



# Student Handbook & Code of Conduct

This Student Handbook & Code of Conduct provides information on the rules, performance standards, and policies applicable to students who are enrolled in courses offered by the Law Enforcement Training & Tactical Institute, Inc. (LETTI) [DBA] Citizen Defense & Training Group.

The information in this handbook supports the overall policies of this training organization as well as the training standards and requirements set forth by the State of Ohio Attorney General's as it pertains to certain programs we offer (e.g. Concealed Carry courses).

Due to the high risk nature of the instructional programs we offer, safety is of the utmost importance in our classroom and range environments. From our instructors to our students, it is everyone's responsibility to ensure safety rules and practices are monitored and enforced at all times.

Questions about the content of this handbook should be directed to the Director of LETTI and Citizen Defense & Training Group, Jeffrey Scott at (419)-606-3036.

# Contents

Program Goals .....	3
Enrollment .....	4
Class Organization .....	5
Attendance .....	5
Curriculum & Instruction .....	6
Examinations .....	6
Student Fee's and Refunds Policy .....	7
Standards of Conduct .....	8
Policies Regarding Student Behavior* .....	10
"The Man in the Arena" .....	14
Signature Page .....	15

## **Law Enforcement Training and Tactical Institute, Inc. and Citizen Defense & Training Group**

The Law Enforcement Training and Tactical Institute, Inc. and Citizen Defense & Training Group operates with a purpose to meet the advanced training needs of Law Enforcement professionals across the United States and private citizens seeking personal protection options, such as TASER and CCW certification for licensure or renewal in Ohio. We provide high quality, realistic in-service training for law enforcement and private security personnel in Ohio; provide private citizens, access to initial certification training for Concealed Carry Weapon (CCW) holders; renewal training for CCW; provide intermediate and advanced skills courses for CCW carry holders; and offer training on advanced and alternative weapon systems for citizens, such as the Citizen TASER.

### **Program Goals**

The mission of the Law Enforcement Training and Tactical Institute, Inc. and Citizen Defense & Training Group is to provide high quality, professional, realistic and academically sound training that will equip our students to perform at their best when confronted by a situation that may require action to preserve human life.

The program has the following specific goals:

- To provide training that conforms to and/or exceeds the requirements of the Ohio Attorney General, the Ohio Revised Code and the Constitution of the United States.
- To train students at a level leading to success in achieving course completion and/or certification.
- To instill in students, high standards for both personal conduct as private citizens (CCW or TASER) and professional practice as law enforcement officers.
- To instill in each student a sense of self-discipline, ethics and “*esprit de corps*.”
- To encourage students to always achieve advanced education and further their training to master their skills and achieve excellence in all they do.
- To encourage students to develop the traits, habits and skills that reflect integrity, honesty and self-discipline; always striving to preserve and improve the quality of life for themselves and others.

## Law Enforcement Enrollment

Enrollment is open to all State certified or retired law enforcement officers who are in good standing with their agencies.

## Citizen Taser Course Enrollment

Citizen TASER enrollment is open to all citizens where TASER is permitted to be carried (Ohio currently permits citizens to carry TASER devices). For current list of restrictions and States with restrictions for citizens on carry and use of TASER, please visit:

<http://www.taser.com/images/resources-and-legal/legal-reference/downloads/2012-state-statute-quick-summary-chart.pdf>

<http://www.taser.com/images/resources-and-legal/legal-reference/downloads/eec-state-statute-chart.pdf>

## Concealed Carry Citizen Enrollment

Enrollment is open to all citizens of the United States of America, State of Ohio, who meet the criteria as defined by the Ohio Revised Code, 2932.125.

Students who do not meet the Ohio Revised Code requirements are not permitted to participate in any courses offered by LETTI [DBA] Citizen Defense & Training Group.

Students who are currently pregnant, will not be permitted to participate in the CCW Courses due to the increased risk of harm to the mother and/or fetus [baby]. The exposure to lead dust, emissions and excessive noise from the weapon could likely or potentially cause harm to the fetus, therefore, students who are pregnant will need to register after the pregnancy his over.

Students with physical disabilities (e.g. wheelchair bound) are encouraged to participate. LETTI [DBA] Citizen Defense & Training Group will make every reasonable accommodation to ensure persons with physical disabilities are afforded the same opportunities to complete the course of training and gain certification.

If the student meets the above criteria, the student must:

1. Complete the initial application form and have it notarized, and submit full payment for the course.
2. Complete the Training Participation and Wavier Form and have it notarized, and bring it with them on the first day of class.
3. Read all required readings prior to the scheduled course and fully understand and be prepared to verbalize all safety rules.
4. Attend the required training and be prepared for class, including bringing all required student course materials as noted in the course description.

## **Class Organization**

We utilize the chain of command structure. Communication through the chain of command for students is as follows:

- Assistant Instructor(s)
- Lead Instructor
- Course Coordinator
- Director

Each student will observe the chain of command for routine matters. If extenuating circumstances arise, permission may be granted to see a specific member of the chain of command.

## **Definitions**

**Instructor:** Instructors have the responsibility of developing/implementing lesson plans, monitoring performance objectives and coordinating and presenting training material to students. The instructors also observe student progress and behavior and notify the Course Coordinator of their observations.

**Course Coordinator:** Each class of students is responsible to a Course Coordinator. The Course Coordinator is responsible for overseeing all aspects of the training class, including assigning instructors to deliver each training topic. The Course Coordinator evaluates the progress of students, assigns grades, provides guidance, serves as a resource for student on issues related to their experience in the training program or course and invokes disciplinary proceedings when necessary.

**Director:** The Director oversees all training programs. The Director may instruct and act as a Course Coordinator and Instructor on occasion.

## **Attendance**

**Attendance is mandatory for all training hours.** Students are expected to arrive on time to all classes. Arriving late may result in a reprimand or hours that will have to be completed prior to successful completion of the course (additional costs may be assessed to a student for time missed for courses that have mandatory hour requirements).

Two or more unexcused offenses will result in student removal from a course. If, in the judgment of the Course Coordinator and instructor a student has missed essential information due to lateness, the student will be recorded as absent from that class. Students are not permitted to leave class prior to being dismissed by the instructor. For each hour of instruction, cadets have a 10-minute break. Students that miss more than two consecutive scheduled days of training and fail to notify the academy of the reason for the absence will be declared AWOL and are subject to discipline, up to and including dismissal from the course

. Each student is required to sign an attendance roster that verifies participation in training. ***The Law Enforcement Training & Tactical Institute, Inc. (LETTI) and/or Citizen Defense &***

***Training Group does not permit a cadet to miss any hours of training. All training is considered 100% mandatory.***

Failure to meet this requirement will disqualify the student from eligibility to receive certification, recertification or proof of attendance.

With the approval of the Course Coordinator or Director, students who need to make up hours in the program may do so, but students are required to pay the instructional cost for training, which is \$50 per hour. **Missed training hours will be made up as quickly as possible to ensure continuity of training.**

If an emergency arises that precludes the student from attending class, the student should contact the Director, Course Coordinator or Instructor immediately. If room permits, students will be afforded the opportunity to attend the next available course. Students will be responsible for any fees associated with this policy, as determined by the Course Director.

## **Curriculum and Instruction**

The curriculum offered to our students includes the training topics required by the Ohio Attorney General, the Ohio Revised Code in addition to those included by the Law Enforcement Training & Tactical Institute, Inc. (LETTI) and/or Citizen Defense & Training Group. The curriculum is continuously enhanced and modified as changes are provided by the Ohio Attorney General's Office or the Ohio Peace Officer Training Commission, relevant events or current trends and best practices of the industry, as determined by the development and instructional staff. We strive to provide our students with the most current, up-to-date, relevant, informational and intellectually stimulating course material possible.

Law Enforcement Training & Tactical Institute, Inc. (LETTI) and/or Citizen Defense & Training Group instructors have substantial professional experience in law enforcement and law enforcement firearms, and many hold additional certifications or degrees in their fields of expertise. Students have the opportunity to evaluate instructors and course program materials, and this information is used by the Course Coordinator and Director to improve the quality of instruction for future classes.

Instruction includes, but is not limited to, lecture, demonstration, video, discussion and field experiences. Most class sessions are held in our classrooms which are equipped with state-of-the-art media and student furnishings. Some training topics such as firearms may be conducted off-campus and at our range or where best suited for the topic, as determined by the Course Coordinator or Director. LETTI [DBA] Citizen Defense & Training Group, is committed to providing our students a clean, safe and friendly learning environment.

## **Examinations**

Examinations are scored on a 0 – 100% basis. An average of 80% must be maintained on examinations in order for the student to be continued on the class roster. Tests will cover instructor lectures as well as written materials that the student is responsible for reading, and comprehending. **Any score below 80% is a failure.**

Any student who fails an examination may be required to prepare a written explanation for the failure and contemplated corrective actions. The student will also be required to have a meeting with the Course Coordinator or Director, or his/her designee for discussion of the same issues and possible required remediation, at the student's expense.

The student, after this meeting, may be eligible to sit for one additional chance to complete an alternate examination over the required material. If the student fails the second attempt with a score less than 80%, the student will be required to re-take the entire program over, at additional time and expense of the student.

Periodically, homework assignments may be given to students, including pre-course work assignments/readings/material. Homework or pre-course assignments are intended to enhance the overall learning experience. Students will be expected to complete all homework or pre-course assignments on time and with significant effort. All homework or pre-course assignments may be graded and become part of the students overall average.

In order to determine your final grade average, all examination scores, homework and pre-course scores will be totaled and divided by the number of scores. Your final average will be based on that division. **Any score below 80% is a failure.**

### **Concealed Carry Weapons Courses: Firearms Range Qualification**

Students who are enrolled, and participate in Concealed Carry Weapons (including renewal) courses, must successfully pass the qualifications course with 80% proficiency, and is given at the end of the day on the practical 'range day.'

Any students who fail the range qualification or fail to meet the minimum required score will be given one additional opportunity to successfully complete the qualification that day (at no additional expense to the student). If the student fails to qualify on the second attempt, the student will be required to seek remedial training at their own expense before attempting one final time to successfully complete the required range qualification.

The student may, after completing remedial training (at their own time and expense), be permitted to attempt the qualification for a third, and final time. If the student fails to achieve the minimum passing score, the student will not be granted a certificate of successful completion and will be required to complete the entire course over at their own expense.

### **Student Fee's and Refund Policy**

Students who submit an application for training shall submit full payment with each application of the course they desire to voluntarily attend. Student fee's collected represent costs associated with instructional development, use of instructional equipment and furniture, utilities, Instructor, Course Coordinator and Director fee's, range supplies (other than those required to be brought by the student, and at student expense), insurance, meals, fixed and variable costs to conduct training, and other miscellaneous expenses as deemed necessary for the operation of the LETTI [DBA] Citizen Defense & Training Group.

Students, who desire to voluntarily withdrawal from a course, must do so by giving at least 48 hours' notice, in writing (email with delivery confirmation or mail service with delivery confirmation). Students must request a refund and provide LETTI [DBA] Citizen Defense & Training Group with a forwarding address for the refund to be sent. A \$50 administrative fee will be withheld from the student's course fee and the remaining balance refunded within 60-days. This administrative fee, at the sole discretion of LETTI [DBA] Citizen Defense & Training Group, can be applied to a future course, if the student reapply' s for a course, within 1 year of the date of cancellation.

Students, who provide less than 24 hours cancellation notice, may be subject to forfeiture of their course fee. At the sole discretion of the LETTI [DBA] Citizen Defense & Training Group, a student's course fee may be applied to a future course, if the student reapply' s for a course, within 1 year of the date of cancellation.

Students who are removed from a course due to a violation of the Student Handbook, Code of Conduct, violations of safety rules and procedures, or for any other matter at the sole discretion of the Instructor, Course Coordinator or Director, will forfeit their course registration fee and will be subject to no refund of their fee(s).

Students who refuse to submit the required paperwork to LETTI [DBA] Citizen Defense & Training Group on or before a course, or fail to complete all required pre-course assignments or paperwork, or fail to complete all required paperwork at the beginning of the course, will be released from the course and forfeit their entire course fee.

Students who submit their applications and determined they do not qualify to attend the course, will be informed, in writing, the reason for their application being rejected, and will be refunded their course fee, minus a \$50 administrative fee.

## **Standards of Conduct**

Students and instructors are expected to conduct themselves in a professional, safe, disciplined and responsible manner at all times.

Respect for the Director, Course Coordinator, Instructors and fellow students is required at all times.

Students are expected to report to the class/course on time and be at their desk (or range position) and prepared for instruction at the beginning of class and at the end of each break period.

Students are expected to be attentive at all times and to participate fully. Failure to obey the directives of the instructor will result in disciplinary action by the instructor, up to and including removal from the course.

Asking questions, participating in discussions and sharing varied points of view are encouraged and expected. Students should respect others and their asking questions, participating and discussion in class. Interruptions and distracting behavior towards others students will not be permitted.



Questions and comments must be directed to the topic at hand and addressed to the instructor.

Side comments to other students during class are not permitted.

Bullying, slanderous or derogatory comments towards other students will not be tolerated

Use of cell phones, PDA's or other electronic devices is prohibited during class. Student shall use these on breaks.

If an emergency exists, please inform the instructor immediately.

In all class discussions, students are expected to be professional and to demonstrate respect for the views and experience of other persons. Disparaging comments, ridicule, joking and other disruptive behaviors are not permitted.

If a student's classroom behavior is interfering with others' learning, it should be reported to the Instructor.

Outside the classroom, students are expected to conduct themselves in a professional, disciplined manner. Students shall demonstrate courtesy and respect to members of the public, and students are expected to consistently demonstrate this courtesy and respect in their interactions with fellow students, instructors, staff and the general public.

## **Profanity Policy**

Students and instructors are expected to act and be professional at all times. Students who attend and participate in courses offered by the Law Enforcement Training & Tactical Institute, Inc. (LETTI) and/or Citizen Defense & Training Group are expected to maintain self-discipline, be courteous to one another and maintain a high degree of professional standards and conduct.

Use of or display of profanity, while a student or instructor is strictly prohibited in the classroom, on the firing range or while representing yourself as a student or instructor of the Law Enforcement Training & Tactical Institute, Inc. (LETTI) and/or Citizen Defense & Training Group, in any setting or location.

Students and instructors who violate the "Profanity Policy" are required to pay \$1.00 for each occurrence during a class or while on the range. The "Profanity Pot" will be donated to a local food pantry or charity organization as determined by the Director. If a student fails to pay for a violation of this policy, the student's course completion certificate will be held until such time the violation ('fine') has been paid in full.

Also, should the students use of profanity be habitual in nature, or, so offensive that complaints from other participating students have been received by the instructor, Course Coordinator or Director, or, the students profanity is so disruptive to the learning environment the student, after being warned by the instructor, course coordinator or Director, will be removed from the course with no recourse and they will forfeit their course fee.

## Appearance

Students are required to maintain a professional appearance at all times. While there is not set uniform requirement for attending any course offered, LETTI [DBA] Citizen Defense & Training Group expects our students to wear clothing that reflection professionalism and integrity.

Students attending firearms training should wear comfortable, professional attire that is appropriate for the prevailing weather conditions. Students should ensure they are wearing clothing that will allow them to safely operate their weapon system. It is the student's responsibility to know their limitations of the clothing they are wearing so as not to put themselves and others at undue risk.

Prohibitive clothing consists of clothing, jewelry, body art or other item(s) that will likely shock the conscience, clothing that is unsafe or inappropriate, including those that have symbols, statements or other derogatory, discriminatory or inflammatory pictures, comments, words, statements, or information likely to be offensive to a person(s) race, color, national origin, gender, age, creed, religion, handicap, disability or medical condition.

At the sole discretion of the Instructor, Course Coordinator or Director, upon viewing a student's attire/clothing/jewelry/body art/other item or receiving a complaint (from a student or other), can remove the student from any class or course, ask the student to remove or cover-up the offensive item(s) prior to return to the class or course instruction. Should the student refuse to comply with this policy, and refuse to remove the item(s) in question, the student will be dismissed from the class or course until such time they satisfy the request of the Instructor, Course Coordinator or Director. Should the student continue to refuse, removal from the entire course is at the sole discretion of the Director. The student will then forfeit his/her right to continue in the course and/or potentially other course and forfeit their entire registration fee.

## Policies Regarding Standards of Behavior

As students participating in training offered by LETTI [DBA] Citizen Defense & Training Group, are required to follow the established policies for students regarding academic performance and personal behavior. Students are responsible for understanding and consistently following the following policies:

### Honor Code

The Honor Code, which is applicable to all students, states: "As a participating member of training, offered by LETTI [DBA] Citizen Defense & Training Group, I will uphold the values of citizenship, social-responsibility, and personal accountability. I will maintain the highest standards of professional and academic ethics. I will uphold my personal integrity, dignity, and self-respect by being fair and honest at all times and by treating all individuals with respect. By honoring these ideals, I will be building a better future for myself, my community, and others.

### Key Concepts of the Honor Code:

**Citizenship** – Participating actively in democracy through community involvement and awareness and by protecting our own and other's rights.

**Social responsibility** – Acting in ways that promote the social good while recognizing the impact of one’s behavior on others, maintaining professional ethics at all times, and providing service to others and the community.

**Personal accountability** – Accepting responsibility for and answering for one’s own behavior, accepting responsibility for one’s own learning, and demonstrating academic integrity.

**Respect of self and others** – Valuing the diverse perspectives of others, appreciating others’ ideas, and protecting the physical and intellectual property of self and others.

### **Academic Integrity Policy**

Any form of academic dishonesty is subject to disciplinary action and could result in failure in a course. Academic dishonesty includes, but is not limited to, the following:

**Cheating:** Dishonest conduct on an exam or assignment in any of the following ways: use of textbooks or notes not authorized by the instructor; communication with any other student during an exam; looking at another student’s paper; obtaining unauthorized copies of an exam prior to the exam time; having someone other than the student take an exam or complete an assignment.

**Facilitating Academic Dishonesty:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

**Plagiarism:** Submitting an assignment as the student’s original work that is wholly or in part the work of another. LETTI [DBA] Citizen Defense & Training Group is dedicated to the pursuit of truth. The pursuit of truth is grounded in certain core values, including diligence, civility, and honesty.

Note: Any violations of the Academic Integrity Policy will result in removal of a student from Course and from future courses or other disciplinary action as deemed appropriate by the Course Coordinator or Director.

### **Non-Discrimination Policy**

LETTI [DBA] Citizen Defense & Training Group is strongly committed to a policy of equal opportunity in its employment practices, educational programs and activities, and the many services it offers to the community. LETTI [DBA] Citizen Defense & Training Group does not discriminate against applicants, employees, or students on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, or non-qualifying mental or physical disability.

### **Sexual Assault Policy**

LETTI [DBA] Citizen Defense & Training Group does not tolerate sexual assault, coercion, exploitation, or other forms of sexual misconduct. Sexual assault, whether occurring on our learning campus, firearms range or at a sponsored activity location, is a violation of our standards. Individuals who believe they have been the victims of a sexual assault may pursue resolution through criminal or civil action against an alleged perpetrator.

## **Student Harassment Policy**

LETTI [DBA] Citizen Defense & Training Group is committed to providing an educational environment free from harassment (including sexual harassment). This policy addresses student harassment occurring at the learning campus, firearms range or at a sponsored activity location, such conduct will not be tolerated in the academic environment and constitutes a violation of the Student Code of Conduct. Harassment on the basis of race, color, creed, religion, age, sex, marital status, veteran status, national origin, ancestry, citizenship, or disability, or any other protected status, is strictly prohibited.

### **Examples of prohibited conduct related to sexual harassment:**

Examples of prohibited conduct include, but are not limited to:

- Harassment which has the purpose or effect of being so severe, pervasive or objectively offensive that the student is unable to enjoy and access the educational opportunities and benefits provided by the college.
- Any type of physical contact, demeaning or abusive written or spoken language, or graphic communication that is unwelcome or unwanted by another student.
- Unwelcome repeated advances or propositions after advisement to cease; verbal abuse of a sexual nature; unnecessary touching of an individual; or physical assault.
- Slurs, jokes, posters, cartoons or gestures that create a hostile learning environment.

## **Reporting**

A student who has a complaint of harassment against another student may report it to any of the following persons: Instructor, Course Coordinator or Director. Persons in any of the above listed positions can answer any questions about the policy.

*Note: Students are encouraged to report incidents of harassment to the Course Coordinator and /or Director.*

## **Investigation**

LETTI [DBA] Citizen Defense & Training Group will promptly investigate all allegations of harassment in as confidential manner as possible. At his/her discretion, the Course Coordinator or Director will appoint an instructor or staff member to investigate the complaint. If the matter is not resolved through investigation and/or mediation, a formal Student Conduct Hearing may be convened. Each party may bring a representative or attorney many accompany the student to the Student Conduct Hearing but may not advise or speak out during the hearing. They may serve as an observer only. At the conclusion of the hearing, the Student Conduct Hearing Panel will make a written recommendation with respect to the resolution of the complaint. This might also include a recommendation for discipline. The Student Conduct Hearing Panel will consider the totality of circumstances, including the nature and context of the alleged sexual assault and/or harassment, in determining the appropriateness of disciplinary action. A determination will be made based upon the facts, on a case-by-case basis. All persons involved in resolving a complaint of student harassment will preserve the confidentiality of the parties and witnesses involved to the greatest extent possible.

## **Retaliation & Discipline**

LETTI [DBA] Citizen Defense & Training Group will not retaliate against any student for reporting or assisting in the investigation of a complaint of harassment. Any student who has been determined to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including suspension or dismissal in accordance with the LETTI [DBA] Citizen Defense & Training Group Code of Conduct.

## **Substance Abuse**

Using, processing, transporting, selling, purchasing and/or being under the influence of any controlled or illegal substances, including mood-altering drugs will result in removal of the student from any program or course or future courses offered by LETTI [DBA] Citizen Defense & Training Group. Drugs and alcoholic beverages are prohibited while engaging in training activities or while participating in sanctioned events.

## **Smoke Free Campus Policy**

LETTI [DBA] Citizen Defense & Training Group facilities and range has been designated as smoke free. Smoking is permitted outdoors, **away from points of ingress and egress**. (This means **no smoking** in front of any entrance or exit doors, or in the outdoor setting, anywhere near other students, meeting or classroom areas, or any place where learning is facilitated. Students who do elect to smoke, must do so at when designated breaks are given and in those areas designated for such activity. The Student is responsible for collecting any trash they generate (e.g. cigarette butts) and not dispose of trash on the ground.

## **Duty to report**

**Students have a duty to report all violations of policies to the Instructor, Course Coordinator or Director.** Class members shall submit to the Course Coordinator or Director, in writing, all statements concerning such misconduct as soon after the incident as possible. Students may be dismissed from training or future training courses for lying or concealing the truth or failing to report such activities when they become aware of them.

## **Equipment and Facilities**

Students are responsible for reasonable use and care of equipment. Misuse or abuse of equipment will result in a reprimand and possible reimbursement for repair or replacement of damaged equipment. No equipment may be removed from the LETTI [DBA] Citizen Defense & Training Group facility or range without the permission of the Course Coordinator and supervision of the Director.

Food and drinks (pop, water, coffee, tea products, and non-alcoholic drink only) are permitted in classrooms, and only in safe areas designated at the firing range. Snacks/Drinks will be made available for students, following an 'honor system' of donation. All snacks and drink proceeds will be donated to a charity of LETTI [DBA] Citizen Defense & Training Group's choosing.

## **Confidentiality**

The records of all students and their training activities are confidential and may not be distributed to anyone without authorization from the student and or Director. All personnel and student records are considered confidential unless the student executes a waiver, which will be demanded by many law enforcement agencies. Classroom instruction and curriculum materials are open to public review upon request to the Director.

## **Complaints**

If a student has a concern regarding an instructor, class content, requirements, classmates or other matter(s), the student should speak with the Director.

## **Limit of Student Responsibility**

Students are not expected to take any action requiring police attention. Any situation requiring police attention should be reported to the nearest law enforcement agency/jurisdiction authority.

## **Roosevelt**

**Excerpt from the "The Man in the Arena"**

**Speech at the Sorbonne Paris, France**

**April 23, 1910**

***"..It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds; who knows great enthusiasms, the great devotions; who spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, so that his place shall never be with those cold and timid souls who neither know victory nor defeat.."***



## Student Handbook & Code of Conduct Student Acknowledgement Form

Student Printed Name: \_\_\_\_\_

Student Last 4 SSN#: \_\_\_\_\_

Date: \_\_\_\_\_

I have read completely, and understand fully, the information contained in this handbook, and I agree to abide by fully, the rules and policies of the Law Enforcement Training & Tactical Institute, Inc. (LETTI) [DBA] Citizen Defense & Training Group.

\_\_\_\_\_  
Student signature and Date

\_\_\_\_\_  
Witness printed name, signature and Date

This statement will be placed in the student's file and a copy given to the cadet for their records