

# **MERCER COUNTY POLICE ACADEMY**



## **RULES & REGULATIONS**

**Martin Masseroni, Academy Director**

TO: ALL POLICE ACADEMY TRAINEES

FROM: Martin Masseroni, MERCER COUNTY POLICE ACADEMY  
DIRECTOR

SUBJECT: **POLICE ACADEMY RULES AND REGULATIONS**

As prescribed in the Mandatory Police Training Act, 52:17B-71.6, and sub-chapters 13:1-1.1 and d13:1-7.16, et. Al., the Director of this Academy has the authority and responsibility to promulgate these Rules and Regulations to assist in the administration of the school and to help to maintain proper morale and discipline.

This manual is to be kept in your notebook and is to be kept in good order. You are responsible for its abuse or loss, which will result in disciplinary action.

Revised 02/21/24

*Martin Masseroni*

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Martin Masseroni  
Academy Director  
Mercer County Police Academy

## **MERCER COUNTY POLICE TRAINING ACADEMY STAFF**

Academy Director	Martin Masseroni Mercer County Police Academy
Training Supervisor	Sgt. Jessica Senese Mercer County Sheriff's Office
Chief Instructor	Investigator Dean Wylie Mercer County Sheriff's Office
Staff Instructor	Detective Kristi Weeden Mercer County Sheriff's Office
Staff Instructor	Detective Gary P. Hill Jr. Mercer County Sheriff's Office
Staff Instructor	Investigator Michael Parson Mercer County Sheriff's Office
Class Coordinator Rangemaster	Dennis J. Schuster Liaison for Mercer County Sheriff's Office
Secretary	Renee Mastroianni 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 21 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.

## **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 shall be returned to the classroom closets.

## **Reporting Procedure**

When a trainee is directed to report to the Academy office, Room ET124, 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.

## **Smoking and Eating**

Food and drink shall be limited to break periods.

Electrolyte Powder (individually packaged bags, NO open containers) may be added to the water bottle. Energy drinks shall not be permitted.

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 use any tobacco products during Academy hours or 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 highly shined.

## **Academy Uniform (PATCHES WILL BE ISSUED ON FIRST DAY)**

- Long sleeve shirt – Navy blue color, Dickies brand Model#574NV. Mercer County Academy patch sewn on left sleeve, 1” from centered shoulder seam. Creases must be sewn in. All brand patches shall be removed off uniform.
- Pants – Navy blue color, Dickies brand Model# 874NV. 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 must be sewn in. All brand patches shall be removed off uniform.
- Shirt Stays for Uniform Inspection.

### **Academy Uniform (Continued)**

- Name Tag – 1” x 3” Black with white, engraved lettering and double post backing. Worn 1/8” above the right breast pocket and centered.
- Hat – Black (Flexfit) Name and Student # on inside
- Tie – Black color, Polyester, clip on.
- Tie Bar – Blank Silver Colored / Size approx. ¼” by 2”. Tie bar to be secured horizontally on the tie, in line with the top of the uniform shirt pockets.
- Pants Belt – Plain black leather, 1¾” width with nickel colored buckle.
- Duty Belt – Black Garrison (Sam Browne) belt with Leather or Mesh belt keepers.
- Shoes – BATES brand Leather Uniform Oxford Black Dress Shoes – capable of being completely polished to a high gloss shine (**Plastic coated shoes are not acceptable**).
- Socks – Black color, poly/cotton blend.

### **Physical Training Attire**

- Athletic Shoes – A pair of low-cut running shoes.  
\* Running Shoes must be mostly white, gray, black, or blue 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.
- Watch Cap – Black color knit hat. No writing or logo (Cold weather classes only).
- Light running gloves – black color. No writing or logo (Cold weather classes only).



**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 – Must have (2) 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 – BATES brand 8" Tactical Sport Boots - 8" in height, **highly shined**

**Duty Bag and Garment Bag**

**\*\*Recommended\*\***

- Duty Bag – UTG 36-inch Ranger Field Bag – **Item / Model – UTG-PVC-P807B**  
Black (Bag Size 36L x 12W x 17H)

**\*\*Alternate\*\***

- Duty Bag – Rothco Tactical Duffle Bag – **Item / Model – 8136**  
Black (Bag Size 34L x 15W x 12H)

**\*\*Name, student #, and class # printed using block stencils with White Fabric Paint centered 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
- Ace type elastic bandage
- First Aid Kit
- 2 Clean Body towels
- Bar of hand soap
- Hand Sanitizer (Containing 60% or higher alcohol content)
- Duty Belt with all equipment
- Boxing Hand Wraps
- 3" Formal Notebook
- 1" Rules/Regulations/Demerit book
- Clean wash cloth

**\*\*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)  
One 1" three ring binder, black in color. This is for the Rules/Regulations, Demerits, and Use of Force Policy. **MUST BE IN YOUR DUTY BAG AT ALL TIMES.**
- 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

### **Miscellaneous Equipment (Departmental Issued)**

- Duty Holster
- Duty Magazine Pouch
- Monadnock Expandable (Straight) Baton
- Holding device for MEB (Straight)
- Handcuffs, handcuff key and handcuff case
- OC spray pouch
- Flashlight with batteries (for range and practical's)

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

- Department issued service weapon with 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 (Letters)**

All submitted Administrative Reports (Letters) 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 (Letters) 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 5:45 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.

In the event a Trainee is absent more than one day, the call procedure must be followed each day.

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 letter to the Director 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 the letter to the Director, 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),

- Letter for status of injury/illness.
- Doctor's report regarding the status of the trainee.

**\*\* All doctor visits must be in-person, tele-med notes will not be accepted.\*\***

## **Injury**

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

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

## **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.

## **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)

## **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.

## **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.

## **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):

<b>Functional <u>Area</u></b>	<b>Subject <u>Title</u></b>	<b><u>Instructor</u></b>	<b><u>Date</u></b>	<b><u>Pages</u></b>
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 printout. 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 any time.



## **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). All vehicles will be secured at all times and will keep property inside out of plain view.

## **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 including in the trainee’s duty bag. Cell phones must be secured in the Trainees vehicles.

### **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.

In the event the Platoon Leader needs to contact the academy staff after hours, they are to contact the chief instructor. In the event the chief instructor will be unavailable, the academy director will provide the platoon leader with a staff contact.

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.

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. 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 reaching the rear of the classroom, he/she will give the command “Fall Out for Break”, noting the return time for formation.

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 up to 4 (four) 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 ensure 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, Use of Force Unit 5.8, and Defensive Tactics Unit 9.6.

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 15<sup>th</sup> 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 relaxed

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 you.

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 ensure the firearm is **UNLOADED**, and in a safe condition. Trainees are not to have any ammunition on his/her person at any time 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.

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

### **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.

## **DRUG TESTING NOTICE FOR ALL TRAINEES**

Each Trainee must understand that as part of the program of training at the Mercer County Academy, will undergo unannounced drug testing by urinalysis during their training period.

Each Trainee must understand that a negative drug test result is a condition of their continued attendance at the academy.

Each Trainee must understand that they can refuse to undergo the testing. They must understand that if they refuse, they will be dismissed from the academy and from their law enforcement position.

Each Trainee must understand that if they produce a positive test result for illegal drug use, they will be dismissed from the academy.

Each Trainee must understand that if they produce a positive result for illegal drug use, the academy will notify their employer of the positive test result. In addition, they will be permanently dismissed from their law enforcement position.

Each Trainee must understand that if they produce a positive test result for illegal drug use, that information will be forwarded to the Central Drug Registry maintained by the Division of State Police. Information from that registry can be made available by court order or as part of confidential investigation relating to law enforcement employment.

Each Trainee must understand that if they produce a positive test result for illegal drug use, they will be permanently barred from serving as a law enforcement officer in New Jersey.

## **DEMERITS (PROCEDURAL)**

Any violation of these Rules and Regulations will result in the issuance of demerits, which will result in disciplinary action, which may 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 15<sup>th</sup> 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.

**MERCER COUNTY POLICE ACADEMY  
RULES AND REGULATIONS  
APPENDIX – I**

**RULES AND REGULATIONS  
DEMERIT PENALTIES**

<b>CLASS “A” OFFENSE:</b>	15	Demerits for 1 <sup>st</sup> violation
<b>CLASS “B” OFFENSE:</b>	5	Demerits for 1 <sup>st</sup> violation
	10	Demerits for 2 <sup>nd</sup> violation for same offense
<b>CLASS “C” OFFENSE:</b>	1	Demerit for 1 <sup>st</sup> violation
	2	Demerits for 2 <sup>nd</sup> violation for same offense
	4	Demerits for 3 <sup>rd</sup> violation for same offense
	8	Demerits for 4 <sup>th</sup> violation for same offense

**DEMERITS CLASSIFIED:**

**CLASS “A” OFFENSES:**

Rule # 3.5  
“ 3.6  
“ 4.3  
“ 5.1  
“ 5.2  
“ 5.3

**CLASS “B” OFFENSES:**

Rule # 1.1\*  
“ 4.4  
“ 6.2  
“ 6.4-2  
“ 6.4-3  
“ 7.3  
“ 10.1

**CLASS “C” OFFENSES:**

Rule # 2.1	Rule # 6.4.1	Rule # 8.5
“ 2.2	“ 6.4.4	“ 8.6
“ 2.3	“ 7.1	“ 9.1
“ 2.4	“ 7.2	“ 9.2
“ 2.5	“ 7.3.1	“ 9.3
“ 3.1	“ 7.4	“ 9.4
“ 3.2	“ 7.5	“ 11.1
“ 3.3	“ 8.1	“ 11.2
“ 3.4	“ 8.2	“ 11.3
“ 4.1	“ 8.3	“ 12.1
“ 6.1	“ 8.4	“ 12.2

**\* 1 to 5 Demerits depending on severity of offense**

## **POLICE ACADEMY RULES AND REGULATION**

### **RULE #1      OMNIBUS RULE**

- 1.1** Strict conformity to all of the following Rules and Regulations will be required by all trainees attending the Police Academy. The purpose of this Academy is to properly train and educate those who may be required to attend. In addition to these written rules, trainees will be expected to satisfactorily comply with all lawful orders and assignments. Trainees are bound and obligated to properly understand and digest these Rules and Regulations, as ignorance of these Rules and Regulations will not be accepted as an excuse. Any conduct, committed or omitted, not specifically listed in these Rules and Regulations that undermine, or tend to undermine the standards, goals, objectives, good order, and discipline of the Police Academy, will be considered a violation of this Rule (1.1). **A Class “B” Offense\*.**

### **RULE #2      ACADEMY BUILDING REGULATIONS**

- 2.1** Trainees shall not congregate in the halls or corridors of any part of this building, or on any part of the Mercer County Community College grounds, except in areas designated during class breaks by the Academy staff. **A Class “C” Offense.**
- 2.2** Trainees will restrict themselves to the second level of the ET building, and not leave this level without first obtaining permission from an Academy staff member. **A Class “C” Offense.**
- 2.3** Trainees will not engage in conversation with any person or persons not connected with the Academy staff without permission from the staff, unless it is absolutely necessary, as in an emergency or it is with a superior officer, or in the line of duty. **A Class “C” Offense.**
- 2.4** Trainees will immediately give the right of way to any person they may meet while using any of the doorways, hallways, or stairways, while in the building, and do so with a degree of dispatch, without being told. **A Class “C” Offense.**
- 2.5** Trainees will be held directly responsible for the maintenance and good order of whatever facilities are directly used by this Academy. **A Class “C” Offense.**



## **POLICE ACADEMY RULES AND REGULATIONS**

### **RULE #3      CLASSROOM DEMEANOR**

- 3.1** Roll call and inspection will commence as the first activity of the day. All trainees are expected to be in their proper position in formation when the platoon leader gives the command, "Fall In". All trainees fall in at the position of "attention". All trainees are expected to be in their proper seats when required after class breaks. In either case, noncompliance by the trainee will be considered as lateness.  
**A Class "C" Offense.**
- 3.2** Outer garments will not be taken into the classroom or hung or draped over chairs. They are to be placed in the designated area. **A Class "C" Offense.**
- 3.3** No newspapers or other paraphernalia not directly related to the class business will be permitted in any of the classrooms. **A Class "C" Offense.**
- 3.4** Trainees are not permitted to use any tobacco products during Academy hours or on Academy grounds. **A Class "C" Offense.**
- 3.5** The use of intoxicants is strictly prohibited during school hours or while on duty. The illegal use of any drug or substance is strictly prohibited at any time. Reporting to school after having had use of either will be construed as being used during school hours. Any violation of this section will automatically result in the issuance of 15 demerits; suspension and a recommendation will be made for dismissal.  
**A Class "A" Offense.**
- 3.6** 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. **A Class "A" Offense.**

### **RULE #4      EQUIPMENT**

- 4.1** The loss of any equipment issued to any trainee shall be reported immediately, in writing, to the Training Supervisor, stating all the necessary facts leading to the loss. **A Class "C" Offense.**
- 4.2** Any and all equipment, articles, identification cards, either issued or supplied, shall be maintained and kept in good order by the trainee when required.  
**A Class "C" Offense.**
- 4.3** Trainees will not lose or misplace any issued firearm through gross negligence.  
**A Class "A" Offense.**
- 4.4** Trainees will not lose or misplace any issued firearm through carelessness.  
**A Class "B" Offense.**

**RULE #5**      **FIREARMS AND WEAPONS**

- 5.1**            No weapons or firearms are to be carried by any trainee without express permission of either the Director, Training Supervisor or the Firearms Instructor. **A Class “A” Offense.**
- 5.2**            Trainees shall not purchase or make any application to purchase any firearm or weapon without first obtaining permission from the Training Supervisor. **A Class “A” Offense.**
- 5.3**            When, in any event, a trainee has been issued a weapon, or has been authorized to carry one by either the Director, the Training Supervisor or the Firearms Instructor, he shall, while in training, keep the weapon holstered at all times until such time he is ordered or directed by either the Director, Training Supervisor or the Firearms Instructor to do otherwise, except in an emergency situation. **A Class “A” Offense.**

**RULE #6**      **LEAVES AND EXCUSALS**

- 6.1**            Trainees shall not remain or loiter in the Academy or in the vicinity, or in the parking lot when excused for the day except when on official business or with permission of an Academy Staff member. **A Class “C” Offense.**
- 6.2**            Trainees shall not request to be excused from classes for any reason, either for medical appointments, personal business, or for any other reason, except in extenuating circumstances. In these extenuating circumstances, when not an emergency, a request must be made in writing to the Training Supervisor for consideration. In the event it is of an emergency nature, then verbal permission will be required from any of the Academy Staff. **A Class “B” Offense.**
- 6.3**            In any case, any trainee who is absent for a prolonged period, or is continually absent, will forfeit his opportunity to graduate. (Procedural)
- 6.4**            To report off duty for any illness or injury the trainee shall conform to the following procedure:
- 6.4-1**           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 5:45 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. In the event a Trainee is absent more than one day, the call procedure must be followed each day. **A Class “C” Offense.**
- 6.4-2**           Trainees shall report off sick or injured only when it would prevent him or her from attending the Academy for the scheduled instruction. **A Class “B” Offense.**
- 6.4-3**           Trainees who are off sick or injured shall not leave their homes, unless they are in a hospital confined, or with authority of the Police Surgeon or their own personal physician, or with permission of the Training Supervisor. **A Class “B” Offense.**

- 6.4-4** If injured while receiving instruction at the Academy, the Trainee will immediately inform his or her instructor of such occurrence, and submit a written report to the Training Supervisor containing all the pertinent facts including the names of any witnesses. **A Class “C” Offense.**

**RULE #7**      **PLATOON AND SQUAD LEADER RESPONSIBILITIES**

- 7.1** Trainees will be assigned from time to time, as Platoon and Squad Leaders. All trainees will be responsible to know beforehand when their particular assignments are due, by familiarizing themselves with the posted list. **A Class “C” Offense.**
- 7.2** The Platoon and Squad Leader will be held directly responsible for the trainees they assign to perform any particular task and to see to it that these tasks are completed to their satisfaction. They shall not, in performing their duties, do the individual tasks themselves, but see to it that they are performed by the trainees.  
**A Class “C” Offense.**
- 7.3** All trainees are required to obey all lawful orders issued by the Platoon and Squad Leaders. The trainees who are acting in these capacities are functionally representing the Academy Staff by delegation of authority from the Academy Staff.  
**A Class “B” Offense.**
- 7.3-1** The Squad Leader shall be the first representative of Academy Staff as viewed by the trainee. All questions and other inquiries outside the classroom shall be first discussed with the Squad Leader by the trainee. If, for any reason, the Squad Leader is unable to resolve the question or inquiry, then he or she shall seek out the assistance of the Platoon Leader. If the Platoon Leader is also unable to resolve the issue, he or she shall seek the assistance of the officer assigned as Staff Instructor. Trainees shall not violate this chain of command, unless under emergency circumstances. **A Class “C” Offense.**
- 7.4** The Platoon Leader shall assemble the class in the designated area at 6:45 A.M. Sharp each class day. When the class is assembled, the Platoon Leader shall report to the Training Officer, at attention, and render a hand salute, wait for an acknowledgment and report, “Sir, the class is ready for roll call and inspection”.  
**A Class “C” Offense.**
- 7.5** The Platoon Leader will be responsible for the general cleanliness and good order of all the facilities used by the class. He shall use as a checklist, the list of duties posted on the bulletin board by the staff, to have these duties performed and also any other duties that may be designated, from time to time, by the staff.  
**A Class “C” Offense.**

**RULE #8**      **PERSONAL APPEARANCE/UNIFORM**

- 8.1** Clean-shaven (male) - Trainees will be clean-shaven every day.  
**A Class “C” Offense.**
- 8.2** Trainees must be free from facial hair. Mustaches, sideburns, beards or goatees are not to be permitted, regardless of individual department standards. All trainees’ hair must be clean and properly groomed. **A Class “C” Offense.**

- 8.2.1 Hair growth (male) is to be cut per Academy standards, which shall be fully described on Orientation Day, i.e., close cut all over. **A Class “C” Offense.**
- 8.3 Hair growth (female) – In the area of the ear, the hair shall be tapered in such a manner so as not to touch the upper part (Helix) of the ear. The hair at the rear and bottom of the neck shall be cut in such a manner that it does not touch the collar of the uniform shirt. **A Class “C” Offense.**
- 8.4 All trainees shall be properly attired in the prescribed academy uniform at all times. All uniform garments shall be clean, pressed and in good order. All required leather goods shall be kept clean. Departmental badges are to be worn on the outermost garment. Shoes shall be black and shined. Socks shall be black or dark blue. **A Class “C” Offense.**
- 8.5 All trainees shall wear a physical fitness uniform during physical training. This uniform shall consist of: blue sweat shirt (without hood), blue sweat pants, blue tee shirt and blue shorts, solid white socks (without color band around same) running shoes (as set forth in trainee requirements handout). **A Class “C” Offense.**
- 8.6 Trainees will not use cologne, after-shave, perfume, makeup or nail polish. Jewelry is limited to wedding bands, religious medals and wristwatches. Nails shall be trimmed to less than fingertip length. Body piercing will not be tolerated. **A Class “C” Offense.**

**RULE #9**      **MILITARY BEARING**

- 9.1 Military courtesy shall be practiced at all times. When responding to a question or making a statement, to any person while in the academy classroom or on academy grounds (MCCC), or in any other place, while officially engaged, they shall end their response or statement with the word, “Sir”, or “Madam”, whichever is appropriate. **A Class “C” Offense.**
- 9.2 Common courtesy shall be practiced at all times when dealing with any person. **A Class “C” Offense.**
- 9.3 Trainees shall address one another as Recruit and their last name at all times. **A Class “C” Offense.**
- 9.4 Trainees shall not report to the Academy Staff Office, unless directed to do so. The exceptions to this rule are: **A Class “C” Offense.**
1. The Duty Officer in the execution of his/her normal duties and responsibilities.
  2. The realization of any exigent circumstance, requiring the immediate attention of a Staff member.

**RULE #10**     **OFF DUTY CONDUCT**

- 10.1**            Trainees, while off duty, shall conduct themselves in such a manner so as not to discredit either this Academy, their departments or themselves. Any conduct which could fall in this category will be construed as conduct unbecoming an officer-trainee. **A Class “B” Offense.**

**RULE #11**     **NOTEBOOKS**

- 11.1**            Trainees will maintain a set of notes while attending this Academy. These notes will be kept in a loose-leaf binder in a suitable and orderly finished manner using index tabs to separate the various subjects with a table of contents at the beginning of the book. Name/Student #/Department are to be placed on a white label on the inside of the notebook’s left-hand cover. **A Class “C” Offense.**
- 11.2**            Notebooks will be kept up to date at all times and made available each class day to the Academy Staff for verification of up-to-date contents. **A Class “C” Offense.**
- 11.3**            The use of someone else’s notes with an attempt to use as their own, in lieu of their own, by the trainee, will not be tolerated. **A Class “C” Offense.**

**RULE #12**     **ADDRESSES AND PHONE NUMBERS**

- 12.1**            If a change of address or phone number becomes effective during the period of attendance, the trainee will submit, in writing, a notification to the Training Supervisor containing the necessary facts. **A Class “C” Offense.**
- 12.2**            This information shall be submitted on the first day of class attendance after the change, or if practical, before the actual change, if the information is available. **A Class “C” Offense.**

**MERCER COUNTY POLICE ACADEMY  
RULES AND REGULATIONS  
APPENDIX – II**

**DEFINITIONS**

The following definitions apply to the Mercer County Academy Rules and Regulations:

**ABSENCE, CONTINUAL OR PROLONGED:** A period or periods of absence, which total ten percent (10%), or more of the total attendance required.

**ACADEMIC AVERAGE:** The end result of averaging all written examinations.

**ACADEMY STAFF MEMBER:** Members of the staff of the Mercer County Academy assigned either full or part time.

**CARELESSNESS:** Unconcerned or showing indifference or without reasonable forethought.

**COMMANDING OFFICER:** Director of the Police Academy. Responsible for all personnel and activities and subject to the orders set forth by the New Jersey Police Training Commission.

**CONDUCT UNBECOMING:** Any conduct which would impugn, discredit, or tend to or discredit either the trainee's integrity and/or morals, the goals, standards or integrity of the Police Academy, or the integrity and morals of other class members.

**DEMERIT:** A measure of discipline applied for violation of the Rules and Regulations of the Mercer County Academy.

**DISMISSAL:** To be removed from employment; to be discharged; to be fired.

**EXTENUATING CIRCUMSTANCES:** Unavoidable real estate closings, court appearances, family crises and other unforeseen emergencies.

**GROSS NEGLIGENCE:** A gross deviation from the standard of care; acting negligently when a substantial risk exists.

**PLATOON LEADER:** A temporary supervisory assignment of a trainee, who is directly responsible to the Academy staff police officer and responsible for the specified activities of the Squad Leader(s) and their subordinate squad member trainees.

**SUPERIOR OFFICER:** Any person who is superior in rank by function or grade.

**SQUAD LEADER:** A temporary supervisory assignment of a trainee, who is directly responsible to the Platoon Leader and responsible for the specified activities of their subordinate squad member trainees.

**STAFF OFFICER:** An officer directly responsible to the Training Supervisor and responsible for the Platoon Leader, Squad Leader(s), their subordinate squad member trainees and the general maintenance of good order and discipline of the class.

## **DEFINITIONS**

**TRAINEE:** Any person attending any Basic Trainee Class at the Mercer County Academy.

**TRAINING SUPERVISOR:** Assistant Commandant at the Mercer County Academy.  
Responsible for all personnel and activities and subject to orders emanating from the  
Commanding Officer.

**UNDERMINE:** To weaken or subvert.

# LAW ENFORCEMENT CODE OF ETHICS

**As a Law Enforcement Officer**, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

**I will** keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

**I will** never act officiously or permit personal feelings, prejudices, animosities or friendship to influence my decisions. With no compromise for crime and with relentless prosecution of criminals. I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

**I recognize** the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession. Law Enforcement.