

**REGIONAL POLICE ACADEMY MEMORANDUM NO. 19-1**

**SUBJECT: ENTRANT OFFICER RULES AND CONDUCT REGULATIONS**

**RESCINDS: REGIONAL POLICE ACADEMY MEMORANDUM NO. 18-1**

**I. INTRODUCTION**

During training, it is necessary to adhere to the rules and regulations of the Regional Police Academy (Academy). Entrant officers must familiarize themselves with these rules as they will be subject to the appropriate disciplinary action for any violation. Training is a part of an agency's selection process, and discipline will be a vital part of the education and training. These rules are not intended to be all-inclusive and cannot cover every situation that is likely to arise. Other rules, directives, and orders may be issued at any time, which will have the same force and be as binding as the rules presented herein.

**II. RULES AND CONDUCT REGULATIONS**

**A. Rules**

**1. Training Hours**

- a. Normal training hours are 0700 to 1600 hours, Monday through Friday.
- b. Special class hours may be required and designated by the staff.
- c. Entrant officers must be punctual for classes and all assignment and shall consult their schedule daily.

**2. Inability to Report for Training**

- a. Entrant officers unable to report for training due to illness, injury, or death in the immediate family, or who will be late for any reason, will be required to notify their Squad Supervisor at the Academy at least fifteen minutes prior to roll call. The Squad Supervisor will ensure that the appropriate sick time notification is made to the unit timekeeper and, if applicable, regional agency.
- b. Entrant officers who must be absent because of an illness or injury will be required to report such an absence themselves to their Squad Supervisor. Squad Supervisors will refuse to accept a reported absence from anyone other than the entrant officer unless the officer is hospitalized or incapacitated. An absence due to illness or injury which is reported by anyone other than the entrant officer, i.e.,

spouse, mother, etc., excluding the exceptions previously mentioned will be considered an unexcused absence.

- c. Entrant officers assigned to agencies other than Kansas City Missouri Police Department (KCPD) must also personally report their absence and their return to duty to their respective agencies; they shall not rely on their Squad Supervisor to make the notification(s).

### 3. Return to Duty

Upon returning to training after an absence, entrant officers will report to their Squad Supervisor who will ensure notification of timekeeper and regional agency.

### 4. Treatment for Illness or Injury

- a. Entrant officers who become ill or are injured while at the Academy, or have to leave the grounds for doctor's appointments or therapy for injuries, will be required to check with their Squad Supervisor before leaving the premises. The entrant officer will report to the Squad Supervisor before they resume training.
- b. Entrant officers who are injured during training will immediately advise the appropriate instructor and their Squad Supervisor. The instructor will ensure that the appropriate report is taken and the respective agency notified (Refer to Regional Police Academy Memorandum, Injuries Involving Personnel in Training).

### 5. Attendance and Punctuality

- a. Entrant officers must be aware of the importance of attendance and punctuality while they are enrolled in training at the Academy. Entrant officer can miss no more than 5% of the total Missouri POST certified instructional hours (Refer to Regional Police Academy Memorandum, Academy Performance Standards). Tardiness creates delays and disruption and can lead to dismissal from the Academy.
- b. Entrant officers who are late for roll call or class will be required to report to their Squad Supervisor before attending a training class. Entrant officers will notify their Squad Supervisor when leaving the Academy premises during training hours for any reason except lunch.
- c. An Entrant Officer Communication Form explaining the reason for the tardiness or unexcused absence will be written by the entrant officer in each instance.
- d. Any entrant officer with three unexcused absences or excessive incidents of being tardy will be considered for dismissal from the Academy. Any absence from scheduled duty without proper

authorization shall be considered an unexcused absence.

- e. Unless an emergency situation exists, entrant officers should schedule all business appointments (doctors, vehicle repairs, etc.) during off-duty time.

## 6. Appearance and Grooming

- a. A stand-up roll call and inspection will be conducted at regular intervals. Appearance is a vital portion of the evaluation and is reported to the appropriate agency. Entrant officers will be neatly dressed in prescribed attire.
- b. All members will maintain personal habits of cleanliness and hygiene.
- c. Hair must be neatly groomed. The length, bulk, or style will not be so excessive as to present a ragged, unkempt, or extreme appearance.
- d. All male entrant officers will keep their hair cut short and combed so it will not fall over the ears or eyebrows, nor will it touch the collar except for the closely cut hair at the back of the neck.
- e. All female entrant officers will wear their hair in conservative styles that do not extend below the bottom edge of the shirt collar. Hair longer than collar length will be in a bun, ponytail, or pig tails and worn close to the head. Only navy blue or black conservative hair accessories will be worn.
- f. Entrant officers may wear a wig or hairpiece if it conforms to the hair grooming standards.
- g. Hairstyles and hair colors must be conservative in keeping with a professional image.
- h. Male entrant officers may wear sideburns that are neatly trimmed. The base must be a clean-shaven horizontal line and will not extend below the lowest portion of the ear. Sideburns will not be flared more than one-fourth inch from the natural width at the top.
- i. Male entrant officers in uniform will keep their face clean-shaven unless they desire to wear a moustache. Moustaches will be neat and will not extend beyond the corners of the mouth. Entrant officers who believe they have a condition (e.g., pseudofolliculitis barbae) that prevents them from shaving will:
  - 1) KCPD:
    - a) Have their physician, dermatologist, or physician assistant complete the Certification of Health Care Provider For

Employee's Own Serious Health Condition, Form 162A P.D.

- b) Forward the Certification of Health Care Provider For Employee's Own Serious Health Condition, Form 162A P.D., to the Human Resources Division (HRD).
- c) The HRD will approve, deny, or request additional information from the health care provider.
- d) If approved, the HRD will notify the member's chain of command.
- e) Beards cannot exceed one-fourth inch.

2) Other agencies:

Follow their agency policies and procedures.

- j. Fingernails must not be excessive in length that might interfere with the safe operation of equipment or constitute a safety hazard (e.g., firing the handgun/shotgun, participating in defensive tactics training). If fingernail polish is worn, the color must be conservative.
- k. Makeup of female members must be conservative. Make-up may be worn during classroom-only training phases. Anytime the entrant officer will be engaging in physical training, defensive tactics, PIE/Situational Training or any other activity where there is a chance of a transfer of the product onto another member or their clothing, the make-up will be removed.
- l. Tattoos will not be displayed if they are profane, offensive, or suggestive. Tattoos are prohibited on the face and head.
- m. Jewelry
  - 1) Necklaces will not be visible when worn with any Academy designated uniform.
  - 2) Female entrant officers may only wear one pair of small stud earrings. Male entrant officers are prohibited from wearing earrings.
  - 3) No visible body piercings of any kind are allowed during any phase of training (e.g. classroom instruction, PT/DT, firearms, etc.).
  - 4) Other than a silicone/rubber finger ring, no jewelry/watch will be worn during PT/DT, Car/Ped Check or Building Search exercises or PIE/Situational Training. Any exception must be approved by the entrant officer's Squad Supervisor. Any damage repair or replacement of allowable items will be at the entrant officer's expense.

7. Entrant Officer Uniform Policy

- a. During the entire training period, the prescribed uniform will be worn. The uniform shall be:
  - 1) Blue utility shirt with Academy patch.
  - 2) Blue utility trousers.
  - 3) Blue necktie. (Tie tacks are prohibited).
  - 4) Appropriate undergarments.
  - 5) Leather gear issued by your agency, including holster, baton, handcuffs, etc.
  - 6) Agency issued uniform jackets, if weather dictates its wearing. Uniform jackets will be worn only with the Academy Uniform.
  - 7) Plain toed black shoes/boots and black socks. White socks may be worn with boots. NO PATENT LEATHER TYPE SHOES OR BOOTS ARE PERMITTED.
  - 8) Blue baseball cap with Academy logo.
  - 9) Name tag.
- b. The above uniform will not be altered by additional pieces of equipment or mixed with civilian clothing. A badge is not to be worn on the uniform unless authorized by a staff member.
- c. Other uniform equipment may be required for special classes from time to time, and entrant officers will be advised of the necessary equipment prior to these specialized classes.
- d. Outside training may be required from time to time. Entrant officers will wear the prescribed uniform with the jacket, if necessary. This may be altered at the discretion of the instructor. An example would be firearms training, however, the instructor will advise the entrant officers prior to the class date and time of any changes in clothing.
- e. Name tags will be worn at all times on either the jacket or blue utility shirt so as to be visible.
- f. The uniform shall be kept neat and clean and in good repair.
- g. Shoes and leather shall be kept clean and highly polished.
- h. The entrant officer uniform and uniform jacket shall be worn only during training hours and to and from training assignments.

- i. Based on weather conditions, the entrant officer may wear gloves and/or Gore-Tex stocking cap. The gloves must be black, of normal length, and have no decorative design. The Gore-Tex stocking cap must be dark navy or black; if the cap has a logo that is visible, it must be the same color as the cap.
- j. Entrant officers are prohibited from conducting personal business while in the entrant officer uniform, unless authorized by a member of the Academy staff.

#### 8. Lunch Period

Lunch period will normally consist of one (1) hour, commencing approximately four (4) hours into the days training. Entrant officers will be back in class or at any other location at the time designated by the Academy staff.

#### 9. Parking of Private Vehicles

Entrant officers will park in assigned spaces in the parking lot located on the lower east side of the Academy campus.

#### 10. Questions Directed Towards Instructors

Questions concerning any subject material should be asked during the class. Entrant officers will raise their hand if they wish to ask a question during class. Any questions not pertinent to the subject should be delayed until after class. Entrant officers will not be argumentative or disrespectful when asking questions or reviewing tests or performance evaluations. Personal questions should be directed to the staff between classes or on lunch breaks.

#### 11. Examinations and Evaluations

- a. Dishonesty during examinations or any other phase of training may result in immediate dismissal from the Academy.
- b. Entrant officers will be evaluated every quarter while in training. A copy of this evaluation will be sent to the respective departments. The evaluations will include academic achievement, physical proficiency, attitude, interest, and other pertinent areas. These evaluations will be signed and returned to the Squad Supervisor to be included in the entrant officer's permanent file and copies forwarded to the respective agency.

#### 12. Obedience to Laws and Regulations

Entrant officers are required to obey all ordinances, laws and statutes applicable to other citizens. This is to include maintaining current and proper

vehicle registration, having a valid operator's license, and maintaining one's personal vehicle in proper condition and repair.

### 13. Wearing of Eye Glasses

During physical training and defensive tactics, eyeglasses will be worn at the discretion of the instructor.

### 14. Alcoholic Beverages and Drugs Prohibited

- a. During training hours, entrant officers will not have in their possession, including their private automobile, any alcoholic beverages. Anyone found with alcoholic beverages in their possession or reporting to class with the odor of alcohol on their breath will be dismissed from the Academy.
- b. Enrant officers who are suspected of being under the influence of alcohol shall be required to submit to a breath test or a chemical test administered at an Academy designated facility to determine blood alcohol content.
- c. Enrant officers off duty shall not use alcohol to a degree or in such a manner as to discredit the Academy or their agency.
- d. Enrant officers shall be required to submit to a chemical test to determine the presence of drugs if reasonable suspicion exists to believe or suspect that an entrant is using illegal drugs. The test shall be administered in accordance with Academy directives. The possession and/or use of illegal drugs will result in immediate dismissal from the Academy.

### 15. Off-duty employment

- a. KCPD entrant officers shall not engage in any off-duty employment.
- b. Regional Agency entrant officers shall follow their agency's policies; however, they shall not engage in off-duty employment in a law enforcement capacity unless otherwise directed and commissioned by their agency.

### 16. Making Arrests While in Training

- a. Enrant officers are not to act in any law enforcement capacity unless otherwise directed and commissioned by their agency. This regulation does not prohibit entrant officers from administering emergency first aid or assistance to a citizen in distress.
- b. Enrant officers should act as any reasonable citizen and immediately report any crime or suspicious activity to the appropriate law

enforcement agency, and cooperate as a witness in such instances.

- c. Involvement in neighborhood disputes and traffic related violations are strictly prohibited.

#### 17. Field Assignments (Ride-Alongs)

- a. As part of the training program, entrant officers are required to work within their respective agencies. It will be the responsibility of the Academic Class Coordinator to ensure that proper liaison is maintained between the respective agencies and the Academy regarding these assignments, unless advised otherwise.
- b. On the date of the ride-along, the entrant officer will report to the appropriate patrol division and check-in with the desk sergeant. The desk sergeant will assign the entrant officer to a Field Training Officer, when possible. The entrant officer will wear the issued Academy uniform, to include body armor (when issued), when participating in all ride-alongs.
- c. Entrant officers will not become physically or verbally involved in enforcement situations, unless in an emergency.
- d. Entrant officers will not handle any firearms, except in an extreme emergency.

#### 18. Visitation During Training

Entrant officers are prohibited from receiving visitors except in emergency situations during training hours.

#### 19. Class Meeting Time

Classes at the Academy commence at the designated times. All entrant officers will be seated in the classroom at the time the class is scheduled to start. In the event an instructor has not arrived within ten minutes of class time, an entrant officer will advise an available staff member. Breaks from instruction will occur hourly.

#### 20. Telephone Call Policy

- a. Telephone calls for entrant officers will not be forwarded by the Academy staff except in an emergency. Entrant officers are to inform friends and relatives of this policy.
- b. In emergency situations, a telephone located in the office may be used with permission from a member of the academic staff under the following conditions:

- 1) No long distance or toll calls are permitted even if the caller intends to have the charges billed to another telephone number.
  - 2) Calls are limited to five minutes.
- c. Entrant officers may use the telephones in the classrooms during breaks under the restrictions outlined in Section b. No incoming calls on the classroom phones are permitted.
  - d. No cellular phones will be permitted during training. If an entrant officer has a family or immediate personal need, the member will request permission from staff to have access to the phone during training. Otherwise, the device will be either secured in the entrant officer's vehicle or locker and may be accessed during breaks or lunch time.

#### 21. Gifts to Staff Members Prohibited

During their training at the Academy, entrant officers are prohibited from offering any gifts to instructors.

#### 22. Soliciting or Accepting Gratuities

Entrant officers are prohibited from soliciting or accepting gratuities or gifts from any business, organization, group or individual by virtue of their law enforcement affiliation.

#### 23. Notification of Change of Status

Entrant officers shall immediately advise the Academy of any change in address, telephone number, marital status, and other personal data as required on the appropriate form. The Academy must have a telephone number on file for each entrant officer for emergency notification purposes.

#### 24. Sleeping During Training

Entrant officers shall prepare themselves for each training day by having adequate rest and sleep prior to reporting training. At no time during training (including lunch and hourly breaks) is sleeping permitted.

#### 25. Profanity Prohibited

The use of uncivil, harsh, profane, vulgar, racist, or obscene writing, language or gestures is strictly prohibited. This prohibition applies to the classroom as well as anywhere on the premises of the Academy or at any activity related to the training program.

#### 26. Entrant Officer Notebooks

- a. Entrant officers will maintain notebooks which contain notes and other course material. The volume and importance of the material presented during the training is such as to require entrant officers to take adequate classroom notes in order to successfully complete the training. Properly prepared notes provide the entrant officers with the review and study material that is essential to the successful completion of the examinations given during the training.
- b. Notes in the notebooks must be hand written neatly or typed.
- c. The notebooks must be kept up to date.
- d. The name of the instructor will be placed in the upper right hand corner of the first page of every new subject presented in the class, and the date of the class session below the entrant officer's name.
- e. The entrant officer's name and class number will be placed in the upper right hand corner of the notebook cover.
- f. Handout material presented during the class will be included in the notebook under the appropriate section.
- g. Prior to entrant officer evaluations, the notebook may be collected and evaluated by the Squad Supervisor or other staff members. Entrant officers experiencing academic difficulty should expect to have their notebooks examined regularly for completeness and content.

#### 27. Entrant Officer Weapons Policy

- a. Entrant officers are prohibited from carrying non-issued weapons during any phase of the training curriculum. This includes (but not limited to) guns, knives, multi-tools, and key-chain mounted OC (pepper) spray, etc.
- b. Entrant officers shall never brandish a weapon, nor shall they remove their firearm from its holster, other than in the proper performance of their training.
- c. Entrant officers shall be responsible for the security of their service weapon.
- d. Entrant officers will be required to have their service weapon present at the scheduled dates and time for Firearms Training at the Pistol Range and roll call/inspection.
- e. Service weapons are not to be carried "off duty" unless authorized to do so by the head of the agency. Kansas City entrant officers are prohibited from carrying their service weapon off duty.

- f. Weapons shall be kept clean and properly oiled at all times. They will be inspected at roll calls. Weapons will be concealed and unloaded while being transported. They will be secured in the Academy gun locker during instructional hours other than when used at the Pistol Range. When not being used for training, weapons will be safely secured in the entrant officer's residence.
- g. The last entrant officer placing weapons in or removing weapons from the Academy gun locker shall be responsible for locking the gun locker.
- h. Entrant officers shall ensure they remove only their weapon from the Academy gun locker.

## 28. Lockers

Facility lockers are the property of the Academy. Lockers are loaned to the entrant officers and visitors for convenience, but with no privacy expectations. Entrant officers and visitors may keep items in Academy lockers with a personal padlock. Lockers, whether locked or unlocked, are subject to search and/or inspection at the direction of the Academy Director or designee.

## 29. Disciplinary Action

- a. When entrant officers fail to comply with Academy rules, regulations, policies, and procedures, staff members have been delegated the authority to initiate disciplinary actions when they deem it appropriate and in the best interest of the Academy.
- b. The appropriate regional agency representative shall be immediately notified whenever an entrant officer is suspended or dismissal proceedings are initiated. The agency representative will also be advised when other forms of disciplinary action are taken.

## 30. Contact With Law Enforcement

Entrant officers will notify their squad supervisor immediately when he/she has any contact/interaction with law enforcement personnel at a professional level.

## B. Conduct Regulations

- 1. There will be no smoking or gum/tobacco chewing permitted on the Academy campus. No beverages or food are allowed in the classrooms or hallways unless approved by Academy staff. All trash will be placed in the proper receptacles.

2. When addressing a staff member, instructor, or lecturer, the conventional titles of courtesy (Sir, Ma'am, Mr., Ms.) or the appropriate rank held by the individual (Officer, Sgt., Capt., etc.) shall be utilized at all times.
3. Newspapers and other non-training literature are prohibited in the classroom or other locations where training is being conducted.
4. Entrant officers will conduct themselves with dignity, courtesy, and efficiency. Public display of affection while in uniform, on the premises of the Academy or at any activity related to the training program is prohibited.
5. Entrant officers will be dignified, courteous, and cooperative with members of the Academy, and with officials and members of other government and law enforcement organizations.
6. Entrant officers will be civil and respectful to instructors and officers of superior ranks, whether of this Academy or other law enforcement agencies.
7. Entrant officers will promptly obey all lawful and proper orders and instructions issued by an instructor, supervisor, or commander regardless of the manner by which they are transmitted or received. Lawful and proper orders and instructions are those which conform to the policies and procedures in the Academy's written directives.
8. Entrant officers are responsible to make inquiry if they do not understand an order.
9. Entrant officers will not engage in, or attempt to engage in, or knowingly consent to any form of dishonesty, including deviations from the truth, whether on or off duty.
10. If an entrant officer or any of the entrant officer's immediate family becomes involved in a situation requiring police attention, the entrant officer will summon an on-duty officer to handle the situation, unless it is of an emergency nature.
11. Entrant officers will not engage in any illegal, immoral, or indecent conduct, nor in any normally legitimate act which, when performed in view of the public, would tend to reflect discredit upon the Academy or their agency.
12. Entrant officers will not use their off-duty time in any manner that renders them unfit for the proper and efficient performance of their duties.
13. Entrant officers will not join or associate with any organization involved in activities which interfere with the orderly process of justice or government by illegal means or which advocate racism, criminality, or violence.

14. Entrant officers will not knowingly associate or have any dealings with people engaged in unlawful activities, nor frequent or operate places in which unlawful activities are conducted while either on or off duty.
15. An entrant officer may be required to submit to a polygraph test administered by a competent operator approved by the entrant officer's sponsoring agency in the interest of clarifying any academy-related matter to which the entrant officer is a party, or concerning any such matter about which it is believed the entrant officer has information of value.
16. Entrant officers will provide for the proper care, control and/or use of all clothing, equipment, vehicles, or other materials assigned to them or in their custody during their assignment at the Academy. Any losses or damages will be promptly reported.
17. Entrant officers will maintain a satisfactory level of performance during their tenure at the Academy. Any entrant officer whose conduct or performance record demonstrates an inability or unwillingness to maintain a satisfactory level may be subject to dismissal from the Academy (Refer to Regional Police Academy Memorandum, Academy Performance Standards).
18. Entrant officers will be held responsible for any act or omission specifically required or prohibited in these and/or other applicable rules or regulations which in any way are prejudicial to good order or discipline, or reflects upon the good name or reputation of the Academy, or adversely affects its interest.
19. Entrant officers will not engage in any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which a female or male member is affected.
20. Entrant officers will not make any derogatory comments, epithets, slurs or jokes; post derogatory pictures, cartoons, posters, graffiti or drawing; or write derogatory words, messages, or letters.

Major Diane Mozzicato  
Director  
KCPD Regional Police Academy