



# 2003 Student Conduct Guide

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## VALUE STATEMENT

The following values are critical to good citizenship and successful, professional careers in public safety. These values are endorsed and promoted by the Academy staff. All Academy students, as public safety officers, shall know and integrate the following values into their professional lives. Your conduct at the Academy will be judged against these values.

### **A. Responsibility**

- **Conduct**: You are responsible for your actions and for conforming your conduct to Academy rules and regulations. Excuses are not acceptable.
- **Attitude**: You are responsible for maintaining a positive and productive attitude while at the Academy. Negativity and cynicism are counterproductive and diminish opportunities to improve your knowledge and skills.
- **Teamwork**: You are a member of a team, which is comprised of your classmates, your instructors and Academy staff. Success as a team member requires a consistently positive and professional approach to problem solving and personal accountability. Like a family, team members are responsible for and to each other.
- **Academic success**: You are responsible for gathering and retaining the information needed to excel academically. You are responsible for understanding the concepts presented and applying them to factual situations. Every student is given an opportunity to receive information necessary to score 100% on each written exam. It is your responsibility to ask instructors and staff if you do not understand any of the material presented.
- **Skills mastery**: You are responsible for mastering the physical skills you will learn at the Academy and which you need in order to safely and professionally do your job. It is your responsibility to continue your skills training after graduation to steadily improve your ability to perform critical physical tasks. It is also your responsibility to provide and use safety equipment during the physical skills training.
- **Overall success**: It is your responsibility to reach your highest level, individually and as a member of the team. Your hard work, positive attitude and drive to be the best will be rewarded by a sense of accomplishment and confidence in your ability to meet the challenges of your profession. You have the opportunity to excel. It is up to you to seize that opportunity and push yourself to be the very best. Your experience at the Academy not only provides training, but also the opportunity to enhance your leadership skills, which you will need on a daily basis in your chosen profession.

### **B. Accountability**

- **To agency**: You are accountable to your agency for your attitude, conduct and performance. While at the Academy, you represent your employing agency and your fellow officers. Conduct yourself professionally and earn their respect.
- **To Academy staff**: The Academy staff expects that you will do your best in all academic subjects and skills and that you will observe all Academy rules and expectations and communicate effectively with Academy staff.
- **To teammates**: Your teammates have a reasonable expectation that you will contribute your full share to all class responsibilities and projects. You shall participate and cooperate fully and positively in all team endeavors.
- **To family**: Your family is proud of you and your new career. You justify that pride by conducting yourself with integrity and faithfulness.

- To community: Your community has placed trust in your potential to serve as a public safety professional. Keep yourself worthy of that trust.
- To the profession: Public safety is an old and honorable profession. Honor the profession by maintaining the highest ethical and moral standards.
- To yourself: Do not disappoint yourself. Hold yourself to high standards and never compromise your personal integrity and professional ethics.

**C. Respect**

- For other people: Respect all persons. Honor their differences and understand their similarities. Do not tolerate prejudice against any person on any account (e.g. gender, race, ethnicity, sexual orientation, religion or disability).
- For authority: Render appropriate courtesy and respect to those persons superior to you in rank, seniority, experience or position.
- For yourself: Achievement in spite of adversity is the basis for self-respect. Overcome, learn and succeed.
- For your agency and other agencies: Demonstrate respect and loyalty to your employing agency, your superior officers, and other public safety agencies.
- For Academy staff and instructors: Show professional courtesy and respect to Academy staff and instructors.
- For your classmates: Respect the dignity and individuality of your teammates and observe their right to a safe and productive learning environment through all that you say, do and think.

**D. Teamwork**

- Cooperation toward a common goal is based on the sacrifice of personal desires for the good of the team and the ability to build and accept consensus. Teamwork is a developed talent that demands dedication and persistence. The ability to function as an effective team member is highly valued by the Academy and by your employing agencies.

**ZERO TOLERANCE OFFENSES**

**A. Definition of Zero Tolerance:**

Zero Tolerance means that this conduct is strictly prohibited. An allegation of Zero Tolerance misconduct will result in:

1. Immediate and appropriate corrective action by Academy staff who will do what is necessary to prevent recurrence of the misconduct;
2. A quick, priority investigation into the allegations;
3. And the imposition of appropriate discipline if the allegation is sustained.

**B. Examples of zero tolerance actions:**

1. Verbal or physical harassment of any person based on perceived gender, race, religion, ethnicity, sexual orientation, age or disability.
2. Acts of violence, intimidating or menacing behavior.
3. Theft.
4. Any unlawful acts.
5. Cheating on examinations.
6. Dishonesty, lying or attempting to conceal violations.
7. Alcohol possession or use in or on the academy grounds.
8. Unauthorized use or possession of controlled substances in or on the Academy grounds.
9. Unauthorized cross-gender visits in dormitory rooms.

## **HARASSMENT**

### **A. *Definition of Harassment:***

Harassment is defined as: unwelcome comments, gestures, visual or aural representations or physical contacts of a discriminatory or sexual nature that interfere with a person's work or academic performance and/or create an intimidating, hostile or offensive work environment. Verbal or physical harassment of any person based on perceived gender, race, religion, ethnicity, sexual orientation, age or disability **will not be tolerated.**

### **B. *Examples of harassing behaviors include:***

1. Close surveillance or monitoring of a person's activities or social contacts.
2. Sexually suggestive or discriminatory comments, jokes, innuendoes or gestures.
3. Suggestive compliments of a person's physical appearance or clothing.
4. Negative or offensive comments or teasing about a person's gender, race, religion, ethnicity, sexual orientation, age or disability.
5. Use of unwelcome nicknames, or the use of sexist or demeaning terms.
6. Inappropriate physical contacts such as hugging, kissing, and pinching or touching.
7. Public speculation on a person's sexual orientation.
8. Inappropriate questions about a person's private sexual life or activities.
9. Use of obscene language.
10. Display of sexually suggestive or discriminatory literature, drawings, photographs, cartoons or videotapes.

## **DUE PROCESS FOR VIOLATION OF ACADEMY RULES**

When a student is accused of violating Academy rules, the following procedure will be used:

1. Academy staff will investigate the alleged rules violation.
2. Academy staff will notify the Agency of the persons involved in the investigation.
3. Results of the investigation will be reported to the Academy Manager, or designee, who will ascertain whether the allegation is sustained.
4. The Academy Manager, or designee, will advise the accused student of the allegations made against him or her and give the student the opportunity to be heard and to contest the allegations.
5. The Academy staff will advise the accused student's employing agency seeking input and recommendations.
6. The Academy Manager, or designee, will conduct a hearing with the student present and shall consider the results of the investigation and statements by the student.
7. If the allegation is sustained, the Academy Manager, or designee, will recommend sanctions to the Assistant Director.
8. The Assistant Director will impose appropriate sanctions.

### ***Actions which may be taken are:***

- *counseling*
- written admonishment
- suspension (may return with agency's approval), or
- dismissal (may return with Board's approval)

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Any student subject to sanctions for violation of Academy rules may request a hearing. The student's agency will be advised as necessary.

## COMPLAINT RESOLUTION PROCESS

The following procedure will be used when a student feels that he or she has been subjected to offensive conduct, either verbal or physical, by Academy staff, instructors or other students.

1. Immediately report the incident to the Training Coordinator or other available Academy staff. If the offensive conduct occurs after class hours, immediately notify staff and report any dangerous or threatening conduct to Campus Public Safety.
2. Academy staff will intervene at once to stop the offensive conduct.
3. Academy staff will initiate an investigation, within 24 hours of receiving the report, unless extreme extenuating circumstances exist, in which case the investigation will be initiated as soon as possible. Academy staff will fill out a Complaint Control Form and will receive a Complaint Control number from the designated Academy investigator.
4. Once completed, the Academy Training Manager, or designee, will review the results of the investigation and will determine whether the allegation is either sustained, not sustained or unfounded.
5. If the allegation is sustained, Academy staff will impose appropriate sanctions against the offending person.
6. If the reporting student or disciplined person disagrees with the results of the investigation or the sanctions imposed, he or she may appeal to the Assistant Director for review.

## STUDENT EXPECTATIONS

### A. *Academic*

1. Testing Process: This process is administered by DPSST staff. The grading of the tests will be made available to the students by the Training Coordinator. Inquiries shall be directed to the Training Coordinator and not other DPSST staff.
2. Study Process: While individual study is important, group or team study provides a rewarding and additional opportunity to review the information received during class.
3. Passing Scores: The minimum passing score required for all written examinations is 75%. *A student receiving lower than 80% on any examination will be counseled by the Training Coordinator and the student's agency will be notified.*
4. Awards: Awards may be earned for Outstanding Achievement in marksmanship, defensive tactics, health and fitness and academics. Award criteria includes the objective technical expertise (such as a score of 100% on all practical qualification courses) and character and conduct professionalism (such as positive role-modeling, leadership, enthusiasm, and safety-minded). In addition, a student from each class may be selected to receive the Victor G. Atiyeh, Outstanding Student Award. This award selection is made by DPSST staff with input from the class instructors and the class members. The criteria for this award includes selection of the most outstanding student in the class who displays exceptional professionalism by demonstrating an exemplary attitude and outstanding achievement in leadership, academics, health and fitness, and survival skills.
5. Attendance: Students are required to attend all scheduled Academy classes. All absences must be approved by the Training Coordinator in advance. The student is responsible for notifying their agency supervisor in advance of any absence. Any student who is absent any of scheduled Academy classes will be required to return with a later class to complete missed instruction. Students will complete Student Absence Reports for each absence. Any unauthorized absence may result in dismissal from the Academy.
6. Tardiness: Students are expected to be seated in the classroom 5 minutes prior to the start of each class. Tardiness demonstrates disrespect and is unacceptable. Promptness is expected.
7. Participation: Students are expected to appropriately participate in classroom discussions as directed by the instructors. Any participation must be constructive,

respectful and appropriate to the subject matter. Students who are disruptive or disrespectful in class will be asked to leave the classroom and report immediately to the Training Coordinator or Academy Training Manager. Students are also expected to be attentive while in class.

8. Personal Property, Study materials: Students will remove all personal property and study materials from the classroom at the end of each day. Classrooms, may be used by other persons after hours.

**B. Conduct**

1. Western Oregon University students: Students are expected to use good judgment and maintain a professional demeanor in all interactions with WOU students while at the Academy. This includes socializing, having relationships or becoming involved in conflicts.
2. Academy relationships: Students are expected to avoid romantic relationships with other students and staff at the Academy. The Academy is a rigorous training facility committed to preparing students for professional careers in public safety. It is not the appropriate place to begin new relationships.
3. Conduct off Academy grounds: All Academy students are expected to conduct themselves professionally both on and off the Academy grounds. Students are representatives of their agencies and must act so as to bring respect and honor to their departments and the Academy. The Monmouth and Independence police agencies do not extend professional courtesies to Academy students.
4. Breaks: Breaks are to be taken in the lounge or the outside, not in the hallways. Coffee is available in Arby lounge. Students are expected to make coffee for themselves and their peers. As a rule of thumb, if you use the last cup in the pot, make a new one. Clean up after yourself in all areas. Do not put your feet up on any of the furniture and always replace the furniture back to its original position.
5. Taverns: Students are discouraged from drinking in taverns and bars while attending the Academy. Any misconduct, which occurs in a tavern (i.e., fighting, disorderly conduct, arrest, etc.) will result in discipline and notification to the employing agency.
6. Weapons: The carrying of off-duty weapons is discouraged. All weapons are to be secured in weapons lockers. Weapons may not be kept in dorm rooms; all weapons must be secured in the assigned weapons locker.
7. Truthfulness: Academy students shall truthfully, completely and impartially present information on Academy related matters under inquiry by DPSST staff.
8. Food, Drink and Tobacco Usage: Safety containers containing water/ coffee, soft drinks are allowed in the classrooms. Other beverages and containers are not allowed in the classrooms. Tobacco use is prohibited at the Academy except in designated areas. Smokeless tobacco is never allowed in the classrooms or Academy buildings. Food and gum are not allowed in the classrooms.
9. Academy Vehicle Operations: Academy students will observe all motor vehicle and traffic laws while operating Academy vehicles. Academy vehicles will be filled with gasoline after use and the receipts and keys will be turned into Academy operations staff upon return to the Academy. Academy vehicles will be kept clean and students will remove all personal items from the vehicles after each use. Students will report any vehicle maintenance or repairs to their Training Coordinator.
10. Entertainment: Privately owned, or rented videotapes must be approved by Academy staff, prior to display at the Academy. Content which could be offensive to persons present in common areas, is considered inappropriate.

**C. *Etiquette***

1. Colors Ceremony: Any Academy student in a position to see the colors ceremony shall face the colors, come to and remain at attention until the conclusion of the ceremony.
2. Courtesy Address: Academy students shall address superior or senior officers, instructors and Academy staff by rank and last name. Civilian officials shall be addressed as “Ms.”, or “Mr.”, “Dr.”, and their last name.
3. Talking in Class: No Academy student shall engage in personal conversation during class or other training activity unless authorized by the instructor for class related purposes. *Class instructors have the authority to remove a disruptive student from class.* If this occurs, the student(s) will report immediately to the lobby, ask for their Training Coordinator, and remain there until the Training Coordinator or a staff person has met with the student(s).
4. Noise: Between 2200 hours and 0600 hours, students will observe quiet time in the dorms and the lounge. Academy students shall respect the privacy and rest of fellow Academy residents and no Academy student shall engage in noisy or raucous behavior that would disturb others. During normal classroom breaks Academy students are encouraged to take breaks in the Arby lounge or outside.
5. Telephones: Academy students shall avoid lengthy phone calls and any phone calls which are disturbing to others in the Academy facility. Academy staff can arrange a location for a student to make a brief and private telephone call during business hours.
6. Food Service Employees: Academy students shall treat all food service employees with respect and courtesy.
7. Corners: Academy students shall walk only on the designated sidewalks and avoid walking on the grass.
8. Litter: Academy students will pick up after themselves and shall not litter Academy buildings, grounds or surrounding areas. Students are encouraged to pick up trash when they see it and deposit it in appropriate receptacles.

**D. *Appearance***

1. Attire: during Academy hours. Professional appearance is very important for public safety personnel. Your agencies and the public expect you to look professional. Your Academy and agency uniforms must be clean, wrinkle free and in good repair. Boots must be clean and polished. No hats, caps or sunglasses may be worn inside Academy buildings.
2. Attire: after Academy hours. While you attend the Academy, you are representing your agency and public safety disciplines in general. While you are on Academy grounds, you will be expected to maintain an appearance, which will not bring disgrace to the Academy or your agency. Examples of inappropriate attire include t-shirts with advertisements of alcohol, and revealing clothing.
3. Grooming: Professional grooming is essential. Do not change hairstyles while you are at the Academy. The Academy is not the place to grow a beard or mustache. Other than mustaches and/or beards authorized by a student’s agency, men are expected to shave every day without exception.

**[Portions of additional requirements located in the Academy Resource Guide]**

**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.

## **EQUIPMENT**

- A. Students shall be held responsible for any Academy and/or college 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.

## **HAMERSLY LIBRARY**

Students attending courses at the Department of Public Safety Standards and Training are welcome to use the facilities, collections, and services of Western Oregon University's Hamersly Library.

WOU students, however, receive first priority for resources and services in the Library. In addition to tuition, they pay a Student Technology Fee each term that provides funding for the public computer equipment and supplies. At certain times of the day and periods of the academic term, the library is heavily used by WOU students. When most, but not necessarily all of the terminals are in use by WOU students, DPSST access will be restricted. Note that there are two stand-up terminals in the library lobby for quick check of email messages.

### **Services and resources available (some on a limited basis):**

- Access to the Internet and email
- Access to books, periodicals, and online databases
- Use of computer terminals for word processing and other software applications as well as equipment
- Reference assistance
- Community borrower card for checking out materials
- Printing from any two of the terminals for five cents per printed side of a page. Pay at the Checkout Desk.

### **Library policies**

- Sign in at the Information Desk when you want to use the computer workstation
- Fill out a community borrower's application to check out materials.
- Use of the library is a privilege. Your courtesy and respect toward the library staff, and students will help to keep this facility available for future classes.



# Student Acknowledgement

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I attest that I have read, understood and subscribe to the Student Conduct Guide.

\_\_\_\_\_  
Print Name

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Signature

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DPSST #

BC \_\_\_\_  BP \_\_\_\_  BPP \_\_\_\_  OTHER \_\_\_\_ Number \_\_\_\_\_

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Date