



# RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY

## Municipal Police Training Academy

Community College of Rhode Island — Flanagan Campus  
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Colonel Steven G. O'Donnell  
 Commissioner, Department of Public Safety  
 Superintendent, Rhode Island State Police

Sergeant Scott N. Raynes  
 Executive Director  
 RI Municipal Police Training Academy

| GENERAL ORDER |  |                |                   |
|---------------|--|----------------|-------------------|
| NUMBER        | POLICY NAME                                    | CALEA STANDARD | PAGES             |
| 8.103         | STANDARDS OF CONDUCT FOR INSTRUCTORS AND STAFF |                | 5                 |
| SUBJECT AREA  |  | REFERENCE      | DISTRIBUTION      |
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| 12/2/2013     | 12/2/2013                                      | AS NEEDED      | July 15, 2013     |

### STANDARDS OF CONDUCT FOR INSTRUCTORS AND STAFF

#### I. PURPOSE

The purpose of this policy is to establish procedure and define the expected and prohibited behavior for every instructor (adjunct faculty member) and staffmember at the Rhode Island Municipal Police Training Academy. This code of conduct establishes the foundation of responsible, professional bearing and demeanor required of all individuals who train Recruit Officers and veteran officers at the Academy. The RIPOST is committed to ensuring that each Recruit Officer and all police officers receive comprehensive instruction from a competent, dedicated and professional cadre of instructors and staff.

#### II. POLICY

All Instructors and staff members shall be required to set the highest example in terms of appearance, competence, courtesy, knowledge, dignity, integrity, and professional bearing for the Recruit Officers and continuing education officers entrusted to their care and control.

#### III. DEFINITIONS

- A. **INSTRUCTORS**: Shall include adjunct faculty, contractors, evaluators, role players, coaches, training assistants, training officers, volunteers and any person assisting with the delivery of training on behalf of the Academy or RIPOST.
- B. **RIPOST**: Shall mean the Rhode Island Police Officers Commission on Standards and Training.

- C. **STAFF**: Shall include all Academy employees (fulltime or grant funded) to include, but not limited to, the Executive Director, Assistant Director(s), Academy Training Coordinator, Administrative Assistant, Highway Safety Law Enforcement Liaison, and Basic Training Coordinator, appointed by the Commissioner of Public Safety and/or the RIPOST.

#### IV. PROCEDURE:

- A. All Academy instructors and staff shall be expected to set a positive professional example for Recruit Officers to emulate at all times.
- B. All Academy instructors and staff shall set an example in appearance, competence, courtesy, knowledge, dignity, and professional bearing for the Recruit Officers entrusted to their care and control. Instructors and staff shall endeavor to instill confidence and self-discipline in Recruit Officers whom they supervise.
- C. All Academy instructors and staff shall by their actions personify the law enforcement core values; honesty, integrity, courage, compassion, fairness and respect.
- D. All Academy instructors and staff shall exhibit the highest standards of professional, moral and ethical conduct while instructing or interacting with Recruit Officers or continuing educational personnel.
- E. All Academy instructors and staff approved to instruct Use of Force (arrest tactics), Physical Fitness and Firearms Training or other programs where vigorous physical activity is required shall be required shall maintain a level of fitness and applicable skill sufficient to enable them to perform the essential functions (job tasks) required to engage in and instruct these particular areas.
- F. All Academy instructors and staff shall be required to remain current in all refresher training required by statute or RIPOST in order to maintain certification to instruct Academy training programs.
- G. All Academy instructors and staff shall be required to meet all standards established by RIPOST to achieve and maintain the required instructor level of certification.
- H. No Academy instructors or staff member shall instruct any Academy program(s) if their instructor certification has been revoked or is expired.
- I. All Academy instructors and staff shall present training programs in accordance with RIPOST approved course outlines. All outlines shall be dates specific to the class taught.
- J. All Academy instructors and staff shall present copies of all course outlines, instructional materials, resources utilized, power point presentations and video

- materials to the Academy Administrative Assistant for each Academy program instructed.
- K. All Material submitted for records purposes shall be stamped with a received date, Basic Recruit Officers Program Class( or continuing educational program) and if appropriate a notation naming the materials replaced by the new course materials.
  - L. The Academy Executive Director or his designee shall be responsible for all instructor assignments.
  - M. Academy instructors and staff shall not present material that is in conflict with RIPOST approved course curriculum.
  - N. Academy instructors and staff shall take any steps necessary to ensure the safety of all Basic Recruit Officers and continuing educational personnel under their immediate control.
  - O. When necessary Academy instructors and staff shall intervene and take immediate appropriate action up to and including notification of emergency personnel.
  - P. All Academy instructors and staff shall be familiar with the Academy Emergency Procedure Policy.
  - Q. All Academy instructors and staff shall when necessary and appropriate follow all the conditions as specified under the Academy Emergency Procedure Policy.
  - R. All Academy instructors and staff shall refrain from physical contact with Recruit Officers unless such contact is necessary; to ensure the safety of a Recruit Officer, provide emergency first-aid, or for a legitimate instructional purpose, such as teaching a curriculum based skill, demonstrating correct technique, or correcting improper performance of a required skill.
  - S. Physical contact for non-training purposes is strictly prohibited. Whenever possible, both male and female instructors should be present to provide physical contact instruction to classes that include both male and female Recruit Officers.
  - T. Academy instructors and staff shall not engage in any action, activity, business or other conduct that could reasonably be perceived by a Recruit Officer or any other person to constitute a conflict of interest, be inappropriately coercive, impose inappropriate influence, or require inappropriate compliance by a Recruit Officer.
  - U. All Academy instructors and staff shall not suggest, solicit, require, or accept anything of value from a Recruit Officer that could reasonably be perceived by the Recruit Officer or any other person to constitute a personal benefit to the instructor or staff member or someone else.
  - V. This shall not preclude the Executive Director from accepting an unsolicited gift on behalf of the Academy from a class of Recruit Officers, given for the purpose

of expressing the collective appreciation of the class for the professional efforts of the instructors and staff.

- W. Academy instructors and staff shall not refer Recruit Officers to a specific vendor, nor refer a vendor to Recruit Officers for the purchase, procurement or rental of items used during training, unless the vendor has been authorized and approved by the Executive Director as an official source (approved vendor) for such equipment or materials.
- X. Academy instructors and staff shall not suggest, solicit, or require a Recruit Officer to endorse any product or service.
- Y. Academy instructors and staff shall not engage in any action that could be reasonably perceived as providing favored or preferential treatment to one or more Recruit Officer's.
- Z. Academy instructors and staff shall be prohibited from disclosing information relative to Academy training, rules and policies without the explicit consent of the Executive Director.
- AA. All Academy instructors and staff shall sign an Instructor Agreement Form indicating a complete understanding of the policies contained within the Academy Instructor Handbook.

## V. PENALTIES

- A. Violations of the standards of conduct by instructional staff contained herein shall be investigated as necessary and resolved by the Executive Director or his designee.
- B. Violations involving staff members shall be handled in accordance with State of Rhode Island policies and the prevailing collective bargaining agreement.
- C. The penalties for instructors and staff that violate any provision(s) of these standards of conduct shall range from counseling to revocation of instructor certification, as determined by the Executive Director with approval of the chairperson of the RIPOST and the Commissioner of Public Safety. The appointing authority of any instructional staff member who is disciplined for violation of these standards shall be notified.



By Order Of:

Karen D. Pinch  
Lieutenant Colonel  
Commanding Officer  
Rhode Island Department of Public Safety