

Program Title: _____ Date: _____

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

Vermont Police Academy: Rules and Regs for Training Programs

Meals:

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

Dress Code:

- Unless the specific class requires differently, classroom attire is agency uniform or business casual.

Conduct:

- Unprofessional or unethical behavior such as: cheating during exams or disruptive behavior may lead to dismissal from this training program.
- All classes are not on the same schedule - when on break, please be considerate of other classes.
- There is no use of drugs or alcohol on academy grounds except when authorized by the Director or their designee as part of an approved training course. You are permitted to use drugs prescribed by your physician(s). **The practice of leaving the academy grounds, consuming alcoholic beverages, and then returning to spend the night is prohibited.**
- Please place all electrical devices, such as cell phones, in a quiet mode.
- (when applicable) The Full-Time Basic Training Class is now in session. Please do not enter their residential areas (2nd floor) or Classroom 3. Also please refrain from interacting with the recruits unless coordinated through a TC or TA.

Firearms:

- DO NOT** leave weapons unattended in your assigned room. A weapon **MUST** be secured on your person, in your vehicle, the provided lock boxes, or we will be glad to secure it in the armory. This also includes OC, baton, etc.

Tobacco Use:

- Smoking is prohibited in all Academy buildings. There are receptacles for cigarette butts – please use them! The main building's designated smoking area for students is outside the student entrance and **AWAY** from doors/windows.
- The use of chewing tobacco is prohibited in the cafeteria, classrooms, and dormitory rooms.

Fire Safety:

- Fire alarms may be sounded at any time. Please leave the building through the closest designated exit and congregate as a class by the green buildings on Academy Road.
- No door of an unoccupied room is to be held open by any artificial means. Doing so is a violation of State law.

Telephone Usage/ Messages:

- Non-emergency messages will be left on the message board across from the room assignment board. It is your responsibility to check this board while you are here. In case of an emergency call, a staff member will notify you.
- Please do not use staff phones without permission.

Overnight Students:

- A staff member will assign the rooms. The assignments will be written in on the room assignment board. Any changes in room assignments are to be made **only** after staff knowledge and approval. Bed linens will be in your assigned rooms.
- We are co-ed; please keep this in mind when passing through common areas.
- Do not move any furnishings without prior staff approval. Any damage to Academy property should be reported to a staff member immediately. **Items missing from rooms may be charged to your agency at replacement cost!**
- Checkout time is at 1130 hours.
- At the end of your stay, please place issued sheets and pillowcases in the laundry cart located on the west bridge. Blankets and pillows are to remain in your assigned rooms.
- Food and beverages are not allowed in residential areas – except day rooms.
- If you indicate on the roster that you will be staying overnight, you or your agency will be charged for the appropriate meals per day and overnight costs for the entire class. Commuting status includes lunch only.
- FOR SAFETY REASONS, ALL DOORS TO THE COMPLEX ARE LOCKED BETWEEN 1700 and 0700 HOURS. You will need the door code to gain entry after 1700 hours.**
- There is a mandatory quiet time between the hours of 2200 and 0600.

Student Parking/Driving Range:

- Student parking is at the rear of the Academy buildings unless the driving range is in use.
- (when applicable) The driving range is in use, for safety reasons, **DO NOT** go beyond the traffic cones on the grass/sidewalk.

STAFF: _____

DOOR CODE: _____

Return form to: VCJTC, 317 Academy Road, Pittsford, VT 05763

Amended: 07/08, 09/09, 07/10

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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: _____

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

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

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

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. _____	_____	_____	_____

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