

## **Law Enforcement Training Center**

### **Advanced/Specialized Course Rules and Procedures**

These rules govern the conduct of students while attending the South Dakota Law Enforcement Training Center. They are based upon a consideration for other residents, health, safety and to promote an atmosphere for learning. Each student must become familiar with the expectations these rules place upon them.

It is the policy of the Training Center to advise a student's department head of any disciplinary action or reprimand the student encounters while residing at the Training Center. Conduct which could discredit the student, the Training Center, the law enforcement profession, or which creates unnecessary conflicts among the other students may result in immediate dismissal or suspension from the Training Center.

Students should be aware of the burden of all law enforcement officers to serve as a positive role model for others and should conduct themselves accordingly during their stay here.

#### **Dress Code**

- A. Students have the option of wearing their departmental uniform or civilian clothes. Appropriate civilian attire consists of (at a minimum) **dress slacks and a collared shirt. Blue jeans are prohibited, unless approved for a specific school.**

#### **General Rules**

##### **Students Shall:**

- A. Conduct themselves in a professional manner, perform all duties in a thorough and conscientious manner, without hesitation, and carry out all orders, commands, and instructions given by authorized personnel.
- B. Not commit any acts that are incompatible or in conflict with public service or that might cause any unfavorable reflection upon their department or the Training Center.
- C. Be courteous to all LET staff, visiting instructors, and guests.
- D. Be prompt in reporting for all classes and assignments as scheduled.
- E. Park vehicles in the parking lot located east of the Training Center.
- F. Not consume or possess alcohol anywhere on the Training Center property. Consumption or possession is strictly prohibited and may be grounds for immediate dismissal.
- G. Not consume or possess any illegal drug or substance (except medication properly prescribed by a licensed physician) anywhere on the Training Center property. This is strictly prohibited and grounds for immediate dismissal. You shall notify an LET staff member if you are taking prescribed medication that may affect your ability to perform any of the academic or skills sections of the training course.
- H. Not use any tobacco products on any state property.

- I. Certified Law Enforcement Officers may possess their duty equipment, including firearms, in the Training Center. This equipment, including firearms should be on your person or secured in the wall locker of the assigned room. Locks are not provided. Firearms may be secured in the Training Center armory by request.
- J. Not possess pornography in the Training Center.
- K. Not mark, deface, or damage posted notices, furniture, equipment, or other property belonging to the State of South Dakota.

**Failure to comply with any or all of these rules may be grounds for immediate dismissal from the Training Center.**

### **Student Discipline**

- A. If a student is arrested while attending the course, they will immediately notify an LET staff member.
- B. Law enforcement professionals are expected to 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. The use of degrading language or actions with regard to race, ethnicity, gender, handicap, or disability is unacceptable and prohibited.

### **Dormitory**

- A. Quiet hours in the dorms are from 11:00 PM to 6:00 AM.
- B. Students have a limited expectation of privacy with regard to dormitory rooms. The dormitory rooms are property of the state of South Dakota, and in the best interests and safety of other students and staff, may be entered without prior notice for purposes of maintenance, inspection, and exigent circumstances. In the event that circumstances warrant it, dormitory rooms and their contents may be fully searched for evidence of contraband or illegal activity. Students are temporarily assigned to the rooms and have no possessory interests or rights to the rooms or facilities.
- C. No guests of the opposite sex are allowed in the dorm rooms.
- D. Students shall bring their own personal items, such as pillows, towels, washcloths, soap, clothes hangers, etc. There is a limited supply of bed linen. There are laundry facilities on site; however, students will need to bring their own laundry soap, etc.
- E. The cleanliness of the dorms is the responsibility of the students. Cleaning supplies will be provided upon request from LET staff or building custodians.
- F. Students may choose to bring their own bedding. We have twin XL size beds. One pillow and case, one blanket, one bedspread, and two sheets may be available per student. Beds are to be made each day, prior to the first class. Bedding linen is to be changed each Friday morning.
- G. Students are required to deposit trash and refuse in trash cans and appropriate receptacles. Wastebaskets in the dorm rooms are to be emptied daily. On the last day of class, it will be the responsibility of the student to empty the wastebasket and replace the trash bag.
- H. No candles or electrical appliances for cooking, such as coffeepots and hot plates, are allowed in the dorm rooms. Each dorm room is equipped with a television and a small refrigerator/freezer. It is the responsibility of the student to clean the refrigerator/freezer during the last week of class. A microwave is available for student use.

- I. Any items left in the Criminal Justice Center that have no identifiable owner will be placed in the lost and found for 90 days and then disposed of.
- J. LET staff have the authority to inspect dorm rooms routinely, with or without notice.

### **Classrooms**

- A. Students are allowed to have beverages, but no food in the classroom.
- B. All students are required to attend all class times. Absences will be granted only on an emergency basis or for court subpoenas. Every effort should be made to reschedule court appearances so they do not conflict with the scheduled training.
- C. Students will not wear caps or hats in classrooms while class is in session.
- D. Students may have cell phones in the classrooms, but set them to silent or vibrate mode to keep disruption to a minimum in the class.
- E. Students must be prompt and classroom ready in reporting for all classes and assignments.
- F. Students will not come to class under the influence of alcohol or illegal drugs. (See General Rules, Section G).

### **Cafeteria**

- A. Meals are served at the following times M-F, **unless otherwise posted:**
  - Breakfast.....6:30 A.M. to 8:00 A.M.
  - Lunch.....11:30 A.M. to 1:00 P.M.
  - Dinner.....5:00 P.M. to 6:00 P.M. (not normally served on Fridays)
  - Salad bar will be taken down at 5:45 P.M.

### **Security Cards**

- A. All students will be issued security cards at check-in.
- B. Loss of security cards shall be immediately reported to LET staff for replacement and deactivation.
- C. Security cards are to be used by the assigned student only. No unauthorized personnel will be allowed access to any area without an escort.
- D. All student security cards shall be returned to LET prior to end of course.
- E. All entries and exits from the buildings will remain unblocked and closed when not in use.
- F. Access is limited to areas of necessary use only (hallways, dormitory, classrooms, cafeteria, fitness areas, and training facilities).