



PA Constables' Training Code of Conduct

Constables' Training Code of Conduct:

I. Testing

A. Mandatory tests and proficiency examinations will be given for each major section of the curriculum. To complete the course and receive certification or recertification, a trainee must pass all mandatory tests and proficiency examinations.

B. Mandatory tests and proficiency examinations will be scheduled and announced to the class in advance.

C. All mandatory test and proficiency examination material must be returned to the instructor supervising each test at the end of the examination period.

D. It is the responsibility of each individual user to secure and protect their User ID and password for any computer systems utilized by the Program. Sharing of or providing the User ID and password, allowing someone else to take your online training or mandatory tests and proficiency examinations, or sharing or receiving mandatory test and proficiency examination questions/answers will be considered cheating. This also includes saved User ID and password information on a shared computer or laptop, logging into the "wrong" User account could be grounds for disciplinary action.

E. Cheating on examinations will be grounds for discipline by the training provider. Cheating includes, but is not limited to, copying from another person's examination, utilizing references or notes without the instructor or proctor's approval, theft of test and/or examination materials, removal of test and/or examination materials from the classroom, using test and/or examination materials stolen by another or providing answers to, receiving answers from, or giving assistance to another person during any phase of a testing and/or examination session.

F. Constables are prohibited from group functions with multiple individuals accessing the online training on multiple computers and completing the online subject material, or any other group setting where the online training is being reviewed. The online trainings are designed for individual completion not a group setting.

II. Attendance

A. A constable or deputy constable who registers for the Basic Training, Continuing Education or Firearms Qualification Course may withdraw from the

course without penalty upon timely notification to the director of the school conducting said course. A notification shall be deemed timely if it is delivered to the director of the school or his or her designee no later than seven calendar days prior to the start of the course. The school may assess a failing grade for all or part of the Basic Training, Continuing Education or Firearms Qualification Course if the constable or deputy constable fails to provide timely notification or to show good cause.

B. A constable or deputy constable must attend and complete all hours of the training course to receive credit for the course. Constables and deputy constables are required to be on time for all training courses and to remain until the completion of the training as determined by the instructor.

III. Unprofessional Conduct:

A. Unprofessional conduct is defined as conduct that reflects poorly upon the image of the Constables' Education and Training Board (Board) and the Constables of the Commonwealth.

B. Unprofessional conduct is grounds for sanction and the imposition of appropriate disciplinary action.

C. Examples of unprofessional conduct include, but are not limited to: disruptive talking in the classroom; disrespect to instructors; sleeping, eating, or smoking in class; disrupting other activities occurring on the training site; false fire alarm; vandalism; illegal parking; lying to training delivery or Board staff or any other person; refusal to cooperate with staff investigations; and other criminal offenses committed at the training site. Cell phone usage during training classes would be deemed disruptive and disrespectful to the instructors and other students. Utilizing any other electronic device could also be disruptive and disrespectful to the classroom environment.

D. Attendance at training sessions while under the influence of alcohol or illegal drugs is prohibited and is grounds for immediate dismissal from training. Immediate dismissal from a training class while under the influence of alcohol or illegal drugs will constitute a class failure and the constable or deputy constable shall bear financial responsibility for the cost of attending an additional training course.

E. Harassment or discrimination against an individual or group by reason of race, color, familial status, religious creed, ancestry, age, sex, national origin, handicap or disability will not be tolerated and is grounds for dismissal from the course.

1. Physical Harassment/Abuse: This includes, but is not limited to, unwanted physical contact to include touching, fondling, patting, pinching, kissing and all legal classifications of assault.
2. Verbal Harassment/Abuse: This includes, but is not limited to, verbal abuse including insults, put-downs, "bullying" comments, yelling, shouting or screaming; derogatory, sexually explicit or offensive comments, epithets, slurs or jokes; threats, ridicule, humiliation or intimidation; inappropriate comments about an individual's body or

sexual activities; and/or repeated unwelcome propositions, flirtations or requests for dates (subtle or direct)

3. Visual Harassment/Abuse: This includes, but is not limited to, obscene, explicit or insulting gestures, leering or displays, pictures, objects, materials or crude cartoons.

F. Sexual Harassment: Includes, but is not limited to, unwanted sexual advances, requests for sexual favors and other verbal or physical conduct such as that described above when it is of a sexual nature and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

G. All trainees are expected to respect the rights of their fellow classmates.

IV. Disciplinary Action

A. Violations of this Code of Conduct may subject a trainee to disciplinary action.

B. Disciplinary action may include but is not limited to:

1. An oral reprimand;
2. A written warning;
3. Restitution for damages;
4. Dismissal from the training delivery provider for the course of instruction;
5. Permanent bar from the training delivery provider's training sites.

C. Imposition of disciplinary action by a training delivery provider's director does not waive the training delivery provider's or the Board's right to impose additional or more severe disciplinary action against a trainee when the circumstances require such action. Imposition of disciplinary action by a training delivery provider's director also does not waive the training delivery provider's or the Board's right to impose no or less severe disciplinary action against a trainee.

D. An Act 49 Constable Training Grievance Form can be used by a constable to file a formal grievance with the Board for any disciplinary action taken against a constable. A copy of this Grievance Form can be found on the PCCD website or by writing to PCCD Bureau of Training Services, PO Box 1167, Harrisburg PA 17108-1167.



Statement of Understanding

I, _____, have read and understand the PA Constables' Training Code of Conduct and agree to abide by its provisions. Refusal to sign off on this PA Constables' Training Code of Conduct will prohibit the constable or deputy constable from attending Act 49 Constable Training.

Print Name

Signature

Date