



AMERICAN LEGION LAW ENFORCEMENT CAREER ACADEMY

ALLECA CALL TO REPORT



ALLECA 2021

You are advised to report to the **AMERICAN LEGION LAW ENFORCEMENT CAREER ACADEMY (ALLECA)** on **SATURDAY JUNE 12, 2021**, at the time assigned to your cadet number (refer to page 4 for reporting times). The academy will be held at Emmanuel Pines Campground located at 3000 Spence Springs Road, Prescott, Arizona, 86305. ALLECA will be housed at Pine Lodge at the top of the hill (refer to page 4 for map). Designated parking is next to the ALLECA trailer.

PRIOR TO REPORTING

Cadets are required to submit an essay about themselves (autobiography) during the check-in process. The essay **must** be 1,000 words and be addressed to the ALLECA Director Matt Griffis. A word count **must** be proffered at the bottom right corner of each page (footer section). The essay may be typed (preferred) or handwritten and must project a professional image as if you were applying for a job.

Cadets will also receive the ALLECA Standard Operating Procedures (SOP) document via email. Cadets **must** read and study the SOP front to back and understand the content. Cadets **will be tested** on this information during their check-in process by ALLECA Staff. Cadets are **responsible** for reporting to the Academy with their SOP, essay, and required equipment listed below in this report. If cadets are unable to print a copy of the SOP, it is the responsibility of the cadet to notify the Director or Class Supervisor, so that a printed copy is mailed to their residence prior to the Academy.

It is **STRONGLY** suggested that cadet begins drinking water on the day prior to checking in, as they may be anxious and nervous. Cadets **needs** to be properly hydrated when checking in. Please be safe when training for Academy and do not injure yourself prior to check-in day.

Male cadets must arrive clean shaven, no facial hair (i.e. beard or mustache), hair shall be above the collar or shorter, not touching the ears and above the eyebrows.

Female cadets must arrive with their hair professionally pinned in a bun at the back of the head or pinned back and above the collar.

CHECK-IN DAY

Upon arriving at the Academy, cadet will report to the check-in station carrying all required paperwork in their right hand and luggage in their left hand. Uniformity is the key, so please abide by these instructions. A cadet advisor will greet cadet and check them in. When checking in at **each** station, Cadets will provide staff with the following verbal protocol: his/her name; last name first, first name last, and assigned Cadet number (provided via email), and verbally state "Cadet (last name, first name & cadet number #), reporting as ordered sir/ma'am." The cadet advisor will then direct cadet to the ALLECA medic, who will take their vitals. Cadet will repeat the verbal check-in protocol. Cadets will then be directed to the next check-in station.



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As indicated in the ALLECA Brochure and website (www.alleca-az.org), cadets will be expected to pass a physical fitness test immediately after the check-in process. Cadets **must** complete a 1.5 mile run within 18 minutes and complete the indicated number of push-ups and sit-ups within one minute for their age category (listed below). Cadets that fail the physical fitness test will be sent home immediately and transportation arrangements and costs are the responsibility of the parent/guardian.

The following are the age group requirements for the push-ups and sit-ups:

- Ages 11 & 12: 15 Push-ups and Sit-ups within one minute
- Ages 13 & 14: 17 Push-ups and Sit-ups within one minute
- Ages 15 & 16: 19 Push-ups and Sit-ups within one minute
- Ages 17 & 19: 21 Push-ups and Sit-ups within one minute

Cadets will be issued a uniform which consists of a polo shirt, t-shirt, a cap, belt with belt buckle, and a pair of BDU trousers. The BDU's, as well as the belt and belt buckle are to be returned at the end of the program. Cadets will then be assigned to their quarters, squad, counselor, and be given further instructions.

All meals will be served in the cafeteria (BREAKFAST, LUNCH, DINNER). On check-in day (Saturday, June 12, 2021), cadet will be served dinner only, so be sure to have a hearty breakfast and lunch, and drink plenty of water **before** arriving at the Academy.

WHAT TO BRING CHECK LIST:

Cadets must report with only **one** (1) piece of luggage. When reporting to the Academy, cadet must be wearing their own PT gear (i.e. black shorts, solid black t-shirt (no V- neck shirts), black ankle socks, and running shoes) and have the following:

- Black mesh PE shorts (no logo's or stripes)
- Several pairs of black socks (ankle, calf and/or knee length)
- Undergarments for 7 days
- Running shoes (no basketball or skateboard type)
- Black laced boots which can obtain a high gloss shine (combat style, 511, military, High-Tech, etc.)
- Black shoe polish (not liquid type)
- Personal Hygiene items
- Light Jacket
- Spray Starch for ironing
- Chapstick
- Shower Shoes
- Sun Block
- Foot Powder (if needed)
- Towels and wash clothes
- Hair spray/gel (males & females) if desired
- Notebook (8 ½ x 11)
- Laundry soap – compact size for 7 days
- Alarm clock
- Sewing kit
- Travel iron
- Shaving kit
- Small first aid kit
- Flashlight – compact and bright
- Mesh laundry bag
- Four (4) Plastic hangers



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CELL PHONES are permitted, however they will be collected and safely stored. Cadets will have an opportunity to call home at least once during the week to check in with parent/guardian.

Any cadets who bring their own vehicle to the Academy **must** relinquish their keys during check-in and will be returned after graduation.

All prescription drugs **must** be in the original container and placed in a clear “zip-lock” bag with cadet name and cadet number written on the bag. **If cadet is exposed to any illness or has flu like symptoms two weeks prior to check-in, do not plan to attend. Staff will re-schedule cadet for the next class.** Please contact the Director Matt Griffis or Captain Diana Mondragon via phone or email listed below.

GRADUATION DAY

Cadets will graduate and receive their certificate on **Saturday, June 19, 2021, at 10:00 A.M.** at the camp after a formal inspection. On graduation day, Cadet’s family and friends will need to arrive for the graduation ceremony no later than 9:30 A.M. The graduation ceremony will occur inside the camp gymnasium.

ALLECA class instructors are qualified men and women from various law enforcement agencies. Counselors and Cadet Advisors will be with cadet the entire week to provide support and guidance. All the peace officers have volunteered their services for the cadet’s benefit. They deserve and must be granted the utmost courtesy and respect.

If cadet is unable to attend the Academy, it is the cadet’s duty to notify the Director or Class Supervisor immediately by phone or email listed below.

We look forward to greeting cadets on JUNE 12, 2021.



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Emmanuel Pines Campground Map



Reporting Times for Cadets:

- 1000 Hours: Cadets 1-10
- 1030 Hours: Cadets 11-20
- 1100 Hours: Cadets 21-30
- 1130 Hours: Cadets 31-40
- 1200 Hours: Cadets 41-50