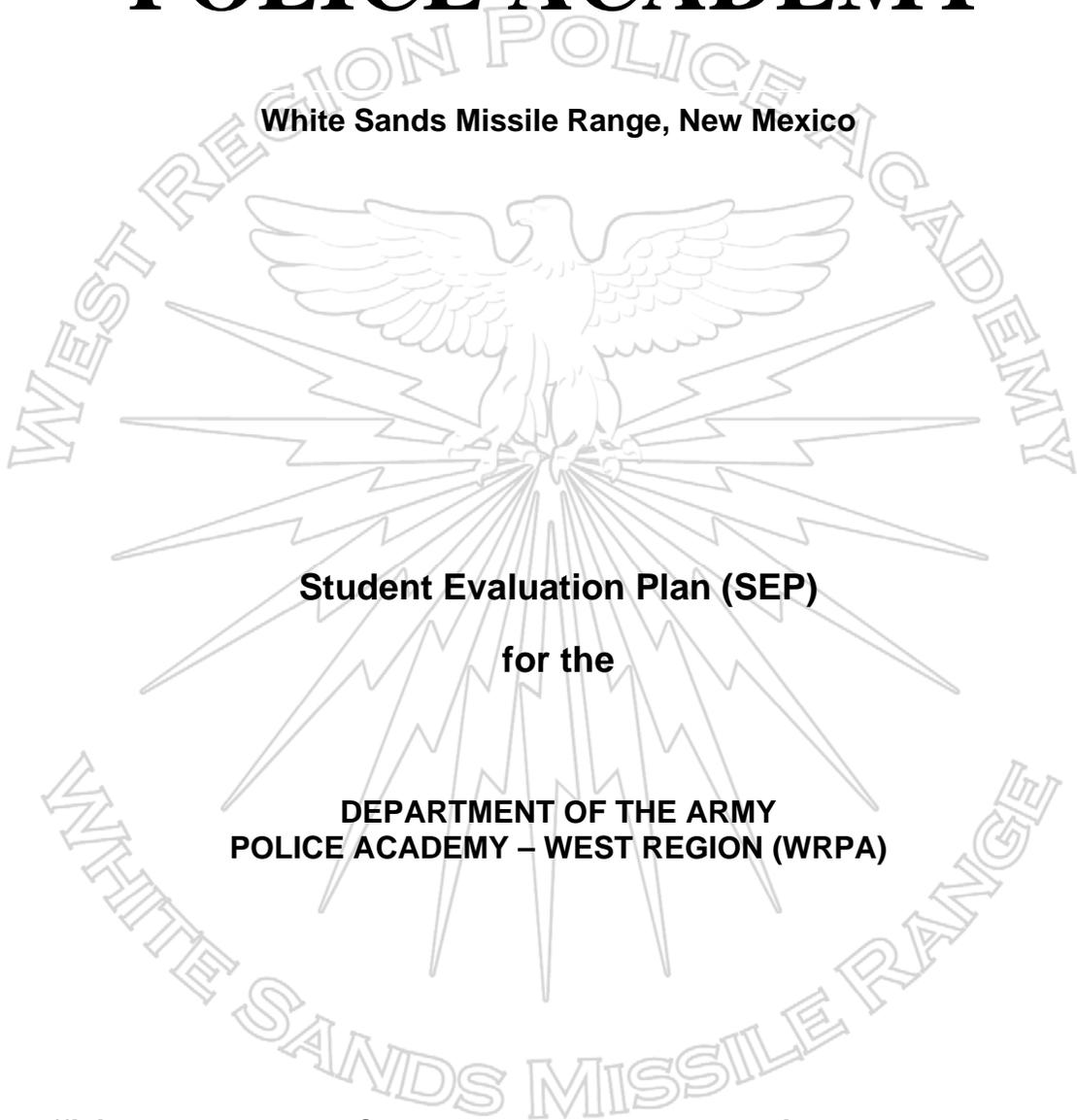


**Department of the Army**

# **WEST REGION POLICE ACADEMY**

**White Sands Missile Range, New Mexico**



**Student Evaluation Plan (SEP)**

**for the**

**DEPARTMENT OF THE ARMY  
POLICE ACADEMY – WEST REGION (WRPA)**

**Approving Official:**

**Commandant Donald R. Morrison**

**Approved/Disapproved**

**Date**

\_\_\_\_\_ **Commandant, WRPA**

**WEST REION  
POLICE ACADEMY**

**STUDENT EVALUATION PLAN (SEP)**

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## MEMORANDUM

SUBJECT: Student Evaluation Plan (SEP) for the Department of the Army Police Academy.

### 1) General.

- a) Purpose. To establish West Region Police Academy (WRPA) requirements and procedures for course completion. Moreover, this plan describes key actions and responsibilities necessary to ensure standardization and standard operating procedures for measuring student performance.
- b) Scope. This Student Evaluation Plan (SEP) applies only to WRPA students.
- c) Course Requirements. Graduation status is determined by a student's ability to complete all course requirements. These requirements include:
  - i) Compliance with the Safety Program (Annex J).
  - ii) Effort. Students refusing to train or not making reasonable efforts to fully participate will be processed for elimination per (Annex K).
  - iii) Commitment. Students requesting self-elimination will be processed for elimination (Annex L).
  - iv) Obtaining a minimum score of 70% on all exams, other than the American Red Cross First Aid, Adult/Child/Infant Cardio Pulmonary Resuscitation (CPR) and Adult/Child Automated External Defibrillator (AED) exam, which requires a score of 80%.
  - v) Maintaining ethics and values. Ethics violations will not be tolerated.
  - vi) Successfully completing the designated Individual Student Education (ISE) courses, which is a self-paced distance learning program developed via a USAMPS partnership with the Multi-Jurisdictional Counterdrug Task Force Training Center, (MCTFTC) St. Petersburg (Florida) Junior College and the National Guard Bureau. The MCTFTC courses required for graduation are: **ISE-01, *Drugs in America*; ISE-02/MCD-0168, *Explosives, Booby Traps and Bomb Threat Management*; and ISE-03/MCD-0169, *Risk Management and Violence in Undercover Operations*.** There are 18 approved courses available to the DA Police Academy student, and all approved courses completed through the ISE program will be recorded on an official transcript of the Academy and MCTFTC.
  - vii) Successfully completing the Physical Agility Test or the Alternate Physical Agility Test as prescribed by the Academy.
  - viii) Successfully completing all firearms skill development and qualification tables as approved by the Academy Commandant.

- ix) Discipline and Obedience. Insubordination and disrespect to the cadre either by systematically creating hostility that disrupts training or by a quid pro quo act will not be tolerated.
- x) Prudence and Punctuality. Students will be expected to be prudent and judicious in all matters and will not be allowed to enter a class already in session. Tardy students will be removed from class and report to the Director of Training for further investigation of the cause. The Commandant and the Student's DES will be notified as part of a formal disposition. A student who is tardy three times will be removed from the course. Distracting conduct, to include ringing cell phones, sending/receiving text messages or wearing ear pieces of any kind that can be connected to media or communications devices is prohibited in class. Students violating this requirement will be removed from class and report to the Director of Training for disposition. Three violations will result in removal from the course. Furthermore, any combination of tardiness and distracting conduct may result in the student being removed from the course.

## **2. Student Elimination and Command and Control.**

- a. Failure to meet any of the above listed requirements shall result in elimination from the course.
- b. Annex C prescribes student reclama procedures which must be followed.
- c. Students leaving under favorable conditions, as determined by the Director of Training, may return within 90-days and be re-inserted into a subsequent course, provided the student successfully completed week-4.
- d. The Director of Emergency Services is designated as the West Region Police Academy Commandant.

**NOTE:** The Director of Training will ensure that all students fully understand the course standards prior to the start of each iteration of WRPA.

- e. Student Evaluation Procedures. The current grading system is based on a percentage configuration on the written examination. The minimum requirement for written examinations is 70%, unless otherwise stated. Performance examinations are graded on a **GO/NO GO** basis.

## **3. Examination Procedures.**

- a. DAPA instructor will serve as the test proctor. The written exam will test the student's ability to perform designated tasks. The performance evaluations will be administered IAW the appropriate block of instruction.

- b. Examinations will be graded IAW the approved Test Administration Guide (TAG).
- c. Examination test critiques will be scheduled on the same day of the examination. The after-action review period will be a discussion where students may question the Subject Matter Expert as to the doctrine/regulation which differentiates correct responses from programmed distracters.
- d. After completion of the test critiques, grades will be submitted to the test administrator.
- e. Failure of a student to take a test or retest, or report at the prescribed time and place (without an authorized absence) may result in an automatic failure of the test. Excused absences and unforeseen, qualifying emergencies will be considered for waiver. The Director of Training will determine the validity of an emergency.

#### **4. Administrative Information and Actions.**

##### **a. Academic Failure.**

- i. Written Examination: The minimum written exam standard is 70%, unless otherwise stated. A student is academically deficient when he or she fails a written examination by scoring less than 70% - unless the standard is higher per the course requirements. The First Aid, Adult/Child/Infant CPR and Adult/Child AED exam is 80%. A failure of an exam is equivalent to academic probation, meaning the student is academically deficient of the standards. Students who fail the written examination will be administered a retest at a time prescribed by the Director of Training. The retest will cover the entire contents of the instruction originally tested for that module. Only one retest is allowed per module. Test #1 is examining module #1, and so-on. Each module has two test versions associated with it. If the student fails Exam Version A, (becoming academically deficient and automatically placed on academic probation in Student Status Review) and Exam Version B of the same module, he/she will be removed from the course. A student is allowed to fail up to two written exams the first time, but must pass the retests – and only one retest will be given for each first time failure. On the third, first-time failure, the student will be removed from the course as an academic failure. A total of 2-hours of remedial training per failed written exam will be offered, except for the third first-time failure. NOTE: See section (2) below. Any combination of three written or performance examinations/evaluation, first-time failures requires the student's removal from the course. This is the **“Three Strikes and You’re**

**Out”** model.

- ii. Performance Examination/Evaluations: A student is academically deficient when he or she fails a performance examination. Being academically deficient means the student is on academic probation and in risk of being removed from the academy. Performance examinations will test the student’s ability to perform designated skill tasks through the use of training aids, scenarios and knowledge of the subject matter. If a student receives a **NO GO**, he or she will be offered remedial training and one retest, at a time prescribed by the Director of Training. If the student fails the retest on the PE, he/she will be removed from the course – just as if it were a written exam.

NOTE: Reference 4. a (1) and (2). **If any combination of first-time failures for PE’s and written exams equals three, the student will be removed from the course.**

- iii. Students who are academically deficient will be referred to the Director of Training and placed on academic probation IAW Student Status Review (SSR) procedures. Students who fail to obtain passing standards on any exam or receive a NO-GO on any practical exercise, “fail” that exam and will be immediately notified of their probationary status, scheduled for remedial training and retested, as-soon-as-possible.
- iv. The Director of Training will notify the student’s chain of command when they are placed on probationary status.
- v. Students identified as academically deficient will neither participate in graduation nor receive a graduation certificate.

**b. Counseling Procedures.** A student will be counseled in writing when they are identified as academically deficient / on probation, or in violation of US Government, US Army, White Sands Missile Range or Academy policy, per Student Status Review. The counseling will cover all details involved in the deficiency or incident, and courses of actions available to the student.

**c. Student Status Review (SSR).**

- i. The Director of Training will initiate an SSR for students who fail a written test/retest, a performance test/retest, or who refuse to participate in training, or request self-elimination or for any of the above issues. The Director of Training may also initiate a SSR for any reason he deems appropriate under the operating policies pertaining to the management of the WRPA.

- ii. The SSR letter will be completed in duplicate. The Director of Training will have the student sign, retain the original and give the student a copy.
- iii. For the purpose of SSRs, failure of a performance test or retest will have the same effect as a written examination failure.

**d. Student Absence.**

- i. Emergency leave and absence for qualifying emergencies may be granted by the Director of Training, per Annex F.
- ii. The student will coordinate all absences with an instructor. At no time during duty hours will students be unaccounted for, in writing. Sick students must have a medical excuse from a Physician's Assistant or a Medical or Dental Officer to be absent from the classroom, or must have pre-approved permission to seek urgent medical or dental assistance and be actively engaged in travel to or from a bona-fide health facility.
- iii. Students leaving during class, except for authorized breaks, must sign out or have a qualifying emergency which makes signing out unfeasible.
- iv. Request for absences of more than two hours must be submitted in writing (Annex F) to the Director of Training for approval. Whenever a student misses two or more hours of instruction the Director of Training will determine if a SSR should be initiated.
- v. Even a qualifying emergency may result in missing training that cannot be made up and result in removal from the Academy. Qualifying emergencies causing this consequence will result in the student being invited back to a subsequent course, as long as the student can return within one year. If s/he has made it through week-4, s/he can be reinserted into the program where they left off.

**e. Student Eliminations.**

- i. General conduct subject to disciplinary action by any student in the Police Academy includes:
  - 1. Personal actions that harm the reputation of the United States Government, US Army, White Sands Missile Range, or the West Region Police Academy;
  - 2. Any offense punishable under the laws or statutes of the United States, the State of New Mexico or Army Regulations;

3. Violations of any provision of the rules and regulations of the West Region Police Academy;
  4. Disobedience of any lawful order,
  5. Incompetent performance of assigned duties; or,
  6. Academic and/or Performance failures.
- ii. Specific conduct subject to corrective action:
1. Examples of conduct which may result in disciplinary action include, but are not limited to, the following:
    - a. The commission of a crime.
    - b. Use of intoxicants in violation of the rules and regulations.
    - c. Illegal use of narcotics or drugs.
    - d. Willful neglect of duty assignment.
    - e. Willful disobedience of orders.
    - f. Absence from training without leave.
    - g. Conduct unbecoming.
    - h. Use of unreasonable and unnecessary force in a training scenario.
    - i. Sleeping in class.
    - j. Accepting or soliciting a bribe to violate the honor system or other code of conduct.
    - k. Soliciting gratuities in exchange for violating the honor system or other code of conduct.
    - l. Use of police badge, uniform, business card or identification card for personal gain.
    - m. Appropriating for one's own personal use property or items received in the course of training.
    - n. Falsification of reports, official records, or communications.
    - o. Divulging confidential information or distributing training material to others outside the Academy without first obtaining consent from the Academy Commander.
    - p. Feigning sickness or injury to escape training.
    - q. Willful rough and careless handling of federal property.
    - r. Cheating on MCTFT distance learning courses.
- iii. Students may ultimately receive the following adverse actions.

**Informal Discipline:****Formal Discipline****Determined by client agency:**

1. Counseling
2. Oral Admonishment
3. Written Warning
4. Letter of Instruction
5. Removal from the Academy
6. Other appropriate Action

1. Written Reprimand
2. Suspension
3. Demotion
4. Removal from the Academy
5. Prosecution

NOTE: The Academy's discretion in the realm of discipline is limited by its relationship with the student, and formal discipline, depending on the offense, ultimately rests with the client agency. Removal from the training program for disciplinary reasons is at the discretion of the Director of Training who will forward his/her decision to the Commandant for final disposition. Whenever possible, formal discipline will be imposed by the student's parent command. Safety violators may be removed from any training event at any time where their participation places others at risk of injury or death.

- iv. If the student successfully completes all the course requirements through week four when they are injured, they may request to be reinserted into a future academy course at the point they were released. This request must be made ASAP by the student's command through IMCOM's L.E. representative to enable the student to return within 90 days of the elimination date. The Director of Training will make every attempt to accommodate this recycle request – resources permitting. If the student did not complete through week four of training, or if 90 days has elapsed since their release, then they will be required to complete the entire course upon return.

## ANNEX A

### WEST REGION POLICE ACADEMY HONOR CODE

#### 1. Honor System:

- a. The WRPA operates on the honor principle. Integrity is an essential attribute of any Department of the Army Civilian Police Officer; therefore, any student found guilty of a breach of integrity is subject to immediate release from the course, as well as possible disciplinary action. The honor code used at the WRPA, while broad in application, is precise in its meaning: “Every student should demonstrate the Army Values and the Army Civilian Corps Creed in all their actions.”
- b. The honor system does not preclude students from working together on exercises.

#### 2. Explanation of Terms:

- a. False Statements: An individual’s word is their bond, whether or not it is meant to deceive. Any statement made is expected to reflect the whole truth without distortion of or withholding of the facts.
  - b. Wrongful Appropriation: The temporary taking, obtaining or withholding of the property of another with intent to deceive.
  - c. Compromise of Test Material: Test material issued during scheduled tests, retests, or test review sessions must not leave the test/review area or the presence of the test administrator. Test questions and answers are not to be discussed outside of the controlled environment and specifically, should not be discussed with other students who have not been administered the test.
  - d. Cheating: Cheating is defined in the dictionary as the fraudulent acquisition of another’s property. This is primarily, but not limited to, examinations. No one will acquire answers to examination questions by sources other than instructional material. No outside assistance of any kind, either by verbal or written means will be allowed.
  - e. Other dishonorable conduct as determined by the Director of Training or Academy Commandant.
3. Violations of the WRPA Honor Code include, but are by no means limited to, those mentioned in paragraphs **a-e** above or **section 4 e. Student Eliminations**.

Common sense and good judgment provide the basic guidelines as to what is acceptable and what is not acceptable conduct. Any conduct that brings discredit to the WRPA and the U.S. Army's Civilian Service may be considered as an honor violation.

4. Violations.

- a. When a person is suspected of violating the honor code, any individual making the observation will collect all available evidence, to include names of witnesses, if appropriate, and immediately report the incident to the Director of Training.
- b. Failure to report an honor violation after having observed or after having been informed of such a violation constitutes an honor violation in itself.

## **ANNEX B**

### **STUDENT STATUS REVIEW**

1. References.
  - a. AR 350-41, Training in Units, 19 March 1993
2. Purpose: To prescribe the procedures for elimination or stipulate other status of students enrolled in the Department of the Army Police Academy – West Region at White Sands Missile Range, New Mexico.
3. Cause: A student may be involuntarily removed from the WRPA prior to graduation for any of the following reasons:
  - a. Failure to meet performance standards as outlined in this SEP.
  - b. Personal conduct which makes continuation in the course inappropriate.
  - c. Refusal to train.
  - d. As determined by the Director of Training in all other circumstances.
4. Procedures.
  - a. A student whose conduct or performance is such that it falls into one of the categories listed in paragraph 3 above are entitled to a rapid determination as to whether they will continue in the course. This is vital not only for the student, but also for the other students in the class, as well as the WRPA. All individuals involved will treat any matter identified in this annex as priority.
  - b. A student's status will be reviewed in accordance with the procedures set forth below when their status falls within the provisions of paragraph 3 above.
5. Responsibilities.
  - a. Director of Training.
    - 1) Upon receipt of information that a student is involved in a situation listed in paragraph 3 above, the Director of Training will immediately assess its credibility. If the Director of Training determines the circumstances are credible and cause alarm, he will immediately conduct an SSR and prepare a recommendation for the Commandant.

2) The recommendation will include the following:

(a) Specific information for the category listed above in paragraph 3, in which the SSR is based upon.

(b) Include any relevant information pertaining to the academic performance of the student, including graded examinations, graded practical exercises (PEs), and any retests.

(c) A statement listing any other graduation prerequisites which the student has achieved or failed to achieve, as appropriate.

(d) All previous actions taken by the Director of Training pertaining to the resolution of previous and/or the current incident(s).

(e) The Director of Training, at his discretion, elicits the student's own opinion as to the appropriate disposition of the case.

(1) The time and date of this elicitation will be recorded and included with the recommendation, along with anything submitted by the affected student.

(2) Inform the student that the recommendation will be sent to the Commandant. The student may submit matters for the Commandant's consideration via request for a personal appearance before the Commandant. These actions must be submitted to the Director of Training within 24 hours of informing the student of these rights.

(3) Send the recommendation to the Commandant for action. The last enclosure will be matters the student has submitted, or a statement by the Director of Training that, having been given ample time, the student did not submit any matters for consideration.

## 6. Positive Reinforcement.

a. An SSR may also be administered to evaluate the academic performance and conduct of the student in order to prepare him/her to graduate. These take the form of a mid-term counseling and will be documented in the student's file.

b. The student will have the benefit of appearing before cadre, and/or the Director of Training to discuss questions or concerns about meeting graduation requirements.

## ANNEX C

### STUDENT RECLAMA PROCEDURES

**NOTE:** Reclama is an appeal for review by higher authority.

The student may remove himself or herself, or the client agency may voluntarily remove a student from the WRPA through a written request, for any reason, and no reclama procedures apply to WRPA at any level.

**STEP 1. Performance Evaluation or Written Examination Failure:** If results of an examination or evaluation are not agreed to by the student, the student may request a reclama, but must do so orally, within 2 hours of the examination or evaluation failure to the Director of Training, and follow with a written reclama request, no later than 24 hours of the failure.

A reclama may be submitted for any of the following reasons and must comply with the below listed procedures:

- a. Questions not worded correctly (to include situations/scenarios).
- b. There are multiple or no correct answers.
- c. There is conflicting doctrine or instruction (e.g., FM or AR lists different from instruction and instructor did not point out difference or different instructors give conflicting information).

Each reclama must clearly state the issue, justifying arguments, and clearly identify supporting documents (e.g., regulations, other publications, or class handouts, etc.).

**Honor Code Violations or Conduct Violations-** Student submits reclama, orally, within 2 hours, and will receive instructions depending on the severity of the offense.

**STEP 2.** The small group leader (cadre) obtains exact details involved and attaches them to the reclama, safeguards all evidence to ensure academic integrity, researches the issue, reviews the reclama, adds comments as appropriate, and forwards the findings to the Director of Training within one hour.

**STEP 3.** The Director of Training will review the reclama and related documents, recommend either approval or disapproval, based on the totality of circumstances in the issue and forward the reclama to the Commandant.

**STEP 5. Commandant.**

- a. Review the entire file and conduct a personal hearing for the student if requested.
- b. Attach a summary of the matters presented in the personal hearing with the student or a statement that the student did not request such a hearing to the file.
- c. Conduct an inquiry as appropriate to verify, rebut, or clarify any matters presented at the hearing. If any such inquiry is conducted, the results will be summarized and attached to the file.
- d. Determine, based on the entire file, the student's status. The decision or recommendation may be any of the following:
  - 1) The student will remain in good standing and will continue in the class.
  - 2) The student will be removed from the West Region Police Academy, be declared a non-graduate, and a decision made as to whether they will be allowed to return at a future date. If allowed to return, stipulations of the conditions required for re-enrollment will be given to him/her and the client agency, in writing. Conditions to stipulate in the Student Status Review include which week of the curriculum they will re-enter, special considerations relevant to the adjudication phase will be addressed to the point of requiring a commitment by the client agency to successfully prepare the student to return to the Academy in a subsequent effort to graduate from the course. The Commandant may also stipulate that the student will not be allowed to return, due to the totality of the circumstances.
- e. The decision of the Commandant shall be final with no other reclaims possible.

## **ANNEX D**

### **RESPONSIBILITIES**

1. Commandant, WRPA:
  - a. Provide training guidance.
  - b. Provide the overall instruction for implementing the SEP.
  - c. Ensure the SEP is properly enforced and serves as the final approving authority for students dismissed from the Department of the Army Police Academy – West Region.
  - d. Resolve all SSR reclama.
  
2. Director of Training (WRPA):
  - a. Coordinate and implement the WRPA SEP.
  - b. Establish, validate and monitor the DA Police Course administration.
  - c. Ensure evaluations of course instruction are conducted.
  - d. Ensure course critiques are coordinated and conducted.
  - e. Submit proposed changes to the WRPA and schedule curriculum reviews.
  - f. Maintain the WRPA Program of Instruction (POI).
  - g. Makes reviews of examination questions that are deemed removable (i.e. improperly worded questions/answers or POI and examination conflict).
  
3. USAMPS Test Branch:
  - a. Provide technical advice and assistance in the construction of examinations in accordance with the task analysis.
  - b. Review and approve all examinations.
  - c. Develop a TAG for each examination.
  - d. Maintain test audit trails and statistics.
  - e. Schedule and conduct test analysis in-process reviews (IPRs).
  - f. Participate in the IPR (when conducted) for all examinations administered during the course.
  
4. USAMPS, Chief LEOPs Branch:

- a. Ensure the SEP supports the program of instruction.
- b. Supervise changes to the SEP IAW Army and TRADOC regulations.
- c. Provide all non-academic administrative and logistical support for the academy and students.
- d. Coordinate with the Director of Training for support to the training schedule for administrative and functional matters.

## ANNEX E

### INTERNAL AND EXTERNAL EVALUATION PLAN

1. Internal Evaluation: The evaluation of the Department of the Army Police Academy is a cooperative effort among instructors, training developers, and staff and faculty development evaluators. Lateral communication among these personnel is authorized to achieve expedient adjustments in curricula, training methods, or media. Major revisions are to be staffed through normal channels.
  - a. Student feedback surveys are administered to gauge student perception of instructor techniques, media adequacy, PEs, testing, and academic support. These surveys may be supplemented with student interviews. Surveys are administered and processed by the DoT. USAMPS will also conduct end-of-course critiques to get immediate student feedback in order to fine tune changes in the rapidly-changing environment of law enforcement that requires curriculum revision.
  - b. The analysis of student performance data and evaluation instruments ensure content validity, criterion validity, and sound test item construction. Test analysis can also provide a measure of student performance under varying instructional techniques. DoT has the responsibility for all test analysis.
  - c. The monitoring of academic and administrative attrition rates is one useful technique for discovering problem areas in the DAPA training system. DoT is responsible for this data.
2. External Evaluation: The external evaluation of the DoT will be conducted primarily by the designated office. Elements of the external evaluation when conducted will include:
  - a. Postgraduate surveys.
  - b. Supervisor evaluation surveys.
  - c. On-site field evaluations.



**ANNEX F**

**REQUEST FOR ABSENCE**

MEMORANDUM FOR Director of Training, WRPA, White Sands Missile Range, NM  
88002

SUBJECT: Request for Absence

1. Request that I be granted permission to be absent from class for \_\_\_\_\_  
days/hours from \_\_\_\_\_ to \_\_\_\_\_ for the purpose  
of: \_\_\_\_\_

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2. During my absence, my address and telephone number will be:

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3. During my absence, I will miss the following classes:

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4. I understand that I will be held responsible for all material covered during my  
absence:

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***Student signature***

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***Student printed name***

Coordination:

**Recommend approval/disapproval** -----  
(SGL /Signature/Date)

**Approved / Disapproved** -----  
(Director of Training / Date)

**Approved / Disapproved** -----  
(Commandant / Date)

**Qualifying Emergencies:**

Examples:

- Death of an immediate family member (spouse, child, parent, grand-parent, grand child).
- Student or an immediate family member is a victim of sudden illness.
- Student or immediate family member is a victim of a violent crime.
- Student or immediate family member is a victim of a potentially debilitating accident.
- Student or immediate family member is a victim of a property crime of potential continuing consequence (burglary, theft of identity, theft of firearms, others TBD by the Director of Training).
- Student or immediate family member is a victim of a severe tornado, flood, hurricane, blizzard or other weather event that imposes a continuing hazard to their health and welfare.
- National emergency declared by appropriate authority.

Examples of non-qualifying conditions; these conditions resulting in absence from or inability to participate in class include but are not limited to the following and will NOT be excused. Unexcused absences will be documented and reported to the Director of Training, Force Protection Training Division and the student's Director of Emergency Services. Formal disposition will be determined in a joint effort between the student's DES and WRPA and may include removal from the course.

- Sleepy or asleep in class.
- Returning late from the break.
- Chooses to take a sick day during the Academy.
- Chooses to take a vacation day during the Academy.
- Marital problems or relationship strains with boy/girl friends, children, etc.
- Sending email or text messages during class.
- Talking on cell phones during class.
- Reports of sick, injured or dead pets.
- Weekend travel plans that conflict with the training schedule.

- Visiting family or friends staying off post.
- Heavy traffic or traffic delays, except in the case of bona-fide emergencies requiring roads to be blocked by a government agency.
- Overdose of prescription medications.
- Overdose of over-the-counter medications.
- Alcohol consumption the night before the training day.
- Others, TBD by the Director of Training on a case-by-case basis.

**ANNEX G**  
**WRITTEN EXAMINATION**

<u>LESSON</u>	<u>TITLE</u>
191-5620	Examination / Module 1
191-5630	Examination / Module 2
191-5640	Examination / Module 3
191-5650	Examination / Module 4
191-5660	Examination / Module 5
191-5670	Examination / Module 6

**NOTE: Each test has a Version A and Version B of the same material.**

**ANNEX H**  
**PERFORMANCE EXAMINATIONS**

<u>EXAM</u>	<u>TITLE</u>
191-5626	4 <sup>th</sup> Amendment Search & Seizure
191-5634	Law Enforcement Mental Conditioning and Survival
191-5641	Frisk/Terry Search
191-5642	Weapons Retention
191-5643	Ground Fighting Techniques
191-5644	Use of Force
191-5647	Handcuffing
191-5648	Defensive Tactics
191-5653	Straight Baton
191-5657	M9 Pistol Operation and Marksmanship
191-5658	M9 Pistol Skill Development
191-5673	Explosive Threats
191-5682	Domestic Disturbance / Violence and Response
191-5695	Search a Building
191-5697	Calls for Service Response
191-5701	Alarms and Intrusions
191-5703	Drunk and Drugged Driver Processing
191-5717	Known Risk Traffic Stops
191-5729	Proximics

191-5728

Process an Offender

## ANNEX I

### PHYSICAL FITNESS REQUIREMENTS

1. REFERENCES:
  - a. AR 190-56, The Army Police and Guard Program.
  - b. FM 21-20, Physical Fitness Training, 30 September 1992
2. The WRPA is physically and mentally demanding. Prior to attendance, a certified medical physician must clear all civilian students, regardless of age, for strenuous physical activity. The language the Academy prefers to see in the medical waiver is: **“Student may participate in strenuous physical fitness activities without medical limitations”** – or words to that effect. Documentation of clearance is required. Anyone without proper documentation or clearance will not be allowed to attend the course.
3. Students requesting to attend this course will not be on any type of medical profile, temporary or permanent.
4. Students will be required to complete a diagnostic physical agility test within the first week of attending the academy and a record physical agility test NLT week seven of the academy, unless otherwise stipulated by the Director of Training. If a student does not pass the record physical agility test he or she will be retested within seven to ten days. If at that time the student fails again he or she will not receive a graduation diploma and may be removed from the course.
5. Students will be required to participate in formations conducted during all physical training days. Students will be required to participate to the fullest of their abilities. Refusal to participate may be considered a refusal to train.
6. Students must pass the Alternate Physical Agility Test, when administered at the discretion of the Director of Training.
7. Students do not have the discretion to participate in alternate events from regularly scheduled physical training. Not participating in scheduled Physical Training and demanding defensive tactics training in lieu of PT, may result in removal from the course.
8. If an instructor removes a student from physical fitness training, the student may be required to get a medical clearance before returning to training the next day (regardless of his/her medical clearance prior to reporting for training). Instructors will diligently look for signs of heart attack, stroke, heat stroke or other illness or injury that could result in preventable damage to the student’s health if not stopped

from participating. These events will trigger a report to the Director of Training for final disposition.

## **ANNEX J**

### **SAFETY**

1. References:

- a. AR 385-10, Army Safety Program, 29 February 2000.
- b. AR 385-55, Prevention of Motor Vehicle Accidents, 12 March 1987.
- c. AR 385-63, Range Safety, 19 May 2003.

2. WRPA students will be required to comply with all current safety regulations and instructor safety briefings and guidance. Due to high-risk assessments, the degree of stress imposed upon the students, and the strenuous physical activity, safety is the key factor in the training environment of WRPA operations.

3. Safety violations may result in elimination from the course.

4. The Director of Training will counsel violators, evaluate safety violations for severity, and possible dismissal from the course.

## **ANNEX K**

### **REFUSAL TO TRAIN**

1. Students must successfully participate in all aspects of the WRPA, less authorized absences. Students must perform all tasks to the utmost of their abilities.
2. Students who refuse to participate in any aspect of the WRPA will be considered for elimination IAW Annex B of this SEP.
3. Students will be counseled by the Director of Training and may present mitigating circumstances.
4. The Director of Training will initiate an SSR packet on any student who refuses to train and forward the packet along with his recommendation to the Commandant, IAW Annex B of this SEP.
5. The Director of Training, will review the packet and determine if the student will be allowed to continue training and forward the packet to the Commandant, who will make the determination the student's status.
6. **SPECIAL INSTRUCTIONS:** Any refusal to train will result in the student's training status being examined for elimination from the course.

## **ANNEX L**

### **REQUEST FOR SELF-ELIMINATION**

1. Any student desiring elimination from WRPA will:
  - a. Make their intent known to any WRPA instructor.
  - b. Complete a memorandum requesting elimination from the Department of the Army Police Academy – West Region. (Annex M)
  - c. Forward the request to the Director of Training.
2. The Director of Training will counsel the student, initiate an SSR packet, and forward the packet along with his recommendation through proper channels to the Commandant, who will determine the student's status, IAW Annex B, Para 4 and 5.

## ANNEX M

### REQUEST FOR SELF-ELIMINATION MEMORANDUM FORMAT

IMWE-WSM-ESL

MEMORANDUM FOR

SUBJECT: Drop on Request (DOR) from the Department of the Army Police Academy – West Region

1. I, \_\_\_\_\_ (Last Name, First Name, MI, SSN) \_\_\_\_\_ do not want to continue training in WRPA. I request that I be dropped from the course for the following reason(s):
  - a. Reason 1, if any
  - b. Reason 2, if any
  - c. Reason 3, if any
2. I understand that I will be counseled by the Director of Training about my request to be dropped from training.
3. I understand my request to be dropped from training will be forwarded to the Commandant, WRPA who will determine my training status. Additionally the determination of my status will be forwarded to the Chief, L.E. Operations USAMPS and my DES/PM.
4. POC is the Director of Training at (575) 678-5497.

First MI Last Name  
Rank