



## MUNICIPAL POLICE OFFICERS' EDUCATION AND TRAINING COMMISSION

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### ACADEMY DIRECTOR AND INSTRUCTOR CODE OF CONDUCT FORM

LAST NAME

FIRST NAME

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INITIALS

#### 1. Basic Requirements

- 1.1 Academy directors and instructors shall comply with the requirements outlined in 37 Pa Code, §203.37, §203.71, and §203.72 respectively.
- 1.2 Academy directors and instructors shall exhibit the highest standards of professional, moral, and ethical conduct.
- 1.3 In accordance with the Commission's regulations and policies, all instructors shall possess and maintain subject matter expertise in the course content the instructor is certified to present.
- 1.4 Academy directors shall assign instructors to teach within the scope of their certification as specified by the Commission's regulation found in 37 Pa. Code, §203.72 Certification requirements.
- 1.5 Instructors shall present basic training material in accordance with the Commission's objectives and outline documents for each section of the curriculum. Instructors are responsible for updating lesson plans and visual aids and submitting them for the approval of their academy director prior to providing instruction. Instructors are responsible for ensuring that academy directors have the final copy of lesson plans and visual aids that are used when providing instruction under the basic training program.
- 1.6 Academy directors are responsible for evaluating the performance of all instructors and for enforcing the provisions of this Code of Conduct within their respective schools.
- 1.7 Instructors are responsible to teach as scheduled by the academy director and within their areas of instructor certifications as determined by the Commission.
- 1.8 Instructors shall immediately report to their academy director any recruit/trainee, role player, or instructor who has an illness, injury, or physical limitation which would jeopardize the safety of that person or any other person.
- 1.9 Academy directors shall not require an instructor to train any person who has an illness, injury, or physical limitation which would jeopardize the safety of that person or any other person.
- 1.10 Instructors are required to report any alleged disqualifying criminal offenses or alleged violation of the Commission's regulations, policies, or standards of conduct, by themselves or any other person associated with the academy, to the academy director within 24 hours of when the instructor becoming aware of the situation.
- 1.11 Academy directors are required to report any alleged disqualifying criminal offense or alleged violation of Commission regulations, policies, or standards of conduct, by themselves or any other person associated with the academy, directly to the Commission's Executive Director within two business days of when the academy director becomes aware of the situation.
- 1.12 Academy directors may not adversely impact the employment status of any instructor for compliance with any law, regulation, Commission policy, or Commission standard.

INITIALS

#### 2. Speech Rights and Obligations

- 2.1 Academy directors and instructors shall not publicly criticize the Commission, its policies, programs, course topics, course development, course content, or instructional methods in any manner. Constructive criticism is encouraged; therefore, instructors are encouraged to express, in writing, any criticism regarding the Commission, its policies, programs, courses, or instructional methods to the academy director for submission to the Commission.
- 2.2 Academy directors and instructors shall treat supervisors, subordinates, peers, and associates in a respectful manner. Academy directors and instructors shall be courteous; maintain command of their temper; and shall not employ inappropriate language or gestures.
- 2.3 Instructors shall not use profane, vulgar, disparaging, hostile, threatening, or inappropriate language or gestures when communicating with a recruit/trainee or in-service officer. Instructors shall not intentionally humiliate or demean a recruit/trainee or in-service officer.
- 2.4 Academy directors and instructors have a duty to support and promote adherence to the Commission's course curriculum, policies, programs, and standards.

INITIALS	<b>3. Safety Issues</b>
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- 3.1 Academy directors and instructors shall ensure that training for recruits/trainees and in-service officers is conducted only in safe facilities (indoors and outdoors) and at locations that have been approved by the Commission. Instructors shall ensure that equipment used during training is safe and in proper working condition.
- 3.2 Instructors shall exercise sound judgment when conducting training under adverse environmental conditions and shall discontinue training or relocate to a safe area when conditions could reasonably be expected to be harmful to the recruits/trainees or in-service officers.
- 3.3 Instructors shall ensure the safety of recruits/trainees and in-service officers under their immediate control and supervision. Instructors shall, when necessary, intervene and take immediate action (to include the notification of Emergency Medical Services) to address health issues, which may include medical, physical, psychological, or emotional problems that affect health and/or performance.
- 3.4 Instructors shall ensure that recruits/trainees and in-service officers receive adequate rest, water, and scheduled meals during all phases of training.
- 3.5 Instructors shall not impose any physical requirement on recruits/trainees or in-service officers that is not related to a Commission curriculum objective.
- 3.6 Instructors shall not intentionally or recklessly engage in conduct that risks or causes physical injury or harm to recruits/trainees or in-service officers.

INITIALS	<b>4. Conduct and Relationships</b>
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- 4.1 Academy directors and instructors shall provide and exhibit consistent and equitable treatment of recruit/trainees, in-service officers, fellow instructors, and academy directors and shall comply with all federal and state laws regarding discrimination and civil rights.
- 4.2 Academy directors and instructors shall refrain from physical contact with recruits/trainees or in-service officers unless such contact is necessary for a legitimate instructional purpose, to ensure the safety of a recruit/trainee or in-service officer, or to provide emergency first-aid.
- 4.3 Academy directors and instructors shall not engage in any action, activity, business, or other conduct that could reasonably be perceived by a recruit/trainee, in-service officer, or any other person to constitute a conflict of interest, be inappropriately coercive, impose inappropriate influence, or require inappropriate compliance by a recruit/trainee or in-service officer.
- 4.4 Academy directors and instructors shall not socialize with recruits/trainees during school training hours or during off duty hours, at the school or elsewhere, for the duration of the recruit/trainee status. This prohibition does not apply to situations where an instructor and a recruit/trainee are related.
- 4.5 Academy directors and instructors shall not engage in electronic communication of a personal nature with a recruit/trainee to include texts or phone calls, personal email, Facebook, Twitter, or other social media, etc.

I have read and understand the Academy Director and Instructor Code of Conduct. My initials in each section and signature at the bottom of this form indicate I understand that failure to adhere to this code of conduct will result in an investigation of my fitness for continued certification as an academy director or instructor, and may result in suspension or revocation of my certification by the Commission.

INSTRUCTOR PRINTED NAME	INSTRUCTOR SIGNATURE	DATE
ACADEMY DIRECTOR PRINTED NAME	ACADEMY DIRECTOR SIGNATURE	DATE