



# Idaho POST Academy Student Handbook

(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.

## **MISSION STATEMENT**

Peace Officer Standards and Training (POST) mission is to develop skilled law enforcement professionals who are committed to serving and protecting the people in Idaho.

## **VISION**

To ensure that Idaho law enforcement professionals model the highest level of integrity, safety and service through excellence in standards and training.

## **VALUES**

- Accountability
- Integrity
- Collaboration
- Innovation

## **GOALS**

- Innovate
- Engage
- Transform
- Excel

## **LONG-TERM GOAL (BHAG)<sup>2</sup>**

To be the best, most respected and innovative POST training and certification program in the country by 2025.

<sup>2</sup> Big, Hairy Audacious Goal (BHAG), a term coined by Jim Collins and Jerry Porras in their book, Built to Last: Successful Habits of Visionary Companies is a long-term goal, guided by your company's core values and purpose.

# TABLE OF CONTENTS

<b>I. GENERAL INFORMATION.....</b>	<b>5</b>
A. MAILING ADDRESS.....	5
B. PERSONAL CALLS.....	5
C. VISITORS.....	5
D. SCHEDULES.....	5
<b>II. ITEMS AND SUPPLIES NEEDED.....</b>	<b>6</b>
A. NOTE-TAKING MATERIAL.....	6
B. ROOMS.....	6
C. TOILETRY ARTICLES AND OTHER SUPPLIES.....	6
D. RESPONSIBILITY FOR PERSONAL PROPERTY.....	6
E. ACADEMY LINEN.....	6
F. DORMITORY KEYS.....	7
<b>III. GENERAL RULES.....</b>	<b>7</b>
A. ACADEMY ATTENDANCE.....	7
B. ACADEMIC REQUIREMENTS.....	7
C. DEMEANOR.....	8
D. ELECTRONIC DEVICES AND INTERNET USAGE.....	8
E. GENERAL LIABILITY.....	8
F. INJURIES AND ILLNESSES.....	9
<b>IV. FIREARMS, AMMUNITION, AND OTHER WEAPONS.....</b>	<b>9</b>
A. ACADEMIES WITH WEAPONS TRAINING.....	9
<b>V. UNIFORMS AND PERSONAL APPEARANCE.....</b>	<b>10</b>
A. HYGIENE AND JEWELRY.....	10
B. INSPECTIONS.....	10
C. PERSONAL CLOTHING.....	11
D. UNIFORMS.....	11
<b>VI. FACILITY RULES.....</b>	<b>12</b>
A. ANIMALS AND PETS.....	12
B. CAMPUS RESTRICTIONS.....	12

C. DAMAGE TO PROPERTY .....	12
D. ELECTRICAL APPLIANCES .....	12
E. FOOD AND DRINKS IN CLASSROOMS .....	12
F. FOOD IN DORMITORY ROOMS .....	13
G. PARKING .....	13
H. POSTING SIGNS .....	13
I. QUIET HOURS .....	13
J. ROOM INSPECTIONS .....	13
K. SANITATION.....	13
L. STUDENT ROOMS .....	13
M. TOBACCO USE .....	13
<b>VII. STANDARDS FOR CONDUCT AND BEHAVIOR.....</b>	<b>14</b>
A. ADDRESSING STAFF AND INSTRUCTORS .....	14
B. AGENCY NOTIFICATION.....	14
C. ALCOHOL AND CONTROLLED SUBSTANCES.....	14
D. CONDUCT AND BEHAVIOR.....	14
E. DISRUPTING CLASS .....	15
F. GAMBLING .....	15
G. INTEGRITY .....	15
H. PRESCRIPTION MEDICATION .....	15
I. PROFANITY .....	16
J. REPORT OF RULES VIOLATIONS .....	16
K. SAFETY .....	16
L. SECURITY .....	17
M. SEXUAL HARRASSMENT AND ILLEGAL DISCRIMINATION .....	17
N. STUDENT/CONTRACTOR/STAFF RELATIONSHIPS.....	18
O. INSTRUCTOR CONDUCT AND PERFORMANCE .....	18
<b>Addendum 1 - Idaho POST Academy Discipline Matrix .....</b>	<b>19</b>
<b>ACKNOWLEDGEMENT OF UNDERSTANDING .....</b>	<b>21</b>

## **I. GENERAL INFORMATION**

### **A. MAILING ADDRESS**

The Idaho POST Academy is located at 700 South Stratford Drive, Meridian, Idaho. To receive mail the mailing address is:

Student's Name  
POST Academy, [Discipline] Session # \_\_\_\_\_  
700 South Stratford Drive  
Meridian, ID 83642

### **B. PERSONAL CALLS**

Public telephones are located in the training building hallways for outgoing local calls. You must first dial an 8 to access an outside line.

### **C. VISITORS**

Students are allowed to have one adult (18+) visitor per week join them in the cafeteria for the lunch meal only (no children allowed). Students must get permission from their academy coordinator **prior** to an adult visitor being on campus for lunch. Visitors must purchase any meal they consume at their own expense.

- a. No other visitors are permitted at the academy or dormitory except officials of the city, county and state governments, law enforcement officers and instructors with prior clearance through POST staff. For security purposes, no persons are allowed in the sleeping or dorm lounge areas except those persons currently enrolled in the academy. If a student needs uniforms or equipment during the week and a family member must make the delivery, the items should be brought to the office and left with the POST staff during normal business hours. Students are not allowed to give tours to visitors during their training at the academy. The only exception to this rule is on graduation day.

### **D. SCHEDULES**

Daily schedules will be furnished to the student upon checking into the academy. Schedules may change without notice, so be FLEXIBLE.

## **II. ITEMS AND SUPPLIES NEEDED**

### **A. NOTE-TAKING MATERIAL**

Note taking material will not be provided by POST, students must bring all note taking materials from home.

### **B. ROOMS**

Students staying on campus will be housed in a dorm room with two persons to a room. Beds, dressers, desks, and closet space are provided. Pillows, blankets, bedspreads, and linen will be furnished by the academy. It is recommended students bring coat hangers for clothing they wish to hang up.

### **C. TOILETRY ARTICLES AND OTHER SUPPLIES**

Students must furnish their own toiletry articles, towels, wash cloths, soap, shower shoes, and money for personal expenses. Students must also bring with them a cup with a lid for beverages in the classroom. Due to possible adverse weather conditions, it is also suggested that students bring with them aspirin, cold tablets, Vitamin C, or other medication they feel necessary.

### **D. RESPONSIBILITY FOR PERSONAL PROPERTY**

Personal property may be left in the student's room. The academy is not liable for loss or damage to personal property. Any property damage shall be brought to the attention of a POST staff member immediately. It is the student's responsibility to keep the dormitory locked at all times.

### **E. ACADEMY LINEN**

Linen pickup will be as follows: sheets and pillowcases will be exchanged on a weekly basis. Failure to turn in linen will result in the student being billed. Coin operated laundry facilities are available at the academy. Each student should bring laundry soap and coins for the machines. Each student is required to put dirty clothing in a laundry bag or basket. Students must bring one or the other. These are not provided by POST.

## **F. DORMITORY KEYS**

Keys to the dormitory will be issued at the time of check-in at no charge. A replacement fee of **\$100.00** will be charged for any lost key.

## **III. 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 Leave Request form. That form may be obtained from the Officer in Charge (OIC) as soon as they are made aware of the need for 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 during the academy. 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, when applicable, as approved by POST. Training should be completed prior to the Certification Exam.

### **B. ACADEMIC REQUIREMENTS**

- a. EXAMS:** To be eligible to graduate from a Basic Academy, each student must maintain a 75% average of all academic assignments to include but not limited to, academy-initiated exams or quizzes and written reports.

- b. CERTIFICATION EXAM:** To be eligible to take a Basic Academy Certification Exam, each student must graduate from a POST Basic Academy with a 75% academic average. All Basic Certification Exams require a minimum passing score of 75%. All students must take and pass the Certification Exam to be eligible for certification in the State of Idaho. Firearms, EVOC, and Defensive Tactics are practical skills tests and may require a higher minimum passing score and/or are pass/fail.
- c. CERTIFICATION RETAKE:** Any student who does not pass the Certification Exam must retake the Certification Exam within six (6) months after the Academy's scheduled graduation date. The student will be allowed (one) 1 retake attempt to pass the Certification Exam. If the student fails both attempts or fails to retake the Certification Exam within six (6) months after the Academy's scheduled graduation date, the student cannot be certified.

### **C. 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.

### **D. 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 unless approved by the academy coordinator. Student use of an electronic device is a privilege which may be revoked.

### **E. 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.



## **F. 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 may not be 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 an illness may not be able to attend training due to the risk of infecting other students. This may result in disenrollment from the academy as referenced in section I. GENERAL RULES, item A. Academy Attendance.

## **IV. FIREARMS, AMMUNITION, AND OTHER WEAPONS**

### **A. ACADEMIES WITH WEAPONS TRAINING**

- a.** Students who bring duty weapons and/or ammunition to the academy must carry them on campus in a lawful manner. No ammunition nor magazines, loaded or unloaded, will be carried into any campus building and must be stored in the student's vehicle in a secure manner.
- b.** Duty weapons will be stored in a secure manner in the student's vehicle. Duty weapons are allowed in the dorm room only if the student is present. No magazines are allowed in the dorm room. Barrel plugs must be in the weapon at all times. No cleaning of weapons in the dorm is allowed.
- c.** Students are allowed to store personally owned weapons (POWS) in their vehicles while on campus. POWS must remain secured inside of the vehicle at all times, and students accept all responsibility and liability related to their POWs on campus.
- d.** Students with weapons who are not undergoing weapons training at POST must keep their weapons, ammunition and magazines in their vehicles at all times and stored in a secure manner.
- e.** Students will not be armed when using POST vehicles. This includes but is not limited to traveling to and from firearms training, ALERRT, or any other function away from campus when using POST vehicles. A POST coordinator will assign

an armed student in their agency vehicle to follow POST vehicles to the off-campus training site. Weapons will be left in their vehicle upon arrival.

- f. Any violation of this section may result in immediate dismissal.

## V. 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 times.

### 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, stud earrings 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 or transparent color may be 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. Fingernails must be kept at an appropriate length and shape.

### B. INSPECTIONS

Students must be prepared for personal inspection and inspection of uniforms, equipment, and rooms 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 and conform to agency policy.
- 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. **Duty Uniform:** The duty uniform is the standard uniform to be worn during the academy unless instructed otherwise by the academy coordinator. The duty uniform consists of agency issued duty pants, shirt, footwear, ballistic vests (when applicable) and duty belts.
- b. **Defensive Tactics (DT) Uniform:** The DT uniform consists of a tactical style cargo pant, name shirt, ballistic vest when applicable and duty belt with blue gun when applicable. No bright colored tactical style cargo pant may be worn. Footwear will be designated by the academy coordinator, either duty boots or athletic shoes.
- c. **Standard Physical Training (PT) Uniform:** During 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.
- d. **Pool 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, speedos or cut-offs are not permitted. Two-piece swimsuits are permitted but must be the athletic style. This uniform restriction includes personal time use of the training tank.

Appropriate underclothes must be worn during physical conditioning. These consist of the following:

- **Men** – athletic support briefs. No boxer shorts.
- **Women** – sports bra and female underclothing.

Adverse weather clothing: Students should bring ample warm clothing for use on the driving course and firing range in case of adverse weather: heavy boots, socks, long underwear, hat, coat, gloves, sunscreen, and rain gear.

## **VI. 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:** Students may not leave campus from the start of the academy day until the conclusion of the academy day. Students must have authorization from the academy coordinator prior to leaving campus during academy hours. Students on campus after 10:00 p.m. must abide by the quiet hours.

### **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 following items are the only electrical appliances allowed in dorms: curling irons, razors/shavers, small Bluetooth speakers, laptops, blow dryers. Students may bring their own laptop computer or electronic tablet and extra desk lights if they desire. Other items are not allowed.

### **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**

Each dorm room has a small refrigerator which must be kept clean. Perishable food items must be stored in the refrigerator. Non-perishable foods must be stored together in a single sealable tote-type container. Please bring a container to store your food as these are not provided by POST.

## **G. QUIET HOURS**

Quiet hours are from 10:00 p.m. to 5:00 a.m.

## **H. ROOM INSPECTIONS**

Students must maintain clean and orderly rooms at all times. Weekly room inspections are conducted throughout the course of an academy session. Please see the [Dorm Inspection Handout](#) for further details regarding the inspection process.

## **I. 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.

## **J. 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.

## **K. 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. None of the aforementioned items, including spit bottles, are allowed in the dorm rooms. They may be stored in your vehicle.

## **L. POSTING SIGNS**

Posting of any items on campus without authorization from POST staff is prohibited.

## **M. PARKING**

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

## **VII. 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 conduct themselves within the ethical and moral standards the law enforcement profession demands. Students must not discredit the profession, academy, or their agency through their behavior.

If a student fails to conduct themselves in a professional manner or violates any POST rules, it may result in disciplinary action as set forth in the Idaho POST Academy Discipline Matrix (see Addendum 1). Students must notify staff if they are aware of a violation. If a student fails to report a violation, it may also result in disciplinary action. Disciplinary action may include verbal or written warnings, formal counseling, and/or dismissal from the academy.

If dismissal from the academy is warranted, the Training Manager will make a recommendation to the Deputy Division Administrator. The Deputy Division Administrator will offer the student a hearing to appeal the decision with the Division Administrator according to [POST Policy 12.20 Student Disenrollment/Dismissal](#). The Division Administrator will make the final decision on dismissal from the academy.

Information regarding the Standards of Conduct can be found in [IDAPA 11.11.01.058](#), POST Policy 12.20, the Student Handbook, the Agency Guidebook, and on the POST website. The Agency Guidebook is available to the public on the Idaho POST website. The Student Handbook is sent to all students with their acceptance letter for them to review prior to attending an academy. The student and agency head are both required to sign the signature page acknowledging that they have read and understand the contents of the handbook. The student is required to provide this signed signature page to academy staff on the first day of the academy.

## **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**

Students and POST staff must maintain awareness and be watchful for their safety and the safety of others. Any act, or failure to act, by a student or staff member that places themselves or others at risk, will not be tolerated.

- a.** POST Training Coordinators shall ensure that the individual [safety policies](#) for high liability classes (Defensive Tactics, Tactical Medicine, EVOC, Physical Training, and Firearms/Range) are read, understood, and signed by each student who will engage in these activities.
- b.** All POST Training Coordinators, including the POST Training Manager, shall possess current First Aid/C.P.R. certification cards. They shall also be certified in the use of the Automated External Defibrillator (AED).
- c.** During the course of the academy, any student, at any time, can call an immediate halt to training if they identify an issue that makes them fear for their personal safety or they identify an issue that may jeopardize the safety of a fellow student or staff member.
- d.** There are two large first aid kits, a large ice machine, and one Automated External Defibrillator (AED) located in building #8. One large first aid kit is prominently located on the wall in the break area near the restrooms. The second first aid kit is located inside the Staff office in building #8. During orientation each academy class will be shown where these two kits, the AED, and the ice machine are located and discuss their contents and uses.
- e.** There are two large first aid kits, an AED, and an ice machine located within the “First Aid” room in Building #3. This room is located in the hallway just outside the Southwest entry/exits doors of the gymnasium, and adjacent to the entry doors to the weight room. Each new recruit class will be oriented to this room and the use of its contents as well.



- f. A large self-contained first aid kit is located in the staff offices in Building #8. This kit is housed inside a prominent yellow ‘pelican’ case. An AED is also inside this case. This first aid kit is stored just inside the entry/exit door to the staff offices. This kit is to be with any groups of students who are engaged in any physically demanding activities that are held outside of any building. Example: Any physical training occurring in the parking lots or on the EVOC track.
- g. All high liability blocks of curriculum will contain a safety policy that will identify, if any, safety considerations for that block of instruction. This safety policy will also inform the students that they may call an immediate halt to any training if they feel their safety or the safety of someone around them may be in jeopardy. Instructors of high liability blocks of instruction will remind students of this prior to the start of their lecture.
- h. In an effort to ensure the safety of students and staff, POST staff shall continuously conduct threat assessments of training areas and locations. The assessment will include a visual and tactile inspection of vehicles and equipment used by recruits to ensure they are in safe working order. Safety assessments will also include checking weather conditions to ensure students are properly dressed for outdoor conditions and/or to cancel outside activities due to weather creating a hazardous condition.
- i. Appropriate student to staff ratios shall be maintained in high liability skills-area training to facilitate student and staff safety. These areas include Tactical Medicine, Firearms, Emergency Vehicle Operations Course, Defensive Tactics, Physical Training.

## **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 HARRASSMENT 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.

## **O. INSTRUCTOR CONDUCT AND PERFORMANCE**

- a.** Students are encouraged to report violations or other concerns regarding instructors to Coordinators without fear of repercussion.
- b.** Students will complete individual instructor evaluations regarding conduct and performance after each block of instruction.
- c.** Students will complete an Academy Survey which includes instructor conduct and performance at the end of each academy.

## Addendum 1 - Idaho POST Academy Discipline Matrix

This document provides Idaho POST Staff a guideline to the discipline of academy students. This matrix is only a guideline; training staff has the ability to forgo the lesson categories if the violation is so egregious that it is merited.

<b>Category</b>	<b>Academy Rules Violation</b>	<b>Action Taken</b>
<b>Category I</b>	<b>Violations for the following:</b> <ol style="list-style-type: none"> <li>1. Attendance</li> <li>2. Electronic device</li> <li>3. Uniform/personal clothing</li> <li>4. Hygiene and jewelry</li> <li>5. Facility rules</li> <li>6. Addressing staff and instructors</li> <li>7. Disrupting class</li> <li>8. Safety</li> <li>9. Security</li> <li>10. Profanity</li> <li>11. Report of rules violations</li> <li>12. Conduct and behavior</li> </ol>	One or more of the following may apply:  Verbal warning  Writing assignment  Individual physical training  Group physical training
<b>Category II</b>	<b>Violation for the following:</b> <ol style="list-style-type: none"> <li>1. Disrespectful</li> </ol> <b>Repeated or significant violations of the following:</b> <ol style="list-style-type: none"> <li>1. Attendance</li> <li>2. Electronic devices</li> <li>3. Uniform/personal clothing</li> <li>4. Hygiene and jewelry</li> <li>5. Facility rules</li> <li>6. Addressing staff and instructors</li> <li>7. Disrupting class</li> <li>8. Safety</li> <li>9. Security</li> <li>10. Profanity</li> <li>11. Report of rules violations</li> <li>12. Conduct and behavior</li> </ol>	Formal individual counseling with a second staff member present.  Agency may be notified.
<b>Category III</b>	<b>Violation of the following:</b> <ol style="list-style-type: none"> <li>1. Unlawful use of prescription medications</li> </ol> <b>Repeated or significant violations of the following:</b> <ol style="list-style-type: none"> <li>1. Disrespectful</li> <li>2. Attendance</li> <li>3. Electronic devices</li> <li>4. Uniform/personal clothing</li> </ol>	Letter of Reprimand issued with a copy sent to the agency.    All actions in this category need Training Manager approval.

Category	Academy Rules Violation	Action Taken
<b>Category III Cont'd.</b>	5. Hygiene and jewelry 6. Facility rules 7. Addressing staff and instructors 8. Disrupting class 9. Safety 10. Security 11. Profanity 12. Report of rules violations 13. Conduct and behavior	
<b>Category IV</b>	<p><b>Violation of the following:</b></p> 1. Alcohol and controlled substances 2. Integrity 3. Plagiarism 4. Sexual harassment 5. Conduct and behavior 6. Gambling 7. Firearms violation	<p>Possible dismissal from the academy. Refer to POST policy 12.20 Student Disenrollment/Dismissal.</p> <p><a href="#">12.20 Student Disenrollment/Dismissal Policy</a></p>
	<p><b>Repeated or significant violations of the following:</b></p> 1. Unlawful use of prescription medications 2. Disrespectful 3. Attendance 4. Electronic devices 5. Uniform/personal clothing 6. Hygiene and jewelry 7. Facility rules 8. Addressing staff and instructors 9. Disrupting class 10. Safety 11. Security 12. Profanity 13. Report of rules violations 14. Conduct and behavior	

# ACKNOWLEDGEMENT OF UNDERSTANDING



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.**

PART I - STUDENT	
By signing this form, I affirm that I have received a copy, read and understand the Idaho POST Student Handbook.	
_____	_____
Print Name	POST ID
_____	_____
Student Signature	Date Signed
PART II – DEPARTMENT HEAD or DESIGNEE	
By signing this form, I affirm that the above named Officer/Deputy has received a copy, read and understands the Idaho POST Academy Student Handbook.	
_____	_____
Print Name	Title
_____	_____
Department Head or Designee Signature	Date Signed

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 the POST Academy Student Handbook. It is POST's intention that the student handbook found within this document be reasonable.