

JACKSONVILLE POLICE DEPARTMENT

TRAINING RULES OF CONDUCT

Policy: 8-7

Effective: 09-01-18

Revised: 04-25-19

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