


**NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY**  
**POLICIES AND PROCEDURES**

TITLE	NUMBER	EFFECTIVE DATE
Student Responsibility	9.2	5/01/03 Amended 03/03/05 05/02/05, 12/14/07
<b>AUTHORIZING SIGNATURE:</b>	 William C. O'Toole , Executive Director	

**I. POLICY**

It shall be the policy of the Academy to establish a code of conduct, which clearly delineates the responsibilities of all students and visitors.

**II. PURPOSE**

The purpose of this policy is to establish a code of conduct that addresses the following:

- A. Conduct between students
- B. Conduct between students and Academy staff
- C. Harassment – Sexual / other forms
- D. Hazing or inappropriate physical activity
- E. Health and safety issues
- F. Definition of appropriate behavior
- G. Definition of inappropriate behavior

**III. PROCEDURES**

- A. Conduct between students:

The Academy code of conduct is published in the Academy Trainee Handbook for the Basic School, the Rules and Regulations for the

In-Service schools and the Code of Conduct for the Dispatcher School. All of these codes of conduct require that students treat each other in a fair and equitable manner at all times.

B. Conduct between students and Academy staff

Academy employees shall not engage in any activity that could be perceived as demonstrating favoritism to any student. Employees are prohibited from dating any recruit or engaging in any non – platonic relationship with a recruit while the recruit is enrolled in an Academy Basic training class. Instructors shall notify their immediate supervisor whenever a family member or other individual with whom a personal relationship exists is enrolled in an Academy Basic training class to which the instructor is assigned.

C. Harassment – Sexual/other forms

Students will conduct themselves in a professional manner at all times. Racist, sexist, lewd or lascivious conduct will not be tolerated. Actions, statements or behavior of a distasteful or insubordinate nature toward any instructor, Academy staff member, consultant or other student will not be tolerated. Improper conduct may result in expulsion from class. The dismissed student will not be readmitted without a request from their respective agency. (See Directive 4.3 Sexual Harassment)

D. Hazing or inappropriate physical activity

1. Hazing is defined as subjecting an individual to unnecessary and excessive abuse, humiliation, or physical danger, or by committing any action or causing any situation that recklessly or intentionally endangers mental or physical health.
2. Students shall not participate in any form of hazing. All incidents of mistreatment of anyone are to be reported immediately, through the chain of command to the Executive Director.

E. Health and safety issues

The Academy health and safety issues are published in the Academy Trainee Handbook for the Basic school, the Rules and Regulations for the In –Service schools and the code of conduct for the Dispatcher School.

#### F. Definition of appropriate behavior

The level of acceptable behavior while attending training at the Academy is in keeping with the highest standards of the law enforcement training profession. Behavior shall not impair a student's ability to perform his/her training or cause the Academy to be brought into disrepute.

#### G. Definition of inappropriate behavior

Inappropriate behavior by a student while attending training at the academy is behavior that reflects poorly upon the academy or trainee and impairs the operation or efficiency of the Academy.

#### H. Academy Students Attendance Requirements

##### Basic Training

Eligible absences from Basic Training shall be limited to bonafide, verifiable emergencies, illness and special occurrences, i.e., court appearances, departmentally ordered conferences, etc. The length of each absence will be predicated on the facts and circumstances available to the Basic Training Manager and Supervisors on a case-by-case basis.

Course material missed shall be the responsibility of the Basic Training Staff to ensure the trainee makes up all Performance Based Outcome training. Handouts, notes, or specific publications should be obtained from Basic Training Staff. In cases where input by staff is indicated, the trainee will arrange with such staff member to meet at a mutually acceptable time for exchange of information or material. Staff will provide training and remedial training in all areas as needed.

The following procedures will be followed when absences occur during the training session.

1. Upon return to the Academy, the student will receive a missed time report noting all missed material. The student will be directed to obtain copies of written handouts and audio lectures.
2. On the first day back and each subsequent day until all missed time is made up, the student will meet with the appropriate instructor (s) during periods of un-obligated time (breaks, lunch etc...) to cover class materials. Students may be directed to remain after normal

Academy hours to make up missed materials that could not be covered during normal business hours.

3. Due to the limited availability of certain Academy facilities and instructors (Firearms, EVOC, First –Aid), missed time may result in dismissal from the Academy.

Staff personnel receiving telephone notification of absence will initiate an absence report. The form must include total hours and title of training missed as well as the date and time the training is made up.

Late arrivals and early departures will be documented on a sign in/sign out report indicating total hours and title of training missed.

Above reports will be forwarded to the Basic Training Manager. All missed time will be entered on a session daily attendance record.

Individual reports will be filed in the appropriate Trainee's folder. The session daily attendance record becomes a part of the session record.

#### In - Service Training

All in - service students will complete the in -service Registration/Time Missed Form at the start of each program. All students will sign the in - service Daily Roster at the start of each day and after lunch. If it is necessary to miss any portion of a class, the student will sign out on the Registration/Time missed form, and will sign back in upon return. Each hour missed will be required to be made up. Rescheduling will be coordinated with the agency training officer. Classes missed and not made up will prevent certification from the Department of Criminal Justice Services. The daily rosters will be filed in the class records and the registration form will become a part of permanent Academy Records.

Students will receive documentation of attendance for all classes. Basic students will receive an Academy Certificate and a certificate from DCJS upon completion of their session. In-Service students will receive a certificate for all 40 hour classes and classes that are required prior to performing a function or skill, i.e. RADAR operator, Firearms Instructor, VCIN Operator and so forth. For all other classes they will receive a copy of the Registration/Time missed form.

## I. Violations of Code of Conduct

Trainees attending the Northern Virginia Criminal Justice Training Academy shall comply with the rules and regulations promulgated by the Department of Criminal Justice Services and with any other rules and regulations established by the Academy. The Academy Executive Director is responsible for enforcement of all rules and regulations established to govern the conduct of trainees. The Academy Executive Director shall act as set forth below.

### Levels (classes) of Offenses

The Basic Training Rules and Regulations are categorized into three classes, determined by the seriousness of each offense, as follows:

#### (1) CLASS 1

The violation of a Class 1 category Rule or Regulation is behavior inconsistent with the law enforcement profession.

The commission of a Class 1 category offense may result in the immediate dismissal with prejudice of the trainee.

#### (2) CLASS 2

The violation of a Class 2 category Rule or Regulation is behavior which indicates judgment inconsistent with the law enforcement profession. The commission of a Class 2 category offense shall result in a notice of infraction and a Disciplinary Warning Notice.

#### (3) CLASS 3

The violation of a Class 3 category Rule or Regulation is behavior that indicates a lack of attention to detail or preparation for duty. The commission of a Class 3 category offense may result in counseling or in the issuance of a Notice of Infraction.

The Basic Trainee Handbook contains the rules and regulations and identifies them as a Class 1, 2 or 3 offense. It also details the consequence of violating one or any combination of offenses. Repeated instances of any class of offense may result in more serious forms of disciplinary action, up to and including dismissal with prejudice.

## J. Dismissal with Prejudice

1. When a disciplinary infraction or other incident which could result in expulsion is suspected, the Academy staff member, civilian or sworn, who first encountered the matter will submit a written incident report on an approved Academy form. The report shall be typed, concise, and complete as to all details and shall contain facts, not opinions or conclusions. Any exhibits should be attached and should be referenced,

with explanation, in the written incident report. Any other witnesses should be listed in the report, and each witness shall submit a written report using these same criteria. After reviewing the reports and the incident file, the Executive Director shall notify the agency administrator or next in command as soon as practical of the possible action.

2. In accordance with Academy Directive 2.4, Organizational Integrity, the Executive Director may designate a member of the Academy's management team to conduct an investigation of any such matters. The designated manager/supervisor shall review the file to ensure that it is complete and that all reports are properly prepared. Any omissions or errors shall be immediately corrected upon the manager/supervisor's request. The manager/supervisor shall have the authority to further interview any witnesses or Academy staff submitting a report as well as the discretion to further interview the trainee who is the subject of the investigation. In the event of any such further interviews, the manager/supervisor shall prepare a typed, concise and detailed report of each such interview. Once the manager/supervisor has concluded his/her investigation, he/she shall write his/her own report detailing the factual conclusions he/she has found to have been established together with a list of any rules or regulations suspected to have been violated. This report, together with the full incident file, shall then be submitted to the Executive Director.
3. When the Executive Director, after reviewing the reports and the incident file, determines that a trainee should be dismissed with prejudice, he/she shall notify the agency administrator or next in command in writing of the intended action. The Executive Director shall summarize the allegations and the results of the investigation.
4. The Executive Director or his/her designee shall also notify the trainee in writing to advise him/her of the pending dismissal action and the reasons for such action. The trainee will be advised that he/she may present, orally or in writing, any extenuating circumstances, challenges based on disputes of facts of the case, or alleged procedural errors by the Academy staff. The trainee shall have two (2) business days to prepare and present any such information.
5. Based on all the facts and circumstances presented, including any information provided by the trainee, the Executive Director may choose to uphold or to vacate the pending dismissal action.
6. If the Executive Director's decision is to dismiss the trainee, the agency administrator will be notified in advance of the taking of such action and the agency administrator will be provided a supplemental report of any

additional information considered by the Executive Director together with a copy and/or record of any of the trainee's submissions.

7. If the Executive Director's decision is to not dismiss the trainee, a copy of the completed investigation and disciplinary action will be sent to the agency administrator as soon as possible.
8. If the Executive Director's final decision is to dismiss the trainee, the trainee shall be immediately released from the program.
9. A trainee who has been dismissed with prejudice from the Academy will not be allowed to attend any future basic training sessions conducted by the Northern Virginia Criminal Justice Training Academy.

K. Dismissal Without Prejudice

1. Trainees who fail academically may be readmitted in a subsequent Academy Basic Training session at the written request of the agency administrator.
2. Trainees who cannot continue in the Basic School program due to medical reasons or an injury may be re-enrolled in a future session provided the injury or illness is completely healed. The attending physician must provide the Executive Director with a written document authorizing the trainee to fully participate in all physical fitness activities.

L. Removing a disruptive or non-participating student from class.

1. General classroom and training site control-instructor responsibility
  - a. Instructors shall maintain control of their classes at all times.
  - b. Instructors shall ensure the Academy directives and DCJS guidelines are followed at all times.
  - c. Any instructor who fails to maintain classroom and training control is subject to disciplinary action.
  - d. Any instructor may remove from the classroom or training site any student whose actions pose an immediate threat of danger to self or others or are disrupting training. If a student is removed from a training session, the Executive Director or his/her designee will notify the member agency that employs the student.

2. General Classroom and Training site control-supervisor responsibility.
  - a. The appropriate supervisor / manager shall ensure adequate staffing for each class.
  - b. As a guideline, there should be one instructor for each class. For skills classes, there should be at least one instructor per fifteen students.