



STATE OF SOUTH DAKOTA  
**LAW ENFORCEMENT STANDARDS AND TRAINING COMMISSION**

DIVISION OF CRIMINAL INVESTIGATION  
GEORGE S. MICKELSON CRIMINAL JUSTICE CENTER  
1302 E. HIGHWAY 14, STE. 5  
PIERRE, SOUTH DAKOTA 57501-8505

MARTY J. JACKLEY  
ATTORNEY GENERAL

**Law Enforcement Training Code of Conduct and Ethics**

Print Name \_\_\_\_\_

Agency \_\_\_\_\_

As an on-staff or adjunct instructor or skills evaluator for Law Enforcement Training (LET), I understand and agree to the following:

**LET Mission Statement:**

To promote excellence in public safety through development of professional standards, delivery of high quality training programs, and embracing the community policing philosophy. Thereby producing a highly trained and ethical professional, who will respectfully serve the citizens of South Dakota.

**Professional Conduct:**

1. I will conduct myself, at all times, in a manner that does not bring discredit upon myself, my agency or Law Enforcement Training.
2. I will enforce the rules set forth by LET staff to promote an atmosphere conducive to adult learning and to ensure the efficient, orderly, and safe operation of the Criminal Justice Center.
3. I will be sensitive to and exhibit tolerance for concerns, opinions, and backgrounds of others, and to treat all individuals with respect, dignity, and courtesy regardless of their circumstances or condition.
4. I understand the use of degrading language, inappropriate humor/jokes, or actions with regard to race, religion, ethnicity, gender, handicap, or disability is unacceptable and prohibited.
5. I understand sexual harassment is prohibited and will not be tolerated.
6. I understand that fraternization between instructors and students will not be tolerated.
7. I understand that dishonesty, profanity, promoting personal business interests, or discourtesy will not be tolerated.
8. I will dress appropriately for instruction at LET: agency uniform, business casual or LET polo shirt with slacks for classroom and field training attire for skills training, along with appropriate weather and safety gear as applicable.
9. I will conduct classes or training in a manner to prevent injury and to avoid physical, mental, or emotional harm.
10. I understand any student discipline issues observed will be relayed to LET staff immediately.
11. I will respect and ensure student respect of LET equipment, facilities and property.
12. I will model appropriate use and escalation of force in conversation and in interaction with students, other instructors, and LET staff.

**Lesson Plans, Objectives, Presentation Materials, Handouts and Test Questions:**

1. I will only use lesson plans, presentation materials and handouts, which have been submitted to and approved by LET staff.
2. I will submit any proposed changes to lesson plans, presentation materials and handouts by the deadline indicated by LET staff. In the event I cannot meet the deadline, I will notify LET staff.
3. I will not use any presentation material containing profanity without prior approval from LET staff.
4. I will not give away specific test questions and their answers.
5. I will evaluate student skills using LET evaluation instructions and checklists; I will not let my personal preferences affect my evaluation.
6. I will not criticize other instructors or LET lessons, materials or staff in the presence of students.

My instruction at LET shall constitute my acceptance of the specific requirements and general standards stated above.

Agreed to by:

\_\_\_\_\_  
(Instructor Signature)

\_\_\_\_\_  
(Date)

Instructor address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_