

MERCER COUNTY POLICE TRAINING ACADEMY STAFF

Academy Director

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Mercer County Police Academy

Chief Instructor
Lead Physical Training Instructor
Rangemaster

Detective Robert Gioscio
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Staff Instructor

Investigator Michael Winget
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Class Coordinator
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Dennis J. Schuster
Liaison for Mercer County Sheriff's Office

Vehicle Operations
Rangemaster

Agent Stephen Notta
Liaison for Mercer County Prosecutor's Office

Secretary

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Mercer County Sheriff's Office

THE TRAINING ACADEMY

The Mercer County Police Training Academy is a state certified law enforcement training school, governed by the New Jersey Police Training Commission (PTC). The Academy is responsible for the Basic Course for Police Officers.

The current recruit-training period is 22 weeks, with four days dedicated to agency training.

CURRICULUM

The subjects covered in the Basic Course for Police Officers entails, but are not limited to: agency instruction, firearms, impact weapons, defensive tactics, traffic enforcement, community policing, structure of police organizations, criminal and constitutional law, patrol operations and physical conditioning. Homework assignments shall be frequent, and will be graded.

Each trainee shall maintain formal notebooks, with prescribed regulations for the retention of the notes and handouts.

EXAMINATIONS

In certain critical areas (but not in every exam), a minimum score of 100% must be achieved. The instructor renders a “pass/fail” score in certain critical areas, where a practical display of the knowledge is required.

INSTRUCTORS

All of the instructors utilized in this Academy are PTC certified. Most instructors have been assigned to the Academy from municipal, county, state and federal agencies. Each instructor is considered a subject matter expert in his/her particular area.

TRAINEE REQUIREMENTS

Courtesy and Demeanor

Trainees shall observe the rules of military courtesy and protocol, as well as proper adult demeanor, in their relationships with their classmates, instructors, visitors, etc. The staff will not tolerate excuses and/or allowances for immature conduct.

Trainees shall exhibit the self-discipline expected of a professional law enforcement officer. “Officer Survival” techniques rely heavily upon concepts of self-discipline, and the observance of standard operating procedures.

Peer conversations between trainees shall be prohibited during training sessions, unless authorized by an instructor.

Trainees shall not ask questions regarding the subject matter during break periods, unless directed by the instructor.

Excessive noise during breaks, lunch etc. shall not be tolerated.

Military Courtesy

Trainees shall immediately command “Attention” and come to the position of attention:

Upon the entry of an instructor into the classroom area, break room, or any room where an instructor is not present.

If an instructor is already in the room, the trainee does not call “Attention”.

Trainees shall address one another as “Recruit and their last name,” The use of first names is prohibited.

Trainees shall render a salute to the Academy Staff as directed.

Trainees shall not report to the Academy Staff Office, unless directed to do so.

The exceptions to this rule are:

The Platoon Leader, in the execution of his/her normal duties and responsibilities, comes to the realization of any exigent circumstance, requiring the immediate attention of a Staff member.

Reporting Procedure

When a trainee is directed to report to the Academy office, he/she shall knock on the office door in a manner capable of being audible at a distance of 25 feet. Upon the receipt of a response from within, enter the office, close the door, and state "Sir/Ma'am." The recruit shall wait for a reply, and continue on as directed.

Care and Maintenance of Training Areas

The classroom and break area shall be inspected, at the close of each training day. The Platoon Leader shall be responsible for compliance and quality assurance. Showers are to also be maintained when in use.

All trainees shall be held responsible for the appearance of the classroom and any utilized facilities during the course of a tour of duty. The Platoon Leader shall be responsible for their condition and status.

Trash shall not be permitted to accumulate on tables, i.e. food wrappers, drink containers, etc. Trash will be placed in the proper receptacles.

The tables shall be cleared except for the Recruit's name plates and the recruit's name plates shall be rotated at the close of each training day in the order specified by the Academy.

Classroom and break room floors shall be kept clean.

Personal belongings shall not remain in the Academy overnight, unless authorization has been granted by the Academy Staff.

Trainees shall not post materials on any walls or doors, or elsewhere on Academy grounds, without the express permission of the Academy Director.

Trainees shall not bring any unauthorized materials onto the Academy grounds. This includes, but is not limited to, newspapers, magazines, radios, tape players, videos, and recorders.

Erasers, dry ink markers, easel pads, TV/VCR remotes, must remain in the Academy classroom at the conclusion of the training day. The Platoon Leader shall insure compliance to this directive.

The dry ink board shall be erased and cleaned at the conclusion of the day.

All shades must be closed. All information sheets, texts, handout materials shall be secured from visual observation.

Audio visual aids must be returned to the classroom closets.

Smoking and Eating

Food and drink shall be limited to break periods.

Trainees shall only eat or drink in the break area. Candy, gum, etc., shall not be permitted for consumption during class.

Trainees are not permitted to smoke on Academy grounds.

Intoxicants

The use, possession, or introduction of any unauthorized intoxicant or illegal drug, in or about the Academy grounds, shall be considered as reasonable cause for immediate suspension and/or termination from the Academy. Illicit substances also require the processing of criminal charges. "Termination" of service is highly probable.

Uniforms

Trainees shall attend the daily classes in the prescribed uniform of the day, and shall be worn in the prescribed manner. All uniforms shall be cleaned, pressed and in good order. All leather gear shall be cleaned and shined.

Academy Uniform (PATCHES WILL BE ISSUED ON FIRST DAY)

Long sleeve shirt – Navy blue color, Dickies brand or equivalent, poly/cotton blend. Mercer County Academy patch sewn on left sleeve, 1" from centered shoulder seam. Creases may be sewn in. All brand patches shall be removed off uniform.

Pants – Navy blue color, Dickies brand or equivalent, poly/cotton blend. Military creased in front and back of leg. The pants shall be hemmed with no front bead, falling 1" above the back sole of the shoe. Creases may be sewn in. All brand patches shall be removed off uniform.

Shirt Stays for Uniform Inspection

Hat – Black (Flexfit) Name and Student# on Inside

Tie – Black color, Polyester, clip on.

Tie Bar- Blank Silver Colored / Size approx. ¼" by 2"

Pants Belt – Plain black leather, 1 ½" to 1 ¾" width with nickel colored buckle.

Duty Belt- Black Garrison (Sam Browne) belt with Leather or Mesh belt keepers

Shoes – Military style, black leather, capable of being polished to a high gloss shine. **Plastic coated shoes or Coraframs are not acceptable.**

Socks – Black color, poly/cotton blend.

Physical Training Attire

Athletic Shoes – One pair of low cut running shoes.

*Running Shoes must be mostly white, gray, or black in color: blue or red trim is allowed but not florescent and “loud” colors.

Sweat Shirt – Navy blue color, poly/cotton blend.

Sweat Pants – Navy blue color, poly/cotton blend.

Sweat Shorts – Navy blue color, poly/cotton blend. NO MESH

T-Shirt – Navy blue color, poly/cotton blend, crew neck.

The recruit’s last name will appear, in 2 inch yellow lettering, silk screen or iron lettering on the below described areas:

Tee-Shirts	Front Chest	3” below the neck opening
	Back	4” below rear collar
Blue Shorts	Rear Seat	3” below the waistband
Sweat Shirt	Front Chest	3” below the neck opening
	Back	4” below rear collar
Sweat Pants	Rear Seat	3” below the waistline

Plain white sweat socks.

Males - Athletic Supporter with cup.

Mouthpiece – Single side, self-forming mouthpiece.

Sports Bra – Female trainees are asked to obtain a sports bra for physical training.

Water Bottle – 32 ounce or Larger, Naglene type: Clear or Colors permitted: Name/Student # on Bottle. Extra water is allowed in the Duty Bag.

Mouthpiece and Boxing Hand Wraps

Grappling/MMA Padded striking gloves for Defensive Tactics (Labeled with Name/Student#)

Range and Practical Exercises Attire

BDU Type Pants, Navy Blue Color, No Stripe

Boots – Military style, 6” to 8” in height.

Duty Bag and Garment Bag

Duty Bag – Color black, heavy weight canvas, zip or snap flap. Size 12” x 12” x 30” minimum size or larger, with name, student #, and class # written or embossed on all sides of the bag (except on the bottom).

Each trainee will be required to have the below listed items in their Duty Bag at all times:

(Everything Labeled with Name/Student# or just Student# if space is limited)

2 Chemical ice pack	Duty Belt with all equipment
Ace type elastic bandage	Boxing Hand Wraps
First Aid Kit	Formal Notebook
2 Clean Body towels	Clean wash cloth
Bar of hand soap	
Hand Sanitizer (Containing 60% or higher alcohol content)	

Garment Bag - For Academy Uniform (Labeled with Name/Student#)

Classroom Equipment

Binders – One 3” three ring binder, black in color. (Will be advised more on this during first day)

Notebook –One daily classroom notebook pad (**No Spiral Pads**). (Labeled with Name/Student#)

Pens – Two, black ballpoint style pens

Pencils- two #2 lead pencils

Yellow highlighter (The use of highlighters is permissible).

NJ 2C Criminal Code Book and Title 39 Book

Supply of all department forms: Investigative Report, Vehicle Report, Arrest Report, Property Report, Supplementary Report and Continuation Page.

Every trainee is recommended to maintain a dictionary or Thesaurus

Franklin Word Spellers are also permissible

Miscellaneous Equipment (Departmental Issued)

Duty Holster

Duty Magazine Pouch

PR-24 (Side handle baton) and Monadnock Expandable (Straight) Baton

Holding device for PR-24

Holding device for MEB (Straight)

Handcuffs, handcuff key and handcuff case

OC spray pouch

Flashlight with batteries (for range and practicals)

Firearms Training Equipment (You will be advised when to bring in these items)

Department issued service weapon w/3 magazines
Weapon Mounted Light if issued
Department issued shotgun
Department issued holster
Eye and Hearing protection (Labeled with Name/Student#)
Gun cleaning kit (Labeled with Name/Student#)
2000 rounds of factory loaded service ammunition or equivalent load
50 rounds of 12 gauge shotgun shells – 00 buck

Firearms

One week prior to Academy Firearms Training, **ALL** Firearms shall be inspected by the Academy Rangemaster(s) for function, operability, safety, and cleanliness.

All firearms training shall be conducted utilizing the trainee's departmental issued service weapon, shotgun and service/equivalent ammunition. (Personal weapons will not be accommodated)

Trainees **shall not** carry firearms into the classroom or Academy training areas prior to their successful completion of the Academy firearms program, and then only upon specific directions or orders, by the Academy Director, or his designee. Weapons are never to be stored in vehicles.

Firearms shall be inspected daily during those classes where the trainee is directed to bring his/her firearm into the Academy.

Firearms are not to be brought into the Academy building by any trainee. They will be brought to the Mercer County Sheriff's Office one week prior to firearms training and shall be **UNLOADED** and in a **SAFE** condition. The possession of **firearms and ammunition is prohibited** by recruits on the Academy grounds.

Administrative Reports

All submitted Administrative Reports shall be complete and fully detailed. The report must include all relevant information (who, what, where, when, why and how). The rules of basic composition, spelling, and grammar shall be observed.

Administrative Reports **shall not** be accepted if the reports fail to meet the criteria outlined in Letter to a Superior handout. The reports shall be returned for a "re-write".

Absence

In cases of absence due to sickness, injury, etc., the trainee shall report the absence and reason to the Academy Director or his designee.

A telephone call must be made at the first opportunity by either the trainee, or in the case when he or she is not able, by some other person in his or her immediate family, to the Academy Director (609-584-2302), or in his absence, to a member of the Academy Staff, stating the reason for the absence, or the anticipated absence. This call must be made before 6:45 AM on the day of the trainee's anticipated absence.

If no one is present to answer the call at the Academy (609-584-2302), the trainee must leave a message on the Academy's answering machine. The recruit must then call the Mercer County Sheriff's Office Dispatcher, who is on duty 24 hours per day, 7 days a week. The dispatcher can be reached by dialing (609-989-6111). The trainee shall explain to the Mercer County Sheriff's Dispatcher that he or she is calling in sick or injured and is a member of the Academy Class, identify himself or herself, and request this information be forwarded by the Sheriff's Dispatcher to someone on the Academy Staff

Trainees shall also notify their own agency of the absence, in compliance with their individualized departmental procedure.

Trainees must also submit a complete and comprehensive Administrative Report immediately upon their return to duty. The report shall reflect in detail, the reason(s) for the absence, as well as the notification procedures that were followed.

Trainees who are absent due to sickness or injury, in addition to an Administrative Report, must submit a doctor's report stating the nature of the sickness/injury, and the ability and date of returning to full duty.

Upon the trainees return to class, it shall be the trainees' responsibility to submit the following to the Academy Staff (prior to roll call)
Administrative Report for status of injury/illness.
Doctor's report regarding the status of the trainee.

Injury

Injuries must be reported immediately to the Academy staff. The recruit will also submit a letter to the Academy staff about the injury.

Rollcall

Roll call shall be conducted at 0645 hours daily, unless otherwise posted, in the parking lot of the Special Services School, in the gym or at a location determined by the Academy staff.

Trainees who are not present for roll call by 0645 hours, shall not be allowed to attend class for that day, and shall not receive credit for that day, unless the Director approves of an exception, based upon the individual merits of the event. The sending agencies shall be notified of this breach in discipline.

Each instance of lateness shall be evaluated by the Academy Director, including a late return from the lunch break; discipline and demerits shall be assigned.

Inspection

Inspections shall be conducted subsequent to morning Physical Training in the Academy break room. Particular attention shall be dedicated to:

Shaving (see specific policy)

Hair grooming (see specific policy)

Shoes (shine, style, condition, etc.)

Uniform and equipment (cleanliness, pressed, fit condition, etc.)

Personal hygiene (Showers are mandatory every day after physical training and defensive tactics)

Jewelry

Jewelry, worn by trainees, shall be limited to:

Wrist watches (Only to be worn by Platoon Leader)

Wedding ring and religious medals (Permission must be granted from the Academy)

No necklaces are to be worn.

Basic Grooming

Trainees shall be personally clean and neat, with their uniforms fresh and pressed, and in conformity with all of the rules and regulations of this Academy.

Each trainee shall (as often as necessary) examine and clean his/her uniform and equipment, and maintain the attire in serviceable condition.

Male trainees shall conform to these additional standards of appearance:

Hair shall be evenly shaved with a razor at all times.

The hair at the rear and bottom of the neck shall be shaved with a razor in such a manner that it does not touch the collar of the uniform shirt.

A clean-shaven appearance is required at all times, and sideburns, mustaches and/or beards are not permitted.

Trainees possessing a documented medical condition that precludes shaving shall be required to present a written statement, signed by a medical doctor, verifying the condition and noting if the condition is permanent or temporary.

No cologne or after-shave is to be worn.

Body piercing will not be tolerated.

Female trainees shall conform to this additional standard of appearance:

Hair shall be pulled back and placed in a bun style off the collar or shall be cut to not extend down over the uniform shirt collar.

Hair will be conservatively worn so as to appropriately wear a baseball-type cap without any mechanical assistance.

No nail polish, makeup or perfume is to be worn.

Nails shall be trimmed to less than fingertip length

Body piercing will not be tolerated.

Academic Hours

Academic hours shall commence at 0645 hours concluding at 1500 hours, unless otherwise ordered.

A test schedule shall be distributed during the first week of class. Adjustments may occur based upon daily contingencies and will be posted as they develop.

Notebooks

Formal notebooks shall be maintained daily by the trainee, according to directions of the academy staff, and subject to unannounced inspections. Notebooks that are not properly maintained may evoke disciplinary action. A minimum of three inspections shall be expected.

Color: black cover only; the notebooks must be without designs, or decorations of any type; this will be for notes taken in class must be available every day.

Size: 3” Three ring binder

Name, assigned student number and department are to be placed on a white label on the inside of the notebook’s left hand cover.

Ink: black, non-smearing, permanent. (Erasable pens are not acceptable)

Format for Index (to be placed at the front of the notebook):

Functional Area	Subject Title	<u>Instructor</u>	<u>Date</u>	<u>Pages</u>
1.1.1	History of Law Enforcement	Off. Smith	08/15/05	1 – 4

Formal Notes

You may enter your notes as: printed, typed, or a computer print out. Long hand script is unacceptable. It is not necessary or recommended to obtain the services of a professional “word processor” to provide the finished product. A grade is not awarded; however, non-compliance or a deficiency in quality shall result in disciplinary action.

Utilize an outline format. (Either numbers or letters)

Only use every other line for your notes – the “skipped” lines shall be utilized for corrections, changes and/or additions.

Use only one side of each sheet of paper.

All handouts are required to be placed in the handout notebook unless otherwise advised.

The principles of neatness, punctuation, grammar, and spelling shall be strictly observed.

Raw Notebooks

Actual class notes are to be entered onto a standard, non-spiral note pad. This note pad is subject to inspection.

Inspections of Notebooks

Finished notebooks are subject to unannounced inspection at anytime

Daily Work Time

Past experiences have indicated a minimum of one hour an evening is necessary to maintain the “finished notebook”.

Reading and Homework Assignments

All homework assignments must be turned in on time, without excuse.

Reading assignments may be checked by unannounced quizzes at anytime.

Testing

Tests shall be graded as soon as practical, with the scores posted in the classroom.

Trainees are hereby notified that any absence from class, whether excused or unexcused, shall not relieve them from their responsibility to obtain all notes, handouts, and information provided by the instructor for that day. The trainee will be held accountable for all these materials for testing purposes, and notebook evaluations. The Platoon Leader is responsible for obtaining copies of class notes/handouts for the absent recruit.

The staff instructors shall review completed tests with the class.

Any absence on an examination day shall be reviewed by the Academy Director or the designated staff member.

“Make-up” examinations shall be administered, in cases of approved absences, when the recruit returns to the academy.

Cheating

Any incidence of cheating or an attempt to cheat, on any examination, notebook, quiz, etc., shall be grounds for immediate, permanent removal of the trainee from the Academy. This type of conduct shall be considered a violation of professional responsibility / demeanor.

Program Participation

Trainees are required by the PTC to attend a minimum of ninety (**90%**) percent of the Academy program (subject to change).

All trainees must participate and maintain **“80% satisfactory performance level” (to be determined by the Lead Physical Fitness Instructor)** in the prescribed Physical Training Program, throughout the Academy Session.

Certificates of Completion shall only be issued to those trainees who successfully complete the minimum standards of the program.

Parking

Trainees shall park in the designated student lot (West Student Parking Lot).

Entrance Door

(Advised by Academy Staff on First Day)

Reserve Duty

All trainees shall be considered as assigned to “reserve duty” with their respective departments, and upon orders, shall report to their departments.

Use of Telephone

Personal telephone calls shall not be made or accepted, except in cases of emergency, without the permission of the Academy Director or a staff instructor. Cell phones are not allowed in the classroom.

Verbal Responses

Verbal responses, to any person other than a trainee, shall begin with “Sir” or “Ma’am” and end with “Sir” or “Ma’am”.

Contact with other Agencies

Any trainee who has any official contact with a Law Enforcement Officer, from any Agency, shall identify him/herself as a Police Trainee at the onset of such contact.

A formal, detailed written report, of all such contacts, shall be submitted by the trainee to the Academy Staff at the beginning of the next training day. (e.g. MV Stop, Field Interrogation, Arrest, or Issuance of Summon(s))

DO NOT UTILIZE YOUR ACADEMY STATUS to extricate yourself from a motor vehicle, order maintenance, or criminal procedure problem. This Academy shall deal with the incident as an obvious breach of professional responsibility.

REMEMBER: INFRACTIONS OF ANY ACADEMY RULES AND REGULATIONS OR ORDERS, EITHER VERBAL OR WRITTEN, MAY RESULT IN DISCIPLINARY ACTION, SUSPENSION, AND/OR REMOVAL FROM THE MERCER COUNTY POLICE ACADEMY.

Platoon Leader

The Platoon Leader shall serve as the official representative of the class on a daily basis.

The Platoon Leader Assignment shall rotate weekly.

In the event of the unavailability of a Platoon Leader, a Squad Leader shall assume all of the duties/responsibilities of the Platoon Leader, until relieved by a staff officer.

Platoon Leader's Responsibilities

The Platoon Leader shall perform roll call at 0645 hrs. After roll call is completed, the platoon leader shall report to a staff instructor and state "Sir, the class is all present and accounted for", while awaiting further instructions. The Platoon Leader shall report absent or late recruits to the Academy Staff.

Prior to roll call, the Platoon Leader will collect all paperwork that needs to turn in to the Academy.

When reporting to the Academy office, the Platoon Leader shall knock on the door, and when acknowledged, he/she will enter the staff office, and state, "Sir" reporting as directed, "Sir", and await further instruction.

During the daily inspection, the Platoon Leader shall bring the class to attention. As the inspecting officer comes within six (6) paces: he/she shall render a hand salute to the inspecting officer: state "Sir/Ma'am Class is ready for inspection Sir/Ma'am!" The Platoon Leader shall hold the salute until the inspecting officer returns same. The Platoon Leader shall record the inspecting officer's comments for each trainee (as they are given). The Platoon Leader's position, in relation to the inspecting officer, is one step to the left ON-LINE with the inspecting officer, moving only when he/she moves.

At the completion of the inspection tour, the Platoon Leader shall proceed to the front of the class and come to attention, with the inspecting officer comments in his/her hand. The Platoon Leader shall wait for further instructions.

The Platoon Leader shall call the class to attention upon the entrance/exit of an instructor, staff member, or superior.

The platoon shall call cadence while marching outside, inside, or to and from the classroom.

Upon entrance into the classroom, the platoon shall assemble the class in order by calling the command "Fall In For Class" in the break room. After all recruits are in the proper order, the platoon leader shall call "Forward March" and begin his/her cadence. After entering the classroom, each recruit shall proceed down the row and to their seat. Each recruit will execute a "Right Face" turn and continue to march in place. Once each recruit is at his/her seat, the platoon leader will call the command "Class Halt" then "Take Seats".

Upon an order for a break, provided by an instructor, the Platoon Leader shall call the class to “Attention”, call the command of “Right Face”, and “Forward March”. Upon exiting the classroom, he/she will give the command “Fall Out for Break”, noting the return time to the classroom.

Unless otherwise instructed, the Platoon Leader shall allow ten (10) minutes for breaks. At the conclusion of the ten minutes, the Platoon Leader shall give the command “Fall In for Class” and assemble the class to return to their seats.

The Platoon Leader shall be responsible for maintaining the security and decorum of the classroom. This security shall continue throughout the daily session, including breaks, and the lunch period.

The Platoon Leader shall politely question any unauthorized person(s), who enter the classroom from the corridor. The Platoon Leader or a designee shall escort all visitors to the Academy Office.

The Platoon Leader shall relay all order(s) from the Academy staff to the class.

The Platoon Leader shall supervise all work details, the quality of their execution, and inspect for compliance to orders. Upon ascertaining that the areas to be inspected are in proper order, he/she shall notify the staff officer in the prescribed manner. If adjustments are necessary, the Platoon Leader shall supervise the assignment.

The Platoon Leader shall receive and pass on to the next Platoon Leader, any and all previously communicated orders or directives.

The Platoon Leader shall insure compliance with all rules and regulations. Additionally, the Platoon Leader shall report all violation to the staff.

The Platoon Leader shall remain “on site” and available during all breaks, lunch periods, and shall secure from the tour of duty only upon the orders of staff personnel.

Formal Formation

The trainee class shall assemble in a block formation of four (4) squads, under the supervision of a designated Squad Leader.

The Platoon Leader shall assume his/her post four (4) paces to the front-center of the class formation.

Procedure

The Platoon Leader shall command the class to “Fall In” upon the orders of a staff officer. Upon the command, the class shall assume their respective positions within the formation.

Once in position, each trainee shall check their “dress” and “cover” (dress: confirming that you are in line with the person next to you – Cover: confirming you are directly behind the person in front of you).

After checking for dress and cover, each trainee shall come to the position of “Attention”. Squad leaders are to insure the quality of the formation. The class shall await the instructions of the staff.

Subsequent to the assembly of the formation, the Platoon Leader shall render the command “Parade...Rest”. After the class has executed “Parade Rest”, the Platoon Leader executes an “About Face” command, and assumes the position of Parade Rest, while awaiting additional instructions from the Academy Staff Officer.

After the Academy Staff Officer exits, the platoon leader shall call the class to “Attention” and call “Class Fall Out”.

Police Officer Certification – Basic Training

13:1-4.1 Requirements

A certification shall not be issued to any trainee, as set forth under the provisions of N.J.S.A. 52:17B-71, unless the following requirements are complied with:

The trainee must be a full time Police Officer or Sheriff’s Officer, or an individual appointed pursuant to N.J.S.A. 19A:16-.3.

The trainee must satisfactorily complete the Basic Police Training Course within the one statutory year requirement.

A trainee must achieve a minimum score of 70% in all written examinations for each of the 13 Functional Areas comprising the Basic Course for Police Officers. A high score in one Functional Area cannot be used to offset a failing score in another.

The trainee must achieve and 80% in written examinations for Instructional Unit 8.0, First Responder / Crash Injury Management and in 5.5, Use of Force.

Forty-seven performance objectives have been identified as critical to officer and citizen survival. A trainee must achieve a score of 100% on written examinations for these performance objectives. Trainees must also perform to the satisfaction of the instructor in all practical exercises.

For performance objectives requiring physical skills (firearms and unarmed defense) the trainee must satisfy the requirements of the existing PTC guidelines.

A trainee must achieve an average of 80% for three consecutive firings in the Handgun Qualification Course (HQC).

A trainee must participate in the Physical Conditioning Course, to the satisfaction of the instructor, and in accord with the past practices of the Academy.

In the event that guidelines have not been established for an instruction area, the instructor shall be responsible for the standards constituting an acceptable level of proficiency.

The trainee, in addition to complying with commission rules and regulations, must comply with all the rules and regulations promulgated by the Academy.

The trainee must participate in not less than 90% of the approved Basic Police Training Course.

Trainees are required to successfully demonstrate the skills required by the State of New Jersey, in the Emergency Vehicle Operations Course.

Initial Failure Remediation

If a trainee fails to meet the certification requirements regarding testing, the following procedure shall be instituted:

The trainee shall be advised of his/her initial failure.

A review and a remedial training session shall be administered as soon as possible.

Re-examination will take place, at least 24 hours subsequent to any remedial training.

The ultimate responsibility for passing examinations rests solely with the trainee.

A trainee shall be provided with only one opportunity of demonstrating proficiency after the initial failure. **Exceptions to this rule are prohibited by the State of New Jersey.**

The Academy Director (or his designate) shall schedule all re-examinations at least one full 24 hour period following the initial remedial training.

The re-examination will only include test items in those performance objectives causing the failure.

Dismissals:

If a trainee fails a re-examination, the Academy Director shall notify the New Jersey Police Training Commission, the trainee and the trainee's appointing authority.

THE TRAINEE SHALL BE DISMISSED FROM THIS ACADEMY.

Report of Occurrence of Emergency

In the event of an emergency or exigent condition, a trainee may circumvent reporting to the Duty Officer. These events shall be reported directly to the Academy Staff immediately.

DEMERIT SYSTEM

Any violation of Rules and Regulations set forth by the Mercer County Police Training Academy will result in the issuance of demerits. An accumulation of demerits may result in disciplinary action, which could range from a reprimand to suspension and recommendation for dismissal.

Any accumulation of 10 demerits will constitute an appearance before a review board consisting of the Academy Director, Training Supervisor, and other persons that may be necessary, for a review of conduct hearing.

Any accumulation of 15 demerits will constitute an appearance before this same board. In all cases, suspension from classes will take effect immediately upon the issuance of the 15th demerit and a recommendation will be made for dismissal.

At the end of each Basic Course, before the total accumulative average is computed, the total amount of demerits accrued during the duration of the basic course will be deducted, one point for each demerit on record, from the final academic average. These point deductions are not designed for the purpose of failing a trainee. The sole purpose of this rule is to penalize the trainee in final class standing. It is not the purpose of this rule to cause the academic average to fall below the required minimum.

Grounds for dismissal from Academy

A violation of any of the below listed (*) items shall result in a recommendation to the Academy Director, for DISMISSAL of a trainee. This list is not all-inclusive:

- (*) Insubordination or disrespect of the Chain of Command**
- (*) Violation of small arms or ammunition security policy**
- (*) Failure to follow orders, rules and regulation of the Police Academy**
- (*) In the event of lying or cheating during an examination, physical training session, or in the oral/written submission of a report**

Basic Formation / Movements

Stationary Movements, Facing Movements, Interval and Military Courtesy

Stationary Movements

“Attention”

Head straight

Facing straight ahead

Heels touching

Feet at a 45 degree angle

Thumbs along the seams of the pants (pointing down)

Knees unbent (straight, but not locked)

NO TALKING, SMILING OR MOVING

“Parade Rest”

Head straight

Looking straight ahead

Feet approximately shoulder width apart

Right hand in left hand

Right thumb over left thumb

Fingers straight and touching

The back of the left hand is touching the small of the back

This is a modified position of Attention

“At Ease”

This position is more restful

Feet shoulder width apart

Hands clasped to the rear of the buttocks

May move left foot but not right foot

Facing Movements

“Right Face”

A “heel – toe” movement

Pushing off with the toe of the left foot

Pivoting to the right while raising the toe of the right foot, using the right heel as the axis for the pivot

Bringing the left foot to the right foot as in Attention

“Left Face”

A “heel-toe” movement

Pushing off with the toe of the right foot

Pivoting to the left while raising the toe of the left foot, using the left heel as the axis for the pivot

Bringing the right foot to the left foot assuming the position of Attention

“About Face”

A “heel-toe” movement

Move the toe of the right foot to approximately 5 inches to the rear of the left heel

Rock back, so that your weight is on the toe of the right foot and the heel of the left foot

Pivot to the right rear (pushing with your right foot)

“Half Left Face”

Use the same procedure as in Left Face, but turn only half the distance

“Half Right Face”

Use the same procedure as in Right Face, but turn only half the distance

Interval: The correct equal distance between people in lines and columns

“Dress Right...Dress”

Executed from the position of Attention only

At the command of “Dress Right...Dress”

Bring the left arm up (parallel to the ground)

Left hand straight, fingers fully extended and joined

At the same time (of #1 & #2 movements) turn head to the right, making sure that you touch the fingers of the person on your right (fingers should be touching your shoulder), and that you are on line

The command to return to the position of Attention is “Ready...Front”

Turn head to the front, bring left hand smartly down to your side

“Close Interval Dress Right...Dress”

Executed from the position of Attention only

At the command “Close Interval Dress Right...Dress”

Place left hand on left hipbone, fingers pointing down

At the same time, turn your head to the right, making sure that the point of the elbow (of the person on your right) is touching your right arm, and that you are on line

The command to return to the position of Attention is “Ready...Front”

Turn your head to the front and bring your left hand down to your side, all in one movement

*Interval between trainees (front and lateral) should be 36 inches.

Military Courtesy

Hand Salute

When called “front and center”, or prior to speaking to any of the staff, a hand salute will be rendered

Bring a flat right hand, in a straight line, from your right side to the right eyebrow

Right hand should be straight, thumb touching first finger, fingers extended and joined, blade of right hand should be turned slightly downward*

*RULE – If you can look out of the corner of your right eye and see the palm of your right hand, then your hand salute is correct.

“Dress and Cover”

Dress has to do with keeping lines straight by guiding to the right.

Looking out of the right corner of your right eye, making sure that you are on line with the person next to your.

Cover has to do with keeping columns straight.

Making sure that you are directly behind the person in front of you.

AS A POLICE ACADEMY TRAINEE

My basic obligations are:

To properly obey all lawful and ethical orders of my superiors and the Academy staff.

To maintain a neat appearance, and maintain a military bearing at all times.

To be cooperative, courteous and truthful with my classmates and the staff.

To develop confidence through self-discipline and self-control.

To understand that the profession of Law Enforcement is a thankless, satisfying and demanding profession that will require a full commitment to my fellow officers, my department, state and country.

My basic rights are:

To be treated equally and fairly.

To be properly trained to perform my duties as a Law Enforcement Officer.

To be impartially rated on my Academics, Performance, Appearance, and Attitude.

To be made aware of the standards that I must meet, and to be informed by the staff (of this Academy) if I am not meeting and maintaining these standards.

To be given the very best Law Enforcement Training available, that I may become a credit to myself, my family, my department, state and country.

CLEAN UP DUTIES

Close all shades

Wipe down all tables and counter surfaces

Properly secure all texts, handouts, videos, films, carts, etc.

Clean the dry ink boards

Return the dry ink markers, erasers, remote controls, and easel pads

Replace all books and printed materials in the cabinets

Place the chairs under the tables

Sweep or mop classroom and break room floors

SAFETY RULES

Wearing of Weapons

Whenever weapons are required, the firearms are to be unloaded, with the ammunition stored by the Academy staff. **DO NOT LEAVE A FIREARM IN YOUR MOTOR VEHICLE.** If a firearm is to be used as part of a class, it is to be unloaded before entering the classroom. All firearms shall be inspected by the trainee, his/her partner and the instructor to insure the firearm is **UNLOADED**, and in a safe condition. Trainees are not to have any ammunition on his/her person at anytime while on the Academy Campus. The only time a trainee will have ammunition in his possession is at the firing range, after it is issued to him/her by a firearms instructor.

Unacceptable Behavior

Any trainee displaying conduct regarded as inappropriate, unprofessional, or unsafe, shall be ordered out of the class/Academy.

Practice only those techniques currently being taught: **DO NOT PRACTICE UNAUTHORIZED TECHNIQUES.**

Pat Out Rule

If a technique is applied to the point of pain, compliance or beyond, immediately “PAT” your partner or yourself rather sharply. Upon feeling or hearing the “PAT”, the partner who is applying the technique shall immediately release the pressure of the technique or release the technique altogether.

Practice the Techniques Slowly at First

Gain control and proficiency slowly, prior to practicing for speed. Proceed at the pace directed by the course instructor.

Advise the Instructor and your partner of any injury that may limit your participation.

Any injury or condition that may complicate or aggravate an existing injury shall be brought to the attention of the Instructor and your partner.

ADVISE THE INSTRUCTOR IMMEDIATELY OF ANY INJURY THAT OCCURS DURING TRAINING.

The instructor shall always conduct the training with a high regard for the SAFETY of the program participants. No instructor can watch all of the participants at all times. Therefore, each program participant is responsible to conduct himself/herself in a safe manner. To abide strictly by the Safety Rules of this Academy, and comply with all instructions given by instructors, staff or safety monitors.