



# American Legion Law Enforcement Career Academy

*Arizona's Junior Law Cadet Program under The American Legion National Headquarters*

## STANDARD OPERATING PROCEDURES

(Last Updated Monday, February 15, 2021)

Cadet Name: \_\_\_\_\_

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## **Section 1.01      Standard Operating Procedures (SOP)**

- 1) The information contained in this SOP will be followed and adhered to by each cadet attending ALLECA.
- 2) Each cadet will be tested throughout their attendance at ALLECA by the Director, Class Supervisor, and Staff.
- 3) It is the responsibility of each cadet to read, study, and memorize the SOP before and during their attendance at ALLECA.
- 4) Cadets are required to pay attention to every detail listed in this order.
- 5) The ALLECA staff will have the same orders and enforce these SOP's.

## Section 1.02 The United States Flag

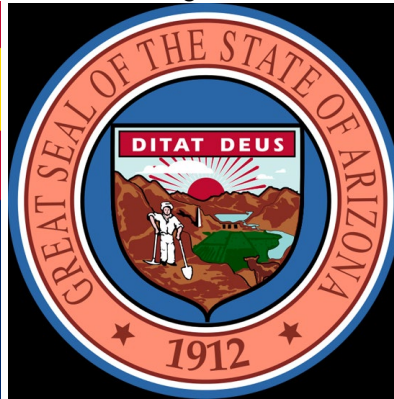
- 1) Pledge of Allegiance
  - a. **"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."**
- 2) The United States Flag has thirteen stripes for the original thirteen colonies and the fifty stars for the fifty states of the Union.
- 3) The Red stripes represent Valor and Hardiness,
- 4) The White stripes represent Purity
- 5) The Blue field represents Vigilance, Perseverance, and Justice.



- 6) What is the military? In simple terms, the U.S. Armed Forces are made up of the six military branches:
  - a. Air Force - The nation's source of air and space power. The primary mission of the USAF is to fly planes, helicopters, and satellites. The Air National Guard as we know it today is a separate reserve component of the United States Air Force
  - b. Army - The dominant land power. The Army generally moves into an area, secures it, and instills order and values before it leaves. It also guards U.S. installations and properties throughout the world. The Army National Guard is an elite group of warriors who dedicate a portion of their time to serving their nation. Each state has its own Guard, as required by the Constitution; in fact, it is the only branch of the military whose existence is actually required by the Constitution
  - c. Coast Guard - The Coast Guard's mission is primarily with domestic waterways. The Coast Guard does rescues, law enforcement, drug prevention, and clears waterways
  - d. Marine Corps - The Marine Corps is known as the U.S.' rapid-reaction force. They are trained to fight by sea and land, and usually are the first "boots on the ground." Marines are known as the world's fiercest warriors.
  - e. Navy - The Navy accomplishes its missions primarily by sea, but also by air and land. It secures and protects the oceans around the world to create peace and stability, making the seas safe for travel and trade.
  - f. most recently, Space Force - The newest branch of the military, the U.S. Space Force was signed into law in December 2019. The Space Force currently does not have a reserve component. The sixth branch of the military, the Space Force is also still in development and will be for some time as many final decisions are made, including uniforms, basing and even recruitment.
- 7) There are three general categories of military people:
  - a. Active duty (full-time soldiers and sailors)
  - b. Reserve & guard forces (usually work a civilian job, but can be called to full-time military duty)
  - c. Veterans and retirees (past members of the military)
- 8) Who is in Charge of the 6 Military Branches?
  - a. The President of the United States is the Commander in Chief, who is responsible for all final decisions. The Secretary of the Department of Defense (DoD) has control over the military and each branch -- except the Coast Guard, which is under the Dept. of Homeland Security. With over 2 million civilian and military employees, the DoD is the world's largest "company."

## Section 1.03 The Arizona State Flag

1) The 13 rays of red and gold on the top half of the flag represent both the 13 original colonies of the Union, and the rays of the Western setting sun. Red and gold were also the colors carried by Coronado's Spanish expedition in search of the Seven Cities of Cibola in 1540. The bottom half of the flag has the same Liberty blue as the United States flag. Since Arizona was the largest producer of copper in the nation, a copper star was placed in the flag's center. Flag adopted 1917. The colors blue and gold are the official state colors.



### 2) Arizona History Facts

- a. "Ditat Deus," meaning "God Enriches."
- b. Arizona became the 48th state on February 14, 1912.
- c. Capital City: Phoenix
- d. Nickname: The Grand Canyon State
- e. The saguaro cactus blossom is the official state flower. The white flower blooms on the tips of the saguaro cactus during May and June. The saguaro is the largest American cactus.
- f. Arizona is a right-to-work state. The law states no person shall be denied the opportunity to obtain or retain employment because of non-membership in a labor organization.
- g. Arizona leads the nation in copper production.
- h. Petrified wood is the official state fossil. Most petrified wood comes from the Petrified Forest in northeastern Arizona.
- i. The Palo Verde is the official state tree. Its name means green stick and it blooms a brilliant yellow gold in April or May.
- j. The cactus wren is the official state bird. It grows seven to eight inches long and likes to build nests in the protection of thorny desert plants like the arms of the giant saguaro cactus.
- k. Turquoise is the official state gemstone. The blue-green stone has a somewhat waxy surface and can be found throughout the state.
- l. Arizona is home of the Grand Canyon National Park.
- m. The ringtail is the official state mammal. The ringtail is a small fox like animal about two and one-half feet long and is a shy, nocturnal creature.
- n. Arizona's most abundant mineral is copper.
- o. The amount of copper on the roof of the Capitol building is equivalent to 4,800,000 pennies
- p. The battleship USS Arizona was named in honor of the state. It was commissioned in 1913 and launched in 1915 from the Brooklyn Navy Yard.
- q. In 1926, the Southern Pacific Railroad connected Arizona with the eastern states.
- r. The capital of the Navajo Reservation is Window Rock.



## Section 1.04 United States Top 6 Leaders

(Last updated Monday, February 15, 2021)

- 1) President of the United States: Joe Biden
- 2) Vice President: Kamala Harris
- 3) Speaker of The House: Nancy Pelosi
- 4) Secretary of State: Antony Blinken
- 5) Chairman of the Joint Chiefs of Staff Army Gen. Mark A. Milley
- 6) Vice Chairmen: Air Force Gen. John E. Hyten



## Section 1.05 Top 6 Leaders for the State of Arizona

- 1) Governor of Arizona: Douglas A. Ducey
- 2) Arizona's Senior U.S. Senator: Kyrsten Sinema
- 3) Arizona State Treasurer: Kimberly Yee
- 4) Arizona State Senate President: Karen Fann
- 5) Arizona Adjutant of the National Guard: Major General Michael T. McGuire
- 6) Arizona Department of Public Safety: Colonel Heston Silbert, Director



## Section 1.06 CHAIN OF COMMAND

- 1) What is a chain of command?
  - a. A chain of command is an organizational structure that documents how each member of a organization reports to one another. At the top of the chart would be the Chief, Director or CEO, and the people who report to them would appear directly below. This pattern continues until every person or level of employment at the organization is accounted for. This hierarchy changes over time as staff join and leave.
  - b. A chain of command exists to distribute power and responsibilities, keep staff aware of organization news and create a system for sharing knowledge. It also ensures each staff member is responsible for their own work but also has a more senior leader to offer support, encouragement, and motivation.
- 2) Do not jump the Chain of Command. If all else fails or in the event of an emergency, you may approach the ALLECA Director or ALLECA Class Supervisor. Each Cadet will know each staff member's name and assigned agency.

## Section 1.07 ALLECA Staff

- 1) Director Matt Griffis - SONS of The American Legion, TUCSON PD – Retired
- 2) Captain Diana Mondragon - AZ DPS
- 3) Sgt. Juan Figueroa - AZ DPS
- 4) Sgt. David Stopke - AZ DPS
- 5) Sgt. Christopher Scheopner - AZ DPS
- 6) Ofc. Lori Wait, AZ POST, AZ DPS (Retired)
- 7) Ofc. Scott Wait PHX PD
- 8) Trooper Brandon Wilson - AZ DPS
- 9) Ofc. David Finney, Bullhead City PD
- 10) Medic: Cooper Stubberfield- NAU PD
- 11) Ofc. Michael G. Malpass, Phx PD



## Section 1.08 Squad Assignments

Each cadet will be responsible to document their assigned Squad Leaders and Counselors.

**Use this area to write-in (PRINT) the squads of the ALLECA Counselors & Staff:**

Squadron 1 – Detective / Officer Name: \_\_\_\_\_ SQ Leader \_\_\_\_\_

Squadron 2 – Detective / Officer Name: \_\_\_\_\_ SQ Leader \_\_\_\_\_

Squadron 3 – Detective / Officer Name: \_\_\_\_\_ SQ Leader \_\_\_\_\_

Squadron 4 – Detective / Officer Name: \_\_\_\_\_ SQ Leader \_\_\_\_\_

Squadron 5 – Detective / Officer Name: \_\_\_\_\_ SQ Leader \_\_\_\_\_

Squadron 6 – Detective / Officer Name: \_\_\_\_\_ SQ Leader \_\_\_\_\_

## Section 1.09 General Rules

- 1) Cadets will follow all rules and orders given to them.
- 2) All cadets will refer to staff and instructor personnel as per their status/rank/gender
  - a. Sergeant, Officer, Sir, Ma'am
- 3) Prior to asking any question or answering any question whether during the duty day or not, the cadet will begin by addressing the staff and instructor personnel as mentioned above.
  - a. This rule will apply whether in class or not, unless directed.
  - b. If an instructor wishes to be addressed in another fashion, cadets will abide by the instructors wishes.
  - c. At no time will a cadet initiate conversation with the Camp Director unless the cadet has been directed to do so by the Class Supervisor
  - d. The only exception to this rule is:
    1. A cadet has been injured.
    2. A fire is imminent.
    3. A violation of section 9 has occurred.
    4. A cadet has become absent without Leave (AWOL).
    5. A drug/alcohol violation has occurred.
    6. A theft has occurred, and the cadet is the victim of the theft.
    7. A fight or harassment has occurred against a cadet.
    8. Any other emergency has occurred.
- 4) All cadets will participate in morning and evening physical training unless the **Class Supervisor** has excused the cadet from participating.
- 5) The duty day begins at 0500 hours and ends upon the discretion of the Class Supervisor. All cadets will be in uniform and/or PT clothing during the duty day. Once the duty day has concluded, cadets may dress in their civilian clothing. Proper civilian clothing are garments which fully cloth/cover the cadet, regardless of gender.

## Section 1.10 Rules of Conduct

- 1) Integrity means following your moral or ethical convictions and doing the right thing in all circumstances, even if no one is watching you. Having integrity means you are true to yourself and would do nothing that demeans or dishonors you.
- 2) The major violations listed below are **ZERO TOLERANCE** and will result in immediate termination from ALLECA:
  - a. Untruthfulness
  - b. Violence
  - c. Bullying
  - d. Theft
  - e. Illegal Narcotics Possession or Usage
  - f. Alcoholic Beverage Possession or Consumption
  - g. Tobacco Possession or Usage
- 3) **Code of Ethics.** Because the people of the state of Arizona confer upon all peace officers the authority and responsibility to safeguard lives and property within constitutional parameters, a peace officer shall commit to the following Code of Ethics and shall affirm the peace officer's commitment by signing the Code.
  - a. I will exercise self-restraint and be constantly mindful of the welfare of others.
  - b. I will be exemplary in obeying the laws of the land and loyal to the state of Arizona and my agency and its objectives and regulations.
  - c. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept secure unless revelation is necessary in the performance of my duty.
  - d. I will never take selfish advantage of my position and will not allow my personal feelings, animosities, or friendships to influence my actions or decisions.
  - e. I will exercise the authority of my office to the best of my ability, with courtesy and vigilance, and without favor, malice, ill will, or compromise.
  - f. I am a servant of the people and I recognize my position as a symbol of public faith.
  - g. I accept it as a public trust to be held so long as I am true to the law and serve the people of Arizona.

## **Section 1.11      Grooming Standards**

- 1) Tank top shirts, half shirts, or any cut-off shirts, which will expose any portion of the chest, regardless of gender.
- 2) See-through shirts, shorts, or pants, regardless of gender.
- 3) Shorts, which allow any area of the buttocks to be exposed, regardless of gender.
- 4) Pajamas clothing worn outside the assigned bay. Pajamas are reserved for sleeping only and may not be viewed by the opposite gender.
- 5) Undergarments (Underwear) worn in a fashion to be exposed, regardless of color and/or gender.
- 6) Males **are not** authorized to wear ear, nose, nipple, tongue rings or makeup.
- 7) Male cadets must arrive clean shaven, no facial hair – no beard or mustache, hair shall be above the collar or shorter, not touching the ears and above the eyebrows.
- 8) Female cadets are expected to arrive with their hair professionally pinned in a bun in the back of the head. It is strongly suggested that the females bring a can of hair spray with them for the week.
- 9) Females are not authorized to wear nose, nipple, or tongue rings. Females may wear conservative earrings and the earrings may not detract from the wearing of the uniform.
- 10) Females may wear conservative make-up and it must not detract from wearing the uniform.
- 11) During off-duty/night hours and outside the bay areas, unless specifically involved in an academy event, all cadets will be paired with the same gender.
- 12) At least one of the cadets will be in possession of an operable flashlight.

## **Section 1.12      Personnel Contact**

- 1) Cadets of opposite gender are not authorized to be alone at any time while attending the academy. Cadets of opposite gender are not authorized to meet, converse, congregate or partake in any personal business while attending the academy.
- 2) If siblings are attending the academy and they wish to speak to each other during the week concerning a family situation, they must first consult with their counselor, who will then seek the authorization from the Class Sergeant for such to occur. Violations of this rule will be cause for dismissal.
- 3) At no time will a Cadet be alone with an adult or someone of an opposite gender regardless, if this person is the Director of ALLECA, Class Sergeant, Counselor, Cadet Advisor, or any adult.
- 4) In the event of injury and the cadet needs medical attention and must be driven to see a physician or respond to the hospital for emergency care, at least two Counselors will be present with the cadet at all times, unless the cadet is currently being examined by the physician and/or nursing staff.
- 5) Any person entering the cabin/dorm areas, who is not directly assigned as ALLECA Staff will be immediately reported to a Counselor, Cadet Advisor and/or Class Supervisor.
- 6) If in the event a maintenance person needs to enter the cabin/dorm area, such entry will be coordinated through the Class Sergeant and Counselors.
- 7) No adult or anyone else not attending the academy, unless such person is an ALLECA Staff Member, can enter the cabin/dorm areas.
- 8) If a Counselor, Cadet Advisor or Class Supervisor must enter the cabin/dorm area belonging to the opposite gender, such Staff will knock and announce prior to doing such and wait for a reply from the occupants.
- 9) Any violations of this section must be reported to the ALLECA Director immediately.



## Section 1.13 Verbal Acknowledgement Response

- 1) If a cadet, regardless of the hour of the day, is walking on the sidewalk/walking path and an adult, staff or instructor approach from the opposite direction, the cadet will immediately stop, come to attention, make a left facing movement, remain at attention, and greet such person as, "Sir/Ma'am, good morning/day/evening" and wait to proceed walking until such person acknowledges them and passes by. Once acknowledged, the cadet will respond with, "Thank you Sir/Ma'am."
- 2) If walking to or from a class in a group, only one cadet will greet the on-coming adult person, staff and/or instructor.
- 3) If walking and paired by two, only one cadet will greet the on-coming adult, staff and/or instructor.
- 4) If walking to or from a class in a group, all cadets will march to and from in single file or by double columns as directed by the **Class Supervisor**.
- 5) As the approaching adult, staff or instructor approaches, all cadets will immediately stop, come to attention, make a left facing movement, and remain at attention. Once the adult, staff, or instructor passes, all cadets will accomplish a right facing movement and then proceed in the direction they were originally going.
- 6) There is absolutely no running on any sidewalks or pathways unless directed by the **Class Supervisor**
- 7) If at any time a cadet is injured or possibly believes they might have sustained an injury the cadet must report such injury to their Counselor immediately.

## Section 1.14 Day One Arrival



- 1) Upon arrival at the camp, each Cadet will report into the check-in table.
- 2) Upon arrival at the check-in table each Cadet will provide his/her name; last name first, first name last, and assigned Cadet number, and verbally state "Cadet (last name & cadet number), reporting as ordered sir/ma'am."
- 3) Once the Cadet has checked-in at the check-in table, the Cadet will move forward and report to the ALLECA Staff Paramedic/EMT for a pulse and blood pressure check and use the same reporting method.
- 4) Once the health check has concluded the Cadet will hand carry their luggage and report to the ALLECA Staff Check-In Area. Look for the single file line leading into the building and do the following.
  - a. Look forward.
  - b. Hands to your sides with hands cupped.
  - c. Do not talk to anyone except ALLECA staff.
  - d. Run/Jog to and from where you are told to by ALLECA staff.
  - e. When entering a room with a U.S. Flag, stop and render respect. The Cadet will place his/her hand over the heart and recite the Pledge of Allegiance.
  - f. Once completed correctly the Cadet will be instructed to move down the In-Processing Line for issuance of uniforms, room assignments and photos.
  - g. Once completed with the In-Processing Line the Cadet will be directed to the next step.

## Section 1.15 Chow Hall - Meals



- 1) Cadets are served three meals a day and as such, are not authorized to consume any other meals while attending the academy, unless authorized by the Class Supervisor. Any cadet found violating this rule would be disciplined by the Class Supervisor. All food products will be seized by the Counselors upon arrival of the cadets on the first day and will be returned to the cadet after the graduation.
  - a. Cadets will report to the CHOW HALL and stand in line (single file formation) with your appropriate equipment.
  - b. There will be no talking since the Cadet will be in formation. Look forward and wait to be called upon to enter the building.
  - c. Once the Cadet has been served their food each Cadet will report to a vacated table and do the following:
    1. Stand at attention at the table until all seating locations are filled by someone. Once this occurs one of the Cadets at the table will say the words, **“Seats”** and all Cadets will be seated at the same time.
  - d. Until the privilege is earned there will be no talking during meals.
  - e. All Cadets will sit at attention with their non-primary hand resting on their leg while the primary hand does the feeding and drinking.
- 2) Once all the Cadets are finished eating at the table one Cadet will say the words, **“Recover”** and all Cadets will respond to the attention position. Everyone at the table will finish eating their food at the same time until the right to eat **“At Ease”** is earned. Once standing the Cadets will do the following:
  - a. Collect the eating utensils and plates
  - b. Dispose of your plates and utensils properly
  - c. Depart the Chow Hall and fall into formation
  - d. If time permits the squad leader will allow squad members to report to the restrooms prior to reporting to the next scheduled event.
  - e. Cadets will remain in position, waiting for reporting to the next scheduled event.

## Section 1.16 Latrine Facilities - Restroom and Shower

- 1) Cadets will be held accountable for cleanliness of all latrine facilities.
- 2) Cadets will shower daily.
- 3) There will be no talking in the showers or bathrooms until the right has been earned by the entire class.
  - a. Talking during this time causes delays in the overall program.
- 4) Cadets will report to the bathroom or showers carrying only the necessary items needed.
- 5) Cadets are not authorized any unnecessary delays while taking showers.
- 6) Cadets will rinse themselves, apply soap and shampoo, rinse and depart the shower.
- 7) Cadets will wash their hands with soap and water after using the bathroom, each time.
- 8) Only approved bathroom locations will be used to terminate human waste.
  - a. Terminating human waste outside of buildings, facilities, or the forest is prohibited.
  - b. **Violations of this rule are cause for dismissal.**

## Section 1.17 Room Responsibility



- 1) Cadets are held accountable for cleanliness of their assigned sleeping quarters, classrooms, work areas.
- 2) Assigned living quarters will be cleaned daily.
- 3) A class will be given on how to properly make their bunks to ALLECA expectations.
  - a. Beds will be made each day prior to reporting to morning PT.
  - b. All beds will be completed with hospital corners (Sheets & blankets).
  - c. The bed is squared and so should be everything in, on and around the bed.
  - d. The pillow and pillowcase will be squared evenly in the middle of the headrest area of the bed.
  - e. The top edge of the sheet and blanket will be exactly twelve inches from the top portion of the headrest area of the bed.
- 4) All cadets will sleep inside the sheets and blankets each night wearing a t-shirt, underwear, and shorts.
  - a. Nudity under the sheets and blankets is unauthorized.
- 5) All trash will be removed from the living quarters prior to reporting to PT each morning.
- 6) Flammable liquids, such as lighters and matches, propane stoves, etc. are not authorized inside of living quarters.
  - a. Violations of this rule are cause for dismissal.

## Section 1.18 Classroom



- 1) Cadets will stand at attention when an Instructor comes into or departs the class of instruction.
  - a. The most senior Cadet inside the classroom will say the following when the Instructor enters
    - i. **“Class Attention!”**
- 2) The Instructor will let the Cadets know when to sit when the words **“Seats”** are given by the Instructor.
- 3) All Cadets are required to pay attention to what is always taught. Cadets will be asked during the week about information learned during class, so it is in the best interest of each Cadet to pay attention during classes.
- 4) Sleeping during classes is not authorized, if a Cadet feels drowsy it is in the best interest of the cadet to stand-up and go to the back of the classroom and stand at attention.
- 5) Once the Cadet feels awake the Cadet may return to their seat.
- 6) Cadets may ask questions and answer questions during classes, but prior to responding the Cadet must raise their left arm and wait to be called upon by the Instructor. Prior to asking or answering a question the Cadet will report as follows: “Sir/Ma’am” and with “Thank you Sir/Ma’am.”



## Section 1.19 Physical Fitness Conduct



- 1) Each Cadet will be issued an ALLECA PT uniform.
  - a. This is the only approved PT gear to be worn for PT each day.
  - b. White ankle socks are the only authorized socks to be worn by Cadets.
  - c. Cadets will report to PT wearing their running shoes; boots are not authorized for PT.
- 2) Each cadet is **always** expected to participate 100% during PT.
- 3) Report to ALLECA staff if you are hurt, such as bleeding, swelling, cannot breathe due to asthma, or an EMERGENCY occurs.
- 4) Physical training is a big part of our program, everyone will be sore and tired. This program is meant to help you realize that you might need to exercise more regular after attending the Academy.

## Section 1.20 Formations



- 1) Each Cadet will report to their assigned squad leader and fall into formation at attention.
  - a. Each Cadet is always required to remain focused and prepared for commands.
  - b. There is no talking during formation unless responding to the ALLECA Staff.
  - c. Each Cadet will stand at attention in their respective squad unless told to stand "**At Ease**" or "**Parade Rest.**"
  - d. Falling into formation and being prepared to be addressed by the ALLECA Staff is done prior to the arrival of the ALLECA Staff.
- 2) The following is how to properly ensure the class is prepared to be addressed by the ALLECA Staff:
  - a. Each squad needs to ensure their distance is correct by completing a dress-right-dress & cover maneuver and then come back to attention. Usually, the Class President will provide instructions to the Cadets on how to accomplish the task.
  - b. Once this is accomplished the Class President will either give the command:
    - i. "**Parade-Rest**" or "**At Ease.**"
  - c. As the ALLECA Staff approaches the Class President will provide the Class with the instruction of "Class, Attention."
  - d. Each cadet will carry their issued water bottles EVERYWHERE they go outside their cabin/dorms and march in each direction unless otherwise directed.
  - e. Cadets will carry their bottles in their left hand.
  - f. Cadets will carry their spiral notebooks tucked into their lower back waist area under the belt.
  - g. A copy of the ALLECA SOP's will always be carried inside the Cadet's notebook.
  - h. The issued writing pens will be squared in the pocket of the shirt towards the middle of the torso.
  - i. Cadet hats will be worn immediately breaking the hatch (doorway) leading to the exterior of any building. Cadet hats will be removed from the head when immediately breaking the crest of the hatch (doorway) of any building and then stored squarely in the middle of the back under the belt.

## Section 1.21 Last Day - Graduation



- 1) On Friday, the night prior to graduation, cadets will be given permission to converse with their families via telephone. Cadets are not allowed to use the telephone at any other time during the academy, unless directed by the Director or Class Supervisor. Violations of this rule are cause for dismissal.
- 2) Cadets will not interact with their families until the graduation ceremony has concluded. The only exception to this rule is prior to the graduation ceremony where the parents and family members might inspect the dorm and facilities of the academy.
- 3) In this case, the cadet will keep the interaction on a professional level and must address the parent(s) as Sir or Ma'am.
- 4) All uniforms will be freshly ironed and have creases to the pants and shirts. Uniforms and PT clothing will be washed every night to ensure cleanliness. The following areas are directions that must occur of the uniform:
  - a. The uniform pants will have a crease on the front and back of the pant legs. No other creases are permissible.
  - b. The uniform shirt must have creases on both shirtsleeves. Creases on the front and back of the shirt (Marine Corps type creases) are permissible and add to the professionalism of the uniform but are not required. (If one cadet uses the Marine Corps type creases, all cadets will follow).
  - c. The boots worn by the cadet will always have a high gloss shine to them. Exception to this rule would be to extreme heat or rainy weather.
  - d. Two black writing pens will always remain in the uniform shirt pocket, unless in a classroom and the cadet is taking notes. The only black pens authorized are the ones issued to the cadet by the Staff.
  - e. The cadet name tag will be positioned squarely and evenly on the opposite side of the shirt pocket. The top of the name tag will be even with the top of the shirt pocket.
  - f. Cadets will always wear their issued headwear while outside, except for off-duty hours and when directed by the Class Supervisor. When a cadet is walking in-doors, the cadet will remove the hat from his/her head once breaching the doorway. Once removing the hat, it will be directly placed in the small of the back, secured with the bill of the hat inside the waist area, under the belt.
  - g. The ALLECA headwear will always remain free of sweat/perspiration stains, always keeping it cleaned and professional looking.

## Section 1.22 Wild Animals

- 1) Emmanuel Pines Camp is within the U.S. Forest Service land and as such there will be many wild animals within the area. Cadets are not to attempt to pet or feed any wild animals within the property or while on a detail or within the performance of physical fitness conditioning.
  - a. Many of the wild animals are infected with diseases and if bitten can cause serious physical injury, sickness, or death.
  - b. If a Cadet comes across or finds an injured, sick, or dead wild animal, the Cadet will not attempt to touch or approach the animal but will immediately report the incident to the chain of command.
  - c. If a Cadet observes a wild animal comes into the immediate area, the Cadet will immediately report the incident to a supervisor and ensure that the incident is documented.



## Section 1.23 EXAMPLES OF FORMATIONS, UNIFORMS, etc.



Standing at Attention (Front view)



Standing at Attention (Rear View)



Reporting in Formation as a Class





Dress-Right-Dress



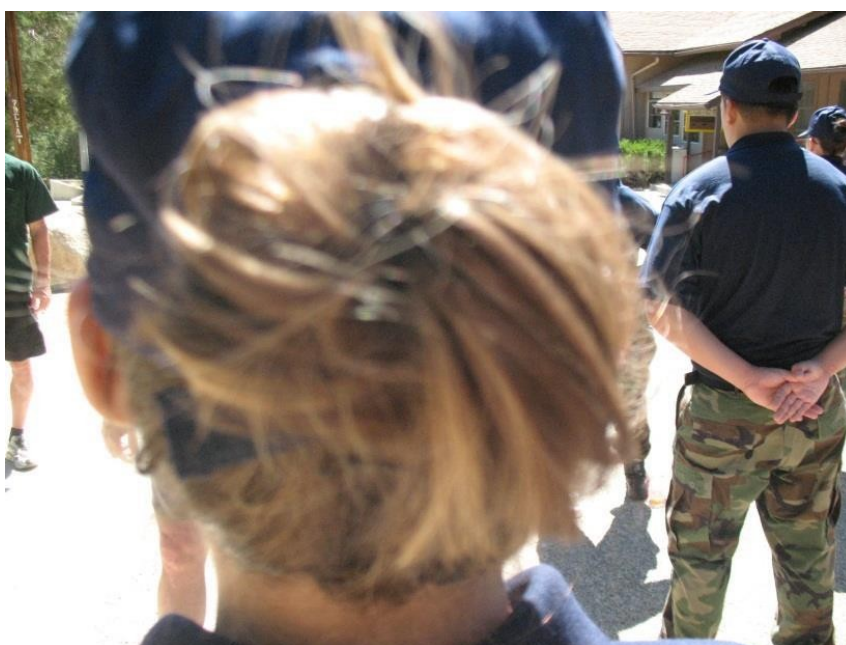
Alignment for Cover



Saluting



HatWear(Front View)



Female Hair while wearing a Hat





Parade-Rest Position (Front View)



Parade-Rest Position (Rear View)





Front Leaning Rest Position-Up (Side View)



(Front View)



Front Leaning Rest Position-Down (Side View)





Sit-up Position (Up Position)



Sit-up Position (Down Position)



Two Column Class Marching





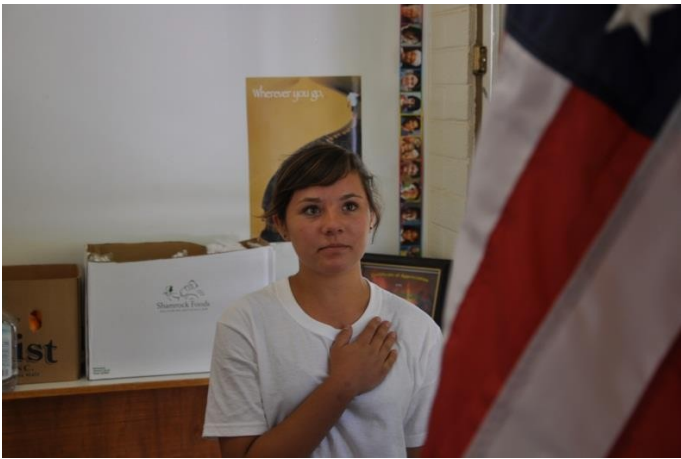
Single File Line



Marching as a Class



Sitting at Attention



Pledge of Allegiance to the Flag when Reporting I

## Section 1.24 ALLECA DRILL COMMANDS

### PREPATORY COMMAND

ABOUT

AT

AT CLOSE INTERVAL

ATTEN

FALL

CLASS

COLUMN LEFT/RIGHT (ON THE FOOT YOU ARE CALLING)

COLUMN OF FILES FROM THE LEFT OR RIGHT

CLOSE RANKS

DRESS RIGHT

FORWARD

(GROUP) CLASS, SQUAD, DETAIL...

MARK TIME

OPEN RANKS

ORDER

PARADE

PRESENT

READY FRONT

STAND AT

STAND FAST

### EXECUTION COMMAND

FACE

EASE

DRESS RIGHT DRESS

--TION

IN

ALLECA 2012- (Class number)

MARCH

FORWARD

MARCH

DRESS

MARCH

HALT

MARCH

MARCH

ARMS

REST

ARMS

---COVER

EASE

MARCH

Have fun and be prepared to learn as much as you can. We expect 100% from the Cadets, as well as their full attention and respect at all times.

If you have any questions prior to attending the Academy, you can email the Director at [allecadirector@gmail.com](mailto:allecadirector@gmail.com).

### ALLECA 2019 Graduating Class



If you do everything asked of you, you give us 100% all the time, you demonstrate that you are a team player, and you demonstrate successfulness, you too could appear in a picture like this one and be proud of your accomplishment after the week.



**This program is dedicated to the following people for their outstanding contributions to the ALLECA Program**

**American Legion**

Leonard McCulloch:	Past American Legion-Department of Arizona Commander (1980-1981)
James Kirk:	Past ALLECA Director (On & Off from 1983-1996)
John Mullhorn:	Past ALLECA Director (1996-2004)
Frank Whitten:	Previous ALLECA Director (2004-2010)
Dan Palmer	Previous ALLECA Director (2010-2018)
Matthew Griffis	ALLECA Director (2018-Current)

**Arizona Department of Public Safety (AZ DPS)**

Captain Frank Hutcheson (Ret.):	First ALLECA Liaison Officer ( <b>Created ALLECA Program</b> ) (1980-1983)
Sergeant Steve Pebler (Ret.):	Past ALLECA Camp Commandant ( <b>First Camp Commandant</b> ) (1982-1984)
Sergeant Danny Ham (Ret.):	Past ALLECA Camp Commandant (1983-1985)
Captain Jeff Resler (Ret.):	Past ALLECA Deputy-Camp Commandant (1985-1988)
Sergeant Tony Melendez (Ret.):	Past ALLECA Deputy-Camp Commandant (1986-1989)
Captain Larry Perry (Ret.):	Past ALLECA Deputy-Camp Commandant (1986-1989)
Lt. Col. Mike Longman (Ret.):	Past ALLECA Camp Commandant (1989-1991)
Sergeant Sandy Aguilar (Ret.):	Past ALLECA Camp Commandant (1989-1992)
Sergeant Bill Cramer (Ret.):	Previous ALLECA Camp Commandant (1992-2003)
Sergeant Dan Palmer:	Previous ALLECA Director/Camp Commandant & Co-Creator SOP (2004-2018)
Detective David Irvine (Ret.):	Past ALLECA Administrative Officer and Photographer (2005-15)
Sergeant Jason Warren:	ALLECA Lead Supervisor and Counselor (2007-pres)
Captain Diana Mondragon:	ALLECA Asst. Camp Commandant & ALLECA Counselor (2007-Pres) Current
Officer Mike Dickinson:	ALLECA Counselor and Co-Creator of the ALLECA SOP (2008-2013) Current
Detective Brady Little:	ALLECA Counselor (2007-Present)
Officer Tiffany Harold:	ALLECA Counselor and Staff Paramedic (2011 to 2015)
Officer Mike Warren (Phoenix PD):	ALLECA Supervisor (2011-2015)
Sgt. Dave Stopke	Current ALLECA Class Supervisor (2013-Present)
Sgt. Juan Figueroa	Current ALLECA Class Supervisor (2015-Present)
Mr. Dick Parkans:	Class Graduation Picture Photographer & Instructor (1994 – Pres)
1LT Brad Palmer, US Army:	ALLECA Counselor & Past ALLECA Cadet Advisor (2005-2012)

**ALLECA Counselors, Class Instructors & Volunteers**

**All Past and Current ALLECA Counselors**

All Past and Current Volunteers: Note: Christina (Smurf), Ryan (Casper), Brad (Taser Boy), & Maria (M-Lo)

**Camp Verde Marshals Office**

Sergeant Brian Andrews: Previous ALLECA Deputy-Camp Commandant (1995-2008)

**Gila County Sheriff's Office**

Sergeant David Hornung: Past ALLECA Deputy-Camp Commandant (2008-2018)

**Lake Havasu City Police Department**

Officer Dan Kuch: Previous ALLECA Counselor & Phys. Fitness Coord. (2006-2011)

Officer Ken Mitchell: Past ALLECA Counselor (2000-2005)