



SHERIFF AND DEPUTY SHERIFFS TRAINING CODE OF CONDUCT

A trainee shall maintain professional demeanor while in a training status. A training status is defined as that period for which the Sheriff and Deputy Sheriff Education and Training Board (Board) is providing or reimbursing all or a portion of the cost of training, salary, travel, or room and board for any Board training programs. Trainees are reminded that they are representatives of their respective counties and the Board and their behavior should never taint the reputation of the Board, their Sheriff's Office, or any institution engaged by the Board to conduct training (Academy).

I. Testing

A. Mandatory tests and proficiency examinations will be given for each major section of the curriculum. In order to complete the course and receive certification or re-certification, a trainee must pass all tests and proficiency examinations.

B. Test and proficiency examinations will be scheduled and announced to the class in advance.

C. All test and proficiency examination materials must be returned to the instructor supervising each test at the end of the test/examination period.

D. It is the responsibility of each individual user to protect their user identification and password for any application or computer system utilized by the Board for training. Sharing of password/access to online training, allowing someone else to take your training or tests and proficiency examinations, or sharing or receiving test/examination questions or answers will be considered cheating.

E. Cheating on tests and proficiency examinations will be grounds for discipline, including dismissal from the course. Cheating may include copying from another person's test/examination, utilizing references or notes without the instructor or proctor's approval, theft of test/examination materials, removal of test/examination materials from the classroom, using test/examination materials stolen by another or providing answers to, receiving answers from, or giving assistance to another person during any phase of and test/examination session.

F. A trainee may undergo one retest for any test/examination for which he or she fails to attain a passing score on the initial test/examination. Completed tests/examinations will only be returned for review in preparation for a retest. Regardless of the passing score actually attained on a retest, only the minimum score required for passing will be awarded the trainee. Failure of an online retest will cause a trainee's registration to be suspended until such time as the sheriff requests and the Board approves re-enrollment. This is in accordance with current Board policy, Paragraph III, Training Failures.

II. Attendance

A. Attendance is required at all sessions of the course. Trainees are required to be on time for all training sessions and remain until completion of the training as determined by the instructor.

B. The Director of the Academy or other persons designated by the Academy are authorized to determine the validity of an absence.

1. Absence: Failure to attend classroom sessions, field exercises, or other scheduled training sessions as mandated by the course of instruction.
2. Excused Absence: Absences, that occur as a result of circumstances completely beyond the control of the trainee. Examples include the trainee's illness or injury, severe illness, injury or death in the trainee's family and court appearances.
3. Unexcused Absence: When not properly excused, failure to attend classroom sessions, field exercises or other scheduled training sessions as mandated by the course of instruction because of lateness to class, not attending one or more class sessions, not attending complete days of class, falsifying information when requesting an excused absence, or any other absence which the Academy Director deems to be without cause.

C. When a trainee is absent for any reason, the employing sheriff's office will be notified of the absence.

D. A trainee shall complete an absence form prior to taking an excused absence or as soon as possible for an emergency or unexcused absence.

E. A trainee shall complete an absence form for all missed training regardless of the reason.

III. Clothing

A. Trainees shall maintain a neat appearance at all times.

B. Classroom Training Uniform.

1. For the basic training program, the trainee shall wear a provided blue polo shirt, purchased khaki tactical pants, black belt and black shoes/boots.
2. For the waiver training the trainee shall wear long pants and a casual collared shirt (polo).
3. At no time will clothing be worn that is inappropriate or may be a safety concern. The Academy Director or designee will determine the appropriateness of attire and what, if any, corrective action is needed.

C. When required for outdoor or physical activity, the Academy Director may designate other appropriate clothing.

D. Safety Equipment. A trainee shall be responsible for providing any safety equipment which will be designated by the Academy in a welcome letter or course syllabus/schedule.

IV. Weapons (Lethal and Less than Lethal)

A. Firearms, chemical aerosols, live ammunition, batons, and electronic stun devices are not considered part of the training uniform and, therefore, may not be brought to class or on training property, except when and under the conditions designated by the Academy Director.

B. Individual weapons provided and utilized by the trainee must be approved for on-duty carry by the employing sheriff and approved for use in training by the applicable Academy.

C. Security of individual weapons is the responsibility of the trainee. Trainees should follow common sense, safety practices, and departmental policy.

D. Trainees shall adhere to all defensive tactics and range safety rules instituted by the appropriate instructors.

E. Ammunition may not be brought to or taken from the range.

F. Violations of any rule under this section will be grounds for failure of the firearms or defensive tactics portions of the course.

V. Harassment (Including Sexual Harassment)

A. Harassment or discrimination against an individual or group by reason of race, color, familial status, religious creed, ancestry, age, gender, sexual orientation, national origin, handicap or disability will not be tolerated and is grounds for dismissal from the Academy. Harassment includes the following:

1. Physical Harassment/Abuse: This includes unwanted physical contact to include touching, fondling, patting, pinching, kissing and all legal classifications of harassment, stalking, or assault.
2. Verbal Harassment/Abuse: This includes name calling, innuendoes, insults, threats, requests or demands for sexual favors, propositions, questions about a person's sexual practices, lewd comments, "wolf whistles," racial, religious, ethnic, or explicit sexual jokes.
3. Visual Harassment/Abuse: This includes obscene, explicit or insulting gestures, leering or displays, pictures, objects, materials or crude cartoons.

B. Sexual Harassment: Includes unwanted sexual advances, requests for sexual favors and other verbal or physical conduct such as that described above when it is of a sexual nature and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

VI. Unprofessional Conduct:

- A. Unprofessional conduct is grounds for sanction and the imposition of appropriate disciplinary action. Unprofessional conduct is defined as on or off campus conduct that reflects poorly upon the image of the Board and the Sheriffs of the Commonwealth. Examples include: talking in the classroom; disrespect to instructors; sleeping, eating, or smoking in class; disrupting other activities occurring on the training site; false fire alarm; vandalism; illegal parking; lying to training delivery or Board staff or any other person; refusal to cooperate with staff investigations; and other criminal offenses committed on or off the training site.
- B. All trainees are expected to respect the rights of their fellow classmates.

VII. Fitness for Duty

- A. Students are expected to report for training in a condition fit for the proper, competent, and safe performance of their duties. Students are expected to remain fit for duty throughout their scheduled training.
- B. Students may be considered unfit for duty for a variety of reasons including but not limited to medical or behavioral health conditions, effects of medications, extreme stress, injury, or impairment by alcohol or drugs.
- C. Should conditions exist that may impact the suitability of a student to safely and successfully participate in training, the student must inform staff (Academy, Instructor, or Board). A medical clearance may be required to continue/return to training.
- D. Alcohol may not be consumed within 8 hours of scheduled class.
- E. If staff (Academy, Instructor, or Board) believes a student is under the influence of alcohol through observation, the student may be offered a Portable Breathalyzer Test (PBT). This test is voluntary.
 - 1. If the PBT reading exceeds 0.01 BAC, the student may be dismissed from training.
 - 2. If the PBT is declined, disciplinary action may still take place based on staff observations and other factors.

VIII. Disciplinary Action

- A. Per Board regulation, § 421.5. Code of Conduct, violations of the Code of Conduct may subject a trainee to disciplinary action.
- B. Disciplinary action may include:
 - 1. An oral reprimand;
 - 2. A written reprimand forwarded to the sheriff of the trainee committing an infraction;

3. Restitution for damages;
4. Dismissal from the Academy for the course of instruction;
5. Refusal by the Board to certify or re-certify the trainee at any time; and.
6. Revocation of Board Certification

C. A request for reconsideration of disciplinary action may be submitted, in writing, by the employing sheriff to the Board at its next regular meeting.

D. All violations of the Code of Conduct will be documented in the trainee's record and actions included in Section VII. B. 2-6 will be reported to the Board and the sheriff's office employing the trainee violating the Code.

E. Imposition of disciplinary action by an Academy Director does not waive the Academy's or the Board's right to impose additional or more severe disciplinary action against a trainee when the circumstances require such action.