FLETC

Federal Law Enforcement Training Centers

Student Handbook

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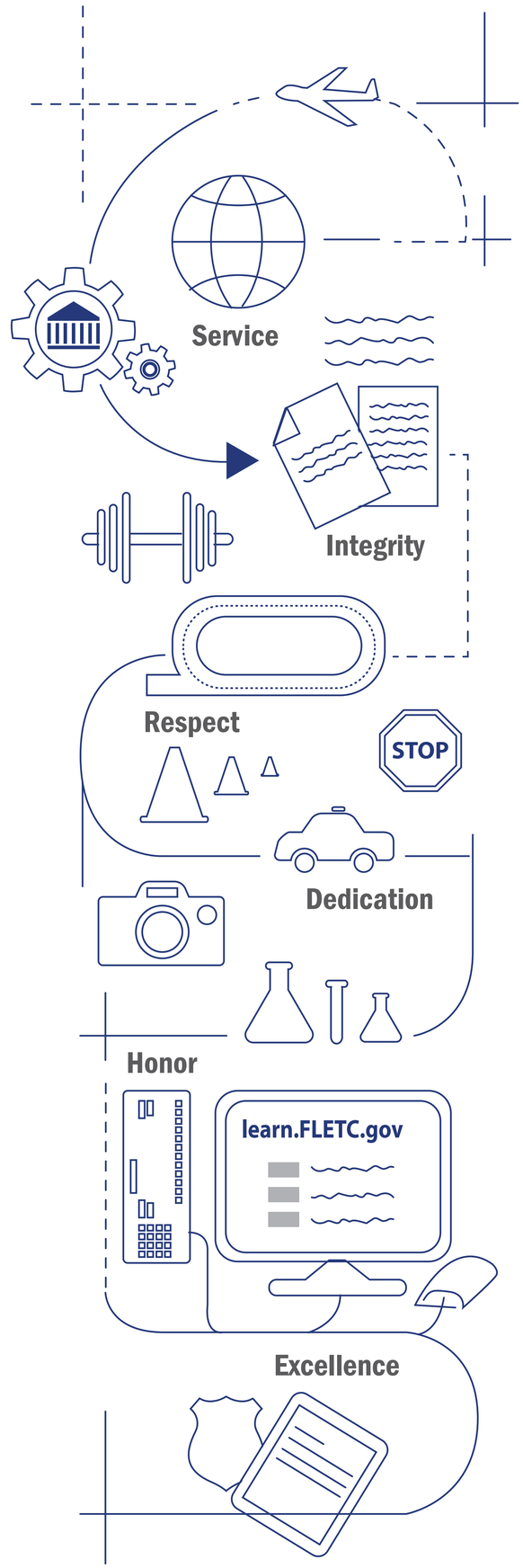


Statement of Mission

FLETC's mission is to train and support the training of federal, state, local, and tribal law enforcement officers and international partners that are responsible for enforcing laws, treaties, and regulations within the United States and abroad.

Core Values

- Integrity - This is at the heart of everything we do and governs the approach by which we will engage each other, our students, and our partners.
- Respect - We will treat each other, our students, and our partners with fairness, dignity, and compassion.
- Mission Excellence - We will be agile, innovative, relevant, and timely meeting the knowledge and skills required of the law enforcement profession.

Table of Contents

1 | Introduction.....pg.4

2 | Standards of Conduct.....pg.7

3 | Housing.....pg.15

4 | Telephone Use Information pg.21

5 | Severe Weather Information pg.26

6 | Information Technology (IT) Systems..... pg.28

7 | Weapons pg.31

8 | Uniform and Other Student Attire..... pg.32

9 | Reasonable Accommodation Process pg.35

10 | For Official Use Only Information pg.37

11 | Transportation pg.38

12 | Dining Hall and Student Center Meals pg.41

13 | Health and Well-Being pg.42

14 | Safety and Environmental pg.50

15 | Equal Employment Opportunity pg.54

16 | Graduation and Departure Information .. pg.55

Location Specific Resources (FLETC.gov under Locations)

17 | Artesia, N.M. pg. 56

18 | Charleston, S.C. pg.59

19 | Cheltenham, M.D. pg.62

20 | Glynco, Ga. pg.64

Introduction

Welcome to the Federal Law Enforcement Training Centers (FLETCs). Now that you have arrived, registered and been assigned a room, you are ready to begin your FLETC experience. The information in this Student Handbook can guide you on your way and will greatly enhance your learning experience. We will make every effort to make your stay with us a positive and rewarding one.

The Visitor Control Center (VCC) is your first stop to gain access to a FLETC Training Delivery Point:

- Artesia, Building 22, (FLETC.gov Artesia)
- Charleston, Building 642, (FLETC.gov Charleston)
- Cheltenham, Building 6, (FLETC.gov Cheltenham)
- Glynco, Building 1, (FLETC.gov Glynco)

History

Originally a bureau of the Department of the Treasury, the FLETC became a component of the newly formed Department of Homeland Security (DHS) on March 1, 2003. Prior to the inception of the FLETC, the concept of consolidated law enforcement training circulated for a number of years until a pivotal moment in the late 1960s.

Two studies indicated a clear need for a shared facility for consolidated Federal law enforcement training and highlighted a critical lack of:

- Quality training
- Permanent, trained cadre of instructors
- Adequate physical facilities
- Standardized course content
- Cost-effective training

The studies extensively analyzed the requirements for basic, advanced, in-service, and refresher training as well as specialized training for Partner Organizations (POs). As a result, Congress authorized the construction and appropriated funds for the establishment of an organization dedicated to train Federal law enforcement agencies. Initially established in 1970 as the Consolidated Federal Law Enforcement Training Center (C-FLETC) based in Washington, D.C., the organization relocated to its present headquarters in Glynco, Georgia in 1975 and became known as the FLETC. The FLETC now serves as an interagency training facility for more than 91 Federal organizations and operates four domestic TDPs, to include: Glynco, Artesia, Charleston, and Cheltenham. Individually, these locations each perform a vital role; collectively, they serve to meet the critical needs for law enforcement training throughout the United States.

Training Delivery Point (TDP) History

Artesia, New Mexico

TDP is home to a wide array of basic and advanced Law Enforcement programs. Notably, the U.S. Border Patrol, Bureau of Indian Affairs, tribal police, and Federal Air Marshals all base training academy operations in Artesia. Post Sept. 11, Artesia played a fundamental role in training for the Federal Air Marshal Service and the Federal Flight Deck Officer programs. These programs are still conducted in Artesia today. Artesia played a role in providing one of the signature Center Basic training programs, the Land Management Police Training (LMPT). In FY17, the Uniformed Police Training Program (UPTP) was added. Artesia plays an important role for the U.S. Secret Service and several other federal law enforcement agencies in the western U.S. The Artesia TDP offers instructor training in Firearms, Driving, Physical Techniques, Law enforcement Tactics. Active Threat, Officer Safety and Survival, and many more.

Charleston, South Carolina

TDP specializes in maritime and advanced training for various agencies. Charleston serves as the center of training for the U.S. Coast Guard's Maritime Law Enforcement Academy, Administrative Office of the U.S. Courts, Federal Probation and Pretrial Academy and the Food and Drug Administration. Charleston also supports various advanced training programs for the Immigration and Customs Enforcement, Customs and Border Protection, Naval Criminal Investigative Service and Transportation Security Administration. A signature component of the Charleston complex is the assortment of boat boarding platforms and shipboard training venues, to include the SS Cape Chalmers, a 494 foot Break-bulk Cargo Ship retired from the Military Sealift Command.

Cheltenham, Maryland

TDP was established by Congress through public law to support the in-service and continuing professional training needs of Federal and local law enforcement in the National Capital Region (NCR). Cheltenham is a non-residential facility specializing in advanced training with an emphasis on vehicle operations, firearms, and tactics. Cheltenham has become recognized as a key provider in the NCR for refresher and qualification training and pre-deployment preparation. The facility hosts several onsite training partners, to include the Washington, D.C. Metropolitan Police Department, Department of State, Pentagon Force Protection Agency and the United States Capitol Police. Comprehensive driver training venues include an extensive off-road course. Of note, Cheltenham operates one of the largest known fully enclosed, climate controlled firearms facilities, including a 100-yard range among the seven individual ranges under one roof.

Glynco, Georgia

TDP serves as a hub for basic training for numerous federal law enforcement agencies. Glynco serves as a major training location for the core FLETC Center Basic training programs: the Criminal Investigator Training Program (CITP), the Land Management Police Training Program (LMPT) and the Uniformed Police Training Program (UPTP). The approximately 1,600 acre facility contains a wide range of specialized venues for the basic and advanced training of uniformed and investigative law enforcement personnel.

In 1982, training was extended to state, local, rural, campus, and tribal law enforcement officers for advanced and specialized subjects. Today, the FLETC also exports international training to San Salvador, El Salvador; Gaborone, Botswana; Budapest, Hungary; and Bangkok, Thailand. Through the expanded use of technology in training, programs are delivered when and where they are needed.

State, Local & Tribal Law Enforcement Training

Application Process

When completing a FLETC application, please be certain to complete all required information accurately. Social security numbers and dates of birth are required for all FLETC training. Your Personally Identifiable Information (PII) will be protected according to federal regulations.

To apply simply click the image below or Apply Now!

The application is only the first step. You will not be enrolled or registered at the time of the application. An administrator will review your submission and if FLETC can accommodate your request, you will receive an email notifying you of your selection approximately 3 weeks prior to the beginning of the class. Until you receive a Confirmation Email or Reporting Instructions, do not assume that you have a seat in the class and do not make travel arrangements.

Contact FLETC Admissions with any questions regarding State, Local & Tribal Law Enforcement Training.

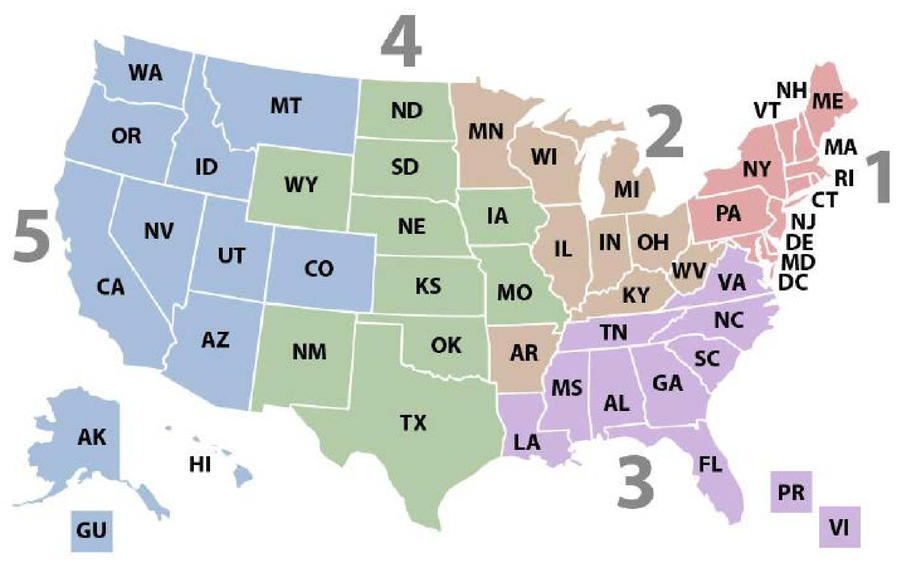
FLETC Application for Student Training (SASS)

For more information on training for state, local and tribal law enforcement officers, please contact the Regional Coordinator listed corresponding to the region number for the location of your duty station, as indicated on the below map.

Regional Coordinator Region phone numbers:

Center Advanced / Leadership / Regional Coordinator (RC):
(912) 506-1243

Region 1, RC: (301) 233-2115
Region 2, RC: (912) 506-1206
Region 3, RC: (912) 506-3438
Region 4, RC: (912) 230-9372
Region 5, RC: (912) 506-2917



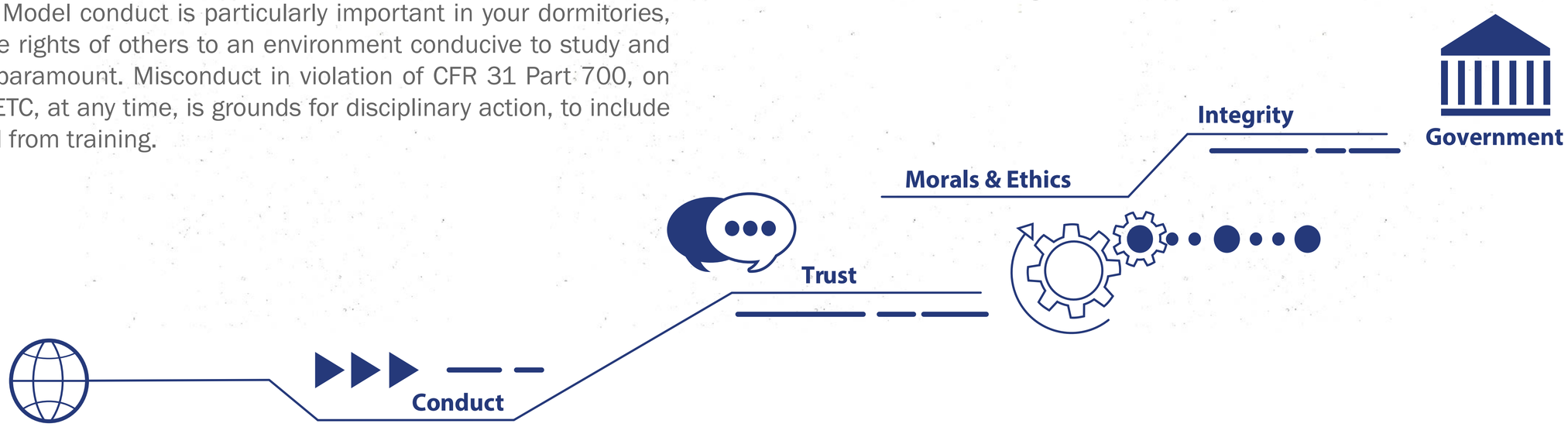
on FLETC.gov

Standards of Conduct

At all times, you are expected to conduct yourself in a manner befitting a government employee. Executive Order 11222 (18 U.S.C. 201) states the basic philosophy of conduct for those who carry out the public business: “Where government is based on the consent of the governed, every citizen is entitled to have complete confidence in the integrity of his government. Each individual officer, employee or advisor of government must help earn and must honor that trust by his own integrity and conduct in all official actions.” You are expected to adhere to these principles and to standards of behavior that will reflect credit upon the Government. Additionally, you are reminded that the Office of Personnel Management regulations state that Federal employees shall not engage in criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, or other conduct prejudicial to the Government. Included in the Government Code of Conduct is a statement regarding the responsibility to protect and conserve all Federal property.

You must be constantly aware that your behavior both at FLETC and in the local community is reflective not only of yourself, but also of the Federal Government, FLETC and the agency that you represent and work for. Model conduct is particularly important in your dormitories, where the rights of others to an environment conducive to study and rest are paramount. Misconduct in violation of CFR 31 Part 700, on or off FLETC, at any time, is grounds for disciplinary action, to include dismissal from training.

U.S. Customs and Border Protection Field Operations Academy Honor Guard retires the colors during the Peace Officers Memorial Day ceremony at the FLETC in Glynco, Georgia on May 1, 2018. (FLETC OPA, David Tucker)



IMPORTANT MESSAGE

ZERO TOLERANCE

WE ARE ALL ACCOUNTABLE

Harassment

Unwelcome conduct which unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment. Conduct that denigrates or shows hostility toward an individual.

Mandatory Reporting

Students who observe, are informed of, or reasonably suspect incidents of possible sexual harassment or inappropriate behavior must immediately report such incidents to FLETC officials.

Failure to report such incidents to FLETC may result in disciplinary action up to an including dismissal from training.

If you are the victim or witness to sexual or discriminatory harassment-report it!

- Contact your Instructor, Program Specialist, Agency Representative, Agency EEO Official, or the FLETC EEO Office at (912) 267-2609
- FLETC Ombudsman at (912) 267-2609.
- Report to FLETC Security Office on your center or Chief Security Office (CSO) at (912) 261-4589

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DO THE RIGHT THING

BE RESPECTFUL

Report Harassment and Other Misconduct at FLETC

Student Honor Code

The Student Honor Code is based on the premise that persons aspiring to serve as law enforcement agents/officers should exhibit the highest levels of personal conduct and integrity. The Student Honor Code prescribes that all work submitted by a student be the sole product of the student. You have an obligation to uphold the highest standards of integrity in training, which includes a refusal to tolerate dishonesty by other students. You should have an active interest in contributing to the existence of a high sense of moral and social responsibility on the part of all students. All allegations of cheating must be reported to the appropriate personnel, typically your Program Specialist.

The Student Honor Code applies not only to written examinations, but also to all work performed in graded practical exercises (PE) and laboratory exercises of a training program. Student Honor Code violations, as outlined in FLETC Directive 67-35.C, "Student Misconduct," will result in an expulsion from training. The following are considered to be violations of FLETC's Student Honor Code as it pertains to dishonesty (cheating) on written examinations and graded PEs:

- Copying from another student's work.
- Soliciting, giving, and/or receiving unauthorized aid (e.g., intentionally firing on another student's targets to help them qualify; telling a student the evaluated criteria of a Practice Excercise (PE) before the evaluation).
- Duplicating or replicating of any part of an examination, laboratory exercise or PE(e.g. cutting or copying from another student's Affidavit or Status Report and pasting it in your Affidavit or Status Report).
- Exchanging and/or transmitting examination questions/materials or study aides from one class to another.
- Use of or possession of duplicated or replicated examination questions/materials.
- Using unauthorized aids.
- DO YOUR OWN WORK!!

Each instance of alleged cheating will be fully investigated, to determine the validity of the allegation. Allegations of cheating shall be made a matter of official record, together with the results of the investigation and appropriate action. If you are found cheating, you will immediately be dismissed from training. If you are dismissed from training because of cheating, you will not be permitted to attend subsequent FLETC training. Upon receipt of this handbook, you agree to the pledge that you will neither give nor receive aid from any unauthorized source before or during an examination or PE and that if you observe or learn of another student's violation of FLETC Student Honor Code, you are bound to report to the Program Specialist the name of such student(s) involved and furnish such evidence that is available to support your charge. For FLETC Student Honor Code to operate successfully, the cooperation of the entire student body of FLETC is essential.

Classroom Conduct

Sleeping, eating, the use of ear buds, the use of tobacco products, talking on cell phones, and reading of non-training related material is strictly prohibited in the classroom. During an authorized break, students are permitted to take their cell phones out of the main classroom and go outside to text or make calls. Cell phone use is prohibited in the main classroom and hallway areas. If authorized by your agency, students may use laptop devices to take notes or view class material in the main classroom. During

use, these devices should not be a distraction to other students. In the event a distraction is reported, immediately stop using the device while an agreeable alternative solution is pursued. Non-alcoholic drinks may be permitted in the classroom, provided the beverage containers have a lid. Certain training locations, such as computers labs, may prohibit beverages.

ARTESIA in addition

The U.S. Border Patrol, and the Bureau of Indian Affairs prohibit basic students using cell phones during the training day. Exceptions may be granted based on student leadership roles by the agency.

Fraternization Policy

The students and staff have the right to expect that decisions and evaluations are based upon proficiency, impartiality and professionalism. Such an environment encourages mutual professional respect, as the fundamental basis for student/staff relationships at FLETC and contributes to the continued effective performance of the duties and responsibilities of FLETC. Fraternization and other inappropriate student/staff relationships violate the high standards needed to maintain and assure the effective performance of duties and maintenance of public trust. The definition of “staff” is interpreted broadly; to include FLETC instructors, FLETC support personnel, agency staff and contract personnel who have direct contact with students. It does not matter that the instructor or staff member is not assigned to your class or program. All incidents of fraternization should be reported to the Program Specialist.

Driver training vehicles on driver training range at sunset in Glynco, Ga. (FLETC OPA/David Tucker)

Types of Infractions and/or Misconduct

Types of infractions and/or misconduct include, but are not limited to, the following:

- Cheating or violating FLETC Honor Code.
- Lying or engaging in dishonest behavior.
- Stealing or using another's property.
- Engaging in harassing behavior.
- Misuse or excessive use of force.
- Misuse, excessive use, or threatened use of force with a FLETC training aid or platform.
- Dangerous or reckless use of a firearm.
- Gratuitous use of profanity.
- Fraternization between FLETC staff and students.
- Failing to wear required uniform properly or wearing improper attire while in training or at the dining facility.
- Being intoxicated and/or impaired during training.
- Using controlled substances and or abusing prescription drugs at any time.
- Intentionally or willfully failing to follow instructions.
- Disrespect, defiance or belligerence directed at an instructor, staff member or other student.
- Intentionally or willfully engaging in unsafe conduct during training.
- Using tobacco products in a class or a dormitory room, government-owned building or in a government-owned vehicle.
- Bringing inappropriate materials to training.
- Inattentiveness or sleeping during training.
- Engaging in conduct that is disruptive.
- Exhibiting a behavioral problem as outlined in pertinent FLETC directives.
- Engaging in conduct that violates Federal, state or local law.
- Intentionally or recklessly damaging Federal property or the personal property of another.
- Being tardy, late, or absent from training without permission.
- Providing false information on a Physical Performance Requirements form.
- Exhibiting an uncooperative or indifferent attitude during training.
- Failing to cooperate in an administrative inquiry or criminal investigation.
- Failing to report infractions and/or misconduct covered in this manual.
- Inappropriate or unauthorized use of government information technology resources.
- Engaging in conduct that is prejudicial to good order and discipline or is of a nature to bring discredit upon FLETC or the Federal Government.

Grievances

Students are encouraged to address issues or grievances as they arise. Students should start with their Class Coordinator, to resolve these at the lowest level and in a timely manner. Most issues can be resolved informally by discussing the matter with the Class Coordinator, who will elevate or consult with the chain of command, if needed. In addition to utilizing the Class Coordinator, students have multiple avenues to address grievances.

FLETC Student Feedback Process

FLETC's Student Feedback process provides for a continual evaluation of the course content and instruction. The surveys are collected electronically and can be submitted at any time. Student feedback surveys provide students an opportunity to address grievances with instruction, student conduct, potential offensive or inappropriate language or behavior, and fairness in grading.

FLETC Equal Employment Opportunity (EEO) Office

FLETC EEO Office seeks to prohibit and prevent harassment, discrimination, and retaliation in the training environment for participation in activities protected by various civil rights laws.

Students may contact EEO Office: (912) 267-3316 or email the EEO Office general email box, fletc-eeo@fletc.dhs.gov.

FLETC Ombudsman

The Ombudsman Program serves as an independent resource that provides a confidential, neutral, and informal process to facilitate fair and equitable resolutions to concerns that arise in the organization, and to also serve as an information and communication resource, upward feedback channel, advisor, dispute resolution expert, and change agent.

Students may contact the Ombudsman at fletc.ombudsman@fletc.dhs.gov.

FLETC Chief Security Office (CSO)

FLETC Chief Security Office (CSO) conducts investigations of criminal and serious misconduct involving FLETC staff, students and training operations. Allegations of misconduct involving FLETC resources may be reported to the Office of Professional Responsibility (OPR) Hotline at (912) 261-4598 or by email at fletc.opr.complaints@fletc.dhs.gov.

While all grievance and appeal decisions of FLETC leadership are final, students may inform our accrediting organization, Council on Occupational Education (COE), if they feel their issues are not satisfactorily resolved (NOTE – the COE is not recognized as a formal appeal authority within FLETC directives).

The Council on Occupational Education (COE) can be reached at:

Council on Occupational Education (COE)
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350

Telephone (Local): 770-396-3898
Telephone (Toll-Free): 800-917-2081
Fax: 770-396-3790
https://council.org

Media Services

Media services are provided to support all students attending FLETC training programs, however, the scope, scale, and materials provided to each program varies based on the training program and Training Delivery Point you will attend. You may receive printed textbooks, handouts, and class schedules on your first day of class or you may be given a username and password to the eFLETC ecosystem that will allow you access to your student materials online at any time. Additionally, you may have access to FLETC's Multimedia Center computer labs, web access to thousands of scientific journals, and internet access via the Guest Wireless Network.

Student Honor Code

You are required to attend all scheduled classes and training sessions. You will not be granted annual leave while you are in training, unless extenuating circumstances apply. If unforeseen circumstances arise, your leave request must be coordinated through both your Program Specialist and your agency. As a general rule, if you miss one or more of the first three (3) days of basic training, you will not be permitted to participate in that class. Special considerations will be given if you experience unavoidable delays in travel to FLETC. If a laboratory exercise is missed as a result of a FLETC Health Unit medical restriction, the training must be "made up" after hours. For emergency situations only (e.g., death in the family, illness, hospitalization, court appearance, etc.) a student may miss no more than 24 hours of training during the training program. This typically equates to three (3) training days. Also, when a student misses a substantial amount of training in one topical area (Physical Training Division (PTD) sessions, firearms, tactics, etc.) the student may be dismissed from training. A substantial amount typically equates to three (3) consecutive sessions of a specific topic area. When, in the judgment of the Training Management Division, Division Chief, or designee, your cumulative absences result in too many classes being missed, and your success in the program is severely compromised, you will be dismissed from training and returned to your agency.

Alcoholic Beverages

Alcoholic beverages shall not be consumed or possessed by any personnel during normal training hours or adjacent to a training area at any time. During non-training hours, your use of alcohol becomes a personal choice, but that choice cannot, in any way, interfere with your training or place others at risk. The general rule is to refrain from consuming any alcoholic beverages at least eight (8) hours prior to duty. That rule applies to our training environment as well. Your training is too important for you to place the consumption of alcohol ahead of your success in training. Even the odor of alcohol on your person during training hours will result in a stoppage of training in order to investigate if you are placing yourself or others at risk. Irresponsible alcohol use including DUI/DWI will results in disciplinary action, possible arrest and/or removal from the training program. Licensing requirements prohibit you from bringing alcoholic beverages purchased elsewhere other than designated areas. Be responsible with your alcohol consumption and always use a designated driver. Some of our agencies have employees attending training that are under the legal age of 21 to consume or purchase alcohol. It is against the law to purchase and/or provide alcohol to persons under the age of 21. FLETC policy and directive permits only beer and wine to be consumed on FLETC property and designated areas, no hard liquor is permitted.

Per FLETC Bulletin 2021-01-Sale, Service, and Consumption of Alcoholic Beverages at FLETC Facilities (Nov. 13, 2020)

The only types of alcohol that may be introduced on a FLETC facility are beer and wine.

a. Sale of alcoholic beverages is not authorized:

(1) To any person under the legal drinking age of 21;

(2) To anyone in an obviously intoxicated condition; or

(3) To anyone for resale to other persons.

b. Possession and or/consumption of alcoholic beverages by anyone involved in a training session is prohibited.

c. Authorized training courses involving the use of alcohol are exempt from the prohibition of paragraph 2.b., above; however, all employees, students, or participants involved in the course must meet the criteria in paragraph 2.a.(1).

d. Authorized outlets for the sale, service, and/or consumption of alcoholic beverages are:

Artesia:

All guidance and direction stated within FLETC Directive and FLETC Manual 050-01 and Policy Bulletin 2021-1 are to be adhered to at the Artesia TDP, as well as the following policies which are specific to the Artesia TDP as it relates to alcoholic beverages.

1. No alcohol packaged within a glass container is allowed upon the TDP.

2. Alcohol is only sold at the Coyote Pub at the Artesia TDP.

3. There are no authorized package liquor sales on the TDP.

4. No alcohol shall be consumed 8 hours prior to duty, this includes prior to starting the next training day.

5. No student should have more alcohol than what is deemed for personal use within the dormitory area. Personal consumption is defined as a six pack of beer or 750ml of wine.

Glynco:

(1) The Student Center, Building 260, for on-premises service and consumption only. In addition, the liquor license issued by the state of Georgia prohibits bringing any alcoholic beverages from outside sources into this licensed operation or its surrounding areas.

(2) The Convenience Store, Building 86, for the sale of packaged beer and wine products. Alcoholic beverage items may not be consumed in or near the store.

(3) The Bullpen, Building 12, for the sale of beer during non-duty hours for consumption in or near the softball complex.

Per FLETC Bulletin 2021-01-Sale, Service, and Consumption of Alcoholic Beverages at FLETC Facilities (Nov. 13, 2020)

(4) Picnic areas and outdoor recreation sites on the Glynco campus are available for the consumption of beer and wine only after normal training hours.

Charleston:

(1) No Wake Zone

e. The Director, Deputy Director, Senior Associate Director, and Assistant Directors have authority to authorize the service and consumption of alcoholic beverages at special events other than on-Center class parties/ picnics.

f. Open containers of alcoholic beverages are prohibited in any vehicle operated on the Center.

g. Students are prohibited from possessing kegs of beer or quantities of alcoholic beverages in their dormitory rooms or common areas in excess of a reasonable quantity for personal use. “Drinking parties” are not permitted.

Misuse of alcoholic beverages by students will be handled as a student disciplinary matter.

Housing/Lodging

*Note: Cheltenham Center is a non-residential facility and does not provide housing or cafeteria services. For off-site lodging information refer to your agency's policies on travel and per diem to make lodging arrangements. Note: Per diem rates vary between local counties, refer to www.gsa.gov for the applicable location rates.

General Information

FLETC's housing policy is established by federal law and requires you to reside in on-center or FLETC provided housing. Whether housed on-Center or off-Center, you are accountable for your room and its furnishings. Upon arrival, you should inspect the condition of your room and all items in the room. If housed on-Center, any damaged, broken, or missing items should be reported to the desk clerk. Unreported damage to your room, found later, will be charged to you. If housed off- Center, you should report damaged, broken, or missing items to the hotel front desk clerk upon check-in. This report can be made at any time of the day or night. You are responsible for ensuring that your guest(s) comply with all regulations. You will be held liable for any loss and/or damage that your guest(s) causes, and you may be subject to disciplinary action.

All FLETC on-Center dormitories are heated and air-conditioned. Housekeepers will clean rooms make beds each weekday. Clean bed linens are issued once a week and towels are exchanged daily—one fresh for each type soiled item. Towels may not be taken out of the dormitories and bed and bath linens must be left in your room, where they are readily available for the housekeeping staff to exchange.

Your room will be equipped with the following items:

ARTESIA room

Sheets, bedspread, pillowcase, blanket, towels, wash cloths, television, ironing board, and a safe or other type of locking cabinet for valuables.

CHARLESTON room

Sheets, bedspread, pillowcase, blanket, towels, wash cloths, television, small dormitory refrigerator, iron and ironing board, and a safe.

GLYNCO room

Sheets, bedspread, pillowcase, blanket, towels, wash cloths, television, small dormitory refrigerator, coffee pot, iron and ironing board, and a safe.

Requests for additional linen items may be submitted to the on-duty front desk clerk. Do not mix personal items with soiled linens and towels that are to be picked up by housekeeping.

Rooms should be kept neat, with all personal items properly stored. You must clean up any trash and remove personal items from the floor, bed, and furniture so the housekeepers can clean your room. Housekeepers will not move personal items in order to clean and dust. Put away any potentially offensive materials, as housekeepers can refuse to clean your room if offensive material is left in the open. To prevent insects from visiting, stored food must be limited to snacks and kept in airtight containers. Small amounts of beer or wine are permitted inside the dorm rooms for personal consumption.

Small appliances, such as irons, curling irons, and hair dryers should

be turned off and unplugged after each use. Furniture should not be rearranged or removed from the room. Hanging pictures, posters, wall decorations and other items on dormitory walls is strictly forbidden.

The following items are prohibited inside of all FLETC dormitory rooms:

- Firearms and ammunition
- Flammable materials, including but not limited to: gasoline, kerosene, propane, lighter fluid, or other flame-producing substance.
- Open flames, such as candles and incense
- Heat producing devices such as space heaters, kerosene heaters, or any open flame devises.
- Coolers containing ice
- Beer Kegs
- Pets
- The use of tobacco products, including vapor cigarette products
- Bicycles are not permitted in room, all bicycles must be secured to bicycle rack outside dormitories in provided bicycle racks as described in FLETC Bicycle Policy.

ARTESIA in addition

Personal cooking equipment such as electric heaters, air fryers, grill cookers, hot plates, insta-pots, microwaves, rice cookers, toaster ovens, and similar items are prohibited in the dorm rooms.

- small amounts of beer or wine are permitted inside the dorm room for personal consumption.”inside the dorm rooms for personal consumption.

GLYNCO in addition

Personal cooking devices such as air fryers, hot plates, toaster ovens, grill cookers, rice cooker, and similar items.

- Bon fires (prohibited inside and outside of the dormitory)

CHARLESTON in addition

Personal cooking equipment such as air fryers, grill cookers, hot plates, insta-pots, microwaves, rice cookers, toaster ovens, and similar items are prohibited in the dorm rooms.

Valuables

Your valuables should be locked in provided safe. You are responsible for safeguarding valuables that are left in your room. Valuables found by the housekeeping staff will be removed and secured by FLETC Security. If FLETC Security removes an item from your room, a notice with the procedure for retrieving the item will be placed in your room. Suspected theft should be reported to the front desk clerk and FLETC Security.

Dormitory Quiet Hours

Students should not have to wait until quiet hours in order to study, so

be respectful at all times. When asked to turn the volume down or move your conversation away from outside of someone's room or take the party somewhere else, simply comply with the request. Remember, our mission and focus is to train law enforcement officers and we expect differences to be resolved professionally and respectfully. During quiet hours, the following is strictly prohibited in the dormitory areas:

- Loud music
- Washing or drying clothes
- Loud talking and disruptive noises
- Dormitory room parties

Failure to observe the stated quiet hours may result in disciplinary action.

Quiet Hours

Quiet hours for all trainig delivery points are from 10:00 PM to 6:00 AM, six days a week (Monday through Saturday). On holidays and Sunday, quiet hours are extended to 7:00 AM. These hours will be strictly enforced for the benefit of all students. Students can report violations of quiet hours, by contacting FLETC Security at:

Artesia: (575) 748-8136 or (575) 748-8000

Glynco: (912) 267-2461 or (912) 267-2100.

Room Changes

Requests for room changes must be submitted to your Program Specialist or agency representative for review. Your request to change rooms must be supported by enough justification. The Program Specialist or agency representative will assist to resolve maintenance or personal issues prior to making room changes. The Student Services Division makes the final decision on room changes.

ARTESIA in addition

You will be notified to check with the desk clerk for a new assignment if your room change request is granted. Mandatory Room Changes may occur due to the needs of the government during your stay. Normally these will fall between one class ending and a follow-on training program. You will be notified by your Program Specialist should this occur.

CHARLESTON in addition

Requests for room changes must be approved by FLETC Charleston Administrative Division.

Dormitory Facilities

ARTESIA

Television rooms are located in Buildings 7, 20, 34 for your enjoyment. Buildings 1012 and 1013 have televisions and various electronic games. Washing machines and dryers are available, at no cost to you in Buildings 18 and 34. Detergent is not provided. Irons can be checked out from the on-duty Desk Clerk.

CHARLESTON

Television rooms, study rooms and recreational game rooms are located in the lounge area of each dormitory for your enjoyment. Washing machines and dryers are available, at no cost to you, in each on-Center housing facility. Detergent is not provided. Hair dryers and shampoo are not provided.

GLYNCO

Television rooms, study rooms and recreational game rooms are located in Buildings 72, 98, 271, 276, and 278 for your enjoyment. Washing machines and dryers are available, at no cost to you, in Buildings 72, 86, 98, 185, 186, 187, 271, 275, and 277. Detergent is not provided.

Lost Room Keys

Replacement of a lost room key must be addressed with the on-duty Desk Clerk.

In the case of rooms accessed via FLETC card readers, lost identification badges must be reported to FLETC Security. Once a new identification badge is received, it must be taken to your dormitory front desk clerk for room access programming.

CHARLESTON in addition

In the case of rooms accessed via FLETC card readers, lost I.D. badges must be reported to FLETC Security. Go to the Visitor Control Center (Building 642) to be issued a new identification badge.

GLYNCO in addition

In the case of rooms accessed via FLETC card readers, lost identification badges must be reported toFLETC security and replaced by the dormitory clerk for specific dormitory. Once a new identification badge is received, it must be taken to your dormitory front desk clerk for room access programming.

Inspection

FLETC dormitories are subject to inspection to ensure that the contractor is providing the services outlined in the contract. If the room inspection reveals a violation for which you are responsible, you will be given a notice. Random room inspections are conducted by your Program Specialist to ensure FLETC dorm policies are being followed. In cases of serious violations, class program specialists and agency representatives will be notified to take appropriate action to resolve the matter.

Fire

If a fire alarm sounds, evacuate the building immediately. Do not attempt to fight the fire.

GLYNCO in addition

Bon fires are prohibited in all dormitory areas, which includes the parking lots.

Problems and Complaints

Any problems or complaints regarding your room should initially be discussed with the Desk Clerk, especially if emergency maintenance is needed. If it is not a maintenance emergency, you can complete an "Occupant Report of Maintenance Problems" form and leave it on your bed, prior to leaving for class. You can also notify your Program Specialist of the problem. Your Program Specialist will notify the Housing Manager. Suspected theft should be reported to the desk clerk and also FLETC security/Chief Security Office (CSO).

Housing Areas are Restricted

Only students, and FLETC, agency, and contractor personnel on official business are permitted in housing areas.

ARTESIA in addition

Students' are not permitted to have guests access FLETC during their respective training program. Authorized guests are permitted access to FLETC on graduation day only and those guests can enter 1/2-hour prior to the graduation events. All guests are escorted on and off FLETC. Guest must leave FLETC as soon as the graduation is completed. No personal family tours of the training venues at FLETC are permitted as it could interfere with the training of other programs. Students may visit other students in their rooms prior to the start of quiet hours at 10:00pm.

CHARLESTON in addition

Allowing others to remain in your room overnight is strictly prohibited. Students may visit other students in their rooms, but must return to their assigned room by midnight. Authorized guests are permitted on FLETC only graduation day and can enter 1-hour prior to the start time for the graduation ceremony. Guest must leave FLETC as soon as the graduation is completed. No personal guest tours of FLETC training venues are permitted.

GLYCO in addition

Allowing others to remain in your room overnight is strictly prohibited. Students may visit other students in their rooms, but must return to their

assigned room by midnight. Authorized guests are permitted on FLETC only graduation day and can enter 1-hour prior to the start time for the graduation ceremony. Guest must leave FLETC as soon as the graduation is completed. No personal guest tours of FLETC training venues are permitted.

Mold and Mildew Control

Due to the high humidity in specific locations (Georgia and South Carolina), mold and mildew are persistent problems at FLETC. Some people are highly susceptible to mold spores, and for such people prolonged exposure can cause discomfort and may even require medical attention. You can help combat these problems by limiting the amount of moisture present in your dorm room. The following measures will reduce the high humidity that encourages the growth of mold and mildew:

- Keep doors and windows closed as much as possible;
- Set thermostats to Hi Cool;
- Run air conditioner fan at the highest speed setting;
- If a bathroom has an exhaust fan, leave the fan on for at least 5 minutes after showering;
- Do not attach makeshift air filters to the air vent;
- Do not place any items in front of or block the air condition intake air vent.
- Do not take any part of your A/C unit apart or modify it. Contact the Desk Clerk and submit a maintenance request. Conducting your own maintenance on the unit typically results in further damage, which you will be responsible for.

Department Information

Upon final departure from FLETC, remove all personal property, dispose of food and trash, and unlock your safe. "Check out" time is no later than 12:00 noon, unless otherwise coordinated with your Program Specialist and approved by Student Services Division. Leave room keys as instructed at the training delivery point.

Off-Center Housing

In some rare cases, off-Center housing is required. In order to maintain consistency, specifications for housekeeping and other services will be similar to on-Center housing. During the training week, during the hours that you are in class, do not place the "DO NOT DISTURB" sign on your door. By contract, each hotel facility is required to clean each room five times per week. By placing the "DO NOT DISTURB" sign on your door, you are inadvertently asking the facility to violate its contract with FLETC. However, if you leave your room during the evening or the weekend, close the curtains and place the "DO NOT DISTURB" sign on your door. This is to deter criminal activity. Always secure your valuables in a safe location. The housing facility will not be responsible for items (i.e., money, laptop computers, jewelry, medications, etc.) left in rooms and not properly secured. Additional room charges incurred by the occupant (i.e., long distance calls, movies, room service, additional guests, etc.) must be paid by you, to the facility, prior to checking out. You must comply with the rules and regulations of the facility that you are residing in during your training at FLETC.

Off-Center housing accommodations are subject to inspection by FLETC to ensure that the contractor is providing the services stated in the contract. If the room inspection reveals a violation for which you are responsible, you will be given a notice. Please report problems or complaints regarding off-Center housing services to the facility manager. If satisfaction is not achieved in a reasonable period of time, report the matter to your Program Specialist. You should report suspected theft, damage to property, or other security issues to the facility manager, program specialist who will notify FLETC security/Chief Security Office (CSO). The Chief Security Office will make contact with local police if required or requested.

FLETC Bicycle Policy

Rules & Processes

- Bicycles must Registered prior to usage.
- A registration decal will be issued by FLETC Security and must be placed on the Bicycle
    - o Bicycles without a registration decal will be collected
    - o If bicycles are chained to a fixture, they will have the lock cut by CSO before ALM collects and disposes of them as abandoned personal property
- A vest must be worn on the person and not on a backpack or on the bicycle
- FLETC Glynco - Bicycles can only be ridden on the perimeter road
    - o Bicycles are not permitted to be ridden on sidewalks. However, students may walk with their bicycle on sidewalks if it is necessary.
- Persons riding bicycles on dual purpose paths may ride up to two abreast but must yield to pedestrians and persons operating Personal Assistive Mobility Devices by moving to single file until they have passed
- Bicycles must be equipped with a red reflector on the rear and amber reflectors on each side such as on pedals or wheels
    - o Reflectors must be visible from a distance of 300 feet when directly in front of a motor vehicle
- Bicycles will be parked in/at designated bicycle racks and/or areas designated for bicycles
    - o Bicycles left in an area not designated for bicycle parking will be considered abandoned and collected
    - o Students are responsible for collecting their own property to transport to next place of duty or to donate
- Students assume all risks associated with having a bicycle and FLETC is not responsible for replacing bicycles and/or locks

Prohibited

- Motorized electric bicycles or combustion engine-based bicycles are prohibited
- Earphones, headphones, earbuds, cellphones, or any device that inhibits the attention of the bicyclist are prohibited while operating a bicycle
- Bicycles are not permitted in any building on FLETC property

Emergency/Non-Emergency Telephone

Artesia, New Mexico

Non-Emergency
(575) 748-8000

Emergency

(575) 748-8136

Charleston, South Carolina

Non-Emergency
(843) 974-6303 or 6304

Emergency

Ambulance/Fire/Police - Dial 911

Security Number
(843) 974-6305

Cheltenham, Maryland

Non-Emergency
Security Dispatch
(301) 877-8413

Emergency

Security EMERGENCY from on-center phone: 911

EMERGENCY from cell phone:
(301) 877-8400

Glynco, Georgia

Non-Emergency
(912) 267-2461

Emergency

Students residing in leased dormitories 185, 186 and 187 should call (912) 267-2911.

Students in all other dormitories should call extension 2911.

From Cell Phone
(912) 267-2911.

It's important that FLETC Security coordinate emergency responses so there is no delay at the front gate.

Incoming and Outgoing Personal Calls

Calls from outside FLETC are directed through the Automatic Call Director.

ARTESIA contact

Calls from outside FLETC are directed through the Automatic Call Director.

The number for on-Center housing is (575) 746-5900. The caller will then input your telephone extension number

CHARLESTON contact

Calls from outside FLETC are directed through the Automatic Call Director.

The number for most on-Center housing is (843) 566-8500. After dialing the number, the caller will receive a message with instructions to dial the last five (5) digits of the party s/he wants to contact. The Automatic Call Director will then transfer the call. If the caller cannot contact the party, s/he can dial the Automatic Call Director, listen to the options and dial as directed.

Students residing in Dorm 39: If someone wants to call a student's dorm room directly, they should dial (843) 566-8501. They will be asked to enter their party's five-digit extension or to remain on the line for assistance. If the caller remains on the line without entering an extension, the call will be transferred to the front desk. The attendant at the front desk will ask what room the individual is in. If unknown, the attendant will look it up and transfer the call. The five-digit extension to a student's room consists of the following: xx (building number) + x (floor number) + xx (room number). If a student is in room 67 of the 4th floor, the five-digit extension is 39467.

Personal Calls – Outgoing: Long distance personal calls must be made using a credit card or phone card.

Official Calls: Official calls must be coordinated through your Program Specialist or on-site agency representative.

Official Overseas Calls: Prior to placing an official overseas call on a FLETC telephone, you must have authorization from your Program Manager or Agency Representative.

NOTE: Do not attempt to plug a personal computing device into the telephone jack. The switch will recognize an unauthorized access attempt and lock the port. Your phone will not work when plugged back in following such an effort. Additionally, this is considered unauthorized use of government information technology resources and may be subject to disciplinary action.

CHELTENTHAM contact

(301) 868-5830

GLYNCO contact

- The number for most on-Center housing is (912) 280-5300.
- Buildings 185, 186, and 187 are not on FLETC telephone network, and the telephone number is (912) 466-8212.

Emergency Incoming Calls for Students

During training periods, your Program Specialist will notify you of emergency calls. After 5:00 p.m., you will be contacted at your room. Please ensure your family knows the name of your employing agency and applicable training program you are participating in, so we are able to locate you quickly and help in the emergency situation. You may provide the following information to your office and family for emergency or important notifications to you:

ARTESIA contact

Monday-Friday; (7:30 a.m. - 4:00 p.m. Mountain Time) (575) 746-0500 or 24 hours (575) 748-8000

CHARLESTON contact

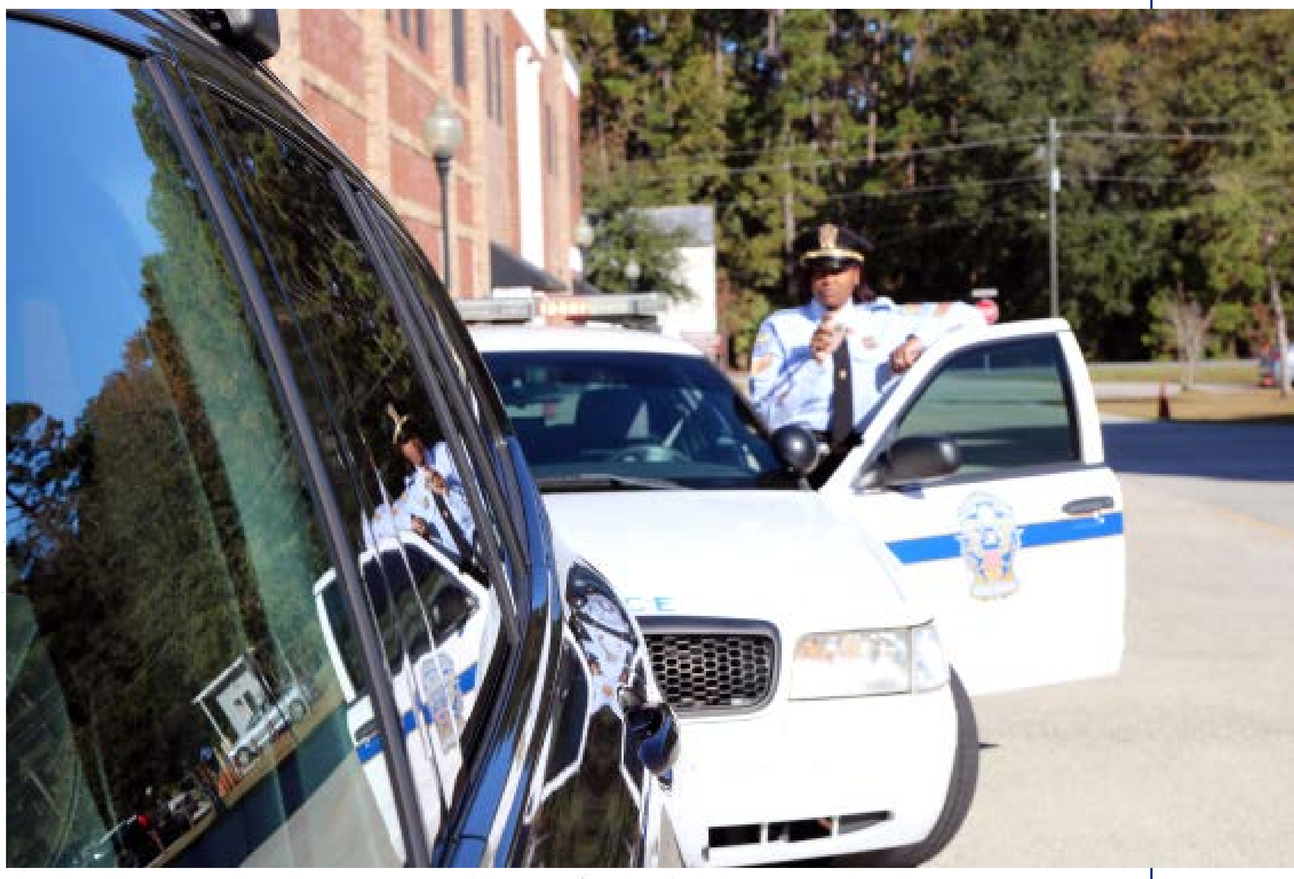
24 hours/7 day a week (843) 974-6303

CHELTENHAM contact

Monday-Friday; (7:00 a.m. - 5:00 p.m. Eastern Time) (301) 877-8413

GLYNCO contact

Monday-Friday; (7:00 a.m. - 5:00 p.m. Eastern Time) (912) 267-2443 or (912) 267-2796



U.S. Park Police, Sergeant Kimberly Walker conducts a mock traffic stop in Danis City, Glynco, Ga. (FLETC OPA/Brandon Spragins)

Access for Graduation Guests

CHARLESTON specific

Students are not authorized to sponsor any guests, to include family members except for graduation ceremonies. Should a student wish to have a guest, that guest must be sponsored by an authorized member of the student's agency staff. Staff members will be required to send an email to FLETC security with the guest's name, time/date of arrival and expected duration. If agency approved, the guest will be required to complete an Visitor Access Request (FLETC Form 121-00-02 which includes a background check. If the guest is not a US Citizen all necessary vetting will have to take place prior to being allowed access. All vetting documents must be received a minimum of 30 days in advance.

For graduation ceremonies a list of guests who will be attending, along with a completed (eVAR) visitor access request form for each guest, must be submitted by the applicable FLETC and participating Organization (PO) class coordinator to FLETC security at least 30 calendar days prior to the date of graduation. A name check will be performed on each guest and notification will be sent to the applicable FLETC or PO class coordinator of any guest that will be denied access. Guests requiring access to attend a graduation ceremony must proceed directly to the Visitors Center to receive a visitor badge authorizing access.

Foreign born graduation guests (Foreign Nationals, Legal Permanent Residents, Conditional Residents) shall complete the Department of Homeland Security (DHS) Form 11055, DHS Foreign National Screening Request form and submit through the respective FLETC, Participating Organization, and student sponsor to FLETC security. Access must be properly coordinated with 30 days prior to physical access being granted.

For more information, contact your assigned Program Specialist.

You can also contact the Field Security Operations (FSO) Chief Security Office (CSO) Security Specialist at (843) 566-8554 or (CSO) Security Specialist at (843) 740-6643.

CHELTENHAM specific

- Students may not sponsor guests onto the Cheltenham site.
- Visitors for official purposes may be coordinated through your Program Specialist or sponsoring organization.
- Visitors must be escorted at all times and must remain in authorized areas only.
- The sponsoring official is responsible for the visitor's conduct.
- Only well-known visitors are permitted; new acquaintances are not authorized on FLETC.
- Visitors ages 16 and over must show one valid form of photo identification.
- Visitors must leave FLETC within 15 minutes after the conclusion of the event.
- Visitors who are not U.S. citizens will not be permitted entry unless

they have been vetted through the Chief Security Office (CSO) in advance.

- Submission of specific personal data on the proposed visitor is required at least 30 days in advance.

For more information, contact your program specialist, you may also contact the Chief Security Office (CSO) at (301) 877-8534 or FLETC-InternalSecurity@fletc.dhs.gov

GYNCO specific

You must submit the required forms to your assigned Program Specialist, Training Technician, or agency representative. It takes up to 30 days to clear visitors, so it is extremely important that you submit the required documents well in advance.

All graduation guests ages 16 and over must show one valid form of photo identification.

You are responsible for your graduation guests conduct and their vehicles while they are on FLETC and you must ensure that they always remain in authorized areas.

Guests cannot visit your dormitory room and must immediately depart FLETC following your graduation. Immediately is defined as within 15 minutes as it is understood that family pictures at the graduation site will take place.

Guests who are not U.S. citizens will not be permitted entry unless they have been vetted through the Chief Security Office (CSO) in advance.

We want your family and friends to celebrate with you at your graduation, so please submit the required vetting documents well in advance.

For more information, contact your Program Specialist, Training Technician, or agency representative.

Marine Training Branch trained professionals observe Law Enforcement Officers of the Customs and Border Protection Air and Marine Basic Training Program participate in the Underwater Egress Trainer (UWET), which provides LEOs the chance to experience a submerged emergency exit from a vehicle/cockpit, on Nov. 7, 2020 at Glynco, Ga. (FLETC OPA/Brandon Spragins)

Severe Weather Information

The FLETC's Early Warning System is a siren that alerts people to severe weather or other emergencies. Sirens are located in outdoor areas and selected indoor facilities.

Severe Thunderstorms

When a severe thunderstorm warning is issued, it means lightning, high winds, rain, and/or hail are possible. You will hear the severe thunderstorm warning signal – Thorguard horn, followed by a verbal announcement that there is a severe thunderstorm warning." If you are outside, seek shelter immediately.

Tornadoes

A "Tornado Watch" means that conditions are favorable for tornado activity. A "Tornado Warning" means there is a distinct and immediate threat of a tornado. When FLETC announces a Tornado Warning signal, a fast siren wail is sounded, followed by a verbal announcement that there is a Tornado Warning. Seek shelter immediately. When seeking shelter from a tornado, move inside the nearest strong building. If possible, position yourself in an interior hallway or a sheltered space, preferably in a corner. Avoid rooms with glass or windows. The first floor is better than the second. For additional shelter, get under sturdy furniture such as a workbench or heavy table or desk and hold on to it. Use your arms to protect your head and neck. If you are in training, your instructor will tell you what to do.

If you are not in training, you may be able to monitor the situation via Center News monitors, electronic emergency notifications, television, internet, or FLETC social media outlets. If you do not have access to any of these, you may seek assistance from FLETC Security Dispatcher or from your assigned Program Specialist/Class Coordinator. When the threat is over, an "ALL CLEAR" announcement is made and training and other outdoor activities may resume.

ARTESIA contact

(575)746-8136 or x8136

CHARLESTON contact

(843) 974-6303 or x6304

CHELTENHAM contact

(301) 877-8413 or x8413

GLYNCO contact

(912) 267-2461 or x2461

Hurricane Evacuation

If a hurricane threatens our geographical area and a decision is made to evacuate FLETC, your Program Specialist and/or your agency will provide

relocation instructions. FLETC has agreements with an inland location for housing and feeding of FLETC students and selected staff during an evacuation. You will be required to remove all your belongings. Be sure to bring your FLETC identification badge, government-issued identification (driver's license, agency credentials, etc.), medications and toiletry items. Before leaving your dormitory room, close and lock all windows, close the blinds and/or drapes, unplug all electrical items and lock the door as you leave. At the appropriate time, you will receive instructions from your Program Specialist concerning vehicles, large personal property items and/or your personal or duty weapon(s), based on the specific conditions/threats of the storm. The evacuation site does not allow firearms. If you have checked a firearm at FLETC, be sure to get instructions on what to do about your checked weapon. FLETC will not require all students to evacuate to the official FLETC relocation site. With approval of your agency, students will have the option of evacuating to an inland location of their choice. Students who choose to not evacuate to the official FLETC relocation site will be the responsibility of their agency.

CHELTENHAM in addition

If a hurricane threatens our geographical area and a decision is made to evacuate FLETC, training at Cheltenham will be cancelled and rescheduled for a future date. Information regarding the resumption of training will be coordinated through your agency representative. Your Program Specialist or Class Coordinator may assist with additional information regarding the resumption of training.

As a non-residential center, Cheltenham does not have a designated relocation site. Students should consult with their agency to determine a location for evacuation.

ARTESIA specific

In the event of emergency situations not mentioned here, you will be provided with the necessary guidance by your Instructor, Program Manager or other FLETC official. Emergency Evacuation Assembly Points have been established for all areas of the Artesia TDP. The Artesia TDP has been divided into color coded zones. Familiarizing yourself in advance of these locations will help ensure the evacuation process is smoother should the need arise. Please check the color-coded maps located in the training area you are using for further information.

Instructors of the Federal Law Enforcement Training Centers demonstrate evidence photography techniques at the forensics training facility in GLynco, Ga. (FLETC OPA/Brandon Spragins)

Information Technology (IT) System Use

FLETC Information Technology (IT) systems and resources are provided for official government use only. These IT systems include but are not limited to desktop and laptop computers, portable electronic devices (PED), applications, network services and telephone systems. Using FLETC IT systems and resources does not give any right to, or expectation of, privacy while using these resources, including Internet and email services.

You must adhere to standards of behavior that are expected of any government employee while using these IT systems or resources. Use of FLETC IT systems to generate, access, transmit, or store information of a criminal, offensive, or sexually explicit nature is prohibited, unless officially directed and monitored as part of a FLETC training curriculum. All information on FLETC IT systems or resources is subject to monitoring and may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes. Your use of FLETC IT systems and resources express consent to such monitoring, recording, and auditing. Violations of FLETC IT system use will be reported to the appropriate agency point of contact. Accidental violations such as access to internet sites that contain offensive materials must be immediately reported to the course instructor.

Computer Requirements for Students

It is the responsibility of the student to bring an agency- provided or personally-owned laptop or tablet that meets the basic requirements.

Please note that while many of the functionalities associated with Moodle and Adobe Connect will be accessible via a smart phone, smart phones should not be the primary device used to complete your training at FLETC.

FLETC Guest Network

You may connect Government Furnished Equipment (GFE) or personally owned devices to this network as long as you agree to the following:

You are accessing a U.S. Government network, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use and limited personal use.

User agrees to comply with DHS wireless use terms and conditions, the DHS 4300A Sensitive Systems Handbook and all other Federal Regulations and Guidance governing use of a Government information system or access and use of Government data.

User shall not download or transfer sensitive Government data to their personal devices. Sensitive Government business data is defined as documents or data whose loss, misuse, or unauthorized access can adversely affect the privacy or welfare of an individual (personally identifiable information), the outcome of a charge/complaint/case, proprietary information, or agency financial operations.

By using this network, you understand and consent to the following:

You have no reasonable expectation of privacy when you use this network; this includes any communications or data transiting, stored on, originated from or directed to this network. At any time, and for any lawful government purpose, the government may disclose, use, monitor, intercept, search and seize any communication or data transiting, stored on, originated from or directed to or from this network.

In addition, the Government has the right to seize any device when there is a reasonable suspicion of a classified leakage on the device including a

personal device. Using this network with a personally-owned device waives the right to be compensated for the device in the event of a seizure.

FLETC reserves the right to unilaterally block non-compliant devices from its network at any time.

FLETC reserves the right to unilaterally block non-work related websites at any time.

You are NOT authorized to access, process, download or transfer classified information on this network.

Unauthorized or improper use or access of this network may result in disciplinary action, as well as civil and criminal penalties.

Cameras

The privacy Act and FLETC Chief Security Office (CSO) OPSEC policy limit the student use of any camera, cellphone or video cameras on FLETC. Students must protect the identities of law enforcement personnel, some of whom could be operating in an undercover role in the future. Students must also protect information, techniques and strategies that law enforcement officers employ in the execution of their duties.

FLETC policy limits camera use by students and their guests to non-training activities, social events and graduations. Students are particularly not to photograph (still or video) sensitive FLETC facilities or training in progress. Students are permitted to take photographs or video when required to do so as part of an approved course of instruction. Students are not permitted to take pictures of the instructor presentations.

Students who publish, place, or post personally-taken photographs or video footage on the Internet or in media publications without prior authorization will be subject to disciplinary action by FLETC or by their own agency.

Body Worn Camera's (BWC) are utilized in the law enforcement basic training programs for the intent of instructing students on the proper use for documenting crime, accident scenes or other events that include the confiscation and documentation of evidence/contraband. Students will activate the BWC when instructed by FLETC instructors in training scenarios based on established FLETC lesson plans. Use of the BWC by a student outside established guidelines will result in student disciplinary action. FLETC Security, Chief Security Office, OPR and local Law Enforcement are permitted to use BWC in their official duties.

Please report all suspicious circumstances involving photographic film images to:

ARTESIA contact

FLETC Security at (575) 748-8136

CHARLESTON contact

FLETC Security at (843) 974-6303 or 6304

CHELTENHAM contact

Site Security Officer at (301) 877-8534

GLYNCO contact

FLETC Security at (912) 267-2461

Recording Devices

By FLETC policy you are prohibited from using recording devices in the classroom or any other training venues' , unless the recording device is a required part of the training exercise and/or you have received prior approval to use such devices. Electronic devices, such as cell phones, iPads and tablets are permitted in designated areas with limited use, but the use of the recording features is strictly prohibited. During training hours while on authorized breaks, these devices are only permitted for use in an unoccupied breakout room or outside. If an emergency exists that requires the use of your personal device, communicate your needs with the instructor.

Operational Security

Operations Security (OPSEC) is defined as a countermeasures program designed to disrupt or defeat the ability of foreign intelligence services or other adversaries to exploit sensitive activities or information. FLETC OPSEC Program acts to secure against the inadvertent release or unauthorized disclosure of such information outside established control procedures. Specific, unclassified facts about FLETC and Federal law enforcement agencies' mission, intentions, capabilities, or activities are considered critical information and must be protected to ensure our adversaries are not successful.

The nature of law enforcement training and operations-related information present at FLETC creates OPSEC concerns and makes it a potential target for exploitation. During your training experience at FLETC, you are urged to practice sound OPSEC and internal security measures at all times, especially when away from FLETC. You should remember and practice the "Need to Know" principle. You should also be aware of "social engineering," which is a common intelligence collector method of befriending and/or gaining trust to elicit critical information through various means (e.g. doing favors, giving gifts, use of alcohol, etc.). Also, you should practice good OPSEC during interactions with foreign national individuals. Finally, you should refrain from discussing critical information in public places.

If you perceive that you have been approached by an individual with more than a casual interest in FLETC activities, contact:

ARTESIA contact

Program specialist/class coordinator or FLETC Chief security Office at (575) 746-5878 or FLETC-OPSEC@fletc.dhs.gov.

CHARLESTON contact

Program Specialist/Class coordinator or FLETC Chief Security Office (CSO) Security Specialist at (843) 566-8554 or (CSO) Security Specialist at (843) 740-6643.

CHELTENHAM contact

Program Specialist/Class coordinator or FLETC Chief Security Office at (301) 877-8534 or FLETC-OPSEC@fletc.dhs.gov.

GLYNCO contact

Program Specialist/Class coordinator or FLETC Chief Security Office at (912) 267-3439 or FLETC-OPSEC@fletc.dhs.gov.

Weapons

Under 31 CFR part 700.11 you are prohibited from bring weapons and ammunition, personal or government issued, onto the facility. FLETC definition of weapons consists of any operable or inoperable firearm including: revolvers, pistols, shotguns, automatic weapons, air rifles, BB/pellet and cap guns, smoke grenades, Tasers, swords, knives with blades in excess of four (4) inches, or any device capable of propelling darts or arrows, such as bows, compound bows, and crossbows. Ammunition or projectiles used in these weapons are also prohibited.

Upon graduation and departure from FLETC, graduates may retrieve their weapons. If a graduate must remain at FLETC for an extended period of time after graduation, the weapon must remain “checked in” and, upon final departure from FLETC, graduates may then retrieve their weapons.

While attending a training program at FLETC, credentialed students can retrieve their government-issued weapons for off-duty carry. The Program Specialist/Class Coordinator requires prior notification. This is especially important if the government-issued weapon is stored at the Firearms Division for training purposes.

ARTESIA in addition

You must check all weapons, personal or government-issued, at the Security Visitor Center. Clearing barrels are located inside the Security Visitor Center and should be used under the direction of FLETC Security.

CHARLESTON in addition

You must check all weapons, personal or government-issued, at the Visitor Control Center (VCC), Building 642. Clearing barrels are located inside the VCC and should be used under the direction of FLETC Security.

CHELTENHAM in addition

All weapons and chemical agents must be checked at the VCC prior to entering the facility. Weapons may be retrieved upon departure from the Center.

Government Issued Weapons

All weapons and chemical agents must be declared prior to entering the facility. Students scheduled to attend firearms qualification and firearms specific training will be issued appropriate credentials upon check-in and must report directly to the firearms range without making any intermediate stops. Weapons are strictly prohibited in all other areas, including break areas. Duty weapons, including chemical agents, are authorized only while transiting directly to and from the firearms range. Students attending multi-venue training must strictly adhere to this policy; weapons must be checked prior to attending training in any area other than the firearms range.

GLYNCO in addition

You must check all weapons, personal or government-issued, at the VCC. Clearing barrels are located inside the VCC and should be used under the direction of FLETC Security.

Uniforms and Other Student Attire

Training Uniforms

Your personal appearance should always reflect a positive image upon FLETC, your agency, and the law enforcement profession. Therefore, you must observe high standards of appearance at all times.

The various training programs at FLETC have different uniform standards and/or civilian dress codes. Students attending Center Basic or Center Integrated Basic training programs report to their FLETC orientations wearing either business attire or, in the case of some uniformed police agencies, their Class A agency uniform. Students attending Center Advanced training programs typically report to their FLETC orientations wearing business casual attire, a FLETC training uniform or an agency training uniform. Students attending Agency Specific Basic or Agency Advanced training programs will receive reporting instructions from the respective agency prior to arrival.

Any FLETC issued uniform item can be replaced at:

ARTESIA in addition

Building 8, Uniform Issue, Monday through Friday, between the hours of 7:00 a.m. and 6:00 p.m.

CHARLESTON in addition

Building 65, Uniform Issue, Monday through Friday, between the hours of 7:00 a.m. and 6:00 p.m.

GLYNCO in addition

Building 680, Uniform Issue, Monday through Friday, between the hours of 7:00 a.m. and 6:00 p.m.

Duty Belts and Gear

All students attending Center Basic and Center Intergrated Basic training programs must always wear FLETC or agency issued duty belt, while in uniform. The duty belt should include, but not limited to a holster, a plastic “red gun,” a magazine pouch, an extendable baton, one set of handcuffs and a handcuff key. Students may not wear this gear off-Center, unless they are under the direct supervision of a FLETC or agency instructor, during an authorized laboratory or PE. Plastic “red guns” will be handled as if they were “live” and will only be used as directed by a FLETC or agency instructor. Horseplay with plastic “red guns” and/or intermediate weapons will not be tolerated. Violations of these rules could result in disciplinary action or dismissal from training.

CHELTENHAM in addition

For specified training at the Cheltenham Center, students may be issued a training duty belt. A training duty belt may include: a holster, an inert training “red gun,” a magazine pouch, an extendable baton, one set of handcuffs and a handcuff key. Students may not wear this equipment off-Center, unless they are under the direct supervision of a FLETC or agency instructor, during an authorized laboratory or PE. Plastic “red guns” will be handled as if they were “live” and will only be used as directed by a FLETC or agency instructor. Horseplay with plastic “red guns” and/or intermediate weapons will not be tolerated. Violations of these rules could result in disciplinary action or dismissal from training.

Physical Training Uniforms

This policy applies to both official training and personal workouts.

Students participating in personal workouts within the Physical Techniques Division (PTD) complex are prohibited from wearing civilian workout attire. Students participating in personal workouts away from the PTD complex, such as use of the fitness trails, may wear appropriate civilian workout attire.

After each physical training activity, an official training session, or a personal workout, students can visit the PTD Uniform Issue window and exchange their FLETC physical training uniform for a clean set.

Students must provide their own athletic footwear, such as running shoes or court shoes. Students participating in Officer Response Tactics (ORT) will wear uniform cargo shorts and a duty belt.

ARTESIA in addition

FLETC physical training uniforms are required while participating in all physical training activities within the PTD complex, including the running tracks.

CHARLESTON in addition

FLETC physical training uniforms are required while participating in all physical training activities within the Physical Techniques (PT) complex (Buildings 46 and 65), including the running track.

CHELTENHAM specific

Physical training uniforms are not issued at the Cheltenham Center. Authorized attire will consist of agency issued uniforms or conservatively styled fitness wear. Muscle shirts, halter-tops, cut-offs, and spandex as outerwear are prohibited. Garments with profane, obscene, or otherwise offensive statements or scenes are prohibited. This policy applies to both official training and personal workouts and includes activity inside the Fitness Center and anywhere within FLETC perimeter. Footwear must be acceptable for the surface being used; excessively soiled footwear is not permitted in the Fitness Center and hard sole shoes are prohibited on mat room floors.

GLYNCO in addition

FLETC physical training uniforms are required while participating in all physical training activities within the PTD complex, including the running tracks.

These cargo shorts will only be worn during those sessions and are not considered the standard training uniform.

Dining Hall and Student Center Dress Code

The following attire is prohibited every day to include weekends and non-training days:

Tank tops, cut-offs, swimsuits, athletic gear, hats, flip flops and any clothing containing profane, obscene, offensive statements or scenes. Civilian attire, uniforms, gym, and athletic wear that has an offensive odor or is soiled by

dirt, perspiration, or other foreign substances is also prohibited.

During all dinner meals, and on weekends the dress code will be relaxed:

Students can either wear their standard training uniform (described below) or appropriate casual civilian attire to include undergarments.

Monday through Friday (and Saturday when scheduled training occurs), breakfast and lunch:

Depending upon the training program, students are to wear either their standard training uniform or professional casual civilian attire. Uniform hats must be removed, upon entry. The ORT uniform (FLETC T-shirt and cargo shorts) is authorized only if the training has not taken place and the uniform is clean.

If you refuse to comply with the dress code or become belligerent after being told to change into appropriate attire, you will be reported to FLETC Security.

ARTESIA contact

Clarification of the Dining Hall/Student Center Dress Code should be referred to the Dining Hall Manager or the Dining Services COR at (575) 746-5743.

CHARLESTON contact

Clarification of the Dining Hall Dress Code should be referred to the Dining Hall Manager (843) 746-9888 or the Contracting Officer representative at (843) 566-7702.

CHELTENHAM

Does not provide a Dining Hall.

GLYNCO contact

Clarification of the Dining Hall/Student Center Dress Code should be referred to the Dining Hall Manager or the Student Services Division at (912) 280-5408.

Display of FLETC Identification (ID) Badges

You are required to prominently display your FLETC ID badge, above the waist, at all times while on FLETC. There are only two exceptions. The first exception is when wearing a FLETC ID badge would obstruct training-related performance and the students are under the direct supervision of a FLETC instructor. The second exception is when students are participating in personal workouts within the PTD complex. Students who participate in personal workouts away from the PTD complex must have their FLETC ID badge on their person. FLETC security, Chief Security Office and OPR are authorized to request students to produce their identification badges at any time while on FLETC federal property.

Reasonable Accommodation Process

Requesting Reasonable Accommodation. A student seeking reasonable accommodation or Personal Assistance Services (PAS) while attending training at FLETC Training Delivery Points (TDP's) must submit a request for accommodation to their employing agency in accordance with their agency's reasonable accommodation/PAS procedures.

Agency Decision. The student's employing agency must evaluate the student's request and conduct the individualized assessment in accordance with their agency's procedures. When it is not clear whether an accommodative solution is feasible or what accommodations or PAS would be most effective at FLETC, the agency representative must consult with the appropriate subject matter experts at FLETC (program specialists, classroom coordinators, student services, etc.) and/or contact the FLETC EEO Office Disability Program Manager (DPM) or Reasonable Accommodation Coordinator (RAC) for technical guidance. The student's employing agency makes a decision as to which accommodation would be most effective by engaging in the interactive process with the student and FLETC, as needed.

Medical Information. Student medical information must not be sought or maintained by FLETC. If received by FLETC, student medical information will be deleted or destroyed.

Timeframes for Implementing Student Accommodations. The agency submission of the appropriate form at least 30 days in advance of the student's attendance at FLETC conducted programs and activities arrival generally provides FLETC sufficient time to implement the approved accommodation or PAS. In the event a reasonable accommodation or PAS cannot be implemented in time, the agency may need to defer the student to a future available class.

Funding Student Accommodation Costs. There may charge back to the student's employing agency any costs incurred by FLETC that are associated with the implementation of a student's reasonable accommodation. Student requests for PAS must be funded by their respective employing agencies.

Student Complaint Procedures. FLETC does not render decisions on students' requests for reasonable accommodation and PAS. Students should adhere to the complaint procedures prescribed by their employing agency. Students may contact the FLETC EEO Office at any time for assistance.

FLETC Implementation of Agency Decision. When the student's request is approved by their agency, and after preliminary consultation with FLETC to ensure the accommodation can be implemented by FLETC, the agency representative must notify the appropriate FLETC official(s) listed below as far in advance of the student's attendance at FLETC conducted programs and activities as practicable:

ARTESIA contact

Lodging, Meals, and Transportation. Any accommodations that pertain solely to student lodging, meals, or transportation at FLETC-Artesia must be submitted by the employing agency representative to Artesia Training Management Division Chief using form FLETC Form FTC-SSD-51.

Any other accommodations. Any other accommodation needs (anything not related to lodging, meals, or transportation) for students attending training at FLETC-Artesia must be submitted by the agency representative to the FLETC DPM or RAC by email to FLETC-EEO@fletc.dhs.gov using form FLETC Form 256-05-05, FLETC Record of Implementation of Agency-Approved Student Accommodation Request.

CHARLESTON contact

Lodging, Meals, and Transportation. Any accommodations that pertain solely to student lodging, meals, or transportation at FLETC-Charleston must be submitted by the employing agency representative directly to Charleston Training Management Division Chief using form FLETC Form FTC-SSD-51.

Any other accommodations. Any other accommodation needs (anything not related to lodging, meals, or transportation) for students attending training at FLETC-Charleston must be submitted by the employing agency representative to the FLETC DPM or RAC by email to FLETC-EEO@fletc.dhs.gov using form FLETC Form 256-05-05, FLETC Record of Implementation of Agency-Approved Student Accommodation Request.

CHELTENHAM contact

All accommodation needs for students attending training at FLETC-Cheltenham must be submitted by the employing agency representative to the FLETC DPM or RAC by email to FLETC-EEO@fletc.dhs.gov using form FLETC Form 256-05-05, FLETC Record of Implementation of Agency-Approved Student Accommodation Request.

GLYNCO contact

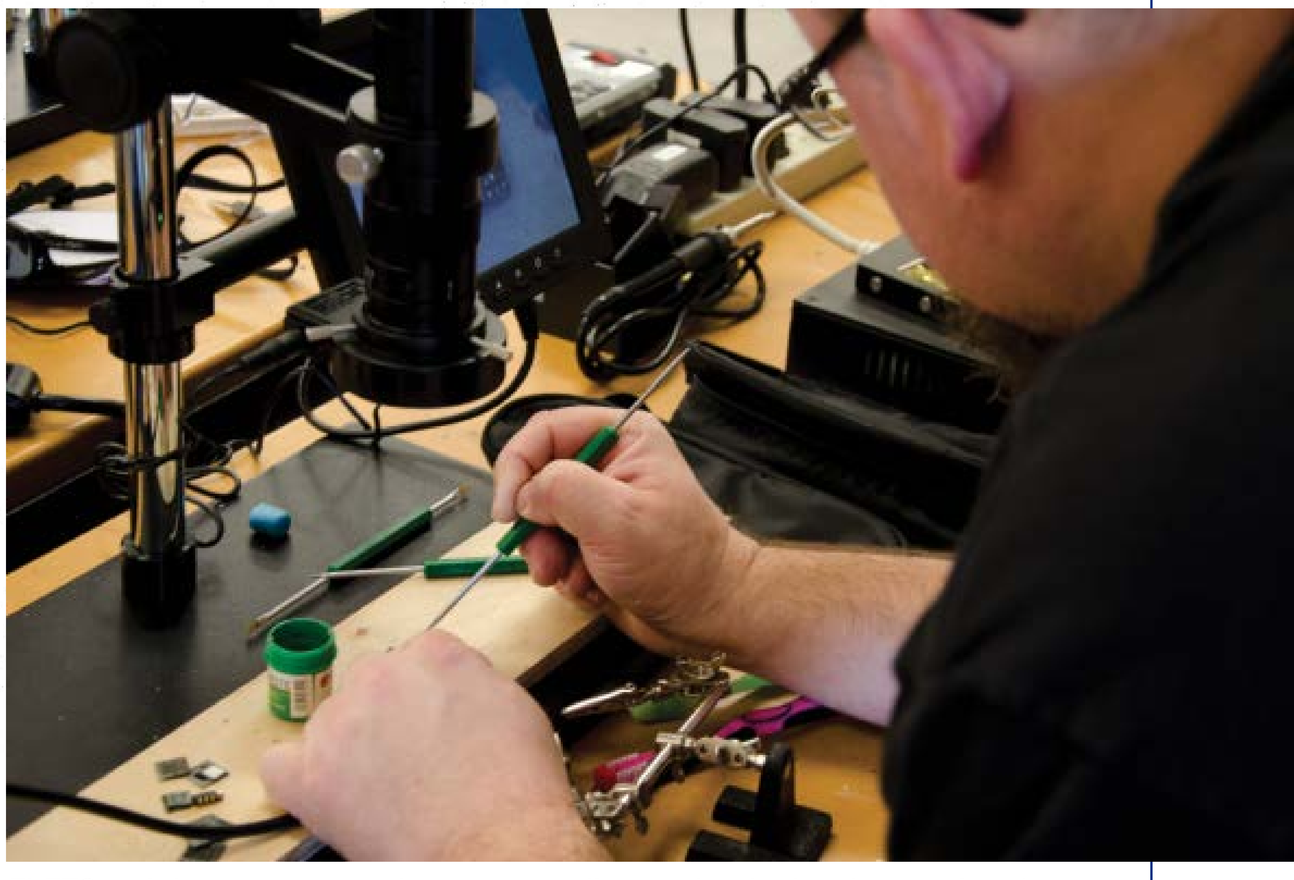
Lodging, Meals, and Transportation. Any accommodations that pertain solely to student lodging, meals, or transportation at FLETC-Glynco must be submitted by the student's employing agency by submitting FLETC Form FTC-SSD-51 by email to FLETC Student Services Division at FLETC-Lodging-MealWaivers@fletc.dhs.gov.

Any other accommodation needs (anything not related to lodging, meals, or transportation) must be submitted by the employing agency to the FLETC DPM or RAC by email to FLETC-EEO@fletc.dhs.gov using form FLETC Form 256-05-05, FLETC Record of Implementation of Agency-Approved Student Accommodation Request.

"For Official Use Only" Information

“For Official Use Only” (FOUO) is a designation for information that is law enforcement sensitive. FOUO information must be protected from unauthorized disclosure. FOUO information must be handled, disseminated, stored and destroyed in accordance with specific guidelines. Inadvertent release of such information could be detrimental to the United States, FLETC, and/or Federal law enforcement agencies. FLETC textbooks, FLETC “thumb drives” and FLETC issued laptop computers all contain FOUO information. These items are considered FOUO because they could be sold for profit and because they could compromise U.S. government intentions, capabilities, operations, activities or otherwise threaten operations security of the law enforcement agencies that train at FLETC. When unattended, FOUO materials may be secured in your dormitory room or in a locker within a FLETC classroom building. Within FLETC dormitory rooms, students should take further steps to secure FOUO information by placing the materials within a locked closet or locked container. When students are away from their dormitory rooms, FOUO training materials should not be left in “plain view.”

While FLETC encourages graduates to maintain FOUO student materials for future reference, FOUO student materials can also be properly destroyed. Throughout FLETC’s various classroom buildings there are secure plastic storage bins that are labeled “FOUO.” All training materials deposited in the secure plastic bins are properly destroyed on a routine basis.



FLETC training venues, equipment, supplies, technologies, instructional content and delivery methodology are developed and designed to meet the needs of our FLETC students. (FLETC Stock Image)

Transportation

Privately Owned Vehicles (POV)

If you operate a POV on FLETC property, you are subject to traffic and parking regulations. FLETC Security will cite violators as appropriate. Violators are subject to assessment of points, which can result in the revocation of driving privileges on FLETC.

ARTESIA in addition

New Mexico state law and FLETC policy always require anyone operating a vehicle on FLETC to wear a seatbelt , while the vehicle is in motion.

CHARLESTON in addition

South Carolina state law and FLETC policy always require anyone operating a vehicle on FLETC to wear a seatbelt, while the vehicle is in motion.

Motorcycle operators are required to wear a Department of Transportation (DOT) approved helmet on Federal property.

GLYNCO in addition

You must register your POV with FLETC Security while at the VCC. A valid driver's license, proof of insurance, registration, and vehicle tag number are required before a FLETC parking permit will be issued. A student parking decal will be issued and must be properly displayed at all times while your POV is parked on FLETC property. Your POV must be parked at your dormitory Monday through Friday from 7:30 a.m. to 4:30 p.m. All students housed on FLETC must either walk or utilize FLETC transportation provided. Any POV that is in violation of FLETC parking policy will be ticketed. If you have a medical condition that could impact your ability to walk long distances, you may request a medical parking permit, through FLETC Health Unit.

Georgia state law and FLETC policy always require anyone operating a vehicle on FLETC to wear a seatbelt, while the vehicle is in motion.

Use of Government Vehicles

As provided by law, the use of FLETC government vehicles are restricted to official purposes only. You must have a valid driver's license to operate a FLETC government vehicle; you are responsible for its proper use and protection. Any accidents, no matter how severe, must be reported to your instructors. The use of tobacco products (including smokeless and vapor) is strictly prohibited. Unless specifically authorized by an instructor, food and drink are also prohibited in FLETC government vehicles.

Traffic Point Pentalties

Violators are subject to assessment of points for each citation at FLETC. The accumulation period for points is two years. Names of violators and their points will be kept on file for two years, starting with the date the violation occurred. If you return to FLETC within two years, the record will still be in effect and any previous violation will still be charged against you. A period of suspension previously assigned and not completed will resume upon return within the two-year period.

The Director, or other designated official, reserves the authority to extend suspensions or permanently revoke driving privileges on FLETC for repeat offenders or other persons whose driving records, in the Director's judgment, warrant such action to ensure the safety of staff, students and visitors.

Prohibited Use of Bicycles

The student use of bicycles, scooters, skateboards, hover boards, roller skates, and any variations thereof are prohibited at all FLETC training facilities, always.

Pedestrian Safety

Pedestrians always have the right-of-way, when crossing streets, so long as they are utilizing designated crosswalks. Pedestrians should always use caution to ensure that traffic is stopped. In areas where sidewalks are provided, pedestrians should not walk in the roadways. Some classes march in formation on FLETC and may utilize small portions of the roadway. Drivers should slow down when passing and give way to these formations.

On-Center Transportation

ARTESIA specific

FLETC buses operate before, during and after weekday training hours. If you are scheduled to participate in a firearms or driving course you will need to be transported to those facilities via bus. Other facilities in the northern part of the main campus are also accessed by bus service.

Routes (class change) begin at 7:00 a.m., 9:00 a.m., 11:00 a.m. and 2:00 p.m. This is when student(s) are transported to their next scheduled class/ lunch (that is not considered “in walking distance”). Please call (575) 748-8057 if you have any transportation questions or concerns.

CHARLESTON specific

FLETC Charleston is a walking campus and students should plan accordingly when packing shoes/footwear. High heels are not recommended.During inclement weather, FLETC will provide bus transportation. Please refer to the Bus Transportations – Inclement Weather – Weekday – Training Days schedule in the Student Information folder you received at check-in.

GLYNCO specific

FLETC buses operate before, during and after weekday training hours. In clear weather, students are expected to walk to and from all locations.

During inclement weather, FLETC buses will be increased and transportation will be provided to additional training areas within the “FLETC Loop”. All students will be provided transportation to training venues that are outside of the “FLETC Loop” such as the Danis City, Forensics Training Building and outdoor firearms ranges. If transportation is required from the Cafeteria or the Student Center to training locations outside the “FLETC Loop,” that bus begins at 6:45 a.m. and it runs continuously until 7:30 a.m.

Students who live in leased dormitory buildings are provided transportation to and from the “FLETC Loop.” The morning pickup times are 6:00 a.m., 6:30 a.m., 7:00 a.m. and 7:30 a.m. After training has concluded for the day, a shuttle will return students to the leased dormitory buildings. That shuttle begins at 4:30 p.m. and runs until 5:30 p.m.

Routes (class change) begin at 9:00 a.m., 11:00 a.m. and 2:00 p.m. This

is when student(s) are transported to their next scheduled class/lunch (that is not considered “in walking distance”). Please call (912) 267-2468 or x2468 if you have any transportation questions or concerns.

Weekend Transportation

ARTESIA specific

The Recreation Staff coordinates weekend and holiday transportation to local stores, sporting events and tourist areas. The recreation shuttle schedules are posted on bulletin boards located throughout the Center and through a monthly pamphlet.

Saturday trips to areas of local interest are scheduled each week. The sign-up deadline for the trips to determine interest is Thursday night. For additional information on recreational trips and activities, please contact the Student Recreation office at (575) 748-8092.

CHARLESTON specific

The Recreation Specialist coordinates weekend and holiday transportation to local malls, stores, sporting events and tourist areas. The recreation shuttle schedules are provided in the Student Information folder and are also posted throughout the Center. For additional information on recreational trips and activities, please contact the Recreation Specialist (843)746-0858.

GLYNCO specific

The Recreation Specialists coordinates weekend and holiday transportation to local malls, stores, sporting events and tourist areas. The recreation shuttle schedules are posted in the Monthly Recreation Brochure and the electronic marquees located throughout the Center. For additional information on recreational trips and activities, please contact the Recreation Specialists office at (912) 267-3099 or (912) 261-3764.

Dinning Hall and Student Center Meals

ARTESIA specific

The Dining Hall is located in Building 26. You may select combinations of nutritious foods that meet your individual dietary requirements. The Dining Hall provides meal service 7 days a week including holidays. Your Student ID card is also your meal card. Hours are posted but are generally:

Breakfast 6:00 a.m. to 8:00 a.m.

Lunch 11:00 a.m. to 1:00 p.m.Dinner 5:00 p.m. to 7:00 p.m.

Alcoholic beverages are not permitted in the Dining Hall.

CHARLESTON specific

The Dining Hall is located in Building 43 and is open for three meals per day, seven days per week. Cafeteria-style service is featured with varied food selections. Dining Hall personnel will assist students with special dietary needs/requirements upon request.

All meals must be consumed on the premises (Building 43) unless it is being provided to a student who is ill and confined to his/her room.

Only fresh fruit (maximum of 2 pieces/person per meal) and coffee (cup provided) may be removed from the dining hall without additional cost.

Pursuant to FLETC policy, students must have their FLETC ID visibly displayed or they may be asked to either pay for the meal or go and retrieve the ID.

Hours of operation are posted in the dormitories and at the dining hall.

CHELTENHAM specific

For convenience, as a non-residential training facility, the Cheltenham Center provides self-service break rooms with kitchenettes in many training areas. Students are welcome to bring a bag lunch, store items, and use the amenities provided in the break rooms. Students are responsible for cleaning up and removing all personal items on a daily basis. All items in break rooms and stored in refrigerators are disposed every Friday. Note: weapons and chemical agents are always prohibited in break areas.

GLYNCO specific

The Dining Hall, located in Building 75, provides cafeteria-style service featuring a varied food selection. The Student Center Grille, located in Building 260, serves a “grab-and-go” style lunch. You may select combinations of nutritious foods that meet your individual dietary requirements.

The Dining Hall provides meal service seven days per week. Monday through Friday, breakfast is served from 6:00 a.m. to 8:00 a.m., lunch is served from 11:00 a.m. to 1:00 p.m., and dinner is served from 4:45 p.m. to 7:15 p.m. Saturday, Sunday, and Government Holidays, breakfast is served from 8:00 a.m. to 9:15 a.m., lunch is served from 11:30 a.m. to 1:30 p.m., and dinner is served from 5:30p.m. to 7:30 p.m. Carry-out meals are available for cash and credit card customers only. This includes cash or credit card paying students who desire carry-out meals.

The Student Center Grille provides lunch Monday through Friday on training days only from 11:00 a.m. to 1:00 p.m. and is closed for all other meals on all other days.

Health and Well-Being

Healthcare

ARTESIA specific

If you require healthcare, FLETC Health Unit at Artesia is located in Building 2.

Normal hours of operation (excluding Government holidays):

Monday – Friday (and Saturday when scheduled training occurs on Saturday) 6:30 a.m. – 6:30 p.m.

Urgent needs only are addressed the last thirty minutes of operation.

CHARLESTON specific

If you require healthcare, FLETC Health Unit at Charleston is located in FLETC Student Center, Building 46.

Normal hours of operation (excluding Government holidays): Monday – Friday 7:00 a.m. – 5:30 p.m.

CHELTENHAM specific

A Health Unit is not available at the Cheltenham Center. If you require healthcare while attending training, several urgent care facilities are located within close proximity to the Center. Additionally, the Southern Maryland Hospital Center is located within 1.3 miles of the main gate.

Southern Maryland Hospital Center 7503 Surrats Rd. Clinton, Maryland 20753. Contact (301) 868-8000

GLYNCO specific

If you require healthcare, FLETC Health Unit at Glynco is located in Building 759.

Normal hours of operation (excluding Government holidays):

Monday – Friday (and Saturday, when scheduled training occurs on Saturday) 7:00 a.m. – 5:30 p.m.

Student Responsibilities

Should you receive a training-related injury report to FLETC Health Unit and notify your Agency Point of Contact (POC). If your POC is unknown, inform your assigned Program Specialist or Program Coordinator, who may assist you in identifying your POC. Students should complete the employee portion of the Department of Labor, Office of Workers Compensation Program (OWCP) Form CA-1 and submit it to their Agency POC as soon as possible, but not later than 30 days following the injury. You may obtain a Form CA-1 from the Health Unit, your Agency POC, or the United States Department of Labor website at http://www.dol.gov/owcp/. Ask FLETC Health Unit staff for assistance if you need help to quickly route this form to your Agency POC.

If practicable, treatment of an injury may be performed at a government facility such as FLETC Health Unit, who may also provide you with a referral for outside medical treatment. After being evaluated at FLETC Health Unit, you are entitled to select a licensed physician of your choice for outside medical treatment; however, you are responsible for:

- Requesting that your Agency POC authorize medical treatment by the use of Form CA- 16, Authorization for Examination and/or Treatment;

- Covering any medical costs associated with seeking treatment until your claim has been approved;
- Covering the cost of medical care not provided by FLETC, your employing agency or OWCP;
- Obtaining all medical documentation to support an injury claim and forwarding this information to your Agency POC and FLETC Health Unit; and
- Reporting to FLETC Health Unit to obtain training modifications or clearances to train after all outside medical treatment.

Non-Training-Related Injuries and Illnesses

If you are injured while performing activities not associated with your official training, you may use FLETC Health Unit. If your non-training injury or illness requires further medical treatment not covered by FLETC Health Unit, you are responsible for covering the cost of medical care not provided by FLETC, your employing agency, or OWCP. If you use a treatment facility other than FLETC Health Unit, present your insurance plan card, so the treatment facility personnel are aware of your medical coverage. Your questions concerning the billing procedure of the treatment facility should be directed to the billing department of the treating facility.

Illnesses not associated with the performance of official training shall be treated the same as non- training related injuries. Medical expenses associated with such non-training-related injuries and illnesses are your responsibility. Non-training-related injuries and injuries incurred due to your intoxication, willful misconduct, or intention to bring about injury or death to yourself or another are not covered by the Federal Employees Compensation Act (FECA).

Sick Leave

Sick leave is coordinated through FLETC Health Unit and FLETC's Program Specialist/Class Coordinator. Sick leave may be authorized when FLETC Health Unit certifies your absence from class for incapacitation due to an illness or injury.

If you are authorized sick leave, you must remain in your assigned housing, the Health Unit, or in rehabilitative facilities. FLETC medical staff will monitor your condition, provide the medical care prescribed by the facility physician, and assist with information so that you can arrange for meals to be brought to you.

ARTESIA contact

Information is available by calling (575) 748-8090.

CHARLESTON contact

Information is available by calling the Health Unit at (843) 746-0802.

CHELTENHAM in addition

Sick leave is coordinated through FLETC Program Specialist/Class Coordinator. Sick leave may be authorized if a medical facility certifies your absence from class for incapacitation due to an illness or injury.

GLYNCO contact

Information is available by calling (912) 267-2385.

When the FLETC Health Unit is Closed

Treatment services are available at specialty clinics and urgent care centers in the area. If you are treated at a specialty clinic or urgent care center, you must report to FLETC Health Unit at the start of the next training day. If your condition is a non-emergency, you should make your own arrangements for transportation to a medical facility.

ARTESIA in contact

- If emergency medical attention is needed during the time the FLETC Health Unit is closed, please contact the 24-hour FLETC Security Dispatcher.
- To do so from a cell phone or off-center line call (575) 748-8136 or x8136 on center.

CHARLESTON contact

- To do so from a cell phone or off-center line call (843) 974-6303, from an on-center line dial the five (5) digit extension 46303.
- Call 911 if the illness is severe or an emergency.

CHELTENHAM

Not offered.

GLYNCO contact

- If emergency medical attention is needed during the time the FLETC Health Unit is closed, please contact the 24-hour FLETC Security Dispatcher.
- To do so from a cell phone or off-center line (including the dorm phones at Dorms 185, 186, and 187), call (912) 267-2911.
- To do so from an on-center line (including Dorms 71, 95, 96, 270, 275, 277, and other on- center locations), call extension 2911.

Athletic Trainers Office

Services provided include injury evaluation, treatment, rehabilitation, supportive taping, personal exercise programs, instruction regarding the individual's injury and the rehabilitation process.

ARTESIA contact

Full-time, certified Athletic Trainers are on staff and located in the Health Unit (Building 2). For more information, you can contact the Athletic Trainers at (575) 748-8019. The hours of operation are Monday to Friday, from 6:30 a.m. to 6:00 p.m. (excluding government holidays).

CHARLESTON in contact

Full-time, certified Athletic Trainers are on staff and located within FLETC's Student Center, Building 46. For more information, you can contact the Athletic Trainers at (843) 746-0808 or (843) 746-0807. The hours of operation are Monday to Friday, from 7:00 a.m. to 5:30 p.m. (excluding government holidays).

GLYNCO contact

Full-time, certified Athletic Trainers are on staff and located at the PTD complex (Building 252). For more information, you can contact the Athletic Trainers at (912) 261-4567. The hours of operation are Monday to Friday, from 7:00 a.m. to 5:30 p.m. (excluding government holidays).

Physical Techniques Division Complex

ARTESIA specific

Outside of normal training hours, you may continue to participate in physical training activities at the PT complex. Facilities include an indoor basketball court, an outdoor running track, a cardiovascular training room, a weight training room, and an indoor pool. The complex is available daily from 5:00 a.m. to 9:00 p.m. Plan to end your activities at least 30 minutes prior to the posted closing time in order to allow time to shower and turn in equipment and uniforms before the PT complex closes. The PT Uniform Issue window is open from 6:30 a.m. until 8:00 p.m., M – F and from 7:00 a.m. until 3:00 p.m. on week-ends. If you are using the PT facilitiesoutside of those hours you will not be able to obtain or return equipment. Please be prepared tomaintain control of those items until such time as the Uniform Issue re-opens.

Physical fitness recommendations and nutritional counseling are available from the instructors and Athletic Trainers. A wide variety of fitness and nutritional information is available.

The following rules and regulations apply to all FLETC personnel while using the PT complex and the outside tracks.

- The PT uniform must be worn when using the PT facilities.
- Solid black, white, navy, or royal blue spandex may be worn underneath the PT issued uniform.
- Athletic footwear is to be worn with the PT issued uniform.
- Shower shoes are only to be worn in the locker room or pool area.
- You may not wear jewelry while usin g the PT facilities.
- You may not remove your shirt in the PT facilities except when required for training or in theconfines of the locker room.
- Your shirt must be worn tucked in.
- Smoking is prohibited within 100 feet of the PT facilities.
- Only PT-issued padlocks are permitted on assigned lockers.
- The gymnasium and weight training rooms are closed when official training classes are insession.
- During Black Flag conditions, use of the PT tracks are prohibited.
- Guests are not permitted to use the facility.

CHARLESTON specific

Outside of normal training hours, you may continue to participate in physical training activities at the various PT facilities to include an indoor basketball court (Building 46), an outdoor running track (1/8th mile), cardiovascular and weight training (free weights and machines) areas and the swimming pool (Building 59). The facilities are available Monday through Friday, from 5:00 a.m. to 9:00 p.m. On Saturdays, it is open from 8:00 a.m. to 6:00 p.m. On Sundays and holidays, it is open from 10:00 a.m. to 6:00 p.m. NOTE: Pool hours are posted separately. Plan to end your activities at least 30 minutes prior to the posted closing time in order to allow time to shower and turn in equipment and uniforms before the PT complex closes.

Physical fitness recommendations and nutritional counseling are available from the instructors and Athletic Trainers. A wide variety of fitness and nutritional information is available.

The following rules and regulations apply to all FLETC personnel while using the PT facilities, the running track and swimming pool:

- The PT uniform must be worn when using the PT facilities.
- Solid black, white, navy, or royal blue spandex may be worn underneath the PT issued uniform.
- Athletic footwear is to be worn with the PT-issued uniform.
- Shower shoes are only to be worn in the locker room or pool area.
- Personal swimsuits may be worn when using the pool for either training or recreation. Men's swimsuits must be at least mid-thigh and women's swimsuits must be a conservative one-piece.
- You may not wear jewelry while using the PT facilities.
- You may not remove your shirt in the PT facilities except when required for training or within the confines of the locker room.
- Smoking is prohibited within 100 feet of the PT facilities.
- Only PT-issued padlocks are permitted on assigned lockers.
- The gymnasium and weight training rooms are closed when official training classes are in session.
- During Black Flag conditions, use of the PT tracks are prohibited.
- Family Members and Guests are not permitted to use the facility.

GLYNCO specific

Outside of normal training hours, you may continue to participate in physical training activities at the PTD complex. When official training classes are in session, no personal use of the PTD facilities is authorized. Facilities include outdoor running tracks, a cardiovascular training room, and weight training rooms. The complex is available seven days a week. Please see posted hours in Building 252.

The following rules and regulations apply to all FLETC personnel while using the PTD complex and the outside tracks.

- The PTD uniform must be worn when using the PTD facilities.
- Solid black or dark blue spandex or compression shorts are authorized if worn underneath the PTD issued uniform. During any heat stress condition (See Outdoor Physical Activity Restrictions Due to Weather section), spandex may not extend past the knees or elbows when

training outdoors.

- Athletic footwear is to be worn with the PTD issued uniform.
- Shower shoes are only to be worn in the locker room or pool area.
- You may not wear jewelry while using the PTD facilities.
- You may not remove your shirt in the PTD facilities except when required for training or in the confines of the locker room.
- Smoking is prohibited within 100 feet of the PTD facilities.
- Only PTD-issued padlocks are permitted on assigned lockers.
- Guests are not permitted to use the facility

Outdoor Physical Activity Restrictions Due to Weather

Heat stress is a major concern due to the combination of physical activity, humidity, and soaring temperatures in this area. The following flag warnings will be posted on the Training Delivery Point:

Blue Flag Category 1

All activities will proceed as usual; however, instructors will not allow students to wear sweat clothing (or any other clothing that covers the arms and/or legs) during outdoor physical conditioning and the wearing of sweat clothing will not be permitted for any staff or students using the outside PTD facilities (tracks, obstacle course). The prohibition of sweat clothing for outdoor activity applies to categories I through 5. In any 2-hour training session, 10-minute breaks will be provided at 50-minute intervals with fluids available for replacement of lost body fluids.

Green Flag Category 2

All activities will proceed as usual; however, instructors should make frequent inquiries and observations of the students as to their physical condition and, in any 2-hour training session, 10-minute breaks will be provided at 50-minute intervals with fluids available for replacement of lost body fluids. Physical conditioning classes will be restricted to a maximum of 50-minutes outdoor physical conditioning.

Yellow Flag Category 3

Intense physical activities such as endurance running (half mile or longer), intense callisthenic conditioning, obstacle course testing, shotgun stress, and similar activities are to be modified to reduce sun exposure and should be more strictly supervised. In any 2-hour training session, breaks will be provided at 40-minute intervals with fluids available for replacement of lost body fluids. Physical conditioning class will be restricted to a maximum of 40 minutes outdoor physical conditioning.

Red Flag Category 4

The intense physical activities as noted in Category 3 are to be conducted inside or reduced in intensity and constantly supervised. Additional rest periods will be provided. In any 2- hour training session, breaks will be provided at 30-minute intervals with fluids available for replacement of lost body fluids. Physical conditioning classes will be restricted to a maximum of 30 minutes outdoor physical conditioning.

Black Flag Category 5

All outdoor FLETC training courses will be modified as necessary to

ensure the training is conducted safely. Some examples of program modifications are: moving the training indoors, increased water breaks, providing indoor shelter, and decreasing the physical intensity of the existing course. Additionally, NO ORGANIZED OR SCHEDULED OUTDOOR PHYSICAL CONDITIONING will be conducted during this category.

Rhabdomyolysis

Rhabdomyolysis is the breakdown of muscle fibers resulting in the release of muscle fiber contents (myoglobin) into the bloodstream. Some of these are harmful to the kidney and frequently result in kidney damage.

Causes, incidence, and risk factors:

All strenuous exercise results in some degree of muscle fiber breakdown. When muscle is damaged, a protein pigment called myoglobin is released into the bloodstream and filtered out of the body by the kidneys. Dead muscle tissue may cause a large amount of fluid to move from the blood into the muscle, reducing the fluid volume of the body and leading to shock and reduced blood flow to the kidneys. Individuals at risk include law enforcement trainees, athletes, and individuals in poor physical condition and sporadic exercisers. The non-exercise risk factors are high ambient temperatures, illness, medications, and inherited defects.

Symptoms:

- Abnormal urine color (dark, red, or cola colored)
- General weakness or fatigue
- Muscle stiffness, weakness, tenderness, pain

Prevention:

Drink plenty of fluids after strenuous exercise to dilute the urine and flush the myoglobin out of the kidney. Proper hydration is also necessary after any condition or event that may involve damage to skeletal muscle.

Report immediately if you show signs or symptoms.

METHICILLIN-RESISTANT STAPHYLOCOCCUS AUREAS (MRSA)

MRSA causes a staph infection that is resistant to several common antibiotics. There are two types of infection. Hospital associated MRSA happens to people in healthcare settings. Community-associated MRSA happens to people who have close skin-to-skin contact with others, such as athletes involved in football and wrestling.

To prevent community-associated MRSA:

Practice good hygiene;

- Keep cuts and scrapes clean and covered with a bandage until healed;
- Avoid contact with other people’s wounds or bandages;
- Avoid sharing personal items, such as towels, washcloths, razors, or clothes;
- Wash soiled sheets, towels and clothes in hot water with bleach and dry in a hot dryer.

ARTESIA in addition

FLETC students should report to the Health Unit, Building 2, if a wound appears to be infected. Treatment may include draining the infection and antibiotics.

Counseling Services Program (CSP)

Counseling Services Program (CSP) provides confidential, professional, and timely stress management and crisis intervention services that are available to all FLETC and PO Staff, Students, and their immediate family members. The CSP Psychologists are Licensed professional counselors and are available on-site (FLETC Glynco only), via telephone, and/or video tele-conferencing at all points of training distribution.

For more information on CSP, the services available to you as a student, and/or how CSP may be able to help you should there be a need, please call (912) 267-2633 during normal business hours.

If you experience an emergency after normal business hours, please call the Counseling Services After Hours Psychological Crisis Line by dialing (877) 235-7337 to be connected with the on-call counselor.

FLETC CHURCH SERVICES

The Artesia community is very proud of their association with the Artesia FLETC TDP. Many churches in the area offer transportation services upon request from FLETC students. Most denominations have representation in our area. Contact your Program Specialist for additional information on service times and locations in our community.

A non-denominational church service is offered Sundays in the theater located next to the Deli/Coffee Shop in FLETC's Student Center. Information on service times and locations in our community may be obtained in FLETC's Student Center at the Recreation Specialist's Desk.

The Brunswick area offers a wide variety of Church services for various denominations. Contact your Program Specialist for additional information on service times and locations in our community.

Exposure to Loud Noises / Explosions

While at FLETC-Glynco, students may hear loud noises, to include explosions from munitions training. Please be advised that these noises/explosions are especially audible for those students training at or near the Driving ranges.

Safety and Environment

General Safety

FLETC is committed to Occupational Safety and Health. As a part of this commitment, you will receive safety training during your instruction. If you have safety questions or concerns during your training at FLETC, ask for clarification or further instruction. To ensure a safe and healthful work environment, you are encouraged to:

- Take responsibility for following all safety procedures;
- Stay aware of your environment;
- Recognize dangerous or unsafe conditions;
- Report possible hazards immediately to your class coordinator or instructor.

FIRE SAFETY

You should locate the closest exits when entering any building structure on FLETC and familiarize yourself with the appropriate evacuation routes. Do not try to fight a fire. Whenever a fire alarm sounds, you should evacuate immediately.

Evacuation routes are posted near entrances in all large buildings at FLETC. Fire extinguishers are located at most training sites and buildings but are to be used only by trained personnel.

SMOKING AND TOBACCO USE POLICY

FLETC is a smoke-free workplace. Use of tobacco products and vapor devices are strictly prohibited within 25 feet of all FLETC buildings including trailers, dormitories and recreational buildings.

Proper disposal of tobacco products is required. Cigarette butts should be extinguished and disposed of in appropriate containers and not on the ground. Wastes from chewing tobacco and similar products should be properly disposed of in a toilet and not in a waste can or on the ground. Janitorial service employees are not required to empty containers with these types of waste.

Smoking, including the use of smokeless tobacco products and vapor devices, is allowed in designated smoking areas only.

The use of tobacco or vapor devices is prohibited in dorm rooms.

JOGGING

Many students run or jog for personal fitness. If you do run or jog, FLETC recommends that you use the certified jogging routes. Stay off the main roads, where alternate paths are available. During hours of darkness, it is recommended that students wear reflective clothing and/or materials. While jogging, always be aware of vehicle traffic.

SUSTAINABILITY AT THE FLETC CAMPUS

FLETC has committed to a series of actions to improve our impact on the environment. These actions affect areas such as energy use reduction, water use reduction, recycling of various waste streams and renewable energy.

There are several washing machines provided for student use. Most of these machines have been replaced with front loading types. These machines use far less water than conventional top loaders and are more energy efficient as well. Please note that special detergent marked as “he” (for high efficiency) is required for use in these machines. We also request that the doors to the machines be left open when not in use.

You may be interested to know that many other waste streams are involved in the recycling program at FLETC. These include brass and lead from expended ammunition, used motor oil, car tires, electronics and batteries of all sorts to name a few.

CONSERVATION

Water and energy are expensive. Turn off lights, water and appliances; when not in use. In addition, windows and doors should remain closed when the air conditioning or heat is in operation.

HAZARDOUS CHEMICALS

Storage of environmentally unfriendly chemicals such as gasoline, oil, or charcoal lighter fluid on FLETC property is strictly prohibited. If you observe these types of items in unauthorized areas on FLETC:

ARTESIA contact

Contact FLETC Security Dispatcher at (575) 748-8136 or the Environmental and Safety Division at (575) 748-8056. The Recreation Specialist in Building 1012 has an approved storage cabinet for Lighter Fluid.

CHARLESTON contact

Contact FLETC Security Dispatch at (843) 974-6303, (843) 974-6304 or the Environmental Protection Specialist at (843) 566-8511

CHELTENHAM contact

Contact FLETC Security Dispatcher at (301) 877-8413 or the Environmental Protection Specialist at (301) 877-8438.

GLYNCO contact

Contact FLETC Security Dispatcher at (912) 267-2461 or the Environmental and Safety Division at (912) 267-3239.

WILDLIFE

ARTESIA specific

The two campuses that make up the Artesia FLETC TDP consist of large areas of natural desert landscape that attract a variety of wildlife. Some of these are protected wildlife species. Coexisting with the wildlife are insects and pests such as ticks, fleas, and mosquitoes. Many types of wildlife and

pests carry diseases that can be transmitted to humans. Snakes, including some that are venomous such as Rattle Snakes are commonly found within FLETC Artesia borders.

Feral cats and dogs can also be found at times on FLETC. They can reproduce and have kittens/puppies. Do not feed or attempt to pet them because they are usually not tamed and can scratch or bite. You should be aware of the environment and comply with the following restrictions:

- Do not feed the wildlife;
- Do not pet or attempt to pet the wildlife;
- Do not harass the wildlife;

Contact FLETC Security Dispatcher at (575) 748-8136 to report any issues with animals on FLETC sites.

CHARLESTON specific

There are several different varieties of mammals that are present in the area and may be encountered. Raccoons and opossums are common to the area and may be encountered on FLETC-Charleston campus occasionally. Both of these mammals are nocturnal meaning that they are active mainly at night. You may see them roaming around in the very late evening hours before sunset or very early in the morning before sunrise. Neither poses any threat if given the proper distance.

There are several varieties of biting insects here at FLETC-Charleston. Sand gnats are the most abundant. They leave red, circular marks on the skin. Some students mistake these marks for bed bug bites as they are not familiar with these insects. Mosquitoes are also plentiful. Some outdoor training areas may be equipped with “mosquito magnets” and/or sprayed to help reduce their number but no method is 100% effective. FLETC-Charleston also coordinates with Charleston County Public Works to spray larger areas on a regular basis throughout the summer season. Early morning and late evenings when temperatures are cooler are the worst times for these insects. DEET-based insect repellant or “Skin-So-Soft” oil are preferred deterrents for these insects. Long sleeved shirts and long pants are also recommended.

Palmetto bugs (American Cockroach) are especially prevalent in our area. Charleston is a low-lying, damp, semi-tropical environment and presents a perfect habitat for these insects. Their presence is more an indicator of your geographic location than the cleanliness of your accommodations. At worst, these insects are a minor nuisance. Don’t be surprised if you see one or two. DO NOT FEED OR APPROACH WILDLIFE.

Contact FLETC Security Dispatcher at (843) 974-6303 or 6304 to report any issues with animals on FLETC sites.

CHELTENHAM specific

FLETC includes natural wooded areas that attract a variety of wildlife including some protected wildlife species. Some of the wildlife that may be encountered around the facility includes deer, geese, wild turkey, fox, hawks, eagles and snakes (including venomous species). Insects and pests such as ticks, flies, and mosquitoes are commonplace. Many types of wildlife and pests carry diseases that can be transmitted to humans. Use appropriate precautions to minimize the incidence of unfavorable encounters with wildlife and pests.

Spring can be a particularly sensitive time for some species. Female Canada geese lay their eggs in ground nests near water. A male Canada goose guards the female and the nest. He can be very aggressive, attacking intruders with his wings and bill. White-tailed fawns are often left hidden

in a natural environment while the doe feeds, sometimes for several hours. People may encounter fawns and fear they have been abandoned. The proper response is to avoid the area as the doe will return.

Contact FLETC Security Dispatcher at (301) 877-8413 to report wildlife concerns.

GLYNCO specific

FLETC includes natural wooded areas that attract a variety of wildlife. Some of these are protected wildlife species. Coexisting with the wildlife are insects and pests such as ticks, flies, and mosquitoes. Many types of wildlife and pests carry diseases that can be transmitted to humans; therefore, FLETC has initiated pest control programs that include the use of mosquito magnets at the training sites, sprays applied to appropriate areas to decrease the number of ticks, and deer feeding stations that use tick control products. Snakes, including some that are poisonous, are commonly found in wooded areas and around water.

In the areas on the Glynco Training Delivery Point that have ponds, you are likely to see Canada geese. The spring of the year is a particularly vulnerable time of year for Canada geese since the females are laying their eggs in a ground nest near water. The male Canada goose guards the female and the nest. He can be very aggressive, attacking predators with his wings and bill. Death of the geese can be prevented by driving FLETC speed limit or below which should allow an alert driver to see the adult Canada geese and their young in the spring and summer.

During the spring, the Glynco campus experiences one of the beautiful natural occurrences of the birth of fawns by our white-tailed deer population. This natural occurrence brings its own challenges and a need for staff and students to be sensitive to this process. Because there are always changes occurring on campus, does may struggle with protecting their fawns during their daily movements and well-meaning people can make the situation worse by trying to help. The proper human response for the safety of the deer is to leave the does and fawns alone and do not approach them. Fawns can walk at birth and within a few days begin to nibble on vegetation. Does are very protective of their young. When the female deer feed, they “hide” the fawn(s) until they are old enough to follow her at about four weeks of age. The fawn will lie quietly on the ground. In a natural environment, its spots help camouflage the fawn from predators. If a doe has more than one fawn, she “hides” them in separate places. The doe may be gone for a few hours feeding before she returns. Because our campus is so neatly maintained, there are few places for a fawn to hide in cover. Fawns can sometimes be seen in plain sight of people, however, they have not been abandoned. The mother will eventually return to her fawn unless people interfere. Fawns removed from their mothers by humans “rescuing” the young deer often die. As is the rule for all wildlife on FLETC, feeding the deer is not allowed.

Feral cats and dogs can also be found at times on FLETC. They can reproduce and have kittens/puppies. Do not feed or attempt to pet them because they are usually not tamed and can scratch or bite. You should be aware of the environment and comply with the following restrictions:

- Do not feed the wildlife;
- Do not pet or attempt to pet the wildlife;
- Do not harass the wildlife;
- Do not swim, boat, paddleboard, or canoe in FLETC ponds.

Contact FLETC Security Dispatcher at (912) 267-2461 to report any issues with animals on FLETC sites.

Equal Employment Opportunity (EEO)

The EEO Program encompasses the special emphasis programs as well as the discrimination complaint process. This program was established to ensure the equitable treatment of all individuals in employment, promotion, training, and other personnel management actions without regard to their race, color, religion, sex, age, national origin, retaliation, disability, or genetics. This includes sexual harassment.

You have the right to work in an environment free from harassment. Harassment is any unwelcome verbal or physical conduct based on one of the EEO protected bases (race, color, religion, sex, national origin, age [40 and over], retaliation, disability or genetics), that is so objective as to alter the conditions of your employment or where the conduct culminates in a tangible employment action or is sufficiently severe or pervasive as to create a hostile work environment.

If you are the victim of harassment, or if you observe harassment at the FLETC you may:

- Notify your Program Specialist or your agency representative.
- Contact the EEO office within 45 days of the alleged matter.
- Contact the Office of Inspector General directly.

ARTESIA contact

For information concerning the discrimination complaint process or EEO, contact the EEO Division at (575) 746-5989.

CHARLESTON contact

For information concerning the discrimination complaint process or EEO, contact the EEO Division at (912) 267-3316.

CHELTENHAM contact

For information concerning the discrimination complaint process or EEO, contact the EEO Division at (912) 267-3316.

GLYNCO contact

For information concerning the discrimination complaint process or EEO, contact the EEO Division at (912) 267-3316.

Report Harassment and Other Misconduct at FLETC

Graduation and Departure Information

Graduation Attire

During graduation ceremonies, male students are expected to wear a coat and tie or their agency's dress uniform. Female students are expected to wear a skirt or dress slacks and a blouse, pantsuit, dress, or their agency's dress uniform. If you are improperly attired at graduation, you may be prohibited from participation. Your graduation certificate and an explanation as to why the certificate was not awarded at graduation will be mailed to your employing organization.

Transportation After Graduation

ARTESIA specific

On the designated travel day, transportation will be provided for students going to the Roswell, or Hobbs, NM airport. Transportation will be arranged prior to your designated travel day.

CHARLESTON specific

On the designated travel day, transportation will be provided for students going to the Charleston International Airport. FLETC-Charleston Arrival/ Departure Transportation Schedule is included in the Student Information folder you received at check-in.

CHELTENHAM specific

Upon departure, students must return identification badges and vehicle permits to FLETC Security at the Visitors Center (Building 6).

GLYNCO specific

On the designated travel day, transportation will be provided for students going to the Jacksonville, Savannah, or Glynco airports, Jesup Amtrak station. Transportation will be arranged prior to your designated travel day.

Weapons Retrieval

Your weapon may be picked up after graduation at the Security Headquarters (Bldg. 22). For other occasions, i.e., court appearances, long distance travel, etc., you must contact your Class Coordinator/ Program Specialist for procedural information on how to pick up your weapon.

FLETC Transcripts

On the day of your graduation, FLETC transcripts will be provided with your graduation certificate. If, later in your career, your FLETC transcript becomes lost or destroyed, you can obtain a new copy by completing and submitting a Transcript Request Form, along with a legible copy of your signed picture ID. Incomplete or unsigned requests cannot be processed. Requests submitted without a legible copy of your signed picture ID cannot be processed. To receive the Transcript Request Form:

- Send an email to FLETC-Transcripts@dhs.gov and the form will be returned via email; or
- Send a fax to (912) 554-4434 and the form will be returned via fax; or
- Call the Educational Aides office at (912) 267-2457 or (912) 280-5428 and request a form.

GLYNCO specific

Pick up a form at the Educational Aides Office, Building 216, Room 110.

Note: All transcripts are centrally managed through the Glynco TDP.

Accreditation

The Federal Law Enforcement Training Centers has programs and academies accredited by the Federal Law Enforcement Training Accreditation (FLETA) Board as well as seeking institutional accreditation through the Council on Occupational Education (COE), which is recognized by the US Department of Education as an accrediting body. Faculty and students can reach out to COE with inquiries or comments regarding the institutional accreditation of FLETC by writing to the Executive Director of the Commission, Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, or by submitting their comments through the Council's web site (www.council.org). People making comments must provide their names and mailing addresses.

U.S. Customs and Border Protection Officer asks for a secondary form of identification at the vehicle primary inspections area. (Photo courtesy of Customs and Border Protection)

ARTESIA Student Resources

Student Center (Building 8)

On weekends and weekday evenings after 4:30 p.m., the Student Center provides students a place to gather. The student center contains a variety of services for student convenience. Students are permitted to escort up to three guests to the Student Center. Guests are limited to family members and/or long term friends who are known by the student. Students are not permitted in the Coyote Pub area or to consume alcoholic beverages while in uniform and/or wearing duty belts containing law enforcement equipment. Alcohol Sales are not permitted on Sunday nor to anyone less than 21 years of age.

FLETC Southwest Recreation Association

FLETC Southwest Recreation Association is an onprofit corporation comprised of persons assigned to or retired from FLETC. Students are honorary members while attending training at FLETC. The SWRA, as it is commonly known, authorizes subcontractors to operate the Bank, ATM, The FedXchange Convenience Store, High Caliber Cuts Barber Shop and the Dry Cleaners. These enterprises are the primary source of financial support for many recreational activities that benefit students.

Recreation Facilities

Enjoy the use of the following on-Center recreation facilities:

- Gazebos with grills
- Swimming pools (Indoor and Outdoor during summer; interior courtyard Building 6)
- Perimeter exercise track
- Certified jogging routes
- Big Screen TV Room (May be reserved for special events through Recreation Specialist)
- Game Room – Building 1012
- Holiday Parties – Sponsored by FLETC SWRA

Recreation Equipment Checkout

FLETC Southwest Recreation Association provides limited numbers of differing types of equipment that is available for checkout at the game room in Building 1012. Examples of equipment are Ice Chests, Sporting Equipment, and Camping Gear. For additional information on any recreation activities, or equipment please contact the Student Recreation office at (575) 748-8092. There is no charge for FLETC students.

THE FedXchange Convenience Store (Building 8)

At the store, you will find books, magazines, snack items, beverages, personal accessories, agency logo items, ‘5.11’ merchandise and other souvenir items. The store accepts all major credit cards and debit cards. The hours of operation are Monday to Friday, from 6:30 a.m. to 7:00 p.m. and Saturday and Sunday from 8:30 a.m. to 7:00 p.m. Holiday hours will always be posted. For more information call the store at (575) 746-5644.

Barber Shop

No appointment is necessary. The hours of operation are Monday to Friday from 4:00 p.m. to 7:00 p.m. The barber shop accepts cash and checks only. For more information, call (575) 748- 0429.

Dry Cleaner

Laundry and dry cleaning service, at a reasonable charge, is available to patrons. The dry cleaner hours of operation are Monday to Friday from 4:00 p.m. to 7:00 p.m. For more information, call (575)748-0423 after 4:00 p.m.

Laundromat

Washers and dryers are provided for student use only at no cost. However, you must provide your own detergent and softener.

Automatic Teller Machine

First American Bank offers an Automated Teller (ATM) located directly across from the FedXchange Convenience Store. A portion of all ATM fees assessed to non account holders are paid to the Southwest Recreation Association to support student activities.

Post Office

The Post Office is located in the Student Center, Building 8. The hours of operation are Monday to Friday from 11:00 a.m. to 1:00 p.m. and 4:00 p.m. to 5:30 p.m. The Post Office is closed on week-ends and holidays. Incoming mail (including packages) will be held in the Post Office and may be picked up by the class or agency representative. To contact the post office call (575)748-8039.

Personal Mail

Class name and number are imperative to ensure proper delivery of mail. Your personal FLETC mailing address is:

Your Name Class Name or Letters (e.g. CBP_UPTP, CITP, ICE_BIETP, ETC.) & your Class # (e.g. 403) 94 Gunpowder RdFederal Law Enforcement Training Centers Artesia, NM 88210 Please note that all incoming mail is subject to inspection by automated processes and may be opened for confirmation of contents prior to delivery. If opened, documentation will be on the package indicating the government employees who performed the inspection. COPIERS Copiers are available for student use in classroom Buildings 17 and 27.

Fax Service

Contact your Program Specialist or Class Coordinator for FAX Service.

Student Library

The student library is available in Building 167 providing students access to legal references in support of training. Computer labs are available to students in Buildings 180 and 20.

Self-Study Computer Laboratories

You may use the computer laboratories located in Buildings 20, 34 and 181. The laboratories are equipped with 24 computers, printers, and internet accessibility. The hours of operation are 7:00 a.m. to 10:00 p.m., M - F for Building 181 and 24 hour access for the other labs. Software loaded on the computers includes: Microsoft Office Suite, Internet Explorer, various computer based tutorials, and requested files and folders for specific training programs. This computer classroom is internet capable. Do not copy or save anything to the hard drive. Do not attempt to save anything to a personal storage device.

Do not copy anything from the hard drive. The computer programs are copyrighted and may not be duplicated for any reason. Do not load or attempt to load any personal or agency specific programs on the computers. Do not attempt to change default settings on the various programs, including the default website for Internet Explorer and other software programs. Styrofoam/paper cups and food are not permitted in the classroom. Drinks in glass/plastic/metal sealable containers are allowed but must remain capped while in the classroom. Please comply with FLETC policy posted in the classroom or you may be reported to your Program Specialist/Class coordinator or agency representative.

Frequently Used Numbers

Athletic Trainer ..... (575) 748-8019

Barber Shop ..... (575) 748-0429

PEER Support 24 Hour Line ..... (877) 235-7337

Dining Hall Manager ..... (575) 748-8037

Dorm Help Desk (registration) ..... (575) 748-8027

Dry Cleaner (All American Cleaners) ..... (575) 748-0423

Environmental Contractor ..... (575) 746-5699

Equipment Issue (Building 8) ..... (575) 746-5502

First American Bank ..... (575) 746-6930

Fed Xchange Convenience Store ..... (575) 746-5644

Health Unit Main Line ..... (575) 748-8090

PT Uniform Issue (Building 2) ..... (575) 748-8083

Recreation Specialist ..... (575) 748-8092

Security (Building 22) ..... (575) 748-8136

Security Guard House (Range) ..... (575) 746-5630

Uniform Issue (Building 8) ..... (575) 746-5583

VF Image Wear ..... (575) 746-4456

CHARLESTON Student Resources

Student Center (Building 46)

FLETC Student Center is located at Building 46 and consists of FLETC 's Express Convenience Store, Deli/Coffee Shop, Barber Shop, Post Office, Recreation Specialist, Automated Teller Machine (ATM), , the Athletic Trainers Office and the Health Unit. Hours for all conveniences are included in the Student Information folder and posted throughout the campus.

THE FLETC Express Convenience Store

At the store, you will find books, magazines, snack items, beverages, personal accessories, agency logo items, '5.11' merchandise and other souvenir items. An ATM is located in the lobby just outside of FLETC's Express. FLETC Express accepts all major credit cards and debit cards. The store telephone number is (843)746-0854 or visit fletcexpress.com to learn more.

The hours of operation are Monday to Friday from 7:00 a.m. to 8:00 p.m., Saturday from 10:00a.m. to 8:00 p.m. and Sunday from 10:00a.m. to 8:00 p.m. Holiday hours will always be posted.

Barber Shop

A full-service barber shop/styling salon is available on-center in Building 46. Hours of operation vary. Stop by or call (843)746-0853 for current hours of operation. Walk-ins welcome – text (843) 364-5032 to make an appointment.

Deli/Coffee Shop

The Deli/Coffee Shop features Starbucks brand coffee/drinks and serves a variety of light fare such as fresh sandwiches, salads, wraps, pizza and house-made bakery items. For more information, call (843) 746-0852.

Hours of operation are: Monday – Friday, 6:30 a.m. – 3:30 p.m. Weekends/ holidays - CLOSED

Post Office

The Post Office hours of operation are Monday - Friday from 11:30 a.m. to 1:00 p.m. and 4:15 p.m. – 6:00 p.m. The Post Office is closed on the weekend and holidays. Incoming mail (including packages) will be held in the Post Office and may be picked up by the class or agency representative.

Personal Mail

During your stay at FLETC Charleston, personal mail should be addressed as follows:

Your Name
Class Name or Letters (e.g. USC_IPPT, USCG_MEA, ICE_DFOTP, etc.) & your Class Number (e.g. 403)
2000 Bainbridge Avenue
Federal Law Enforcement Training Centers
North Charleston, SC 29405-2607

THE No Wake Zone Bar (Building 286)

On weekends and weekday evenings after 4:30 p.m., the No Wake Zone (NWZ) Bar provides students a place to enjoy a peaceful view of the Cooper River, food, beverages, music and "pay per view" events. Students may also attend special events, such as karaoke contests. Students are not permitted in the bar area nor may they consume alcoholic beverages at the No Wake Zone while in uniform and/or wearing duty belts containing law enforcement equipment. Hours of operation are posted at the NWZ.

FLETC Recreation Association

FLETC Recreation Association is a nonprofit corporation comprised of persons assigned to or retired from FLETC. Students are honorary members while attending training at FLETC. FLETC Recreation Association owns and operates the "FLETC Express" Convenience Store. "FLETC Express" Convenience Store is the primary source of financial support for many recreational activities that benefit students.

Recreation Facilities

Enjoy the use of the following on-Center recreation facilities:

- Swimming pool (Building 59)
- Basketball courts
- Horseshoe Pits
- Exercise area (behind Building 39)
- Walking/Jogging routes

Organized Tours and Trips

Enjoy one of the weekend tours and trips that are planned and organized by the Recreation Specialist. In some instances, the Recreation Association may sponsor trips and program costs may be subsidized through the profits generated at the "FLETC Express" Convenience Store. Trips include, but are not limited to:

- River Dogs baseball games, Stingray hockey games, and other local college football games
- Local Craft Breweries
- Tours of local historic districts
- Kayaking fishing trips inshore and offshore
- Weekend shopping trips
- Local Beaches
- Various trips to Savannah, GA

Check the monthly schedule for additional events. See the monthly Recreation calendar located in the Student Information folder as well as in the Dining Hall, "FLETC Express" Convenience Store, the Student Center and the dormitories.

To check out the following equipment: stand up paddleboards, kayaks, paddles and personal flotation devices, contact the Pool Operator at (843) 746-7751 for additional information. There is no charge for FLETC students.

Copiers

Copiers are available for official student use in Building 61, Room 165.

Fax Services

Use may be coordinated through your Program Specialist or your Agency Representative.

Self-Study Computer Laboratory

Self-Study computer labs are located in Buildings 28, 39, and 61. The labs are equipped with Windows compatible personal computers with DVD drives, printers and internet accessibility. Labs in these locations are available 24/7.

Software loaded on the computers includes: Microsoft Office Suite, Internet Explorer, various computer based tutorials, and requested files and folders for specific training programs. This computer classroom is internet capable. Do not copy or save anything to the hard drive. If you bring your own disks or thumb drives, provide them to the Laboratory Monitor so that he/she can scan the media for viruses.

Do not copy anything from the hard drive. The computer programs are copyrighted and may not be duplicated for any reason. Do not load or attempt to load any personal or agency specific programs on the computers. Do not attempt to change default settings on the various programs, including the default website for Internet Explorer and other software programs. Styrofoam/paper cups and food are not permitted in the classroom. Drinks in glass/plastic/metal sealable containers are allowed but must remain capped while in the classroom. Please comply with FLETC policy posted in the classroom or you may be reported to your Program Specialist/ Class coordinator or agency representative.

Student Library

Students may use computers located in Building 28, 39, and 61.

Bureau of Indian Affairs students stand in formation at the FLETC Training Delivery Point in Artesia, N.M. (FLETC Stock Images)

CHELTENHAM Student Resources

Break Areas

For convenience, as a non-residential training facility, the Cheltenham Center provides self-service break rooms with kitchenettes in many training areas. Students are welcome to bring a bag lunch, store items, and use the amenities provided in the break rooms. Students are responsible for cleaning up and removing all personal items on a daily basis. All items in break rooms and stored in refrigerators are disposed every Friday. Note: weapons and chemical agents are prohibited in break areas at all times.

Fitness Center

The Fitness Center (Building 3) is available to students while attending training at Cheltenham; use is authorized only on the days a student is assigned to training and has valid authorization to be on the Center. Facilities include cardiovascular training equipment, selectorized strength machines, free weights, and mat room. The Fitness Center hours are Monday through Friday 5:00 a.m. to 6:00 p.m. The following rules and regulations apply to the Fitness Center.

- Weapons of any kind are prohibited inclusive of firearms, chemical agents, and knives.
- Smoking is prohibited within 25 feet of building entrances.
- Scheduled classes have priority in the Fitness Center.
- Appropriate attire is required. Authorized attire includes agency issued uniforms or conservatively styled fitness wear.
- Muscle shirts, halter-tops, cut-offs, and spandex as outerwear are prohibited. Garments with profane, obscene, or otherwise offensive statements or scenes are prohibited.
- Footwear must be acceptable for the surface being used; excessively soiled footwear is not permitted. Hard sole shoes are prohibited on mat room surfaces.
- Personal belongings must be stored in the locker room.
- Lockers are for daily use only, students may secure personal belongings in available lockers.
- Rack all weights and store all equipment after use. Equipment and attachments may not be left on the floor, leaning against walls or machines.
- Wipe all equipment after use.
- Guests are not permitted to use the facility.

Area Attractions

The Cheltenham Center is in close proximity to many of the nation's most unique and historic attractions. For regional attractions and tourist information, please visit:

- www.visitmaryland.org
- www.vrc.dc.gov
- www.virginia.org

Frequently Used Numbers

Cheltenham Center Main Number ..... (301) 868-5830

Counseling Services After Hours Crisis Line ..... (877) 235-7337

DHS Office of Inspector General (OIG) Hotline ..... (800) 323-8603

Educational Aides ..... (912) 267-2457

EEO Division ..... (912) 267-3316

Environmental Protection Specialist ..... (301) 599-1691

FLETC OPR Hotline ..... (912) 261-4598

Heat Stress Message System ..... (301) 877-8383

Incoming Student Emergency Calls ..... (301) 877-8400

Security Dispatch ..... (301) 877-8413

Security EMERGENCY ..... (301) 877-8400, ext. 8400

Security EMERGENCY from Cell Phone ..... (301) 877-8400

Site Security Officer ..... (301) 877-8534

Southern Maryland Hospital Center ..... (301) 868-8000

Class Leader assembles Capitol Police, prior to attending class on Sept. 4, 2018, in Glynco, Ga.. (Photo by FLETC OPA/Brandon Spragins)

GLYNCO Student Resources

Student Center

On weekends and weekday evenings after 4:30 p.m., the Student Center provides students a place to enjoy food, beverages, music and “pay per view” events. Students may also attend special events, such as karaoke contests. Students are permitted to escort up to three guests to the Student Center. Guests are limited to family members and/or long term friends who are known by the student. Students are not permitted in the bar area or consume alcoholic beverages in the Student Center while in uniform and/or wearing duty belts containing law enforcement equipment.

FLETC Recreation Association

FLETC Recreation Association is a nonprofit corporation comprised of persons assigned to or retired from FLETC. Students are honorary members while attending training at FLETC. FLETC Recreation Association owns and operates the Student Center, the Little Rookies Child Development Center and the “FLETC Express” Convenience Store. “FLETC Express” Convenience Store is the primary source of financial support for many recreational activities that benefit students.

Recreation Facilities

Enjoy the use of the following on-Center recreation facilities:

- Gazebos (6) with grills
- Softball complex*
- Tennis courts
- Swimming pools
- Sand volleyball courts
- Exercise trail
- Certified jogging routes

*Reservation required: to make reservations and for additional information, call the Recreation Specialists at (912) 267-3099 or (912) 261-3764.

Intramural Sports

The Recreation Specialists coordinate a number of intramural events. Check the monthly activities calendar or call the Recreation Office at (912) 267-3099 or (912) 261-3764.

Organized Tours and Trips

Enjoy one of the weekend tours and trips that are planned and organized by the Recreation Services Staff. The Recreation Association sponsors the trips and program costs are subsidized through the profits generated at “FLETC Express” Convenience Store. Trips include, but are not limited to:

- Football games (all home games)
- Zoos and Breweries
- Tours to nearby cities and local historic districts
- Paintball

- Horseback riding
- Kayaking fishing trips inshore and offshore
- Weekend shopping trips

Check the monthly schedule for additional events. See the monthly Recreation Events Brochure located in the Dining Hall, “FLETC Express” Convenience Store and the dormitories.

To check out the following equipment: stand up paddleboards, kayaks, paddles and personal flotation devices, call the Recreation Specialists at (912) 267-3099 or (912) 261-3764 for additional information. There is no charge for FLETC students.

FLETC Express Convenience Store (Building 86)

At the store, you will find books, magazines, snack items, beverages, personal accessories, agency logo items, ‘5.11’ merchandise and other souvenir items. Automated teller machines (ATMs) are also available. FLETC Express accepts all major credit cards and debit cards. The hours of operation are Monday to Friday, from 6:30 a.m. to 7:00 p.m. and Saturday and Sunday from 8:30 a.m. to 7:00 p.m. Holiday hours will always be posted.

Barber Shop

No appointment is necessary. The hours of operation are Monday to Friday from 10:00 a.m. to 7:00 p.m. and Saturday from 11:00 a.m. to 4:00 p.m. For more information call (912) 267-2311.

Dry Cleaner

Laundry and dry cleaning service at a reasonable charge is available to patrons. The dry cleaner hours of operation are Monday to Friday from 4:00 p.m. to 7:00 p.m. The dry cleaners only accepts cash and checks. For more information call (912) 267-2597 after 4:00 p.m.

Laundromat

Washers and dryers are provided for student use only at no cost. However, you must provide your own detergent and softener.

Credit Union

If you require banking services, the Glynn County Federal Employees Credit Union offers a variety of services for a nominal fee. You may cash government checks, money orders, traveler’s checks, and personal checks (limit $100). Normal hours of operation are Monday to Friday, from 10:00 a.m. to 5:00 p.m. It is closed during Federal holidays. The Credit Union also offers credit card advance programs for both Visa and MasterCard, accepts incoming/outgoing wire transfers, sells money orders and cashier’s checks, and offers free notary services. Two-party checks are not accepted by the Credit Union. For additional information please contact the Credit Union at (912) 265-6325.

Meditation Center “The Sanctuary”

The Glynco Sanctuary/Meditation Center is a safe and quiet space that

provides much needed respite from the stresses of the day. You can find “The Sanctuary” in FLETC Express Shopping Center, Building 86. The Sanctuary is available 24 hours a day. Inside, you will find calming music and reading material. If you wish to use the space for worship, we encourage you to bring the materials needed to enhance your experience.

Post Office

The Post Office is located in Trailer 741, near FLETC's Express Shopping Center. The hours of operation are Monday to Friday from 9:00 a.m. to 5:00 p.m. The Post Office is closed on weekends, non-training days, and holidays. Incoming mail (including packages) will be held in the Post Office and may be picked up by the class or agency representative.

Personal Mail

Class name and number are imperative to ensure proper delivery of mail. Your personal FLETC mailing address is:

Your Name
Class Name or Letters (e.g. CBP_UPTP, CITP, ICE_BIETP, ETC.) & your Class #(e.g. 403)
1131 Chapel Crossing Road
Federal Law Enforcement Training Centers
Glynco, GA 31524

Copiers

Copiers are available for student use in all of the various classroom buildings. Copiers are also available in the library, which is located on the ground floor of building 262.

Fax Service

A fax drop-off Station is located on the first floor of Building 216 in the corridor near Room 110. Follow the instructions at the station for both outgoing and incoming FAX service.

Library

FLETC Library, also known as the Multimedia Center, is located on the ground floor of Building 262. The library contains a student computer laboratory and conference room for study group discussions. The hours of operation are Monday to Friday, from 7:00 a.m. to 9:00 p.m. Saturdays, from 8:00 a.m. to 5:00 p.m. Sunday, from 10:00 a.m. to 7:00 p.m. Holidays, from 8:00 a.m. to 5:00 p.m. Casual clothing conducive to a comfortable study environment is acceptable. Athletic attire and bathing suits are not permitted in the library. Smoking, eating, or drinking is not permitted in any area of the library.

Self-Study Computer Labroratory

You may use the computer laboratory located in Building 212, Room 119. The laboratory is equipped with 24 computers, printers, and internet accessibility. During hours of operation a staff member is present to serve as the Laboratory Monitor. The hours of operation are Sunday and

Tuesday to Thursday from 4:30 p.m. to 8:30 p.m.

Software loaded on the computers includes: Microsoft Office Suite, Internet Explorer, various computer based tutorials, and requested files and folders for specific training programs. This computer classroom is internet capable. Do not copy or save anything to the hard drive. If you bring your own disks or thumb drives, provide them to the Laboratory Monitor so that he/she can scan the media for viruses.

Do not copy anything from the hard drive. The computer programs are copyrighted and may not be duplicated for any reason. Do not load or attempt to load any personal or agency specific programs on the computers. Do not attempt to change default settings on the various programs, including the default website for Internet Explorer and other software programs. Styrofoam/paper cups and food are not permitted in the classroom. Drinks in glass/plastic/metal sealable containers are allowed but must remain capped while in the classroom. Please comply with FLETC policy posted in the classroom or you may be reported to your Program Specialist/Class coordinator or agency representative.

Frequently Used Number

Barber Shop ..... (912) 267-2311

Support Counseling Services ..... (912) 267-2633

FLETC Convenience Store ..... (912) 265-2048

Credit Union ..... (912) 264-6325

Dining Hall Manager ..... (912) 267-2202

Dry Cleaner ..... (912) 267-2597

Health Unit Main Line ..... (912) 267-2385

Library ..... (912) 267-2320

Main Gate ..... (912) 267-2369

Peer Support 24hr ..... (877) 235-7337

Recreation Association ..... (912) 265-4470

Recreation Specialist ..... (912) 267-3099

Security (Building 93) ..... (912) 267-2461

Student Center Manager ..... (912) 267-2213

Uniform Issue ..... (912) 267-2439

Educational Aides ..... (912) 267-2457

Environmental Division ..... (912) 267-3239

Athletic Trainer ..... (912) 261-4567

Looking to receive a copy of your transcript(s) or medical records?

Program Support Services/Educational Aids can assist!

Educational Aides creates and provides graduation materials for Center Basic programs. Archive student records (including medical) enterprise wide for a period of forty years. Provide transcripts for students, confirmation of students completing programs, and medical records. Archive syllabi/CRC documentation and lesson plans for FLETC programs. Provide student support services and publication storage and assembly.

Contact Us Today!

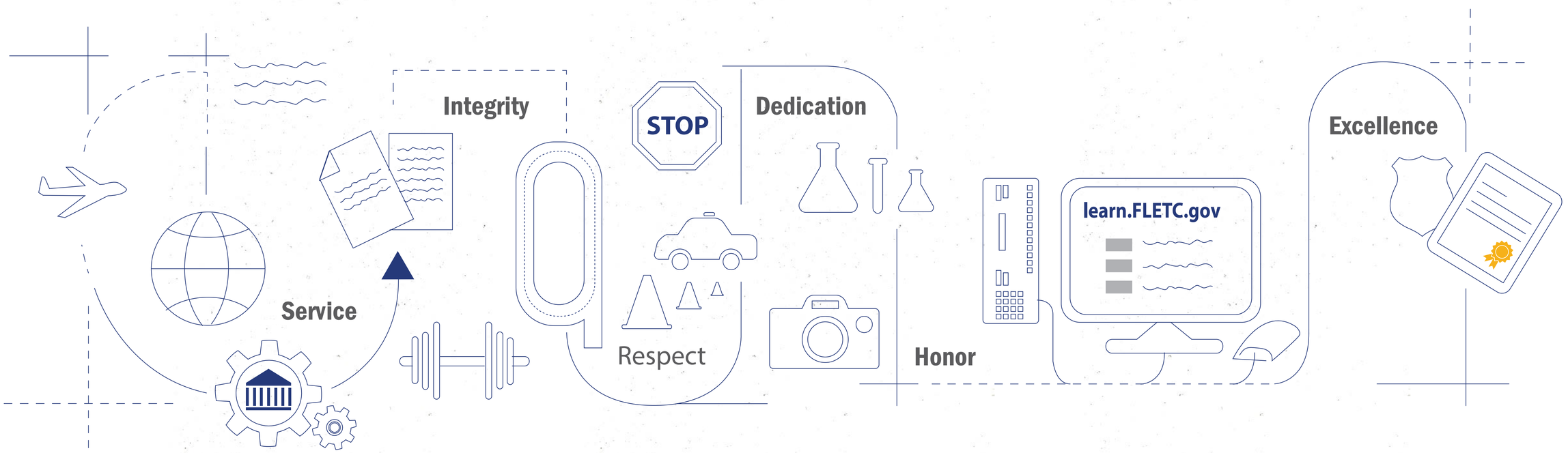
(912) 267- 2459

#EDAides@FLETC.dhs.gov

www.fletc.gov

FEDERAL LAW ENFORCEMENT TRAINING CENTERS

Student Handbook



LOCATIONS

Artesia
1300 W. Richey Avenue
Artesia, NM 88210
(575) 748-8000

Charleston
2000 Bainbridge Avenue
North Charleston, SC 29405
(843) 566-8551

Cheltenham
9000 Commo Road
Cheltenham, MD 20588
(301) 868-5830

Glynco
1131 Chapel Crossing Road
Glynco, GA 31524
(912) 267-2100