

# WASHTENAW COMMUNITY COLLEGE

## Police Academy



## Rules and Regulations

Revised  
July 1, 2020

# Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous and calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty. I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession – law enforcement.

## TABLE OF CONTENTS

	page
WCC Student Rights and Responsibilities .....	1
WCC Smoke Free Campus Policy.....	1
WCC Police Academy Computer Use Policy .....	1
WCC Computing Resources Usage Policy.....	3
WCC Police Academy Zero Tolerance Alcohol / Drug Policy .....	5
WCC Police Academy Rules and Regulations.....	6
Recruit Counseling .....	17
MCOLES Policy: Recruit Dismissal and Appeal Procedures.....	18
Restricted Class Absences.....	20
Police Academy Dress and Grooming Code .....	21
Grooming Standards .....	22
WCC PST Safety and Health Protocol for Return of BPT.....	24

## Washtenaw Community College Police Academy

### COVID 19 Precautions

Due to the current global pandemic, WCC PST will operate under all approved guidelines. Recruits and staff are required to stay informed and follow any additional guidelines and requirements, including the attached “**Safety and Health Protocols for the Return of BPT**” provided by WCC and WCC PST staff to ensure the health and safety of everyone. These guidelines are subject to change due to the evolving situation.

### WCC STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT CODE

The most current policy regarding student rights, responsibilities, and conduct can be found in Policy 4095 at <http://www.wccnet.edu/trustees/policies/4095/>. Please be sure to familiarize yourself with the policy.

### WCC SMOKE-FREE CAMPUS POLICY

Smoking in the workplace has become an important public health issue. There is considerable evidence that concentrations of smoke are harmful to non-smokers as well as to smokers. The College has an obligation to provide a safe and healthy work and learning environment. Any employee, recruit, or visitor has a right not to be exposed to the effects of smoke. Washtenaw Community College (WCC), therefore, establishes the following non-smoking policy for all College-owned facilities. Please note this prohibition extends to all forms of tobacco including e-cigarettes.

#### **Basic Policy Statement**

Effective September 1, 2005, WCC became a smoke-free campus. Smoking is not be permitted anywhere on the campus; this includes all College facilities, including buildings, sidewalks, parking lots, building entrances, and common areas. The Administration shall fully implement this policy, and all applicable laws, regulations, and local ordinances related to smoking.

### WCC POLICE ACADEMY COMPUTER USE POLICY

1. Recruits will not place liquids or drinks on tables near the computers.
2. Recruits will not play or use games or outside programs on the classroom computers.
3. Recruits will not access or surf the internet without permission of an instructor.
4. Recruits will not add or delete software or programs from the computers.
5. Recruits will not alter computer settings except as allowed or directed by the instructor or staff.

## Washtenaw Community College Police Academy

6. Recruits will use only their assigned computer. This does not preclude helping or assisting a student with the instructor's knowledge and permission.
7. Recruits will not perform any work or repairs on any computer unless directed to by an instructor.
8. Recruits will immediately report any computer damage to the instructor or staff member in charge.
9. Recruits are responsible for replacing any damaged computer media or equipment.
10. Recruits will not connect, disconnect, carry, move, or transport computers unless directed to do so by the instructor.
11. There will be no horseplay in the classroom or around the computers.
12. Recruits are expected to comply with all MCOLES, WCC, and Police Academy rules and other regulations as they may pertain to computers and information on classroom computers.
13. During class, students will not use computers for work or activities unrelated to the current instruction,
14. Students are allowed to check and/or answer personal email on academy laptops during academy hours as follows:
  - Email activity is allowed only during official meal break times. Recruits who use email (unless directed by a staff member) during lectures or instructor presentations are subject to discipline up to, and including dismissal from the academy.
  - All email activity will be conducted using web-based email services. This includes websites such as Yahoo!, Comcast, or the College email system. Recruits are not to configure or set Outlook or any other programs on the laptops to receive or send email.
  - No software is to be downloaded to the laptops to facilitate email.
  - Instant Messaging and other similar communications are prohibited.
15. Students who abuse or misuse their computer privileges will be disciplined.
16. Naturally, this and any other computer activity must be conducted within Academy and College computer rules.

Recruits should note that Police Academy rules on use of computers are more restrictive than College policies. As law enforcement officers, recruits will be expected to handle additional responsibility, as well as sensitive information. The College Computing Resources Usage Policy was designed for academic students and therefore its rules differ slightly from those of the Police Academy.

Students are required to follow and comply with both sets of rules. Should there be any questions, conflict, or issues regarding the use of Police Academy computers, please contact the instructor or the director for clarification.

## Washtenaw Community College Police Academy

# WCC COMPUTING RESOURCES USAGE POLICY

### **Basic Policy Statement**

WCC provides computing resources and worldwide network access to members of the WCC electronic community for legitimate academic and administrative pursuits as outlined by the College's mission statement. The College does not monitor or generally restrict the content of material transported across its network. However, membership in this electronic community is a privilege that carries with it certain shared rights and responsibilities. This policy describes those rights and responsibilities as well as the consequences of misuse.

### **Rights**

Members of the electronic community have certain rights and privileges. These rights and responsibilities include:

1. Privacy in electronic communication and work
2. Protection from harassment
3. Intellectual and academic freedom

Any person who does not respect the rights of others may lose his or her own rights. These rights are not absolute. The College cannot guarantee that these rights may not be infringed by others. The College does, however, employ reasonable measures to protect the network and its users. The College expressly reserves the right to access user files for this purpose.

### **Responsibilities**

The open access provided by WCC is a privilege that requires community members to act responsibly. Broadly stated, members must respect and value the rights and privacy of other members, respect the integrity of information systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. More specifically, members are expected to do the following:

1. Protect the security of their account
2. Avoid transmission of viruses by using detection software conscientiously
3. Comply with copyright and license laws
4. Familiarize themselves with the unique properties of e-mail
5. Avoid offensive or inflammatory speech
6. Avoid unnecessary degrading network performance

### **Unacceptable Behavior Guidelines**

Without being exhaustive, the following list enumerates activities which are considered unacceptable behavior for members of the electronic community:

1. Extra-curricular or otherwise unauthorized usage of the network for financial or commercial gain
2. Attempting to access unauthorized resources or entities
3. Using an account owned by another user
4. Invading the privacy of individuals
5. Using the network for any illegal activity including violation of copyright or license agreements

## **Washtenaw Community College Police Academy**

6. Deliberately degrading or disrupting equipment, software, or network performance
7. Vandalizing the data of another user
8. Posting anonymous messages
9. Posting message using the e-mail address or identity of another user
10. Harassing or threatening individuals or groups

Many WCC departments and labs have their own computing and networking resources and policies. When accessing these computing resources, users are responsible for obeying both the policies set forth in this general computing document and the policies of the individual department or lab.

### **Disciplinary Procedures**

Members of the electronic community at WCC should be aware that all existing federal and state laws apply to usage of network resources and to material transmitted electronically. Furthermore, all College regulations and policies apply to usage of network resources, not just those that are specific to computers and networks. The College reserves the right to restrict the use of its computers and network systems in response to complaints presenting evidence of violations of College policies or codes, or state or federal laws. Violations of the above policies should be reported to the Director of Systems Administration.

The Director will work with appropriate officers of the College to promptly investigate claims of violations. In some situations, account privileges may be suspended while the situation is being investigated. Minor infractions of this policy will typically be handled internally and in an informal manner. The goal is to educate the responsible individual.

More serious infractions, or repeated minor infractions, will be handled via formal procedures. Such infractions may result in the immediate and permanent loss of access privileges, written reprimands, and suspension or dismissal from WCC. Offenses which are in violation of local, state, or federal laws will result in the immediate loss of computing privileges, and will be reported to the appropriate law enforcement authorities.

### **Related Policies**

Students Rights and Responsibilities Handbook  
Handbook for New & Part-Time Faculty  
Master Contractual Agreements  
Policy on Internet Accounts

## Washtenaw Community College Police Academy

### WCC POLICE ACADEMY ZERO TOLERANCE ALCOHOL / DRUG POLICY

MCOLES has adopted a Zero-Tolerance policy for all police academies in Michigan. This policy requires the dismissal of any recruit who, during academy training or activities, has any amount of alcohol or controlled substance (except pursuant to a valid prescription) in their blood. In compliance with this policy, the WCC Police Academy has adopted the following rules which apply to all recruits.

1. Any recruit with any blood alcohol level during any academy training or class activity will be dismissed from the academy. This does not apply to students directed by staff to participate in any controlled drinking experiments during chemical test training.
2. Any recruit with any blood level of any controlled substance (except pursuant to a valid prescription) during any training or class activity will be dismissed from the academy.
3. Any recruit suspected of having alcohol or a controlled substance (except pursuant to a valid prescription) in their blood will be given a urinalysis under the MCOLES guidelines. Failure or refusal to submit to a test will result in their immediate dismissal from the academy.
4. Any recruit taking any prescription or over-the-counter medication must notify the director in writing before reporting to the academy for training. Any recruit who receives a prescription during the academy must immediately report it to the director. If a medication impairs a recruits psycho-motor skills or decision-making abilities during the academy, they will not be allowed to participate in some skills training. In the case of a prescription drug, a Section #603 exemption may be allowed by MCOLES.

Every recruit must understand that any alcohol they consume may remain in their blood for 24 hours. Drinking at any time during the academy could place the recruit at risk of dismissal if they fail a chemical test administered upon reasonable suspicion.



# Washtenaw Community College Police Academy

## POLICE ACADEMY RULES & REGULATIONS

Law enforcement has high expectations of those seeking to become officers. In order to succeed in law enforcement, individuals must learn to operate and follow the rules and regulations in a para-military organization. Because of this, many recruits find the greatest challenge is learning to act like an officer and follow the rules.

To help prepare recruits for the real world of law enforcement, the Police Academy has developed a set of rules based upon the behaviors expected of law enforcement officers. Acquiring these behaviors is a critical part of a recruit's education. In the Police Academy, those unable to learn or display the proper behaviors risk a penalty: dismissal from the academy. In law enforcement those who do not develop and constantly display these behaviors and attitudes risk termination, or in extreme cases, prosecution.

The following is general information on the day-to-day operation of the Police Academy. The more recruits understand about the boundaries of the Police Academy the better they perform in the academy and beyond. Also included here are rules that every recruit must follow. Law enforcement is a rule-driven field. As one local police chief put it, "if they can't follow rules in the Police Academy they'll never make it in my police department."

### 1. **Roll Call**

On duty roll call, with a few exceptions, will be conducted at 0825 hours. Tardiness will not be tolerated. Off duty roll call will normally be conducted by the Director or an Assistant Director (AD).

### 2. **Uniform**

#### *Classroom Uniform*

Navy blue shirt with navy blue or black undershirt.

Navy blue cargo pants.

Black belt (if belt is equipped with a buckle, it will be of an appropriate nature for the police academy environment).

Washtenaw Police Academy hat – must be worn at all times when out of doors in navy uniform, may not be worn inside the buildings, offices, or in any classroom.

Black Duty Boots, leather toes and heels

#### *Physical Fitness Training Uniform*

Grey Washtenaw Police Academy t-shirt

Grey Washtenaw Police Academy sweatshirt

Black gym shorts, above the knee

White socks

Cross-training athletic shoes

#### *Alternate Uniform*

Grey Washtenaw Police Academy PT t-shirt

Navy blue cargo pants

## Washtenaw Community College Police Academy

### 3. General Appearance

Hair will be neatly groomed and will not extend over the ears and will not fall onto the collar. Sideburns will not extend below the top of the ear.

Earrings or posts are not permitted.

Fingernails will be neatly trimmed and not extend over the end of any finger. Only clear nail polish may be worn.

Beards are not permitted. One must be clean shaven. Mustaches will be neatly trimmed and will not extend below the lower lip line. Exceptions are listed below under #4 Personal Hygiene.

Uniforms must be clean, fit appropriately, and well pressed.

Boots will be shined and inspection ready at the start of each day.

No personal equipment may be attached to the uniform, belt, or duty belt unless specifically approved by the Director.

Gym shoes will be clean and inspection ready at the start of each day.

All pocket and cuff buttons will be in the buttoned position, sleeves rolled down, at all times.

Pockets will not bulge due to excess equipment.

Full uniform must be worn at all times prior to, during, and after classes. When in uniform and off campus, the duty belt will **not** be worn. The duty belt must be secured in your vehicle, out of sight, when it is not being worn or locked in a designated locker in the academy facilities.

The wearing of a partial uniform in any manner is strictly prohibited.

Recruits will not wear their uniform, or its parts, for purposes other than academy training and activities. Wearing the uniform "off duty" (other than traveling to and from class) is inappropriate and prohibited.

At no time shall any recruit possess any weapon of any type while on Washtenaw Community College campus or during any Basic Police Training unless authorized by a Washtenaw Community College staff member.

Recruit ID cards issued by the College will be kept in the left shirt front pocket at all times when wearing the classroom uniform.

## Washtenaw Community College Police Academy

ID cards are not worn with the Skills Uniform. They are not to be worn during fitness or subject control training sessions.

Recruits will be issued a small spiral notebook and pen. Recruits must carry these at all times. The exception to this is during fitness training or subject control sessions.

Recruits may not alter or add to the approved uniform without the prior approval of the academy staff.

#### 4. Personal Hygiene

All recruits must exhibit personal hygiene cleanliness characteristics which are consistent with recognized hygiene standards, including daily bathing, oral hygiene, and minimized body odors. Some exceptions will be made during physical training days due to shower and restroom limitations due to COVID 19 guidelines.

#### 5. Attendance

Maximum police academy attendance is required of each recruit.

MCOLES requires 100% attendance for skill areas classroom instruction. These areas are subject control, firearms, emergency vehicle operations, physical fitness, health and wellness, and first aid. Recruits must have 90% attendance or higher in participation in each skill area in the application exercises to develop skills. No absence requests will be approved for any skill area classroom instruction day.

In the event of an emergency and a recruit cannot attend the academy, they must contact the Director prior to the roll call of the day in question. (734-677-5022). Police agency recruits must also contact their agency to document any absences.

Non-emergency absences must be requested via a Police Academy Memorandum *Absence Request* form. Police agency recruits must obtain a pre-authorization for absence from their agency and submit that approval with the absence request form to the Director.

Any non-emergency absence without the Director's approval shall be considered absent without leave (AWOL) with the violator being subject to dismissal from the academy.

All absences must be documented via a Police Academy Memorandum *Absence Report* form. This form must be submitted to the Director prior to roll call on the day of the absentee's return to the Academy.

Any recruit returning late from a break will not report directly to the classroom, rather they will report to the academy office and request authorization to enter the classroom. Any tardy incident must be documented via a Police Academy Memorandum addressed to the Director.

## Washtenaw Community College Police Academy

Hours of attendance will be specified in the weekly schedule. Retraining will be held during the evening or weekends or as the circumstances allow.

Recruits will be provided with a weekly schedule that is subject to change. The schedule will also be posted on WCC's Blackboard computer system which is accessible on the internet. It is a recruit's responsibility to have the most current information regarding the schedule.

### 6. Sanctions System

Demerits are given to recruits in an effort to change unacceptable behavior. Demerits are permanent marks entered into a recruit's personnel record in the academy. When a student receives demerits as a result of their behavior, it indicates a behavior problem. These problems can range from difficulty following directions, adhering to rules, poor decision-making skills, or an inability to get along with others. Police departments go to great lengths to avoid hiring applicants with behavior problems.

Most recruits complete their academy training with no demerits. Receiving a demerit is a serious matter and likely will affect a recruit's ability to be hired by any police department.

- A. When a recruit receives a demerit, his or her supervisor and/or advisor will be informed.
- B. One or more demerits may be given to any recruit for each violation of any of the Public Service Training Rule or Student Code of Conduct.
- C. Demerits can be given any time starting on the first day of the academy.
- D. Violations of minimum inspection standards may result in a demerit.
- E. Any recruit receiving five demerits may be expelled from the program.

At the discretion of the Assistant Director or Director, a "special assignment" may be given in lieu of an official demerit. Special assignments will not be reflected in the recruit's official academy record.

1. Special assignments (essays) will be progressive in increments of 500 words;
2. Should the recruit advise the Assistant Director or Director of an infraction (except those that by their very nature would be detected with or without such advisory) the above increment would be reduced by half.
3. The maximum number of words per special assignment is 1500, the next infraction would result in a demerit.
4. Each recruit will be issued one "Release of Assignment" card which may be presented to Academy staff via a Police Academy Memorandum report documenting the infraction, date, reason for use, and action the recruit will take to ensure the infraction does not happen again.
5. Should a recruit have an academic average that is below 75%, no special assignments will be issued. In that case the offender will receive a written Director's Warning. Following this warning the recruit will receive a demerit for the next offense. This cycle will be repeated for additional offenses wherein the recruit is not eligible for special assignments.

## Washtenaw Community College Police Academy

All written correspondence with the Academy staff will be reviewed for completeness, plus grammatical and spelling correctness. Appropriate remedial action will be taken when necessary.

### 7. Homework

Homework will be assigned throughout the academy. It is expected all recruits will in fact complete their homework in a timely and thorough manner. Homework will be due prior to roll call on the training day following when the homework was assigned. Failure to complete any homework assignment will result in disciplinary action. Any missed homework assignment will automatically result in a Police Academy Memorandum to the Director indicating what the assignment was, when it was due, why it was not completed, and when the missing assignment will be submitted.

### 8. Inspections

- A. Unannounced inspections of equipment, uniforms, class notes, lockers, and dress may be conducted by the training staff.
- B. Recruits are required to meet all academy appearance and grooming standards.
- C. Recruits are required to meet academy behavior and standards of personal conduct.
- D. Recruits are required to maintain a clean and orderly work environment. This includes lockers and desk areas. Lockers are to be orderly and free of any inappropriate, embarrassing, or offensive material.

### 9. Personal Conduct

Every recruit shall behave in a manner that one would expect from a police officer candidate attending a police academy. This expectation is in force the entire length of the academy, including off days and evenings/nights.

Behavior on campus is expected to be exemplary. Recruits will not gather in the college hallways or partake in any running, loud talking, or horseplay. Recruits will be expected to move out of the way for other persons walking in hallways, hold open doors for others, and display genuine signs of respect for the public at all times. This includes no swearing, mocking, bullying, or other disrespectful behavior.

When an instructor calls for a break recruits may stay in the classroom or gather outside near the parking lot, however all sidewalks must be open to pedestrian traffic. Recruits will not loiter in the hallways or in the lobby area. Proper social distancing guidelines will be followed.

Recruits should only be in college offices if they are conducting college business.

Classroom conduct will enhance learning yet be disciplined in nature. Recruits will be in the classroom, in their seats, at the appointed time. Recruits will be silent when an instructor enters the room.

## Washtenaw Community College Police Academy

Conversations between recruits are prohibited during class except as authorized by the instructor.

All instructors will be addressed by their titles and last name. Instructors and academy staff will never be addressed by their first name. The terms “Sir” or “Ma’am” will always be used when addressing any instructor or staff member. Violations of this rule are considered a serious infraction and will be handled accordingly.

Recruits with questions for the instructor will raise their hand and wait for the instructor to recognize them.

Recruits are required to take classroom notes, and those notes are subject to academy staff review upon request.

Sleeping in the classroom is prohibited. If a recruit feels like they are going to fall asleep, they may stand up without asking permission and move to the back of the classroom to stand. Once they are feeling more awake they may return to their seat without asking permission. No more than two recruits are allowed to be standing in the back of the room during instruction unless directed to do so by the instructor or academy staff.

Recruits will not sit on the floor, furniture, or any surface other than chairs or benches. This includes tables, counters, and College or private vehicles.

Recruits will not lean against walls or stand with their hands in their pockets when in uniform.

Recruits will not make biased, harassing, threatening, or disparaging statements regarding any group or individual. WCC has policies in place to handle racial and gender complaints. Students who indulge in offensive speech will be disciplined. Any such statements will be reported immediately to the director.

Violations of this rule are likely to prevent a recruit from being employed by any police department. Recruits are strongly cautioned against the use of humor, teasing, or sarcasm. Topics of religion, ethnicity, and sexuality should be avoided outside of instructor-moderated classroom discussions.

The Police Academy has a zero tolerance for hazing of any kind. Section 750.411t MCLA makes hazing a crime. Any recruit responsible for hazing students will be dismissed from the academy and criminally prosecuted.

Confidentiality is critical to law enforcement agencies. The release of confidential information is often a civil tort and/or a crime. Recruits will not release any information regarding a fellow recruit’s performance, test scores, or behavior. This

## Washtenaw Community College Police Academy

information will not be discussed between classmates unless permission is specifically given.

Recruits are prohibited from publishing, or allowing to be published, any photographs, articles, comments, or information regarding the academy, its recruits, or staff, in any media or on the internet without the expressed permission of the director.

Recruits are expected to safeguard documents and information associated with the academy, recruits, and staff.

### **10. Technology**

There will be absolutely no cell phones, I-watches, recording devices, cameras, etc. allowed in any portion of academy training. The only place recruits will be allowed to have their electronic devices will be inside their personal vehicles if their personal vehicle is not being used in any form for any academy training.

To be clear, there will be no cell phones, electronic recording devices of any kind, or any other technological device capable of recording police training allowed.

Should a recruit's family have an emergency and need to contact a recruit during academy training, they should contact Sherry Rosier at 734-677-5024, the academy office. They should contact Director Nelson VanMeter at 734-677-5022 if Ms. Rosier is not available.

**Violation of this rule is considered a serious infraction and can result in immediate dismissal from the academy.**

### **11. Class Officers**

Each class will elect a Class President, Vice President, and Secretary-Treasurer.

- A. **President** – The President will speak as the class representative during the graduation exercise. They will not be required to perform any supervisory/disciplinary tasks. They will need to work with the class facilitator and the director to plan a graduation ceremony and reception.
- B. **Vice President** – The Vice President will assist the President and serve as President in their absence.
- C. **Secretary/Treasurer** – The Secretary/Treasurer will take notes and record the business of the class (meetings, votes, decisions, etc.). They will also manage and control any funds of the class. These may include coffee and snack funds as well as any collections for class mementos or purchases. The director will supply the Secretary-Treasurer with a suitable place and medium for storing funds.

### **12. Daily Work Assignments**

The class will be broken down into platoons. Each platoon will be responsible during an assigned week for daily tasks to help facilitate the day's training. These tasks will

## Washtenaw Community College Police Academy

be assigned by the Director, Assistant Director, or Platoon Leader. These daily tasks include, but are not limited to:

- Posting name and title of the day's instructor on the whiteboard
- Cleaning and securing the classroom at days end
- Issuing handouts for the instructors
- Monitoring lunch time activities
- Recalling class at the end of breaks
- Other assigned duties

### **13. Academic Study**

Recruits will take classroom notes on all blocks of instruction unless directed otherwise by an instructor.

Recruits are expected and encouraged to re-write, and re-read classroom notes and materials as a form of study.

Recruits will turn in all class assignments and participate in class exercises. Failure to do so may result in counseling or demerits.

Recruits who fail to complete assignments will submit to the Director, in writing, an explanation for the incomplete assignment. This must be done by the first class break.

Recruits should form study groups whenever possible to prepare for tests.

Recruits shall not visit pornographic, adult, or any other sexually titillating web sites during the academy. This includes before and after class and during any breaks. Recruits may not visit any of these sites from any computer under the guise of working on an academy class or project. Any violation of Federal Communication Commission's laws, internet regulations, state statutes, or WCC guidelines will be considered a violation of WCC and academy rules. This will result in discipline, demerits, or dismissal. Please read and review the computer use guidelines found elsewhere in this document.

Recruits are not to bring their personal entertainment or computing devices to class.

Outside class assignments will be collected prior to the assigned roll call.

### **14. Food and Beverages**

Academy recruits may bring food and beverages into the classroom but they must not be consumed at a desk or in area containing computers or electrical outlets.

Food and beverages may be consumed on breaks and only in authorized areas of the classroom.



## Washtenaw Community College Police Academy

### **15. Conduct Unbecoming a Police Academy Recruit**

A professional law enforcement career is built on personal integrity and ethical behavior. Many acts or omissions accepted of the general public are prohibited in law enforcement. Officers and recruits are viewed by the public as representatives of law enforcement and all its officers. Behavior may be judged improper based solely upon its inappropriateness for law enforcement. For academy recruits, a lack of understanding or experience with proper behavior is *not* an excuse.

Whether or not specifically stated in these *Rules and Regulations*, any conduct, disorder, neglect, or prejudicial behavior contrary to the good order of the class is prohibited and may be cause for disciplinary action of a recruit up to and including dismissal.

Recruits are expected to avoid any behavior that could cast a negative light on the academy, staff, or other recruits.

### **16. Classroom Conduct**

The class may be divided into groups to facilitate class participation, field exercises, and skill training.

The academy staff may assign group leaders. This assignment is not necessarily permanent and may be rotated. The group leader's duties are:

- Fulfilling assigned work duties
- Submitting verbal or written reports
- Ensuring the group's compliance with these rules and regulations, reporting any infractions to the platoon leader, Assistant Director, or the Director.

The personal conduct of a recruit in the classroom must be conducive to learning yet still respectful to the instructor and other recruits. To do this, all recruits must meet the following level of deportment:

- All recruits will be standing behind their chairs at the appointed starting time for roll call.
- Each recruit will receive a WCC name placard. This placard will be placed at the front edge of the desk area, facing forward so the instructors may address recruits by name. Recruits will not write on, alter, adorn, or doodle on this name placard. This tag may not be glued or permanently affixed to the table.
- Instructors control all breaks. Whenever possible, a ten-minute break will be given for each hour of instruction. Any recruit may ask for permission to leave the classroom as needed for necessary personal relief by raising their hand and waiting for the instructor to address them.
- No beverage or cups are allowed on the student desktops. All beverages will be contained in spill-proof containers, kept on the floor (off the desktops) and away from the computers.
- When an instructor advises that instruction must move on, all additional questioning and discussion shall stop. If a recruit is not satisfied with the information they have received, they may exercise the following options:

## Washtenaw Community College Police Academy

- Ask the instructor for more information or explanation during the class break.
- Seek more clarification by making an appointment with the Director.

Recruits will learn, develop, and practice teamwork skills during the academy. Teamwork concepts will be taught, explained, skills taught, and application of teamwork concepts will be practiced by the recruit. Failure to work with others as a team may result in counseling or discipline.

### **17. Miscellaneous Rules & Regulations**

Recruits will not handle, repair, clean, or practice with a firearm outside a classroom exercise or unless directed by an instructor.

Recruits may not practice subject control or firearms skills without prior approval of an instructor. Recruits will not punch or kick the bags in the gym unless directed to do so by an instructor.

Recruits must respect and protect College equipment loaned to them. Abuse of equipment is a violation of these rules. Malicious destruction of property is a crime. Either of these may result in dismissal and require the student to make restitution for the damaged property, and possible criminal prosecution.

Visitors are generally prohibited during the Police Academy training day. Permission must be obtained from the staff to admit visitors or observers to any academy area or activity. This includes, but is not limited to, agency administrators, friends, family members, WCC students, off-duty recruits, graduates of the program, and the general public.

Recruits shall not possess or use any alcoholic beverage or controlled substance (unless prescribed by a physician) during the academy. The odor of intoxicants will be probable cause for further sobriety tests and may result in demerits or dismissal. This requirement is in accordance with the MCOLES Zero Tolerance policy.

Recruits are prohibited from bringing firearms *on campus* without permission from the director. This includes recruits with Concealed Pistol Licenses. No firearms will be left in any vehicle on campus.

Recruits arrested for, or convicted of, any misdemeanor or felony during the term of the academy may face immediate dismissal. Recruits shall immediately report to the director any contacts with law enforcement agencies outside the academy. This includes, but is not limited to, traffic stops, tickets, field interviews, criminal or civil complaints, subpoenas, PPOs, or court orders.

## Washtenaw Community College Police Academy

Police officers must be ready for any eventuality. This requires them to have access to the proper equipment and tools. In keeping with this, recruits will leave the following equipment locked in their locker when not in use:

- Gym shoes
- Firearms bag, leather, and other firearms equipment
- Hat
- ID card
- Any keys to College facilities *including gun locker keys*
- Any materials needed to effectively participate in training

This does not include notes, books, or study materials. A recruit may request permission from the staff to take the above equipment home for specifically approved personal practice.

Failure to have the proper equipment because it was left at home will result in a recruit being disciplined and possibly missing mandatory training hours. Missing required hours due to a lack of equipment may prevent a recruit from graduating.

Recruits are required to report violations of the Academy Rules and Guidelines to the Senior Director or their assistant immediately. Recruits reporting violations of others, including instructors and staff, will not be adversely affected. Failure to report violations of others, within a reasonable time frame, will also be considered a violation.

## Washtenaw Community College Police Academy

### RECRUIT COUNSELING

#### **Mandatory Counseling, Performance Improvement Plan, and Mentoring Program**

This program is the outgrowth of the MCOLES Mission Values and Roles Philosophy which sets goals for the basic training program. Two specific goals give rise to this program:

1. Recruits must accept the responsibilities of adult learners and will be held accountable for the arrangement of their own learning and continuance of their professional growth after certification.
2. Individuals need varying amounts of practice after initial instruction in order to develop skill levels which are consistent and acceptable.

To meet these goals, the Police Academy has a counseling and performance improvement program. This program may require a recruit to participate in various activities and/or counseling sessions to improve a recruit's physical performances, behavior, and attitudes. This program may require one or more of the following:

- Additional hours beyond the normal training day
- Additional assignments or tasks given to the recruit
- Individual counseling sessions
- On-going monitoring of a performance improvement program by a College-assigned mentor

Refusal to participate in the program or failure to complete the assignments could lead to dismissal from the academy.

**Washtenaw Community College Police Academy**  
**MCOLES**  
**Local and Regional Basic Police Training Schools**  
**Chapter III – Unit 7**

**Recruit Dismissal and Appeal Procedures**

(revised 05/03/09)

**Policy**

Basic police training programs shall follow the prescribed procedures for the dismissal of a recruit from an approved training session. A recruit and/or an agency shall be notified of the appeal procedure that shall be provided to all dismissed recruits and their employing law enforcement agency.

**Purpose**

This policy establishes a structured procedure to be followed in all dismissals. It provides for proper record keeping, documentation, notification, and due process regarding a recruit's appeal.

**Procedure**

**3.7.01 Dismissals and Appeals of a Basic Police Training Program Recruit.**

1. The procedure to dismiss a recruit is as follows:
  - A. The training director of the academy shall:
    - (i) Conduct an investigation into the alleged violation and prepare a report.
    - (ii) Notify the MCOLES and the employer, if applicable, immediately prior to taking any action.
    - (iii) Notify the recruit, verbally and in writing, that dismissal action is being taken.
    - (iv) Advise the recruit regarding the appeal process.
    - (v) Report to the employer, if applicable, and the MCOLES in writing, within two working days, that dismissal action was taken, delineating the documented reasons for dismissal.
  - B. All voluntary or involuntary separations from any training facility shall be reviewed by Commission staff to ensure that the policies and procedures have been followed.
  - C. A determination by MCOLES shall be made whether or not the recruit will be allowed to re-enroll into another basic training academy session. The academy shall also exercise discretion whether to enroll the recruit into academy session after an MCOLES determination.
2. The appeal procedure is as follows:
  - A. A dismissal may be appealed to the executive director of MCOLES by a pre-service recruit or the agency of an employed recruit. The appellant must, in writing, advise the MCOLES of the intent to appeal and the rationale as to the objection to the dismissal within five working days.
  - B. A recruit may remain in the training session during the appeal process if the dismissal is for poor academic performance. During this time, the MCOLES and the training director reserve the discretion to limit the

## Washtenaw Community College Police Academy

recruit's participation in the training activities based on the dismissal charges.

- C. A recruit shall be removed from the training session during the appeal process if the recruit fails to meet any of the employment standards in [R 28.14203 \(a–f\)](#) and [R 28.14204](#).
- D. The executive director's decision regarding agency and pre-service recruit appeals is final.

**Washtenaw Community College Police Academy**

**WASHTENAW COMMUNITY COLLEGE  
Public Service Training**

**DATE: July 1, 2020**

**TO: WCC Police Recruits**

**FROM: Joyce Nelson VanMeter, Director of Public Service Training**

**SUBJECT: Restricted Class Absences**

MCOLES has put into effect an “absentee policy” for the classroom portion of any/all skill areas listed below.

1. Firearms
2. Subject Control
3. First Aid
4. Emergency Vehicle Operations
5. Physical Training

## Washtenaw Community College Police Academy

# WASHTENAW COMMUNITY COLLEGE POLICE ACADEMY DRESS AND GROOMING CODE

This information is supplied to prospective recruits of the WCC Police Academy. The rules and regulations contained here are *a portion of what is required* for successful completion of the basic police training program. While enrolled in the academy, each and every recruit is responsible for meeting all of these standards as well as any other directives or instructions issued by the academy director, instructors, and staff.

As a recruit in the WCC Police Academy during your enrollment **you are personally responsible for adhering to, and meeting, all rules and standards of the Police Academy, the College, the Michigan Commission on Law Enforcement Standards and Training, and the State of Michigan.**

Failure to meet any standard may result in discipline ranging from verbal counseling up to and including dismissal from the academy.

Joyce Nelson VanMeter  
Director



## Grooming Standards

### Female Recruits

#### Jewelry

Wedding, engagement, military, or class rings may be worn unless they become a distraction or safety problem. No body jewelry may be worn during academy classes. This is a safety as well as a professional issue.

No rings or jewelry of any type may be worn during skills training sessions.

#### Make-up

Excessive perfumes, hair products, or make-up disturb other recruits, instructors, or the public, negatively affect the learning environment are prohibited.

#### Hair Styles

Hair must be clean and cut short enough, or secured on the head so it does not touch the shirt collar. Large or distracting hair ornaments may not be used. Hair when pinned up cannot extend below the collar and must present a neat, professional appearance. Ponytails are not allowed for personal safety reasons.



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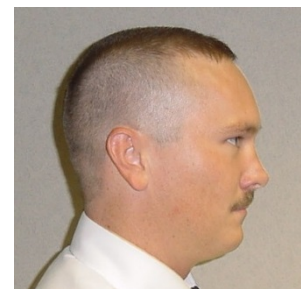
### Male Recruits

#### Jewelry

Wedding, engagement, military, or class rings may be worn unless they become a distraction or safety problem. No body jewelry may be worn during academy classes. This is a safety as well as a professional issue. No rings or jewelry of any type may be worn during skills training sessions.

#### Hair Styles

Hair must be clean, neatly trimmed, and must not touch the back collar. Sideburns may not descend below the top of the ear. Ponytails or pinned up long hair is *not* acceptable for male recruits.



shirt

below  
in cases  
Recruits

Moustaches must be kept neatly trimmed and may not descend the corners of the mouth. Beards are prohibited for recruits except of documented medical conditions or confirmed religious purposes. who claim such a medical condition are required to submit the documentation before their appearance becomes a problem. Recruits requiring beards or other similar accommodation from this policy are required to inform the Senior Director prior to the start of the academy.

## **Washtenaw Community College Police Academy**

Male recruits are expected to shave daily and to maintain a 'clean shaven' appearance, with the exceptions noted above.

### **Questions**

If you have any questions regarding uniforms please call A.D. Haupt at (734) 677-5054 (office) or 734 788-1155 (cell).

### **Uniform Maintenance and Adjustments**

All recruits are responsible for maintaining their uniforms and keeping their grooming within academy guidelines.

As recruits participate in physical training they frequently experience significant physical changes. Wear and damage may also occur to uniform parts. Many recruits find it necessary to repair, alter, or even replace parts of their clothing or uniforms during the academy. All recruits will be expected to maintain their uniforms as necessary and without prompting from the instructors or staff.

Clothing does not take care of itself. Attention must be given to cleaning, washing, and mending in order to keep the professional appearance required by the academy and law enforcement in general.

Past students have experienced problems when they lost or dropped parts of their uniforms while carrying it to or from their car. This has resulted in disciplinary action when they were unable to report in proper uniform. It is recommended that recruits obtain an inexpensive garment bag to protect their uniforms as they carry them to and from the academy. These are optional but uniforms being lost or dropped in the parking lot will not be accepted as an excuse for violation of the Uniform Standards.

### **Review and Interpretation**

In order to keep recruit appearance consistent with the professional standards and practices of law enforcement, uniform and grooming standards are subject to inspection, review, and interpretation at any time, by the Police Academy director or the academy staff.

### **Additional Information**

After a complete reading of this manual, any questions or issues regarding the Uniform and Grooming Standards not addressed here may be directed to the Police Academy office at (734) 677-5024.

# Washtenaw Community College Police Academy

## SAFETY AND HEALTH PROTOCOLS FOR THE RETURN OF BPT

Public Service Training is excited for the return of Basic Police Training (BPT). As a result of the current COVID-19 pandemic situation, the college has implemented increased safety and sanitation protocols to help protect the safety and health of all students and staff on the Washtenaw Community College campus in preparation for this training event.

The purpose of this document is to communicate those protocols and to convey expectations of all persons involved in the delivery of this training. Adjustments to any or all of these plans or protocols will be made as necessary in order to comply with new or updated guidelines issued by the CDC or State of Michigan, or as deemed necessary by WCC.

**IMPORTANT NOTE:** While the implementation of the additional safety and health protocols explained in this document will help mitigate the risk of spreading or contracting the COVID-19 virus, WCC cannot eliminate the risks associated with COVID-19 completely. **All students and staff retain personal responsibility for their individual health and safety. Any individual who feels unsafe or ill at any time during the delivery of this training, or any event associated with the delivery of this training is required to immediately notify a staff member and cease engagement in any or all activities.**

### Section 1 - CDC Guidance:

Washtenaw Community College PST adopts the Center for Disease Control and Prevention (CDC) guidance on how to protect oneself and others from the COVID-19 virus.

This guidance includes:

- Knowing how the virus spreads
- Frequent hand washing/sanitation
- Avoiding touching one's eyes, nose or mouth with unwashed/unsanitized hands
- Avoiding close contact with other people
- Covering one's mouth and nose with a cloth cover when around others
- Covering coughs and sneezes using a tissue or the inside of one's elbow
- The frequent cleaning and disinfecting of regularly touched surfaces

Source: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

In addition, the CDC recommends an awareness of COVID-19 symptoms and the constant self-monitoring signs of illness. Symptoms may appear 2-14 days following exposure to the virus and may vary from mild to severe. Symptoms include:

- Cough
- Shortness of breath
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Source: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## Washtenaw Community College Police Academy

The following are **emergency warning signs** and symptoms of COVID-19 that may suggest the need for urgent medical attention:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to be awakened
- Bluish lips or face

### ***Section 2: Changes to the Delivery of the Basic Police Course to Mitigate COVID-19 Risks:***

NOTE: Specific training events and safety protocols for each event can be found in Section 4 of this document.

- The students of basic police training will be split into smaller groups to facilitate social distancing and minimize crowd size during applicable training events. Seating utilized during classroom sessions will allow for appropriate spacing and ventilation.
- Airflow will be increased by opening doors when possible and transferring training events outdoors when appropriate.
- Additional personal protective equipment (PPE) will be made available, and hourly breaks will be built into all close contact training events (training occurring within 6 feet of another person) to allow for the decontamination, cleaning and sanitation. Students will be assigned training partners to complete all close contact training to minimize cross-contamination.
- The wearing of nitrile gloves will remain optional during any training event. Gloves of various sizes will be provided by WCC PST. Students will be required to bring and wear duty gloves during close contact training events.
- Students and staff will be required to wear cloth masks during some close contact training. Three reusable cloth masks will be provided by WCC PST.
- Safety checks for entry into the academy will take place to allow for appropriate social distancing.
- Restrictions and increased scheduling and sanitation measures have been implemented surrounding use of the academy physical fitness equipment.
- The temperature of all students and staff will be taken at the beginning of each day, and again after lunch. This process will be managed by the WCC PST staff. Students or staff with a temperature of 100.4 F or above will be removed from training activities pending further medical evaluation.
- Students or staff member who demonstrate signs of illness may be restricted to an isolation room or sent home until further medical evaluation can be conducted. A written release from a medical doctor may be required prior to allowing a student or staff member to reengage in training.
- Immediate notification will be made to all students, their employing agencies and WCC PST staff following the demonstration of any signs of illness or elevated temperature in any PST student or staff member.

### **Section 3 - WCC PST Implementation of Best Practices/Safety Protocols:**

The COVID-19 virus is thought to be spread mainly from person to person through respiratory droplets produced when a person coughs, sneezes or talks. Recent studies have suggested that the virus may be spread by people not showing any symptoms of illness.

The WCC PST recommends that all students and staff treat all interactions with others as if that person were a potential asymptomatic carrier of the virus and follow the CDC guidelines.

#### Self-Monitoring

Self-monitoring for signs of illness is essential for the safe delivery of this training. **Any individual displaying any symptoms of illness must remove themselves from training and report their illness to a WCC staff member immediately. Emergency personnel will be contacted in response to individuals displaying emergency warning signs or symptoms.**

#### Hand Washing/Sanitization

Hands should be washed with soap and water for at least 20 seconds. If handwashing is unavailable, a hand sanitizer that contains a concentration of alcohol of 60% or greater should be used, rubbing hands until dry.

Students and staff will be encouraged to wash or sanitize their hands frequently throughout the day, especially after touching any exposed hard surface, such as door knobs and light switches.

To assist these efforts, WCC PST:

- Has incorporated extra time for hand sanitation into each portion of the training schedule;
- Has placed hand sanitizing stations strategically throughout the campus; and
- Is recommending that students and staff also have on their person a small bottle of hand sanitizer in order to be sure protocols are followed when not in close proximity to a sink or sanitizing station. (Note: These will be provided by WCC PST)

The increase of hand washing and additional use of alcohol based sanitizers can result in lost moisture of the skin. It is recommended that students and staff use a skin moisturizing ointment or cream to combat dry, cracked skin.

#### Social Distancing

During all on-campus events, the WCC PST requires social distancing of at least six feet in accordance with state and federal guidance. Most training events have been carefully designed to ensure this distance can be observed at all times. Additional PPE will be provided by WCC PST and extra precautions observed when training events require contact closer than six feet.

Students and staff will be required to practice self-discipline and awareness at all times to avoid personal contact and maintain the required social distancing. All students and staff are strongly advised to maintain social distancing practices when not present on the WCC campus to further prevent contamination.

## Washtenaw Community College Police Academy

### Cloth Face Coverings

Cloth masks will be provided by the WCC PST for use by students and staff who wish to wear them, or for use when social distancing of 6 feet cannot be observed. It is recommended that cloth masks are washed a minimum of once a week and allowed to air dry overnight.

### Sanitation/Disinfection: Training Venues

The WCC Facilities staff are working feverishly to ensure all areas of the WCC campus remain safe through the implementation of rigorous daily cleaning, sanitizing and disinfecting schedules.

While the Facilities staff will continue their diligent efforts, students and staff will be required to assist in these efforts by individually ensuring the routine cleaning and sanitation of various areas and equipment. EPA-approved cleaning and sanitation supplies will be made available by the PST staff at all training venues. Students and staff will be required to wipe down desks, tables and other equipment before and after each training event.

### Sanitation/Disinfection - Equipment

Students and staff who have been issued or have purchased equipment for training (i.e. restraints) will be required to keep their equipment sanitized after each use. Again, EPA-approved cleaning and sanitation supplies will be made available by the WCC PST staff at all training venues.

Students and staff will be issued portable radios and other necessary gear for use throughout the training. Students and staff will be responsible for the care, maintenance and sanitizing of this equipment under the same guidelines.

Students or staff should not borrow or loan equipment to or from another person unless absolutely necessary, to include pens, safety gear, etc. If it is necessary to share equipment, the equipment should be thoroughly sanitized and disinfected prior to transfer and again upon its return.

### Hallways/Stairways

Students and staff should avoid close contact in hallways. Congregation in hallways or otherwise hindering the free flow of persons and equipment is prohibited.

Students and staff should walk next to (hug) the walls to their right when moving about to provide the appropriate amount of distance when meeting others.

### Classrooms

All classroom activities will respect social distancing guidelines.

## Washtenaw Community College Police Academy

### References:

CDC Symptoms for Coronavirus

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

CDC Protect Yourself and Others

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CDC Cloth Face Coverings

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

CDC Cleaning and Disinfecting

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

CDC Cleaning Vehicles

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>

# Washtenaw Community College Police Academy

## ***Public Service Training***

### Additional Training Venue Safety and Health Protocols

In the interest of current health and safety standards as a result of the COVID-19 virus, the WCC PST has implemented additional protocols to reduce the potential for infection from the Coronavirus pandemic.

- Issuance of radios, safety equipment, PPE and other items to avoid cross contamination.
- Safety/Health Screening upon entering training every day.
- Assignment of partnered students for the duration of training to avoid mass contamination.
- Handcuffs and other implements if used on someone, will be sanitized after each use.
- If applicable, scenarios will be stopped at the time of potential contact.
- Maintain 6 foot social distancing whenever applicable.
- PPE required for training not within 6 feet social distancing guidelines, i.e., Defensive Tactics, Handcuffing, potential for confrontation scenarios.
- Open air training when feasible.
- Personal equipment and issued equipment decontaminated by student each night, gloves, masks, handcuffs, etc.
- Reduced student training groups whenever possible.
- Sanitation supplies at each training venue.
- Vehicle sanitation guideline / checklist.
- Hydration fluids to be brought by the students / staff to avoid contamination areas.
- No loaning or sharing of equipment unless necessary, and sanitizing will take place before and after the use.

WCC PST staff has put together modified training plans to accommodate a safer training environment. The steps have been implemented to reduce the risk of infection.



# Washtenaw Community College Police Academy

## **Public Service Training**

### Acknowledgement of Health and Safety Protocols for Basic Police Training

I, \_\_\_\_\_, hereby affirm I have read, understand and will abide by the health and safety protocols as outlined in the attached documents.

I understand that this is a fluid transition back to training, and that training and/or safety and health protocols may change at any time to ensure the training is valid and the health and welfare of all is taken into consideration.

I understand that my health and safety is WCC's first priority, but that risk of physical injury or exposure to illness cannot be completely mitigated during the delivery of and participation in this training. I understand my individual health and safety remains my personal responsibility and will immediately notify a WCC PST staff member if I feel at all unsafe or ill at any time before any training event, during any training event, or in any environment associated with this training.

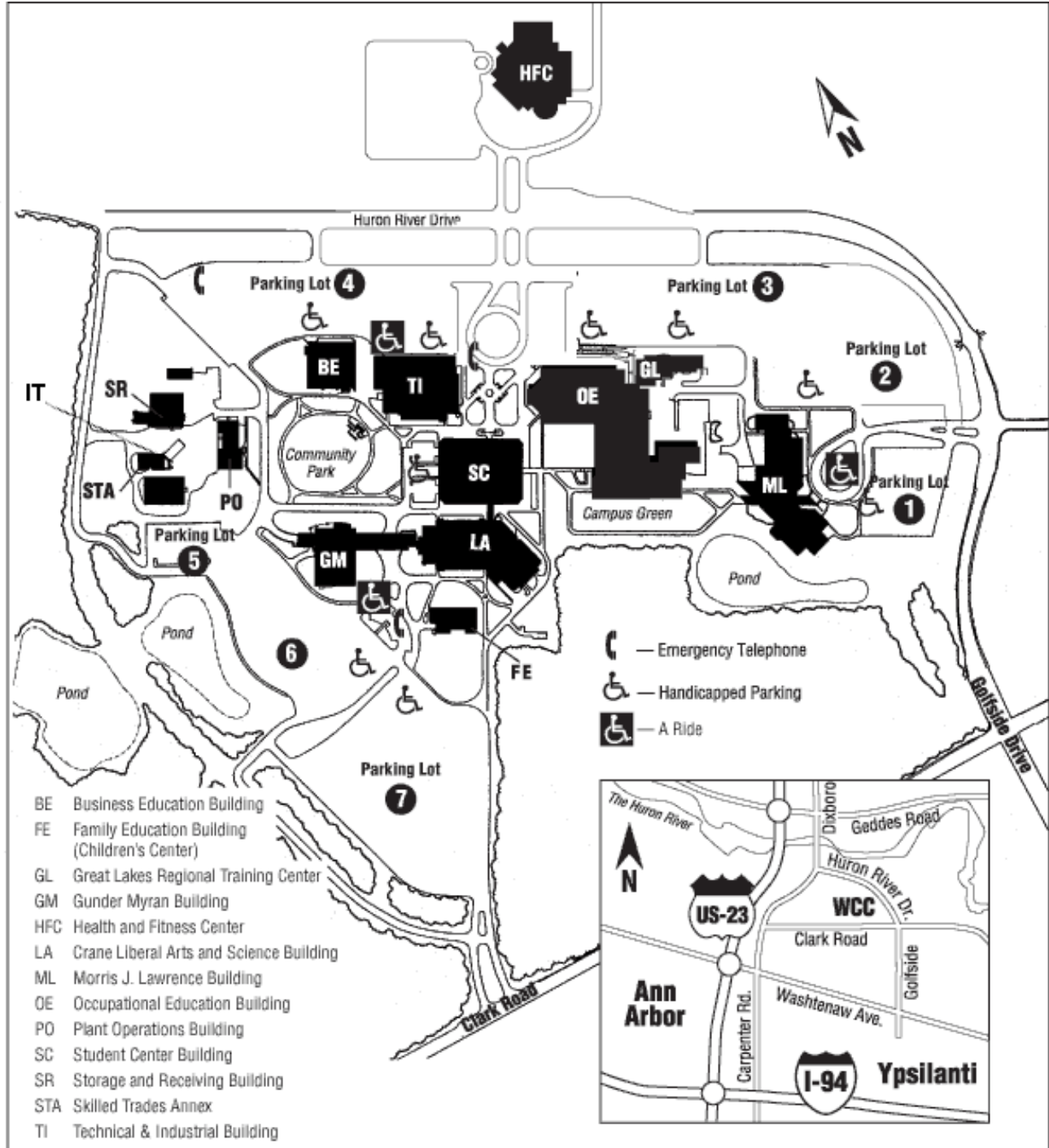
I affirm that I am not sick at this time and will self-monitor for symptoms related to the COVID-19 virus throughout my participation in this training program, and my stay on the WCC campus. If I feel at all ill, I will immediately report my illness to a WCC staff member.

Signed

Date

Printed Name

# Washtenaw Community College Police Academy





Okay, you made it to the last page. Your mind is probably swimming with all of the rules and regulations. That is fine. Let it swim. The police academy is going to be a learning process. You will be challenged in ways you didn't dream possible, you will laugh, you will be frustrated, but in the deepest part of you this is the time to put into your mindset the following:

I WILL NOT QUIT

I WILL WIN

I WILL SURVIVE

This is not a mantra for you to take lightly, and it is not about creating a win/loss mentality with the public or other law enforcement professionals.

This is about realizing there is so much to police training that will challenge you. Don't quit.

This is about realizing there will be times your own mind is telling you to give up because it would be easier. Win that mental battle with yourself.

This is about realizing there will be times when the training will challenge you to the point of exhaustion. You will survive.

There is one big secret to completing the police academy and we will be kind enough to share it with you.

Just keep coming back.

**Washtenaw Community College**  
**Police Academy**  
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