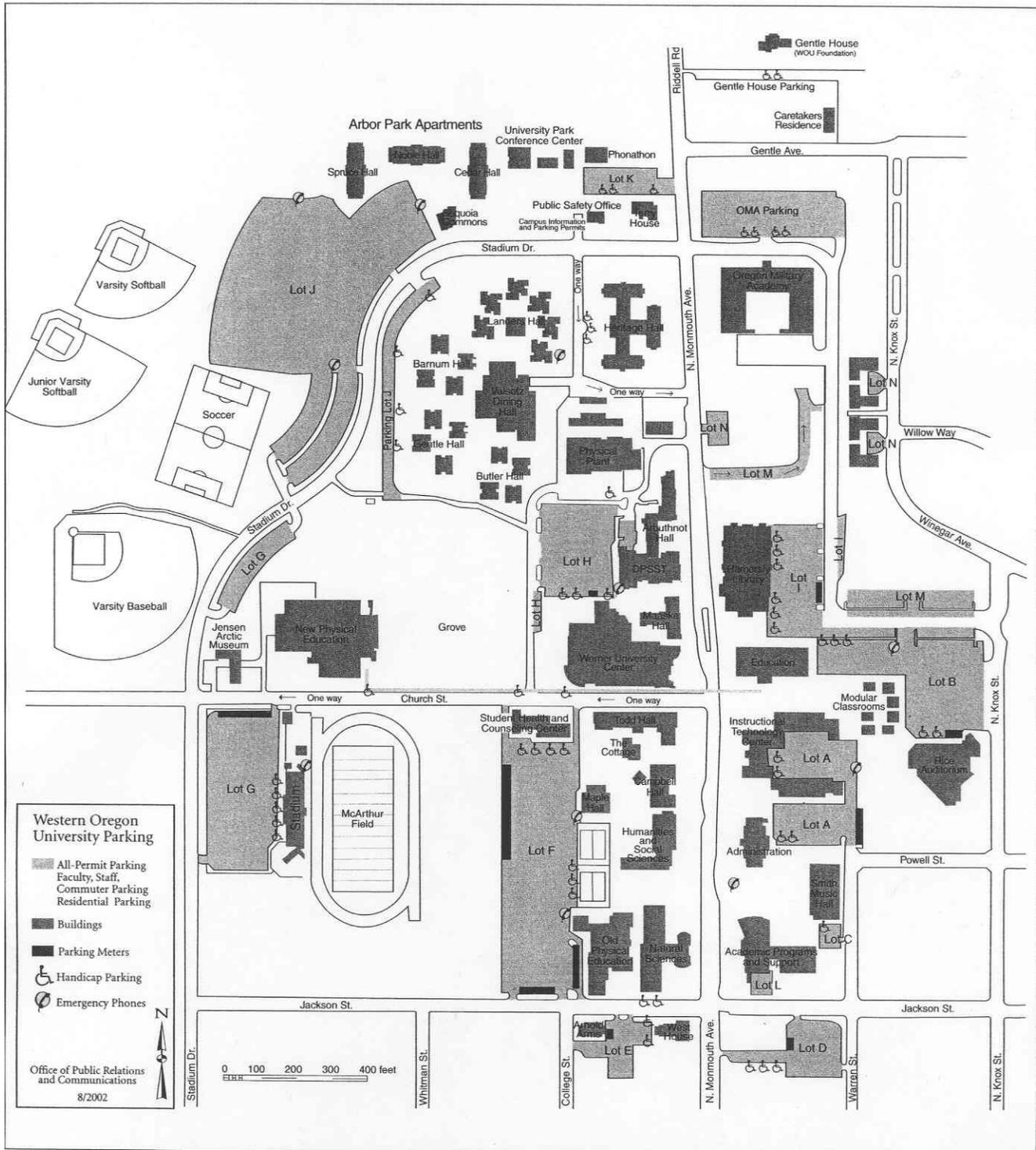


**Department of Public Safety Standards and Training  
Academy Resource Guide--2004**

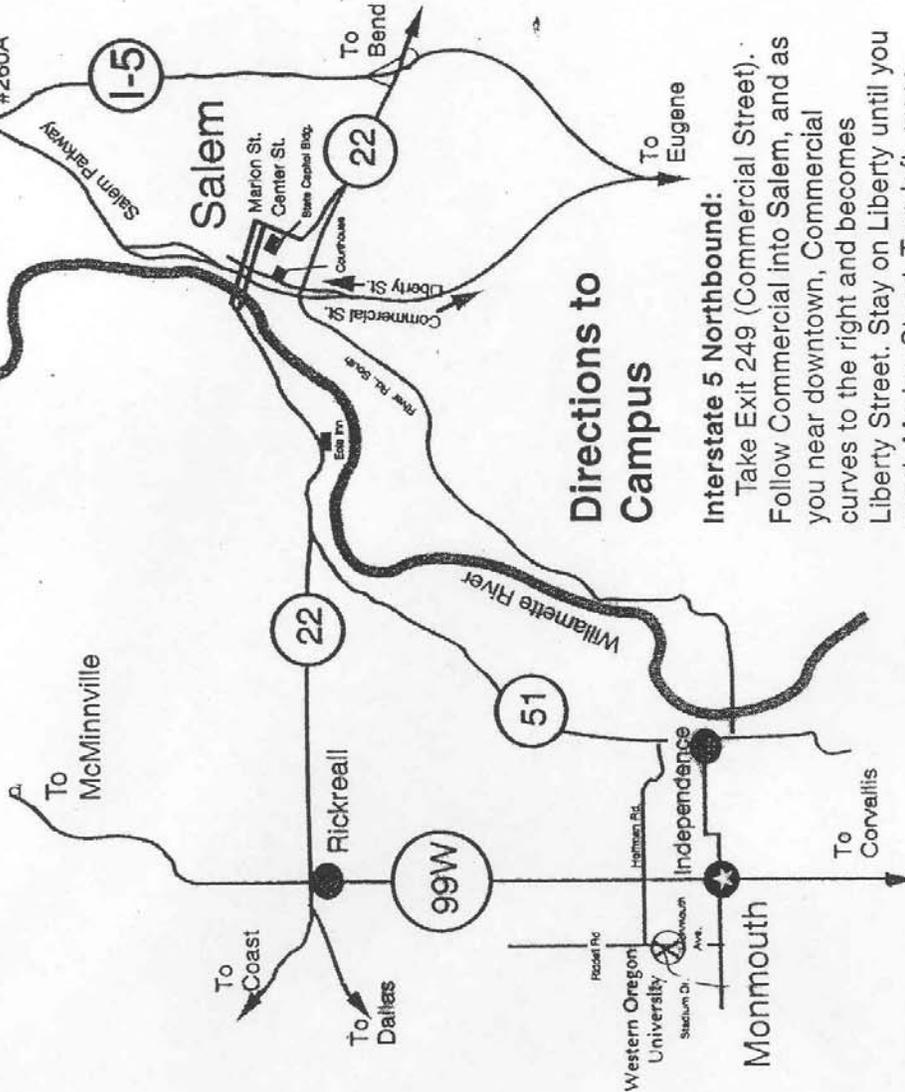
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# GENERAL INFORMATION

## Campus Map



Division of Extended Programs  
 345 North Monmouth Avenue  
 Monmouth, Oregon 97361



### Directions to Campus

#### Interstate 5 Northbound:

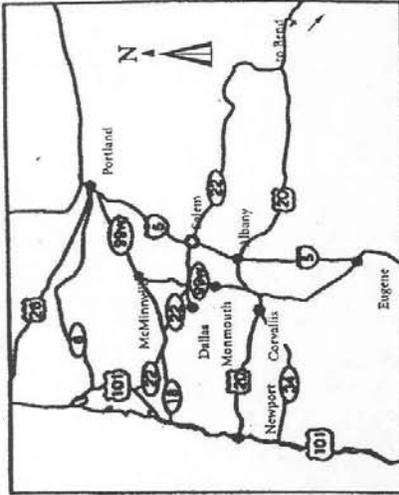
Take Exit 249 (Commercial Street). Follow Commercial into Salem, and as you near downtown, Commercial curves to the right and becomes Liberty Street. Stay on Liberty until you reach Marion Street. Turn left, cross the Marion Street Bridge on to Highway 22, and follow the signs marked "Dallas/Ocean Beaches." Stay on Highway 99W. Turn left and follow the signs to Monmouth and the WOU campus.

**WESTERN OREGON UNIVERSITY**

*Your success is our mission.*

Monmouth, Oregon (just minutes from Salem)

Regional Oregon Map



#### Alternate Northbound Route:

Take Exit 228 and follow route 34 towards Corvallis. After crossing the Willamette River into Corvallis, turn right at the second light onto scenic highway 99W. Continue north about 20 miles and follow the signs to Monmouth and the WOU campus.

#### Interstate 5 Southbound:

Take Exit 260A (Salem Parkway). Follow the Parkway into Salem. The Parkway curves to the left and becomes Commercial Street. Stay on Commercial until you reach Marion Street. Turn right, cross the Marion Street Bridge on to Highway 22, and follow the signs marked "Dallas/Ocean Beaches." Stay on Highway 22 until you reach Highway 99W. Turn left and follow the signs to Monmouth and the WOU campus.

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## *What you should bring to the Academy*

### **Firearms**

#### *A. Weapons*

1. Immediately upon arrival at the Academy, all students shall secure unloaded weapons in the basement gun locker. Weapons must be unloaded and secured as soon as possible. This shall include firearms, ammunition and chemical agents such as tear gas and o.c. spray. Possession of any weapon by a basic student in the dormitory building, classroom, a vehicle, or on the person is prohibited except when authorized by Training Coordinator.
2. Any person residing at the Academy and/or attending basic classes, is also prohibited from possessing weapons, including firearms and chemical agents, in the dormitory sleeping areas. The only exceptions will be granted by the Training Coordinator.
3. The main gun locker is located in the Arbuthnot Hall basement adjacent to the laundry room. The gun locker is under surveillance and can be opened by an Academy staff member or with the combination provided to you at check in. There is an entrance button located on the pillar directly in front of the gun locker door. All gun lockers are to be shared by two persons. Due to limited space, no leather or duty belts is to be placed in the gun lockers.
4. Do not bring any training ammunition to the Academy. All training ammunition in caliber .38 special, 9mm PARA, .40 S&W and .45 ACP will be supplied. Do not bring any shotguns to the Academy.
5. All weapons cleaning done at the Academy must be conducted in the laundry room. A gun cleaning bench and supplies are provided.
6. At formal events, such as the Law Enforcement Memorial Ceremony, and graduations, Academy staff may allow students with agency approval to wear their handgun with a loaded magazine, but no round in the chamber. (If this is in conflict with your agency policy see your training coordinator.)

#### *B. Firearms Regulations*

1. Students bringing firearms to DPSST are subject to the following regulations:
  - a) Loaded firearms are not allowed in the Academy building.
  - b) At the time of registration firearms must be in unloaded condition.
  - c) All firearms and ammunition shall be stored in the Academy gun locker or other secure facility as determined by the Academy.
  - d) Instructors and visitors are encouraged to store their weapons in the commuter gun locker.
  - e) Students shall not possess or store firearms, ammunition, electronic or chemical weapons in the dormitory rooms, classroom, automobiles or any other location outside the gun lockers unless authorized by Academy staff.
  - f) Firearms may be removed from the gun locker for training or maintenance purposes, and shall be returned to the gun locker immediately.
  - g) Students may transport firearms and ammunition in an off-duty capacity as authorized by employing agency while enroute to or from Academy training.
  - h) Students shall conduct all firearms cleaning in the designated area immediately adjacent to the gun locker.
2. Firearms and equipment used in Academy firearms training programs must meet the following specifications:
  - a) Revolver or semi-automatic pistol.
  - b) Six round minimum magazine/cylinder capacity.
  - c) .38 special, 9 mm Parabellum, .40 S&W and .45 ACP ammunition is provided by the Academy.

- d) Three magazines / two speed-loaders per weapon.
  - e) A letter shall accompany extensively modified handguns from the student's agency authorizing it as the student's official duty weapon.
  - f) A suitable holster, gun belt, magazine/speed-loader pouch and belt keepers are required equipment. Cross-draw, clam-shell and shoulder holsters are generally prohibited, and training staff may exclude, based on safety considerations, the use of specific holsters and related equipment.
3. Firearms Cleaning Equipment Recommended:
- a) The firearms training staff understands the critical need for students to develop good weapons cleaning skills and habits.
  - b) To establish the best possible situation for maintaining a clean and serviceable handgun at the Academy, the firearms training staff recommends strongly that each student bring to the Academy a simple cleaning kit consisting of a cleaning rod, a bore/chamber brush and an old toothbrush. The Academy will supply solvent, patches and wiping cloths. A limited number of cleaning outfits will be loaned to those students unable to bring their own

### **Other Items to Bring to the Academy**

1. Handcuffs, case and key, duty weapon and cleaning supplies, ballistic vest (police), leather/nylon gear & magazine/speed loaders, flashlight, notebook and baton.
2. Personal grooming items
3. BATH TOWELS, WASHCLOTHS, SOAP
4. Black or navy blue socks (Basic Correction and Police students)
5. Shoe shine supplies as needed
6. Students shall maintain in their possession at all times any prescription label for a controlled substance and/or any other medication prescribed by a medical authority, and notify Training Coordinator of the prescription prior to reporting to Academy training functions.
7. Diabetics must bring and use a personal "sharps" container.
8. Things to bring:
  - a) Alarm Clock
  - b) Extra blankets (The Academy supplies two blankets, two sheets, a pillow and a pillowcase. Clean linen is provided weekly.)
  - c) Extra clothes hangers
  - d) Small television set, VCR or radio
  - e) Typewriter, computer/printer
  - f) Bring this manual with you!
  - g) Completed officer data sheet to be given to Training Coordinator on your first day of class.

**PLEASE NOTE: Do not bring any heating or cooking appliances**

### *What you should know while at the Academy*

#### **Directions to the Academy**

The Academy is located in Monmouth, Oregon, on the campus of Western Oregon University. From Interstate 5 southbound, follow Hwy 22 Exit signs (260-A). Follow Hwy 22 to Hwy 99. Turn left (south) on Hwy 99. Travel 6 miles; turn right (west) at the Hoffman road traffic light. Travel to T-intersection; turn left (south) on Riddell Road, which becomes Monmouth Avenue.

#### **Check-in Procedures**

1. Report to your classroom at 7:30 AM the day class starts, unless the letter of invitation states otherwise.

2. Check in at reception to find out the location of your classroom.
3. Sunday evening check-in is at 5:00 PM at reception. Effective July 1, 2003 when checking into DPSST after hours, you will need to call (503) 838-8481 and University Public Safety will assist you with check in. If you do not have a cell phone, there is an after hour/emergency phone located on the southwest wall of our main building facing parking lot H.

### **Student Mail**

1. Students may receive mail at the Academy. All student mail must reflect the student's name and class number. The address for the Academy is 550 North Monmouth Avenue, Monmouth, OR 97361. Class mailboxes are located next to the reception area.
2. Outgoing mail is picked up from the reception office daily at 8:00 AM.
3. Postage stamps are not available at the Academy but may be obtained at the WOU University Center.

### **Telephones**

1. Emergency or business telephone number is (503) 378-2100 between 8-5 p m. Weekend and after hours emergencies call (503) 838-8481 WOU/OPS. Emergency messages are delivered to students.
2. Pay telephones are located on each floor of the dormitories, and Arby lounge. Upon arrival you should provide family and friends with the number of the phone on your dorm floor for personal calls.
3. A business phone is available located outside of the reception office for student use. THIS PHONE IS FOR BRIEF BUSINESS CALLS ONLY.
4. You will be notified if Academy staff will be available after 5:00 PM weekdays. Staff is not available Saturdays and Sundays. The reception office opens at 7:30 AM, weekdays.
5. WOU public safety officers make patrols throughout the Academy buildings. Academy guests will cooperate fully with WOU public safety personnel.
6. In an Emergency, assistance is available by:
  - Contacting any academy staff during normal business hours,
  - Contacting the WOU public safety office. WOU public safety is staffed 24 hours a day.
  - Dialing 9-1-1 from any pay telephone will reach local police, fire and emergency medical assistance.
  - Calling WOU public safety from any local telephone (838-8481)
  - The WOU switchboard is closed to all calls, except emergencies, between 7:30 PM and 7:30 A.M.

### **Linen Exchange**

Linen is exchanged as indicated on the class schedule. Students do not exchange blankets and pillows.

### **Parking**

#### **1. Student Parking Availability**

All student parking is at Lot "G" (see WOU map on page 4). Students may park their vehicles in Lot H between the hours of 5:00 p.m. and 7:00 a.m. If a student class is residing at OMA, those students may park in the OMA parking lot Monday through Friday only. Only military personnel will be allowed access to the OMA lot after 5:00 PM Friday through Sunday.

#### **2. Permit Required**

- Students attending the Academy will be issued parking permits, which must be displayed. Vehicles not displaying a permit will be cited including "E" plates.
- All vehicles parked in campus lots must display a current parking permit and park head in only.
- Permit requirements and parking regulations are enforced 24 hours per day, Monday through Friday, 12 months a year.

- ❑ Parking Meters. Metered spaces are for visitors who do not possess a valid campus guest permit. Vehicles at meters are checked and subject to citation every two hours.
  - ❑ If a driver leaves the scene while being issued a citation, it will be recorded and the registered owner will be responsible for the fine.
3. Driving on campus
- ❑ The speed limit on all campus parking lots is 15 miles per hour.
  - ❑ Observe speed limits, barricades, bicycle lanes, crosswalks, traffic signs and handicap spaces.
  - ❑ Driving or parking vehicles, bicycles, motorcycles, mopeds, scooters, or other motorized vehicles on sidewalks and lawns is prohibited (service vehicles exempted).
4. Other regulations
- ❑ Western assumes no liability for personal injury, or for the care and/or protection of any vehicle or its contents while the vehicle is operated or parked on campus.
  - ❑ Unpaid Fines - Failure to pay fines will result in fines being deducted from wages or placed on accounts receivable (subject to annual interest) and notification of Oregon Department of Motor Vehicles, Oregon Department of Revenue and collection agencies when applicable. A \$10 fee is added if the fine is not paid within 10 working days of receipt.
  - ❑ Towing/Booting - Vehicles may be booted or towed at the owner's expense for unpaid citations; stolen or misused permit; arrest for criminal trespass or in violation of ORS criminal incident; if an emergency exists; blocking vehicle or pedestrian traffic; and/or abandoned vehicle.

#### **Dining - Meal Cards**

- ❑ Students are issued a meal card for use during their stay at the Academy. This card is for meals, not snacks or coffee breaks.
- ❑ Take out food is prohibited.
- ❑ Valsetz Dining Hall and the Werner University Center are the two buildings on campus that have Western Dining Restaurants. These restaurants offer 'a la carte' service; every item is priced individually.
- ❑ Remember these are public funds you are using. The card is to be used for basic meals eaten in the dining room or restaurant.
- ❑ Meal Card problems are to be reported to Academy Operations at the reception desk immediately. The lost card will be made invalid and a new card with the same account number will be issue to the student and a fee will be assessed.
- ❑ If you think you are overcharged get a receipt.

#### **Smoking Regulations**

- ❑ Smoking and smokeless tobacco products are prohibited in all Academy buildings, including dormitory rooms, stairwells or landings, dining areas and recreation/physical fitness areas per O.R.S. 433.835 875.
- ❑ Students may smoke outside the Academy buildings at posted designated smoking areas.
- ❑ No smoking is permitted in front of the Academy buildings. Please use available ashtrays. Do not block pedestrian traffic at building entrances.

#### **Alcohol Usage**

Alcoholic beverages shall not be possessed or consumed in any part of the Academy or on the Western Oregon University campus at any time. Students will refrain from consuming alcoholic beverages or using any medication at any time to the extent that it results in impairment or renders the student unfit to perform required duties, including classroom attendance and participation, while at the Academy. "Alcoholic beverages" includes "non-alcoholic" beers.

#### **Resident Information**

- ❑ Announcements and other information are posted in the classroom. You are responsible for reading this information.

- ❑ Coin change and postage stamps are not available at the Academy. Change and stamps may be obtained at the University Center, which is located immediately south of Maaske Hall.
- ❑ Student telephone messages are placed in the class mailbox, which is located on the wall to the right of the reception window. A student leader is assigned to check the class mailbox several times each day and forwards messages to class members. Academy staff will promptly deliver emergency messages.
- ❑ No tape, tacks, pins, or adhesive items of any type will be placed on walls, ceilings, doors, or woodwork of Academy facilities. Placing items such as posters or aerals on outside of buildings is not allowed. No items shall be placed on windows, windowsills or the building.

### **Laundry Facilities**

- ❑ Coin-operated washers and dryers are located in the basement of Arbuthnot Hall and on each floor in Maaske.
- ❑ Students must supply correct change and soap. Quarters are required.
- ❑ Academy uniforms are wash and wear, and students will be responsible for laundering them.
- ❑ Leave laundry area and machines clean.

### **Student Center (W.O.U.)**

The WOU Student Center is the first building south of Maaske Hall. It houses a bookstore, eating facilities, and money access machines (ATM).

### **Banking Facilities**

- ❑ U.S. Bank, 250 E. Main, Monmouth
- ❑ West Coast, 200 E. Main, Monmouth
- ❑ Sterling , 302 S. Main, Independence

### **Post Offices**

- ❑ 437 E. Clay St., Monmouth
- ❑ 218 S. 2nd, Independence

### **Restricted Areas**

- ❑ Gun lockers (student access only)
- ❑ Female rooms and designated areas (no males)
- ❑ Male rooms and designated areas (no females)
- ❑ Staff areas without permission
- ❑ Roof and roof areas

### **Building Access**

- ❑ All outside doors to Academy buildings are secured from 1700-0700 each weekday and from 1700 Friday to 0700 Monday. This means all outside doors are not to be propped open during those hours. An exception is on a Sunday evening during a class check-in.
- ❑ On the north side of Arbuthnot Hall and the south side of the Academy building are doors that have keyless locks. The combination to the locks will be issued during check-in. Students shall not reveal the combination to any person who is not a student at the Academy.
- ❑ For safety and security reasons, no outside access door leading into the Academy or any dormitory will be blocked open in any manner unless done by an Academy staff member.

### **Visitors**

- ❑ ALL VISITORS ARE THE SOLE RESPONSIBILITY OF THE STUDENT THEY ARE VISITING. Visitors must report to the reception office except for graduation day. A parking permit can be obtained at that time (parking in a metered area does not need a parking permit, but does require coins). Parking permits are not required on graduation day.
- ❑ Students shall not bring visitors into the classroom at any time without the prior approval of Academy staff.
- ❑ After classroom hours, visitors are permitted in the dormitory lounge area only. The student inviting them into the dormitory building must personally supervise all visitors. All visitors in the building must leave the building by 10:00 PM. No persons are allowed in the sleeping areas except those that are currently enrolled in the Academy.

# TRAINING

## *Study Skills*

Although some students have retained good study habits, it may have been some time for many since they were expected to remember a sizable amount of information for testing purposes. However, these habits can be exercised again while you are here at the Academy. A few suggestions:

- Listen carefully during each instructor's presentation.
- Involve yourself in the learning process by initiating discussion, comments or questions.
- Think about how each topic and the information presented can be used when you return to your agency.
- Take good notes.
- Read handouts and study guides thoroughly.
- Ask fellow students to discuss with you the information presented that day, and form small groups (5-6 students) and gather for study sessions in a quiet location. A study session can increase your interest and retention span considerably.
- Commuters may be at a disadvantage if they do not involve themselves in a study group.
- Should you have difficulty in this area, please contact the Training coordinator.

## *Course Completion Standard*

### Examinations

1. Written and performance examinations are administered periodically during the course. Written examinations cover the curriculum presented to date. Some sections have performance objectives evaluated by actual demonstration. Each question/demonstration is designed to determine the student's knowledge, skill and understanding:
2. Passing score (examination): 75%.
3. Passing score (demonstrated performance): Generally 100%.
4. Certain objectives require demonstrated performance for successful completion of the course. If the student can not correctly demonstrate a knowledge and/or skill, the student may be given an opportunity to:
  - Demonstrate the skill(s) at another time during the course.
  - Return to the Academy at another date and demonstrate the required skill(s)
5. Minimum passing score (Academic): The minimum passing average score is 75%.
  - If a student fails the first written examination, the student shall be placed on academic probation, the employing agency shall be notified, and the Training Coordinator shall assist in remediating the student by advising the student of the academic failure and identifying additional study methods or study groups available.
  - A student must obtain a minimum cumulative average score of 75% by the third and all subsequent examinations, or the student will be returned to the employing agency based on academic failure.

## *Attendance*

Attendance is required for all scheduled classes or field exercises. Classes normally missed are due to court or a death in family. Staff must approve absence requests. An unauthorized absence can be cause for dismissal from the course. All classes require 100% attendance. The student is responsible for getting all course materials made up in any case.

1. The student must notify his/her employing agency.

2. A Student Absence Report must be completed and submitted to the student leader prior to a student absence, unless the need for the absence occurs when away from the Academy or in an emergency. In such cases, the student will call at his or her earliest opportunity.
  - a) The student leader will retain the white copy and note return date and time.
  - b) The student leader will immediately submit the yellow copy to the Training Coordinator, and the pink copy to Reception.
  - c) Upon return, the student leader will complete the white copy and submit this to the Training Coordinator who will forward it to Testing Support.
3. If court appearances are required, notify your Training Coordinator. A copy of the subpoena or official notice should be submitted with the Student Absence Report. Make every effort to have appearances set over until after you graduate or to a time determined by the training coordinator to be most workable (least interruption to your learning)
4. Academy staff may verify absences with the student's employer.
5. Students will not leave the Academy or its facilities during class training sessions without first obtaining permission from the training coordinator or student leader.

### *Student Counseling / Disability*

Counseling is available from Academy staff for any student upon request. The staff will schedule counseling for any student that receives a percentage score of less than 80% on any examination or who has less than 80% cumulative average. Additionally, the staff may arrange for counseling for anyone who is having difficulties demonstrating certain skills.

Any student with learning or other disability should promptly notify their training coordinator.

### *Achievement Awards*

Outstanding achievement in scholarship, health and fitness, marksmanship and defensive tactics is recognized by the Academy. Achievement awards are presented for exceptional performance in these fields as determined by test scores, demonstrated skills and evaluations by instructors and training coordinators. Student's demonstrated ethics, attitude, and professionalism are also taken into consideration when selecting each of these award recipients.

The Victor G. Atiyeh Outstanding Student Award honors the student in each basic corrections, police, parole and probation, and telecommunications class who displays excellence in scholarship, leadership, skills and professionalism. Training coordinators and instructors make nominations for this award with input from staff and students.

## HEALTH AND FITNESS

### *Physical Readiness*

1. All students enrolled in an Academy Basic Course will be required to submit to both a Pre and Post evaluation of health and physical fitness.
2. Basic Police, Corrections, Parole and Probation students are strongly urged to develop a personal fitness program as early as possible prior to attending the Academy, to prepare for the physically demanding aspects of the evaluation process, as well as firearms and defensive tactics classes.
3. Students participating in firearms training are advised to obtain some form of "grip strength training" device to increase your ability to fire many rounds in a brief period of time while on the Range.

4. Students will be required to participate in physical fitness training and testing which will include an obstacle course based on physical tasks, which will be encountered in the public safety professions.
5. If staff believes a student shows signs of medical difficulty, the student may be referred to a physician to ensure training can safely continue.
6. If a student is injured in the Academy, or reports an illness or injury which prevents him or her from participating in the training, the student will be required to be seen by a physician and receive a physician's approval with documentation of fitness for duty, or restrictions.

### *Conduct and Discipline in the Gym*

1. No street shoes or non-marring athletic shoes are permitted in the gymnasium without an instructor's authorization.
2. The Academy gymnasium is not open to staff and students for recreational activities after 5 PM weekday evenings, and on weekends, unless it has been previously scheduled for a class or special activity.
3. If you have a question regarding a recreational activity, please consult the Health and Fitness Training Coordinator or your Training Coordinator.
4. Do not remove any equipment from the gym without prior approval of the Health and Fitness Training Coordinator or your Training Coordinator.

### MEDICAL SERVICES

1. If you develop a medical problem while attending the Academy, your first step should be to speak to your training coordinator or the Health and Fitness Training coordinator for advice on the most appropriate course of action for you to follow.
2. First aid supplies are available at the Health and Fitness office or hazard board next to gym.
3. In an emergency use 9-1-1.
4. For urgent medical care 24 hours a day
  - Valley Community Hospital (Dallas)           623-8301
  - Salem Hospital                                   370-5373
5. The WOU student health center is not available to DPSST students.

### DAILY LIVING

#### *Academy Etiquette and Courtesy*

1. Students will be courteous and respectful in all dealings with Academy staff, instructors, fellow officers, WOU students and officials, and the public. The following forms of professional address during all Academy activities:
  - Students will be addressed by their rank and last name. Example: Officer Smith, Deputy Jones.
  - Students will address Academy staff, instructors and other non-students by rank and last name, Sir or Ma'am or Mr./Ms/Mrs. and last name as appropriate. Example: Captain Webb; Sergeant Griffith; Mr. Cooper.
2. All students are responsible for the physical appearance and cleanliness of the Academy and facilities they use. Students can cooperate in this responsibility by:
  - DO NOT bring food, chewing gum or tobacco products into the classrooms or outside of break areas.
  - Beverages only in covered container.
  - Discarding empty cups, cans and other litter in the proper receptacles. Do not leave food containers outside the classroom doors for later use.

- ❑ Discarding any litter regardless of whom was originally responsible for it. Pick up litter you see at the Academy!
  - ❑ Pushing chairs under the tables after use.
  - ❑ Keeping feet off of furniture at all times.
  - ❑ Keeping all four chair legs on the floor whether in class or on break.
  - ❑ Keeping the classrooms and individual desks free of litter.
  - ❑ Keeping all name tags/tents looking professional.
  - ❑ Placing cigarette butts only in proper receptacles.
  - ❑ NOT posting objectionable, offensive or poor taste materials in dormitory rooms, or bulletin boards or message boards.
3. Professionalism and courtesy demand the best efforts of every student. Students who display consideration, courtesy and respect for self and others serve the Academy and the mission of every criminal justice agency in Oregon. Nothing less is acceptable as a professional example.
  4. Any speech or conduct that conveys disrespect for any person's race, ethnicity, gender, sexual orientation, religion, or disability is expressly prohibited: nor shall any student condone or tolerate such speech or conduct at the Oregon Public Safety Academy. Examples of prohibited speech and conduct are the use of discriminatory vulgarities, name-calling and teasing.
  5. "Quiet hours" will be observed in the dormitory building after 2200 hrs. Students shall not participate in loud, boisterous, or unruly activity in or adjacent to the Academy facilities that disturbs, annoys, or causes inconvenience to any other person.

### *Classrooms*

1. Be on time for classes. Be seated before the class begins.
2. Do not write, draw, and doodle etc: on desks, tables or walls.
3. Put hats on desk or under chair.
4. Keep feet on floor - not on desks or chairs.
5. Food is not allowed in classroom.
6. Be courteous and respectful to instructors and other students.
7. Do not talk out of turn or in any other way be disruptive during class.
8. Chewing gum and tobacco products are not to be used in classrooms.
9. Instructors have the authority to dismiss disruptive students from class and direct them to report to the training coordinator or other staff.

### *Academy Grounds*

1. Lawns (grass) are not to walk on (Use sidewalks only).
2. Keep smoking areas clean.
3. Only professional conduct and language is acceptable.

### *Dorm Rooms*

1. Report any damage or deficiencies in writing. You are financially responsible for loss or damage of these items. All damage to dormitory rooms or any Academy property will be replaced or repaired by the maintenance department and the student(s) who damaged the property will be charged the full amount. Inspect your room for the following:
  - ❑ blankets (2)
  - ❑ pillow (1)
  - ❑ damaged furnishings
  - ❑ room damage
  - ❑ operable smoke detector

2. Key lock your dorm room doors from the outside, each time you leave it.
3. Keep all soiled laundry in one location and in neat order.
4. Personal property is to be stored in a neat and orderly fashion.
5. NO obscene material on the walls or bulletin boards will be tolerated,
6. Students are responsible for cleaning, dusting, sweeping, neatness, and putting trash from rooms into the dumpster behind Arbuthnot Hall, not in the trash cans in the bathrooms.
7. No hanging posters, pictures, or other items on dorm walls. No paint is to be applied to any areas by students, nor are areas to be covered with any adhesive material, including contact paper. Use the bulletin boards only.
8. Fire drills may be held periodically and student participation in immediate building evacuation is mandatory.
9. Students are not permitted to move into or sleep in any dormitory room other than the one assigned without prior Academy staff approval.
10. Male students and/or residents will not be allowed in the female quarters, and female students and/or residents will not be allowed in male quarters unless on a specific training assignment and/or with prior approval of Academy staff. Female residents are housed in separate rooms on the third floor of Arbuthnot Hall, which is the co-ed dormitory. The north restroom and bathing facility are designated for female use only. Officers are encouraged to bring bathrobes for the trips between the dorm room and the restroom.

***While third floor Arbuthnot Hall is co-ed, the dorm rooms remain off-limits to visits from the opposite gender. Also, the Academy rule that prohibits inter-gender visitation on the dorm floors remains in force for the non-coed dorm floors***

11. The use of flammable items such as plastic or cardboard is prohibited for use as trash containers. (Plastic liners will be used in all trash cans).
12. The use of appliances for cooking or heating is prohibited in dormitory rooms. Electric blankets are also not allowed.
13. DIABETICS MUST DISPOSE OF INSULIN SYRINGE NEEDLES IN A PERSONAL "SHARPS" CONTAINER.

### ***Uniform Policy – On duty attire and appearance standards***

Agency Uniforms shall be worn in accordance with individual agency policies and procedures. The agency uniform, excluding headgear and duty belts, shall be worn during business hours at the Academy, with the exception of scheduled "Survival Skills" classes. The following shall apply to the wearing of agency uniforms:

- Right vertical edge of the buckle shall align with the edge of the trouser fly. Running end of the belt shall be secured under the elastic loop or the trouser loop.
- Boots and shoes shall be black and brightly shined.
- Black or navy blue socks shall be worn with low quarter shoes.
- All items of uniform shall be clean and free of wrinkles.
- The Academy Identification Badge shall be worn clipped to the flap of the pocket opposite the badge. This identification shall be worn at all times during the Academy day.

### ***Uniform Policy – Survival Skills Attire***

1. The "Survival Skills" uniform will be issued by the Academy and will be required wear for all "Survival Skills" classes and activities unless otherwise indicated by the Academy staff.

This uniform consists of:

- Sweatshirt
- Academy issued white t-shirt with logo

- ❑ Academy issued BDU Trousers
  - ❑ Black Web Belt
  - ❑ Footwear will be the on-duty shoe or boot authorized by the student's employing agency, or clean, non-marring athletic shoes for gym use.
  - ❑ Black or navy blue socks will be worn with low-quarter uniform shoes.
- 2. Students are responsible for all issued uniform items. Students will wear the uniform correctly and maintain it in clean, wrinkle-free and serviceable condition at all times:
  - ❑ Shirts will be tucked in.
  - ❑ Footwear will be clean.
  - ❑ The Academy ID tag shall be worn clipped to the right pocket flap of the Agency uniform shirt, or at the belt if wearing a T-shirt. (Exception is at the direction of the Instructor in exercise training modules).
  - ❑ Baseball cap, weather resistant outerwear for Firearms class.
- 3. The Academy uniform will be worn only at the Academy or during Academy activities, and will not, in whole or part, be worn off-duty or in non-Academy related activities.

### *Showers and Restrooms*

- ❑ Students shall report deficiencies in the operation or cleanliness of the facility.
- ❑ Remove all personal items before leaving the area.
- ❑ Students are responsible for their own litter.
- ❑ Students are responsible for the overall appearance of the facility.

### *Equipment*

- A. Students shall be held responsible for any Academy and/or University property entrusted to them. A replacement fee will be assessed for any such property lost, damaged, or not returned. Non-payment of these replacement fees may be cause for DPSST to withhold completion certificates or course credit.
- B. Lounge:
  - 1. Report all deficiencies in equipment.
  - 2. Pool table, Ping-Pong table to be used only after 5 p.m.
  - 3. Students are responsible for overall cleanliness and appearance.
  - 4. Keep chairs pushed in. Replace chairs and tables to original positions.
- C. Classroom:
  - 1. TV and VCR are not for private use. After hours only if the Training coordinator permits use.
  - 2. Classroom supplies are to be kept in a neat and orderly fashion by student leaders or those designated by Training Coordinators to do so.

### *Academy Vehicles*

- A. Academy vehicles will be operated in a lawful manner at all times.
- B. Students assigned to drive Academy vehicles for training purposes will pick up keys 1/2 hour prior to use in the student mail box next to reception. Students need to check vehicles before use for damage and running condition.
- C. If you are involved in a motor vehicle accident while operating an Academy vehicle: Fill out and follow the instructions in the state accident packet that is kept in the glovebox of each vehicle. Report the incident as soon as possible to a Training Coordinator or lead instructor and submit a written report to the lead instructor or training coordinator regarding how it happened and what happened.
- D. If any equipment malfunctions or is damaged, report it at the time you return the keys to the reception desk or lead instructor.

- E. Return the keys to the reception desk or the lead instructor after you are done with them at the end of the day, or deposit in after hours key drop box located by reception.
- F. When returning to the Academy at the end of use, stop at the SHELL gas station at Main St. and Highway 99W in Monmouth or 76 gas station across the street from Shell. Fill with fuel if under 3/4 of a tank. Credit cards are attached to the keys of each car. Use only the card assigned to the car your driving. Sign the slip with your name and DPSST number. Return the slip with the keys to the lead instructor or to the reception desk.
- G. Remove all trash and personal items from vehicle after each use.
- H. No smoking is permitted in Academy vehicles.
- I. The driver and all passengers shall wear seat belts. The driver shall enforce seatbelt use.

### What to do in Case of . . .(Emergency List)

<b>Event</b>	<b>During Class Hours</b>	<b>After Class Hours</b>
Injury	<ul style="list-style-type: none"> <li>- Administer first aid as necessary.</li> <li>- Notify Health &amp; Fitness and your TC.</li> </ul>	<ul style="list-style-type: none"> <li>- Administer first aid as necessary</li> <li>- Notify Campus Public Safety</li> <li>- Transport person to medical facility if necessary</li> <li>- Notify the Health and Fitness TC</li> </ul>
Death Notification	<ul style="list-style-type: none"> <li>- Advise staff immediately.</li> </ul>	<ul style="list-style-type: none"> <li>- Advise Campus Public Safety immediately</li> </ul>
Illness	<ul style="list-style-type: none"> <li>- Advise staff immediately.</li> <li>- Obtain permission to rest in room.</li> <li>- Seek necessary medical attention</li> <li>- Advise the Health and Fitness TC</li> </ul>	<ul style="list-style-type: none"> <li>- Seek medical attention as necessary</li> <li>- Advise the Health and Fitness TC next class day</li> </ul>
Fights	<ul style="list-style-type: none"> <li>- Intervene and stop fight.</li> <li>- Seek necessary medical attention</li> <li>- Report to staff</li> </ul>	<ul style="list-style-type: none"> <li>- Intervene and stop fight</li> <li>- Seek medical attention as necessary</li> <li>- Report to Campus Public Safety and staff</li> </ul>
Unauthorized Visitors	<ul style="list-style-type: none"> <li>- Notify staff immediately.</li> </ul>	<ul style="list-style-type: none"> <li>- Notify Campus Public Safety immediately</li> </ul>
Intoxicated Student	<ul style="list-style-type: none"> <li>- Notify staff immediately.</li> </ul>	<ul style="list-style-type: none"> <li>- Safeguard intoxicated student by escorting to dorm room and standing by as necessary</li> <li>- Report to staff next class day</li> </ul>
Facility Emergency	<ul style="list-style-type: none"> <li>- Notify staff immediately.</li> </ul>	<ul style="list-style-type: none"> <li>- Notify Campus Public Safety immediately</li> </ul>
Natural Disaster	<ul style="list-style-type: none"> <li>- Assist staff in immediate response evacuation, rescue, communications, and security).</li> </ul>	<ul style="list-style-type: none"> <li>- Evacuate as necessary</li> <li>- Assist Campus Public Safety</li> </ul>
Lost Meal card, keys or parking permits	<ul style="list-style-type: none"> <li>- Notify staff.</li> </ul>	<ul style="list-style-type: none"> <li>- Notify Campus Public Safety for building access.</li> </ul>
Problems with Roommate	<ul style="list-style-type: none"> <li>- Notify staff or squad leader.</li> </ul>	<ul style="list-style-type: none"> <li>- Notify staff next class day.</li> <li>- Report any dangerous conduct to Campus Public Safety.</li> </ul>
Theft	<ul style="list-style-type: none"> <li>- Notify staff.</li> </ul>	<ul style="list-style-type: none"> <li>- Notify Campus Public Safety.</li> </ul>
No instructor in class	<ul style="list-style-type: none"> <li>- Wait 10 minutes and then notify staff.</li> </ul>	<ul style="list-style-type: none"> <li>- N/A</li> </ul>
Harassment Incident	<ul style="list-style-type: none"> <li>- Notify staff immediately.</li> </ul>	<ul style="list-style-type: none"> <li>- Notify Campus Public Safety of any threatening or dangerous conduct.</li> <li>- Notify staff immediately.</li> </ul>
Student misconduct	<ul style="list-style-type: none"> <li>- Notify staff as soon as possible.</li> </ul>	<ul style="list-style-type: none"> <li>- Notify Campus Public Safety of dangerous or threatening conduct.</li> </ul>
Motor vehicle accident	<ul style="list-style-type: none"> <li>- Administer first aid as necessary.</li> <li>- Notify staff as soon as possible.</li> <li>- Obtain driver &amp; passenger information.</li> </ul>	<ul style="list-style-type: none"> <li>- Administer first aid as necessary.</li> <li>- Notify staff as soon as possible.</li> <li>- Obtain driver and passenger information.</li> </ul>

## *Squad Leader Information / Application*

A squad leader is a role model for professional and mature appearance and conduct. After the list of responsibilities that will be expected of the Squad Leaders you will find an application if you are interested in one of these positions.

A squad leader will have an opportunity to enhance their leadership skills that will be used during their remaining career.

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### **Squad Leader Responsibilities**

- A. A squad leader will be assigned to each squad. A squad assignment list will be distributed.
- B. The squad leadership team will organize fair distribution of squad duties, rotating the duties among the squads.
- C. Every squad is expected to pitch in and help regardless of the actual assignment that week.
- D. Squad leaders will contact and coordinate duties with other basic squad leaders.
- E. Squad leaders will assist new squad leaders in incoming classes by providing training and guidance. This training is critical to the continuity of Academy administration and tradition.
- F. Squad leaders will assist in the organization and coordination of the color guard. The United States flag is kept at reception. Your Training Coordinator will provide the color guard with instructions.
- G. In addition to classroom squad duties, squad leaders will monitor the supply of classroom supplies and notify the Training Coordinator when supplies run low.
- H. Squad leaders will assist the Training Coordinator in tracking Squad absences.
- I. Squad leaders will arrange for the Lead Firearms Instructor to receive assistance with equipment loading and unloading.
- J. Squad leaders will coordinate with the Operations Supervisor for the payment for the class photos.
- K. Squad leaders will organize study groups within the class to help students prepare for examinations.
- L. If the class has a "class project" the squad leaders will help to organize.
- M. Student illness or injury must be reported to the Health and Fitness Coordinator and the Training Coordinator, or any Academy training staff if the course manager is not available.
- N. Squad leaders will meet regularly with the Training Coordinator.
- O. Squad leaders will advise Training Coordinator, or the Academy Training Manager, of Academy Rules violations. Squad leaders may counsel other class members as appropriate concerning observance of Academy Rules. Squad leaders shall advise the Training Coordinator or Academy Training Manager if a student receives counseling for a rules violation.
- P. Situations involving students that may compromise the learning environment, violate statute, Academy Rules or departmental policy, create a hostile environment for any person, lead to student academic failure or discipline must be reported by student leadership to the Academy Training Manager or the Training Coordinator immediately.
- Q. It is vital that squad leaders keep the Academy staff advised of actual or potential discipline problems within the class and/or Academy. An early intervention by Academy staff may prevent major discipline that would result from continued and unreported misconduct.
- R. Squad leaders shall respect the confidentiality of all interactions with Academy staff concerning welfare and discipline.



## *Graduation*

All basic class students will participate in the graduation ceremony. As part of the ceremony, special awards are presented to class members, recognizing outstanding achievements. A guest speaker delivers a graduation address, and students chosen by the class present a brief address. Academy staff and special guests are also present; students' families, friends and agency members are welcome and encouraged to attend.

News releases are sent to the Department Heads where the officers are employed. Following the ceremony a reception is held to honor the graduating class.

## CHECK-OUT PROCEDURES:

- A. During the last week of the training course, students will be given check-out information. Items to check-in:
- DPSST issued duffel bag
  - vests (clean, dry and folded)
  - issued classroom material; criminal code, vehicle code (you may keep all other classroom materials.)
  - pants (two pair, clean, dry and folded)
  - sweatshirt (one each, clean, dry and folded)
  - belt (one each, rolled)
  - meal card
  - room key
  - gun locker key
  - parking permit

- B. Students are responsible for all damaged or missing items. Financial obligations are handled through the accounting department prior to final checkout. Check-out time may vary during multiple graduations. Charges for missing/damaged items:

Pants	35.50
Sweat Shirt	13.00
Belts	6.00
Vests	40.00
Duffel bag	10.00
Parking permits	60.00
Meal cards	15.00
Room Key	25.00 (per key)
Gun Locker Key	10.00
Criminal Code	15.00
Vehicle Code	5.00
Sheets	8.50
Pillow cases	2.00

- C. Graduation morning
1. Rooms must be vacuumed and all flat surfaces dusted
  2. Blankets folded
  3. Wastebasket emptied in the dumpster
  4. Drapes/blinds closed
  5. Window closed
  6. Do not remove reference material, fans, desk lamps, bedspread blankets or pillows from your dormitory room.
  7. Bring linen to Arbuthnot Hall basement. There is no linen exchange this morning.
  8. Do not report to check-out until after your final room inspection and your room is locked.
  9. Turn off room heaters.
  10. Clean the common areas.
- D. The following items are required for check-out:
1. Room Inspection Card provided By Training Coordinator after inspection.
  2. Dorm-Gun Locker Keys
  3. Meal Card
  4. Parking Permit
  5. Verification from Accounting Department for lost or damaged items.

We want your stay at the Academy to be a successful learning experience. Please contact your training coordinator if you have any questions about the information contained in this student handbook.

*This is your Academy – Please take care of it!*