

LOS ANGELES POLICE DEPARTMENT
LD 95 Admin Duties
SA 9 ADMIN
S1 Academy Introduction and Orientation

HOURS: 1

TRAINING NEEDS: First Day Checklist

HANDOUTS: First Day Package
Recruit Manual

The Recruit Coordination Training Unit staff conducts the “first day orientation” led by the Class Coordinator.

- I. Academy introductions and orientation
 - A. Direct the recruits into Classroom 207 (Stress Inoculation Begins)
 - B. Call roll (the appropriate response being “here sir/ma’am”)
 - C. Determine which recruits have military experience
 - D. Pick a temporary class leader and squad leaders
 - E. At Approximately 0640 hrs, have the recruit officers fall out onto the tarmac at the rear parking lot then have them line up by height. (Meanwhile, all avail Drill Instructors set up the classroom for facilitation).
 1. Start with the tallest and continue down in ½ inch increments.
 2. Once the recruits are arranged by height, perform a left face and have them count off 1 through 4
 3. Arrange the recruits in platoon formation
 - a) All number 1s in Squad 1
 - b) All number 2s in Squad 2
 - c) All number 3s in Squad 3
 - d) All number 4s in Squad 4
 - F. Practice drill commands
 1. Dress Right – Dress
 - a) See Drill and Ceremony Manual, page 6
 2. Cover
 - a) See Drill and Ceremony Manual, page 6

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3. Position of Attention
 - a) See Drill and Ceremony Manual, page 3
 - G. Form class in a single file line outside of their assigned classroom
- II. Classroom
- A. The class coordinator will send the recruits into the classroom
 1. The recruits will enter the room and stand behind their designated seat at the position of attention
 2. Recruit officers will not take their seats until given the command of "ready-seats"
 - B. The class coordinator will introduce the Recruit Coordination Training Unit staff.
 - C. Begin the first day checklist for class coordinators (completion of First Day Package).