

Program Title: _____ Date: _____

Location: _____ Breakfast: _____ Lunch: _____ Dinner: _____

Vermont Police Academy: Rules and Regulations for Training

Meals:

- Meals are served on a fixed schedule and you must be present at the assigned times. Please check the class meal roster in the dining room for all meals taken.**

Dress Code:

- Unless otherwise specified, attire is agency uniform or business casual

Conduct:

- Unprofessional or unethical behavior may lead to dismissal
- When on break, be considerate of others
- No drug or alcohol use is permitted unless authorized by the Executive Director
- Interaction with Level – III candidates is prohibited

Weapons:

- All weapons are to be secured on your person or in a vehicle

Tobacco Use:

- Smoking is prohibited, except adjacent to the student entrance
- Chewing tobacco is prohibited in the cafeteria, classrooms and dorms

Fire Safety:

- Fire alarms may be sounded at any time - congregate by the green buildings on Academy Road
- No door of an unoccupied room is to be held open

Telephone Usage:

- Do not use staff phones without permission
- Electronic devices must be silenced

Overnight Students:

- A staff member will assign rooms and assignments will be written on the assignment board – no changes are permitted unless authorized by staff
- Moving furnishings is prohibited and damage to property must be reported
- Place issued linens in the laundry receptacle on the west bridge - blankets and pillows remain in rooms
- Food is only permitted in day rooms
- You or your agency will be charged for meals per day and overnight costs if you stay overnight. Lunch is only included for commuters
- If you are staying overnight and not having dinner on site let staff know
- If you require building access after-hours, you will be issued an access badge
- Mandatory quiet time is between 22:00 – 06:00.
- From November through April please move all cars to the back row in the back parking lot, doing this allows for easier snow removal.

Student Parking/Driving Range/Other:

- Park in the rear of the Academy unless otherwise specified

Staff Initials: _____

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Vermont Police Academy: Registration Sheet

Class Instructors

Remember to introduce the class instructors. Write their names, the last four numbers of their social security number, indicate if they are staying overnight (thus need a room and meals), and the number of hours they are teaching. If the class has more than 4 instructors, add them at the end of roster.

Name: _____ ID#: _____ C / O # of Hours: _____

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Class Roster

NOTE: If you are a current waiver student please note this on the class roster with a "W" next to the "C / O" column.

	Name (Last, First, MI)	Employing Agency	Last 4 # of SSN#	C / O
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

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Name (Last, First, MI)	Employing Agency	Last 4 # of SSN#	C / O
21. _____	_____	_____	_____
22. _____	_____	_____	_____
23. _____	_____	_____	_____
24. _____	_____	_____	_____
25. _____	_____	_____	_____
26. _____	_____	_____	_____
27. _____	_____	_____	_____
28. _____	_____	_____	_____
29. _____	_____	_____	_____
30. _____	_____	_____	_____
31. _____	_____	_____	_____
32. _____	_____	_____	_____
33. _____	_____	_____	_____
34. _____	_____	_____	_____
35. _____	_____	_____	_____
36. _____	_____	_____	_____
37. _____	_____	_____	_____
38. _____	_____	_____	_____
39. _____	_____	_____	_____
40. _____	_____	_____	_____
41. _____	_____	_____	_____
42. _____	_____	_____	_____
43. _____	_____	_____	_____
44. _____	_____	_____	_____
45. _____	_____	_____	_____
46. _____	_____	_____	_____
47. _____	_____	_____	_____
48. _____	_____	_____	_____
49. _____	_____	_____	_____
50. _____	_____	_____	_____