



AMERICAN LEGION LAW ENFORCEMENT CAREER ACADEMY

ALLECA CALL TO REPORT



ALLECA 2022

You are advised to report to the **AMERICAN LEGION LAW ENFORCEMENT CAREER ACADEMY (ALLECA)** on **SATURDAY JUNE 11, 2022**, 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 “you” that will be due at check-in. The essay **must** be 1,500 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 what is outlined within the SOP. Cadets **will be tested** on this information during the check-in process by ALLECA Staff. Cadets are **responsible** for reporting to Academy with a copy of the SOP, essay, and required equipment listed 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 Commander, so that a printed copy is mailed to residence prior to the Academy.

It is **STRONGLY** suggested that cadets begin drinking water the day prior to checking in, as they may be anxious and nervous. Cadets **need** 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 above the collar.

CHECK-IN DAY

Upon arriving at the Academy, cadets will report to the check-in station carrying all required paperwork in their right hand and luggage in their left hand. Uniformity is key, so please abide by these instructions. A cadet advisor will greet cadets 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 #),

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(520) 289-5113

CAPT. Diana Mondragon, **CLASS COMMANDER**
dmondragon@azdps.gov
(520) 609-1712



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reporting as ordered sir/ma'am." The cadet advisor will then direct cadets to the ALLECA medic, who will take their vitals. Cadets will repeat the verbal check-in protocol. Cadets will then be directed to the next check-in station. Cadet will repeat introduction protocol at each station.

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 uniforms 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, and DINNER). On check-in day (Saturday, June 11, 2022), 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, cadets 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:

- 3 or more pairs of BLACK PE shorts (must be longer than the tip of your fingertips)
- 3 or more BLACK t-shirts (no v-neck shirts)
- Several pairs of black socks (ankle, calf and/or knee length recommended)
- Undergarments for 7 days
- Running Shoes (no basketball or skateboard type)
- Shower shoes
- 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 (deodorant, shampoo, body wash, lotion)
- Light Jacket/Sweater
- Spray Starch for ironing
- Chapstick

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- 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
- Four (4) Plastic hangers

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 18, 2021, at 10:00 A.M.** at the camp after a formal inspection. On graduation day, Cadets’ 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 cadets 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 cadets are 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 11, 2022.

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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

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