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TO: ALL POLICE ACADEMY TRAINEES

FROM: Toni Ann Mattia, POLICE ACADEMY DIVISION DIRECTOR

SUBJECT: **ACADEMY RULES AND REGULATIONS**

As prescribed in the Mandatory Police Training Act, 52:17B-71.6, and sub-chapters 13:1-1.1 and d13:1-7.16, et. al., the Director of this Academy has the authority and responsibility to promulgate these Rules and Regulations to assist in the administration of the school and to help to maintain proper morale and discipline.

This manual shall be kept in your notebook and shall be kept in good order. You are responsible for its abuse or loss, which will result in disciplinary action.

This revision supersedes all previous Rules, Regulations and Revisions.

July 2026 (Rev.)

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Toni Ann Mattia,
Division Director
Essex County Police Academy

Essex County Police Academy

Rules and Procedures Manual

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DRUG TESTING NOTICE FOR ALL RECRUITS

Each Recruit must understand that as part of the program of training at the Essex County Police Academy they will undergo unannounced drug testing by urinalysis during their training period.

Each Recruit must understand that a negative drug test result is a condition of their continued attendance at the academy.

Each Recruit must understand that they can refuse to undergo the testing. They must understand that if they refuse, they will be dismissed from the academy and from their law enforcement position.

Each Recruit must understand that if they produce a positive result for illegal drug use, the academy will notify their employer of the positive test result. In addition, they will be permanently dismissed from their law enforcement position.

Each Recruit must understand that if they produce a positive test result for illegal drug use that information will be forwarded to the Central Drug Registry maintained by the Division of State Police. Information from that registry can be made available by court order or as part of confidential investigation relating to law enforcement employment.

Each Recruit must understand that if they produce a positive test result for illegal drug use, they will be permanently barred from serving as a law enforcement officer in New Jersey.

DEMERITS/INFRACTIONS (PROCEDURAL)

*Please note the terms demerits and infractions are interchangeable within this manual.

Any violation of these Rules and Regulations will result in on the spot correction, verbal reprimand, and/or the issuance of demerits, which will result in disciplinary action, which may range from a reprimand to suspension and recommendation for dismissal.

Any accumulation of ten (10) demerits will constitute a formal counseling session consisting of the Training Supervisor and/or their designee for a review of conduct hearing.

Any accumulation of fifteen (15) demerits will constitute a meeting with the Director or their designee to determine if the criterion for dismissal is present.

A counseling session can be scheduled at the discretion of the Director and/or their designee at any point, regardless of the number of accumulated demerits.

If ten (10) or more demerits are accrued the recruit is not eligible for any Academy awards.

DEMERIT PENALTIES

CLASS "A" OFFENSE:
15 Demerits and review for dismissal

CLASS "B" OFFENSE:
5 Demerits for 1st violation
10 Demerits for 2nd violation for same offense

CLASS "C" OFFENSE:
1 Demerit for 1st violation of any Class "C" offense
2 Demerits for 2nd violation for same offense
4 Demerits for 3rd violation for same offense
8 Demerits for 4th violation for same offense

Refer to Appendix I for Demerit Classification

Recruit Academy Rules & Procedures

Organizational Structure

1 The Essex County Police Academy (henceforth the Academy) is owned and operated by the County of Essex (henceforth the County). As an approved Police Training Commission (henceforth the PTC) training facility, the Academy is governed by the rules and regulations of the PTC as set forth in N.J.S.A. 52:17b-66 *et seq.*

1.2 The Academy is under the direct administrative supervision of the Academy Director.

Chain of Command

2 The Chain of Command at the Academy is designed to establish a clear line of authority for the operation of the facility in relation to basic and in-service courses. The Chain of Command shall be adhered to by staff, trainees, recruits, and in-service personnel when engaged in Academy approved courses and/or functions.

2.1 Director:

2.1.2 The Director of the Academy, as set forth in PTC Rule 13:1-7.1 is responsible for the day-to-day operation of the Academy and reports to the Director of the Essex County Department of Corrections. The Academy Director is responsible for, but not limited to, monitoring the annual-budget; recruitment, retention, and dismissal of instructors; and administrative matters as required by the PTC concerning PTC regulations as well as basic and in-service courses.

3.1 *Associate Director: (when applicable)*

3.1.1 The Associate Director is responsible for providing assistance with the day-to-day operations of the Police Academy in accordance with Police Training Commission guidelines. In the absence of the Director, the Associate Director will serve as the Acting-Director and the PTC shall be notified.

3.2 Commanding Officer:

3.2.1 The Commanding Officer (CO) reports to the Director of the Academy. The CO is responsible for organizing and coordinating basic recruit classes. In the absence of the Director and Associate Director, the CO will serve as the Acting-Director and the PTC shall be notified.

3.3 Operations Supervisors:

3.3.1 The Operations Supervisor (OS) is to be a sworn officer assigned by an agency to the Academy for a period of time, generally the length of the basic class(es), who shall be responsible for the oversight of the Training Supervisor(s), as well as the Instructors within their respective division. Ie, the Operations Supervisor for the BCPO will be in charge of daily operations as it relates to the Police Division and the Operations Supervisor for the BCCCPO would be in charge of daily operations as they relate to the Corrections Division.

3.4 Training Supervisors

3.4.1 The Training Supervisor (TS) is to be a sworn officer assigned by an agency to the Academy for a period of time, generally the length of the basic class(es), who shall be responsible for the oversight of the Instructors, as well as the basic recruits within their respective division. Ie, the Training Supervisor for the BCPO will be in charge of daily operations as it relates to the Police Division and the Training Supervisor for the BCCCPO would be in charge of daily operations as they relate to the Corrections Division. The TS is responsible for the daily inspection of the recruits and the training environment. The TS shall monitor the recruit class(es) and report any deficiencies through the Chain of Command.

3.5 Instructors:

3.5.1 The Instructors are to be assigned by agencies to the Academy for a period of time, generally the length of the basic class(es). The Instructor(s) shall be responsible for the direct supervision of the recruits. In the event of an injury or illness of a recruit or instructor, it shall be the responsibility of the Instructor to complete the requisite paperwork and forward <u>all</u> reports through the Chain of Command.

3.6 Adjunct Instructors:

3.6.1 Adjunct Instructors are personnel assigned to teach basic or in-service courses. Adjunct Instructors may be sworn officers or civilians. Adjunct Instructors assigned to teach basic or PTC in-service courses shall be certified by the PTC pursuant to PTC Rule 13:1-4.1 et seq. The terms and conditions of assignments of adjunct instructors are generally predicated by the nature of the course of instruction. In the event of an injury or illness to a recruit, trainee, instructor, or staff member the adjunct instructor shall be responsible for supervising the incident until such time the instructor is relieved by Academy staff, EMS, or similar emergency personnel.

3.7 Administrative Staff:

3.7.1 The Administrative staff reports directly to the Academy Director and provides the necessary support services required by the Academy administrative staff. Members of the clerical staff are not to be considered as a part of the formalized Chain of Command within the Academy hierarchy. However, personnel other than Academy staff are not authorized to interrupt, redirect, or otherwise interfere with the duties of the clerical staff without the knowledge and permission of the Director.

3.8 Trainees:

3.8.1 Trainees are those individuals assigned to the Academy for the purpose of attending Academy related courses.

3.8.2 Recruits:

3.8.3 Recruits are individuals assigned to the Academy for the purpose of attending a basic police, basic corrections or juvenile detention officers recruit class. Recruits shall include personnel from auxiliary and special law enforcement officers' courses. Those officers attending basic recruit courses with an approved waiver from the PTC shall be classified as recruits attending basic courses. Recruits shall comply with PTC regulations in all matters as they pertain to the basic course.

3.8.4 Waiver Recruits: Must have attended a basic training course, as per PTC guidelines, unless approved otherwise by the PTC.

3.8.5 Persons attending basic recruit courses with an approved waiver from the PTC, and accepted by the Academy Director, shall be classified as a recruit. Waiver recruits shall be authorized to wear their departmental Class "A" uniform of their respective parent agency during classroom lectures. Recruits assigned as waiver candidates to practical exercises, i.e. firearms, defensive tactics, etc. shall be required to wear the Academy uniform of the day, as well as participate in all required recruit activities during their scheduled time at the Academy.

3.9 Recruit Chain of Command:

3.9.1. The Training Supervisor shall, make the selection of the Recruit Commanding Officer (RCO). The individual selected as the RCO shall have no vested rights in that position and will have no standing if removed from that position by the TS.

3.9.2 The Recruit Commanding Officer (RCO) is responsible for the orderly operation of the basic class at the recruit level. The RCO serves as the liaison between the recruit class and the Instructional Staff. The responsibilities of the RCO shall be, but are not limited to, assisting the instructional staff with attendance, company formations, colors, class discipline, instructor sign-in and recruit dismissal time.

3.9.3 The Recruit Executive Officer (RXO) is the second-in-command of the recruit-company. The RXO will assist the RCO in the daily organization of the recruit-company. The TS shall select the RXO. The individual selected as the RXO shall have no vested rights in that position and will have no standing if removed from that position by the TS.

3.9.4 The Recruit Platoon Leader (when applicable) will be designated in those instances when a basic recruit class must be split in half due to the numeric size of the class. The TS will, with the approval of the senior level Academy staff, select the Recruit Platoon Leaders. The individual selected as the Platoon Leader shall have no vested rights in that position and will have no standing if removed from that position.

3.9.5 The Recruit Squad Leader shall be responsible for those recruits assigned to a specific squad. The individuals selected as the Recruit Squad Leaders shall have no vested rights in that position and will have no standing if removed from that position.

3.9.6 The Recruit Guidon(s) shall be responsible for the Company Guidon. The individual selected as the Recruit Guidon shall have no vested rights in that position and will have no standing if removed from that position.

3.9.7 The Recruit Color Guard shall be responsible for the posting and lowering of the colors on a daily basis. The individual(s) selected as the Recruit Color Guard shall have no vested rights in that position and will have no standing if removed from that position.

4 Omnibus Rules

4.1 Strict conformity to all of the following Rules and Regulations will be required by all trainees/recruits attending the Academy. The purpose of this Academy is to properly train and educate those who may be required to attend. In addition to these written rules, trainees/recruits will be expected to satisfactorily comply with all lawful orders and assignments. Recruits are bound and obligated to properly understand and digest these Rules and Regulations, as ignorance of these Rules and Regulations will not be accepted as an excuse. Any conduct, committed or omitted, not specifically listed in these Rules and Regulations that undermine, or have a tendency to undermine the standards, goals, objectives, good order and discipline of the Academy, will be considered a violation of this Rule: A Class "B" Offense.

5 Financial Obligations (When Applicable)

5.1 The Essex County Police Academy accepts personal checks or money orders for payment of tuition and fees. Checks and money orders should be made payable to Essex County Police Academy. Should a check be returned, there is a $35.00 fee assessed and the student will be placed on a cash payment basis for all future financial commitments. It will be classified as: A Class "B" Offense.

5.2 All trainees are responsible for making proper payments for tuition, fees, books, equipment and insurance coverage. Failure to do so shall result in any and all legal actions necessary to accomplish the collection or resolution of same: A Class "A" Offense.

5.2.1 If the offending party is a recruit, that party may be immediately dismissed from the Academy for failure to comply with the above rule, upon review of the circumstances by the Director: A Class "A" Offense.

6 **Uniforms:**

6.1 Recruits shall always adhere to the academy uniform standards. Failure to do so may result in disciplinary action.: A Class "C" Offense.

6.2 Recruits must be in the proper (Class A or Class B) uniform of the day. Failure to do so may result in disciplinary action: A Class "C" Offense.

7 **Recruit Formation and Appearance:**

7.1 Each recruit shall maintain his/her uniform(s) in a neat and orderly manner. Recruits shall have all required uniforms and equipment ready for inspection on a daily basis. Failure to do so may result in disciplinary action: A Class "C" Offense.

7.2 Recruits shall be prepared for inspection prior to the morning formation. Failure to do so may result in disciplinary action: A Class "C" Offense.

7.2.1 The Training Supervisor or Instructor(s) shall conduct an inspection of the recruit classes during morning formation. Recruits that do not pass inspection for the morning formation shall submit, in writing to the Training Supervisor or his/her designee, a report detailing the deficiencies.

7.2.2 The Academy is not responsible for the replacement or repair of any jewelry, watch, or personal affect(s) lost, stolen or damaged.

7.3 Male recruits shall:

7.3.1 Have freshly shaved face and scalp each morning prior to formation. Mustaches, sideburns or goatees are not permitted, regardless of individual department standards and/or religious beliefs. Violation is: A Class "C" Offense.

7.3.2 Shall practice appropriate hygiene as it relates to showering following physical exercise. Violation is: A Class "C" Offense.

7.3.3 Wear no jewelry or body piecing, with the exception of a wedding band and/or a recognized medical alert. In the event that a recruit shall be required to wear a medical alert, the item shall be a medical alert bracelet. Violation is: A Class "C" Offense.

7.3.4 Wear a black watch during classroom instruction, but not during Physical Training Violation is: A Class "C" Offense.

7.4 Female recruits shall:

7.4.1 Not wear or apply facial make-up, perfume or cologne, nail polish on fingernails or toenails. Fingernails must not extend past fingertips. Violation is: A Class "C" Offense.

7.4.2 Hair cannot exceed three (3) inches entirely and cannot touch the collar. Violation is: A Class "C" Offense.

7.4.3 Hairpieces, wigs, extensions, head / hair coverings or weaves are not permitted regardless of individual department standards and/or religious beliefs. Additionally, hair coloring is not permitted. Violation is: A Class "C" Offense.

7.4.4 Wear no jewelry or body piecing, with the exception of a wedding band and/or a recognized medical alert. In the event that a recruit shall be required to wear a medical alert, the item shall be a medical alert bracelet. Violation is: A Class "C" Offense.

7.4.5 Shall practice appropriate hygiene as it relates to showering following physical exercise: Violation is; A Class "C" Offense.

8 **Recruit Protocol and Military Bearing:**

8.1 Insubordination of any kind may result in immediate dismissal from the the academy. This includes any display of disrespect or disregard of orders from any academy staff member. Any disrespectful comments or behavior, including eye rolling, mumbling, or quibbling will be considered and act of insubordination. Violation is: A Class "A" Offense.

8.2 The conduct of basic recruits at all times shall be courteous, disciplined and consistent with the high ideals of the Academy and the law enforcement profession. All recruits shall observe proper decorum when interacting with any person: Violation is: A Class "C" Offense.

8.3 Basic recruits shall adhere to a designated procedure when reporting to a member of the Academy staff. The procedure for reporting to the office of the OS or the TS shall be posted on the outermost wall of those offices. Recruits who must report to those offices within the Academy shall follow this procedure when announcing themselves. Violation is: A Class "C" Offense.

8.4 Recruits will immediately come to the position of attention when they encounter any person they may meet while using any of the doorways, hallways or stairways while in the building, and do so without being told, until instructed to do otherwise. Violation is: A Class "C" Offense.

8.5 Military courtesy shall be practiced at all times. When responding to a question or making a statement to any person while in the Academy or on the Academy grounds, or in any other place, while officially engaged, they shall begin and end their response or statement with the word, "Sir", or "Ma'am", whichever is appropriate. Violation is: A Class "C" Offense.

8.6 Recruits shall maintain good posture at all times. Recruits shall sit upright while in class. Violation is: A Class "C" Offense.

8.7 No recruit shall exhibit characteristics of sleeping or dozing in the classroom. Violation is: A Class "B" Offense.

8.8 Recruits shall not wear a cover while in the main building. Violation is: A Class "C" Offense.

8.9 The Color Guard shall wear a cover prior to, and after, lowering colors. Violation is: A Class "C" Offense.

8.10 Recruits shall stow covers in an appropriate manner when indoors. Violation is: A Class "C" Offense.

8.11 Recruits will be held directly responsible for the maintenance and good order of whatever facilities are directly used by this Academy. Violation is: A Class "C" Offense.

9 **Off Duty Conduct:**

9.1 **Any recruit arrested and/or charged with a criminal offense will be immediately dismissed from the academy**.

9.2 **All contact** with outside law enforcement agencies must be reported to the Academy Director through the chain of command no later than the next class day, detailing the reasons for the contact and disposition. Violation is: A Class "B" Offense.

9.3 Recruits, while off duty, shall conduct themselves in such a manner so as not to discredit either this Academy, their departments or themselves. Any conduct which could fall in this category will be construed as conduct unbecoming an officer-trainee. Violation is: A Class "A" Offense.

9.4 Recruits are prohibited to display the academy/departmental uniform off academy grounds or satellite site during off duty hours. Violation is: A Class "A" Offense.

9.5 Recruits are prohibited from displaying the academy/departmental uniform in any regard while assigned to ECPA including but limited to agency training. Violation is: A Class "A" Offense.

9.6 Recruits, of any agency, are strictly prohibited from working any outside employment. Violation is: A Class "A" Offense.

10 **Attendance:**

10.1 Tardiness:

10.1.1 Recruits are expected to attend all sessions of a Basic Course. Failure to do so may result in disciplinary action: A Class "C" Offense.

10.1.2 Recruits shall be standing in formation at required report time. Failure to do so may result in disciplinary action:: A Class "C" Offense.

10.1.3 Recruits shall be in their seats NO LATER THAN (NLT) 5 minutes prior to the start of a scheduled lecture or block of instruction. Failure to do so may result in disciplinary action: A Class "C" Offense.

10.1.4 Recruits who are late prior to morning formation or the start of a lecture/assignment shall be considered as late and shall be subject to progressive discipline: A Class "C" Offense.

10.1.5 In the event that a recruit is late prior to morning formation, the recruit shall be required to contact the Academy immediately and shall follow the Academy's sick policy: A Class "C" Offense.

10.1.6 Reports on tardiness shall be made a part of the recruits Academy personnel file.

10.1.7 Recruits are not permitted to remain or loiter in the Academy or in the parking lot(s) when excused for the day except when authorized. Violation is: A Class "C" Offense.

10.2 Absence:

10.2.1 Recruits who are unable to attend an Academy class/session due to illness, an injury which occurred off Academy grounds or personal emergency shall notify the Academy immediately and shall follow the Academy's sick policy. A physician note from the treating physician is due immediately upon return to the academy. Violation is: A Class "B" Offense.

10.2.2 In the event that a recruit is unable to contact the Academy a family member, friend, agency representative or similar person shall be authorized to contact the Academy. Failure to do so may result in disciplinary action: A Class "C" Offense.

10.2.3 Recruits, or a responsible person, shall notify the recruits' parent agency of the exact nature of the illness or emergent situation causing the absence. The expected duration of the absence shall also be reported at this time. Violation is: A Class "C" Offense.

10.2.4 Recruits are not authorized to leave their residence during the absence without notifying the Academy and the parent agency. Violation is: A Class "C" Offense.

10.2.5 Recruits shall follow the instructed procedure for maintaining phone contact with the Academy during the absence. Violation is: A Class "C" Offense.

10.2.6 In the event that a recruit does not contact the Academy and the parent agency regarding an absence, the recruit shall be carried as Absent Without Leave (AWOL) and subject to disciplinary action: A Class "B" Offense.

10.2.7 Recruits shall not request to be excused from classes for any reason, either for medical appointments, personal business, or for any other reason, except in extenuating circumstances. In these extenuating circumstances, when not an emergency, a request must be made in writing to the TS for consideration. In the event it is of an emergency nature, then verbal permission will be required from any of the Academy Director. or Designee. Violation is: A Class "B" Offense.

10.2.8 If a recruit is AWOL, the Academy shall request that the parent agency endeavor to locate the recruit to verify the recruit's well-being.

10.2.9 Recruits who are listed as AWOL are not authorized to return to the Academy until such time the parent agency is notified and the Chief Executive of the parent agency or designee contacts the Academy Director. Violation is: A Class "C" Offense.

10.2.10 Recruits who are absent shall be required to obtain medical clearance to return to the Academy for each and every absence thereafter as required by the Police Training Commission (PTC): A Class "B" Offense.

10.3 Chronic absence or lateness may result in an inability to graduate and/or dismissal from the Basic Course.

10.3.1 A recruit's failure to participate in activities, i.e., PT, unarmed defense, firearms, etc. due to illness or an inability to complete the required training shall result in dismissal, as per PTC Rules.

11 Academy Leave:

11.1 Unauthorized absence (UA) from the Academy, or Academy sanctioned assignments by recruits, instructors and/or trainees will not be tolerated and may result in dismissal: A Class "B" Offense.

11.2 Violations will be reported to the parent agency of the individual(s) involved. Violation is: A Class "B" Offense.

11.3 Recruits are not authorized vacations during the Basic Course. Violation is: A Class "B" Offense.

12 **Addresses and Phone Numbers:**

12.1 If a change of address or phone number becomes effective during the period of attendance, the trainee will submit, in writing, a notification to the Training Supervisor containing the necessary facts. Violation is: A Class "C" Offense.

12.2 This information shall be submitted on the first day of class attendance after the change, or if practical, before the actual change, if the information is available. Violation is: A Class "C" Offense.

13 **Dismissal:**

13.1 The dismissal of a recruit(s) from the Academy shall be the responsibility of the Director or Designee. The Director or Designee shall advise and notify the dismissal to the parent agency, and the PTC.

13.2 Any recruit dismissed from the Academy has the right to appeal that decision. All appeals shall be filed in accordance with Subchapter 9 of PTC Rules, Section 13:1-9 et seq.

14 **Firearms and Weapons:**

14.1 **THE HANDLING OF FIREARMS WITHIN THE CONFINES OF THE ACADEMY IS GENERALLY PROHIBITED. THE HANDLING OF A FIREARM BY THE RANGEMASTER OR HIS/HER DESIGNEE IS AUTHORIZED FOR DEMONSTRATION PURPOSES ONLY. ALL FIREARMS USED FOR DEMONSTRATION PURPOSES SHALL BE UNLOADED IN A DESIGNATED AREA AND INSPECTED BY THE ACADEMY RANGEMASTER OR HIS/HER DESIGNEE PRIOR TO DISPLAY.**

14.3 Recruits:

14.3.1 Recruits are prohibited from carrying a firearm with the exception of range exercises. Unless otherwise authorized, violation is: A Class "A" Offense.

14.3.2 Recruits may be required to bring weapons to the Academy, for inspection and training, when notified. In such cases, weapons shall be transported in a safe, secure and unloaded condition. Violation is: A Class "A" Offense.

14.3.3 Recruits shall not carry a loaded firearm to, from or within the Academy grounds: Violation is A Class "A" Offense. The sole exception is a holstered firearm on the firing line of the firing range, under proper supervision.

14.3.4 Recruits shall not carry an "off-duty" weapon in a law enforcement capacity while enrolled at the Academy. Violation is: A Class "A" Offense.

14.3.5 Recruits shall adhere to the regulations of the parent agency, pertaining to firearms, when they are not involved in Academy related activities.

14.3.6 Each recruit is required to have Firearms Training supplies and equipment. Violation is: A Class "B" Offense.

15 **Explosives:**

15.1 Explosives are strictly prohibited. Violation is A Class "A" Offense.

16 **Notebooks:**

16.1 Recruits will maintain a set of notes while attending the Academy. These notes will be kept in a loose-leaf binder in a suitable and orderly finished manner. Violation is: A Class "C" Offense.

16.2 Notebooks, set notes, hand-outs and supplemental materials will be kept up to date at all times and made available to the Academy staff for verification of up to date contents upon request. Violation is: A Class "C" Offense.

16.3 The Recruit's binder shall be brought to each instructional session, and will be inspected periodically by Academy staff for neatness, clarity and content. Violation is: A Class "C" Offense.

16.4 The use of another recruit's notes/assignments with an attempt to use as their own, in lieu of their own, by a recruit, will not be tolerated. Violation is: A Class "C" Offense.

16.5 Any incidence of cheating or an attempt to cheat on any examination, notebook, quiz, etc. shall be grounds for immediate removal of the trainee from the Academy. This type of conduct shall be considered a lack of integrity and a violation of professional responsibility/demeanor. Violation is a Class "A" Offense.

17 **Materials and Supplies:**

17.1 Recruits must possess all required materials and supplies at the start of the Basic Course. Failure to do so may result in discipline: A Class "C" Offense.

18 **Equipment:**

18.1 The loss of any Academy or parent agency issued equipment shall be reported immediately, in writing, to the TA, stating all the necessary facts leading to the loss. Violation is: A Class "B".

18.2 Any and all equipment, articles, identification cards, issued or supplied, shall be maintained and kept in good order by the recruit when required: Violation is A Class "C" Offense.

18.3 Recruits will not lose or misplace any issued firearm through gross negligence Violation is: A Class "A" Offense.

19 **Classroom Demeanor and Contraband:**

19.1 Garments and bags are to be placed as directed by the staff. Violation is: A Class "C" Offense.

19.2 Recruits are prohibited from bringing food or drinks into the Academy other than at lunch or morning break period. Vending machines are off limits to recruits. Unless otherwise, violation is A Class "C" Offense.

19.3 The use of chewing gum, candy or smokeless tobacco and/or vaping products by recruits is prohibited. Smoking will not be permitted outside the classroom or on Academy grounds at any time. Violation is: A Class "A" Offense.

19.4 The use of intoxicants is strictly prohibited during Academy hours or while on duty. The illegal use of any drug or substance is strictly prohibited at any time. Reporting to the Academy after having had use of either will be construed as being used during Academy hours. Any violation of this section will automatically result in the issuance of 15 demerits; suspension and a recommendation will be made for dismissal. Violation is A Class "A" Offense.

19.5 Cell phones and/or smart devices are to remain in vehicles and are not permitted to be used on academy premises, in the parking lot, or in a vehicle, unless authorized by the Academy Director or Designee. Violation is: A Class "A" Offense.

19.6 Non-authorized reading material is prohibited in the Academy and on Academy grounds. Recruits shall not possess, read or distribute any reading material on Academy grounds without approval of the Director or designee. Violation is: A Class "C' Offense.

19.7 The Academy uniform is an official police uniform. Recruits are prohibited from entering dispensaries and/or any premises where alcoholic beverages are sold or consumed, while enroute to or from the Academy. Violation of this rule shall result in dismissal from training and notification of the parent agency. Violation is: A Class "A" Offense.

19.8 Non prescription medication is prohibited unless authorized by the Director or he/her designee. Violation is a Class "B" Offense.

19.9 Possession, use or distribution of any type of controlled, dangerous substance or unlawful prescription legend drugs or derivatives is against the laws of the State of New Jersey; any such violation will result in criminal charges against the violator shall warrant an immediate Academy dismissal. Violation is: A Class "A" Offense.

PURSUANT TO PTC RULE 13:1-7.2 (a) 19, UNANNOUNCED PERIODIC URINE TESTING FOR ILLEGAL SUBSTANCES IS REQUIRED FOR EACH RECRUIT DURING BASIC TRAINING.

19.10 Vehicles on the Police Academy grounds and/or associated parking lots are subject to search. Any recruit that occupied such vehicle is responsible for any contraband, weapons and/or violations as it relates to said motor vehicle. Violation may lead to disciplinary action and/or dismissal: A Class "A" Offense.

19.11 Recruits are prohibited from leaving the academy building and/or grounds nor are The recruits permitted to be in an unauthorized area, for any reason without authorization from the Academy Director or Designee. Violation is A Class "A" Offense.

20 **General Prohibitions:**

20.1 *Affirmative Action:* **Non-Discrimination Policy Statement of Assurance.** It is the policy of the County of Essex not to discriminate on the basis of race, creed, color, national origin, age, marital status, familial status, affectional or sexual orientation, disability, gender identity or expression, genetic information, liability for military service, or any other category protected by applicable law. Further, the County conforms to all federal and state statutes, executive orders, regulations, guidelines and amendments concerning equal opportunities.

20.2 Harassment of any sort will not be tolerated. Upon investigation, a sustained offense. Violation is: A Class "A" Offense.

20.2.1 Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. It is also prohibited by the policies of the County of Essex, The New Jersey Police Training Commission and the New Jersey Civil Service Commission. Violation is A Class "A" Offense.

Sexual harassment is defined as unwelcome advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic program.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment status or academic standing.
- Such conduct has the purpose or effect of substantially interfering with an individual's performance on the job or in the classroom or creating an intimidating, hostile, or offensive work or study environment.

Some examples of sexual harassment include:

- Sex-oriented verbal "kidding" or abuse.
- Subtle pressure for sexual activity.
- Physical contact such as patting, pinching or constant brushing against another person's body.
- Demands for sexual favors, accompanied by implied or overt promises or preferential treatment or threats concerning an individual's employment status or academic standing.

20.3 Complaints of sexual harassment should be brought to the attention of an appropriate authority. Upon investigation, a sustained offense is A Class "A" Offense.

20.4 Recruits shall not fraternize with staff, instructors or trainees. Violation is: A Class "C" Offense.

APPENDIX – I

DEMERITS CLASSIFIED

CLASS "A" OFFENSES
5.2
5.2.1
8.1
9.3
9.4
9.5
9.6
14.3.1
14.3.2
14.3.3
14.3.4
15.1
16.5
18.3
19.4
19.5
19.7
19.9
19.10
20.2
20.2.1
20.3

APPENDIX – I

CLASS "B" OFFENSES
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9.2
10.2.1
10.2.6
10.2.7
10.2.10
11.1
11.2
11.3
14.3.6
18.1
18.1
19.8

CLASS "C" OFFENSES
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6.2
7.1
7.2
7.3.1
7.3.2
7.3.3
7.3.4
7.4.1
7.4.2
7.4.3
7.4.4
7.4.5
8.2
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8.4
8.5
8.6

APPENDIX – I

CLASS "C" OFFENSES
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8.10
8.11
10.1.1
10.1.2
10.1.3
10.1.4
10.1.5
10.1.7
10.2.2
10.2.3
10.2.4
10.2.5
10.2.9
12.1
12.2
16.1
16.2
16.3
16.4
17.1
18.2
19.1
19.2
19.3
19.6
20.4