

**I. PERSONAL APPEARANCE / UNIFORM****POLICY**

It shall be the policy of the Correction Officer Trainees that all candidates present themselves in a manner that reflects credit upon themselves, their respective agency and the Peace Officer Training Program.

Correction Officer and Law Enforcement is a uniformed service where professionalism is judged in part by the manner in which the candidate wears the uniform. It is the responsibility of each candidate to take pride in their appearance at all times.

It shall be the policy of the Correction Officer / Peace Officer Training program that all candidates adhere to the uniform requirements at all times and for all activities.

**PROCEDURE**

Students will maintain the highest standard of dress and appearance. Uniforms will fit properly, be clean, serviceable and unwrinkled at all times. Footwear shall be clean and properly shined. Students must project a professional image that leaves no doubt that they are the best and the brightest candidates. Students shall exhibit correct posture and maintain their uniform and personal appearance in a meticulous manner at all times.

Students shall practice proper personal hygiene at all times. All students shall shower daily after PT or before arriving for class. Clothes shall be washed and always appear clean. Body odor problems will not be tolerated.

Correction Officer students shall not consume alcoholic beverages within eight hours of any program activity, training, or meeting. If a student ceases consumption within eight hours, but arrives for a program activity with an alcohol concentration of .02 or greater, they may be dismissed from the program. A preliminary breath test (SD-5 or similar device) will be used and the result determined accurate and evidentiary.

No cell phones, iPods or other such electronic equipment or the use thereof will be allowed in the classroom at any time. Any such device shall be secured in the student lockers in an off or silent condition. The access or use of these devices is allowed only on breaks.

No students will take pictures with cell phones, iPods or other non-issued equipment. At all practicals and classroom instruction, cell phones will be in lockers or bags. Only POTP camera will be used for taking pictures. No video recording is allowed of any POTP practical or classroom instruction.

## **II. PERSONAL ACCOUNTABILITY/ATTENDANCE**

### **POLICY**

It shall be the policy of the Correction Officer Training program that attendance at all program related functions is mandatory. Un-excused absences and/or tardiness will not be tolerated or accepted.

It shall be the primary duty of all candidates to attend classes as scheduled. Candidates are expected to be aware of the location and time of each scheduled activity.

If the student is absent (excused or not) from a required block of instruction (part of the ND POST Curriculum), the student must accomplish the instruction before they will be allowed to complete the ND Correction Officer Basic.

## **III. ACADEMIC REQUIREMENTS**

### **POLICY AND PROCEDURE**

It shall be the policy of the Correction Officer Training program that a minimum of 70% be maintained on each test. Failure to achieve/maintain a 70% minimum academic percentage shall be grounds for dismissal from the program. The grading procedure for the Correction Officer Training program shall be conducted in the following manner:

#### **1. Academic**

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

F = 69% and lower

#### **2. Performance Based Instruction**

All performance tasks will be passed satisfactorily. The candidate shall receive an "S" (satisfactory) or "U" (unsatisfactory) grade for each performance task. Failure to receive an "S" grade in any of the following skill areas will be grounds for dismissal from the program.

- Defensive Tactics
- Handcuff Procedures
- Latent Print Technique

The candidate will have three (3) attempts/trials to achieve a satisfactory grade. An instructor may suspend an attempt/trial at their discretion. Documentation of satisfactory performance shall be maintained.

If a student receives an incomplete they must retake that block of instruction at another time when it is offered.

#### **IV. DISCIPLINE**

##### **POLICY**

It is the policy of the Peace Officer Training Program and Lake Region State College that students will at all times demonstrate behavior consistent with the policies and procedures. Any deviations or violations shall be handled in a fair and expeditious manner.

##### **STANDARDS OF CONDUCT**

The Correction Officer Training program is a structured program, which requires the highest standards of conduct and respect for authority. Correctional Officer Training candidates are held to a higher standard.

The primary purpose of the Correctional Officer Training program Disciplinary System is to maintain good order and discipline among candidates of each class. The system is designed to develop and foster the self-discipline necessary for the correction officer to function effectively in the position of public trust he/she has chosen for a career. This system is also designed to teach each candidate to accept full responsibility for all that he/she does or fails to do. It is intended to teach candidates to place a very high sense of duty above self-interest and to be corrective in nature.

This discipline system's codes of conduct are similar to the systems found in most law enforcement agencies but designed for the Correction Officer Training program. It better prepares the candidate to effectively function within a system of rules and regulations and to provide practical applications of the concept of personal accountability.

Recognition of the authority of superiors is expected at all times. Students shall show respect for and obey orders of the Director, instructors, faculty, staff and any other officials of the Peace Officer Training program, Lake Region State College, and law enforcement and social service agencies, to include administrative and support personnel.

Candidates shall conduct themselves at all times, both in class and off duty, in such a manner as to reflect most favorably on Lake Region State College, the Correctional Officer Training program and themselves. Conduct unbecoming a candidate shall include that which brings the Correctional / Peace Officer Training program into disrepute or reflects discredit upon the candidate or the program; or that which impairs the operation or efficiency of the program.

Courtesy is the expression of consideration for others. In Corrections / Law Enforcement, where individuals are required to work closely together and where cooperative effort is all important, courtesy is essential. Courtesy shall be shown to all. Courtesy shown to a superior is recognition

and acknowledgment of the basic principles of organization. Courtesy shown to a subordinate acknowledges the essential part he/she plays as a member of a professional law enforcement team.

Correction Officer 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, ethnic background, religion, gender, or sexual orientation is prohibited and will not be tolerated.

Discourteous, insensitive, and disrespectful behavior will not be tolerated. Nor will the use of vulgar, humiliating, obscene or profane language be tolerated. The first violation of this policy may result in immediate dismissal from the program if the conduct, speech, or behavior reflects an extreme indifference or prejudice; that of which calls into question the student's ability to treat all persons fairly and equally as is required of a correction officer.

## **V. DANGEROUS WEAPONS**

### **POLICY**

It shall be the policy of the Correction / Peace Officer Training Program that a candidate shall not have in his/her possession any dangerous weapon (to include any destructive device or explosive) or firearm while on the Lake Region State College campus without permission from the Director, Academy Coordinator, or Instructor. The LRSC campus also includes the property of the West Fargo Police Department, the Grand Forks Public Safety Center, and/or any training site in use by the program. This applies to all Correction Officers / Peace Officer Training students to include those already employed by a law enforcement agency and those possessing a concealed weapons permit. Possession shall be defined as having any dangerous weapon or firearm under his/her physical control, to include (but not limited to) their person, residence hall, luggage, and/or personal vehicle.

Correction Officer / Peace Officer Training candidates are duty bound to report any knowledge or observation of the possession of any dangerous weapon or firearm by any Correction Officer / Peace Officer candidate.

### **PROCEDURE**

Upon a showing of satisfactory evidence that a candidate has had or currently possesses any dangerous weapon or firearm on campus, the candidate will be immediately dismissed from the Correction Officer / Peace Officer Training Program (with prejudice). Any candidate that should fail to report knowledge of possession by another candidate may be subjected to disciplinary action; up to and including dismissal from the program.