

OCEAN COUNTY POLICE ACADEMY



Rules and Regulations

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RULES AND REGULATIONS

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(REVISED 02/2024)

GENERAL PROVISIONS

The purpose of this academy is to properly train and/or educate people directed, as recruits, to attend the police officer training program. All recruits in attendance are required to conform to the behavior standards outlined in the rules and regulations of the Police Academy.

Compliance is expected for good order and discipline and to achieve the goals and objectives of the Academy. In addition to compliance to the rules and regulations, all recruits shall be held accountable for all lawful orders and/or assignments resulting therefrom.

Failure to properly understand, or ignorance of, any rule or regulation will not be accepted as an excuse. Therefore, all recruits shall know and study these rules and regulations and should not hesitate to ask for clarification.

Any violation of these rules and regulations will result in the issuance of certain sanctions or demerits, as defined herein, which will result in further disciplinary action. When the violation is of a more serious nature, or upon a maximum accumulation of demerits, it will warrant appearance before the Director and the Academy Advisory Committee, which could lead to dismissal from the Academy. Demerits are discretionary in nature if not specifically identified in the "Demerits Evaluation" schedule.

NOTE: Although the Recruit Honor Code appears in a separate document, it is considered a part of these rules and regulations (outlined in rule 1.19). The Recruit Honor Code is a self-directed code of conduct, whose violation is considered extremely serious.

Adherence to Rules, Regulations, Orders and Instructions

All recruits, while in Academy training, are required to observe Rules and Regulations, Academy Orders, and Instructions whether verbal or written. Any recruit violating any of these provisions shall be subject to disciplinary action.

Recruits shall promptly obey orders emanating from Academy Staff or other members of the law enforcement community placed by competent authority in a position of supervision. Should any such lawful order conflict with a previously issued order, the recruit to whom such order is given shall respectfully call attention to such conflict of orders. The order given by the last person shall stand and the recruit obeying such last order shall not be disciplined.

Recruits shall not assume authority without orders

The Director may, for just cause and at his discretion, refer any recruit to the Police Academy Advisory Committee.

The Director may, for just cause and at his discretion, suspend any recruit for behavior that he deems improper.

Demerits

Demerits will be issued for violation of any of the rules and regulations contained herein. The number of demerits issued for an infraction is outlined in the “**DEMÉRITS EVALUATION**,” as it appears on the last page of these rules and regulations. Demerits are discretionary in nature if not specifically identified in the “Demerits Evaluation” schedule.

An accumulation of fifteen (15) demerits will require an appearance before a review board consisting of the Director, two or more Advisory Committee members, and other such persons as may be necessary for a review of circumstances and to conduct a hearing.

An accumulation of twenty (20) demerits will be considered cause for the Recruit’s dismissal from the Academy.

Any demerits received by a recruit during firearms training for any violation of unsafe handling of a weapon, failure to adhere strictly to instructions of a firearms instructor, or any other just cause, will be deducted from his/her firearms average if the recruit is in contention for competitive firearms honors.

NOTE: On August 3rd, 2016, The Police Training Commission adopted the revised “Basic Law Enforcement Course Trainee Manual.” This manual covers agency training, certification and academic requirements, and course dismissals. THIS MANUAL IS EFFECTIVE JANUARY 1, 2017 and will be reviewed and provided to each recruit during orientation.

RULE #1 – CONDUCT AND COURTESY

Every law enforcement agency functions on a paramilitary basis. Each has a pyramid type organizational structure with a descending, specific rank at each level of the pyramid. This type of organization is preferred because it is most effective during emergencies, performing under a high degree of danger, or carrying out a variety of tasks

on a procedural basis. It relies on adherence to orders or instructions from superior ranking persons with absolute compliance, or minimal discussion, from subordinate people. This paramilitary type of discipline is an important part of the Academy experience and compliance is expected on the part of each recruit.

- 1.1 Recruits shall not threaten, assault, strike or direct any insulting language toward any other recruit or member of the Academy Staff.
- 1.2 Recruits shall not behave in an insubordinate or disrespectful manner toward any other recruit placed by proper authority in a position of supervision.
- 1.3 Recruits shall not act or behave in such a manner so as to discredit themselves or bring discredit upon the Academy.
- 1.4 Recruits shall not use harsh, coarse, profane, insolent, indecent, suggestive, sarcastic, or insulting language.
- 1.5 Recruits shall not criticize, ridicule, haze, humiliate, harass or discriminate against any other person.
- 1.6 Recruits shall refrain from association with and avoid places frequented by known criminals or persons of poor moral character or reputation.
- 1.7 Recruits shall refrain from all other associations which would interfere with the proper performance of their duties during the Academy training program.
- 1.8 Recruits shall make every effort to work harmoniously with classmates in all assigned duties.
- 1.9 Common courtesy will be practiced at all times. When responding to a question or making a statement, of the Academy staff or visiting faculty, a recruit will preface each statement or question with the word "sir" or "ma'am" as appropriate.
- 1.10 Common courtesy will further be practiced at all times in all respects in dealing with any and all persons.
- 1.11 Any conduct deemed as unbecoming a recruit, or any discourtesy shown toward, or directed at, any member of the Academy staff or instructor, failure to follow a lawful order or command of such individuals, will be considered an act of insubordination and grounds for dismissal. The Academy Advisory Committee will convene as soon as possible; and will consider, in lieu of dismissal, the awarding of a minimum of fifteen (15)

demerits and placing the recruit on mandatory probation for the remainder of the training.

- 1.12 Each day of training there will be a personal inspection of each recruit. The formation procedure will be followed as instructed. Recruits are expected to keep their eyes front, stand at the position of attention during the inspection, and speak only in response to the questions of the inspector.
- 1.13 Before the commencement of the day's instruction, the class, as a whole, will stand in formation and pledge allegiance to the flag in the area designated by the Academy Staff.
- 1.14 Upon entering the classroom, and before taking seats, the class, as a whole, will recite the "Oath of Honor" as outlined at orientation.
- 1.15 **MAKING WAY** – when in the halls, etc., and a ranking person enters the area, the first recruit observing this individual(s) will command, in a clear, loud voice, "MAKE WAY!" Each recruit will step to the nearest wall, come to the position of attention, and remain at that position until dismissed by the individual or he/she has cleared the area.
- 1.15-1 This rule is suspended when a class is moving as a whole and in formation. Military decorum dictates a moving formation should not be interrupted or interfered with; thus any and all persons should "make way" for the unit moving in formation.
- 1.16 Recruits will come to attention each time an instructor, or any other person, enters or leaves the classroom. The class leader will call the class to attention where practical (or the first recruit observing the person entering or leaving). This rule is suspended when the class is in session and an instructor is in the classroom at the time another person enters.
- 1.17 While on breaks in any room, the first recruit to observe a ranking person entering or leaving the room will call the class to attention.
- 1.18 Recruits shall not cheat, plagiarize or use other fraudulent means to meet training standards.
- 1.19 Recruits shall adhere to the "Recruit Honor Code" as outlined at orientation.

The following actions are considered violations of the Honor Code and are prohibited:

- 1.19-1 Receiving or giving exam questions, answers, or information concerning

exams or exercises to students in your class or other classes.

- 1.19-2 Passing personal notes concerning class work to students in your class or other classes.
- 1.19-3 Passing papers which have been graded or marked for your review, to students in your class or other classes.
- 1.19-4 Discussing the contents of any exam, practical exercise, or activity for which you are evaluated, with students in your class or other classes.

RULE #2 – PERSONAL APPEARANCE

- 2.1 All recruits will wear the prescribed uniform. No substitute or part thereof will be permitted. A recruit is to report for class in full uniform and leave at the end of the day in full uniform (unless otherwise directed by a member of the Academy staff).

- Long sleeve khaki shirt
 - Department patch on right shoulder
 - Academy patch on left breast pocket
 - White metal name plate above right pocket
 - first initial – last name

- Clean white tee shirt (no PT Gear)
- Khaki trousers
- Black clip on tie
- Black belt (1 ½" black leather)
- Black socks
- Black low-quarter shoes (shoe shine kit)
- Black baseball style hat

- 2.2 The prescribed uniform must be in good condition; clean, well pressed, complete and properly worn at all times.
- 2.3 All leather and metal items worn as part of the prescribed uniform will be in good condition, shined, and worn properly.
- 2.4 Personal Grooming: Recruits shall adhere to the following dress and grooming regulations

MALE:

- 1) Hair

- a) Recruits will be clean-shaven at all times. No mustache or beard.
 - b) All male recruits will adhere to a **double zero** haircut. No shaved heads will be authorized.
 - c) Recruits are not authorized to give each other haircuts.
 - d) Sideburns are not permitted.
- 2) Cosmetics
- a) Fingernails must be trimmed and only clear fingernail polish may be applied.
 - b) False eyelashes are not permitted.
 - c) If worn, cosmetics shall be subdued and blended to match the natural skin color of the individual.
- 3) Jewelry
- a) No jewelry of any kind may be worn above the shoulders.
 - b) Jewelry which constitutes a safety hazard is not permitted.
 - c) No jewelry will be worn during self-defense or physical conditioning periods, including wrist watches.

FEMALE:

- 1) Hair
- a) Shall have a trimmed and tapered appearance and shall be styled above the collar.
 - b) Shall not be worn longer than the top of the shirt or coat collar at the back of the neck when standing with the head in a normal position.
 - c) Shall be tapered on the sides so that hair does not cover the ears.
 - d) Shall be groomed in front so that it does not fall below the band of a properly worn uniform headgear.
 - e) Ribbons, ornaments, bobby pins, barrettes and other such items are not permitted. Hair shall be trimmed in such fashion so as to make the need for such items unnecessary.
 - f) No wigs will be permitted. Hair coloring, if used, must appear natural.
 - g) A bun or twist is permitted on the top back of the head, provided it is worn in a neat manner and does not interfere with the wearing of uniform headgear.
- 2) Cosmetics
- a) Fingernails must be trimmed and only clear fingernail polish may be applied.
 - b) False eyelashes are not permitted.
 - c) If worn, cosmetics shall be subdued and blended to match the natural skin color of the individual.
- 3) Jewelry

- a) No jewelry of any kind may be worn above the shoulders.
- b) Jewelry which constitutes a safety hazard is not permitted.
- c) No jewelry will be worn during self-defense or physical conditioning periods, including wrist watches.

- 2.5 Each recruit while participating in physical training will dress in a navy blue T-shirt, navy blue gym shorts, navy blue pull over sweatshirt, navy blue sweat pants, white crew socks and sneakers (of own choice). Each recruit will also have a clean, plain white bath towel.

RULE #3 – CLASSROOM DEMEANOR

- 3.1 Recruits will restrict themselves from any athletic activity, either light or heavy, unless authorized or organized by the Academy staff.
- 3.2 All classes will begin promptly as scheduled. A ten minute break will be given each hour at the discretion of the class instructor. If not immediately present at the beginning of class, or upon resumption of class, a recruit will be considered late and an excuse, in writing, setting forth the reason(s) must be submitted to the Director.
- 3.2-1 Attendance is mandatory for **ALL** classes. In the event a recruit misses a course of instruction due to illness or other emergent factor, every effort will be made to accommodate the recruit in making up the missing work. However, should the training be such that it can not be made up (firearms, EVOC, OC Spray, Cell Extraction, Fire Safety, or any of the other practical type applications) the recruit will not be given credit for that performance objective(s). If the Police Training Commission (PTC) determines the lack of completion will result in non-certification, the recruit will NOT be eligible for graduation with the class and may result in the recruit's suspension or dismissal from the Academy.
- 3.3 Outer garments, or other articles of clothing, are not to be taken into the classroom. Such clothing is to be hung on the racks provided or stored in the recruit's individual locker or other assigned storage space.
- 3.4 No newspaper, magazine, or other reading material, not directly related to the class business, will be permitted in the classroom.
- 3.4-1 No cell phones or other electronic devices are permitted to be used in the Academy building, or any of the off-site training facilities, without the permission of a member of the academy staff.
- 3.5 A recruit desiring to ask a question of an instructor shall raise his/her hand and await recognition. He/she will then stand identify him/herself and ask

the question. ALL QUESTIONS WILL BE ASKED DURING THE INSTRUCTION PERIOD, NOT DURING CLASS BREAKS.

RULE #4 – ACADEMY BUILDING REGULATIONS

- 4.1 Recruits shall not congregate in the halls, corridors, or any part of the Academy building, or on any part of the park grounds, except in the areas designated by the Academy staff for breaks.
- 4.2 Recruits will restrict themselves to the training building and will not leave the building without permission from an Academy staff member.
- 4.3 Recruits will not engage in conversation with any person not connected with the Academy unless it is absolutely necessary (as in an emergency, when questioned by a superior officer, or in the line of duty).
- 4.4 Recruits will be held directly responsible for the appearance, maintenance, and good order of whatever facilities used directly by them while attending the Academy.

RULE#5 – EQUIPMENT AND TRAINING MATERIALS

- 5.1 Recruits shall not willfully, or through neglect, suffer to be lost, spoiled, damaged, wrongfully disposed of, or convert for their own use or possession, any property assigned for the official use of the Academy.
- 5.2 Recruits shall not use any property assigned for the official use of the Academy for purposes other than those for which they were intended.
- 5.3 Recruits, upon resignation or dismissal, must turn in all Academy owned or assigned property, equipment and documents, including these Rules and Regulations.
- 5.4 The loss of any equipment issued to any recruit shall be made known immediately, in writing, to the Director stating all the necessary facts relevant to the loss.
- 5.5 All equipment issued, supplied, or required shall be kept in good order, in the possession of the recruit, and available for inspection upon request.

RULE #6 – FIREARMS AND WEAPONS

- 6.1 No firearms, ammunition, or weapons of any kind are to be carried by a recruit at this Academy without express permission of the Director, Firearms Instructor, or other member of the Academy staff.
- 6.2 During firearms training all firearms shall be carried unloaded and with handguns in the proper holster.
- 6.3 Firearms are to be loaded **ONLY UNDER THE SUPERVISION OF A FIREARMS INSTRUCTOR.**
- 6.4 There will be no dry firing except with permission, or on the order of, a firearms instructor.

RULE #7 – LEAVES AND DISMISSALS

- 7.1 Recruits shall not remain or loiter in the Academy building, in the vicinity, or in the parking lot when excused for the day, except when on official business or with permission of the Director or an Academy staff member.
- 7.2 Recruits will not be excused from classes for medical appointments, personal business, or any other reason, except in extenuating circumstances. In these circumstances, if not an emergency, a written request must be made to the Director for consideration. In the event of an extreme or immediate emergency, verbal permission may be acquired from any of the academy staff. The Director will report all absences to the recruit's department as soon as possible. Recruits will be responsible for the satisfactory completion of all work missed during the absence.
- 7.2-1 The Director, or his designee, will determine a circumstance to be extenuating or emergent, on a case by case basis, after reviewing the written request and consulting with the trainee's department head or officer in charge.
- 7.3 To report off duty for any illness, injury, or any other reason the recruit will conform to the following procedure:
 - 7.3-1 A telephone call must be made at the first opportunity by either the recruit or, in the event he/she is unable, by a third party. The call must be made ½ hour prior to the commencement of the day's activities. If no one is present to answer the call at the Academy, the recruit must place a call to his/her department's desk officer who, in turn, should be requested to advise the Academy of the absence as soon as possible.

- 7.3-2 Recruits shall report off sick or injured **ONLY** when it would prevent him/her from attending the Academy for scheduled instruction.
- 7.3-3 Recruits who are off sick or injured shall not leave their homes unless they are hospitalized, or with the authority of the Police Surgeon or their own personal physician, or with the permission of their respective Chief of Police, Warden, or the officer in charge of the department.
- 7.3.4 If injured while receiving instruction at the Academy, **THE RECRUIT WILL IMMEDIATELY INFORM THE INSTRUCTOR OF SUCH INJURY** and submit a written report to the Director containing all the pertinent facts, including the names of any witnesses, as soon as possible. The Director will forward a copy of this report to the recruit's Department Head.

RULE #8 – LITIGATION

- 8.1 Recruits who become defendants or witnesses in any traffic, quasi-criminal or criminal matter shall promptly report such fact in writing to the Director
- 8.2 Recruits contemplating civil action for damages for personal injuries incurred while in training shall immediately notify the Director of the Academy in writing.
- 8.3 Recruits having knowledge of any matter in which they or any other recruit may become a defendant, must promptly report such fact in writing to the Director.
- 8.4 Recruits shall not violate the laws, statues, or ordinances of the United States, its territories and possessions or of any State of the United States or of any political subdivision thereof.

RULE #9 – NOTEBOOKS

- 9.1 Recruits will maintain a set of notebooks while attending this Academy. These notes will be kept in a loose-leaf binder, in a suitable and orderly manner, using index tabs to separate the various subjects, and will have a table of contents (as outlined at orientation).
- 9.2 Notebooks will be kept up-to-date at all times and will be made available to the Academy staff for verification of contents.

- 9.3 The use of notes of another recruit, or copies thereof, or plagiarism of any kind will not be tolerated.
- 9.4 Toward the end of training, notebooks will be presented for grading. A grade of “good” must be attained in order for the notebooks to be considered acceptable.

RULE #10 – EXAMINATIONS AND TESTS

- 10.1 The Academy staff, and members of the visiting faculty, reserve the right to administer mandated examinations and such other examinations, tests, or quizzes where deemed necessary and appropriate.
- 10.2 The final academic average will be determined by averaging all of the written examinations with the exception of the written firearms examination.
- 10.3 An appropriate passing grade, as outlined at orientation, is mandatory.

RULE #11 – ADDRESS AND PHONE NUMBERS

- 11.1 If a change of address or phone number becomes effective during the period of attendance, the recruit will submit, in writing, a notification to the Director setting forth the necessary corrected information.
- 11.2 This information is to be submitted on the first day of class after the change or, if practical, prior to the actual change if the information is available.

RULE #12 – ALCOHOL, DRUGS , SUPPLEMENTS & TOBACCO

ALCOHOL

- 12.1 Recruits shall not consume any alcoholic beverage to the extent that evidence of such consumption is apparent when reporting back for training, or to the extent that the ability to return or perform duty is impaired.
- 12.2 Recruit shall not while on authorized leave, become disorderly as the result of the use of any alcoholic beverage.

- 12.3 Recruits shall not consume, bring, or permit to be brought onto these premises any alcoholic beverage.
- 12.4 Recruits shall not operate a motor vehicle following consumption of any alcoholic beverage and while the presence of alcohol in one's system remains detectable.

DRUGS/SUPPLEMENTS

- 12.5 Recruits shall not possess or use any illegal drug, controlled dangerous substance or deliriant at any time.
- 12.6 Any use of a prescription legend drug prescribed for use during the training program must be reported to the Class Coordinator.
- 12.7 All prescription legend drugs must be kept in properly marked containers.
- 12.8 Abuse of any legally obtained drug or medication is prohibited.
- 12.9 All use of a non-prescription drug, including but not limited to vitamins, minerals, or any other food or supplement must be reported to the Class Coordinator via a special report for approval.

TOBACCO

- 12.10 Smoking, or the use of any tobacco product, including "E cigarettes," is strictly prohibited while on Academy grounds.

RULE #13 – DRUG TESTING

- 13.1 At some point during the training session each recruit will submit to one or more unannounced drug tests as required by N.J.A.C. 13:1-7(a) 19.
- 13.2 Drug test will be conducted in accordance with the Police Training Commission Drug Testing Standards as outlined at orientation.

RULE #14 – DISSEMINATION OF INFORMATION

- 14.1 Recruits shall treat as confidential any matters or information which pertain generally to the Academy, its operations, investigations or internal procedures.

- 14.2 Recruits shall not impart any matter or information regarding Academy business to anyone except as may be authorized by the Director.
- 14.3 Recruits shall not make written or oral statements for publication concerning Academy matters unless authorized by the Director.
- 14.4 Recruits shall not disseminate or distribute or supply to any person any abstract, original or copies of any Academy document unless authorized by the Director.
- 14.5 Recruits shall not directly or indirectly seek notoriety through the public press.

RULE #15 – SQUAD LEADER RESPONSIBILITIES

- 15.1 Recruits will be assigned, from time to time, as squad leaders. All recruits shall familiarize themselves with the squad leader’s responsibilities as posted and know beforehand their responsibilities.
- 15.2 The designated squad leader will be held responsible for the recruits he/she assigns to perform any particular task, and see to it that these tasks are completed to his/her satisfaction. The squad leader **SHALL NOT** perform the individual tasks, but see to it that the tasks are performed by those recruits so assigned.
- 15.3 All recruits shall obey the squad leader when acting in an official capacity as he/she is directly representing the Academy staff.
- 15.4 Squad leaders will be responsible for the general cleanliness and good order of all the facilities used by the class. They shall supervise the recruits in the performance of the duties assigned by the Academy staff.
- 15.5 The Squad leader shall provide the class coordinator with a type written report of the previous day’s activity.

DEMERITS EVALUATION

<u>RULE#</u>	<u>DEMERITS</u>	<u>RULE #</u>	<u>DEMERITS</u>
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1.4	3	7.1	3
1.8	3		
1.9	3	11.1	5
1.10	3	11.2	5
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6.4	5		

NOTE: Demerits are discretionary in nature if not specifically identified in the “Demerits Evaluation” schedule.