



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 Executive Director 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. 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 every person in attendance. MLEA staff consider the students’ success to be the priority.

MLEA Student Manual Tables of Contents

TITLE:	PAGE:
<u>General Information</u>	5
Telephones	5
Mail	5
Messages	5
Parking	5
Travel to and Arrival at the Campus	5
Food Service	6
Laundry Facilities	6
Computers and Internet	6
Visitors and Guests	6
<u>Residential Quarters and Dorm Rooms</u>	7
Residential Quarters	7
Amenities and Furnishings	7
Bedding and Towels	7
Cleanliness of Rooms	7
Room Restrictions	7
Building restrictions	7
Personal Items	8
Restricted Access	8
Quiet Hours	8
Property Loss or Damage	8
Security and Safety	8
Fire Detection System and Alarms	8
Room Lock Outs	8
Sanitation	8
Conservation of Heat and Electricity	9
Room Inspections	9
Animals	9
<u>Facility Restrictions</u>	9
Soliciting Business	9
Loitering	9
Food, Beverage and Other Prohibited Material	9
Cellular Telephone, Pagers, and Other Communication Devices	9
Other Equipment, Chemical Weapons, and Impact Instruments	10
Recreation and Lounge Areas	10
Cafeteria	10
Vending Machines	10
<u>Dress Codes</u>	10
Generally Accepted Attire	10
Denim Jeans and Other Unacceptable Attire	10
<u>Prohibited Conduct</u>	11
Alcohol and Illicit Drugs	11
Excessive Alcohol Consumption	11
Tobacco Products	11
Gambling	11

Criminal Conduct	11
Sexual Harassment	12
Inappropriate Comments	12
Sexual Contact	12
Safety Violations	12
<u>Standards of Conduct and Behavior</u>	13
Conduct Towards Staff	13
Conduct Towards Fellow Students	13
Insubordination	13
Law Enforcement Activities	13
Misconduct or Conduct Unbecoming	13
Duty to Report and Cooperate	14
Inquiries and Investigations	14
<u>Firearms</u>	14
Prohibitions on Firearms	14
Securing Firearms	14
Use of Firearms	14
Training Weapons	14
Firearms Training	14
<u>Illness and Injury</u>	15
Illness	15
Injury	15
Prescription Drugs	15
<u>Montana Law Enforcement Academy Basic Courses</u>	16
Uniform and Dress Code	16
Pre-Service Uniform	16
When Uniform Required	16
Appearance	16
Uniform Equipment and Accessories	16
Uniform Inspections	16
Student Jewelry	16
Firearms and Other Weapons	16
<u>Hygiene and Grooming</u>	17
Standard	17
Hair	17
<u>Attendance</u>	17
Required Attendance	17
Acceptable Excuses	17
Authentication Required for Absences	17
Authorization to Leave Campus	17
Off Campus Over-Night Stays	17
Unauthorized Absences	17
<u>Academic Code of Conduct</u>	18

<u>Academic and Performance Requirements</u>	18
Accreditation	18
Reasonable Accommodations	18
Performance Based Training – Simulation Scenarios	18
<u>Disciplinary Actions</u>	18
Cause for Disciplinary Action	18
Notification	19
Memorandum of Disciplinary Action	19
Suspension	19
Expulsion	19
<u>Duty to Know and Severability</u>	20
Students Duty to Know	20
Right to Govern	20
<u>Montana Law Enforcement Academy Student Agreement</u>	21
<u>Preparation Checklist</u>	24

➤ **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 and business offices are contained within the Ohs Education Center. 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. The after-hours duty phone number is (406) 444-2800.

2. **Mail**

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

All packages mailed to you must be work related, no personal packages allowed.

(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 always remain open 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 unload, 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 their 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 in the cafeteria, south of the Administration Building, and is open Monday through Friday. Breakfast is served from 6:30 AM until 8:00 AM. Lunch is served from 11:30 AM until 1:15 PM. Dinner is served from 4:30 PM until 6:00 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 MLEA staff, upon arrival, of special yet reasonable dietary accommodations. Any food related allergies must be reported to MLEA staff.

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 staff.

7. Laundry Facilities

Washers and dryers are available in the Maple, Aspen and Spruce dormitories. They are provided free of cost. 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

Students are encouraged to bring a laptop. Limited computers and printers are available for MLEA students to use to complete reports and print other documents pertaining to participation in MLEA courses. If 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 shall not access or download audio, video media or on-line games as this activity severely restricts access for others to utilize this service (Netflix). State Wi-Fi is also available.

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, dismissal from further participation in the MLEA course of instruction. This will result in your agency and POST being notified of the behavior through a documented report.

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 a MLEA Staff Member.

Upon arrival, all visitors and guests should check in at the Ohs Education Center. 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 9:00 PM.

➤ **RESIDENTIAL QUARTERS AND DORM ROOMS**

1. Residential Quarters

Upon arrival at MLEA, you will be issued a dorm room key and passcode. These 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. All rooms are furnished with a bed, storage drawers, and closet space. 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, Blu-Ray/DVD players, radios, laptop computers, are acceptable items for students to use within their respective dorm rooms. A small dorm room size refrigerator is allowed. Coffee pots and cooking appliances are prohibited.

3. Bedding and Towels

Students are required to provide their own bedding for a twin-size mattress. Students must provide their own pillows. Students are required to furnish their own towels. There will be NO bedding or towels provided by MLEA.

4. Cleanliness of Rooms

Cleanliness of the dormitory rooms is a student's 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.

Excessive soil, clutter, refuge, and any and all damages to the dormitory rooms or residential quarters will be levied against the student and or agency at a rate of actual services rendered to return or repair the space to its original state.

5. Room Restrictions

In order to adhere to Fire Code regulations, makeshift window coverings, extension cords, wall hangings, banners, candles, personal 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 required to assist 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 will need to provide toiletries, bedding, towels, pillows, laundry detergent, fabric softener, etc. There is no commissary on campus to purchase from. Students should bring with them to the MLEA campus all the items they need to make their stay here convenient and comfortable.

8. Restricted Access

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. Staff offices are restricted unless authorization is granted by a MLEA staff member.

9. Quiet Hours/Curfew

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 9:00 PM. Students enrolled in MLEA courses that are staying on campus are required to be back on campus by 9:00PM each night unless prior arrangements have been made with MLEA staff.

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 to ensure that their valuables are secure. Small items of value may be secured in the MLEA Administration Building upon the 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, or other devices that produce a mist or fog that 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 Phone for assistance by calling the duty phone 406-444-2800. The telephone number for the MLEA Duty Phone and other Emergency telephone numbers are posted in each residential lobby. An emergency key box is in each building. The duty officer will provide instructions on how to access this key.

14. Sanitation

To prevent the infestation of insects and rodents, only small quantities of non-perishable food stored in sealed containers 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.

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 always in the closed position. Students are not authorized to change settings on thermostats in any building, except their individual dorm room. When leaving for the weekend, students shall set their thermostat to 60 degrees.

16. Room Inspections

To ensure the safety and security of all MLEA students, staff and guests, periodic inspections of dorm rooms will occur. There is no expectation of privacy for students while on the MLEA campus. Students will always keep their room clean and presentable.

17. Animals

Animals are prohibited upon the campus of the Montana Law Enforcement Academy including the grounds, residential quarters, dorm rooms and or within vehicles parked on campus unless it is a registered service animal.

➤ **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 Executive Director.

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 food or snacks. Beverages are permitted in a container with a covered or sealable lid.

4. Cellular Telephone, Pagers, and other Communication Devices

Students enrolled in any of the basic programs (LEOB, CDOB, PSC) are prohibited from using any cellular telephone, smart phone, or other communication device within the classrooms, meeting rooms, or vehicles, during any class, course of instruction, activity, scenario, or event offered by MLEA. These devices shall be stored in the student's dorm room or vehicle during training hours to avoid distraction unless authorized. Laptops or tablets are permitted in classrooms for note taking, etc. Exceptions can be made if extenuating circumstances exist.

4. Firearms, Chemical Weapons, and Impact Instruments

Basic students are prohibited from carrying upon their person or possessing within the residential quarters, dorm rooms or grounds any unauthorized law enforcement equipment, including chemical weapons, conducted energy weapons, impact instruments, firearms, and ammunition while in attendance at MLEA. Weapons shall be stored in a weapons locker or secured in a vehicle. Professional program students are authorized to carry weapons in the classroom unless restricted by the instructor. To be armed as a professional program student you must display a badge or department ID if you wish to wear the weapon in the open. Otherwise, it may be concealed. Weapons may NOT be stored in any dorm room and must be either secured in the MLEA armory or in your vehicle.

5. 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. Students are not permitted to access unauthorized channels or rent movies through the television service. 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. No tank tops or sleeveless shirts are allowed. Spandex type clothing or compression garments must be covered by loose fitting gym shorts and shirts. The weight room and cardio room are in the basement of the Gymnasium. Only MLEA owned equipment shall be used in the gymnasium building. Disinfectant and or equipment wipes are located throughout. Equipment must be wiped down and put away after use. Students wishing to utilize the fitness center can obtain an access code from any MLEA staff member.

6. 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 that cover the toes while in the cafeteria. Students and guests are encouraged to display the proper manners while within the buildings and cafeteria.

7. 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 administrative office in the Ohs building.

➤ **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 course of instruction. In the event a dress code has not be specified for a course of instruction all students are required to wear conservative dress that would be appropriate in a professional office environment. Agency uniforms are permitted as proper attire. In lieu of an agency uniform, shirts must have a collar and pants should be slacks, or casual dress pants. Females may wear blouses and skirts that would be appropriate in a professional office environment. The student agrees to maintain professional standards of appearance of their casual dress attire.

2. Unacceptable Attire

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

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➤ **PROHIBITED CONDUCT**

1. Alcohol and Illicit Drugs

The possession and or use of any alcoholic beverage or illicit drugs on campus 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. Violation of this may result in dismissal and a written report sent to the student's agency and POST.

2. Excessive Alcohol Consumption

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 start 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. Violation of this may result in dismissal and a written report sent to the student's agency and POST.

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 is prohibited in classrooms. These products shall not be discarded in sinks, drinking fountains or upon the walkways or parking lots.

4. Gambling

Gambling in any form or fashion is strictly prohibited upon the MLEA campus. Violation of this may result in dismissal and a written report sent to the student's agency and POST.

5. Criminal Conduct

Participation in any criminal conduct is strictly prohibited. Students 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. Violation of this may result in dismissal and a written report sent to the student's agency and POST.

6. Sexual Harassment

Sexual harassment is strictly prohibited. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor and or any verbal or physical conduct of a sexual nature. Jokes, pranks, or other verbal or electronic communications and or public display of material that has a strong connotation of sexual overtones may be considered Sexual Harassment, and as such is prohibited. Violation of this may result in dismissal and a written report sent to the student's agency and POST.

7. Inappropriate Comments

Bigotry, profanity, degrading language or actions regarding 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. Violation of this may result in dismissal and a written report sent to the student's agency and POST.

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. Violation of this may result in dismissal and a written report sent to the student's agency and POST.

9. Sexual Contact

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

➤ **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 always 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 people 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 always 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 Executive Director 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. If 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 Executive Director.

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. Violation of this may result in dismissal and a written report sent to the student's agency and POST.

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 during any official inquiry or investigation.

7. Inquiries and Investigations

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

➤ **FIREARMS**

1. Prohibitions on Firearms

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

2. Securing Firearms

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

3. Use of Firearms

During different phases of training, firearms will be possessed upon and transported to and from the MLEA campus. All weapons will be carried in an appropriate duty holster or a gun bag. The improper handling, displaying, pointing, or usage of any firearm may be grounds for disciplinary action up to and including dismissal from further participation in the MLEA course of instruction. Violation of this may result in dismissal and a written report sent to the student's agency and POST.

All firearms and related equipment or components must be approved for use by the student's agency prior to arrival.

4. Training Weapons

The Montana Law Enforcement Academy utilizes simulation firearms and replica training firearms during various training programs. These firearms are to be always treated 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 dismissal from further participation in the MLEA course of instruction.

5. Firearms Training

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

ILLNESS OR INJURY

1. Illness

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

2. Injury

Any student injured during participation in a MLEA course must notify a MLEA staff member immediately. Students are also required to contact their Administrator or Supervisor and inform them as to the cause and 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 should file an Injury Report Form as soon as possible with the MLEA Administration Office. The student's agency is responsible for providing Worker's Compensation Insurance for all students during their participation in a MLEA course. The necessary forms and documents must be obtained from the student's agency and submitted to the student's respective Worker's Compensation Insurance Carrier. Treatment for injuries sustained outside of participation in MLEA courses is the financial responsibility of the student and or the student's Health Insurance Carrier.

3. Prescription Drugs

The student must maintain possession at all times of any prescriptions for controlled substances that are administered to the student. Students must adhere to directions pertaining to the prescription as specified by a licensed physician. The student must notify the MLEA staff in writing of 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 casual dress pant similar in nature. Females may wear blouses and skirts that would be appropriate in a professional office environment. The student agrees to maintain professional standards of appearance of their casual dress attire.

T-shirts, tank tops, shorts, denim jeans, baseball caps, slippers, flip-flops, are all examples of attire that is not acceptable. Shirts, t-shirts, hats or sweatshirts with inappropriate messages, lettering or logos will not be worn while on the MLEA campus or at any off-campus education or training event. Denim pants that are free from holes and are in clean condition are allowed if part of your agencies normal uniform or workstation assignment.

2. When Uniforms are Required

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

3. Appearance

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

4. Uniform Equipment and Accessories

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

5. Uniform Inspections

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

6. Student Jewelry

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

7. Firearms and Other Weapons

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

HYGIENE AND GROOMING

1. Standard

Students will always maintain the highest standards of personal hygiene.

Male students must be clean-shaven each morning and approved beards or mustaches will be neatly groomed. Existing beards and mustaches are allowed only in instances when 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. If 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 activity being engaged.

ATTENDANCE

1. Required Attendance

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

2. Acceptable Excuses

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

3. Authentication Required for Absences

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

4. Authorization to Leave Campus

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

5. Off Campus Over-Night Stays

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

6. Unauthorized Absences

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

➤ **ACADEMIC CODE OF CONDUCT**

Academic dishonesty tarnishes the integrity of the education and training environment and the reputation of the law enforcement and public safety officer. Students who engage in academic dishonesty will be subject to disciplinary action up to and including dismissal from any further participation in the 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. If a student is subject to expulsion under these circumstances a report detailing the events will be forwarded to the Public Safety Officer Standards and Training (POST) for review.

➤ **ACADEMIC AND PERFORMANCE REQUIREMENTS**

1. Accreditation

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

2. Reasonable Accommodations

Reasonable accommodation 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 reasonable accommodation. A reasonable accommodation may include but is not limited to allotment of more time for an exam or allowing the student to test privately.

3. Performance Based Training – Simulation Scenarios

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

➤ **DISCIPLINARY ACTIONS**

1. Causes for Disciplinary Action

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

2. Notification

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

3. Memorandum of Disciplinary Action

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

4. Suspension

Suspension is the temporary expulsion of a student for any violation of a rule, regulation, policy, procedure, directive, or general order. A student may be suspended for short durations of time. Generally, students who are suspended can return to the course and proceed with their class up to graduation. Students who are suspended must meet with the MLEA Executive Director 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 Executive Director must approve the Corrective Action Plan, prior to reinstatement.

5. Expulsion/Dismissal

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

23.13.703 PROCEDURE FOR MAKING AND RECEIVING ALLEGATIONS OF OFFICER MISCONDUCT AND FOR INFORMAL RESOLUTION OF THOSE ALLEGATIONS BY THE DIRECTOR

5) After the employing authority has been notified and given the opportunity to act, the director or POST staff may accept an allegation to be presented to the case status committee. If an allegation is received from an employing agency, the executive director may, if appropriate under the circumstances, send a "Letter 1" (as described in the POST Council's policy and procedure adopted under (1)) to the officer prior to consultation with the case status committee, provided the director notify the committee of the Letter 1 as soon as practicable.

(a) Any allegation submitted to the council must be submitted to the director or POST staff and may not be submitted to the full council or any individual member of the council.

(b) The allegation must provide at least the following information:

(i) the name, address, and telephone number of the individual making the allegation, which the director may keep confidential if the individual or public safety would be harmed by disclosure.

(ii) the name and place of employment of the officer.

(iii) a complete description of the incident.

(iv) the remedy sought.

(c) A person making an allegation must use the allegation form available from POST staff or submit an allegation in substantially similar format.

(d) An employing authority or the **Montana Law Enforcement Academy** may submit a written allegation on the agency's letterhead with supporting documents that the agency deems appropriate.

Revised 2/2024

➤ **DUTY TO KNOW AND SEVERABILITY**

1. **Students Duty to Know**

Through the submission of the Student Agreement and Code of Conduct the students acknowledge 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 and dismissal from 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 Executive Director 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 Executive Director agree that the provisions of the Student Manual and Student Agreement and Code of Conduct are to be construed reasonably and liberally.

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

Montana Law Enforcement Academy

Student Agreement and Code of Conduct

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

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

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

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

STUDENT
INITIALS

☐

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

☐

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

☐

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

☐

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

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

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

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

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 an 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 or dismissal from 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 and sheets
	Alarm Clock
Toiletries	
	Wash Clothes and towel
	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 Sweatshirt 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
	Handcuffs and Key
	Flashlight
	Ballistic Vest
	Firearm
	Ammunition Magazines
Classroom Materials	
	Notepads / Note Cards
	Pens, Pencils, Highlighters and Erasers
	Ruler
Other Items	
	Lap Top Computer / USB Storage Device

Revised 2/2024