

**NEW JERSEY STATE POLICE
TRAINING BUREAU
SEA GIRT, NEW JERSEY**

PROCEDURES & REGULATIONS FOR TROOPER YOUTH WEEK

**THIS DOCUMENT WILL BE RETAINED BY THE TROOPER YOUTH WHILE AT THE
ACADEMY**

1. DISCIPLINE

- A. Discipline is a fundamental requirement of the State Police Training Bureau, requiring exact, prompt and willing adherence to any lawful order.
- B. The highest standard of discipline is required of all trainees. This involves self-control and a sense of personal responsibility, beyond mere obedience or the threat of punishment.
- C. **Any major violation of Rules and Regulations may be enforced by dismissal.**

2. GENERAL PROVISIONS

- A. Adherence to Rules and Regulations, Orders, and Instructions
 - 1. All trainees, while in training, are required to observe the Rules and Regulations, Academy Orders and Instructions, whether verbal or written. Any trainee violating any of these provisions shall be subject to disciplinary action.
 - 2. Trainees shall:
 - a. Promptly obey orders emanating from an officer, non-Commissioned officer or member of the Academy Staff placed by competent authority in a position of supervision. Should any order conflict with a previously issued order, the trainee to whom such order was given shall respectfully call attention to the conflict of orders. The order given by the last person shall stand and the trainee obeying the last order shall not be disciplined.
 - b. Verbally report any illness or injury to an Academy staff member.
- B. Leaves of Absence
 - 1. Unauthorized absence from prescribed Academy limits will not be tolerated.
- C. Trainees **MUST** report to an Academy staff member prior to leaving the grounds if they decide to withdraw from the Trooper Youth Week Program.
- D. All Academy grounds and buildings are **OFF LIMITS** to Trooper Youth, unless otherwise directed to or authorized by Academy Staff.

- E. Audio recording, or audio listening devices of any kind, included, but not limited to, video cameras, MP3 players, radios, cassette recorders and camera phones are not permitted on Academy grounds.

3. PERFORMANCE OF DUTIES

- A. Trainees shall be held responsible for the proper performance of prescribed duties.
- B. Trainees shall not perform their duties in an inefficient manner.
- C. Trainees shall not feign illness and attempt to shirk duty.
- D. Trainees shall communicate promptly to the appropriate supervisor all crimes, breaches of the peace, suicides, attempted suicides, fires, accidents and all important happenings, complaints and misconduct. Trainees shall not withhold any information on these matters for any reason.
- E. Trainees shall be punctual in attendance, where time is specified.
- F. Trainees shall not make false or misleading official reports or knowingly enter or cause to be entered in any records, any inaccurate, false, improper, or misleading information or matter.

4. PROFESSIONAL CONDUCT

- A. Trainees shall not:
 - 1. Threaten, assault, strike or direct any insulting language toward any other trainee or member of the Academy Staff.
 - 2. Behave in an insubordinate or disrespectful manner toward any other trainee placed by proper authority in a position of supervision.
 - 3. Willfully, or through neglect, suffer to be lost, spoiled, damaged, wrongfully disposed of, or convert for their own use or possession, any property assigned for the official use of the Division.
- B. Trainees shall not:
 - 1. Act or behave in such a manner so as to discredit themselves or bring discredit upon the Academy.
 - 2. Act or behave in any capacity to the detriment of the good order and discipline of the Academy.
- C. Trainees shall not:
 - 1. Use harsh, coarse, profane, insolent, indecent, suggestive, sarcastic, or insulting language.

2. Criticize, ridicule, haze, humiliate, harass or discriminate against any other person.
- D. Trainees shall:
1. Be quiet, civil and orderly and maintain decorum, control of temper, patience and discretion at all times.
 2. Cultivate and maintain the good opinion of those with whom they come into contact by prompt obedience to all orders, by a steady and impartial line of conduct in the discharge of duty, by clean, sober and orderly habits and by a respectful attitude toward all persons.
 3. Shall show a positive attitude and behavior at all times.
 4. Answer all questions concisely and politely.
- E. Trainees, while at the Academy, shall not fraternize with any member of the State Police and/or civilian staff.
- F. Trainees shall:
1. Refrain from association with and avoid places frequented by known criminals or persons of poor moral character or reputation.
 2. Refrain from all other associations which would interfere with the proper performance of their duties during the Trooper Youth Week program.
- G. Trainees shall not cheat, plagiarize or use other fraudulent means to meet training standards.
- H. Trainees shall not have any unauthorized food anywhere on Academy grounds.
- I. Trainees shall not have sexual contact with other members of the Class.
5. ALCOHOL, DRUGS, and FIREARMS
- A. Alcohol
1. Trainees shall not bring or permit to be brought onto Academy grounds any alcoholic beverage.
 2. Trainees shall not consume any alcoholic beverages.
- B. Drugs
1. Trainees shall not possess or use any illegal drug, controlled dangerous substance or deliriant at any time.

2. Any use of a prescription legend drug, prescribed for use during the training program, must be reported to the Class Coordinator and Physical Training Instructor immediately.
 3. All prescription legend drugs must be kept in properly marked containers and turned over to the Academy staff upon reporting for Trooper Youth Week.
 4. Abuse of any legally obtained drug or medication is prohibited.
- C. Firearms
1. Trainees, while on Academy grounds, shall not have in their possession any weapon or firearm.

6. MILITARY BEARING AND COURTESY REQUIREMENTS

- A. Use the word “Sir” or “Ma’am” on appropriate occasions.
- B. Use the proper salutation, when addressing or being addressed by personal in authority.
- C. Assume the position of attention (sitting or standing), when properly commanded.
- D. Call the class or group to “attention” whenever the situation warrants.
- E. Salute when required. Only commissioned officers warrant a hand salute.
- F. Remove cap, when indoors.
- G. Follow the designated procedures, when reporting to a Commissioned Officer.
(Three paces back from desk - salute - “**Trooper Youth Jones reporting as ordered, Sir/Ma’am.**”)
- H. Introduce yourself, when addressing a person to whom you are unknown by name.
- I. Address each other properly.
- J. Maintain good posture at all times.
- K. Make way for authorized persons.

7. FORMATIONS

- A. Assemble at least two minutes before the scheduled time.
- B. Line up according to height - tallest trainee first.
- C. Trainees walking alone outdoors will walk swiftly to their destination.
- D. Two or more trainees walking together will march in step. Trainees on the right or right rear will command movements of the group.

- E. All formations will march to designated areas.
- F. Platoon and Section Leaders will account for anyone absent or late.
- G. ***Unauthorized absence from formations or post of duty will not be tolerated and will be reported to the trooper in charge as soon as possible.***
- H. Carelessness in controlling formations will not be tolerated.
- I. Class will fall out for morning formation at 5:45 a.m.
- J. Trainees will not leave ranks the without permission.
- K. Trainees will not talk in formation.
- L. During inclement weather, platoons will form as directed by the Officer of the Day.

8. DORMITORY

- A. Use only the designated toilet facilities for personal comfort, grooming, bathing or shaving. Do not use wash basins or showers for laundering.
- B. Rinse wash basins immediately after they are used.
- C. Trainees will not sit, lie down or have any articles on the bunk, except during authorized times.
- D. Trainees will not sit on window sills.
- E. Bed lines will be kept clean.
- F. Only authorized articles are permitted in the quarters. No food/snack shall be stored or saved overnight.
- G. Lockers will be aligned properly. Only authorized items will be permitted in the locker.
- H. No unauthorized person(s) or food is permitted in the quarters.
- I. No gambling or “friendly” card games are permitted.
- J. Bunk or room assignment will not be changed without authorization.
- K. Every trainee is responsible to clean the area surrounding his/her bunk.
- L. Soiled laundry will be stored in a location designated by the class coordinator.
- M. A bunk tag will be attached to the foot of the bed on the side toward the door.
- N. Inspections of the dormitory will be conducted daily. All areas will be ready for immediate inspection at all times.

- O. Every trainee is responsible for information posted on the bulletin boards and be aware of any schedule changes.
- P. Trainees will be properly clothed at all times while in the dormitory or squad bays.
- Q. At no time will a trainee leave the dormitory rooms without being attired in the proper uniform of the day.
- R. Indecent exposure, whether committed intentionally or through carelessness is inexcusable.
- S. Doors to dormitory squad rooms will be kept closed at all times. Caution will be exercised when opening the door.
- T. Drapes in dormitory rooms will be opened at 7:00 a.m. and closed at 4:00 p.m. daily.
- U. Lights in the dormitory rooms will not be turned on prior to 5:00 a.m. unless otherwise directed by an Academy staff member.
- V. Upon lights out at 10:00 p.m., Trooper Youth shall remain in their bunks, unless otherwise necessary to report any emergency, illness, injury, or to utilize the bathroom.
- W. Upon lights out, there is to be NO TALKING in the dormitory rooms.
- X. Trainees will not congregate in halls or foyer area during evening hours.
- Y. Quarters and facilities specifically designated for use by female members of a Class are off limits to all male members of the Class. Quarters and facilities specifically designated for use by male members of a Class are off limits to all female members of the Class.

9. CLASSROOM PROCEDURE

- A. Break periods will be given by the instructor.
- B. Raise your hand to make inquiry of the instructor.
- C. Stay off of the stage unless directed by an instructor.
- D. Clothing or equipment will not be left in the classroom over night.
- E. No food is permitted in the classroom unless directed by an instructor.
- F. Provide full attention to the lecturer at all times.
- G. At the end of each lecture provided by a guest instructor, appreciation will be shown by applause. Remain seated until a staff Member formally extends a "Thank You."
- H. When the command "**Attention**" is given while you are seated, assume the seated position of attention.(Sit erect, hands on thighs, knees together and feet together).
- I. Everyone will congregate in the designated area when taking "breaks" outdoors.

- J. Chairs will be placed on top of the desks after the last evening period of instruction.
- K. Erase boards after each class, unless instructed otherwise.
- L. Turn the lights off when leaving the classroom.

10. MESS HALL PROCEDURE

- A. **Entering** - uncover and tuck cap in rear of belt or right pocket of jacket.
- B. **Seating** - fill entire table before sitting at another table.
- C. Stand at attention while holding your tray until all seats are accounted for before being seated.
- D. Outer garments will be placed on back of chair.
- E. Subdued conversation is permitted.
- F. Good table manners are required.
- G. There will be no conversation with mess hall personnel, except requests for food, utensils, etc. (Use Sir/Ma'am)
- H. Everyone shall return his/her tray, utensils, etc., to the disposal area.
- I. Do not linger in the mess hall. Place chairs back under tables, when completed.
- J. Exit through rear door.

11. TOBACCO REGULATIONS - **NO SMOKING ANYWHERE. NO SPIT OR CHEW TOBACCO.**

12. LAUNDRY AND LUGGAGE

- A. All clothing and towels will be hung on racks in the designated drying room.
- B. One piece of luggage may be stored beneath the bunk against the wall.
- C. Additional luggage will be stored in a designated area.

13. TELEPHONES

- A. Emergency only - front office - (732) 449-5200 (dial front office)
- B. Emergency only - after hours - (609) 273-0958 or (609) 273-0874
- C. Incoming calls should be limited to emergencies, only.
- D. **NO CELL PHONES ARE ALLOWED ON BASE!!!**

14. RESPONSIBILITY

A. PLATOON LEADERS

1. Sections shall form Platoons as follows:
 - a. 1st Platoon - Section #1 and #2
 - b. 2nd Platoon - Section #3 and #4
2. The Platoon Leader will be assigned on a weekly basis, starting Monday until the completion of Trooper Youth Week.

15. RESPONSIBILITIES OF PLATOON LEADER

- A. Direct mass movements when instructed.
- B. Ensure proper military bearing of the platoon.
- C. Report to the Officer of the Day the roll call, sick call and any issues which may require immediate attention.

16. SECTION LEADERS

- A. One trainee will be designated from each Section as that Section Leader for the entire week.
- B. Assignments shall appear on the bulletin board.
- C. Responsibilities of Section Leaders:
 1. Punctuality of their Section for formation.
 2. Military bearing of the Section.
 3. Assignment of duties to personnel in their Section regarding cleaning details.
 4. Return of any equipment used by Section.
 5. Proper uniform of the day.
 6. Turning off the lights, when his/her Section members leave the room.
 7. Report any unusual incidents or problems to the Officer of the Day.
- D. General responsibility of Sections for the week:
 1. Section #1 - Bldg. #26 - Classroom (in and out)
 2. Section #2 - Outside dormitory

3. Section #3 - Outside mess hall
4. Section #4 - Street

17. PROCEDURE FOR SICK CALL

- A. Trainees feeling ill or sustaining injuries will report immediately to the Instructor in charge of their respective Section.
- B. Every morning, prior to the morning roll call, both Platoon Leaders will ascertain, if there are any trainees reporting on sick call.
- C. If no trainees report on sick call, Platoon Leaders will so advise the Duty Officer.
- D. If necessary, arrangements will be made by the Class Coordinator for trainees to visit the Training Bureau Physician.

18. CLEANING DETAIL - LATRINES

- A. Each Section Leader will appoint at least three trainees to clean each latrine.
 1. When latrines are shared by two Sections, each Sections Leader will supply trainees.
- B. Responsibilities:
 1. Clean mirrors, wash sinks and shelves, dust all surfaces.
 2. Clean showers, urinals and bowls.
 3. Sweep and mop the floor including the shower area.
 4. Empty and clean trash receptacles.
 - a. Each morning prior to first class.
 - b. Each lunch hour prior to afternoon class.
 - c. Each evening prior to lights out.
 5. Replenish toilet paper.

19. CLEANING DETAIL - ROOMS

- A. Each Section Leader will appoint one trainee in each room as **Room Orderly**, whose responsibility is to ensure the following duties are done by trainees assigned for room duties. Remember to assign **Room Orderlies** for both male and female buildings/rooms.
 1. Sweep Floor (damp mop, if necessary).
 2. Dust and clean over doorways, empty lockers, and all furniture.

3. Wipe and clean surface of the heater/air conditioner units.
4. Align bunks.

ALL TROOPER YOUTHS, WHILE AT TROOPER YOUTH WEEK, ARE REQUIRED TO OBSERVE THESE RULES AND REGULATIONS, ACADEMY ORDERS AND INSTRUCTIONS WHETHER VERBAL OR WRITTEN. ANY TROOPER YOUTH VIOLATING ANY OF THESE PROVISIONS MAY BE SUBJECT TO REMOVAL FROM THE TROOPER YOUTH PROGRAM.

If a Trooper Youth is dismissed for violating one of the Trooper Youth Week Rules and Regulations, it will be the responsibility of the Parent/Guardian or other authorized person to pick up that Trooper Youth.

BY ORDER OF THE COMMANDANT

(Trooper Youth Print Full Name)

(Date)

(Trooper Youth Signature)

(Parent/Guardian Print Full Name)

(Date)

(Parent/Guardian Signature)