

Kalamazoo Valley Community College
KVCC LAW ENFORCEMENT TRAINING CENTER

RULES and REGULATIONS

- Cadets will be held accountable for their conduct/behavior at KVCC, as stated in the Kalamazoo Valley Community College Student Handbook, Law Enforcement Training Center Rules and Regulations, Law Enforcement Training Center Cadet Manual, and the Michigan Commission on Law Enforcement Standards Policy and Procedures.
- Violations of rules established by the Commission, KVCC and the Law Enforcement Training Center, or conduct which compromises the cadet's ability to perform as a law enforcement officer, whether or not specifically stated in these rules, may result in disciplinary action up to and including dismissal from the training program.

Cadets dismissed from the training program will be ineligible for licensing and will not be allowed to reapply to future training sessions at this institution for two years with the KLETC Directors approval.

- Appeals of disciplinary action for violations of Program or Commission rules and regulations will follow the Michigan Commission on Law Enforcement Standards, (MCOLES) guidelines.
 - Violations of rules will be dealt with through appropriate disciplinary action up to and including dismissal and licensing ineligibility.
1. Military discipline and courtesy shall be maintained at all times. Instructors, staff and guests of the Law Enforcement Training Center, will be addressed by their respective ranks or titles, such as Chief, Officer, Mr., Sir, Mrs., Ma'am.
 2. Cadets are prohibited from consuming or possessing alcoholic beverages during training hours, including meal and break times. Any evidence, no matter how slight, of residual blood alcohol content will be considered prima facia evidence of noncompliance.
 3. Cadets showing signs of being impaired by alcohol are prohibited from reporting to any facet of the training program, prerequisite classes or activities, including the pre-enrollment testing process. Any evidence of residual blood alcohol content, no matter how slight, will be considered prima facia evidence of noncompliance.
 4. Cadets are prohibited from possession or use of controlled substances, except pursuant to a valid prescription. Any evidence, no matter how slight, indicating the presence of a controlled substance in the body will be considered prima facia evidence of noncompliance.
 5. Cadets showing signs of being impaired by controlled substances are prohibited from reporting to any facet of the training program, prerequisite classes or activities including the pre-enrollment testing process. Any evidence, no matter how slight, indicating the presence of a controlled substance in the body will be considered prima facia evidence of noncompliance.
 6. Cadets may be required to submit to drug or alcohol screening tests for cause at the Cadets expense. Cadets refusing to take such tests, or who test positive for controlled substance or alcohol, will be subject to dismissal from the training program. Refusal to submit to a blood, breath, urine, or Horizontal Gaze Nystagmus test within one hour of the request shall be deemed a refusal and shall result in the cadet being dismissed from the training program.

Kalamazoo Valley Community College
KVCC LAW ENFORCEMENT TRAINING CENTER

RULES and REGULATIONS

7. Cadets are prohibited from the use of tobacco products, including cigars, cigarettes, chewing tobacco, snuff, or other tobacco in any other form while in the training environment or on any KVCC property.
8. Sleeping or being disruptive during classroom activities, training exercises or related program activities is prohibited. Violations may result in a verbal warning, written warnings being placed in the cadets file, or absence time accruing at the rate of one hour for any portion of an hour in which the cadet is in violation. Repeated offenses may result in additional disciplinary action being taken up to dismissal.
9. Cadets must meet and maintain the Commissions specified minimum employment standards, and must comply with rules established by the Commission and Law Enforcement Training Center, governing conduct while enrolled in the law enforcement training program:
 - Cadets have a duty to report changes in their status relative to employment standards, personal history information, or compliance with rules and regulations.
 - Changes in your status shall be reported to the Director for appropriate action.
 - Failure to report changes in status may result in appropriate disciplinary action being taken, up to and including dismissal and licensing ineligibility.
 - Cadets who find themselves subject to a personal protection order shall report to the Director immediately with a copy of the order.
10. Dishonesty, in any form, and particularly in relation to any testing process, is prohibited and is cause for dismissal from the training program. Failure to disclose a known instance of cheating, any other form of dishonesty, withholding information relative to rule or standard's violations, from an instructor or the Director will be considered the same as participating in the act itself.
11. Any form of gambling is prohibited.
12. Engaging in behavior that is a violation of the law is prohibited. This includes violations of local ordinances.
13. Engaging in conduct which compromises the cadet's ability to perform the duties and tasks of a law enforcement officer, whether or not specifically stated in these rules, is prohibited.
14. Insubordination by cadets toward staff or other college employees or law enforcement professionals will not be tolerated. Acts of insubordination will be dealt with through appropriate disciplinary action up to and including program dismissal.
15. For reasons of safety and to determine if it is appropriate for the cadet to remain in the training environment, cadets may be required to submit evidence of a psychological assessment declaring the cadet fit for training. When so directed, and the cadet is unable to obtain a "fit for duty" evaluation, or fails to comply with this requirement, this will result in termination of program enrollment and participation in all classes which would constitute a legal or safety concern.
16. Cadets involved in a criminal investigation as a suspect, may be suspended from the training program until they are either cleared or indicted. Upon a determination of the legitimacy of the

Kalamazoo Valley Community College
KVCC LAW ENFORCEMENT TRAINING CENTER

RULES and REGULATIONS

charges, the cadet may or may not be allowed to reapply for future training sessions.

17. Cadets will not associate with or be in the company of persons known to be involved in criminal activity. Cadets found to be in violation of this regulation will be dismissed from the training program.
18. Cadets will conduct themselves in a professional manner at all times. Harassment in any form will not be tolerated. Cases of alleged harassment will be dealt with according to KVCC Board Policy. Any cadet who is found after appropriate investigation, to have engaged in harassment, will be subject to disciplinary action up to and including dismissal.

PROFESSIONAL APPEARANCE

In preparation and training for entering the law enforcement discipline, cadets will be expected to maintain professional standards of conduct and appearance at all times. This applies to both in-class activities as well as non-class functions both on and off campus.

- Personal hygiene will not be neglected.
- Uniforms should be neat and clean and consistent with a professional training environment.
- Shoes will be shined to a high gloss.
- Novelty T-shirts and hats displaying unprofessional slogans or pictures are inappropriate.
- Hats will be removed when entering the building unless required by the training exercise.

CLASSROOM CONDUCT

- Cadets will conduct themselves in a manner befitting that of a professional police officer at all times. Cadets shall extend their individual attention to the instructor at all times. They shall maintain an upright seated position throughout the instruction period.
- Cadets shall be in the classroom ready for instruction at least five (5) minutes prior to the start of the session. When reporting to class already in progress, cadets shall enter the room quietly without disturbing the instruction in progress.

Classroom Conduct - cont'd

- Cadets will not leave the Groves Campus from the time classes start each day until 1800 hours without approval from a Police Academy staff member.
- Eating in the classroom is prohibited. Exceptions will be made when a bag lunch is required due to the training schedule. Cadets may drink approved liquids as long as it does not interfere with classroom order or instruction. Only water is allowed in the KVCC Police Academy water bottles.
- Cadets will not display pagers, cell phones or other devices on or about their uniform. Watches, phones, etc. will not emit audible sounds during instructional periods.

Kalamazoo Valley Community College
KVCC LAW ENFORCEMENT TRAINING CENTER

RULES and REGULATIONS

UNIFORMS

- Uniforms shall be worn consistent with a military bearing and will present a professional appearance standard for the law enforcement discipline.
- Uniforms are to be worn in all classes unless otherwise directed by the course instructor.
- Uniforms are not to be worn in public places outside the training environment for safety reasons. When outside the training environment, the uniform insignia should be covered by a jacket, etc. or other clothing should be worn. Gun belts should be removed and placed in a secure location (i.e. trunk of your car, duty bag).

GROOMING

- Men's hair should be neatly trimmed in accordance with professional standards. Male Cadets shall be clean shaven at all times. Facial hair is not permitted. Earrings or other jewelry should not be worn during training sessions. Wedding rings, watches and medic alert bracelets are permitted.
- Women's hair should be trimmed or tied up and back off the collar in such a manner as to comply with uniform appearance standards and so as not to constitute a safety concern during training exercises. No ribbons or ornaments shall be worn in the hair. This includes bobby-pins. Only coated black or dark blue hair bands are acceptable. Make-up should be kept to a minimum. Earrings or other jewelry should not be worn during training sessions. Wedding or engagement rings, watches and medic alert bracelets are permitted.

REPRIMANDS

Cadets may receive demerit slips for minor rule violations such as absence or tardiness, appearance, classroom conduct, violations of uniform requirements, or other similar violations.

Kalamazoo Valley Community College
KVCC LAW ENFORCEMENT TRAINING CENTER

RULES and REGULATIONS

Michigan Commission on Law Enforcement Standards (MCOLES)

POLICYA student shall meet all established MCOLES minimum standards of conduct (rules) to remain eligible as a pre-service student.

PURPOSE The Commission rules of conduct are intended to establish uniformity among the various pre-service training programs. The rules represent minimum standards of conduct and may be expanded upon by the approved pre-service institution if consent is given by the Training and Education Advisory Committee.

9.01 Any of the following conduct is cause for disciplinary action up to and including dismissal:

1. Consuming or possessing alcoholic beverages during training hours, including lunch and break times, unless authorized in a training situation is prohibited. Also, a trainee is prohibited from reporting to any course showing signs of being impaired or under the influence of alcohol.
2. Possessing or using a controlled substance except pursuant to a valid prescription is prohibited. (NOTE: An approved pre-service program is required to have a policy that enables the institution to test a student if there is reasonable suspicion that the individual is engaging in illicit use of a controlled substance. The policy must stipulate that a student tested "for cause" will be dismissed if the student: (1) tests positive, (2) fails to report to provide specimen, or (3) otherwise refuses to give a urine specimen. If a college or university has an institutional policy established, it can be used in lieu of this policy.
3. Dishonesty in any form, and particularly in relation to any testing process, is prohibited and is cause for dismissal from the pre-service program. Failure to disclose a known instance of cheating to an instructor or the Training Director will be considered the same as participating in the dishonest act.
4. Engaging in behavior that is a violation of the law is prohibited. This includes violations of local ordinances.
5. Engaging in conduct which compromises the student's ability to perform as a law enforcement officer, whether or not specifically stated in these rules, is prohibited.