Each academy shall designate Recruit Training Officers whose qualifications, knowledge, experience, and training, shall include a demonstrated ability to supervise trainees (cadets) attending any academy at Rio Hondo College to include:

<table>
<thead>
<tr>
<th>Academy</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Academy</td>
<td>Regular Basic Course – Standard Format, Modular Format or the Specialized Investigator's Basic Course.</td>
</tr>
<tr>
<td>Fire Academy</td>
<td>Firefighter 1 Academy Course – Standard Format, Extended Format, EMT and EMS Programs, Truck Academy and other State Fire Marshall Classes.</td>
</tr>
<tr>
<td>Wildland Fire Academy</td>
<td>Basic Handcrew II, Firecrew 77, when deployed, Brush Clearing Training.</td>
</tr>
<tr>
<td>Homeland Security Training Center</td>
<td>All Courses presented at the Training Center</td>
</tr>
</tbody>
</table>

Recruit training officer responsibilities shall include:

1. Monitoring that instruction (paramilitary instruction only – marching, formations, etc.) meets state legislative mandates and procedures, Commission regulations and/or Fire Marshall regulations;
2. Monitoring that instruction meets federal legislative mandates and procedures;
3. Providing day-to-day first line supervision of trainees;
4. Supporting, motivating, evaluating and advising trainees;
5. Performing Operational risk management and enforcing the student safety policy; and
6. Ensuring compliance with all local, state, and federal laws and administrative procedures associated with the educational and workplace environment.

**Source:**

1. CALIFORNIA COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING POST REGULAR BASIC COURSE MANAGEMENT GUIDE Version 6, Section 1052 November 2007 (most current).

**Training Officer Supervision:**

The academies are responsible to provide students with the guidance and supervision of a recruit training officer.
Guidelines:
The role of the training officer is critical to the professional development of the academy’s students. The qualifications and responsibilities include:

- Adhering to the District’s Code of Conduct
- Exemplifying and emphasizing the values, ethics and high standards required of public safety professionals
- Supporting official organizational values and goals
- Understanding the mission of the basic training delivery system
- Under the direction of the academy director/coordinate:
  - Day to day supervision of recruits and all of their activities
  - Providing feedback and guidance to students
  - Evaluating and documenting student performance and conduct
  - Responding to requests for feedback or information to client agencies regarding students
- Attending the Recruit Training Officer Workshop within one year of appointment for Police Academy RTOs.
- Maintaining a clean, safe and professional training environment
- Role modeling the appearance, behavior, and demeanor of an exemplary public safety officer.

Reference: AP 7130