



STANDARDS
Of
CONDUCT
For
FACULTY

Vermont Criminal Justice
Training Council

Effective: September 8, 2009

STANDARDS of CONDUCT for FACULTY

DEFINITIONS

Faculty: shall include adjunct faculty, instructors, contractors, evaluators, role players, coaches, training assistants, and any person assisting with the delivery of training on behalf of the Council, including but not limited to the Director, Assistant Director, and/or Training Coordinators. Faculty shall include both employees (paid) of the Council, contractors, and those volunteering/donating their time and/or being paid by another employer at no cost to the Council.

Council: shall mean the Criminal Justice Training Council

Director: shall mean the Executive Director of the Criminal Justice Training Council.

Staff: shall include all paid employees of the Criminal Justice Training Council.

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The Council has established the highest standards of conduct to guide the performance of faculty in each course. The responsibility to train officers to be respected and effective public servants is of paramount importance within the law enforcement profession. Because faculty members are perceived as role models, they must exemplify a commitment to public service with honor. They must personify the law enforcement core values of honesty, integrity, courage, compassion, fairness and respect. Faculty is expected to set a positive example for the trainees to emulate. The Council is committed to ensuring that each trainee receives comprehensive instruction from a competent, dedicated and professional cadre of faculty.

The Council expects all faculty to set an example in terms of appearance, competence, courtesy, knowledge, dignity, integrity, and professional bearing for the trainees entrusted to their care and control.

The standards of conduct set forth in this document have been adopted by the Vermont Criminal Justice Training Council (VCJTC) to define the expected and prohibited behavior for every faculty member. This code of conduct establishes the foundation of responsible faculty bearing and demeanor for those who train new officers as well as experienced officers.

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BASIC REQUIREMENTS

Faculty shall exhibit the highest standards of professional, moral, and ethical conduct while teaching or interacting with trainees.

Faculty shall remain current in all refresher training required by statute or the Council in order to maintain certification to teach the subject matter. Faculty shall maintain current instructor certification as required by the Council.

Faculty shall present training material in accordance with the Council approved performance objectives in the appropriate curriculum. Instructional material or commentary that is in conflict with the curriculum requirements shall not be presented. Instructional material or commentary used for enhancement or illustrative purposes is permitted to the extent that it does not conflict with the curriculum requirements.

Staff shall be responsible for assigning all faculty in given training programs, for evaluating the performance of all faculty, and for enforcing the provisions of the *Standards of Conduct for Faculty* within their respective programs.

SAFETY ISSUES

Faculty shall reasonably ensure the safety of trainees under their immediate control and supervision. Faculty must be constantly alert for evidence that a trainee may be experiencing a medical, physical, psychological or emotional problem that affects health and/or performance. When necessary, faculty shall intervene and take immediate action to mitigate the problem, including, if appropriate, notification of emergency medical services. Any faculty or staff who observe or respond to medical issues shall document their observations and actions on approved forms and provide said documentation to the Director.

Trainees are subject to a variety of environmental conditions during the various courses of training, including but not necessarily limited to cold, heat, humidity, wind and precipitation. Faculty 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 trainees.

If at any time a trainee reports an illness, or that they have been injured, or shows signs of physical distress, appropriate attention shall be provided.

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Faculty shall reasonably ensure that trainees receive adequate rest, water, and scheduled meals during all phases of training.

Faculty shall reasonably ensure that training for trainees is only conducted in safe facilities (indoors and outdoors) at locations which have been approved by staff. Faculty shall reasonably ensure that equipment used during training is safe, and in proper working condition.

During the course of instruction, trainees may be required to walk, run, sit, exercise, or engage in specific body positions, stances or movements to learn physical conditioning and/or defensive tactics. Faculty shall not impose any physical requirement that is not justified by a specific curriculum based instructional purpose.

COMMUNICATION

Faculty shall communicate with trainees in a clear, understandable and professional tone of voice that is appropriate for the type of instruction being presented.

Faculty shall not use profane, vulgar, disparaging, hostile or inappropriate threatening language or gestures when communicating with a trainee, except as otherwise allowed in this document. Faculty shall not intentionally humiliate, insult, or demean a trainee.

Faculty shall only communicate criticism toward a trainee in a clear, unambiguous, constructive manner, with the goal of eliminating unacceptable performance, behavior, or action, and encouraging proper performance or demonstration of a task by a trainee. Criticism that is not performance based, and/or that includes but is not necessarily limited to references about age, gender, ethnicity, religion, political affiliation, or similar protected status, is strictly prohibited.

Faculty shall not discriminate against trainees on the basis of race, color, religion, creed, ancestry, sex, marital status, age, national origin, disability, sexual orientation, or any other factor that is prohibited by law. Sexual harassment is a form of discrimination on the basis of sex and is, therefore, prohibited.

Faculty shall refrain from physical contact with recruits/trainees unless such contact is necessary to ensure the safety of a trainee, to provide emergency first-aid, or for a legitimate instructional purpose, such as teaching a curriculum based skill, demonstrating correct technique, or correcting improper

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performance of a required skill. Physical contact for non-training purposes is strictly prohibited. Whenever possible, both male and female Faculty should be present to provide physical contact instruction to classes that include both male and female trainees.

CONFLICT OF INTEREST

Faculty shall not engage in any action, activity, business or other conduct that could reasonably be perceived by a trainee or any other person to constitute a conflict of interest, be inappropriately coercive, impose inappropriate influence, or require inappropriate compliance by a trainee.

Faculty shall not suggest, solicit, require, or accept anything of value from a trainee that could reasonably be perceived by the trainee or any other person to constitute a personal benefit to the faculty member or someone else. This shall not preclude the Director from accepting an unsolicited gift to the Academy/Council from a class of trainees, given for the purpose of expressing the collective appreciation of the class for the instructional efforts of the school faculty.

Faculty shall not suggest, solicit, require or allow a trainee to purchase any property, goods or services in which the instructor has a direct or indirect personal financial interest.

Faculty shall not refer trainees to a specific vendor, nor refer a vendor to trainees for the purchase, procurement or rental of items used during training, unless the vendor has been authorized and approved by the Director as an official source (approved vendor) for such equipment. Inquiries from a trainee about equipment required but not provided by the Council shall be referred to the employing agency.

Faculty shall not suggest, solicit, or require a trainee to endorse any product or service.

DISCIPLINE

Faculty shall set an example in appearance, competence, courtesy, knowledge, dignity, and professional bearing for the trainees entrusted to their care and control. Faculty shall endeavor to instill confidence and self-discipline in trainees whom they supervise.

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Faculty shall enforce all rules, regulations, policies, and procedures of the Council.

Faculty shall ensure that any and all injuries, illnesses, or damage to State or personal property during training programs are reported to staff immediately.

Faculty shall document any violations of the rules and any discipline imposed.

Faculty shall not engage in any action that could be reasonably perceived as providing favored or preferential treatment to one or more trainees.

INAPPROPRIATE ACTS

Faculty shall not participate in any form of hazing nor allow any trainee or person under their supervision, to participate in any form of hazing. Hazing is defined as subjecting an individual to unnecessary and/or excessive abuse, humiliation, or physical danger, or by committing any act, action, or causing any situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of any substance, alcohol, or other drug.

While recognizing the need to demonstrate authority and control over trainees, faculty shall observe the rights and reasonably protect the well-being of trainees in their charge.

Faculty shall not fraternize or engage in any form of personal relationship with trainees in a full-time or part-time basic training course during training hours nor during off duty hours, at the Academy or elsewhere, for the duration of the basic training program. Such contact is prohibited in person, in writing, or through electronic or any other means. This prohibition does not apply to situations where a faculty member and a trainee are related. Faculty shall notify the Director in writing whenever a family member or other individual with whom a personal relationship exists is enrolled as a trainee in a basic training program which the faculty member is involved to any degree. This policy is not intended to prevent interaction in a professional relationship (i.e. interaction or contact with co-workers, etc.).

Faculty shall not possess, display, distribute, or otherwise share materials or comment in a way which may be deemed as offensive or vulgar, while at the Academy or while participating in any Council training program. This may include, but is not limited to, pornographic or hate motivated materials, discriminatory comments or actions, off-color jokes, etc. Necessary exceptions for role-playing, quotations, and practical scenarios are acceptable. Use or

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possession of pornographic materials may be approved on a case-by-case basis by the Director for a given training program.

REPORTING MISCONDUCT

Any conduct or behavior by any faculty member that is illegal, unethical, or contrary to Council Rules, law, or these standards of conduct shall immediately be brought to the Director's attention, verbally and in writing in a timely fashion. Misconduct can be reported to any staff member who shall inform the Director. Failure to report known violations is deemed misconduct on its own merit.

PENALTIES

Violations of the standards of conduct for faculty contained herein shall be investigated as necessary and resolved by the Director. Violations involving staff members who are classified members of a collective bargaining unit shall be handled in accordance with State of Vermont policies and the prevailing collective bargaining agreement.

The penalties for the discipline of faculty who violate any provision(s) of these standards of conduct shall range from counseling to revocation of instructor certification, as determined by the Director. The appointing authority of any faculty member who is disciplined for violation of these standards shall be notified. Faculty may appeal a decision of the Director to the Criminal Justice Training Council.