



## Student Rules and Regulations Manual

# MISDEMEANANT PROBATION COUNSELOR ACADEMY

## PROGRAM PHILOSOPHY

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### **We believe:**

Our success depends upon satisfying the professional education needs of our students. This is accomplished within the framework of meaningful standards that are applicable to the student's employment and the criminal justice profession.

### **Therefore, it is our intention to:**

Listen to students as a primary information source in evaluating instruction, delivery, curricula, and training environment.

Actively respond to any needs or issues that may impact learning. These can include academic, agency, and personal issues.

Treat all students with dignity and respect.

Reward individual and group excellence.

Provide training that is culturally sensitive and promotes diversity in the work place.

Enforce standards and policies through a deliberate, published process that protects and preserves the learning environment for all students.

### **We expect:**

The Academy to be a full-time work assignment for all that attend.

The students to display values consistent with the highest level of performance in the criminal justice profession.

Students to conduct themselves in a professional manner at all times, on and off the Criminal Justice Training Center campus.

Students to familiarize themselves with the Rules, Regulations, and Policies before arriving at the Academy.

Students to be accountable to the Rules, Regulations, and Policies while attending the Municipal Probation Counselor Academy.

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Rules, Regulations, and Policies Sign-off

# **ATTENDANCE**

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Students shall be in attendance for the entire academy. Students who have absences exceeding 10% (8 hours) of the total class hours for an Academy may be released.

## **CLASSROOM HOURS**

**7:30 a.m. to 4:30 p.m., Monday through Friday**

1. Students will report on time directly to the classroom according to the schedule.
2. Students will be seated and ready for class prior to the beginning of the class. Students will be expected to return on time from scheduled breaks.
3. Lunch periods shall be at least 30 minutes, but no more than 60 minutes.

## **ABSENCE: EXCUSED/UNEXCUSED**

Students will be excused from class for the following reasons:

1. Documented medical or family emergencies.
2. Prior agency notification/approval.

Corrections Division staff shall receive a student memorandum specifying the reasons for any absence from an academy.

If a student knows that he/she will be late, a call shall be made to the Corrections Division staff at the Training Center. Please call the Training Coordinator at (206) 835-7349 to leave a message advising staff of the anticipated arrival time.

## **DEPORTMENT AND CONDUCT**

A student's behavior reflects directly on the academy and their employer. Students must conduct themselves in a manner that does not discredit themselves, the academy, or their own agency. Failure to maintain this standard may result in supervisory intervention, notification to the employing agency, and/or dismissal from the academy.

Students are expected to:

1. Perform according to instruction in the classroom.
2. Participate in class exercises.
3. Not disrupt the class.

## **WITHDRAWAL, SUSPENSION OR RELEASE**

A student who is withdrawn, suspended or released from the academy due to illness, injury, personal hardship or good cause otherwise shown, may, at the request of his/her agency, be allowed to return to a subsequent academy session. Students re-admitted to the academy may be required to repeat the academy, in whole or in part, as determined necessary by the Manager of Corrections academies. A student may be suspended during an investigation for any rules violations. The student is responsible to obtain all materials related to any class presentations missed due to this suspension.

## **ILLNESS**

Illness will be reported directly to the Training Coordinator by telephone prior to 7:30 a.m. Absences will be considered unexcused until a phone call is received. The student will be required to provide a phone number where they can be contacted throughout the period of illness. The student's agency will be advised of illness or absence from the academy.

Students who become ill during class will report to the Training Coordinator prior to leaving the academy campus. All illnesses will be documented on a student memorandum and/or Personal Injury/Illness Report Form (CJTC Form 652) at the earliest possible time after return to duty.

## INJURIES

Criminal Justice Training Commission staff and instructors maintain a high regard for the safety of all persons attending the academy during class hours. Students will treat injury or illness the same as if they were on duty at their employing agency. Therefore,

1. All injuries, regardless of severity, will be reported to the instructor and Training Coordinator immediately.
2. Students who become injured will complete the following reports within twenty-four (24) hours of the injury:
  - a. Labor and Industries Accident Report
  - b. WSCJTC Personal Injury/Illness Report Form (CJTC Form #652)
  - c. Student Memorandum
3. All completed copies of reports, including copies of medical evaluation and treatment records, will be submitted to the class Training Coordinator. Copies of these reports/evaluations, and records will be sent to the employing agency.
4. The student memorandum shall fully document the incident, nature, and extent of the injury and the circumstances in which the injury occurred.
5. Failure to participate in an activity without a valid documented and approved reason will result in termination from the academy, loss of successful completion status, or contact with the student's agency for disciplinary action.
6. Non-academy related injury: Injury incurred before/after academy hours require the student to have a physician complete the CJTC Injury Report #652 [PHYSICIAN'S STATEMENT section report] authorizing full participation upon re-entry into the academy. The student can select his/her own physician. **Cost incurred from this evaluation is the responsibility of the student.**
7. If an illness or injury inhibits full active participation in required physical or academic activities, the student's agency will be contacted. The student will then be released from academy participation until written medical clearance is obtained.

## HOME AND CLASS PREPARATION

Students are responsible for any preparation necessary for their academic success during the academy. Therefore, students shall meet all expectations in preparing for instruction and testing.

Students will complete the following before the end of an academy:

1. Written assignments.
2. Testing preparation.

## OFF DUTY EMPLOYMENT AND THE ATTENDANCE OF OUTSIDE CLASSES

All documentation of outside employment must be received by the class Training Coordinator at the beginning of the session.

Any education or training obligation that may conflict with full participation in the academy must be reported, in writing, to the Training Coordinator at the beginning of the academy.

# PERSONAL APPEARANCE

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## CLOTHING AND APPEARANCE:

In keeping with employee agency policy, the Criminal Justice Training Commission requires adherence to standards of professional appearance during Corrections academies.

Students will conform to the following guidelines in personal attire:

1. Students will maintain a professional appearance, which promotes a healthy and safe environment. Professional appearance and demeanor shall not detract from the learning environment and professional decorum maintained at the Criminal Justice Training Center.
2. Sweats or shorts will be worn only during Personal Safety classes.
3. Hats/Caps - Students shall wear hats issued by their department and bearing the department insignia or patch. **Hats/caps shall be worn outside Training Center buildings only.**
4. All clothing will be buttoned/fastened. Belts will be worn on trousers.
5. Personal Safety Training attire is as follows:  
Comfortable active wear: sweats, non-logo t-shirts, shorts and gym shoes.
6. Only "stud/post" style earrings will be worn. No large loop-style or dangling earrings that may compromise safety will be allowed. Multiple "stud/post" jewelry is not to be worn.
7. Fingernails shall not extend more than one-thirty second of an inch from the tip of the finger.
8. If a beard/mustache is worn, as permitted by the employee's agency, it will be neatly groomed during the academy. Beards and/or mustaches will not be initiated while attending the academy.
9. Hair must be neatly groomed and off the collar.
10. Students will maintain a high standard of appearance, and personal hygiene, at all times during the academy.

# EVALUATION AND TESTING

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## PERFORMANCE STANDARDS

It is expected that all of our students will strive to put forth their best effort in all activities.

## WRITTEN TESTING

Students are required to pass all written and practical testing to successfully complete the academy.

Written examination is scenario-based in multiple choice format.

All students shall achieve a grade of 70% or better to pass the examination.

All re-tests will be coordinated through the Training Coordinator.

Student performance on each technique is graded on a **Pass** or **Fail**.

## PRACTICAL SKILLS ASSESSMENT

Students will be evaluated via individual assignments and participating in a case management clinic.

## ACADEMIC OR PHYSICAL LIMITATIONS

Students who experience problems that may hinder performance or attendance (e.g., learning disability, dyslexia), are directed to contact the Training Coordinator. **It is the responsibility of the student to ask for assistance prior to written testing.**

Written documentation of the condition, prognosis, and/or treatment is required from the student reporting a learning and/or physical disability.

## **ADDRESSING PERSONAL ISSUES**

It is the student's responsibility to request counseling for either personal issues, or other issues that interfere with learning. Academy staff are not authorized to provide treatment or give advice regarding personal problems. If an issue is discussed with academy staff, that staff member shall place emphasis on how the issue may impact academic performance. If academic or personal issues are negatively influencing a student's performance, students are strongly encouraged to inform academy staff of these issues **prior** to testing.

## **INTEGRITY**

Cheating, lying, stealing, and deception by any student are examples of unprofessional conduct and will be handled as a major rule violation. Students who commit integrity violations will be subject to supervisory action and/or dismissal from the academy.

## **DISCIPLINARY**

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### **ALCOHOL AND DRUGS**

The possession and/or consumption of alcohol or illicit drugs at the Training Center or in designated Training Commission housing is prohibited.

1. Prescription drugs will be allowed for student use when:
  - The medication is in the original container as dispensed.
  - The student using a prescribed drug provides, in writing to the Academy staff, reasonable data concerning the type of drug, drug name, reason for use, and possible side effects.
2. Students with known allergies to any medications or substances will document this via a Student Memo.
3. The consumption of alcohol in public establishments while wearing any distinctive portion of the Academy uniform or the uniform of any corrections or law enforcement agency is prohibited.

### **MISUSE OF TRAINING CENTER EQUIPMENT**

Misuse of Training Center facilities or equipment will be considered negligence and those involved will be required to pay for repairs or replacement of the lost or damaged property.

### **MINOR BEHAVIOR VIOLATIONS**

The definition of a minor violation is a violation of the rules - an act or omission - which, by itself, does not adversely impact other students, staff, or the training activity; however, if repeated, would have a negative effect on the student, other individuals, staff, or the program. Examples of a minor violation are incidences of tardiness, sleeping in class, or inappropriate dress.

The Training Coordinator is responsible for the identification and resolution of minor violations. Repeated minor violations may result in a conduct review and disciplinary meeting with the student, Training Coordinator and the Academy Manager. Any disposition resulting from this meeting may include, but is not limited to, a written behavioral contract for the student, a disciplinary letter to the student with notification to the employing agency.

Written documentation explaining the violation will be prepared by the individual responsible for resolution of the violation(s) and provided to the student, the student's file, and the Academy Manager.

## **MAJOR BEHAVIOR VIOLATIONS**

The definition of a major violation is a violation of the rules - an act or omission - which adversely impacts the health and/or welfare of students or staff, compromises the integrity or progress of the training activity or impedes the opportunity for other students to succeed in the training activity. Examples of a major violation include, but are not limited to intoxication, verbal or physical abuse, cheating, lying, and sexually, racially or culturally demeaning comments, and/or behavior.

The Academy Manager, under direction from the Corrections Division Manager will investigate any reported or alleged behavior or incident, from whatever source, which may constitute a major violation. The Academy Manager will submit an investigation report to the Corrections Division Manager, including all documentation and the recommendation for academy disposition. If, in the opinion of the Division Manager, the continuing presence of the student would be threatening, disruptive, or otherwise inappropriate, the Division Manager may order the removal of the student from a training activity, dormitory facility, or Training Center grounds. The Division Manager will immediately notify the student's employer, the Deputy Director and Executive Director regarding any such removal or suspension.

If, upon conclusion of the investigation, the Academy Manager elects any disciplinary action other than termination, such action will be imposed after advisement to the student's employer, Corrections Division Manager, Deputy Director and/or the Training Commission's Executive Director.

If, based upon the investigation, the Corrections Manager believes it is necessary and appropriate to terminate the student's training assignment, a copy of the investigative report and a written recommendation for termination will be forwarded to the Deputy Director and Executive Director for review and final determination. The Executive Director's action will be documented and provided to the Division Manager, the student, the student's file, and the student's employer. The Training Commission's Deputy Director is authorized to act in the absence of the Executive Director for the purpose of receiving appropriate notifications and determining dispositions.

## **REPORTS TO AGENCIES**

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1. Written correspondence will include, but not be limited to:
  - a. a statement indicating academic testing failure.
  - b. a summary statement indicating re-testing results.
2. Students are encouraged to send regular status reports to their agency concerning academy activities or other areas of interest.

Agencies may also request to be updated about skill performance, knowledge acquisition and student conduct.

Notification to the employing agency for student completion is provided for successful re-testing and subsequent academy completion/certification.

## **EMERGENCIES**

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All students will familiarize themselves with the emergency procedures posted in the classrooms and dorms. In the event extenuating circumstances (e.g., hazardous road or weather conditions) would make it unsafe or impractical to participate in the scheduled instruction, the decision to limit, change or cancel scheduled training will be made by the Executive Director.

### **EMERGENCY PROCEDURES**

Students will advise family to contact the academy staff in the event of an emergency. When contacting academy staff (206-835-7300 from 7:00 a.m. to 4:00 p.m.) the person calling should give their name, the name of the student to be contacted, the Academy that the student is attending and the nature of the emergency.

If communication is disrupted at the WSCJTC, families may call the Idaho POST for updates at 208-884-7250.

### **INCLEMENT WEATHER**

1. Check with local media for highway and roadway conditions in Burien and surrounding metropolitan areas.
2. Call 206-835-7300 after 4:00 a.m. and select option "3" for updated facility status.

## **ACADEMY CLOSURE**

1. If cancellation occurs, students must contact their employer for work schedules.
2. Submission of leave for hours missed will be determined by the employee's agency.

## **GENERAL INFORMATION**

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### **FIREARMS AND AMMUNITION**

Firearms, ammunition and O.C. Spray are not permitted anywhere on WSCJTC premises or Commission provided housing, including vehicles and student dorms.

### **CLASS NOTES and STUDENT MANUALS**

Student manuals issued during the class are the property and responsibility of the student.

Students are encouraged to read course information prior to class and take notes during all sessions.

### **ACADEMY OFFICES**

Students will knock and receive permission before entering **any** staff office. Academy offices will not be entered except for official business.

### **TELEPHONES FOR PERSONAL CALLS**

Staff telephones will not be used for personal calls except in emergencies. Phones located in Academy staff offices may be used, with permission, to contact student's agency.

### **PAGERS, CELLULAR PHONES, WATCH ALARMS**

In the age of advanced technology, it is common for students to carry pagers, cell phones, and watches with automatic alarms. Their presence in the classroom is not prohibited; however, an audible alarm mode that disrupts class will not be tolerated. All such devices must be turned off or placed on "non-audible mode" during the duration of a class.

### **MAIL**

The TAC Officer distributes incoming mail with student name and class listed as follows

Mail should be addressed to:

*[Student Name], MPCA Personal/Confidential  
Corrections Division - WSCJTC Training Center  
19010 1<sup>st</sup> Avenue South  
Burien, WA 98148*

### **PARKING**

Students will park in lots designated for student parking. Do not park in prohibited areas.

### **FOOD AND BEVERAGES**

Beverage items are allowed in the classroom, but shall be in a **closed top container** (e.g., athletic bottle) - Soda cans are not considered a closed top container. Food is allowed in designated areas (e.g., cafeteria, common area of dorms), not in classrooms.

## **CLASSROOM MAINTENANCE**

All students are responsible for assuring that the classrooms are kept **clean and orderly**. Upon request, cleaning materials are available through Academy staff. Individual students are responsible for cleaning up after themselves.

## **SMOKING AREAS**

All smoking, to include smokeless tobacco, is prohibited within any building at the Criminal Justice Training Center or other training site and any motel or other lodging accommodation provided by the Training Commission to any attendee of any Commission sponsored training program. Smoking is only permitted in the smoking hut at the southeast corner of the campus in the back parking lot.

## **STUDENT BREAKS**

Students will keep noise to a minimum during breaks in designated areas. Students will not loiter in hallways.

## **CAFETERIA**

Students will clean their own tables and be courteous to cafeteria staff. If the student has issues or concerns regarding the cafeteria, they must first address them with the class Training Coordinator before bringing it to the attention of the cafeteria staff.

The Criminal Justice Training Commission is not responsible for any debts personally incurred by any students during his/her attendance. If personal outstanding indebtedness comes to the attention of Academy staff, the Training Commission will attempt to assist the cafeteria in resolving the matter through contact with the student or the student's employing agency.

## **LODGING CONDUCT**

Behavior by students in Commission provided lodging shall ensure that a proper environment is created to complete work and study projects.

### **❖ Professional conduct is expected at all times.**

The Training Commission is not responsible for laundry, telephone and other goods and services personally incurred by students during occupancy. Should outstanding personal indebtedness come to the attention of Academy staff, the Commission will attempt to assist the provider through contact with the student and the employing agency.

Misconduct or impropriety on the part of any student will result in termination of live-in privileges.

## **DISCRIMINATION**

The Criminal Justice Training Commission will not tolerate discrimination in any form. It is the policy of the Commission to thoroughly investigate and resolve all complaints of discrimination in accordance with applicable laws or regulations, whether initiated from within or from outside the Academy.

A complaint is defined as an accusation of discriminatory practices based on race, religion, color, national origin, age, group or gender. Anyone may initiate a complaint if they feel they have been discriminated against. Complaints will be written. Such complaints will be made to any Corrections staff member at the Commission. All complaints will be investigated.

## **SEXUAL HARASSMENT**

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

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's continuation in the training program; or
2. Submission to or rejection of such conduct by an individual is used as the basis for training decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's training performance or creating an intimidating, hostile, or offensive training environment.

A complaint is defined as an accusation of sexual harassment based on behavior as defined above. Anyone may initiate a complaint if they feel they have been sexually harassed. Complaints shall be written. Sexually offensive language and/or behavior by or toward any student will not be tolerated. Complaints shall be made to any Commission staff and/or instructor. All complaints meeting this definition will be investigated.

## **OFFENSIVE LANGUAGE**

The use of profane, ethnically offensive, culturally disrespectful, and insulting language is prohibited in or on Commission property, including Commission provided housing.

## **ACADEMY DORM RULES**

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Commission housing is provided as a service to agencies that sponsor employees who qualify for lodging while attending Commission-sponsored training. Commission housing is intended to provide a safe, clean, professional environment for participants. A primary function of the Commission housing atmosphere is to provide the opportunity for study, learning, and a successful training experience. It is the responsibility of each student to contribute to this environment by being accountable to maintain their own living environment and the cleanliness and condition of all common areas.

Commission housing facility and the conduct of the participants should reflect the professionalism and dignity of the sponsoring agency, the Training Commission, and the criminal justice profession. Each participant is expected to contribute positively to this environment by adhering fully to the Commission housing rules.

1. Only current Academy participants and authorized personnel will reside in the Commission dorms.
2. No room assignment change will be permitted without prior written authorization.
3. Please do not post items on any wall, window, or door.
4. Please polish shoes and belts outside the building. Do not use spray polish on the sidewalks.
5. Due to fire code regulations, please use only electrical appliances such as coffee pots or microwaves in the kitchen area.
6. Residents are required to keep housing areas clean at all times. Clothing and personal items will be placed in the room closet or cabinets. Personal items must be arranged neatly. Beds must be made. The Commission reserves the right to enter rooms at random and conduct inspections at its discretion.
7. Students not responding to requests for improvement in maintaining expectations will be counseled and a deadline assigned for immediate improvement. If the problem behavior continues, student will be directed to document then discuss the problem with Division Staff. Further problems will result in a minor or major violation to include suspension of residency privilege and notification to employer.
8. Live-in participants should report, in writing, any damage or missing items. Please include the item, damage, or reason for malfunction if known. Reports are to be turned in no later than the next training day.

9. Visitors (those not assigned to Commission housing) are permitted in the common areas only until 9:00 p.m. Sunday through Thursday, and until 11:00 p.m. on Friday and Saturday. Visitors are required to use the rest rooms located off the main lobby. Visitors are not permitted in any of the dormitory "pods"/sleeping areas.
10. Participant co-visitation is allowed until 10:00 p.m. Sunday through Thursday and until 11:00 p.m. Friday and Saturday.
11. Live-in participants are prohibited from engaging in loud or boisterous behavior that disturbs, annoys, or causes an inconvenience to any other person. "Quiet hours" will be observed between 8:00 p.m. and 6:30 a.m. Sunday through Thursday, and between 11:00 p.m. and 9:00 a.m. on Friday and Saturday.
12. Alcohol and controlled substances are not permitted anywhere within Commission dormitories or on Commission premises. Prescription medications are permitted only when kept in the original container from the pharmacy. If alcohol is found in your room or your possession, you will be immediately dismissed from the academy.
13. Smoking is prohibited in Commission housing. Smoking is permitted outside Commission housing in designated areas. Participants are required to use the available ash can to extinguish and dispose of cigarettes. Smokeless tobacco is also prohibited in dormitory housing.
14. Firearms, ammunition and O.C. Spray are prohibited anywhere within Commission housing or grounds unless locked in a secure gun cabinet that is specifically provided by the Commission for this purpose. Under no circumstances are firearms permitted in living units. Participants are not permitted to possess firearms or ammunition anywhere on Commission premises unless advance permission has been obtained in writing from the Division Manager.
15. Please park motor vehicles in designated parking areas. The Commission is not responsible for any theft or damage to vehicles.

CJTC Staff will be present for check-in/check-out. Individual students and/or their agency will be responsible for missing items or damage beyond normal wear and tear. Students sharing a room or living unit "pod" also share financial responsibility if investigations cannot attribute the responsibility to a specific individual or individuals.

Please maintain a clean area. Please leave any location as clean as or cleaner than when you arrived.

## **RULES AND REGULATIONS SIGN-OFF**

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I acknowledge receipt of the Rules, Regulations and Policies for the Corrections Academies as set forth by the Washington State Criminal Justice Training Commission.

I have read and comprehend the Rules, Regulations and Policies as written, and understand that my failure to abide by Rules, Regulations and Policies could result in disciplinary action against me and/or my dismissal from the Academy.

**ACADEMY SESSION NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**AGENCY NAME:** \_\_\_\_\_