

IDAHO JUVENILE DETENTION/PROBATION ACADEMY REGULATIONS

In order to make your stay at the Academy more comfortable and to properly maintain the facilities for future occupants, you should be familiar with the expectations placed upon residents. These regulations are based on consideration for other residents, for health, safety, and to promote an atmosphere conducive to learning.

If you have any questions on the following regulations, or any other questions on the operation of the facility, feel free to discuss it with a member of the Peace Students Standards & Training Staff.

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I. GENERAL INFORMATION

- A. **ACKNOWLEDGE RULES** - All students shall read and acknowledge their understanding of, and willingness to comply with, these Rules and Regulations in order to properly complete the enrollment process for the academy session.
- B. **MAILING ADDRESS** - The Idaho Peace Students Training Academy is located at 700 South Stratford Drive, Meridian, Idaho. The mailing address is:
- Student's Name
POST Academy
P.O. Box 700
Meridian, ID 83680-0700
- C. **TELEPHONES** -Telephones are provide for your use in each Dorm room. Each phone has a built in answering machine. You can only make collect Long Distance calls or use your credit cards.
- D. **CHECK-IN** - Students are required to report to the Academy, main entrance, between 1 p.m. and 2 p.m. on the Sunday immediately preceding the beginning of classes. Room assignments will be made for the students prior to reporting to the school. Any deviation from this schedule requires notification to the academy coordinator by the student's department head. Students are not permitted to move or sleep in any dormitory room other than the one assigned by the staff.
- E. **LEAVING ACADEMY** - No student will leave the academy area without first obtaining permission from the training coordinator, signing out before leaving, and informing where he or she may be reached in an emergency. School time lost in such an absence must be made up to the satisfaction of the school coordinator. In cases of court appearances which will cause a student to miss class, a subpoena or official request from the department will be required.
- F. **INJURIES** - Injury from accidents incurred during attendance at the Academy will be covered by State Workmen's Compensation and should be referred to the individual department. Illness or injury not covered by Workman's Compensation must be covered by the individual or his/her department's medical insurance. POST staff is to be advised immediately of any accident or injury incurred while a student is at the Academy.
- G. **LIABILITY** - The Idaho Peace Students Training Council, the Department of Law Enforcement, the State of Idaho, or any of the cooperating agencies cannot be held responsible for any loss to trainees as a result of damage to, or loss of, their property through fire, theft, or other causes.

H. **VISITORS** - No visitors are permitted at the school or dormitory, except agency heads, or by pre-approval of the academy coordinator. For security purposes, no persons are allowed in the sleeping areas except those persons currently enrolled in the Academy.

I. **SCHEDULE** - The following schedule will be followed Monday through Friday, unless otherwise noted by the coordinator:

7:00 a.m.	Breakfast
8:00 a.m.	First class
12:00-1:00 p.m.	Lunch
1:00 p.m.	Return to class
5:00 p.m.	Out of class
5:00 - 5:45 p.m.	Dinner

J. **ABSENCE AND PROMPTNESS** - Students must attend on time all class sessions and study periods. Absence must be with permission of the school coordinator.

K. **SCHEDULES** - Class, meals, and daily schedules will be furnished to the student upon checking into the academy.

L. **REQUIRED REGULATIONS** - Students are required to abide by all the regulations of the Academy as listed in the following Sections.

II. STUDENTS SUPPLIES AND PERSONAL SUPPLIES

A. **NOTE-TAKING MATERIAL** - Notebooks will be handed out Sunday at check-in time. The students must bring note taking pads and pencils from home. The Academy will provide a lined notebook paper and typing paper.

B. **ADDITIONAL SUPPLIES** - Each student should bring a dictionary. Students should also bring a beverage cup with a lid for the classroom.

C. **ROOMS** - Students will be housed in a motel-like room with two persons to a room. Beds, dressers, study table, and closet space are provided. Pillows, blankets, bedspreads and linen will be furnished by the Academy. It is recommended students bring coat hangers for clothing they wish to hang up.

D. **TOILET ARTICLES AND OTHER SUPPLIES** - Students must furnish their own toilet articles, towels and face cloths. They should bring soap, shower shoes, robe and money for personal expenses. Due to possible adverse weather conditions, it is also suggested that students bring with them aspirin, cold tablets, Vitamin C, or other medication they feel necessary. Students may bring their own typewriters, computers, and extra desk lights if they desire. You may bring a swimsuit for after class hours swimming. Cut-offs and

T-shirts will not be allowed in the pool.

- E. **RESPONSIBILITY FOR PERSONAL PROPERTY** - Personal property may be left in the student's room. The Academy is not liable for loss or damage to personal property. Any property damage shall be brought to the immediate attention of a staff member. It is the student's responsibility to keep the dormitory locked at all times. A safe is available for any student wanting valuables locked up.
- F. **PARKING** - Parking will be limited around the dormitory. If possible, contact other students coming from the same area for transportation to the Academy. Vehicles of students shall be parked according to Academy maps and where instructed to do so.
- G. **LAUNDRY** - Laundry pickup will be as follows: Sheets and pillowcases will be exchanged on a weekly basis. Failure to turn in linen will result in the student being billed for same. Arrangements can be made for laundry pickup of personal clothing if desired by students. Coin operated laundry facilities are available at the Academy. Each student should bring laundry soap.
- H. **DORMITORY KEYS** - Keys to the dormitory will be issued at the time of check-in at no charge. A replacement fee will be charged for any key lost.

III. UNIFORMS AND PERSONAL APPEARANCE

- A. **UNIFORMS** - Uniforms for the Juvenile academies will be POST shirts and nice slacks and shoes, as one would wear when in a professional atmosphere. No tennis shoes will be allowed during the normal class hours, unless class is being held in the gymnasium. The student will also wear his/her uniform for graduation exercises.
 - 1. Students will possess sufficient quantities of underwear, socks and other personal items and will ensure acceptable standards of personal hygiene and appearance through proper maintenance and wear.
 - 2. Students will not wear sunglasses or tinted prescription glasses during indoor training unless it's a medical necessity and/or unless specifically authorized by the Academy Director.
- B. **SWEATSUITS** - Students will be required to wear a complete sweat-suit outfit for participation in the Self Defensive Techniques course and Physical Education programs. The student will purchase this outfit, which includes sweat pants, sweat shirt, and shorts, during check-in. Students should bring good quality running shoes to reduce injury, an athletic supporter (male students), and heavy socks.
- C. **ADVERSE WEATHER CLOTHING** - Students should bring ample warm clothing for use during inclement weather.

D. HYGIENE - Students will at all times maintain the highest standards of personal hygiene.

1. Male students will conform to the following minimum standards:

- a. Without reference to style, the hair on the top of the head will not exceed three inches in length and will be neatly groomed. Fad haircuts, so-called (mohawks, etc.) or motivational haircuts are not authorized.**
- b. Sideburns, if worn, will be neatly trimmed, have a clean shaven line at the base, will not extend downward beyond the lowest part of the outer ear opening and will not flare.**
- c. Male students will be clean shaven each morning. Beards are allowed only if they are worn and authorized by the employing agency.**
- d. The wearing of beads, necklaces, chains and similar ornaments shall not interfere with, nor be visible while, participating in class study. Only two rings may be worn at any given time. Wristwatches may be worn, but no other bracelets are authorized with the exception of Medic-Alert and/or POW-MIA types. Religious medallions may be worn, but in a manner that they will not be seen.**

2. Female students will conform to the following minimum standards:

- a. Hair that is longer than collar length shall be put up and secured to the back of the head. In no case will the length or bulk of hair interfere with training.**
- b. If worn, make-up will be of natural colors and in good taste (e.g., no heavy eye liner, colored shadow or lipstick may be worn at any time while in attendance at the police training school).**
- c. Clear nail polish is the only nail polish that is authorized to be worn.**
- d. The wearing of beads, necklaces, chains and similar ornaments shall not interfere with, nor be visible while, wearing the uniform. Only two rings may be worn at any given time. Wristwatches may be worn, but no other bracelets are authorized with the exception of Medic-Alert and/or POW-MIA types. Religious medallions may be worn, but in a manner that they will not be seen.**

IV. RULES AND REGULATIONS FOR STUDENTS

- A. **FIREARMS** - No firearms will be allowed at any Juvenile Corrections POST Academy. There is no firearm training at any Juvenile specific POST Academy. IF A FIREARM IS BROUGHT INTO THE ACADEMY, OR IN A VEHICLE THAT A STUDENT USES DURING ATTENDANCE AT THE ACADEMY, THE WEAPON WILL BE SHIPPED BACK TO THE STUDENT'S AGENCY IMMEDIATELY AND THE STUDENT WILL BE CHARGED FOR THE SHIPPING. THERE ARE NO EXCEPTIONS TO THIS RULE. (i.e. If a student is a full time Juvenile Detention/Probation officer and attending the specific Juvenile Detention/Probation Academy, but is also a Law Enforcement Reserve Student, HE/SHE STILL IS NOT ALLOWED TO BRING A WEAPON TO THE ACADEMY) Additionally, the student's agency head will be notified, as well as consideration for dismissal from the Academy.
- B. **SANITATION** - Mattress covers or pads are provided for sanitary reasons. Under no circumstances will anyone be permitted to sleep directly on the mattress cover or pad. Clean sheets provided will be used in addition to the mattress cover or pad and must be changed weekly prior to room inspection.
- C. **ELECTRIC APPLIANCES** - The dormitory rooms are wired to accommodate electric clocks, radios, razors, lamps, etc. Overloading of circuits produces fire hazards. Electric cooking facilities, percolators, electric blankets, popcorn poppers, sunlamps and other coil resistant appliances are not permitted in individual student areas. PLEASE DO NOT BRING SUCH ITEMS.
- D. **ALCOHOL** - No alcoholic beverages of any nature may be possessed or consumed in or about the vicinity of the dormitory or any part of the Academy at any time. Students will refrain from consuming alcoholic beverages at any time to the extent that it results in impairment or renders the student unfit to perform required duties while at the Academy. Any student arriving at the Academy who displays physical evidence of using or consuming any drug(s), except prescribed by a licensed physician, or any alcoholic beverage within eight hours of reporting will be disciplined or dismissed. No person(s) will be permitted at the Academy who display physical evidence of using or consuming any drug(s) or any alcoholic beverages unless under the control of an instructor.
- E. **GAMBLING** - Gambling is not permitted in the dormitory.
- F. **QUIET HOURS** - Established quiet hours for study are 8:00 p.m. to 11:00 p.m. Reasonable quietness is expected at all times. Lights should be turned off at 11:00 p.m. in the dorm sleeping areas.

- G. **SMOKING** - Smoking will be permitted during rest periods and during free time. Smoking will not be permitted in any Department of Law Enforcement or POST Building at any time. Cigarettes, cigars, pipe tobacco will be disposed of in ashtrays, cigarette urns, or designated receptacles outside the building. No cigarettes, cigars or pipe tobacco is to be thrown on the grounds or parking areas. Smokers will stay away from the entrances of the Academy to allow others to enter without being exposed to the smoke.
- H. **SMOKELESS TOBACCO** - Smokeless tobacco will not be allowed at any time in the classrooms.
- I. **ROOM INSPECTIONS** - There will be unscheduled inspections of each dorm at any given time. Students are required to maintain clean and orderly rooms at all times.
- J. **FOOD IN DORMITORY ROOMS** - No unconsumed food stuff will be kept in student's room for sanitary reasons, unless it is properly packaged and/or sealed.
- K. **CLEANUP** - Student cleanup and other necessary details will be assigned. Students must watch the dormitory bulletin board for detail assignments and other information. Students are responsible for all information on the bulletin boards in the classroom and the dormitory lounges.
- L. **RESTRICTIONS** - Bed checks will be made periodically for safety reasons. All students will be restricted to the Academy and/or dorm area Monday through Thursday nights. Students may leave the dorm area Friday night after 5:00 p.m.; students within driving distance may check out and go home provided they return no later than 11:00 p.m. Sunday night. Any student who leaves without permission or fails to return at the designated time may be subject to dismissal from the school.
- M. **POSTING SIGNS** - No tape, tacks, pins, or adhesive items of any type will be permitted on walls, ceiling, doors or woodwork. Posting of signs or erecting of aerials, etc., on outside of buildings will not be allowed. All damage to rooms or other Department of Law Enforcement property will be charged to the student responsible.
- N. **CHECKS AND STAMPS** - Cashing of personal checks and postage stamps are not available from the POST staff. Please do not ask.
- O. **PERSONAL CALLS** - Personal telephone calls by students are not permitted on the POST office lines unless of an emergency nature. Public telephones are located within the dormitory lounges for outgoing calls.
- P. **CONSERVATION OF HEAT AND ELECTRICITY** - Students shall assist

in the conservation of heat and electricity.

- Q. **EATING AND DRINKING IN CLASSROOMS** - No snacks or food consumption will be permitted in the classrooms at any time.
- R. **ANIMALS** - No animals will be permitted in the student's possession, whether in the student's auto, another auto, or in any other location at the Academy.
- S. **MALE/FEMALE QUARTERS** - Female quarters are off limits to male students and male quarters to female students.

V. ACADEMIC REQUIREMENTS

- A. **EXAMS** - Students will be tested on all major subject areas covered in the Academy as well as given a final examination.
- B. **MINIMUM PASSING** - Each student will be expected to maintain a 75% average both in academics and skills, and may be dismissed if his/her average falls below 75%.
- C. **FINAL EXAM** - Each student must pass the final exam with a minimum score of 75%.
- D. **DISMISSAL FOR FAILING** - Students who fail to get minimum scores on tests will be subject to dismissal from the academy.
- E. **AGENCY INFORMED**: A student's agency may be informed upon falling below the 75% average. A student's agency WILL be informed when a student has failed and dismissal is imminent.

VI. STANDARDS FOR CONDUCT AND BEHAVIOR

- A. **ADDRESSING STAFF & INSTRUCTORS** - Students will address staff, instructors and others by "Sir" or "Ma'am". Each student, when responding to an instructor or member of the staff will answer "yes, sir" and "no, sir", or "yes, ma'am" no, ma'am.
- B. **PROMPTNESS** - Promptness in obeying orders, in reporting for classes, meals and study periods, is required. A list of daily classes will be issued to each student.
- C. **DISRUPTING CLASS** - Students will not disrupt class by arguing with the instructor. Students will maintain a professional attitude at all times while in the classroom.
- D. **DEMERIT SLIPS** - Demerit slips may be issued for infractions of any of the listed standards for conduct and behavior, or any other time the staff feels a demerit is justified. Any student receiving a demerit shall not be eligible for any special awards at graduation. Two demerits will be cause for dismissal from the academy.

- E. **MISCONDUCT (CONDUCT UNBECOMING AN STUDENT)** - Students shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Employing Agency and the Academy. Conduct unbecoming a student shall include that which brings the Academy into disrepute or reflects discredit upon the student as a member of the Academy class, or that which impairs the operation or efficiency of the Academy or student. Types of offenses subject to this Section include, but are not limited to, any immoral act, disorderly conduct, and use of vulgar, humiliating, obscene or profane language or behavior.
- F. **INTEGRITY** - Dishonesty, untruthfulness, or discourtesy will not be tolerated. Any conduct detrimental to the conduct, efficiency or discipline of the Academy, whether or not specifically stated in the instructions, is prohibited and can be cause for disciplinary action or dismissal from the Academy.
1. Lying, evasiveness and deceit are closely related and predicated upon dishonest action which is designed to prevent the whole truth from being known. All students are expected to be completely honest and forthright at all times
 2. Acts of academic dishonesty and plagiarism violate the established standards of the academic community, and jeopardize the training necessary for proper job performance as a student.
 - a. Academic Dishonesty - Any behavior, intended to promote or enhance a student's academic standing within the Academy by dishonest means constitutes an act of academic dishonesty. Acts of academic dishonesty include, but are not limited to, the following: Cheating, which for purposes of these Rules and Regulations is defined as giving or receiving unauthorized aid in regard to academic tests or other assignments; intentionally using plagiarized material; submitting work done by another as one's own; and/or altering any Academy, Council or Employing Agency form, record or document, or forging the signature of any Academy, Council or Employing Agency instructor or official.
 - b. Plagiarism - The use of words, ideas, concepts, or work of another, without proper acknowledgment, constitutes plagiarism.
 3. Stealing - For the purposes of these Rules and Regulations, stealing is defined as the wrongful taking of property from the possession of the owner or any other person with the intent to permanently deprive or defraud the owner or any other person of the use and benefit of said property.

- G. **REPORTS - TRUTHFULNESS** - When in the course of an official investigation of a violation of these rules and regulations, a student is asked a question concerning himself/herself in a matter in which he/she has knowledge of, he/she is expected to answer in a forthright and honest manner. All reports, whether oral or written, shall be submitted on time, and shall be truthful and complete. No student shall knowingly enter, or cause to be entered any inaccurate, false or improper information.
- H. **COURTESY** - Courtesy is the expression of consideration for others. It pays the largest returns for the least effort of anything one can do. Where individuals are required to work closely together and where cooperative effort is all important, courtesy is essential in promoting coordination and developing esprit-de-corps. Courtesy is shown to all, to subordinates as well as superiors. The courtesy shown a superior is a recognition of the basic principles of organization. It is the respect shown to every leader and the acknowledgment of the responsibility and authority of his/her position. Courtesy shown a subordinate acknowledges the essential part he/she plays as a member of the team. Sloven, grudging or perfunctory displays of these methods are discourteous, and may be cause for dismissal.
- I. **BIGOTRY** - Students are expected to be sensitive to, and exhibit tolerance for; concerns, opinions and backgrounds of others, and to treat all individuals with respect, dignity and courtesy regardless of their circumstances or condition. The use of degrading language or actions with regard to race, ethnicity, religion, sex, sexual orientation and/or physical challenge to address, refer to, or otherwise affect any person or group of people, directly or indirectly, is prohibited except as otherwise provided in the Council-approved curriculum as a role-playing tool.
- J. **SEXUAL HARASSMENT** - Sexual harassment is a form of sex discrimination and will not be tolerated.
1. **DEFINITION** - The Equal Employment Opportunity Commission defines sexual harassment as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:
- a. Submission to such contact is made either explicitly or implicitly a term or condition of an individual's employment or education;
 - b. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; or

- c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational or living environment.
- K. **PHYSICAL CONTACT** - The touching of another person or his/her clothing either directly or by use of a material object, except at such times as one is acting within the scope of his/her authority for the following purposes is prohibited:
 - 1. Correcting a person's position;
 - 2. Correcting a person's movements;
 - 3. Fitting or correcting the arrangement of a person's clothing or equipment;
 - 4. Conducting a lawful examination or inspection of a person, clothing or equipment;
 - 5. Conducting a demonstration incident to training during which no person will be required to act as demonstrator more than once in succession; or
 - 6. Protecting or avoiding a person suffering from bodily injury or harm.
 - 7. When touching someone for any of the purposes listed above, no person shall come in physical contact with a greater portion of, or with greater force to, the person or equipment of the student than is reasonable or necessary to accomplish the authorized purpose.
- L. **DEPARTMENT HEAD TO BE NOTIFIED** - For any infraction of the rules and regulations while attending the Academy, the student's agency/department head will be made aware of such infraction.
- M. **OFF-LIMITS** - Students shall not enter areas designated as "Off-Limits" by the Academy Director unless authorized by the Academy Director.
- N. **SOLICITING BUSINESS** - Soliciting business, engaging in any sales or business venture, or distributing sales or advertising matter on the academy school grounds or within any academy school building, is strictly prohibited unless prior written permission has been obtained from the Academy director, with the concurrence of the sponsoring agency.

- O. **INSUBORDINATION** - Students shall promptly obey any lawful order of the Academy Director, Staff, or Instructor(s), including orders relayed from the Academy Director, Staff, or Instructor(s) by other students.

- P. **REGARD FOR THE SAFETY OF OTHERS** - Inherent in the nature of the skill and subject areas being instructed, and related activities, is the potential for injury to student, Academy Staff and Instructors. Any act or failure to act by a student which places or may place his/her safety and/or the safety of another person or persons at risk shall be punishable by his/her dismissal from the academy session.

- Q. **VIOLATION OR CRIMINAL LAW** - Students will not engage in any activity which would be in violation of any criminal law of the State of Idaho or the United States.

- R. **PRESCRIPTION MEDICATION** - Students will maintain in their possession at all times any prescription for a controlled substance prescribed by competent medical authority and must notify the Academy staff of said prescription on forms provided for that purpose.

- S. **DISTURBING OTHER PERSONS** - No student will participate in loud, boisterous or unruly activity in or adjacent to Academy facilities that disturb other persons who are studying or sleeping.

- T. **SPECIAL FAVORS** - No student will represent himself/herself as an Academy student to gain special favors in the neighboring communities.

- U. **SECURITY** - No student will become involved in any activity that may compromise the security of the Department of Law Enforcement or Academy buildings or facilities.

- V. **SOCIAL CONTACT** - Associations with academy school staff will be professional in nature at all times. Students are expressly prohibited from having social contact, either on or off duty, with the Academy Staff or Instructor(s) unless authorized by the Academy Director.

- W. **VIOLATIONS AND BEHAVIOR** - These minimum rules and regulations have been set for the student's safety, health and welfare. Continual flagrant violations, defiance of regulations, obnoxious or rank behavior may result in immediate dismissal from the Academy and/or disciplinary action.

Exceptions to these rules may be authorized by the Executive Director of the POST Academy from time to time as circumstances dictate. When such changes are authorized, they will be posted on the bulletin board in the lounge area, and the Academy staff will acquaint the students with any new requirements or rules.

In any interpretation of these Rules and Regulations, the spirit intended shall be the governing consideration. Traditions, past practices and previous customs will not be accepted in defense of any violations of these Rules and Regulations. The provisions of these regulations shall be severable. If any phrase, clause, sentence or provision is declared to be unconstitutional, or the applicability thereof to any agency, person, or circumstances shall, with respect to all severable matters, not be affected thereby. It is the intention that these regulations be reasonably and liberally construed.