

6. Sexual Harassment

Sexual harassment is strictly prohibited. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor and or any verbal or physical conduct of a sexual nature. Jokes, pranks, or other verbal or electronic communications and or public display of material that has a strong connotation of sexual overtones may be considered Sexual Harassment, and as such is prohibited.

7. Inappropriate Comments

Bigotry, profanity, degrading language or actions with regard to race, ethnicity, religion, sex, sexual orientation and/or physical challenge to address, refer to, or otherwise affect any person or group of people, directly or indirectly, is strictly prohibited. Comments or statements of a threatening or intimidating nature are prohibited.

8. Safety Violations

It is strictly prohibited for any student to purposely engage in any act that would constitute a willful and wanton disregard for safety, welfare, life, limb, or property of another.

9. Sexual Contact

No sexual contact, sexual advance, suggestive behavior, or unwanted advance of any kind is permitted between LEOB students, any other student on academy grounds, or staff of the Montana Law Enforcement Academy. Whether or not such contact or advance is agreed upon by all parties involved is irrelevant and will still result in punitive action. Additionally, no display of sexually suggestive materials, images, or literature is allowed except as may be necessary in a classroom setting for purposes of training of an officially sanctioned MLEA course.

➤ **STANDARDS OF CONDUCT AND BEHAVIOR**

1. Conduct Towards Staff

Each student attending any program upon the campus of the Montana Law Enforcement Academy is expected to recognize that their actions, demeanor, and image are direct reflections upon themselves, their agencies, communities, MLEA, and the criminal justice profession in general. Students shall at all times maintain a professional bearing and attitude. Students and MLEA staff members can and will expect a mutual level of courtesy and respect. Students shall be prohibited from engaging in any conduct that is determined to be discourteous, disrespectful, argumentative, or disruptive to the overall learning environment.

2. Conduct Towards Fellow Students

It is essential that students understand and accept that all persons learn at different levels and through various methodologies. To facilitate the overall learning process, it is highly encouraged that students interact within the class through questions and statements that are directly related to the topic matter being presented. Students shall refrain from making statements or comments towards fellow students or staff that could be interpreted as disparaging, sarcastic, malicious, or spiteful.

3. Insubordination

All students participating in any program upon the MLEA campus shall at all times promptly obey all appropriate commands or general orders delivered or issued by any MLEA staff member or adjunct instructor. All MLEA staff members and adjunct instructors are vested with the power and authority of the Montana Law Enforcement Academy Administrator to issue orders or directives that are necessary to properly govern and to ensure a safe and healthy learning environment. In no event shall any student challenge or question the orders or directives given by a MLEA staff member or adjunct instructor during a training exercise. In the event that a student believes that their participation in a training exercise will subject themselves or others to a heightened level of risk or harm, they may request to be excused from the exercise and shall immediately report to the MLEA Administrator.

4. Law Enforcement Activities

While participating in programs at and in attendance at the Montana Law Enforcement Academy, law enforcement officers are prohibited from engaging in any law enforcement actions unless confronted with situations that require immediate intervention to prevent serious bodily harm or death. If any law enforcement officer who is a student in attendance at MLEA invokes any type of enforcement action, the student shall immediately summon local law enforcement authorities and remain in place until their arrival. The student shall fully cooperate and comply with the orders or directives of the local law enforcement agency.

5. Misconduct or Conduct Unbecoming

Students must never allow their conduct to reflect poorly upon themselves, their agency, or the Montana Law Enforcement Academy. Students attending programs at MLEA are highly visible and as such the public closely watches their activity and conduct. When a student's actions are found to be excessive or unjustified, the public is highly critical. Students are prohibited from engaging in any conduct that could be considered immoral, unethical, and dishonest or which would discredit themselves, their profession, or their department.

6. Duty to Report and Cooperate

All students shall, as soon as possible, report all observed violations of any rule, regulation, policy, procedure, or general order to a MLEA Staff Member. Students shall agree to fully cooperate with MLEA Staff Members and MLEA Administration or any other duly authorized law enforcement official in the course of any official inquiry or investigation.

7. Inquiries and Investigations

Upon receipt of an allegation against a student of any wrongdoing, the MLEA Administrator or their designated staff member shall conduct an informal inquiry to determine the creditability and substantive nature of the allegation. In the event that the allegation is determined creditable and or substantiated, an investigation shall be conducted, and the findings presented to the MLEA Administrator for consideration of disciplinary actions.

➤ **FIREARMS**

1. Prohibitions on Firearms

Firearms are not permitted to be stored within any of the residential quarters at any time. Students attending any Basic Course must declare and store any firearms in their possession. Firearms shall be stored in the armory or student's vehicle. The possession of ammunition in the dorm rooms of the residential quarters is strictly prohibited. Possession of a firearm, ammunition or other weapon within a residential quarter is a violation of this policy and will be dealt with in the most severe fashion up to and including possible termination from the Montana Law Enforcement Academy.

2. Securing Firearms

Gun lockers are assigned to each Law Enforcement Officer Basic Course student for securing their duty weapon. Students attending other courses offered at the Montana Law Enforcement Academy can request a gun locker to secure their weapon while on campus. All weapons placed in the gun lockers will be unloaded and ammunition will be stored separately. If a weapon locker is unavailable then weapons may be stored in a vehicle as needed.

3. Use of Firearms

During different phases of training, firearms will be possessed upon and transported to and from the MLEA campus. All weapons will be carried in an appropriate duty holster or a gun bag. The improper handling, displaying, pointing, or usage of any firearm may be grounds for disciplinary action up to and including termination from further participation in the MLEA course of instruction. All firearms and related equipment or components must be approved for use by the student's agency prior to arrival.

4. Training Weapons

The Montana Law Enforcement Academy utilizes simulation firearms and replica training firearms during various training programs. These firearms are to be treated at all times as real guns and as such the improper display, pointing, or usage of these firearms may be grounds for disciplinary action up to and including termination from further participation in the MLEA course of instruction.

5. Firearms Training

All students are required to wear a ballistic vest while participating in firearms training. Additionally, students are required to bring a cap, hearing protection, safety glasses, holster, weapon, magazines and magazine carrier to firearms training.

ILLNESS OR INJURY

1. Illness

If you become ill or need any medical assistance during your stay on the MLEA campus, the MLEA staff will assist you in making arrangements for doctor's appointments or hospital visits. If you seek medical assistance on your own, please inform a MLEA staff member immediately in order that we can accommodate any special needs you may have during your recovery and or healing process.

2. Injury

Any student injured during participation in a MLEA course must notify a MLEA staff member immediately. Students are also required to contact their Administrator or Supervisor and inform them as to the cause and extend of the injury incurred.

MLEA Staff will assist you in seeking and obtaining the appropriate medical attention. Any student injured during any training activity or while in attendance at MLEA shall file an Injury Report Form as soon as possible with the MLEA Administration Office. The student's agency is responsible to provide Worker's Compensation Insurance for all students during their participation in a MLEA course. The necessary forms and documents must be obtained from the student's agency and submitted to the student's respective Worker's Compensation Insurance Carrier. Treatment for injuries sustained outside of participation in MLEA courses is the financial responsibility of the student and or the student's Health Insurance Carrier.

3. Prescription Drugs

The student must maintain possession at all times of any prescriptions for controlled substances that are administered to the student. Students must adhere to directions pertaining to the prescription as specified by a licensed physician. The student must notify the MLEA staff in writing of any and all prescriptions in their possession. Use of prescription drugs prescribed to another person or the use of any illicit drugs will result in termination from any further participation in the MLEA course of instruction and referral of the incident to local law enforcement.

➤ **MONTANA LAW ENFORCEMENT ACADEMY BASIC COURSES**

1. Uniform / Dress Code

Participating in the MLEA Basic Courses requires the wearing of the student's agency uniform. If a student is not required to wear or has not been issued an agency uniform, the student must adhere to the MLEA dress code which requires conservative dress that would be appropriate in a professional office environment. Shirts must have a collar and pants should be slacks or a casual dress pant similar in nature. Females may wear blouses and skirts that would be appropriate in a professional office environment. The student agrees to maintain professional standards of appearance of their casual dress attire.

T-shirts, tank tops, shorts, denim jeans, baseball caps, slippers, flip-flops, are all examples of attire that is not acceptable. Shirts, t-shirts, hats or sweatshirts with inappropriate messages, lettering or logos will not be worn while on the MLEA campus or at any off-campus education or training event.

2. When Uniforms are Required

The wearing of uniforms is required during normal training hours unless otherwise dictated by the Program Manager.

3. Appearance

The appearance of the uniform and the manner in which it is worn are significant indications of individual pride, discipline, professionalism and esprit-de-corps. Students are expected to have correct posture and to maintain their uniforms and personal appearance in a meticulous manner at all times. All students agree to maintain a professional standard of appearance and comply with their agencies grooming, uniform and tattoo policy while at the MLEA.

4. Uniform Equipment and Accessories

All law enforcement students are required, during specified times, to wear as part of their uniform their duty (gun) belt, holster, training gun (blue gun), magazine pouch, handcuffs, handcuff case, handcuff key, and belt keepers. Equipment shall always be kept in the best condition possible.

5. Uniform Inspections

Uniform Inspections will occur periodically prior to the start of the training day. The student will be inspected by a MLEA staff member to determine his or her fitness for duty, cleanliness of the uniform and overall professional appearance.

6. Student Jewelry

For reasons of safety and security, students should keep the wearing of jewelry to a minimum and must follow your agencies policies. Students may be required to remove jewelry during physical skills training for safety reasons.

7. Firearms and Other Weapons

Students participating in MLEA basic courses are not to possess firearms or other weapons while in the classroom or at any time within any residential quarters. Unless otherwise directed by staff members for training purposes. The storage of any weapons in residential quarters is forbidden. Students possessing firearms must declare their firearms to an MLEA staff member and will be provided further instructions as how to secure them for safe keeping while upon the campus of MLEA.

HYGIENE AND GROOMING

1. Standard

Students will always maintain the highest standards of personal hygiene.

Male students must be clean-shaven each morning and approved beards or mustaches will be neatly groomed. Existing beards and mustaches are allowed only in instances where approved by the student's Agency Administrator. New beards or mustaches may not be grown while attending MLEA.

2. Hair

Each student will be expected to conform to their respective agencies standard pertaining to appropriate length and style of hair. For safety reasons, students having hair longer than collar length and participating in the Law Enforcement Officer Basic Course or the Corrections / Detention Officer Basic Course shall wear their hair put up and secured to the back of the head. In the event that any student's hair, because of length or style, creates a safety concern or interferes with training the student shall be required to adopt a hairstyle conducive to the particular activity being engaged.

ATTENDANCE

1. Required Attendance

All students are required to attend all scheduled classes or academy activities and to be in their assigned places at the beginning of each class period or activity and at the conclusion of each break period. Accreditation and certification are based upon specified hours of participation in the various courses. As such, failure to be in attendance and participate for the specified period of time will result in the student receiving no credit or certification for participation in the particular course of instruction.

2. Acceptable Excuses

Acceptable excuses include subpoenas, illness, emergencies, or approved agency business.

3. Authentication Required for Absences

Proper authentication is required for absences. In the case a student is issued a subpoena, a copy will be made a part of the student's file. In the case of illness, the student must notify a MLEA staff member and have a written excuse from a doctor. If your agency recognizes an exigent matter that would require your absence from MLEA, a letter from the Agency Administrator or their designee must be submitted to MLEA detailing the length of anticipated absence.

4. Authorization to Leave Campus

Students must notify the MLEA staff prior to leaving the MLEA campus during class hours of the training day.

5. Off Campus Over-Night Stays

If the student desires not to stay over-night upon the MLEA campus, the student must receive prior permission from their agency administrator or designee and present to the MLEA administration office proof of the permission, which shall identify the location where the student may be reached in the event of an emergency.

6. Unauthorized Absences

Unauthorized absences are prohibited. Unauthorized absences include, but are not limited to being late for class, absent without leave, leaving the MLEA campus without prior permission during class hours, and or failure to arrive to participate in the desired course at the directed date and time.

➤ **ACADEMIC CODE OF CONDUCT**

Academic dishonesty tarnishes the integrity of the education and training environment and the reputation of the law enforcement and public safety officer. Students who engage in academic dishonesty will be subject to disciplinary action up to and including termination from any further participation in the particular MLEA course of instruction. Academic dishonesty is defined as cheating, copying, changing answers, falsely scoring, plagiarizing, or performing any other action to gain advantage in the participation of an examination or performance of a skill or activity to acquire a higher score or additional credit.

➤ **ACADEMIC AND PERFORMANCE REQUIREMENTS**

1. Accreditation

Each MLEA course has specific academic requirements and or performance objectives that must be met for successful completion of the course. Students will be advised of the academic requirements and performance objectives that must be achieved to successfully pass and complete the specific course of instruction.

2. Reasonable Accommodations

Reasonable accommodations will be made for students with learning disabilities, reading comprehension difficulties, and cultural communication barriers. It is the student's responsibility to inform the MLEA staff of the need for a reasonable accommodation. A reasonable accommodation may include but is not limited to allotment of more time for an exam or allowing the student to test privately.

3. Performance Based Training – Simulation Scenarios

Different courses conducted upon the campus of the Montana Law Enforcement Academy utilize performance-based simulation scenarios as a methodology of training or education. While participating in this type of training exercise, students are expected to follow all rules and guidelines prescribed by MLEA Staff. In order to minimize risk and ensure continuity of the performance-based simulation scenarios, students are prohibited from changing or deviating from the scenario script, changing, or modifying the scenario's environment, and or creating a dangerous situation for the role-player, evaluator, staff member, or the student officer. During the participation in this type of training, students will conduct themselves as if the simulation scenario was a real incident. Not conducting a thorough and realistic investigation, arguing with MLEA staff, evaluator, or role-player, or compromising the integrity of the training simulation scenario will result in a failing evaluation and could result in disciplinary action.

➤ **DISCIPLINARY ACTIONS**

1. Causes for Disciplinary Action

Any violation of any policy, procedure, rule, regulation, directive and or general order contained herein will be cause for disciplinary action up to and including suspension, expulsion and or termination from any and all courses or programs.

2. **Notification**

In the event that a rule, regulation, policy, procedure, directive and or general order is violated, the student accused of the violation shall be notified immediately of the charge. The student's Agency Administration will be notified of the violation, the disciplinary actions taken, and the recourse available to remedy the violation if any.

3. **Memorandum of Disciplinary Action**

Students who are found to have committed a violation of any policy, procedure, rule, regulation, directive and or general order may receive a Memorandum of Disciplinary Action which shall become part of the student's record. This Memorandum shall state the violation committed and caution the student that any further type of violation may be further cause for disciplinary action up to and including suspension, expulsion, or termination. Any Memorandum of Disciplinary Action shall be forwarded to the student's Agency Administrator.

4. **Suspension**

Suspension is the temporary expulsion of a student for any violation of a rule, regulation, policy, procedure, directive, or general order. A student may be suspended for short durations of time. Generally, students who are suspended can return to the course and proceed with their class up to graduation. Students who are suspended must meet with the MLEA Administrator and agree to a Corrective Action Plan. This Corrective Action Plan will outline specific corrective actions that the student must adhere to, including makeup of all course work that was missed during the suspension. The student, the student's Agency Administrator and the MLEA Administrator must approve the Corrective Action Plan, prior to reinstatement.

5. **Expulsion**

Expulsion is the removal of a student from a MLEA course for a violation of a rule, regulation, policy, procedure, directive, or general order. Expulsions generally are for the remaining duration of the course. Students who are expelled must meet with the MLEA Administrator and agree to a Corrective Action Plan. This Corrective Action Plan will outline specific corrective actions that the student must adhere to in order to be reinstated (if at all) at the specific time of the next available offering of the course. The student, the student's Agency Administrator and the MLEA Administrator must approve the Corrective Action Plan, prior to reinstatement.

6. **Termination**

Termination is the removal of a student from a MLEA course for a violation of a rule, regulation, policy, procedure, directive, or general order. Terminations are permanent. Students who are terminated will not be permitted to return to the course at MLEA.

➤ **DUTY TO KNOW AND SEVERABILITY**

1. **Students Duty to Know**

Through the submission of the Student Agreement and Code of Conduct the student acknowledges that they have been provided a Montana Law Enforcement Academy Student Manual and have reviewed it in its entirety. The student further acknowledges that they fully understand all policies, procedures, rules, regulations, and general orders contained therein. The student acknowledges any violation of any of the provisions contained therein will be cause for disciplinary action up to and including suspension, expulsion and or termination from any and all courses or programs.

2. **Right to Govern**

The student and sponsoring Agency Administrator agree that the MLEA Administrator, in accordance with the statutory authority of the Montana Department of Justice, is empowered to establish rules that govern the conduct of MLEA students. The MLEA Administrator may issue exceptions and amendments to the rules included in this agreement. The student also acknowledges that this Agreement and its provisions are severable if in the event a court of

competent jurisdiction or other person of authority as provided for within Montana Codes Annotated, finds that any part thereof is unlawful or unconstitutional. If this should occur all remaining parts of the Student Manual and Student Agreement and Code of Conduct shall remain in full force and effect. The student and the MLEA Administrator agree that the provisions of the Student Manual and Student Agreement and Code of Conduct are to be construed reasonably and liberally.

The Administration and Staff of the Montana Law Enforcement Academy takes great pride in providing an atmosphere in which all students have equal opportunity to learn in a safe and healthy environment. We welcome you to our campus and pledge our assistance, by all reasonable means, to ensure that your stay here is professionally beneficial and personally enjoyable. Please feel free to contact any MLEA Staff Member if you have questions or concerns.

Montana Law Enforcement Academy

Student Agreement and Code of Conduct

The Montana Law Enforcement Academy (hereafter referred to as the MLEA) is responsible for providing the basic and professional development education and training courses, through various instructional methods, for law enforcement officers, public safety officers and other criminal justice professionals, throughout the State of Montana.

In order to effectively and efficiently operate this institution a wide array of policies, procedures, rules, regulations, and general orders have been implemented. All students are expected to know, understand, and comply with the policies, procedures, rules, regulations, and general orders of not only the MLEA, but also the law enforcement agency the student represents.

Through the publication of a Student Manual, the policies, procedures, rules, regulations, and general orders are provided to the student and Agency Administrator for their review and understanding.

I, _____, hereinafter referred to as "Student", affirm by my initials and signature that I am a representative of the _____, hereinafter referred to as "Agency" and that I have been provided a copy of the Montana Law Enforcement Academy Student Manual and that I will fully, without negotiation or debate, abide by all policies, procedures, rules, regulations, and general orders contained therein.

STUDENT
INITIALS

I have been provided a MLEA Student Manual and have reviewed it in its entirety and fully understand all policies, procedures, rules, regulations, and general orders contained therein and that in the event that I violate any of the provisions contained therein, that such violation may be cause for disciplinary action up to and including suspension, expulsion and or termination from any and all courses or programs.

I have been advised of and fully understand that while at the MLEA if I am the subject of an investigation and do not respond truthfully when questioned, regardless of the circumstances, that such conduct, in and of itself, may be cause for disciplinary action up to and including suspension, expulsion and or termination from any and all courses or programs.

I have been advised of and fully understand that my participation in any criminal conduct, through the finding of guilt or the showing of clear and convincing evidence is grounds for disciplinary action up to and including suspension, expulsion and or termination from any and all courses or programs.

I have been advised of and fully understand that the MLEA is an alcohol free campus and that the possession and or use of alcohol on campus, either in a building or within any vehicle, is grounds for disciplinary action up to and including suspension, expulsion and or termination from any and all courses or programs.

I have been advised of and fully understand that gambling, in any form or fashion, is strictly prohibited upon the campus of the MLEA and upon a finding of my participation, will be grounds for disciplinary action up to and including suspension, expulsion and or termination from any and all courses or programs.

. I have been advised of and fully understand that sexual harassment, bigotry, racial, ethnic, gender based and derogatory slurs, excessive use of profanity, threats, of any form or fashion will be grounds for disciplinary action up to and including suspension, expulsion and or termination from any and all courses or programs

I have been advised of and fully understand that the MLEA has an Academic Code of Conduct pertaining to plagiarism, copying, participating in or contributing to academic dishonesty, and cheating. A Student who violates the Academic Code of Conduct will be subject to disciplinary action up to and including suspension, expulsion and or termination from any and all courses or programs.

I have been advised and fully understand that the MLEA has a prohibition against engaging in intimate or inappropriate sexual contact with another while on the grounds of the academy. I further understand that engaging in this behavior while attending the academy may subject me to disciplinary action up to and including suspension, expulsion and or termination from any and all courses or programs.

I have been advised and fully understand that the MLEA will fully investigate any perceived wrong-doing on the part of any student attending an Academy program and that results of any investigation will be disclosed to my employing agency. The MLEA will fulfill any and all wishes of my employing agency up to and including termination from the course I am enrolled in. **The Public Safety Officer Standards and Training (P.O.S.T.) Council will be notified of any documented disciplinary action taken on the part of the MLEA Administrator.**

Whereas I, the Student, attest that I have been provided a copy of and have read the Montana Law Enforcement Academy Student Manual and fully understand the policies, procedures, rules, regulations, and general orders contained therein.

Whereas I, the Student, attest that I have been provided an opportunity to make inquiry and seek clarification of the contents of the Student Manual and I am satisfied with my understanding of this document.

Whereas I, the Student, attest that I fully understand that a violation of any of the policies, procedures, rules, regulations, and general orders will result in disciplinary action up and including suspension, expulsion or termination of any and all courses or programs at the Montana Law Enforcement Academy.

IN WITNESS WHEREOF, the parties to this Agreement have hereunto executed it on the day and year written below.

Dated this _____ day of _____ the year 20 ____.

Students Signature

Whereas I, the Agency, attest that I fully understand that a violation on the part of my Student of any of the policies, procedures, rules, regulations, and general orders will result in disciplinary action up and including suspension, expulsion or termination of any and all courses or programs at the Montana Law Enforcement Academy.

Dated this _____ day of _____ the year 20 ____.

Agency Administrator or Designee Signature

PREPARATION CHECKLIST

Dorm Room	
	Pillow
	Blanket or comforter
	Alarm Clock
	AM / FM Radio
Toiletries	
	Wash Clothes
	Soap / Shampoo
	Toothbrush / Toothpaste
	Comb / Brush
	Deodorant
	Razor / Shaving Cream / Aftershave
	Hair Dryer / Curling Iron
	Aspirin or other pain reliever / Prescription Medications
	Band Aids / Athletic Tape
Clothing	
	Underwear
	T-Shirts
	Socks – Athletic and Uniform
	Gym Shorts
	Gym Sweat Shirt and Pants
	Uniform – Duty
	Uniform – Dress Class “A”
	Uniform Shoes
	Athletic Running Shoes
	Coat (Seasonal Appropriate)
	Hat (Seasonal Appropriate)
	Gloves (Seasonal Appropriate)
	After hours leisure clothing (Appropriate)
	Shower sandals
	Bathrobe
Duty Equipment	
	Complete duty belt
	ASP Baton
	Handcuffs and Key
	Flashlight
	Ballistic Vest
	Firearm
	Ammunition clips / Speed loaders
Classroom Materials	
	Notepads / Note Cards
	Pens, Pencils, Highlighters and Erasers
	Ruler
Other Items	
	Lap Top Computer / USB Storage Device
	Video Game Boxes and Games
	VHS Movies or DVD's
	Small Televisions – (no cable service, yet some channels via antenna)
	Travel Coffee Mug with lid / Water bottle