

# JACKSONVILLE POLICE DEPARTMENT

Policy: 8-7

Effective: 09-01-18

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## TRAINING RULES OF CONDUCT

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**PURPOSE:** To provide guidelines and rules of conduct for employees who participate in Department training.

**POLICY:** The Jacksonville Police Department is committed to the development of highly qualified employees and to the enhancement of job-related knowledge and skills. To that end, it is imperative that certain rules of conduct be followed during training that employees attend so order and a conducive training environment can be maintained.

### **PROCEDURES:**

- A. **Class Attendance:** No absences will be permitted unless excused by the Training Supervisor or his designee. Tardiness will not be condoned, including return from designated break periods. The student's immediate supervisor and the Training Supervisor will be notified by the Training Instructor or Training Officer when the student does not report to class.
- B. **Rank Designation:** Personnel attending training classes are students. Rank designation plays no part while the student is attending training classes. The Instructor(s) and Training Division personnel are in charge and responsible for the classroom and all that it encompasses while training is in session.
- C. **Weapons:** Officers in departmental uniforms, as described by policy, or authorized to wear civilian attire, shall carry their weapons in compliance with departmental policy. Civilian employees with a valid Concealed Handgun License, issued by the State of Arkansas, will not be allowed to have their weapon on their person while in the classroom unless authorized by the Training Supervisor or his designee.
- D. **Dress:** Dress for a professional training environment. Departmental uniforms or approved civilian attire only will be worn. No shorts, sleeveless shirts, t-shirts with suggestive graphics or wording, flip-flop/sandal type shoes, or provocative attire will be permitted unless otherwise authorized by the Training Instructor.
- E. **Academics:** All examinations become the property of the Training Division. No grades are published, but the employee can obtain their score from the Training Instructor or the Training Officer. The Training Instructor will advise each class of the grading criteria used in that particular class. All skill tests are graded on a pass or fail basis.
- F. **Conduct:** A professional demeanor is expected of all employees during training events. Students will not exhibit disruptive or disrespectful behavior, such as profanity or obscene language, and intentionally making loud noises. Students shall be responsible for maintaining a neat and orderly classroom, break area, range area, or any areas where the student is assigned during their training period. Newspapers and reading material, other than that required as course material, shall not be read in the classroom while classes are in session, except during break periods. The student shall notify the instructor if having difficulty staying awake or alert in the training environment. The instructor will decide what the best course of action is to be taken. If the student is dismissed from

class for any reason, the instructor will notify their immediate supervisor and explain the circumstances.

- G. **Light or Modified Duty Assignments:** All students assigned to light or modified duty will make timely notification to the Training Supervisor, or his designee, of any restrictions or medications that will be required during the assigned training event. The Training Supervisor, or his designee, will determine what action needs to be taken in order to maintain a safe environment for the student and other employees. The Training supervisor, or his designee, will notify the student and his immediate supervisor in advance in writing advising whether an accommodation was approved or denied, and describe the reason for denial or accommodations along with any precautions put into place temporarily for the training environment and student. The student must agree to the approved accommodations prior to participation and not deviate from them during the training event. Accommodations will only be made for a student if they do not prevent adequate learning and mastery of the skills and/or knowledge being taught. Mandated requirements may not be changed, for example, the Essential Functions Test for Police Officers, or CLEST mandated requirements, for example, ability to shoot with accuracy and score a minimum percentage to pass.
- H. **Electronic Equipment:** The use of photographic or recording equipment is forbidden unless otherwise approved by the Training Supervisor or his designee. Electronic devices, such as pagers or cell phones shall be turned off or set on silent mode during the course instruction. Answering cell phone calls and messages will be done during breaks. Responding to alerts from work or family indicating an emergency or urgent response are permitted, but the student will step outside the class room so not to disturb the learning environment. The Training Instructor may inquire of the student what necessitated leaving the class room.
- I. **Smoking:** Smoking is prohibited in all city buildings. There is a designated smoking area located outside. The Training Instructor will inform the students of the nearest location(s) for use by the student.
- J. **Illicit Drugs & Alcoholic Beverages:** The use, possession, or being under the influence if illicit drugs or alcoholic beverages during any training session is strictly prohibited. The Training Instructor will immediately notify the Training Officer and Training Supervisor of any violation or reasonable suspicion of possession and/or use of illicit drugs by a student.
- K. **Administrative Areas:** Administrative areas of the Training Division are those places known to store training equipment, tools, and supplies. These administrative areas are restricted to official business only. Students are not to enter these areas without prior consent of the Training Instructor, Training Supervisor, the Chief of Police, or his designee.
- L. **Complaints:** All complaints and concerns by a student shall be addressed in a respectful manner with the Training Instructor. If the Training Instructor behaves inappropriately by sexually harassing or creating a hostile environment for the student(s), then they are to be told by the student to stop. The student is to notify the Training Officer and Training Supervisor of complaint, unless they are the accused party. City and department policies shall be adhered to for all such complaints.
- M. **Illness:** Illness or injuries shall be reported immediately to the Training Instructor. If the instructor is an outside vendor, then the injury will be reported to the Training Officer and Training Supervisor.

N. **Penalty:** Violation of these rules by a student can be cause for dismissal by the Training Instructor from the training event currently in attendance. The Training Instructor will immediately notify the Training Supervisor of the situation and the intent to dismiss the student. The Training Supervisor may affirm the dismissal or provide a remedial solution to the student's conduct and allow the student to continue participation.



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Brett C. Hibbs  
Chief of Police