

## **Idaho POST Academy Rules and Regulations**

(Signed Acknowledgement Required)

In order to maintain a safe, productive and professional training environment, you must be familiar with the expectations placed on each academy student. All rules and regulations apply to any venue used in the course of POST academy training. If you have any questions regarding the POST rules and regulations in this manual please discuss them with a POST staff member using the appropriate chain of command.





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## I. GENERAL RULES

All students must read and acknowledge their understanding of, and willingness to comply with, these rules and regulations. Violations of Idaho POST Academy rules are subject to discipline up to and including dismissal from the academy. Students must abide by all the rules and regulations of the academy listed in the following sections.

**A. ACADEMY ATTENDANCE:** Class attendance is a duty assignment from your agency.

- a. Students must report promptly for duty at the designated time and location. Tardiness is not tolerated and results in disciplinary action. Students will not leave academy grounds or other assigned duty posts without permission from the training staff. Leaving the academy grounds without proper authorization is considered an absence from duty and may result in immediate dismissal from the academy.
- b. Students who know in advance that they must be absent from duty must submit a written request on a Leave Request form obtained from the Officer in Charge (OIC) at least two days prior to the absence. Students may not leave POST without approval from POST staff. In an emergency, the student must immediately inform the assigned academy coordinator of the emergency, and submit a leave request in writing as soon as possible.
- c. Students must complete all academy objectives, classes and course material in order to graduate from the academy. A student may not be absent from more than 16 hours of academy instruction. All missed instructional time must be made up by the student. If the student misses skills based training (e.g. Defensive Tactics, EVOC, Firearms, Scenarios, etc.) the student's agency must ensure that the student receives the missed training as approved by POST.

**B. DEMEANOR:** Students must at all times show respect for the United States, the State of Idaho, and Idaho POST and must demonstrate proper decorum and demeanor during all academy activities. Failure to do so results in disciplinary action up to dismissal from the academy.

**C. ELECTRONIC DEVICES AND INTERNET USAGE:**

- a. No cellular phones, smart phones, smart watches, MP3 players or similar devices may be carried during any POST training. Exceptions may be granted by POST staff.
- b. Electronic devices allowed in the classroom by students include laptop computers and tablet type devices. These devices may be used in the classroom for academy purposes only. Internet use is unauthorized, and wireless capabilities must be disabled at all times during academy hours, unless authorized by the Academy Coordinator. Student use of an electronic device is a privilege which may be revoked.

**D. GENERAL LIABILITY:** The State of Idaho, Idaho State Police, Idaho POST Council, and any cooperating agencies cannot be held responsible for any loss of or damage to a trainee's property as a result of fire, theft, or other causes.

**E. INJURIES AND ILLNESSES:**

- a. Students must immediately advise POST staff of any accident, injury, aggravation of prior injury, or illness occurring during any academy activity or while on ISP/POST property. All injuries and illnesses must be recorded on an Injury/Illness Report form obtained from the OIC, and must be given to the academy coordinator as soon as possible. Costs of injury from accidents incurred during authorized academy activities may be covered by Workers Compensation and should be referred to the student's agency. Costs of injuries that a student incurs during personal time are not covered by Workers Compensation.
- b. Costs of illness or injury not covered by Workers Compensation are the responsibility of the student or his/her agency. Students too ill or injured to attend academy training may be required to obtain medical clearance for academy activities. Students with a transmittable illness or condition may not attend training due to the risk of infecting other students. This may result in dismissal from the academy as referenced in section I. GENERAL RULES, item A. Academy Attendance.

## II. FIREARMS, AMMUNITION, AND OTHER WEAPONS

### A. ACADEMIES WITH WEAPONS TRAINING:

- a. Students may bring to the academy only those weapons which will be carried on duty and/or fired during firearms training. On-campus students' firearms must be unloaded, empty of magazines and surrendered to academy staff upon orientation/check-in. Firearms and ammunition for off-campus students are secured in an approved storage area.
- b. Students may not bring any other weapons onto the POST campus while attending the basic academy without prior authorization. Students possessing unauthorized weapons are subject to immediate dismissal from the academy.
- c. Firearms, ammunition, and other weapons are issued by an academy staff member for approved activities. Firearms are immediately returned to the approved storage area upon completion of approved activities.

**B. PROHIBITED POSSESSION OF WEAPONS:** Possession of weapons and ammunition by any POST basic academy student on POST/state property other than outlined in subsection A of this section is prohibited and may result in immediate dismissal.

## III. UNIFORMS AND PERSONAL APPEARANCE

The POST Academy, like most public safety agencies, is a uniformed organization. The appearance of the uniform and the manner in which it is worn are significant indicators of individual pride, unit discipline, professionalism and esprit-de-corps. Students are expected to maintain their uniforms and personal appearance in a meticulous manner at all time.

### A. HYGIENE AND JEWELRY:

- a. Students must at all times maintain the highest standards of personal hygiene. All students must shower daily. Students may not wear perfume or cologne during training hours.
- b. Wrist watches, Medical-Alert bracelets, wedding rings and religious medallions worn in a manner that will not be seen, are the only jewelry authorized during academy hours. Body piercings must be removed during academy hours.
- c. Male students must conform to the following minimum standards:
  1. Hair must clean, neat, combed, and meet the student's agency policy.
  2. Fad/motivational haircuts (Mohawks, etc.) are not authorized regardless of the student's agency policy.
  3. Beards and sideburns must meet the student's agency policy standard.

- d. Female students must conform to the following **minimum** standards:
  - 1. Hair must be clean, neat, combed, and meet the student's agency policy. Barrettes of a natural color or transparent may be also worn. The length or bulk of hair must not interfere with training or the wearing of headgear, nor create a safety hazard as determined by the academy coordinator.
  - 2. Minimal conservative face and eye makeup may be worn.

**B. INSPECTIONS:** Students must be prepared for personal inspection and inspection of uniforms, equipment, and rooms (when applicable) at all times during the academy.

**C. PERSONAL CLOTHING:**

- a. Personal clothing worn while on campus/state property must be in good condition, clean and free of illustrations, slogans or logos that are obscene, offensive, sexually suggestive, profane or discriminatory towards persons on the basis of race, color, national origin or ancestry, religion or creed, age, sex or disability.
- b. Student's undergarments, socks and other personal items must be freshly laundered.
- c. Shirts worn under the uniform must be of a solid color.
- d. Students may not wear non-prescription sunglasses in formations or during indoor training unless documented by medical necessity and/or specifically authorized by an academy coordinator.
- e. Hats may not be worn in any building, in formation, or during graduation ceremonies.

**D. UNIFORMS:** Students wear different uniforms depending on the type of activity:

- a. **Soft Uniform:** The soft uniform consists of a tactical style cargo pant, name shirt, ballistic vest when applicable and duty belt with blue gun when required. No bright colored tactical style cargo pant may be worn. Footwear will be the agency approved normal duty footwear.
- b. **Physical Fitness Uniform:**
  1. **Water PT Uniform:** Academy students must bring a swimsuit to use during water PT. Water PT uniforms must be clean, serviceable, and modest. Over shirts are permitted, but must be made of dry wicking material. Shorts or shirts made of cotton material, string bikinis, thongs, tight fitting speedos or cut-offs are not permitted. This uniform restriction includes personal time use of the training tank.
  2. **Tactical PT Uniform:** When participating in tactical PT the student must wear the approved soft uniform. Footwear is designated by the academy coordinator and will be either soft uniform designated footwear or athletic shoes.
  3. **Functional PT Uniform:** During functional PT, academy students must wear the POST approved name shirt, running shorts, name sweatshirt/sweatpants (when applicable), and athletic shoes. Running tights may be worn under the running shorts and can only be the color of black, blue, or navy blue.
  4. Appropriate underclothes must be worn during physical conditioning. These consist of the following:
    - c. **Men** – athletic support briefs. No boxer shorts.
    - d. **Women** – sports bra and female underclothing.

## IV. FACILITY RULES

Facility rules provide consistent guidelines to ensure student safety and facilitate a successful learning environment. Repeated or significant violations of facility rules may result in dismissal from the academy.

**A. ANIMALS AND PETS:** Students are not permitted to have any animal on campus without prior authorization.

**B. CAMPUS RESTRICTIONS:**

- a. Open Campus Academies: students must be on campus during times designated by academy staff. Students may leave campus at the conclusion of the academy day. Students on campus after 10:00 p.m. must abide by the quiet hours.
- b. Closed Campus Academies: Should POST conduct closed campus academies, students may not leave campus without prior authorization from academy staff between 11:00 p.m. Sunday and conclusion of the last class for the week. Students leaving campus for the weekend must return no later than 11:00 p.m. Sunday.

**C. DAMAGE TO PROPERTY:** Any damage to POST or Idaho State Police property may be charged to the student(s) responsible.

**D. ELECTRICAL APPLIANCES:** The dormitory rooms are wired to accommodate only electric clocks, radios, razors, lamps, computers, blow dryers, etc. Any other electrical appliances must be approved by academy staff.

**E. FOOD AND DRINKS IN CLASSROOMS:** All drinks in classrooms must be in a metal/plastic container with a lid that securely fastens. Snacks may be allowed in the classroom as approved by academy coordinators.

**F. FOOD IN DORMITORY ROOMS:** Food items in student rooms must be kept in a sealable container.

**G. PARKING:** Student vehicles must be parked in designated parking areas. Due to limited parking, students are encouraged to carpool.

**H. POSTING SIGNS:** Posting of any items on campus without authorization from POST staff is prohibited.

**I. QUIET HOURS:** Quiet hours are from 10:00 p.m. to 5:30 a.m.

**J. ROOM INSPECTIONS:** Students must maintain clean and orderly rooms at all times. Random room inspections are conducted throughout the course of an academy session.

**K. SANITATION:** Mattress covers or pads are provided. Under no circumstances may anyone sleep directly on the mattress cover or pad. Clean sheets are provided and exchanged weekly.

**L. STUDENT ROOMS:**

- a. Members of the opposite sex are not allowed in each other's rooms.
- b. No unauthorized personnel are allowed on campus or in any student rooms.

**M. TOBACCO USE:** Tobacco use is prohibited except in designated smoking areas. This includes chewing tobacco, electronic or vapor cigarettes, etc. even if containing no tobacco.

**V. STANDARDS FOR CONDUCT AND BEHAVIOR**

**A. ADDRESSING STAFF AND INSTRUCTORS:** Students must address staff, instructors, and others by appropriate title and last name.

**B. AGENCY NOTIFICATION:** Agency heads or designees may be notified of any activity of their employee(s).

**C. ALCOHOL AND CONTROLLED SUBSTANCES:**

- a. Possession and use of illegal controlled substances are violations of state and federal law. Students possessing or using illegal controlled substances will be reported to the appropriate law enforcement agency for criminal investigation.
- b. Alcoholic beverages may not be consumed or possessed on any academy/state facility.
- c. Use of alcoholic beverages or legal controlled substances which impairs the student's ability to perform required duties while at the academy will result in investigation and disciplinary action.
- d. Students displaying **any** signs of alcohol use must submit to breath-testing at the request of POST staff or an instructor.

**D. CONDUCT AND BEHAVIOR:** Students are expected to abide by the Constitutions of the United States and Idaho, Idaho Code, the Law Enforcement Code of Ethics/Standards of Conduct. Students must not discredit the profession, the academy or their agency through their behavior.

**E. DISRUPTING CLASS:** Students must not engage in any behavior that results in a disruption of the learning or training environment.

**F. GAMBLING:** Gambling of any kind is illegal. Reports of gambling will be investigated and may be referred to the appropriate law enforcement agency.

**G. INTEGRITY:**

- a. Lying: students must truthfully answer training staff inquiries about their actions or the actions of others. Misrepresentation, mischaracterization, evasiveness, deception, factual manipulation, omissions, misleading contradiction, distortions, embellishment, misstatements of facts, misquotation of facts, minimization or justification of inappropriate actions is not tolerated and may result in immediate dismissal.
- b. Academic Dishonesty: any behavior, intended to promote or enhance a student's academic standing within the POST Academy by dishonest means is not tolerated and may result in immediate dismissal.
- c. Plagiarism: the use of words, ideas, concepts, or work of another without proper acknowledgement is not tolerated and may result in immediate dismissal.

**H. PRESCRIPTION MEDICATION:** Students must not use prescription medication except as prescribed, administered or provided by a licensed physician, their authorized agent, or practitioner allowed to do so by Idaho statute. Students must not use any legal drugs to the extent that their ability to safely and effectively complete each day's scheduled training activities is compromised.

**I. PROFANITY:** Students must not use language that is disrespectful or considered to be profane.

**J. REPORT OF RULES VIOLATIONS:** Students must not conceal any violations of academy rules, agency policy, state or federal law, whether their own or those of other students, instructors or police personnel. Any student involved in any violation, on or off-duty, must immediately notify the academy coordinator. A written report must be submitted as soon as possible. Failure to report violations may result in disciplinary action including dismissal.

**K. SAFETY:**

- a. Students must maintain awareness and be watchful for their own safety and the safety of others. Any act or failure to act by a student that places self or others at risk is not tolerated.

**L. SECURITY:** Students may not become involved in any activity that may compromise the security of the Idaho State Police or the Idaho POST Academy buildings or facilities. No student may allow unauthorized persons access to the facilities or grounds.

**M. SEXUAL HARASSMENT AND ILLEGAL DISCRIMINATION:**

Sexual harassment and illegal discrimination are violations of state and federal law. Perceived instances of either behavior must be reported. All reported instances of sexual harassment or illegal discrimination are investigated.

**N. STUDENT/CONTRACTOR/STAFF RELATIONSHIPS:**

- a. Associations with academy staff must be professional in nature at all times. Students and staff must not engage in inappropriate social contact.
- b. No physical contact of an intimate nature, sexual relationship or perception of a sexual relationship is permitted between academy students, or between academy students and instructors, scenario graders, or actors.

**VI. COGNITIVE AND DEMONSTRATIVE TESTING:**

**A. ALL TESTING COMPLIES WITH POST POLICY.**

## ACKNOWLEDGEMENT OF UNDERSTANDING

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You must read and acknowledge your understanding of, and willingness to comply with the rules and regulations in this document. Bring this signed acknowledgement with you to turn in on the first day of your academy.

**I acknowledge that I have received a copy, read, and understand the Idaho POST Academy Rules and Regulations.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Academy and Session Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
POST Identification Number

The Division Administrator of the POST Academy from time to time, as circumstances dictate, may authorize exceptions to these rules. Academy staff must familiarize students with any new requirements or rules. The POST Administrator is the final interpreter of POST rules and regulations. It is POST's intention that the rules and regulations found within this manual be reasonable.

