



## **Montana Law Enforcement Academy**

### **Student Manual**

Rules, regulations, policies and procedures governing student conduct while participating in the courses of or residing upon the campus of the Montana Law Enforcement Academy

#### **MONTANA LAW ENFORCEMENT ACADEMY**

On behalf of the Administration and Staff, we welcome you to the Montana Department of Justice – Law Enforcement Academy. We hope that your stay here will be professionally beneficial and personally enjoyable. Each and every member of the MLEA staff, makes up a team of dedicated professionals who work hard to ensure that your participation in the training and educational programs offered here will, “enhance the knowledge, hone the skill, and develop the foundation of ability” of each and every person in attendance.

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➤ **GENERAL INFORMATION**

The Montana Law Enforcement Academy is located at 2260 Sierra Road East in Helena, Montana upon the campus of the old Mountain View School. A map is enclosed to assist you with your travels. The main classrooms are contained within the Ohs Education Center. The business offices are located in the Administration Building in the center of the Campus. The regular business hours for all Montana Law Enforcement Academy affairs are 8:00 AM until 5:00 PM, Monday through Friday.

1. **Telephones**

The central business telephone number for the Montana Law Enforcement Academy is (406) 444-9950. Telephone calls pertaining to business matters or emergencies can be made to the above telephone number. Telephones located in the Administration Building are restricted to business matters only. All incoming and outgoing personal calls can be made through telephones located in the residential quarters.

Spruce	(406) 444-9971
Aspen	(406) 444-9965
Maple	(406) 444-9970
Cottonwood	(406) 444-9967
Administration Front Desk	(406) 444-9959
Ohs Education Center Lobby	(406) 444-9950
MLEA Duty Officer	(406) 431-3860

2. **Mail**

All mail and packages can be sent directly to your attention at the following address:

*(your name)*  
*(title of class attending)*  
Montana Law Enforcement Academy  
2260 Sierra Road East  
Helena, MT 59602

All outgoing mail and packages must have the proper postage and can be deposited at the front counter of the Ohs Education Center mail service.

3. **Messages**

In-coming mail and telephone messages are deposited for student pick up at the front counter of the Ohs Education Center.

4. **Parking**

Parking for MLEA students is located east of the Maple residential quarters, east of Aspen residential quarters and southwest of Spruce residential quarters. Other parking areas are reserved for staff and visitors. The roadway that traverses through the campus grounds is to remain open at all times as a fire and emergency service roadway. Parking on the grass or in other areas immediately surrounding the various buildings is prohibited. Students can park their vehicles near their assigned residential quarters for short periods of times to load and un-load, however all overnight parking must be in a designated parking lot.

5. **Travel to and arrival at the campus**

The majority of students traveling to the Montana Law Enforcement Academy do so by motor vehicle. Persons traveling to Professional Programs from out of state may rely upon air travel or other communal traveling methods. In these instances prior arrangements can be made with MLEA Staff to provide transportation to and from the MLEA campus. Students should pay close attention to the registration materials offered for the particular course to verify the required time and dates for checking in. Failure to check in during the prescribed time could result in denial of access to the residential quarters.

**6. Food Service**

The academy food service is located in the cafeteria, south of the Administration Building, and is open Monday through Friday. Breakfast is served from 6:30 AM until 8:30 AM. Lunch is served from 11:30 AM until 1:00 PM. Dinner is served from 4:30 PM until 6:30 PM. No Dinner is served on Friday and meals are not served on the weekends, as most students leave the campus for the weekends.

Food Service meal offerings may be altered by advanced notice during special events such as graduation ceremonies. Students who have been prescribed special diets by a physician should advise the Food Service provider, upon arrival, for special yet reasonable dietary accommodations.

The MLEA Food Service is operated by a private vendor. Comments, concerns or complaints pertaining to Food Service related issues may be directed to the MLEA Administrator.

**7. Laundry Facilities**

Washers and dryers are available, free of cost, in the Laundry Room in the Spruce residential quarters. Please clean the washers and remove lint from the dryers after each use. Laundry detergent is the responsibility of the student. Irons are available to Basic Law Enforcement Students for uniforms.

**8. Computers and Internet Service**

Computers and printers are available in many different campus locations for MLEA students to use to complete reports and print other documents pertaining to participation in MLEA courses. In the event that a computer or printer becomes inoperable, please do not attempt to fix, reconfigure, add or disconnect cables. Report all computer and printer malfunctions to the front counter of the Ohs Education Center.

Wireless internet service is available in most MLEA locations for students to use. Web browsing on the campus of MLEA is monitored and filtered to ensure that access is restricted to appropriate web sites. Students are not to access and or download audio and or video media as this activity severely restricts access for others to utilize this service (Netflix).

Accessing inappropriate content, audio and or video media web sites will be cause for termination of wireless internet privileges and may also be cause for other disciplinary action, up to and including, termination from further participation in the MLEA course of instruction. Students can acquire a wireless internet logon and password from the front counter in the Ohs Education Center.

**9. Visitors and Guests**

Visitors and guests are always welcome to the Montana Law Enforcement Academy. Agency Administrators and fellow officers are encouraged to visit the MLEA campus. Any student may invite persons to the MLEA campus with prior approval from the MLEA Administrator or his designee. Upon arrival, all visitors and guests should check in at the Ohs Education Center or the Administration Building. Visitors and guests are bound by the same rules, regulations, policies, procedures and general orders as students, while on campus. Any violation of a rule, regulation, policy, procedure, or general order is grounds for immediate termination of visitation rights. No visitor or guest may remain on campus after 9:30 PM.

➤ **RESIDENTIAL QUARTERS AND DORM ROOMS**

**1. Residential Quarters**

Upon arrival at MLEA, you will be issued a dorm room key. This key will open the outer residential quarter's entrance door, your room, and other common areas upon the campus. On the last day of the course, this key must be turned in to the front counter at the Ohs Education Center. Failure to return your key requires replacement of the dorm room lock mechanism and will result in a \$35.00 charge to the student or the student's agency.

There are four residential quarters upon the campus of MLEA - Cottonwood, Maple, Aspen, and Spruce. The residential quarters vary in size from 14 to 28 rooms. All rooms are furnished with a bed, storage drawers, and closet space. Students who utilize residential accommodations upon the MLEA campus will be provided bedding and towels. Students will need to provide their own pillows. Refer to the attachment to this Student Manual for a suggested check list of items students should bring with them to the MLEA campus in order to make their stay here convenient and comfortable.

Each residential quarter has communal bathrooms with showers. Students who have special needs can make advanced arrangements with the MLEA Administration Office prior to arrival.

For security purposes, keep the door and windows to your room and the outer dormitory door locked when you are not in the immediate area. If you have smaller articles of value you may request to store them in the safe at the front desk of the Administration Building.

**2. Amenities and Furnishings**

The Residential Quarters and Dormitory Rooms are furnished with many different types of furniture and other furnishings for the comfort of the students. Furnishings are not to be moved into or out of any dorm room, lounge, or any other room on campus. Small televisions, VCR/DVD players, small AM/FM radios, laptop computers, and personal photographs in stand up frames are acceptable items for students to use within their respective dorm rooms.

**3. Bedding and Towels**

Students who are utilizing residential accommodations upon the MLEA campus are provided bedding and bath towels. Students must provide their own pillows. Students are expected to turn in used linen for fresh linen at the times designated by the Program Manager assigned for each course. Towels are not to be used for multipurpose cleaning or rags. Charges of \$25.00 will be assessed for severely soiled or stained bedding or towels and will be billed to the student or student's agency.

**4. Cleanliness of Rooms**

Cleanliness of the dormitory rooms is a student responsibility. Student rooms and lounge areas must be clean, organized and presentable at all times. Dirt, trash, loose handouts and any other unnecessary clutter is unacceptable.

**5. Room Restrictions**

In order to adhere to Fire Code regulations, makeshift window coverings, extension cords, wall hangings, banners, candles, electric heaters, personal shelves/racks or posters are prohibited in the student dorm rooms. Each student must keep his or her room free from debris and flammable liquids. Potential fire hazards discovered by any student must be reported to the MLEA Staff immediately. Items susceptible to spontaneous combustion are not allowed in any MLEA building.

**6. Building Restrictions**

Students are requested to cooperate in preserving the MLEA facilities in a serviceable condition. Accordingly, pins, nails, tacks, tape, banners or other items may not be placed on or in the walls, doors or woodwork of any MLEA building. The student or student's agency will be billed for damages to any MLEA furnishing or building.

**7. Personal Items**

Students should bring with them an alarm clock, shower robe, shower shoes, washcloths, pillow and all necessary toiletry articles such as toothbrush, toothpaste, soap, shampoo, deodorant, aftershave, hairbrush or comb, and hair dryer. Refer to the attachment to this Student Manual for a suggested check list of items students should bring with them to the MLEA campus in order to make their stay here convenient and comfortable.

8. **Restricted Areas**  
Certain areas are considered restricted access areas. Due to communal bathroom and shower facilities, male students are prohibited from female dorm rooms, floors or wings. Female students are prohibited from male dorm rooms, floors, and wings. The MLEA Administration Building is restricted after 5:00 PM except during scheduled training or authorized events. Staff offices are also restricted unless authorization is granted by a MLEA staff member.
9. **Quiet Hours**  
Quiet hours are 10:00 PM until 6:00 AM daily. Students are to refrain from loud, boisterous, and unusual noise or unruly behavior during these periods. All visitors or guests must leave the campus by 9:30 PM.
10. **Property Loss or Damage**  
The Montana Department of Justice and Montana Law Enforcement Academy is not responsible for the loss, destruction, damage or theft of any personal items stored in or upon any vehicle, room or property of the MLEA campus or other facilities used by MLEA for training purposes. Students are required to keep their vehicles and dorm room locked at all times to ensure that their valuables are secure. Small items of value may be secured in the MLEA Administration Building upon request of the student.
11. **Security and Safety**  
Students must keep their dorm room door and windows locked when not in the immediate area. The student must take reasonable security precautions against loss of personal property.
12. **Fire Detection System and Alarms**  
Each MLEA building is equipped with a Fire Detection System. Each room is equipped with smoke detectors. Students are prohibited from tampering with or disabling smoke detectors. Students should refrain from using spray room fresheners, steam irons, humidifiers, or other devices that produce a mist or fog may activate smoke detectors.  
  
All fire alarms are to be taken seriously. Students are to evacuate their rooms and the building upon activation of a fire alarm. Students should move to the cafeteria and remain there until the alarm has been fully investigated and the situation deemed safe by the fire department or a MLEA staff member.
13. **Room Lock Outs**  
If a student locks themselves out of a dorm room after business hours, contact the MLEA Duty Officer for assistance. The telephone number for the MLEA Duty Officer and other Emergency telephone numbers are posted in each residential quarters lobby.
14. **Sanitation**  
In order to prevent the infestation of insects and rodents, only small quantities of non-perishable food such as nuts, crackers, and chips are permitted within the dorm rooms of the residential quarters. If students wish to possess these items, they must be stored in a plastic or other similar type of construction container that is sealable, such as an ice cooler or plastic bucket or pail.
15. **Conservation of Heat and Electricity**  
Each student shall assist in the conservation of heat and electricity. Lights in dorm rooms, restrooms and lounges are to be turned off after use. Students will ensure water faucets are turned off when not in use. Fire escape doors are not to be utilized unless in the event of a Fire or other Emergency and are to be in the closed position at all times.  
  
Students are not authorized to change settings on thermostats in any building, except their individual dorm room. Each dorm room is equipped with a Comfort Thermostat which allows the student to control the temperature of the room to within an approximate 7 degree range. To warm the room, students can turn the thermostat up and make sure the door and window is closed. To cool the room, students may turn the thermostat down and give ample time for the room to cool.

Cooling the room by opening and leaving the window of the room open may have an opposite desired result. Rapid cooling of the room will activate the thermostat and the result is a call for heat. Students are asked to assist in conservation of energy by being prudent in heating and lighting their dorm rooms.

**16. Room Inspections**

In order to ensure that Fire Code regulations and all Montana Law Enforcement Academy regulations pertaining to residential quarters and dorm rooms are adhered to, periodic room inspections may occur. An MLEA Staff Member can request a student to make their dorm room accessible for inspection. The MLEA Staff Member, accompanied by the student, will verify that the room is clean and presentable, the bed is made, and shoes are stowed properly in order not to restrict passage or movement. There should be no offensive odors present and no papers, books, magazines, or other clutter or clothing on the floor restricting passage. Uniforms and clothing items are neatly stowed in the dresser or closet. Inspections, without notification, of a student's dorm room and the search of personal items, such as clothing, wallets, purses, handbags, or luggage will only be made upon a finding of a reasonable need or suspicion by a MLEA Staff Member.

**17. Animals**

Animals are generally prohibited upon the campus of the Montana Law Enforcement Academy including residential quarters, dorm rooms and or within vehicles parked on campus.

➤ **FACILITY RESTRICTIONS**

**1. Soliciting Business**

Soliciting business, engaging in any sales or business venture, or distributing sales or advertising material upon the MLEA campus is strictly prohibited unless prior written permission has been obtained from the MLEA Administrator.

**2. Loitering**

Students are asked not to loiter or congregate around the front desk of the Ohs Education Center or within the Administration building so as not to create a distraction for staff tending to the business needs of MLEA.

**3. Food, Beverage, and Other Prohibited Material**

Students are prohibited from bringing into the classroom or other places where MLEA courses are underway any newspapers, magazines, personal letters or cards, or any documents or literature that is not a part of the course curriculum. Candy, chips, nuts or any type of food or snack, are prohibited within the Ohs Education Center or Administration Building or other classrooms and MLEA vehicles. Beverages are only permitted in a container with a covered or sealable lid.

All food and beverages, regardless of the container are prohibited within MLEA vehicles.

**4. Cellular Telephone, Pagers, and other Communication Devices**

Students are prohibited from using any cellular telephone, pager, or other communication device within the classrooms, meeting rooms, or vehicles, during any class, course of instruction, activity, scenario, or event offered by MLEA.

**5. Other Equipment, Chemical Weapons, and Impact Instruments**

Students are prohibited from carrying upon their person or possessing within the residential quarters or dorm rooms any unauthorized law enforcement equipment, including chemical weapons, conducted energy weapons, impact instruments and firearms while in attendance at MLEA.

**6. Recreation and Lounge Areas**

Each Residential quarter includes a student lounge with furniture and a television. Students are asked to take care of the furniture and not move or alter the layout of the lounge. Televisions have access to Direct TV. Students are not permitted to access unauthorized channels or rent movies from Direct TV.

Students should report any malfunction of the television receiver to the front counter of the Ohs Education Center.

The Gymnasium is available for recreation needs. Appropriate footwear in the form of tennis shoes is required. The Fitness Center is located in the basement of the Gymnasium for your personal fitness needs. The Fitness Center area contains a CD Player/Stereo. The stereo may not be removed and it must be turned off after use. Students wishing to utilize the fitness center can obtain an access code from any MLEA staff member.

**7. Cafeteria**

Students are prohibited from wearing in the cafeteria hats, tank tops, cut-offs, clothing which is tattered or heavily soiled by dirt, perspiration or other foreign substances. Students are to wear appropriate shirts, pants and shoes while in the cafeteria. Students and Guests are encouraged to display the proper manners which include refraining from using gratuitous profanity, while within the buildings and cafeteria.

**8. Vending Machines**

A private vendor provides all vending machines for beverages, and snacks. In the event of a malfunction or loss of money, the student must report the event to the MLEA Administration Office.

➤ **DRESS CODES**

**1. Generally Accepted Attire**

While in attendance at any course conducted upon the campus of the Montana Law Enforcement Academy, students shall dress in the appropriate attire as prescribed or dictated for the particular course of instruction. In the event a dress code as not be specified for a particular course of instruction all students are required to wear 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 to the "Dockers" or "Dickies" brand pants. Females are authorized to 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. Agency uniforms are permitted as proper attire as long as they meet the above mentioned criteria.

**2. Denim Jeans and Other Unacceptable Attire**

Denim jeans are not acceptable dress. Denim jeans and other types of pants and or shirts that are not considered appropriate business attire are not acceptable.

Sweatshirts, t-shirts, tank tops, shorts, denim jeans, baseball caps, slippers, flip-flops, or tennis shoes 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.

Students actively participating in courses of instruction including but not limited to defensive tactics, firearms, police vehicle operation course, physical training or any other authorized special training course will be directed by the MLEA Program Manager as to the recommended dress that is appropriate for participation.

➤ **PROHIBITED CONDUCT**

**1. Alcohol and Illicit Drugs**

The possession and or use of any alcoholic beverage or illicit drug is strictly prohibited. Alcoholic beverages or illicit drugs shall not be possessed within any residential quarter, dorm room, building or any motor vehicle, whether privately or publicly owned, upon the campus or any other grounds owned or operated by the Montana Law Enforcement Academy.

**2. Excessive Alcohol Consumption**

In order to minimize risk and ensure the safety of all students, the Montana Law Enforcement Academy has a “Zero Tolerance Policy” for any perceptible degree of alcoholic beverage consumption or influence during academy activities. The student is prohibited from consuming any alcoholic beverage(s) within the eight-hour period prior to the start of the MLEA training day. The student is prohibited from consuming any alcoholic beverage(s) within the twelve-hour period prior to the starting of the following Academy training activities:

- A. Firearms Training
- B. Police Vehicle Operations Training
- C. Defensive Tactics Training
- D. Building Search/Tactical Training
- E. Unknown and High Risk Vehicle Stops Training
- F. Scenario Based Training Exercises
- G. CPR / First Aid Training

If a MLEA Staff Member detects an odor of alcoholic beverage upon any person or if the person’s actions are such as to create a reasonable suspicion that the person is currently under the influence, the student will be requested to submit to a breath test to determine if the student is under the influence or has any level of detectable blood / alcohol concentration that would pose a safety concern for the student, class, or staff. Refusal of the student to voluntarily submit to a breath test will automatically result in suspension from any further MLEA training activity.

Students should be aware that participation in any MLEA course or training activity constitutes a “report for duty” setting. As such no student shall “report for duty” with any detectable amounts of blood / alcohol concentration.

**3. Tobacco Products**

All buildings upon the campus of the Montana Law Enforcement Academy are smoke free. Smoking is only permitted within the prescribed smoking areas. Smoking is not permitted within 150 feet of any building. All smoking tobacco products must be properly disposed of in the appropriate receptacles located throughout the MLEA campus. Discarding cigarette butts on the walkways or grounds of the campus is considered littering and as such is prohibited. Smokeless tobacco products shall not be discarded in sinks, drinking fountains or upon the walk ways or parking lots.

**4. Gambling**

Gambling in any form or fashion is strictly prohibited upon the MLEA campus.

**5. Criminal Conduct**

Participation in any criminal conduct is strictly prohibited. Student engaging in criminal behavior through a finding of guilt or a showing of clear and convincing evidence will result in immediate termination from participation in any MLEA course of instruction.

**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 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.



➤ **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 within any of the residential quarters at any time. Students attending any Basic Course must declare and surrender any firearms in their possession for secured lock up. 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 with the cylinder and/or chamber clear and open.

3. **Use of Firearms**

During different phases of training, firearms will be possessed upon and transported to and from the MLEA campus. During these times, all firearms are to be carried unloaded. 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.

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 firearm training. Additionally students are required to bring a cap, hearing protectors, safety glasses, duty holster, unloaded duty weapon, magazine or cartridge holder, chemical spray holder, and flashlight to the specified locations and times of Firearms Training. Upon conclusion of the day's course of instruction in Firearms Training and at the command of the MLEA Staff Member, the student will surrender their firearm for lock-up.

➤ **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 an MLEA course must notify an MLEA Staff Member immediately. Students are also required to contact their Administrator or Supervisor and inform them as to the cause and extent 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 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 to the "Dockers" or "Dickies" brand pants. Females are authorized to 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. **Denim jeans are not acceptable dress.** Denim jeans and other types of pants and or shirts that are not considered appropriate business attire are not acceptable.

Sweatshirts, t-shirts, tank tops, shorts, denim jeans, baseball caps, slippers, flip-flops, or tennis shoes 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. **Pre-Service Uniform**

Pre-service students are required to furnish and wear as part of their MLEA uniform dark navy blue, button front, collared shirt with dark navy blue dress pants, similar to a "Dockers" or "Dickies" brand pant. All footwear will be a smooth leather black dress shoe or boot. MLEA will issue an identification card, badge, shoulder patches, duty belt and a firearm to Pre-service students for their use while participating in this MLEA course of instruction.

3. **When Uniforms are Required**

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

4. **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. The Student agrees to maintain a professional standard of appearance.

5. **Uniform Equipment and Accessories**

All law enforcement students are required, during specified times, to wear as part of their uniform their duty (gun) belt, equipped with handcuffs, handcuff case, handcuff key, and leather keepers. The duty (gun) belt and uniform footwear will be black in color, unless authorized by the Student's home agency to be of another color.

6. **Uniform Inspections**

Formal Uniform Inspections will occur every morning 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.

7. **Student Jewelry**

For reasons of safety and security, students will not wear personal jewelry consisting of earrings, necklaces, wrist bracelets/cords, or neck chains during class hours. Students may wear wedding bands/rings during class hours. Students with wedding rings with sharp edges or stones may be required to remove the ring during physical skills training for safety reasons.

8. **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. 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.

➤ **IDENTIFICATION CARDS**

1. **Display of Identification Cards.**

Students attending MLEA Basic Courses are issued photo identification cards. These cards are to be worn and conspicuously displayed upon the student's person at all times while upon the campus of MLEA

➤ **HYGIENE AND GROOMING**

1. **Standard**

All students will maintain at all times 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.

3. **Make-up**

Make-up, if worn, will be of natural colors and in good taste. No heavy eyeliner, colored eye shadow or colored lipstick may be worn while at MLEA. Clear or light tint nail polish is the only nail polish that is authorized.

4. **Perfume and Cologne**

Students are asked to avoid wearing perfume and or cologne during the training day. If worn, please apply discretely and use scents that are subtle.

➤ **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 is 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 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.

1. **Plagiarism**

A student will be considered in violation of plagiarism if they submit any assignment by any means which consists wholly or partially of the words, work, or ideas of another individual without giving the original author proper credit.

2. **Copying**

A student will be considered in violation of academic integrity if he or she uses crib notes, cheat sheets, books, or any other material or electronic device as an aid in an examination or any other graded exercise, unless the instructor of the class has given permission to use such material. Collaboration with another student on an examination or other graded exercise, unless the instructor has given permission, also constitutes copying. Copying in whole or in part another person's report is considered plagiarism

3. **Participating or Contributing to Academic Dishonesty**

A student will be considered in violation of academic dishonesty if willfully participate or assists another student in an act of academic dishonesty. Students who participate or assist other students in participating in plagiarizing, copying, or cheating are in violation of Academic Dishonesty and will be subject to disciplinary action up to and including termination from any further participation in the particular MLEA course of instruction.

➤ **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 in order 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 prior to the administration of any exam. A reasonable accommodation may include, but is not limited to allotment of more time for the exam or reading the exam to the student by a MLEA Staff Member.

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, 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, 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.

3. **Memorandum of Disciplinary Action**

Students who are found to have committed a violation of any policy, procedure, rule, regulation, 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 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 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 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 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

The Montana Law Enforcement Academy is responsible for providing the basic and professional development education and training course, 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 and will continue to be implemented. All Students are expected to know, understand, and comply with the policies, procedures, rules, regulations, and general orders of not only the Montana Law Enforcement Academy, 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 Montana Law Enforcement Academy 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 violation will 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 in attendance at the Montana Law Enforcement Academy I am bound by and must adhere to all policies, procedures, rules, regulations, and general orders of my host Agency and that in the event that I violate any of the provisions contained therein, that violation will 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 Montana Law Enforcement Academy 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 Montana Law Enforcement Academy 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 Montana Law Enforcement Academy 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.

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