



COUNTY OF ESSEX

DEPARTMENT OF CORRECTIONS

POLICE ACADEMY DIVISION
250 Grove Avenue, Cedar Grove, NJ 07009
P. 973-857-2309

Info@pa.essexcountynj.org

Joseph N. DiVincenzo, Jr.
Essex County Executive

Ronald L. Charles
Department Director

Toni Ann Mattia
Division Director

Dress Code & Standards of Conduct

The Essex County Police Academy is committed to maintaining the highest standards of professionalism, discipline, integrity, and respect. All recruits, students, instructors, and visitors attending training at the Academy are expected to conduct themselves in a manner consistent with the professional standards of the law enforcement community.

Dress Code

Unless otherwise specified in the individual course announcement, personnel attending training at the Essex County Police Academy shall report in one of the following:

Departmental Uniform

The uniform prescribed by the attendee's employing law enforcement or public safety agency. Uniforms shall be clean, serviceable, properly fitted, and worn in accordance with departmental regulations.

Professional Business-Casual Attire

When civilian attire is authorized, clothing shall present a neat, clean, and professional appearance appropriate for a law enforcement training environment.

The following attire is generally considered inappropriate unless specifically required or authorized for a particular training program:

- Shorts
- Sweatpants or athletic pants
- T-shirts or tank tops
- Hooded sweatshirts
- Ripped, torn, or excessively distressed clothing

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- Clothing displaying offensive, inappropriate, political, or otherwise unprofessional graphics or language
- Open-toed shoes, sandals, or similar footwear
- Hats or other non-uniform headwear while indoors
- Clothing that is excessively revealing or otherwise inconsistent with a professional training environment

Certain courses, including firearms, defensive tactics, physical training, EVOC, active-shooter, tactical, and other practical training programs, may have specific clothing and equipment requirements. Those requirements will be identified in the applicable course announcement or provided by Academy staff.

Personal Appearance

All personnel shall maintain a neat, clean, and professional appearance while on Academy grounds.

Law enforcement officers attending in uniform shall comply with the grooming and appearance standards established by their respective agencies.

The Academy reserves the right to address any clothing, grooming, or appearance that creates a safety concern, interferes with training, or is inconsistent with the professional environment of the Academy.

Standards of Conduct

All individuals attending the Essex County Police Academy are expected to conduct themselves professionally at all times.

Students shall:

- Treat Academy staff, instructors, recruits, fellow students, and visitors with courtesy and respect.
- Follow all lawful instructions provided by Academy staff and instructors.
- Report to training on time and remain for the entire instructional period unless excused by Academy staff.

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- Maintain appropriate classroom decorum and refrain from disruptive behavior.
- Refrain from sleeping, unnecessary talking, or other conduct that interferes with instruction.
- Keep cellular phones and electronic devices silenced and refrain from their use during instruction unless authorized by the instructor.
- Maintain the cleanliness and condition of classrooms, training areas, ranges, locker rooms, and other Academy facilities.
- Comply with all Academy safety rules and immediately follow instructor commands during practical exercises.
- Conduct themselves in a manner that reflects positively upon their agency and the law enforcement profession.

Professional and Respectful Environment

Discrimination, harassment, intimidation, threatening behavior, fighting, hazing, or the use of racial, ethnic, sexual, discriminatory, or otherwise derogatory language will not be tolerated.

Students shall not engage in conduct that undermines the integrity, discipline, safety, or professional training environment of the Essex County Police Academy.

Attendance

Attendance is mandatory unless otherwise indicated.

Students are expected to arrive prior to the scheduled start of training and be prepared to begin instruction at the designated time.

Late arrivals, early departures, or absences may be documented and reported to the student's parent agency. Excessive absence or failure to satisfy attendance requirements may result in the denial of a certificate of completion or removal from the course.

Basic Recruit Classes

Personnel attending in-service or specialized training shall not interfere with, socialize with, or unnecessarily engage recruits participating in Basic Course training.

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Basic recruits operate under separate rules, regulations, uniform requirements, and standards of conduct established by the Essex County Police Academy and the New Jersey Police Training Commission.

Tobacco, Alcohol & Controlled Substances

The Essex County Police Academy is a smoke-free facility. Smoking or the use of tobacco products is prohibited in unauthorized areas.

The possession or consumption of alcoholic beverages on Academy property is prohibited.

The possession, use, or being under the influence of illegal drugs or unauthorized controlled substances is strictly prohibited and may result in immediate removal from the Academy and notification to the individual's employing agency.

Weapons & Safety

Law enforcement personnel shall comply with all Academy instructions regarding firearms, ammunition, duty weapons, and other law enforcement equipment.

Firearms shall not be handled, displayed, loaded, unloaded, or removed from holsters except when specifically authorized by Academy staff or an instructor within an appropriate training environment.

All safety instructions issued by Academy personnel are mandatory.

Compliance

Failure to comply with Academy rules, instructor directions, dress requirements, safety procedures, or standards of professional conduct may result in:

- Verbal or written corrective action;
- Notification of the student's parent agency;
- Removal from a training session;
- Denial of a course completion certificate; and/or

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- Dismissal from the course or Academy when warranted.

The Essex County Police Academy reserves the right to establish additional requirements when necessary for the safety, security, discipline, and effective operation of the Academy.

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