

HUDSON COUNTY PUBLIC SAFETY TRAINING CENTER



GUIDEBOOK

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MISSION STATEMENT

The Hudson County Public Safety Training Center is a Regional Training Center operating under the direction of the Hudson County Law Department, and the Training Center Board of Advisors.

The Hudson County Public Safety Training Center offers basic police training classes for many branches of law enforcement; we offer a wide variety of in-service training to meet the needs of the public safety community and to prepare both trainees and seasoned professionals to meet the challenges of today and tomorrow.

Our mission is to provide the most knowledgeable, experienced staff to deliver the latest in training and technology to our trainees and in-service clients in a professional manner.

Professionalism, Character, Pride and Leadership are key words in our daily activities as we strive to develop and strengthen the mind and body of both the trainee and the veteran public safety professional.

HUDSON COUNTY PUBLIC SAFETY TRAINING CENTER CHAIN OF COMMAND

- Director
- Training Coordinator
- In-Service Training Coordinator
- Range Master
- Lead Instructor
- Instructional Staff
- Company Commander (CO)
- Executive Officer (XO)
- Platoon Leader
- Squad Leader

HUDSON COUNTY PUBLIC SAFETY TRAINING CENTER ADVISORY BOARD

- Training Center Director
- The Hudson County Prosecutor
- The Hudson County Sheriff
- The Chief of Staff to the County Executive
- The Director of the Hudson County Department of Correction and Rehabilitation
- The Chairperson of Public Safety Committee of the Hudson County Board of Chosen Freeholders
- The President of the Hudson County Community College

- The President of the Hudson County Police Chiefs Association
- The President of the Hudson County Fire Chiefs Association
- The Director of the Department of Health and Human Services

HUDSON COUNTY PUBLIC SAFETY TRAINING CENTER STAFF

- Director
- Training Coordinator
- In-Service Training Coordinator
- Range Master
- Lead Instructor
- Instructional Staff
- Administrative Office Manager
- Training Center Clerk

EMERGENCY CONTACT INFORMATION

- The Hudson County Public Safety Training Center is located at 635 County Avenue, Secaucus, NJ 07094, in the Meadowview Campus. The main phone number is 201-369-3434.
- Incoming calls to trainees should be restricted to those of an emergency nature (illness, accident, death etc.). Emergency messages will be delivered to the trainee immediately. All non-emergency calls will be posted on the trainees' bulletin board located inside the trainee break room. The Platoon Leader will check the bulletin board during breaks and deliver the messages to the trainees.
- Important note: If a trainee needs to telephone the Training Center to report any lateness, absence, emergency, or other problem, and is unable to speak to someone in person, the trainee shall perform the following steps **(the following must be done no later than 0600)**
 1. Contact Training Center Lead Instructor- 551-247-7539
 2. Contact your respective Agency
 3. Contact Company Commander

TRAINING CENTER ENTRANCE REQUIREMENTS

Background check. As required by the New Jersey Police Training Commission, each trainee will have had a complete background check, including a fingerprint check by the New Jersey State Police Bureau of Identification and the Federal Bureau of Investigation, for clearance to become a law enforcement officer. Along with the background check, the following documents shall be

submitted by the trainee's law enforcement agency to the Director prior to the commencement of the trainee's training.

- Application for Admission to Basic Course
- Photograph
- Statement of Affirmation (Background/Fingerprinting completed)
- PTC 9 Psychological Evaluation Certification
- Trainee Agreement Statement
- PTC Health History and Medical Certification Forms (PTC 7 & PTC 8)
- PTC Notice of New Appointment-NONA (Copy of Agency Submittal to PTC)
- NJ State Toxicology Laboratory Results
- Training Unit Drug Test Acknowledgement
- Interagency Agreement

LAW ENFORCEMENT OFFICER CERTIFICATION

Certification Requirements (N.J.A.C. 13:1-5.1). A trainee shall be considered eligible for certification when, among other requirements, the Training Center Director affirms that:

- The trainee has achieved the minimum requirements for examination grades as set forth in the Commission's Basic Law Enforcement Course Trainee Manual, the minimum qualifying score as set forth in the Commission's Firearms Manual and demonstrated an acceptable degree of proficiency in the subjects of defensive tactics and first aid/first responder.
- The trainee has participated in no less than 90% of the total subject hours in the curriculum that the Commission has approved for the course the trainee is attending.

WAIVER TRAINEES

- Sometimes trainees enrolled in a Basic Course for Police Officers can have portions of the training requirements waived by the Police Training Commission. Depending on individual situations, each waiver trainee and his/her agency is provided with a course schedule for required attendance.

TRAINING REQUIREMENTS

- Functional Areas: A minimum score of 70 percent in written examinations must be earned for each of the functional areas.

- Unarmed Defense: A minimum score of 80 percent is required on the written examination. In addition, the trainee must achieve a passing score in each aspect of the practical evaluation, by demonstrating proficiency in the required techniques, as specified in the PTC Defensive Tactics Manual
- Use of Force: A minimum score of 80 percent must be achieved on a separate test for the performance objectives contained in Instructional Unit “Use of Force.” This test shall contain a minimum of one test item for each performance objective.
- Firearms: An average score of 80 percent must be achieved for the practical examination for three consecutive firings of the Handgun Qualification Course (HQC) promulgated by the commission. In addition, the trainee will be tested on Firearms Safety and will be required to score 100 percent on the examination. There will be an additional written examination on the nomenclature of the firearm, which will require a passing score of 70 percent.
- Physical Conditioning & Practical Skills: Existing Commission guidelines for performance objectives requiring physical or practical skills must be met. The Physical Conditioning Training Manual is the commission standard and must be followed. Trainees are required successfully participate in a minimum of 80 percent of the physical conditioning sessions scheduled by the school, with participation in no less than 40 sessions.
- Attendance: Each Trainee must participate in at least 90 percent of the total instructional time scheduled. Trainees are reminded that they are responsible for all instruction and work assignments missed during an absence. Trainees shall supply documentation for all absences.

GENERAL ADMINISTRATION

A. CLASS ORGANIZATION.

- Each trainee class is formed into a unit called a company. Depending on the size of the class, the company will contain up to two platoons: each platoon containing approximately four squads.
- The trainee in charge of the company is known as the Company Commander (CO). The Company Commander is appointed to their position by the Director, Lead Instructor, and Instructional Staff. They are responsible for the supervision and well-being of their respective company.

- The Executive Officer (XO) is appointed by the Director, Lead Instructor, and Instructional staff They are responsible for assisting the Company Commander in daily Training Center tasks.
- Depending on the class size, two trainees are appointed as Platoon Leaders. Platoon Leaders are appointed by the Director, Lead Instructor, and Instructional staff. The Platoon Leaders are responsible for the supervision and well-being of their platoon when not under the supervision of the Company Commander (CO) and Executive Officer (XO).
- Depending on the class size, eight trainees are appointed as Squad Leaders. The Squad Leaders are appointed by the Director, Lead Instructor, and Instructional Staff. The Squad Leaders are responsible for the supervision of the trainees in their squads.
- The trainee in charge of a squad is known as the Squad Leader. Squad Leaders are appointed to their positions by the Director, Training Coordinator, or Drill Instructors. Squad Leaders are responsible for the supervision and well-being of their respective squads.
- One trainee in the company is appointed as Company Guide. The Company Guide is appointed by the Director, Lead Instructor, and Instructional staff. The Company Guide is responsible for carrying and caring for the Company Guide (unit Flag). The Company Guide also “guides” the company in close-order drill and moving formations.
- The Company Guide is not considered a position of command. It is a ceremonial position of honor. It is therefore not listed in the chain of command. The Company Commander can enlist the aid of the Company Guide in administrative matters.
- All trainees are required to follow the Company and Training Center Chains of Command.
- In addition to the Training Center and Company Chains of Command, trainees are required to know the following Chain of Command respective to their agency and county.
 - a. Governor of NJ
 - b. Attorney General
 - c. County Prosecutor
 - d. County Sheriff
 - e. Mayor (Municipal Dept.) or Director of Board of Chosen Freeholders (County Dept.)
 - f. Agency Chief Executive Officer or Director

- One trainee will be appointed as the (go-to-trainee). The appointment will be made by the Lead Instructor. The duties of the (go-to-trainee) are as follows, but not limited to: Creating a contact list to include all trainee names, phone numbers, and email addresses, as well as, creating two separate group chats, one including trainees and the Lead Instructor, and one that is for trainees only. This responsibility also requires acting as assistant to the class instructor; for example, making copies etc.
- During the first week of training the Director or Lead Instructor will appoint a trainee to assist with any audiovisual needs. That trainee shall be responsible for obtaining, setting up and operating all audiovisual equipment at the request of the course instructor.

B. REPORTING LATE FOR TRAINING.

Important note: If a trainee needs to telephone the Training Center to report any lateness, absence, emergency, or other problem, and is unable to speak to someone in person, the trainee shall perform the following steps **(the following must be done no later than 0600)**

Contact the Lead Instructor 551-247-7539
 Contact your Agency
 Contact your Company Commander

- The trainee will state the reason and the estimated time of arrival.
- Upon arrival the trainee will complete an Activity Report and submit the completed report via the Chain of Command to Training Center Staff.
- Reporting late for training without giving prior notification or without just cause is grounds for disciplinary action.

C. ABSENCE FROM TRAINING DUE TO ILLNESS OR AN EMERGENCY

- If a trainee will be unable to report for training due to illness the trainee will immediately contact the following no later than 0600:

Contact the Lead Instructor 551-247-7539
 Contact your Agency
 Contact the Company Commander

- If the absence was due to any illness or injury, upon returning to training, the trainee must have in their possession a completed (PTC-8 Form) and a Training Center Medical Clearance Form that denotes the trainee is cleared to return to training. These forms must be completed by their physician.
- If trainee has NOT been cleared for physical activity, but has been cleared for classroom instruction, the physician must indicate that trainee is cleared for classroom instruction ONLY on the PTC 8, and Medical Clearance Forms.
- In either case, the trainee will complete an Activity Report addressed to the Lead Instructor upon return to training.
- Absence from training without giving prior notification or without just cause is grounds for disciplinary action.

D. ABSENCE OR LATE FOR TRAINING FOR NON-EMERGENCY

- If a trainee will be late or unable to report for training due to non-emergency matters. The trainee will, well in advance, submit an Activity Report via the Chain of Command requesting permission from the Training Center Director.
- The request will indicate the date and time of the event, and the reason for the absence or lateness. The Director or their designee may approve or disapprove the request at their discretion and may require other documentation. Court appearances may require providing the Training Center with a copy of subpoenas issued, well in advance of the appearance date.
- The trainee will also notify their agency for work absence approval. (Only the Training Center Director or their designee can approve absence from Training Center).
- Whenever possible, non-emergency appointments should be scheduled for days and times when the trainee will not be involved in training.
- Absence from training without giving prior notification, failure to obtain agency and Training Center permission, and/or without just cause are grounds for disciplinary action.

E. ILLNESS OR INJURY DURING TRAINING

- If a trainee feels ill or sustains an injury or if an injury is observed by Training Center Staff during training, the trainee will be sent to a physician for medical attention.
- If a trainee feels ill or sustains an injury or if an injury is observed by Training Center Staff during training, the trainee must notify the Lead Instructor immediately.
- In the event of a severe injury or illness, the Training Center Staff will take appropriate action.
- Due to insurance and worker's compensation considerations trainees are required to contact their agencies before seeking any non-emergency medical attention or treatment.
- Any illnesses, injuries, or observed injuries that require medical attention trainees must provide a PTC-8 Form and a Training Center Medical Clearance Form prior to returning to the Training Center. *****If a trainee requires a follow up appointment with their physician, a new PTC-8 Form, and Training Center Medical Clearance Form must be provided.***

F. CELLULAR TELEPHONES

- During training trainees will not carry cellular telephones on their person in the Training Center building or at any other training sites, without the prior approval of the Director or their designee.
- Wearing and use of smart watches are strictly prohibited in the Training Center (i.e., iPhone watch or any other brand including Garmin Fitbit, Samsung etc.)

G. RECORDING DEVICES

- Trainees will not bring into the Training Center or to any training site any audio or video recording devices, or cameras. Any use of audio or video recordings and/or photographs must be approved by the Director.

H. USE OF TELEPHONES.

- Trainees are not permitted to make telephone calls without the permission of the Training Center Staff.
- Trainees should not be contacted by telephone by outside parties except for emergencies, training, or law enforcement purchases.

I. SMOKING AND TOBACCO PRODUCTS.

- Smoking and/or vaping is prohibited in the Training Center and at any training site. Trainees are not permitted to use smokeless tobacco products in the Training Center or during any training session.

J. FOOD AND BEVERAGES.

- No food or beverage except water is permitted in any areas of the Training Center building except for the lunchroom. A refrigerator is provided for storage of perishable items. Any items stored in the refrigerator must be removed at the conclusion of each day's training session. Bags must be clearly marked with the trainee's name with white fabric marker in 2-inch block lettering.

K. PHYSICAL OR SEXUAL HARASSMENT.

- Any harassment or improper physical contact with any person is prohibited and grounds for dismissal.

L. VEHICLES.

- Trainees will park their vehicles in the designated areas.
- Parked vehicles will always be locked and secured.
- Trainees will have valid driver licenses, vehicle registrations, and insurance cards.
- Vehicle inspection stickers must be valid.
- Trainees will observe and comply with all NJ Traffic and Motor Vehicle Laws while operating vehicles on Training Center grounds, at other training sites, and when traveling to and from the Training Center.
- Exceptions are during training involving vehicles and under the supervision of a qualified instructor.
- Trainees will not leave any law enforcement gear in plain sight in their vehicles.

TRAINING CENTER RULES AND REGULATIONS

- Trainees shall report to the Training Center at least 15 minutes prior to the time indicated for the start of the instructional day. Waiver trainees will sign in on arrival and sign out upon dismissal.
- A trainee may be withdrawn from the Training Center for prolonged illness or injury at the request of his/her Chief of Police or Commanding Officer. The trainee may NOT subsequently be enrolled in a future Training Class.
- Any trainee who is absent for a prolonged period, or who is absent without the knowledge and approval of his/her Chief of Police or Commanding Officer, may be dismissed from the Training Center.
- The following are considered serious offenses that may result in dismissal from the Training Center:
 1. Insubordination.
 2. Lying.
 3. Cheating, Plagiarism and Copyright Infringement.
 4. Sleeping in class.
 5. Sexual harassment or lewd behavior.
 6. Fighting or disruptive behavior.
 7. Destruction of Training Center property.
 8. Violations of firearms safety regulations.
 9. Falsifying reports.
 10. Violation of any NJ Criminal Statute or of any NJ Motor Vehicle Law.
 11. Hazing.
 12. Malingering or non-participation.
 13. Fraternizing with members of the Training Center Staff.
 14. Absence without permission or authorized leave.
 15. Leaving the Training Center grounds without permission.
 16. Disregard for the Training Center rules and regulations.
 17. Failure to report known violations of rules and regulations to the Director, Training Officers, Drill Instructors, or other Instructors.
 18. Possession, use, or being under the influence of alcoholic beverages or controlled dangerous substances. Copies of any medical prescriptions for doctor-prescribed drugs must be provided to the Training Center.
 19. Giving or attempting to give Instructor or Training Center Staff member any gift.
 20. Violations of any of these rules and regulations: or any of the Ethical obligations set forth in the Law Enforcement Code of Ethics.

NOTE: Although not specifically mentioned in this section, any offense which is prejudicial to the good order of the Training Center or Law Enforcement community can result in disciplinary action. Serious offenses committed on, or off-duty can result in dismissal from the Training Center and loss of your Law Enforcement position.

- Trainees will show proper respect to all Training Center Staff members and trainers. Law Enforcement Instructors will be addressed by rank. Civilian trainers will be addressed appropriately, using any title by which they may be awarded.
- Firearms ammunition of any kind will not be brought to the Training Center without the prior permission and knowledge of the Director and Range Master.
- Trainees will eat meals and consume beverages only in areas designated for that purpose.
- Classrooms will always be orderly and neat. Prior to daily dismissal, desktops shall be cleared of all material and wiped down.
- No trainee will enter any establishment where alcoholic beverages are sold or served while traveling to or from the Training Center while wearing any portion of Training Center uniform.
- Any trainee who compromises the security of any Training Center test or examination shall be subject to dismissal from the Training Center. Any trainee who becomes aware of any compromise of security pertaining to a test or examination and fails to report such compromise to the Director, shall be subject to dismissal from the Training Center.
- All accidents, whether on duty or off duty, shall be reported to the Training Center Staff. The Training Center will assume the responsibility of notifying the Police Training Commission as per regulations. Nothing in this section shall be interpreted as relieving the trainee of complying with sponsoring agency rules, regulations, policies, and procedures requiring notification to his/her agency and the Local Law Enforcement agency having jurisdiction. If an investigation is deemed necessary by the Training Center Director and/or sponsoring agency, the trainee shall cooperate and conduct themselves in accordance with the Code of Ethics and conduct established in these rules and regulations; or face possible disciplinary action or dismissal from the academy.
- Eye protection and over-the-ear hearing protection are mandatory while on the firing range.
- Firearms range rules and regulations will be established by the Training Center Range Master. All such rules and regulations shall always be strictly adhered to.

- All trainees shall be required to be tested in the Training Center's Drug Screening Analysis Program. This program is conducted periodically during the training schedule. In the event any illegal substance is detected in the trainee's urine, he/she will be administratively dismissed from the Training Center.
- All trainees will always use the designated Training Center doors unless instructed otherwise.
- Trainees will not use the Training Center physical fitness equipment without prior permission from the Director, Training Coordinator, or Physical Training Instructor(s). Trainees granted permission will always be accompanied by a safety spotter.
- Trainees should refrain from physical activity not job or training related to prevent injury that could result in the dismissal from Training Center.
- Trainees displaying inappropriate behavior, such as disruptive actions or willful non-participation that distract from the learning environment may be removed from the class at the discretion of the instructor and reported to the Training Center Staff for possible disciplinary action and notification of their sponsoring agency.
- Hazing is a violation of NJ Criminal Code 2C:40-3 Hazing; Aggravated Hazing- hazing of fellow trainees shall not be tolerated and refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate.
- Trainees are reminded that a violation of copyright and licensing laws exposes the individual and Training Center to potential liability and embarrassment. All trainees will ensure all copyright and licensing laws are followed. Plagiarism is defined as using someone else's words or ideas and claiming them as your own, without acknowledging the source correctly and appropriately. In the event a trainee utilizes information obtained from sources other than the training center, appropriate permission will be sought and/or credit given by citation.
- Each trainee **PRIOR** to entering the campus grounds **SHALL STOP** at the security checkpoint, be acknowledged, and then allowed access. **NO ENTRANCE SHALL BE PERMITTED UNTIL PERMISSION IS GRANTED BY SECURITY PERSONNEL.**
- Each Trainee when exiting the campus **SHALL EXIT** in a safe and responsible manner in accordance with all applicable laws and traffic regulations.

TRAINEE HYGIENE

- **HYGIENE** – All trainees must maintain a high degree of personal hygiene and cleanliness. Frequent hand washing with soap and water is encouraged to prevent spread of communicable diseases.
- **TATTOOS AND PIERCINGS** - Trainees should refrain from obtaining tattoos or body piercings for the duration of the basic course training. These procedures can result in infections or other medical complications which can cause a trainee to miss training

TRAINEE PERSONAL APPEARANCE

ALL TRAINEES

- **FINGERNAILS** – must be clean and neatly trimmed
- **JEWELRY** – the wearing of jewelry is not permitted. It poses a risk of injury and potential damage to the item

MALE TRAINEES

- **HAIR** – must maintain clean shaven head daily
- **FACIAL HAIR** – must maintain clean shaven face daily. Hair protruding from the nose, ears, or neck, above the shirt collar is not permitted

FEMALE TRAINEES

- **HAIR** - must be secured in a military style bun, 2 inches above shirt collar or cut short 3 inches in length from scalp. Hair will be pulled away from the face so as not to limit peripheral vision and not interfere with wearing of uniform hat. Artificial color added to natural hair, wigs, hair pieces or other ornamentation is not permitted
- **MAKEUP / FALSE LASHES** - facial make up of any kind, false lashes, and nail polish, will not be permitted

ACADEMICS

- Trainees are administered numerous written and practical tests during training.
- With some exceptions, the minimum passing grade on written tests is 70%.
- If a trainee fails to attain a passing score on a written or practical test the following actions are taken:
 1. The trainee and his/her agency are advised of the failure.

2. The trainee receives remedial instruction.
 3. The trainee is re-tested and must attain a passing score.
 4. If a passing score is attained on the re-test the final score documented will be the minimum allowable passing score for the subject.
 5. Failure to attain a passing score on a re-test of a Police Training Commission Functional Area subject is grounds for dismissal from the Training Center.
- With some exceptions, trainees will record their written test answers on Scantron forms using a #2 pencil and marking the appropriate answers. Trainees will include their last name, first name initial, test subject, and date of test in the appropriate blocks. Trainees will place the last three numbers of their Position Number in the block marked "HOUR."

PHYSICAL TRAINING (PT)

- Trainees undergo physical training daily, normally at the end of each day's training session.
- Physical training is conducted and supervised by Physical Training Instructors who are specially trained and experienced in all aspects of physical training, including proper nutrition and avoidance of sports injuries.
- During basic training all trainees will undergo physical ability assessments. Trainees will perform a series of physical tasks to determine their overall individual fitness level. These tasks test a trainee's physical performance in strength, speed, agility, flexibility, and endurance.
- A minimum individual fitness level score (average of all tasks) of 70% must be attained by the final assessment. Failure to attain a 70% individual fitness level score can be grounds for dismissal from the Training Center.
- Must notify an instructor of any usage of corrective vision wear i.e., contacts, as well as any non-permanent denture or dental appliances.

FIREARMS TRAINING

- Equipment requirements for firearms training were outlined previously in this guidebook.
- Firearms training consists of use of deadly force, legal aspects, marksmanship, defensive tactics, safety, firearm and ammunition function and operation, and care and cleaning.
- All trainees must attain a minimum average score of 80% on firing three consecutive Handgun Qualification Courses.
 1. If a trainee fails to attain an 80% average the trainee and his/her agency will be immediately notified.
 2. The trainee will undergo remedial marksmanship training.
 3. The trainee will be re-tested.
 4. Failure to attain an 80% average after remedial training will result in dismissal.
- All trainees will undergo written examinations on deadly force and firearms.
 1. If a trainee fails to attain a passing score on an examination, the trainee and his/her agency will be immediately notified.
 2. The trainee will undergo remedial training.
 3. The trainee will be re-tested.
 4. Failure to attain a passing score on a re-testing will result in dismissal.

AWARDS

- A Marksmanship Award is presented at graduation to the trainee who has attained the highest marksmanship average.
- A Physical Training Award is presented at graduation to the trainee who has attained the highest average individual fitness level over all physical ability assessments.
- An Academic Award is presented at graduation to the trainee who has attained the highest academic average on written examinations.

- An Emergency Vehicle Operations Course Award is presented at graduation to the trainee who has attained the highest average of written & physical examinations relating to Emergency Vehicle Operations.
- The Outstanding Trainee Award is presented to the trainee who graduates first in his or her class. By averaging the scores for firearms, academics, and physical training.
- Merit Award is presented at graduation to a trainee selected by their peers for exemplifying the best character and behavior traits, along with their willingness to assist fellow trainees and exhibit a positive attitude.

DRILL INSTRUCTION

- A. Purpose. Drill for trainees accustoms the individual to working as a member of a TEAM - a team moving confidently together in unison and to a measured cadence. The purpose of drill is to:
1. Move a unit from one place to another in a standard, orderly manner.
 2. Provide simple formations from which tactical formations may be readily assumed, such as crowd control, civil disorder, tactical formations, funeral details, honor guards etc.
 3. Teach discipline by instilling habits of precision and automatic response to orders.
 4. Improve and promote high morale by developing team spirit.
 5. Give trainees in leadership positions the confidence of command and experience in giving proper commands.
- B. Commands. Drill commands must be delivered in a loud, clear voice. All trainees in the unit must be ready to take heed of the first word of a command.
1. There are two types of command.
 - a. The preparatory command, such as FORWARD, which indicates the movement to be executed.
 - b. The command of execution, such as MARCH, which causes the desired movement to be executed.
 - c. In certain commands, the preparatory command and the command of execution are combined, for example, ATTENTION, FALL IN, AT EASE, and REST.

- 1) Preparatory commands are indicated in this section by lower case letters; those of execution by UPPER CASE LETTERS. Commands in parentheses show movement "By The Numbers."
- d. The commands, AS YOU WERE or BELAY THAT are given to recall a command or to start over on a command given improperly. On either of these commands, trainees should return to the position held before the improper command was given.
- e. Some of the more basic and most often used commands are detailed below.

Trainees will receive additional instruction from Drill Instructors on more complex and unit involvement commands.

- C. Positions. The correct positions to be taken upon receiving the more often used commands are given in detail here. Drill instructors will provide instruction on other various commands as required.

1. ATTENTION.

- a. The heels are on the same line and together.
- b. The feet are turned out equally, forming an angle of 45 degrees.
- c. The knees are straight without stiffness.
- d. The hips are level and drawn back slightly; the body is erect and resting equally on the hips; the chest is lifted and arched; the shoulders are held square and level.
- e. Arms hanging straight down without stiffness so that the thumbs are along the seams of the trousers or pants; backs of the hands facing out away from the body; fingers held with a natural curl.
- f. The head is erect and squarely to the front; the chin is drawn in so that the axis of the head and neck is vertical; the eyes are straight to the front.
- g. The weight of the body rests equally on the heels and the balls of the feet.
- h. In assuming the position of attention, the heels are brought together smartly and audibly.

2. Rests. All rests are executed from the halt. The commands are: FALL OUT; REST; AT EASE; and PARADE REST. All are executed from the position of attention.

- a. At the command FALL OUT, trainees leave the ranks but are required to remain in the vicinity. They assume their former places at attention when given the command FALL IN.
- b. THE COMMAND to dismiss a formation is DISMISSED.
- c. At the command REST, the right foot is kept in place. Talk is permitted.
- d. At the command AT EASE, the right foot is kept in place. Silence is required. Movement, to the extent possible with the right foot kept in place, is allowed.

- e. At the command of execution REST of Parade REST, the left foot is moved smartly 12 inches to the left of the right foot. The legs are kept straight so that the weight of the body rests equally on both feet. At the same time, the hands are clasped behind the back, right over left, palms to the rear, thumb and fingers of the right hand holding the left thumb without constraint. Fingers are extended and joined. Head and eyes are kept to the front as in the position of attention. Silence is required and no further movement is permitted. The command is executed from the position of attention only.
- D. Facings. All facings are executed from the halt and in cadence of 120 steps per minute (quick time).
1. Right FACE. At the command FACE, which is the count of (ONE) in this movement, the left heel and the right toe are slightly raised; face to the right is made turning on the right heel, assisted by a slight pressure on the ball of the ball of the left foot. The left leg is held straight without stiffness. (TWO), the left foot is placed smartly beside the right.
 2. Left FACE. Is executed by turning on the left heel and the ball of the right foot in a corresponding manner.
 3. About FACE. At the command FACE, the toe of the right foot is carried to a position touching the ground a half-foot length to the rear and slightly to the left of the left heel without changing the position of the left foot; the weight of the body is mainly on the heel of the left foot; the right leg is straight without stiffness. (TWO), face to the rear is executed turning the right on the left heel and on the ball of the right foot; the right heel is placed smartly beside the left. (Drill Instructors may change this movement to three steps at their discretion when instructing By The Numbers.)
 4. Present ARMS. At the command ARMS, the right hand is raised smartly until the tip of the forefinger touches the lower part of the headdress or forehead above and slightly to the right of the right eye, thumb and fingers extended and joined, upper arm horizontal, forearm inclined at 45 degrees, hand and wrist straight; at the same time the head and eyes are turned toward the person or colors saluted facing that direction.
 - a. Order ARMS; (TWO). The hand is returned smartly in one motion to its normal position by the side, at the same time the head and eyes are turned to the front unless facing that direction.
- E. Steps and marching's. As a general rule, steps and marching's beginning from the halt start with the left foot. The person in command of the formation indicates the proper rhythm by counting cadence. He/she will do so only when necessary. To change

direction on the march, both the preparatory command and the command of execution are given as the foot on the side of the desired direction of the turn strikes the ground.

1. Forward MARCH. At the command Forward, the weight of the body is shifted more to the right leg without noticeable movement.
 - a. At the command MARCH, the individual steps off smartly, left foot first, and marches straight ahead with 30 -inch steps. Arms are extended without stiffness and swung easily in natural arcs from the shoulders (not the elbows), 6 inches straight to the front and 3 inches to the rear. Movements are not exaggerated nor made in a stiff way.
2. Mark Time MARCH.
 - a. Being in a march, at the command MARCH, given as either foot strikes the ground, the other foot is advanced and lowered; the foot in rear is brought up so that both heels are on line; and the cadence is continued by alternately raising and planting each foot. When the feet are raised, the balls of the feet are 2 inches from the ground. Trainees must avoid the urge to speed up the cadence when marking time.
 - b. Being at the halt, at the command MARCH, the left foot is raised and lowered, then the right as described above.
3. Half Step MARCH.
 - a. At the command MARCH, steps of 15 inches are taken. Trainees must avoid the urge to speed up the cadence when marching at half step.
 - b. To resume the full step from half step or mark time, the command is Forward MARCH. Trainees then step off with the left foot first.
4. Back Step MARCH.
 - a. At the command MARCH, steps of 15 inches are taken straight to the rear starting with the left foot, from the halt, for short distances only.
5. Change Step MARCH. The command of execution is usually given as the right foot strikes the ground. It can be executed while marching or marking time.
 - a. While marching, at the command MARCH, one more step is taken. As the right foot comes forward to the next step, place the right toe near the left heel and

step out again with the left foot. This changes the cadence count but not the rhythm.

- b. While marking time, at the command MARCH, the left foot is raised and lowered twice in succession. The second time it touches the ground, raise the right foot and continue marking time.
 6. Column Right MARCH.
 - a. At the command MARCH, given as the right foot strikes the ground, the left foot is advanced and planted; a pivot to the right is made on the ball of the left foot: and a 30 -inch step is taken with the right foot. Continue to MARCH.
 7. Column Left MARCH.
 - a. As above except feet are reversed.
 - b. On column movements, you pivot on the foot opposite of the direction you want to go.
 8. Rear MARCH (or To The Rear MARCH).
 - a. At the command MARCH, given as the right foot strikes the ground, the left foot is advanced a 15 -inch stop directly in front of the right foot; a pivot to the right (clockwise) is made on the balls of both feet; and immediately another 30 -inch step is taken with the left foot.
 - b. Trainees should not bounce or hop when executing Rear MARCH.
- F. Marching other than at attention.
1. Route Step MARCH.
 - a. At the command MARCH, trainees are not required to maintain silence or to march in cadence or at attention.
 2. At Ease MARCH.
 - a. At the command MARCH, trainees are not required to march in cadence or attention, but are required to maintain silence. To resume marching at attention, in cadence, and in silence, the command is ATTENTION. All trainees immediately get back in step and cadence, and march at attention in silence.
- G. By The Numbers.

1. Drill movements may be divided into individual motions for instructional purposes.
2. When drills are executed By The Numbers, the first motion is made on the command of execution.
3. Subsequent motions are made in proper order on the commands (TWO), (THREE) (FOUR); the number of counts depending on the number of motions in the movement.
4. To use this method, the command By The Numbers precedes the preparatory command.
5. All movements are then executed By The Numbers until the command Without Numbers is given.

DEMERIT/DISCIPLINE

A. Discipline

Discipline in the Hudson County Public Safety Training Center will be integrated into all phases of the Basic Course for police training. The objective is to assist in developing high standards of personal appearance, self-control, conduct, professionalism, cleanliness, and military bearing, as well as, to foster a sense of responsibility and integrity in the Basic Police Trainee. The Demerit System is a method of grading a Trainee's ability to recognize and adhere to the highest standards and pay close attention to the detail required of the officer in his/her conduct, appearance, and the maintenance of his/her equipment. The system is also designed to motivate the Trainee to perform to the best of his/her ability. Dependent upon the severity of the violation, the Training Center Director has the discretion to impose severity of penalty.

B. Violation of Rules and Regulations

Any violation of the Rules and Regulations will result in corrective action and/or the issuance of demerit(s) and subsequent disciplinary action which may range from a reprimand to suspension and a recommendation for dismissal. The demerit system will be administered in the following manner:

Personal Appearance and Uniform Violations

A. Any violation of the personal appearance and uniform section of the guidebook will result in the following:

- 1) **FIRST TWO VIOLATIONS** - The trainee will be required to submit an activity report, complete a writing assignment, and sign a deficiency report acknowledging the violation of the guidebook and corrective action taken.
- 2) **ANY ADDITIONAL VIOLATIONS** – The trainee will be required to submit an activity report. The trainee will receive the appropriate demerits for both the personal appearance/uniform violation and a corresponding conduct violation. The trainee will sign a deficiency report acknowledging the violation of the guidebook and corrective action taken.

Conduct Violations

A. Any violation of the conduct section of the guidebook will result in the following:

- 1) The trainee will be required to submit an activity report and complete a writing assignment. The trainee will receive the appropriate demerits and the trainee will sign a deficiency report acknowledging the violation of the guidebook and corrective action taken. An accumulation or issuance of 10 (ten) demerits will constitute an appearance before the Training Center Director; and may result in a suspension from class. An accumulation of 15 (fifteen) demerits will constitute an appearance before the Training Center Director, an immediate suspension from class and a recommendation will then be made for dismissal.

C. Final Demerits

At the end of the course, when the total average score for each of the Award categories (Academic, Physical Training, Firearms) is calculated, any demerits received by a trainee during the course will be subtracted from the category in which they have scored the highest average. These point deductions will be utilized for the Award categories only; they will not affect the score reported to the Police Training Commission.

<u>Conduct:</u>	<u>Offense</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
Failure to follow directions		1	2	4
Demeanor		1	2	4
Courtesy		1	2	4
Violation of Chain of Command		1	3	6
Unwarranted assumption of authority		1	2	4
Malingering		1	2	4
Fighting/Quarreling		2	4	6

Inattention (sleeping)	3	6	9
Boisterousness	1	2	4
Indecent Exposure (careless)	2	4	8
Indecent Exposure (intentional)	15	-	-
Impoliteness	1	2	4
Careless damage to TC property	2	4	8
Violation of firearms safety rules	5	10	-
Fraternizing with member of TC Staff	1	2	4
Having visitors without permission	3	6	12
Horseplay	1	2	4
Unauthorized physical contact w/another trainee	5	10	-
Leave without proper authorization	6	12	-
Present in restricted area w/o authorization	3	6	9
Lateness w/notification	2	4	8
Absence/Lateness w/out notification	3	6	9
Littering	1	2	4
Harassment (in any form)	5	10	-
Sexting (to any TC trainee)	15	-	-
Inappropriate Social Media Posting	3	6	9
Smoking on TC grounds	5	10	-
Profanity	2	4	8
Loitering	1	2	4
Talking in formation	1	2	4
Chewing gum/eating in class	1	2	4
Failure to display proper attitude	2	4	8
Failure to respond to correction	3	6	12
Parking in unauthorized area	1	2	4
Any violation of N.J. Title 39: Motor Vehicle Laws	2	4	8
Unauthorized use/possession of cell phone/	1	2	4

electronic device

Failure to display trainee identification card In vehicle	1	2	4	
Failure to display respect for TC Staff/Instructors	3	6	12	
Misuse of TC issued computer equipment	5	10	-	
Misuse of TC issued firearms training equipment	5	10	-	
Failure to properly notify TC Staff of interaction with a Law Enforcement Officer off-duty	5	10	-	
Failure to immediately notify staff of an injury or illness	4	8	12	
Unprofessional social media postings	15	-	-	
Hazing	15	-	-	
Malicious damage to TC property	15	-	-	
Absent W/O official leave (AWOL)	15	-	-	
Insubordination/Failure to follow orders	15	-	-	
Cheating	15	-	-	
Sexual Harassment	15	-	-	
Possession of pornographic material	15	-	-	
Possession or use of drugs or intoxicants	15	-	-	
Conduct unbecoming a trainee	15	-	-	
Untruthfulness	15	-	-	
<u>PERSONAL APPEARANCE/UNIFORM:</u>	<u>OFFENSE:</u>	<u>1ST</u>	<u>2ND</u>	<u>3RD</u>
Excessive makeup (female)	1	2	4	
Fingernails too long	1	2	4	
Failure to secure or have proper equipment	2	4	8	
Failure to secure or have proper clothing	2	4	8	
Dirty uniform	2	4	8	
Uniform not pressed	1	2	4	
Out of uniform	2	4	8	
Shoes not shined	1	2	4	

Improper wearing of uniform	1	2	4
Wearing of jewelry	1	2	4
Haircut needed	1	2	4
Unshaven (face/head)	1	2	4
Improper grooming/personal hygiene	2	4	8

CORE VALUES OF THE TRAINING CENTER

- Honesty
- Sense of Urgency
- Attention to Detail
- Team Orientation
- Professionalism
- Adaptability
- Self-Disciplined
- Officer Safety Conscious

LAW ENFORCEMENT CODE OF ETHICS

The International Association of Chiefs of Police first developed a code of ethics in 1957. This code was revised in 1998 and adopted unanimously by the IACP in October 1991. The international code of law enforcement is applicable to trainees at the Hudson County Public Safety Training Center.

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulation of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

LAW ENFORCEMENT CODE OF CONDUCT

A. Primary responsibilities of a Police Officer.

1. A police officer acts as an official representative of government who is required and trusted to work within the law.
2. The officer's powers and duties are conferred by statutes.
3. The fundamental duties of a police officer include serving the community; safeguarding lives and property; protecting the innocent, keeping the peace; and ensuring the rights of all to liberty, equality, and justice.

B. Performance of the Duties of a Police Officer.

1. A police officer shall perform all duties impartially, without favor or affection or ill will, and without regard to status, sex, race, religion, political belief, or aspiration.
2. All citizens will be treated equally with courtesy, consideration, and dignity.
3. Officers will never allow personal feelings, animosities, or friendships to influence official conduct.
4. Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public.
5. Officers will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect for the position of public trust they hold.

C. Discretion.

1. A police officer will use responsibly the discretion vested in the position and exercise it within the law.

2. The principle of reasonableness will guide the officer's determinations, and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken.
3. Consistent and wide use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public.
4. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice rather than arrest, which may be correct in appropriate circumstances, can be a more effective means of achieving a desired end.

D. Use of Force.

1. A police officer will never employ unnecessary force or violence. In all circumstance's officers will use only such force in the discharge of duty as is reasonable.
2. Force should be used only with the greatest restraint and only after discussion, negotiation, and/or persuasion have been found to be inappropriate or ineffective.
3. While the use of force is occasionally unavoidable, every police officer will refrain from applying the unnecessary infliction of pain or suffering, and will never engage in cruel, degrading, or inhuman treatment of any person.

E. Confidentiality.

1. Whatever a police officer sees, hears, or learns of, which is of a confidential nature, shall be kept secret unless the performance of duty or legal provision requires otherwise.
2. Members of the public have a right to security and privacy. Information obtained from them must not be improperly divulged.

F. Integrity.

1. A police officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers.
2. The public demands that the integrity of police officers be above reproach. Police officers must therefore avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency.

3. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities, or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law.
4. Officers must not receive private or special advantage from their official status. Respect from the public cannot be bought, it can only be earned and cultivated.

G. Cooperation with Other Officers and Agencies.

1. Police officers will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.
2. An officer or agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a police officer assists colleagues fully and completely, with respect and consideration always.

H. Personal and Professional Capabilities.

1. Police officers will be responsible for their own standard of professional performance and will take every available opportunity to enhance and improve their level of knowledge and competence.
2. Through study and experience, a police officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

I. Private Life.

1. Police officers will behave in a manner that does not bring discredit to their agencies or themselves.
2. A police officer's character while off-duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.

LEADERSHIP TRAITS

- A. Every trainee is a potential Squad Leader or Platoon Leader. Every new law enforcement officer is a potential supervisor. Once completing basic course training, law enforcement officers can look forward to the opportunity for advancement up the ranks in their organizations. Along with promotions comes authority and responsibility. Officers must possess leadership traits to (1) effectively accomplish the law enforcement

mission, and (2) have the willing obedience, confidence, loyalty, and respect of subordinates.

- B. Before a person can lead others, he/she must first learn to follow orders, and then be able to lead oneself. A good leader must possess the character traits of leadership listed below.
1. Integrity. Our profession demands the highest degree of honesty and moral principles.
 2. Knowledge. Know your job. Know the people you work with. Know the public you work for.
 3. Courage. Physical and moral courage are required for you to get control of stressful situations and handle emergencies.
 4. Decisiveness. Make up your mind in time to prevent a problem from getting bigger.
 5. Dependability. Duty demands that officers often make personal sacrifices to get the job done. Sense what must be done and do it.
 6. Initiative. Think ahead. Stay mentally alert and physically awake. These are basic survival skills.
 7. Tact. Do the right thing at the right time. It embraces courtesy and consideration for others. Treat others as you would like to be treated.
 8. Justice. Keep anger and emotions out of your job performance. Adhere to the Law Enforcement Code of Ethics.
 9. Enthusiasm. The more you know about something the greater your interest will be in it. Don't get "stale" or cynical. A law enforcement career is a road with many bumps in it. Set goals for yourself and achieve them.
 10. Bearing. Be alert. Be sharp. Look sharp. If you do, you will command the respect of the public and your fellow officers.
 11. Endurance. Keep yourself fit, mentally and physically. Learn to study and think when tired. Force yourself to perform under stress.
 12. Unselfishness. Always think of the welfare of others. Law enforcement is a profession that protects and serves.

13. Loyalty. This is a two-way street. It goes all the way up and all the way down the Chain of Command of your agency and the Training Center. Avoid criticizing your organization, seniors, and comrades in public.
14. Judgement. This comes with experience. Weigh all the facts in any situation and then make the right move. Always ask yourself if what you are about to do is going to affect the outcome of the situation favorably or unfavorably. Take a moment and think before you act.

TWELVE DEADLY ERRORS

As published by the National Association of Chiefs of Police for the AMERICAN POLICE HALL OF FAME AND MUSEUM

- 1. YOUR ATTITUDE**
- 2. TOMBSTONE COURAGE**
- 3. NOT ENOUGH REST**
- 4. TAKING A BAD POSITION**
- 5. DANGER SIGNS**
- 6. FAILURE TO WATCH HANDS OF A SUSPECT**
- 7. RELAXING TOO SOON**
- 8. IMPROPER USE OR NO HANDCUFFS**
- 9. NO SEARCH OR POOR SEARCH**
- 10. DIRTY OR INOPERATIVE WEAPON**
- 11. FAILURE TO WEAR A VEST OR SEATBELT**
- 12. FAILURE TO MAINTAIN PHYSICAL AND EMOTIONAL FITNESS**

PHONETIC ALPHABET.

- A. Alpha
- B. Bravo
- C. Charlie
- D. Delta
- E. Echo
- F. Foxtrot
- G. Golf
- H. Hotel
- I. India
- J. Juliet
- K. Kilo
- L. Lima
- M. Mike
- N. November
- O. Oscar
- P. Papa
- Q. Quebec
- R. Romeo
- S. Sierra
- T. Tango
- U. Uniform
- V. Victor
- W. Whiskey
- X. X-ray
- Y. Yankee
- Z. Zulu