This document describes all student and processes for the ProRanger Philadelphia program. This program is approved as described within, and as agreed upon by the National Park Service – Northeast Region and Temple University.

Version 1.0 (01/12/10)
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ProRanger Philadelphia Program Mission Statement</td>
<td>2</td>
</tr>
<tr>
<td>Glossary and Definitions of commonly used ACRONYMS AND ABBREVIATIONS in the Law Enforcement Park Ranger Universe</td>
<td>3</td>
</tr>
<tr>
<td>Chapter One: Introduction and Description of the ProRanger Philadelphia Program</td>
<td>4</td>
</tr>
<tr>
<td>Chapter Two: Overview</td>
<td>5</td>
</tr>
<tr>
<td>The National Park Service</td>
<td>6</td>
</tr>
<tr>
<td>The National Park Ranger</td>
<td>7</td>
</tr>
<tr>
<td>The Law Enforcement Park Ranger</td>
<td></td>
</tr>
<tr>
<td>Chapter Three: Trainee Requirements</td>
<td>8</td>
</tr>
<tr>
<td>Chapter Four: Code of Conduct Standards</td>
<td>10</td>
</tr>
<tr>
<td>Chapter Five: Academic Standards</td>
<td>23</td>
</tr>
<tr>
<td>Chapter Six: Employment Process and Requirements</td>
<td>25</td>
</tr>
<tr>
<td>Chapter Seven: ProRanger Philadelphia Partner Parks</td>
<td>28</td>
</tr>
<tr>
<td>Chapter Eight: Seasonal Law Enforcement Training Program (SLETP)</td>
<td>30</td>
</tr>
<tr>
<td>Chapter Nine: Awards and Recognition</td>
<td>44</td>
</tr>
<tr>
<td>Appendix Documents located on the ProRanger Philadelphia Website</td>
<td>45</td>
</tr>
</tbody>
</table>
Mission Statement

The mission of the National Park Service ProRanger Philadelphia program is to inspire and foster student interest in becoming the next generation of professional heritage stewards; to develop through academically rigorous methods of instruction, training and assessment, a cadre of individuals committed to applying the knowledge gained through education, experience and training to carrying out the mission of the National Park Service; and to provide a regional center that promotes an awareness and understanding within the academic community, heritage professionals and the greater public, of the importance and relevance of protecting heritage resources.
Glossary and Definitions of commonly used ACRONYMS AND ABBREVIATIONS in the Law Enforcement Park Ranger Universe

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALI</td>
<td>Automatic Location Identification</td>
</tr>
<tr>
<td>ANACI</td>
<td>Access National Agency Check and Inquiries</td>
</tr>
<tr>
<td>ANI</td>
<td>Automatic Number Identification</td>
</tr>
<tr>
<td>BI</td>
<td>Background Investigation is conducted for all permanent law enforcement officers. With a favorably adjudicated BI, the commissioned officer is eligible for a Secret Clearance.</td>
</tr>
<tr>
<td>BOI</td>
<td>Board of Inquiry</td>
</tr>
<tr>
<td>BOR</td>
<td>Board of Review</td>
</tr>
<tr>
<td>CAD</td>
<td>Computer Aided Dispatch</td>
</tr>
<tr>
<td>CCTV</td>
<td>Closed Circuit Television</td>
</tr>
<tr>
<td>CFR</td>
<td>Code of Federal Regulations</td>
</tr>
<tr>
<td>CI</td>
<td>Criminal Investigator</td>
</tr>
<tr>
<td>CLESES</td>
<td>Chief, Law Enforcement, Security, and Emergency Services</td>
</tr>
<tr>
<td>CVB</td>
<td>Central Violations Bureau</td>
</tr>
<tr>
<td>DOI</td>
<td>Department of the Interior</td>
</tr>
<tr>
<td>DOJ</td>
<td>United States Department of Justice</td>
</tr>
<tr>
<td>ECD</td>
<td>Electronic Control Device</td>
</tr>
<tr>
<td>EICC</td>
<td>Emergency Incident Coordination Center</td>
</tr>
<tr>
<td>EMS</td>
<td>Emergency Medical Services</td>
</tr>
<tr>
<td>FAA</td>
<td>Federal Aviation Administration</td>
</tr>
<tr>
<td>FAM</td>
<td>Federal Air Marshal</td>
</tr>
<tr>
<td>FBI</td>
<td>Federal Bureau of Investigation</td>
</tr>
<tr>
<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
</tr>
<tr>
<td>FLETC</td>
<td>Federal Law Enforcement Training Center</td>
</tr>
<tr>
<td>FOIA</td>
<td>Freedom of Information Act</td>
</tr>
<tr>
<td>FTEP</td>
<td>Field Training and Evaluation Program</td>
</tr>
<tr>
<td>GPO</td>
<td>Government Printing Office</td>
</tr>
<tr>
<td>GSC</td>
<td>Ground Security Coordinator</td>
</tr>
<tr>
<td>IA</td>
<td>Interagency Agreement</td>
</tr>
<tr>
<td>IAA</td>
<td>Interagency Acquisition Agreement</td>
</tr>
<tr>
<td>ICE</td>
<td>Immigration and Customs Enforcement</td>
</tr>
<tr>
<td>IRG</td>
<td>Investigative Resources Group</td>
</tr>
<tr>
<td>ISB</td>
<td>Investigative Services Branch</td>
</tr>
<tr>
<td>LBI</td>
<td>Limited Background Investigation</td>
</tr>
<tr>
<td>LENA</td>
<td>Law Enforcement Needs Assessment</td>
</tr>
<tr>
<td>LEO</td>
<td>Law Enforcement Officer</td>
</tr>
<tr>
<td>LES</td>
<td>Law Enforcement Specialist</td>
</tr>
<tr>
<td>LESEM</td>
<td>Office of Law Enforcement, Security and Emergency Management</td>
</tr>
<tr>
<td>LESES</td>
<td>Law Enforcement, Security and Emergency Services</td>
</tr>
<tr>
<td>MDT</td>
<td>Mobile Data Terminal</td>
</tr>
<tr>
<td>MOA</td>
<td>Memorandum of Agreement</td>
</tr>
<tr>
<td>MOU</td>
<td>Memorandum of Understanding</td>
</tr>
<tr>
<td>MVAR</td>
<td>Mobile Audio/Video Recording Equipment</td>
</tr>
<tr>
<td>NCIC</td>
<td>National Crime Information Center</td>
</tr>
<tr>
<td>NHTSA</td>
<td>National Highway Traffic Safety Administration</td>
</tr>
<tr>
<td>NLETS</td>
<td>National Law Enforcement Telecommunication System</td>
</tr>
<tr>
<td>NLTA</td>
<td>Non-Lethal Training Ammunition</td>
</tr>
<tr>
<td>NPS</td>
<td>National Park Service</td>
</tr>
<tr>
<td>OEM</td>
<td>Original Equipment Manufacturer</td>
</tr>
<tr>
<td>OIG</td>
<td>Office of the Inspector General</td>
</tr>
<tr>
<td>OPR</td>
<td>Office of Professional Responsibility</td>
</tr>
<tr>
<td>ORI</td>
<td>Originating Agency Identifier number</td>
</tr>
<tr>
<td>PSAP</td>
<td>Public Safety Answering Point</td>
</tr>
<tr>
<td>RCR</td>
<td>Regional Chief Ranger</td>
</tr>
<tr>
<td>RHI</td>
<td>Rigid Hull Inflatable Vessel</td>
</tr>
<tr>
<td>RMS</td>
<td>Records Management System</td>
</tr>
<tr>
<td>RSA</td>
<td>Reimbursable Service Agreement</td>
</tr>
<tr>
<td>RSLEO</td>
<td>Regional Senior Law Enforcement Official</td>
</tr>
<tr>
<td>RSSA</td>
<td>Reimbursable Service and Support Agreement</td>
</tr>
<tr>
<td>SAC</td>
<td>(1) Special Agent in Charge; (2) Special Agreement Check</td>
</tr>
<tr>
<td>SAIT</td>
<td>Serious Accident Investigation Team</td>
</tr>
<tr>
<td>SAR</td>
<td>Search and Rescue</td>
</tr>
<tr>
<td>SHRO</td>
<td>Servicing Human Resource Office</td>
</tr>
<tr>
<td>SIRS</td>
<td>Serious Incident Reporting System</td>
</tr>
<tr>
<td>SLEO</td>
<td>Senior Law Enforcement Official/Officer</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
</tr>
<tr>
<td>SSBI</td>
<td>Single Scope Background Investigation is conducted for all Chief Park Rangers and Park Law Enforcement Specialists of Border and Icon Parks, Regional Chief Rangers and LE staff, LESES LE staff, Regional Law Enforcement Specialists and Special Agents. With a favorably adjudicated SSBI, the LEO is eligible for either a Secret or Top Secret Clearance.</td>
</tr>
<tr>
<td>STARS</td>
<td>Servicewide Traffic Accident Reporting System</td>
</tr>
<tr>
<td>TSA</td>
<td>Transportation Security Administration</td>
</tr>
<tr>
<td>USC</td>
<td>United States Code</td>
</tr>
<tr>
<td>USPP</td>
<td>United States Park Police</td>
</tr>
<tr>
<td>VAP</td>
<td>Victim Assistance Program</td>
</tr>
<tr>
<td>VRAP</td>
<td>Visitor Management-Resource Protection Assessment Program</td>
</tr>
<tr>
<td>VWPA</td>
<td>Victim and Witness Protection Act of 1982</td>
</tr>
<tr>
<td>WASO</td>
<td>Washington Administrative Service Organization</td>
</tr>
</tbody>
</table>
Chapter One: Introduction and Description of the ProRanger Philadelphia Program

Defining the ProRanger Philadelphia Program

“ProRanger Philadelphia” is an academic and technical skills training and paid internship program that is cooperatively administered by the National Park Service and Temple University. The program was established to recruit, train and employ National Park Service law enforcement park rangers for the National Park Service. Upon graduation from Temple University and successfully completing the ProRanger program, participants are placed in a permanent career tenure law enforcement park ranger position with the National Park Service.

Upon acceptance into the ProRanger Philadelphia program, a ProRanger trainee will become part of an experiential learning cohort made up of between 12 and 20 fellow trainees. The cohort will annually enroll in a one credit course at Temple University that focuses on learning about the mission and functions of the National Park Service, the role of law enforcement in National Parks and the reflective National Park experiences of the cohort group. During the non-academic summer periods between the freshmen / sophomore and sophomore / junior years, the ProRanger Philadelphia trainee will be assigned to a National Park area and will be employed as a seasonal National Park Service Park Ranger. During the non-academic period between the junior / senior year, the ProRanger trainee will be enrolled in the 10 week Seasonal Law Enforcement Training Program (SLETP) held at the Temple Police Academy.

While the primary duties of the ProRanger Philadelphia graduate is protecting people and property, ProRanger Philadelphia trainees do not have to be Criminal Justice majors, and students from any academic major or background may apply. More importantly, a ProRanger Philadelphia trainee will have an aptitude for working with people with diverse backgrounds, have an interest in the outdoors, history and the environment, and has a high standard of ethical behavior. ProRanger Philadelphia trainees are expected to confirm to all SLETP requirements (such as cheating and grooming policies) upon acceptance into the ProRanger Philadelphia program.
Chapter Two: Overview

The National Park Service

No institution is more symbolic of the conservation movement in the United States than the national parks. Although other approaches to conservation, such as the national forests, each have their own following, only the national parks have had both the individuality and uniqueness to fix an indelible image on the American mind. – Alfred Runte, 1997

The concept of large-scale natural preservation — the “national park idea” — has been credited to the artist George Catlin. On a trip to the Dakotas in 1832, he worried about the effects of America's westward expansion on American Indian civilization, wildlife, and wilderness. They might be preserved, he suggested, “by some great protecting policy of government...in a magnificent park.... A nation's park, containing man and beast, in all the wild[ness] and freshness of their nature's beauty!”

Catlin's vision found partial expression in 1864, when Congress donated Yosemite Valley and the Mariposa Big Tree Grove to California for preservation as a state park. Eight years later, in 1872, Congress reserved the spectacular Yellowstone country in the Wyoming and Montana territories “as a public park or pleasuring-ground for the benefit and enjoyment of the people.” There being no state government there yet to which it could be en trusted, Yellowstone remained in the custody of the U.S. Department of the Interior as a national park — the world's first area so designated.

The late nineteenth century also saw growing interest in preserving prehistoric Indian ruins and artifacts on the public lands. Congress first moved to protect such a feature, Arizona's Casa Grande Ruin, in 1889. In 1906 it created Mesa Verde National Park, containing the dramatic cliff dwellings of southwestern Colorado. That same year it passed the Antiquities Act, a general authority for presidents to set aside “historic landmarks, historic and prehistoric structures, and other objects of historic or scientific interest” in federal custody as national monuments.

Theodore Roosevelt, president at the time, took advantage of the act to proclaim 18 national monuments before he left office. They included not only cultural features like El Morro, New Mexico, site of prehistoric petroglyphs and historic inscriptions, and Montezuma Castle, Arizona, an outstanding cliff dwelling, but also natural features like Wyoming's Devils Tower and Arizona's Petrified Forest and Grand Canyon. Congress later “promoted” Petrified Forest, Grand Canyon, and many other natural monuments to national parks.

By 1916 the Interior Department was responsible for 14 national parks and 21 national monuments. This collection of areas was not a true park system, however, for it lacked systematic management. Without an organization capable of caring for the parks, secretaries of the interior had been forced to ask the United States Army to detail troops to several of them, beginning with Yellowstone in 1886. Army engineers and cavalrymen developed park roads and buildings like Fort Yellowstone, enforced regulations against hunting, grazing, timber cutting, and vandalism, and did their best to serve the visiting public. Civilian appointees of varying
capabilities superintended the other parks, while most of the monuments received minimal custody. In the absence of an effective central administration, those in charge operated with little coordinated supervision or policy guidance.

The agency was born on August 25, 1916, when President Woodrow Wilson signed the long-awaited bill establishing the National Park Service. The act gave the Service responsibility for Interior's national parks and monuments, Hot Springs Reservation in Arkansas (made a national park in 1921), and “such other national parks and reservations of like character as may be hereafter created by Congress.” In managing the parks, the Service was directed “to conserve the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations.” Today, the NPS has over 21,000 employees and manages 393 sites, including the 58 national parks, national monuments, national historic sites, and other conservation and historical properties with various title designations. Sites administered by the NPS are spread across the United States and are also found in American Samoa, Guam, Puerto Rico and the US Virgin Islands.

The National Park Ranger

They are a fine, earnest, intelligent, and public-spirited body of men, these rangers. Though small in number, their influence is large. Many and long are the duties heaped upon their shoulders. If a trail is to be blazed, it is “send a ranger.” If an animal is floundering in the snow, a ranger is sent to pull him out; if a bear is in the hotel, if a fire threatens a forest, if someone is to be saved, it is “send a ranger.” If a Dude wants to know the why, if a Sagebrusher is puzzled about a road, it is “ask the ranger.” Everything the ranger knows, he will tell you, except about himself.

Stephen Mather - First NPS Director

National Park Rangers are the front line managers and protectors of our cultural and natural heritage. Rangers supervise, manage and perform work in the conservation and use of resources in national parks, monuments, historic sites and other NPS managed areas. Park Rangers carry out various tasks associated with forest or structural fire control; protection of property; gathering and dissemination of natural, historical, or scientific information; development of interpretive material for the natural, historical, or cultural features of an era; demonstration of folk art and crafts; enforcement of laws and regulations; investigation of violations, complaints, trespass/encroachment, and accidents; search and rescue; and management of historical, cultural, and natural resources, such as wildlife, forests, lakeshores, seashores, historic buildings, battlefields, archaeological properties, and recreation areas. They also operate campgrounds, including such tasks as assigning sites, replenishing firewood, performing safety inspections, providing information to visitors, and leading guided tours. Differences in the exact nature of duties depend on the exact position, and the type of site's the Ranger is stationed at.

Park Rangers work in urban, suburban, and rural areas. More than half of the Park Rangers work in areas east of the Mississippi River. Much of their work is performed outdoors, but often
Rangers must work in offices, especially as they advance and assume more managerial responsibilities. During their careers, most Rangers can expect to be assigned to several different parts of the country.

**The Law Enforcement Park Ranger**

In many if not most parks, the law enforcement park ranger is the backbone of park operations. They are the people who keep the parks open, close the parks up, and ensure that the resources are protected now and for the future. They are also generally the face of the National Park Service to the visiting public. For many visitors, the only personal contact with employees of the National Park Service will be with a law enforcement park ranger.

Law enforcement park rangers, commissioned as Federal law enforcement officers, function as the police in a park. Rangers performed “community based policing” long before the term came in vogue. These duties are wide in range and depth; covering crimes against people, resource crimes such as poaching and even long term major investigations. Normal ranger duties include protecting park staff, visitors and park resources. These specific positions will also include duties such as detection, apprehension, and prosecution of cross border criminal activity. In most cases, law enforcement park rangers are assigned “collateral duties” such as gathering and dissemination of natural, historical, or scientific information, performing safety inspections, providing information to visitors, however in almost all cases, at least 51% of a commissioned park ranger’s time will be spent in the performance of law enforcement duties.
Chapter Three: Trainee Requirements

To participate in the ProRanger Philadelphia program, potential trainees must meet the following:

Basic Requirements:

Academic Standing: Must maintain a 2.75 GPA or higher.
Enrollment: Must be enrolled in an academic program at least ½ time as defined by Temple University.
Citizenship: Must be a United States Citizen.
Age: Must be 19 by May 2010 and 21 at the completion of the program. Must not be older than 37 at completion of the program. Veterans may be exempt from the age requirements.
Selective Service: Male trainees must be registered with the Selective Service, if born after December 31, 1959.
Physical Fitness: Must be able to meet the physical fitness standards of the National Park Service.
Background: Must be able to successfully pass a federal background investigation, criminal history check and drug screening tests.
Time Commitment: Must be willing to commit to a three year training / employment program including summer internship employment / training.
Performance: Must achieve satisfactory performance reviews during internships.

Application Procedure:
The ProRanger Philadelphia application materials are available on the program’s web site.

The selection process requires interested parties to fully complete an Application Packet. The packet gives you an opportunity to provide additional information and input to help the selection panel understand your overall personality and potential. The packet should convey your knowledge, skills, abilities, and experience and help us understand why you are interested in becoming a National Park Service law enforcement park ranger.

Following the review of packets, applicants may receive an invitation to interview and give a presentation to the selection panel.

Application Packet must include:

- **ProRanger Philadelphia Application Form and Questionnaire**
- **Cover Letter** indicating your desire and qualifications to be a ProRanger Philadelphia Trainee (open format)
- **Resume** (open format)
- **Open category** – accomplishments, reviews, graphics, pictures, etc. that convey who you are – be creative (up to 4 pages single spaced, open format) -Awards and pictures may be reduced to maximize space
3 letters of recommendation: one educational, one family and one from another category (utilize ProRanger Letter of Recommendation form)

APPLICATION & QUESTIONNAIRE
The application form and questionnaire provides the basic information for the application. The form is available on the ProRanger Philadelphia web site. The questionnaire is a chance for you to share a little more about you and what you have accomplished and what you want to do. These are short answers – no more than 200 words. They only need to be as long as necessary for you to answer the question. There are no “Right” answers but all of your answers should be honest, thoughtful and reflect who you are – not someone else.

COVER LETTER
The cover letter is an open format – you may use a format that you are most comfortable with. The cover letter is your opportunity to share more about your desire and qualifications to be a ProRanger Philadelphia trainee. Please include additional pertinent information such as time constraints, special concerns or requirements.

RESUME
The resume is an open format - – you may use a format that you are most comfortable with. The resume should be no more than two pages long and should include the most current and pertinent information.

OPEN CATEGORY
This is a category that provides a place for you to share additional accomplishments, reviews, graphics, pictures, etc. that convey who you are. You are encouraged to be creative and share what you are proud of. This section can be up to 4 pages long. Awards and pictures may be reduced to maximize space.

RECOMMENDATION LETTERS
These Letters provide valuable information from different perspectives and help the selection committee learn more about you. We recommend that you use the ProRanger Recommendation form but other forms or formats may be used if preferred.

Each applicant is required to provide 3 letters of recommendation:
- one educational – From a teacher or professor that is familiar with your academic performance;
- one family – From a family member or friend that can serve as a character reference and tell us more about your best qualities, talents and abilities;
- one from another category - Professional (someone you work with), Civic group, Ecclesiastical, or some other category;

APPLICATION CLOSING DATE
The application deadline is midnight, February 13, 2010. All application materials must be submitted electronically.
Chapter Four: Code of Conduct Standards

INTRODUCTION

The ProRanger Philadelphia program is an academic and technical skills training and paid internship program that is cooperatively administered by the National Park Service and Temple University. The program was established to recruit, train and employ professional National Park Service law enforcement park rangers for the National Park Service. Vital aspects of participating in the program include having respect for the rights of others, conducting one’s self in a manner that is exemplified by high standards of ethical behavior, and taking responsibility for one’s actions.

To fulfill its functions of training high caliber individuals as National Park Service law enforcement park rangers, the NPS has authority and responsibility for setting policies and standards and for taking appropriate action, including, without limitation, exclusion and or expulsion of those who fail to live up to the standards of conduct required for this program. Responsibility for the enforcement of the rules of the ProRanger Philadelphia program rests with all the members of the ProRanger Philadelphia community. These rules should serve as a guide for high personal standards for ProRanger Philadelphia trainees, and are in addition to standards of conduct established by Temple University and specific National Park Service sites. It is the trainee’s responsibility to:

1. Foster an environment free from unlawful harassment by other members of the community; and

2. Foster the maintenance of physical and mental health, the safety and welfare of each member of the community; and

3. Respect the rights of others.

These general behavioral expectations and the ProRanger Philadelphia Trainee Conduct Code (“Trainee Code”) represent a standard of trainee conduct. The Trainee Code looks for the respective trainees to be community citizens that have higher standards of ethical and professional behavior than the community in general. Provisions of the Trainee Code should be interpreted consistent with this philosophy, and in accordance with all recognized trainee rights and privileges.

The following standards and guidelines have been crafted and based upon the Temple University Policies and Procedures Manual, Policy Number 03.70.12, which addresses the University’s code of student conduct. This set of policies and guidelines are not meant to replace the Temple University Student Code of Conduct, rather, the intent is to enhance the already existing requirements.
ARTICLE I: DEFINITIONS

1. The term “accused trainee” means any trainee accused of violating this Trainee Code.

2. The term “ProRanger Philadelphia Appellate Board” means any person or persons authorized by the Northeast Regional Branch Chief of Law Enforcement & Emergency Services to consider an appeal from a Trainee Conduct Board’s decision or from the sanctions imposed by the ProRanger Philadelphia Program Manager.

3. The term “Chairperson/Vice Chairperson” means any person or persons authorized by the ProRanger Philadelphia Program Manager to chair a Trainee Conduct Board.

4. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff; or (4) engaging in any behavior specifically prohibited by a faculty or staff member in the course syllabus or class discussion.

5. The term “complainant” means any person who files the initial report leading to the charges.

6. The term “faculty member” means any person hired by the university to conduct classroom or teaching or training activities or who is otherwise considered by the university to be a member of its faculty.

7. The term “impact statements” means any statement regarding the impact of the events. The presentation of impact statements occurs in the sanctioning phase.

8. The term “ProRanger Philadelphia community” includes any person who is a trainee, faculty member, or any other person employed by or affiliated with the university or the National Park Service. A person’s status in a particular situation shall be determined by the ProRanger Philadelphia Program Manager.

9. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

10. The term “policy” means National Park Service Director’s Orders (DO), Reference Manuals (RM), the ProRanger Philadelphia Student Manual, park policy documents plus Temple University regulations as found in, but not limited to, the Temple University Student Code, Residence Life publications and agreements, the university policies web page, and Graduate/Undergraduate Bulletins.
11. The term “trainee” includes all persons accepted into the NPS ProRanger Philadelphia program, including but not limited to:
   a. Persons participating in ProRanger Philadelphia program;
   b. Persons who have been notified of their acceptance into the ProRanger Philadelphia program; and,
   c. Persons who withdraw after allegedly violating the Trainee Code.

12. The term “ProRanger Philadelphia Program Manager” means a National Park Service official authorized and assigned by the National Park Service – Northeast Region to manage the ProRanger Philadelphia program. This person is designated by the National Park Service to be responsible for the administration of the Trainee Code. The term also includes the ProRanger Philadelphia Program Manager’s designee. The ProRanger Philadelphia Program Manager may designate different persons to carry out different functions under the Trainee Code.

13. The term “Trainee Conduct Board” means any person or persons authorized by the ProRanger Philadelphia Program Administrator to determine whether a trainee has violated the Trainee Code and to recommend sanctions that may be imposed when a rules violation has been committed.


15. The term “university official” includes any person employed by or acting on behalf of Temple University, performing assigned responsibilities.

ARTICLE II: TRAINEE CODE AUTHORITY

1. The ProRanger Philadelphia Program Manager shall determine the composition of Trainee Conduct Boards and Appellate Boards and determine which Trainee Conduct Board and Appellate Board shall be authorized to hear each matter.

2. The ProRanger Philadelphia Program Manager shall develop policies and procedures for the administration of the trainee conduct system that is consistent with the provisions of the Trainee Code.

3. Decisions made by a Trainee Conduct Board and sanctions imposed by the ProRanger Philadelphia Program Manager shall be final unless modified by the appeal process.

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the Trainee Code

1. Each trainee shall be responsible for his/her conduct from the time of application for admission to the ProRanger Philadelphia program through the completion of the program and the
actual awarding of a degree. The standards of conduct apply after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).

2. The Trainee Code shall apply to a trainee’s conduct even if the trainee withdraws from school while a disciplinary matter is pending.

3. The Training Code applies to conduct occurring both on and off campus.

4. The Training Code applies to conduct occurring both within and outside the United States.

**B. Interim Suspension**

In certain circumstances, the ProRanger Philadelphia Program Manager may impose a program suspension (as defined in Article IV, D) prior to the Trainee Conduct Board Hearing.

1. Interim suspension may be imposed only when the ProRanger Philadelphia Program Manager determines, in consultation with NPS and university officials as appropriate, that it is necessary:  
   a) to ensure the safety and well-being of members of the NPS and / or university community or preservation of NPS property;  
   b) to ensure the trainee’s own safety and well-being; or  
   c) if the trainee poses an ongoing threat of, disruption of, or interference with, the normal operations of the ProRanger Philadelphia program.

2. During the interim suspension, a trainee shall be denied access to all NPS ProRanger Philadelphia activities or privileges for which the trainee might otherwise be eligible, as the ProRanger Philadelphia Program Manager may determine to be appropriate.

3. The trainee will be notified in writing of the interim suspension, its terms and the reasons for the interim suspension. The notice should include the time, date, and place of a subsequent hearing at which the trainee may show cause why his or her continued presence on university premises or at university activities does not constitute a threat. The interim suspension and any review of this status does not replace the regular hearing process.

**C. Conduct—Rules and Regulations**

Any trainee found to have committed or to have attempted to commit the following is subject to the disciplinary sanctions outlined in Article IV, D:

1. Violation of any federal, state or local law.

2. Unlawful use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by university regulations), or public intoxication. Alcoholic beverages may
not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

3. Use, possession, manufacture, sale or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.

4. Failure to maintain the required 2.75 GPA as described in the ProRanger Philadelphia Student Handbook.

5. Academic dishonesty and impropriety, including, but not limited to, plagiarism and academic cheating. This includes helping, procuring or encouraging another person to engage in academic misconduct.

6. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises.

7. Any act or threat of intimidation or physical violence toward another person including actual or threatened assault or battery.

8. Violation of the National Park Service and / or the Temple University Policy on Sexual Assault and or Sexual Harassment.

9. Engaging in a course of conduct, including but not limited to stalking, directed at a member of the National Park Service or Temple University community which would cause a reasonable person in the victim’s position, severe emotional distress or which would place a reasonable person in the victim’s position in fear of bodily injury or death.

10. Theft of and/or damage to National Park Service and / or Temple University property or the property of a member of the university community.

11. Providing false or misleading information, verbally or in writing, to the National Park Service and / or Temple University or university personnel. This includes, but is not limited to:

   a. Forgery, fraud (including payroll fraud), bribery, alteration, or misuse of National Park Service and / or Temple University documents, records;

   b. Providing false or misleading information during a disciplinary proceeding or investigation related to potential policy violations; or

   c. Representing oneself as another member of the National Park Service and / or the Temple University community.

12. Use of another person’s identity, password, identification number, National Park Service and / or Temple University identification card or any other form of identification.
13. Hazing or any act that endangers the mental or physical health or safety of a person, embarrasses, frightens, or degrades a person or that destroys or removes public or private property, for the purpose of initiation, admission into, or affiliation with, or as a condition for continued membership, in a group, organization or team. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

14. Failure to comply with directions of National Park Service and / or Temple University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

15. Unauthorized possession, duplication or use of keys to any National Park Service and / or Temple University premises, or unauthorized entry to or use of National Park Service and or Temple University premises.

16. Violation of any National Park Service, ProRanger Philadelphia or Temple University policy, rule, or regulation published in hard copy or available electronically.

17. Becoming intoxicated through the abuse of solvents, aerosols or propellants.

18. Causing another person to become impaired without his/her knowledge by administering or employing drugs or other intoxicants.

19. Use, possession, sale or storage of articles and substances that endanger a person’s health and/or safety. This includes, but is not limited to, firearms (e.g. guns, pistols, rifles, stun guns, air rifles, pellet guns, etc.), fireworks, knives, weapons, ammunition, gunpowder, explosives, or other material containing flammable substances, as well as replicas of any such articles or substances. The university also will confiscate any such articles.

20. Any lewd or indecent act, including public urination, which the trainee knows is likely to be observed by others.

21. Engaging in disorderly conduct. Disorderly conduct may include disruption of programs, classroom activities or functions and processes of the National Park Service and / or Temple University. This includes but is not limited to: unreasonable noise, creating a physically hazardous or physically offensive condition; inciting or participating in a riot or group disruption; failing to leave the scene of a riot or group disruption when instructed by officials; or obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.

22. Abuse of the trainee conduct process, including, but not limited to:
   a. Failure to comply with the notice to appear for a meeting or hearing as part of the trainee conduct process;
   b. Attempting to discourage an individual’s participation in, or use of the trainee conduct process;
c. Attempting to influence the impartiality of a member of a Trainee Conduct Board prior to, during, and/or after a Trainee Conduct Board proceeding;
d. Harassment (verbal or physical) and/or intimidation of a member of a Trainee Conduct Board prior to, during, and/or after a Trainee Conduct Board proceeding;
e. Failure to comply with the sanction(s) imposed under the Trainee Code;
f. Influencing or attempting to influence another person to commit an abuse of the trainee conduct process.

ARTICLE IV: TRAINEE CONDUCT CODE PROCEDURES

A. Charges

1. Any NPS employee or member of the university community may file a complaint regarding trainee conduct. A complaint shall be in writing and directed to the ProRanger Philadelphia Program Manager. Any complaint should be submitted as soon as possible after the event takes place.

2. The ProRanger Philadelphia Program Manager (or their designee) may conduct an investigation to determine if the complaint has merit and/or if it can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the ProRanger Philadelphia Board. Such disposition shall be final and there shall be no subsequent proceedings.

3. The ProRanger Philadelphia Program Manager is responsible for determining whether to charge a trainee with a violation of the Trainee Code. All charges shall be presented to the accused trainee in written form. Reasonable efforts will be made to schedule a Trainee Conduct Board Hearing not more than 15 school days after the trainee has been notified. Time limits for scheduling may be extended at the discretion of the ProRanger Philadelphia Program Manager.

4. If the accused trainee admits violating program rules, but s/he does not agree to the sanction, subsequent process shall be limited to determining the appropriate sanction(s).

5. All notifications under the Trainee Code will be sent by e-mail to the trainee’s official Temple University e-mail address or will be hand delivered to the trainee.

B. Pre–Hearing Meeting

1. The Pre–Hearing Meeting is an informal, non–adversarial meeting between an accused trainee and the ProRanger Philadelphia Program Manager. The purpose is to examine the complaint, listen to the trainee, and discuss circumstances regarding the incident.

2. Notification of the pre–hearing meeting will include the information needed to schedule a meeting accompanied by the written notification of the charges, a summary of the allegations which support the charges, and information regarding disciplinary hearing procedures and the
Trainee Code. This letter also will inform the trainee that an advisor can be present at the pre-hearing meeting in a non-active role. The trainee is required to attend this meeting. If the accused trainee does not attend a pre-hearing meeting the disciplinary process will continue.

3. The accused trainee and the ProRanger Philadelphia Program Manager will meet to review the charges, the allegations against the accused trainee, the possible sanctions for the charges and the hearing process options and procedures.

4. If the ProRanger Philadelphia Program Manager concludes, based on the pre-hearing meeting, that there is no basis for charges against the trainee, s/he shall report that to the Regional Chief Ranger. The ProRanger Philadelphia Program Manager may, at any stage of the proceedings, withdraw the charges.

5. The accused trainee will be given the opportunity to accept or deny responsibility for the stated charges.

6. The ProRanger Philadelphia Program Manager will then determine the appropriate hearing process. In determining which hearing body is appropriate, the ProRanger Philadelphia Program Manager will consider the severity of the potential sanction and the complexity of the factual dispute.

C. Trainee Conduct Board Hearings

Trainee Conduct Board hearings shall be conducted according to the following guidelines:

1. Trainee Conduct Board hearings normally shall be conducted in private. The complainant, accused trainee and their advisors, if any, shall be allowed to attend the entire portion of the Trainee Conduct Board hearing (excluding deliberations). Admission of any other person to the Trainee Conduct Board hearing shall be at the discretion of the ProRanger Philadelphia Program Manager.

2. In Trainee Conduct Board hearings involving more than one accused trainee, the ProRanger Philadelphia Program Manager, in his or her discretion, may permit the Trainee Conduct Board hearing to be conducted either separately or jointly.

4. The complainant and the accused trainee have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and the accused trainee also may have a parent or spouse present at all hearings. The complainant and/or the accused trainee is responsible for presenting his or her own information and advisors are not permitted to speak or to participate directly in any Trainee Conduct Board hearings. A trainee should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Trainee Conduct Board hearing. Delays will not normally be allowed. The complainant and the accused trainee must notify the ProRanger Philadelphia Program Manager of the name of any parent, spouse or advisor at least two school days prior to the hearing.
5. The complainant, the accused trainee and the ProRanger Philadelphia Program Manager may present evidence, including arranging for witnesses to present pertinent information, to the Trainee Conduct Board. The ProRanger Philadelphia Program Manager will try to arrange the attendance of possible witnesses who are members of the NPS or university community, if reasonably possible, and who are identified by the complainant and/or accused trainee at least two school days prior to the Trainee Conduct Board hearing. Witnesses will provide information to and answer questions from the Trainee Conduct Board. Questions may be suggested by the accused trainee and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Trainee Conduct Board with such questions directed to the Chairperson, rather than to the witness directly. This method is used to preserve the fact-finding character of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the Chairperson of the Trainee Conduct Board.

6. Pertinent records, exhibits, and written statements (including impact statements during the sanctioning phase of the hearing) may be accepted as information for consideration by a Trainee Conduct Board at the discretion of the Chairperson.

7. All procedural questions will be resolved by the Chairperson of the Trainee Conduct Board.

8. At the commencement of all hearings, the ProRanger Philadelphia Program Manager will place witnesses under oath. The Trainee Conduct Board will conduct the questioning, and evaluate the testimony and any other evidence. The Trainee Conduct Board will determine whether a trainee has violated the Trainee Code. If the Trainee Conduct Board determines that a trainee has violated the Trainee Code, the Trainee Conduct Board will recommend a sanction. The Trainee Conduct Board will reach its decision by a simple majority vote. In the event of a tie vote among members of the Trainee Conduct Board, a finding of no violation shall be made.

9. The Trainee Conduct Board’s determination shall be made on the basis of whether it is more likely than not that the accused trainee violated the Trainee Code.

10. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Trainee Conduct Board proceedings.

11. The accused trainee will not be compelled to testify, and no inference may be drawn from the trainee’s failure to testify. No person will be compelled to give testimony that would tend to incriminate himself/herself.

12. There shall be a single record, such as a tape recording, of all Trainee Conduct Board hearings before a Trainee Conduct Board. Deliberations shall not be recorded. The record shall be the property of the National Park Service.

13. If an accused trainee, with notice, does not appear before a Trainee Conduct Board hearing, the information in support of the charges shall be presented and considered even if the accused trainee is not present.
14. As determined in the sole judgment of the ProRanger Philadelphia Program Manager, the Trainee Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused trainee, and/or other witness during the hearing by: providing separate facilities, using a visual screen, and/or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, or other means.

15. National Park Service employees as well as faculty or administration from Temple University may make recommendations to the Trainee Conduct Board concerning sanctions if a trainee is found in violation of the Trainee Code.

16. The Trainee Conduct Board will make its findings and recommendations upon the conclusion of its deliberations.

17. The hearing is then concluded.

18. In each case in which a Trainee Conduct Board determines that a trainee has violated the Trainee Code, the Trainee Conduct Board shall recommend sanctions to the ProRanger Philadelphia Program Manager. The recommendation of the Trainee Conduct Board shall be considered by the ProRanger Philadelphia Program Manager in determining and imposing sanctions; however, the sanctions shall not be limited to sanctions recommended by members of the Trainee Conduct Board.

19. Following the Trainee Conduct Board hearing, the ProRanger Philadelphia Program Manager shall advise the accused trainee in writing of the determination and of the sanction(s) imposed, if any, along with instructions regarding appeals (Article IV, E).

20. No trainee against whom charges have been filed will be permitted to graduate from the program until the charges are resolved.

D. Sanctions

1. The following sanctions may be imposed upon any trainee found to have violated the Trainee Code:

   a. **Letter of Reprimand**—A notice in writing to the trainee that will remain with his/her discipline record.

   b. **Probation**—Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the trainee is found to violate any institutional regulation(s) during the probationary period. Trainees on probation may be ineligible to participate in certain National Park Service programs.

   c. **Loss of Privileges**—Denial of specified privileges for a designated period of time.
d. Other Sanctions—Work assignments, psycho-educational sessions, essays, service to the university or other related assignments.

i. ProRanger Philadelphia Program Suspension—Separation of the trainee from the ProRanger Program for a definite period of time, after which the trainee is eligible to return. Conditions for readmission may be specified. When a sanction of suspension is imposed, the trainee MAY NOT:

- For a prescribed time, be present at ProRanger Philadelphia program activities, attend learning cohort activities, with the exception of activities when they are open to the general public.
- During the period of suspension, be employed by the National Park Service in any capacity contingent upon their status as a trainee. The expelled trainee is responsible for payment of all tuition and fee charges in accordance with payment information as contained in university policy.

j. ProRanger Philadelphia Program Expulsion—Permanent separation of the trainee from the ProRanger Philadelphia Program. When a sanction of expulsion is imposed, the trainee MAY NOT:

- Be present at ProRanger Philadelphia program activities, attend learning cohort activities, or be employed with the National Park Service through the ProRanger Philadelphia program, with the exception of activities when they are open to the general public.
- Be employed by the National Park Service in any capacity contingent upon their status as a trainee. The expelled trainee is responsible for reimbursement of identified costs to the National Park Service in accordance with National Park Service policy.

k. Minimum Mandatory Sanctions for Alcohol and Drug violations:

First Finding of Responsibility:
- Immediate suspension from the ProRanger Philadelphia Program for a period of not less than one semester or training term, with loss of training credit and / or experience therein.

Second Finding of Responsibility:
- Immediate and permanent expulsion from the ProRanger Philadelphia Program.

2. More than one of the sanctions listed above may be imposed for any single violation. The full range of sanctions is available for any violation depending on the nature and severity of the violation.
E. Appeals

1. A decision reached by the Trainee Conduct Board or a sanction imposed by the ProRanger Philadelphia Program Manager may be appealed by the accused trainee to the Branch Chief of Law Enforcement & Emergency Services, Northeast Region within five school days of the decision. Such appeals must be submitted in writing to the ProRanger Philadelphia Program Manager.

2. An appeal shall be limited to a review of the record of the Trainee Conduct Board Hearing and supporting documents for one or both of the following purposes:
   a. To determine whether there were procedural defects that substantially prevented the accused trainee from obtaining a full and fair hearing on the merits;
   b. To consider the availability of new evidence sufficient to alter the decision.

3. Upon appeal, the Branch Chief of Law Enforcement & Emergency Services – Northeast Region may establish an ad hoc board to be chosen at his or her discretion in terms of numbers and composition, which will be known as the ProRanger Philadelphia Appellate Board. The ProRanger Philadelphia Appellate Board will review the findings of the Trainee Conduct Board and the sanctions imposed by the ProRanger Philadelphia Program Manager. In the event that the ProRanger Philadelphia Appellate Board does not recommend that the original decision and/or sanctions be affirmed, the Board may take the following actions:
   a. If a majority of the Appellate Board decides that there were procedural defects that substantially prevented the trainee from obtaining a full and fair hearing, the Appellate Board will return the case for a new hearing before a new Trainee Conduct Board;
   b. If a majority of the Appellate Board decides that new information sufficient to alter the decision was not known to the person appealing at the time of the original hearing, the Appellate Board will return the case for a new hearing before a new Trainee Conduct Board.

4. The ProRanger Philadelphia Program Manager shall advise the accused trainee, group and/or organization in writing of the Appellate Board decision and there shall be no further appeals.

F. Status of a Trainee Pending Appeal

1. The status of a trainee who has been expelled or suspended by a Trainee Conduct Board may not be altered pending completion of the appeal process, except as provided in Article III.B of the Trainee Code. Generally, it is presumed that a trainee may participate in any university registered or recognized club or organizational activity, or any university sponsored program, activity or related event pending completion of the appeal process. However, the ProRanger Philadelphia Program Manager or his/her designee may, in his/her sole discretion, prohibit a trainee from participating in any ProRanger Philadelphia sponsored program, activity or related event pending completion of the appeal process.
2. The results of a disciplinary proceeding do not become final until all internal appeals have been resolved.

ARTICLE V: RELATED GRIEVANCE PROCEDURES

As a grievance relates to a non-programmatic matter, Temple University has established due process procedures for the resolution of academic, administrative and employment grievances initiated by trainees against the university. The University’s Policy on Student and Faculty Academic Rights and Responsibilities may be found on the university’s policies and procedures webpage at http://policies.temple.edu.

ARTICLE VI: INTERPRETATION, REVISION AND TRAINEE CONDUCT FILES

A. The Trainee Code shall be reviewed every three years by the ProRanger Philadelphia Program Manager and revised as determined to be necessary.

B. Information from the Trainee Conduct files will not be made available to unauthorized persons within the National Park Service or to any person without the express written consent of the trainee involved except under legal compulsion or in cases where safety of persons is involved. All Trainee Conduct files will be retained for at least six years after completion or leaving the ProRanger Philadelphia program.

ARTICLE VII: NOTICE/KNOWLEDGE OF TRAINEE CODE

Upon acceptance into the ProRanger Philadelphia Program, trainees will be required to sign a statement acknowledging having received and read a copy of the Trainee Code. Trainees are responsible for knowing the content of the Trainee Code. Ignorance of Trainee Code provisions will not constitute a defense in any proceeding against a trainee.
Chapter Five: Academic Standards

Academic Program Requirements

**Required Major:** None
**Required Minor:** None (a minor in criminal justice is recommended but not required)

Program Format
Upon acceptance into the ProRanger Philadelphia program, a ProRanger trainee will become part of an experiential learning cohort made up of between 12 and 20 fellow trainees. The cohort will annually enroll in a one credit course at Temple University entitled *NPS Fundamentals*. This course focuses on learning about the mission and functions of the National Park Service, the role of law enforcement in National Parks and the reflective National Park experiences of the cohort group.

During the non-academic summer periods between the freshmen / sophomore and sophomore / junior years, the ProRanger Philadelphia trainee will be assigned to a National Park area and will be employed as a seasonal National Park Service Park Ranger. During these periods of employment, the trainee will also register and complete the study requirements for internship credit.

Academic Standards
ProRanger trainees are required to maintain a **minimum 2.75** cumulative GPA for all post-secondary course work, regardless of source. The following are the policies that apply should a ProRanger Philadelphia trainee’s cumulative GPA at any time fall below the required minimum:

**Participation Warning:** A trainee with a semester grade point average below 2.75 but above 2.25 will be placed in Participation Warning status. All ProRanger Philadelphia trainees on Participation Warning status will have one semester to raise their cumulative GPA to the required minimum. Trainees who fail to raise their cumulative GPA to the required minimum after one semester will be placed in Participation Probation Status.

**Participation Probation:** Participation Probation is a sanction given to trainees whose cumulative GPA is below 2.25. Trainees on Participation Probation at the end of the spring grading cycle are not eligible for summer field employment / internship placement or entrance into the Seasonal Law Enforcement Training Program. All ProRanger Philadelphia trainees on Participation Probation status will have one semester to raise their cumulative GPA to the required minimum.

**Program Dismissal:** Trainees in Participation Probation status who fail to raise their cumulative GPA to the required minimum after one semester will be dismissed from the ProRanger Philadelphia program.
Readmission: Former ProRanger Philadelphia trainees who have been dismissed for poor academic performance may reapply for admission to the program. Readmission applicants will be considered in conjunction with other applicants for the ProRanger Philadelphia trainee positions. Former ProRanger Philadelphia trainees who were dismissed from the program and have successfully reapplied for a trainee position may be reinstated on a conditional basis, with the conditions determined at the time of the readmission.
Chapter Six: Employment Process and Requirements

Basic Eligibility Information

Academic Standing: Must maintain a 2.75 GPA or higher.
Enrollment: Must be enrolled in an academic program at least ½ time as defined by Temple University.
Citizenship: Must be a United States Citizen.
Age: Must be 19 by May 2010 and 21 at the date of entry into the Seasonal Law Enforcement Training Program. Must not be older than 37 at completion of the program. Veterans may be exempt from the age requirements.
Drivers License: Must possess a valid state drivers license by April 1, 2010.
Selective Service: Male trainees must be registered with the Selective Service, if born after December 31, 1959.
Physical Fitness: Must be able to meet the physical fitness standards of the National Park Service.
Background: Must be able to successfully pass a federal background investigation, criminal history check and drug screening tests.
Time Commitment: Must be willing to commit to a three year training / employment program including summer internship employment / training.

ProRanger Employment and Employment Status

When initially assigned to a National Park area, ProRanger Philadelphia trainees will be employed by the Northeast Regional Office under the Federal Student Educational Employment Program. This program has two components; student temporary employment (STEP) and student career experience (SCEP). ProRanger trainees will initially be employed under the STEP program until they complete the Seasonal Law Enforcement Training Program (SLETP) during their junior – senior summer. Once the trainee successfully completes the requirements of the SLETP, they will be converted to the SCEP program.

Work experience under the SCEP program must total 640 hours and it must relate to the student’s academic studies in order to be noncompetitively converted to a permanent position within the National Park Service. The 640 hours must be completed before the completion of the educational requirements. Work experience as a STEP counts towards this requirement as long as the work performed is related to the student’s academic studies.

Job Titles:

- STEP appointment—Students are titled Park Ranger, GS-025
- SCEP appointment—Students are titled Student Trainee (Park Ranger), GS-099

Qualifications

- Park Ranger, GS-025-03
  1. Education—One year above high school with 6 semester hours of related course work
2. Work Experience—Three months general experience and 3 months specialized experience

- Park Ranger, GS-025-04
  1. Education—Two years above high school with 12 semester hours of related course work
  2. Work Experience—Six months of general experience and 6 months of specialized experience

- Park Ranger, GS-025-05
  1. Education—Four year course of study above high school leading to a bachelor’s degree with 24 semester hours of related course work.
  2. Work Experience—One year of specialized experience at the GS-4 level

- Student Trainee (Park Ranger), GS-099-03
  1. Education only—Completion of one academic year of post-high school study (30 semester hours)

- Student Trainee (Park Ranger), GS-099-04
  1. Education—Completion of two academic years of post-high school study (60 semester hours)
  2. Education and work experience—One year of academic year of study and two periods of student trainee work experience or completion of 1½ academic years of study and one period of student trainee work experience.

Upon completion of all the requirements for a bachelor’s degree in an appropriate field, ProRanger Philadelphia student trainees may be reassigned or promoted in the appropriate target series to GS-5 or GS-7 if they meet the qualification requirements of the target occupation, including minimum educational requirements, if any. For the current hourly rate of pay for each of these positions, see the current GS schedule in the documents section of the program website.

**Park Placements (Internships)**

Upon acceptance into the ProRanger Philadelphia program, trainees will be placed within a National Park Service area for their summer internship. The placement will be determined by factors such as skill set matches, mobility, programmatic needs and ProRanger Philadelphia trainee preference.

**Internship Dates**

The internship lasts for a minimum of 10 weeks with the potential for up to 12 weeks of work depending on the start date, the applicant’s schedule, and funding. Start and end dates are flexible, with the ideal period being mid-June to late September.
Housing
Housing is available for internships that are located beyond the Philadelphia metropolitan commuting area. Housing may include shared sleeping quarters, kitchen, bathroom, dining, and laundry facilities. Please see the ProRanger Philadelphia Program Manager for further details.

Transportation
For most internship placements a personal vehicle is not required. For interns who do not have a personal vehicle available, trainee placement will be made to a unit that is accessible via public transportation. In some cases, a personal vehicle will be required.

Equipment
Interns will be provided with all required uniforms, equipment and personal gear as required.

Work and Development Plans
In conjunction with the ProRanger Philadelphia Program Manager and the Park Supervisor, the ProRanger trainee will develop a work plan and an individual developmental plan. These plans are intended to serve as tracking models for the personal and technical skills developed by the trainee. They will also serve as a benchmark for the two-way evaluation process that will exist between the trainee and the program.
Chapter Seven: ProRanger Philadelphia Partner Parks

Colonial National Historical Park
Located in Yorktown, Virginia, the Beginning and End of English Colonial America is captured in this site. It began on the swampy marshes of Jamestown in 1607. It ended on the battle scarred landscape of Yorktown in 1781. It was 174 years of hope, frustration, adventure and growth that saw a lonely settlement of 104 men and boys grow into a nation of 13 colonies of 3 million people, of many races and many beliefs. Jamestown and Yorktown mark the beginning and end of English Colonial America.

Fort McHenry
Located in Baltimore, the star-shaped Fort McHenry was defended by American troops during the Battle of Baltimore, September 13-14, 1814. The valiant defense of the fort by 1,000 dedicated Americans inspired Francis Scott Key to write The Star-Spangled Banner.

Valley Forge National Historical Park
During the American Revolution, Gen. George Washington forged his continental army into a fighting force at Valley Forge during the winter of 1777-1778. Now, it is 3,600-acres of public land interpreted and preserved by the National Park Service. Located at 1400 North Outer Line Drive in King of Prussia, PA, the park is located within the greater Philadelphia metropolitan area.

Gettysburg National Military Park
The Battle of Gettysburg was a turning point in the Civil War, the Union victory in the summer of 1863 that ended General Robert E. Lee's second and most ambitious invasion of the North. Often referred to as the "High Water Mark of the Confederacy", it was the war's bloodiest battle with 51,000 casualties. It also provided President Abraham Lincoln with the setting for his most famous address.

Independence National Historical Park
Few ideas so capture the imagination of mankind that they imbue physical objects with universal meaning. For Americans, indeed for all people, there are no more potent symbols of individual freedom than Independence Hall and the Liberty Bell. Since 1951 this building and this long-silent tocsin have been maintained by the American people as part of Independence National Historical Park. Located in downtown Philadelphia.
Chapter Eight: Seasonal Law Enforcement Training Program (SLETP)

The Temple University Seasonal Law Enforcement Training Program is certified by the National Park Service (NPS) as meeting the requirements of a NPS law enforcement training academy. The purpose of the Temple University Seasonal Law Enforcement Training Program is to provide each trainee with those professional skills necessary to serve as a NPS law enforcement park ranger. The National Park Service has determined that a minimum of 334 hours of instruction, and the development of personal skills are required to accomplish this objective. The Temple University Seasonal Law Enforcement Training Program may exceed these requirements.

Trainees who graduate from the Academy will be required to meet all training requirements necessary to be certified as a NPS law enforcement park ranger (e.g. background clearance, physical fitness, medical standards). The standards for trainees apply equally to all trainees attending the program.

Program Description

The NPS mandated curricula include training in communication skills, human relations, driver training, physical conditioning, self-defense, motor vehicle and crimes code, criminal procedure and firearms among other subjects. Trainees are required to successfully complete all written examinations and skill performance demonstrations in order to graduate. Proper demeanor, grooming, dress, punctuality and attention to duty are part of the training regimen.

This is a training program designed to meet the training standards for employment in a particular occupation. *This is not a Temple University academic program and Temple University does not award academic credit.*
## Basic Training Syllabus

<table>
<thead>
<tr>
<th>Subject Area Introduction to the Academy</th>
<th>Lecture</th>
<th>Lab</th>
<th>PE</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy Mission</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Academy Objectives</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Rules and Regulations</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Learning Skills</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Role and Function of NPSSLETP</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject Area 1 Legal</th>
<th>Lecture</th>
<th>Lab</th>
<th>PE</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Law and Code of Federal Regulations</td>
<td>6</td>
<td>4</td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Officer Liability</td>
<td>4</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Constitutional Law</td>
<td>4</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Courtroom Testimony</td>
<td>3</td>
<td>4</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Federal Criminal Law</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Fourth Amendment</td>
<td>16</td>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Juvenile Procedures</td>
<td>4</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Courtroom Evidence</td>
<td>4</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>51</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject Area 2 Behavioral Science</th>
<th>Lecture</th>
<th>Lab</th>
<th>PE</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethical Behavior and Core Values</td>
<td>1</td>
<td>1</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Human Relations and Interpersonal Comm.</td>
<td>3</td>
<td>3</td>
<td></td>
<td>6</td>
</tr>
<tr>
<td>Cultural Diversity</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Interviewing for Protection Rangers</td>
<td>4</td>
<td>8</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>22</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject Area 3 Enforcement Techniques</th>
<th>Lecture</th>
<th>Lab</th>
<th>PE</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bombs, Explosives, and Booby Traps</td>
<td>1</td>
<td>1</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Crime Scene Management</td>
<td>8</td>
<td>4</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Criminalistics</td>
<td>3</td>
<td>1</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Description and Identification</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Drugs of Abuse</td>
<td>2</td>
<td>2</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Patrol Procedures Part I</td>
<td>12</td>
<td>14</td>
<td></td>
<td>26</td>
</tr>
<tr>
<td>Patrol Procedures Part II</td>
<td>12</td>
<td>14</td>
<td></td>
<td>26</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>76</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Subject Area 4 Enforcement Operations

| Traffic Accident Investigation | 8   | 8   | 4   | 20  |
| Report Procedures              | 6   | 4   | 2   | 12  |
| **Total**                      | 32  |     |     |     |

### Subject Area 5 Law Enforcement Skills

| Emergency Vehicle Operations   | 4   | 15  | 1   | 20  |
| Introduction to Physical Techniques | 0.30 | 1.30 |     | 2   |
| NonLethal Control techniques   | 7   | 19  | 4   | 30  |
| Firearms                       | 15.45 | 45.15 | 3  | 64  |
| Impact Weapons                 | 1   | 5   | 2   | 8   |
| OC Aerosol                     | 1   | 3   |     | 4   |
| **Total**                      | 128 |     |     |     |

### Subject Area 6 National Park Service Specifics

| History, Philosophy and Objectives of National Park Service Law Enforcement | 6   |     | 6   |     |
| National Park Service Law Enforcement Policies and Procedures (RM9)         | 2   |     | 2   |     |
| Organization and Functions of Federal Law Enforcement Agencies             | 1   |     | 1   |     |
| Physical Efficiency Battery                                               | 4   |     | 4   |     |
| Cultural Resources Protection                                              | 4   |     | 4   |     |
| Natural Resource Law                                                        | 4   |     | 4   |     |
| Environmental Crime Awareness                                              | 2   |     | 2   |     |
| Resource Education                                                         | 2   |     | 2   |     |
| **Total**                                                                  | 25  |     |     |     |

**TOTAL PROGRAM HOURS** 339

---

C. A 75% average must be maintained on each examination, except First Aid, which an 80% is required. If a recruit fails an exam, he/she will not be entitled to a retest.

D. Failure to achieve a passing score in a graded quiz or examination will be cause for the recruit to be placed on academic probation.

E. Should a recruit fail to achieve a passing score in more than one graded quiz or examination, he/she is not eligible for certification and may not continue to attend
classes.

F. Trainees not eligible for certification must retake the entire Academy program, either through Temple University or another certified SLETC.

G. Should a recruit fail one subject; he/she may retake that entire subject through Temple University or another certified SLETC. This must be accomplished before the completion of Temple’s next scheduled academy session. If choosing to utilize another certified academy, the failed subject must be taken at that academy’s next scheduled session. Temple will not accept any training taken more than one year after the failure.

H. A second failure will require the recruit to repeat the entire Academy.
Temple University Seasonal Law Enforcement Training Center Rules and Regulations

Violations of any of the following Rules and Regulations may result in disciplinary action, up to and including immediate dismissal from the Temple University Seasonal Law Enforcement Training Program.

I. Absences

The Temple University Seasonal Law Enforcement Training Program is an intensive study in all areas of Law Enforcement. Each area and skill is a building block for those that follow. Therefore, it is essential that each recruit attend ALL classes of instruction.

A. *Excused absences by the Academy* - All trainees are required to participate in all training activities unless the absence is excused under section B, C, or D below. Non-participation (illness, injury, absence) shall be noted on the Daily Attendance by the Class Leader or his/her designee.

B. *Court* - If a recruit is scheduled for court, he/she must present the subpoena or other notification to the Academy for logging prior to the scheduled day or required appearance. Where advance notice is not possible, the recruit is to bring a copy of the subpoena or other notice to the Academy on the next class day and conform to the notification requirements listed.

C. *Sickness* - If a recruit is going to be absent without prior notice to the Academy he/she is to contact their squad leader before 0700 hours on the day of the absence and each subsequent day thereafter. A written medical excuse must be submitted when sickness is the reason for the absence. The squad leader will report the recruit's absence at morning inspection and ensure the absence is properly noted on the Daily Attendance Report.

D. *Class Cancellation* - Should bad weather require a school closing during the day, the Director will communicate this information to the Instructor who will in turn communicate it to the class. A general closing of the University before school opens will be announced on the radio. If it is necessary to cancel class when the University is open the Director will communicate this to the Class Leader who will in turn inform the class via the telephone chain.

E. Absence or lateness for any reason must be documented by a memorandum. This includes lateness to class, leaving early from class, or missing an entire session or instruction. You are responsible for any work missed during your absence.

F. Start time will be 7:45am unless otherwise scheduled. The Academy can adjust the schedule depending on the needs of the Academy. No recruit will leave the Academy at the end of the day until dismissed by Academy staff or instructors. Additionally, no
recruit will leave the grounds without permission from the Director or a member of the staff. Trainees who wish to leave the grounds for lunch will complete the lunch time sign out sheet located in the classroom.

G. All trainees will report to class as determined by the schedule with all course materials needed for that particular session.

H. Absence for any reason may result in a drop from the program. Excessive absence or absences that occur in patterns will be cause for termination from the program.

I. Do not be absent for personal business. Routine doctor's appointments or business matters should be scheduled during non-training hours.

II. General Conduct

A. All trainees must maintain an exemplary standard of personal integrity and ethical conduct in their relationships with other trainees, police academy staff, and the college community. This conduct must be maintained both in and out of the Academy.

B. Trainees are responsible for knowing and adhering to all polices, rules, and regulations stated within this document. Copies of the rules and regulations will be distributed to trainees before and during the Academy.

C. Trainees will sign a copy of the rules and regulations acknowledging their understanding of these regulations.

D. All trainees will be referred to as “Recruit (last name)”.

E. Trainees may be tested on this material at any time during the Academy.

F. Trainees must immediately report to the Academy via memorandum any injury, on or off site, and any physical or psychological changes that may impact the recruit's performance.

G. Any arrest/conviction for a criminal offense must be reported immediately.

H. If a recruit is arrested for any crime graded a misdemeanor 2 or greater, the recruit will be suspended from training pending the final outcome, including appeals of the case in the court system. Therefore, the recruit must make application to re-enter training. If the recruit is convicted of the crime, he/she will be dismissed immediately.

I. Trainees shall treat all faculty, visitors, and other trainees with respect. All faculty and visitors shall be addressed by their proper title, or as Sir, Ma’am, Mr., Mrs., etc. Trainees will not become argumentative, confrontational or insubordinate with other trainees, faculty, guests, members of the University staff, or Training Center
personnel under any circumstances.

J. Ethnic, mental, physical, racial, or sexual harassment of any kind is prohibited.

K. Profanity and the use of vulgar language are prohibited.

L. If a recruit witnesses or is the subject of any violation of Academy rules or regulations, he/she must report the incident to the instructor.

M. Trainees are required to comply with all requests, orders, and directives, either written or oral, issued by a faculty member of the Academy.

N. Fighting or possession of a weapon including knives is strictly prohibited.

O. Trainees may use any of the common areas open to the public and students of Temple University. Trainees may not enter any University or Academy office without knocking and, then being invited to enter. Upon entry, trainees will come to attention and remain so until directed otherwise. Trainees will not lean against walls or other structures during breaks or lunch.

P. Trainees may not use University telephones for personal business.

Q. Consumption of alcohol or contraband substances during any Academy day will result in immediate dismissal. Consumption of alcohol or contraband substances while in uniform or any part of a recruit’s uniform will result in immediate dismissal. (An Academy Day begins when a trainee is required to be in attendance on the Academy’s premises or at a prescribed location off of the Academy premises and continues uninterrupted until all instruction for that day has been completed and the class has been officially dismissed for the remainder of that day.)

R. Trainees are not authorized or permitted to participate in any police ride-along program during their enrollment in the Academy.

III. Classroom Conduct

A. To gain recognition by the instructor, the recruit will raise his/her hand.

B. Classrooms will be kept neat and orderly.

C. Each day the classroom will be cleaned before any class member leaves. Lights will be turned off and the classroom secured.

D. Conversation between trainees during classroom recitation or lecture is not permitted. Audio taping of lectures or during a review is strictly prohibited.

E. Anytime an Academy faculty member, officer, or visitor enters the classroom, except during written testing, the trainees will be called to attention by the class leader or his/her designee. Trainees will greet the person entering the classroom and remain
standing until the instructor acknowledges the class leader or his /her designee. The greeting will consist of the class standing and saying Recruit Class (class number) good morning, afternoon or evening as appropriate then address the person as either Sir or Ma'am. For example: “Recruit Class (class number) good morning, Sir. Once acknowledged, the class leader will announce, “recruits be seated.”

F. Any trainee entering the class after the command, “recruits be seated”, is given by the instructor will be considered late and will be recorded as such in his/her Academy record via recruit memorandum.

IV. Chain of Command

The chain of command is the formal channel that determines authority, responsibility, and the flow of communication.

A. The Director is responsible for the administration and management of the Police Academy and the development and delivery of all police training.

B. Academy Instructors are responsible for training, maintaining classroom order, discipline, and ensuring that all assigned tasks and skills are completed in a satisfactory manner.

C. Class Leader is responsible for the morale and good order of the class. While not a disciplinarian, he/she assists the Academy faculty with enforcement of Academy memoranda requirements.

V. Protocol

A. The chain of command will always communicate through the class leader and instructors. If these individuals are not available, the Director or another member of the staff may be contacted directly.

B. Communication through the chain of command can be either written or verbal.

C. At no time will trainees violate the chain of command by going directly to the Director, except for instructional clarification and when section A pertains.

VI. Integrity

A. Cheating and plagiarism are grave offenses that will result in immediate dismissal. The NPS Seasonal Law Enforcement Training Program’s policy regarding cheating will be strictly enforced (see attached).

B. Trainees shall not cheat or tamper in any manner with Academy test by obtaining, furnishing, accepting, or attempting to obtain, furnish, or accept answers or questions to
such examinations. Furthermore, trainees shall not copy, photograph, or otherwise remove examination content, nor shall they use any misrepresentation or other dishonest method while participating at any point in the testing process.

C. Once test materials are being distributed, any form of communication with another recruit or any unapproved materials related to the test found in the recruit’s line of sight may be legitimately interpreted as an attempt to cheat.

D. Trainees must not lie to any faculty member relative to any Academy matter.

E. Trainees must not withhold information relative to any Academy investigation.

VII. Recruit Evaluation

A. Periodic evaluations will be completed on each recruit. These evaluations will include academic achievement, attendance, participation, cooperation, attitude and other areas of professionalism, and demeanor. Trainees will be rated from excellent to poor.

B. Trainees will have the opportunity to review their evaluations and provide comments.

C. Trainees shall view the evaluation process as an opportunity to become aware of shortcomings and take corrective action.

VIII. Dress and Grooming

A. Proper attire for classroom instruction shall be the regulation Temple University Police Academy uniform. The class A attire will consist of a white uniform shirt, tie, name tag and black BDU pants. Class B attire will consist of white pullover shirt and black BDU pants. A black belt and black footwear (as described in section C) will be worn with both uniforms.

B. Proper attire for physical training or skills instruction shall be determined by the Academy prior to the scheduled training session.

C. The uniform and all designated attire will be well maintained, clean, pressed and properly worn at all times. Footwear will be firm black lace up type shoes or boots that can be polished. Running shoes and footwear of that type are not permitted for the classroom.

D. Hair shall be kept short and styled so it does not interfere with wearing the uniform hat in a military manner. Women’s hair must be pulled back and pinned up, and must be off the collar and fit up under the appropriate headgear.

E. Sideburns will be worn no longer than the middle of the ear.

F. Beards are prohibited.

G. Mustaches shall be trimmed neatly and may not extend over the lip or beyond the
corners of the mouth.

**H.** No makeup, earring or body piercing of any type may be worn by any recruit during the Academy training session.

**I.** Obvious, flashy jewelry is prohibited.

**J.** Sworn Officers attending the Academy program on a partial basis will wear either their department uniform shirt and trousers (without weapon) or the Temple University Police Academy uniform. Sworn Officers may wear their departmental patch on their class A Temple Uniform shirt on the opposite shoulder of the Temple patch.

**IX. Memoranda System**

**A.** Trainees may be directed to submit a memorandum to the Director for violations of Academy Rules and Regulations or for other purposes.

**B.** All memoranda will be submitted on the form provided or on a whole clean sheet of white paper.

**C.** Memos may be handwritten but must be legible.

**D.** The following format shall be followed or the memo will be rejected:

- **Date:** (month/day/year)
- **To:** Tim Bucher
- **From:** Recruit (first and last name)
- **Re:** (subject i.e. lateness, insubordination etc)

- **Text of Memo:** (Total account of incident)

**E.** The class leader shall assist in enforcing the memorandum system.

**F.** The Academy cannot and will not graduate any recruit who owes any assignment or memorandum to a faculty member.

**G.** Submitted memoranda become a permanent part of a recruit’s Academy record.

**H.** Memorandum shall be submitted the next scheduled Academy day unless otherwise directed.
X. Recruit Disciplinary System

Discipline has long been reported as an important training tool, which is necessary to develop respect for authority in command positions. Accordingly, discipline will be expected in all training academy operations. Discipline shall not result in personal injury to the recruit.

A. Whenever the Academy Administration determines that a recruit violated Academy rules and regulations, it may utilize, where practical, progressive discipline employing the following continuum by level or in combination. Administration and faculty may impose immediate dismissal as the appropriate sanction without first utilizing the progressive discipline scheme.

B. Whenever a violation of recruit rules and regulations occurs, that the administration determines warrants discipline beyond Level I, affected recruit(s) will forward a memo to the Commanding Officer for review and if necessary further action.

Level I: *(no memorandum required)*

1) Verbal correction  
2) Verbal caution

Level II: *(requires recruit memorandum)*

1) Verbal reprimand  
2) Assignment of extra duty during lunch/breaks; i.e. policing of area/classroom, guard duty, drill or marching.  
3) Assignment of additional class work, written or research projects

Level III: *(requires faculty member and recruit memorandum)*

1) Non-admittance, expulsion, or dismissal from the training program.

C. Trainees issued a Level II disciplinary action shall have a counseling session with the Director.

D. Level III disciplinary actions place a recruit on probation and may result in dismissal.

E. Repeated or patterned Level II disciplinary violations will also result in a counseling session with the Director.

F. Continued or patterned infractions at any level is unacceptable behavior and will result in counseling, further disciplinary action or dismissal from the Academy.
G. Faculty members may discipline trainees at any time during the Academy day including breaks and lunches.

H. The purpose of discipline is to maintain order, build character and ensure a positive learning environment.

I. All disciplinary actions shall be entered into the recruit's permanent personnel file and made available to a recruit's present or prospective law enforcement employer.

J. Unless advised to the contrary, expect all Rules and Regulations to be strictly enforced.

XI. Evaluation of the Instructor / Academy by the Trainees

A. At the direction of the Director, each instructor will be required to distribute an Instructor/Academy critique form to each recruit for the purpose of Instructor/Academy Evaluation.

B. Trainees are not required to sign the Instructor/Academy critique forms.

C. Each recruit is instructed to be candid regarding his or her comments relative to the Academy and the instructor.

D. The critiques will be used to monitor the recruit's perception of the Academy. The information on the form will be reviewed, evaluated and used to enhance the overall program.

E. Instructors will not discriminate or retaliate against any recruit as a result of any appraisal.

XII. Parking

A. No recruit shall park any vehicle on the east side of Meetinghouse Road.

B. Trainees are only authorized to park in the designated student parking facility located on the west side of Meetinghouse Road.

C. Trainees violating any parking regulation are subject to disciplinary action by the Academy as well as ticketing by the Temple University Police Department.

D. Any recruit issued a parking citation by the Temple University Police Department shall report the infraction to the Director via memorandum.

XIII. Grievances

A. A recruit may file a grievance regarding the actions of the Academy faculty or administration by submitting a grievance memorandum within three days of the incident or within three days of the recruit becoming aware of such grievable occurrence. It must be filled out and signed by the recruit, then forwarded to the
Director via the Recruit Class Leader.

B. If the Director/Commanding Officer and faculty member cannot resolve a grievance, said grievance shall be resolved by the Executive Director.

203.54. Commission Cheating Policy

(a) The contents of all examinations are confidential. An individual may not cheat or temper in any manner with an official examination either conducted or sponsored by the Commission by obtaining, furnishing, accepting, or attempting to obtain, furnish or accept answers or questions to examinations, or portions thereof. Individuals may not copy, photograph, or otherwise remove examination contents; nor, may they use any misrepresentation or dishonest method while preparing, administering, or participating in examinations. Unauthorized possession of a test, examination, quiz, or questions, answers or answer keys relating to a test, examination, or quiz shall constitute cheating. An individual violating this section shall be barred from further participation in any Commission required training. Individuals will receive notice and have an opportunity to be heard under Subchapter G (relating to notice and hearings).

(b) A written notice of the cheating incident shall immediately be sent to the individual’s employing municipality by the school, with a copy forwarded to the Commission and individual.
Chapter Nine: Awards and Recognition

The ProRanger Philadelphia program will recognize trainee excellence. Annual awards will be made for academic achievement, leadership, community service and high levels of proficiency in the area of ranger activities. More information will be provided in individual award program descriptions.
Appendix Documents located on the ProRanger Philadelphia Website

Director’s Orders #9: Law Enforcement Program

Director’s Orders # 57: Occupational Medical Standards, Health and Fitness (Cover Memo)

Director’s Orders # 57: Occupational Medical Standards, Health and Fitness (Volume #1)

Director’s Orders # 57: Occupational Medical Standards, Health and Fitness (Volume #2)

Reference Manual #43: Uniform Standards

Director’s Orders #5: Paper and Electronic Communications

Director’s Orders #6: Interpretation and Education

Office of Personnel Management Salary Table – Philadelphia

Office of Personnel Management Salary Table – Rest of US

36 CFR Part 1

36 CFR Part 2