

# Appendix C: Conduct and Behavior Policies for Criminal Justice Institute Students at Valencia Community College

## Conduct and Behavior

### Knowledge of Regulations

Trainees are required to establish and maintain a working knowledge of rules, policies and procedures of Valencia Community College and the Criminal Justice Institute (C.J.I.). In the event of improper action or breach of discipline, it will be presumed that the trainee was familiar with the rule, policy or procedure in question. A copy of all college policies is available in the C.J.I. office.

### Conduct

1. **Standards of Conduct** - Trainees shall not engage in any conduct which constitutes neglect of duty, order or conduct unbecoming to a trainee or any act which is likely to adversely affect the discipline, good order or reputation of the Institute.
2. **Truthfulness** - Trainees are required to be truthful at all times whether under oath or not, concerning matters of conduct or business associated with the Institute.
3. **False Information** - No trainee shall knowingly falsify or omit information from any written document or enter or cause to be entered any inaccurate, false or improper information on records of the Institute.
4. **Obedience to Laws and Regulations** - Trainees shall observe and obey federal and state laws, appropriate ordinances, rules, orders and regulations of the Institute.
5. **Sexual or Racial Harassment** - Trainees shall not engage in conduct whether physical or verbal, which constitutes either sexual or racial harassment. No trainee of Valencia Community College should be subject to physical, emotional or sexual abuse by another student or any employee. See C.J.I. Policy 97-015 for procedures.
6. **Reporting Violations of Laws, Ordinances, Rules or Orders by Trainees** - Trainees knowing of other trainees violating laws, ordinances or rules of the Institute, or disobeying orders, shall report same in writing to the Training Center Director via the Class Coordinator.
7. **Carelessness** - A trainee may be determined to have impaired or jeopardized the proper and efficient operation of the Institute due to his/her carelessness or by his/her neglect of his/her job performance under this provision where he/she acts or fails to act; either in a deliberate or willful manner which reflects a reckless or wanton disregard

for life; or which results or could have resulted in injury, danger or damage to others or to their property.

Furthermore, repeated incidents or minor carelessness or a pattern of errors, neglect and/or inattentiveness to job performance are of an equally serious nature and will not be tolerated. Each case of carelessness or neglect will be evaluated and considered on its merits and will result in appropriate administrative or disciplinary action.

### 8. Obedience to Commands

- a. All lawful orders and commands will be executed immediately. Failure to obey all lawful orders and commands will be considered insubordination and may result in disciplinary action.
    - No trainee shall knowingly obey any order which is contrary to law or ordinance. Responsibility for refusal to obey an order rests with the subordinate and requires justification.
    - A trainee who receives an order which he/she believes to be improper or unlawful shall report in writing, via the chain of command, to the Director. The report shall contain all of the facts of the incident. Appeals for relief from such orders may be made at the same time.
    - Upon receipt of a conflicting order or instruction, the trainee shall advise of the conflict. Responsibility for countermanding the original order or instruction then rests with the individual who issued the conflicting command. If so directed, the latter command shall be obeyed first.
  - b. Official orders posted on an official bulletin board or distributed through an official channel must be adhered to and will have the same force and authority as rules.
9. The following behavior will be strictly prohibited and shall lead to disciplinary action:
- Drinking intoxicants while in uniform, during class, or reporting to class with the odor of intoxicants on the breath, or impairment by use of illegal narcotics.
  - The use of any illegal substance.
  - Gambling in any form.
  - The use of profane, obscene or vulgar language.
  - Ethnic, sexual or racial comments of a demeaning nature.
  - Fighting.

## Behavior

1. Trainees shall address all sworn personnel and civilian instructors by their formal title, i.e., Captain Smith, Officer Jones, Mr. Black, etc. Trainees shall knock at all times prior to entering any instructor or staff member's office at the Institute.
  - a. Trainees shall not fraternize with academy staff members or instructors.
2. Trainees shall not display intimate affection toward other trainees during class hours or on campus.
3. All trainees shall comply with Florida Statutes and agency regulations concerning the acquisition and display of license plates, vehicle registrations and Florida driver's license.
4. In the event of any incident occurring off-duty (good or bad) involving civil or criminal police action, trainees are to submit a complete memo to their Class Coordinator (traffic citation, automobile accident, domestic dispute or arrest).
5. Trainees shall not gather in doorways, aisles or other thoroughfares and shall not impede the progress of staff members or other persons walking about the Institute grounds. When any staff member, uniformed officer or other person not a trainee, approaches a trainee or group of trainees, the trainees shall stand or walk aside so as to make a clear path for the person. If the trainees are standing in a group and unaware of the approaching person, the first trainee to see him/her shall announce "stand clear" and the other trainees shall then stand aside out of the way of the approaching person. The command "stand clear" should not be made at the top of one's voice but should merely be loud enough to be heard by the other trainees in the group.
  - a. If a trainee is approached by any staff member, agency representative or faculty member anywhere on the facility, a proper greeting will be rendered.
6. Trainees shall not loiter in the vicinity of the staff offices.
7. Trainees will conduct themselves in a professional manner when dealing with other students from any class. Hazing will not be permitted in any form.
8. **Reporting Procedure** - Trainees who report to the Class Coordinator's office will adhere to the following:
  - a. Approach the Class Coordinator's office, knock loudly twice and wait for the command to enter.
  - b. When given the command to enter, approach the Class Coordinator's desk and render the proper greeting, coming to the position of attention.
  - c. If there is no command to enter, the trainee should return to class.

## Disciplinary Procedure

1. Trainees who violate rules, policies or procedures of Valencia Community College and the Criminal Justice Institute shall be subject to discipline.
2. Disciplinary action shall be one of the following based on the violation:
  - a. **Verbal Warning.** All conferences will be documented by the Class Coordinator.
  - b. **Written Censure.** A memo is given to a recruit as notice of unsatisfactory behavior, practice or act which, if repeated, may lead to dismissal from the Academy.
  - c. **Dismissal from the Academy.** Only the Training Center Director or designee of the Criminal Justice Institute at Valencia may dismiss a recruit.

## Appeal Process

1. Any disciplinary action imposed upon a recruit by an Institute staff member may be appealed, using the following process:
  - a. He/she must submit a written memorandum to the Training Center Director, via the chain of command, stating his/her desire to appeal, before the close of business of the next work day after being notified of the disciplinary action against him/her.
  - b. Verbal warnings and written censures will be reviewed by the Director for final disposition.
  - c. For dismissals from the Academy, the Training Center Director will convene an Appeal Board consisting of a non-involved Coordinator and two members of the Institute's Advisory Board.
  - d. The Appeal Board will meet within five working days of receipt of the appeal request to hear the basis of the appeal, take testimony and evaluate the evidence as related to the validity of the appeal. The hearing must be tape recorded.
  - e. The Appeal Board will render its recommendation within five working days of the conclusion of the appeal hearing.

The Appeal Board's recommendation will be:

- i. Reject the appeal.
- ii. Partially reject or partially sustain the appeal.
- iii. Sustain the appeal.

The Director will review the Board's recommendation and advise the recruit on the final discipline. The Training Center Director is the final authority for all disciplinary action.

## General Procedures

### Bearing

A professional bearing will be maintained at all times, in or out of the classroom. Polite and courteous conduct is required.

### Class President, Class Officers and Squad Leaders

1. Each basic class shall have class officers and squad leaders. Each class will elect these positions. These positions will be maintained at the discretion of the Class Coordinator. The responsibilities for these positions will be outlined by the Class Coordinator.
2. The Class President or his/her designated person will check the bulletin board at each class break and relay all appropriate information to the person(s) concerned.

## Classroom Procedures

1. Upon entering the classroom, trainees will proceed to their assigned seats.
2. Trainees will be seated immediately prior to class. When an instructor enters the classroom, all trainees will immediately face the front and provide the proper respect to the instructor.
3. To ask a question in class, raise hand and await acknowledgment, preface the question with the title "Sir/Ma'am", as appropriate. Remain seated while asking the question, but speak in a manner that allows all other individuals in the classroom to hear. Disruptive conversation or comments between trainees will not be tolerated.
4. Trainees shall be alert in the classroom to the instruction being presented and shall make adequate notes.
5. Dozing off or sleeping in class will not be tolerated. If the recruit finds him/herself dozing off, he/she should quietly step to the rear of the room and remain there attentively until sufficient energy has been regained.
6. No food or drinks allowed in the classroom (except water).

## Break Time

1. Class break periods are at the discretion of the instructor. Trainees shall return promptly to the classroom by the end of each break and be seated. Any trainee who is late returning to the classroom shall quietly enter the room and take his/her assigned seat. The Class President shall ensure prompt reporting by the offending trainee to the Class Coordinator.
2. All breaks will be taken in the area designated by staff. Breaks will be conducted in a quiet and orderly manner.

## Memos and Research Papers

1. All memos and research papers will be turned in to the Class President prior to the first class of the day. The Class President will review, date and initial all memos or research papers., then deliver them to the Class Coordinator. Papers turned in after the beginning of the first class of the day, will be considered late.
  - a. Memos are to be informational in nature, factual as to content and shall be submitted on the standard memo form.
  - b. Make up papers are used as an educational device. They are designed to better acquaint the trainee with a particular subject and are used by the training advisor in evaluating the trainee's ability to put information into composition form and to give an indication of the effort put forth on a given task.
  - c. No information shall be written on the back side of either memos or research papers.
  - d. Both memos and make up papers are to be typed or hand printed (block letters) in black ink, on plain, unlined paper.
    - Cross outs are unacceptable.
    - Erasures must be undetectable.
    - Printing must be legible.
    - "White Out" is unacceptable.

## Telephone Use

1. All trainees who need to use a telephone, must use the pay telephones. In case of an emergency, staff may approve the use of an academy telephone. Phone calls shall be limited to three (3) minutes.
2. Trainees will not be called from class except in emergencies.

## Smoking

Smoking permitted in designated smoking areas only.

