

# Basic Academy Rules and Regulations:

## 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 Officers Training Academy is located at 700 South Stratford Drive, Meridian, Idaho. The mailing address is: Officer's Name POST Academy, Session # \_\_\_\_\_ P.O. Box 700 Meridian, ID 83680-0700

### C. TELEPHONES

Four pay telephones are provided for student use in the dormitory lounges. The phone numbers are 888-9073 and 888-9074 on the first floor lounge and 888-9065 and 888-9067 on the second floor.

### D. CHECK-IN

Students are required to report to the Academy, main entrance, between 11:00 a.m. and 12:45 p.m. on the Sunday immediately preceding the beginning of classes. Room assignments will be made for the officers prior to reporting to the school. Any deviation from this schedule requires notification to the school coordinator by the trainee'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 on other than authorized academy classes without first obtaining permission from the training coordinator, signing out before leaving, and informing where he/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 the individual. POST staff is to be advised immediately of any accident or injury incurred while a student is at the Academy. Students must provide proof of a major medical health care policy upon registration.

### G. LIABILITY

The Idaho Peace Officers 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 officials of city, county and state governments, law enforcement officers and instructors with prior clearance through POST staff. News media will be permitted after arrangements are made with the staff. 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:

6:45 a.m. Breakfast 7:30 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 5:30- 6:00 p.m. Dinner 6:00 - ? p.m. Evening Class / Optional class (when scheduled)

## **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, meal, 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. All note taking pads and pencils must be brought by the students from home. The Academy will provide lined notebook paper and typing paper.

## **B. ADDITIONAL SUPPLIES**

Each student should bring a small battery operated desk or pocket calculator with a square root key and 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 must bring their own typewriters, computers, and extra desk lights if they desire. Each student will participate in a water safety program and must have a swimsuit. 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. DUTY WEAPONS**

Students will be furnished with a firearm, approved holster, and full duty leather. No firearms of any kind are to be brought to the Academy by self-sponsored students. Ammunition is provided by the Academy. Firearms training takes place outside and students should bring necessary personal care items such as sunscreen and bee sting kits (if necessary).

## **G. PARKING**

Parking will be limited around the dormitory. Vehicles of students shall be parked according to Academy maps and where instructed to do so.

## **H. 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.

## **I. 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. PROFESSIONALISM**

The police training school, like the police department, is a uniformed organization. The appearance of the uniform and the manner in which it is worn are significant indications of individual pride, unit discipline, professionalism and esprit-de-corps. Students are expected to have correct posture and to maintain their uniforms and personal appearance in a meticulous manner at all times.

## **B. INSPECTION**

Students are expected to be prepared for personal inspection and inspection of their uniforms and equipment at all times during the police training school session.

## **C. UNIFORMS**

As student officers, the uniform is the normal attire while attending the basic police academy. Self-sponsored students will be furnished with uniforms by the Academy. Students shall wear their official uniform (minus the gunbelt and hat) for all daytime classes unless otherwise notified. The student will also wear his/her official uniform for graduation exercises. The graduation uniform will include a tie.

1. Uniforms must be properly worn at all times. Uniforms must fit properly and be clean and properly pressed. Brass will be shined and free from tarnish, and shoes and boots shined. Student officer clothing or articles of uniform will not be torn or mutilated and must be clean and free from non-prescribed markings and may not bear profane expression or graffiti. Student officers are responsible for having uniforms altered or, if necessary, purchasing new ones if weight is gained or lost or the uniform or uniform part becomes unserviceable.
2. Student officers 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.
3. Student officers will not carry bulging items in exposed shirt or trouser pockets unless authorized by the Academy Director.
4. Student officers will not wear sunglasses or tinted prescription glasses in formations or during indoor training unless documented by medical necessity and/or unless specifically authorized by the Academy Director.
5. All shoes and boots must be capable of being polished.

## **D. SWEAT SUITS**

Students will be required to wear a complete Academy sweat suit outfit for participation in the Arrest Techniques course and Physical Education programs. This outfit will be furnished to the self-sponsored student after check-in, and will include sweat pants, sweat shirt, t-shirt, and shorts. Students should bring good quality running shoes to reduce injury, an athletic supporter (male students), and heavy socks. NOTE: Most running is done on asphalt surfaces and running shoes should be of good quality, with plenty of cushion and arch support, designed for jogging.

## **E. ADVERSE WEATHER CLOTHING**

Students should bring ample warm clothing for use on the driving course and firing range: heavy boots, socks, long underwear, hat, and coat, gloves and rain gear. Students should bring a jump suit or coveralls for practical exercises.

## **F. 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. The sides will be tapered with the hair not touching the ear. The back will be tapered and not touch the collar. Fad haircuts, so-called (Mohawks, etc.) or motivational haircuts are not authorized. In no case will the bulk or length of hair interfere with the proper wearing of any police headgear.
- 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 on the employing agency, are neatly groomed and the hair of which shall not exceed 1/4" - «" in length.
- 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. Male students are not authorized to wear earrings.

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

- a. Hair that is put up will be secured to the back of the head. Barrettes of a natural hair color or transparent may also be worn. No more than two (2) ponytails or braids may be worn at any given time, and if worn, will be secured to the back of the head. In no case will the length or bulk of hair interfere with the proper wearing of any police headgear.
- 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. Female students are not authorized to wear earrings while in uniform.

## **IV. RULES AND REGULATIONS FOR STUDENTS**

### **A. FIREARMS**

Self-sponsored students will be issued a firearm when they check into the Academy. No other firearms are to be in the students's possession, whether in the student's room, another room, or in any other location at the Academy. All firearms will remain in the Academy weapons vault during the student's stay at the Academy. Firearms will be checked out to the student when required for instruction. Firearms will be returned to the weapons vault immediately after the training session is completed for the day. Shotguns will be provided for training and qualification on the range.

**POSSESSION OF FIREARMS BY ANY BASIC STUDENT IN THE DORMITORY ROOMS, IN CLASSROOMS, IN AUTOMOBILES, OR OTHER AREAS AS DESCRIBED ABOVE, EXCEPT WHEN REPORTING OR AS ASSIGNED BY THE STAFF, WILL BE GROUNDS FOR IMMEDIATE 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, and 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.

### **H. SMOKELESS TOBACCO**

Smokeless tobacco will not be allowed at any time in the classrooms.

### **I. ROOM INSPECTIONS**

There will be a scheduled inspection of each dorm area every day. 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.; officers 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. STANDARDS FOR CONDUCT AND BEHAVIOR**

## **A. ADDRESSING STAFF & INSTRUCTORS**

Students will address staff, instructors and others by an appropriate title: Sergeant, Chief, Sheriff, Judge, etc., and will preface with "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".

## **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 argument 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 officer 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 OFFICER)**

Students shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Academy. Conduct unbecoming an officer shall include that which brings the Academy into disrepute or reflects discredit upon the student officer as a member of the Academy class, or that which impairs the operation or efficiency of the Academy or student officer. 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 student officers are expected to be completely honest and forthright at all times. Any student officer who is unable to live up to the spirit of this requirement is unfit to serve as a member of the police training school class, as a police officer or in public service.
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 police officer.
  - a. Academic Dishonesty - Any behavior, intended to promote or enhance a student officer's academic standing within the police training school 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, 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. In police service, 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, and to the public. 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 police team. Courtesy shown to the public acknowledges the role of the police in a free society; that the police are a part of, and not apart from, the community they serve. The methods of expressing courtesy are distinctive and precise. Sloven, grudging or perfunctory displays of these methods are discourteous, and may be cause for dismissal.

## **I. BIGOTRY**

Police professionals 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.

### **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 officer than is reasonable or necessary to accomplish the authorized purpose.

#### **L. OFF-LIMITS**

Students shall not enter areas designated as "Off-Limits" by the Academy Director unless authorized by the Academy Director.

#### **M. SOLICITING BUSINESS**

Soliciting business, engaging in any sales or business venture, or distributing sales or advertising matter on the police training school grounds or within any police training school building, is strictly prohibited unless prior written permission has been obtained from the Academy Director, with the concurrence of the sponsoring agency of the police training school.

#### **N. 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 student officers.

#### **O. 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 officer, 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 police training school session.

#### **P. 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.

#### **Q. 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.

#### **R. 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.

#### **S. SPECIAL FAVORS**

No student will represent himself/herself as an Idaho Police Academy student to gain special favors in the neighboring communities.

#### **T. SECURITY**

No student will become involved in any activity that may compromise the security of the Department of Law Enforcement or Idaho Police Academy buildings or facilities.

#### **U. SOCIAL CONTACT**

Associations with police training school staff will be professional in nature at all times. Student officers are expressly prohibited from having social contact, either on or off duty, with the Academy Staff or Instructor(s) at the police training school in which they are enrolled, unless authorized by the Academy Director.

## **VI. 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.