

KU KANSAS LAW ENFORCEMENT TRAINING CENTER

The University of Kansas



Kansas Law Enforcement Training Center Basic Training Code of Conduct

Pursuant to KSA 74-5603(c), in consultation with the Kansas Commission on Peace Officers' Standards and Training (KSCPOST), the director of the Kansas Law Enforcement Training Center (KLETC) has prescribed a code of conduct applicable to all trainees. Upon consultation with KSCPOST, the KLETC director has adopted rules and regulations necessary for the effective operation of the law enforcement training program.

The prescribed **Basic Training Code of Conduct (June 2014 version)** was endorsed as required by KSA 74-5603(c) on the 11th day of June, 2014 by the Kansas Commission on Peace Officers' Standards and Training at an open meeting, the date, time and location of which were published in the Kansas Register. This Basic Training Code of Conduct is effective immediately.



Basic Training Code of Conduct

Table of Contents

Code of Ethics		Page 5
Foundation-Principles		Page 6
Definitions (Solicitation, Aiding and Abetting and Conspiracy)		Page 6
Penalties		Page 13
<hr/>		
Section I Attendance		Page 7
Rule 101	Attending all assigned classes	Page 7
Rule 102	Reporting to assigned area	Page 7
<hr/>		
Section 2 Class Demeanor		Page 7
Rule 201	Disruptive Behavior	Page 7
Rule 202	Talking in Class	Page 7
Rule 203	Food and Drink in Classroom	Page 7
Rule 204	Electronic Devices, Cell Phones	Page 7
Rule 205	Sleeping in Class	Page 7
Rule 206	Assignments	Page 7
Rule 207	Active Participation	Page 7
Rule 208	Injury Reporting	Page 8
Rule 209	Classroom Equipment	Page 8



Basic Training Code of Conduct

Table of Contents

Section 3	Professional Appearance and Hygiene	Page 8
Rule 301	Attire and Personal Grooming	Page 8
Rule 302	Uniform Accessories and Equipment	Page 8
Rule 303	Common Decency and Modesty	Page 8
Rule 304	Department Uniform	Page 8
Rule 305	Name Tags	Page 8

Section 4	Weapons	Page 9
Rule 401	Weapons in KLETC Buildings	Page 9
Rule 402	Weapons Off Duty – Away From Campus	Page 9
Rule 403	Weapons Storage	Page 9
Rule 404	Weapons Loading/unloading	Page 9
Rule 405	Weapons Cleaning	Page 9
Rule 406	Weapons Permitted	Page 9
Rule 407	Weapons Safety and Range Rules	Page 9



Basic Training Code of Conduct

Table of Contents

Section 5	Student Living	Page 10
Rule 501	Dormitory Rules and Procedures	Page 10
Rule 502	Curfew	Page 10
Rule 503	Entering Building After Curfew	Page 10
Rule 504	Notifying KLETC Staff of Curfew Violation	Page 10
Rule 505	Co-educational Dormitory Rules Room Guests	Page 10
Rule 506	Visitors at KLETC	Page 10
Rule 507	Cleanliness of Dormitory Rooms	Page 10
Rule 508	Prohibited Appliances in Dormitory Rooms	Page 10
Rule 509	Quiet Hours	Page 10
Rule 510	Cafeteria	Page 10

Section 6	Professional Conduct	Page 11
Rule 601	Alcoholic Beverages Forbidden	Page 11
Rule 602	Use of Tobacco Products	Page 11
Rule 603	Lawful Orders	Page 11
Rule 604	Internet	Page 11
Rule 605	Negligent, Reckless or Intentional Damage to KLETC Property	Page 11
Rule 606	Violations of State and Local Laws	Page 11
Rule 607	Violations of Law Enforcement Code of Ethics	Page 11



Basic Training Code of Conduct

Table of Contents

Rule 608	Parking and Driving Restrictions	Page 11
Rule 609	Academic Misconduct	Page 11
Rule 610	Deceit	Page 12
Rule 611	Discrimination, Harassment or Hazing	Page 12
Rule 612	Acts	Page 12
Rule 613	Incur charges, expenses or legal obligations	Page 12
Rule 614	Unauthorized Areas	Page 12



Basic Training Code of Conduct

Law Enforcement Code of Ethics

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 regulations 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 a 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 alone 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.

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Adopted by the Executive Committee of the International Association of Chiefs of Police On October 5-10, 1991, during its 98th Annual Conference in Minneapolis, Minnesota, to replace the 1989 Code of Ethics adopted at the 96th Annual IACP Conference.



Basic Training Code of Conduct

FOUNDATION

In support of its mission and pursuant to the authority granted to it by the Kansas Legislature in KSA 74-5603(c), the Kansas Law Enforcement Training Center has developed standards of conduct and processes designed to hold students accountable to these standards. The purpose of the discipline process is to maintain a safe environment for the campus community, one that supports the academic mission and provides a productive living and learning environment. The discipline process is also designed to foster the personal development of students and emphasizes the student's personal understanding of their behavior as well as their responsibilities to the community. In your career as a law enforcement officer, you will be expected to operate under rules and regulations that initially may seem trivial and unimportant but ultimately may determine the outcome of a trial, allow you to avoid liability, or save your life, or the life of another. Accordingly, it is a critical part of your training that you learn to comply with a code that regulates your behavior.

PRINCIPLES

In all cases, a pattern of violations demonstrating disrespect for, or disregard of the Kansas Law Enforcement Training Center (KLETC) Rules, Policies or Procedures may result in dismissal from KLETC, regardless of other penalties set out in this document that may call for a lesser penalty. A pattern may be established by an accumulation of a minimum of three violations.

KLETC reserves the right, in especially serious cases, to suspend a student from KLETC pending the outcome of an investigation, or at the discretion of the Director or designee.

DEFINITIONS

Solicitation Intentionally commanding, requesting, or encouraging another student to commit a violation of the student code of conduct.

Solicitation carries the same penalty as the rule that the student solicits the violation of.

Aiding and Abetting Where there has been a violation of a rule, any student who has aided or abetted the violation has also violated the same rule regardless of the extent of the person's participation in the actual violation.

Conspiracy The agreement to commit a violation of the student rules of conduct with the intent that the rule be violated coupled with some overt act in furtherance of the agreement.

Conspiracy is a serious violation and may result in dismissal from the Training Center.

All students attending KLETC must read and obey the Basic Training Code of Conduct and comply with and conform to all standards and procedures delineated in the KLETC student handbook.



Basic Training Code of Conduct

1. ATTENDANCE

Policy

Students attending basic law enforcement training classes at KLETC are required to attend all classes. Any missed classes will be made up at the discretion of the Director or as required by Kansas Administrative Regulation or Kansas Commission on Peace Officers' Standards and Training policy.

Rules

- 101** KLETC basic training students will attend all assigned classes and not leave an assigned area unless authorized by KLETC staff. (See student handbook for procedures)
- 102** KLETC basic training students will report to their assigned area at the times designated with the required material to participate in class, unless an exception is granted by the assistant director or designee.

2. CLASS DEMEANOR

Policy

It is the duty of each student attending KLETC to conduct themselves in a professional, attentive and appropriate manner when attending any KLETC class. "Class" is defined as any instructional setting regardless of physical surroundings.

Rules

- 201** Students shall not engage in disruptive behavior that would interfere with another student's ability to listen or concentrate on the classroom activity.
- 202** Students shall not talk in class unless directed to or permitted by a staff member or instructor.
- 203** No eating of food or drinking other than water in an approved container is allowed in KLETC classrooms or designated areas.
- 204** No electronic devices, including cell phones are allowed in the classroom or other training activities, the cafeteria or other designated areas without prior approval from the Assistant Director or designee.
- 205** No sleeping or inattention is allowed in any KLETC class.
- 206** All assignments must be completed and submitted at the time and date specified.
- 207** Students attending basic training classes at KLETC shall actively participate in all training activities regardless of whether or not the activity is graded or evaluated.



Basic Training Code of Conduct

The meaning of “actively participate” will vary with the activity but shall include and not be limited to performing all specific tasks as instructed by KLETC staff or other authorized person, engaging in physical training and scenario training, submitting completed assignments by the deadline imposed, and responding when called upon in class.

“Training Activities” are any activities occurring in conjunction with basic training classes and shall include individual assignments, classroom discussions, scenario-based training, simulator training, physical fitness training or any other activity directed by a KLETC staff member.

“Willfulness” of a refusal to actively participate may be presumed when:

1. A student continues in the same course of conduct after an instructor or other authorized person warns the student that he or she is not actively participating, or
2. A student misses a deadline for submitting a completed written assignment without an extension being granted by either the instructor who gave the assignment or another authorized person.

208 Students will immediately report any injury to a staff member.

209 Students will not use KLETC electronic equipment unless authorized by the Assistant Director or designee.

3. PROFESSIONAL APPEARANCE AND HYGIENE

Policy

KLETC requires students to conduct themselves in a professional manner at all times.

Rules

301 All clothing, footwear, hair, mustaches, beards, jewelry, hygiene and personal grooming standards must conform to descriptions in the student handbook.

302 All uniform accessories and equipment must be maintained in a neat and clean order.

303 No clothing may be worn that would offend the sense of common decency and modesty of the average person. (Examples include but are not limited to extremely short shorts, extremely tight workout clothing, sports bras without outer garment, etc.)

304 Unless directed by KLETC staff, students will wear their approved department uniform while attending all KLETC classes.



Basic Training Code of Conduct

- 305** KLETC name tags must be worn outside your clothing and easily visible during all KLETC class hours unless exempted by KLETC staff.

4. WEAPONS

Policy

In order to ensure the safest training environment possible and prevent accidents, the following rules govern the use and handling of weapons.

Rules

- 401** No firearms, chemical agents, ammunition, electronic stun device, or other weapon-related items may be carried on campus or inside any KLETC buildings except when immediately returning to or leaving campus unless expressly authorized by staff for training purpose.
- 402** Students are prohibited from carrying firearms off duty, away from campus, while attending basic training classes at KLETC unless, written permission has been given by their agency.
- 403** When not in use in an approved KLETC instructional setting, or as otherwise directed by the KLETC firearms staff, weapons are to be stored only in KLETC gun lockers.
- 404** Students are required to unload their weapon and insert a chamber flag into the weapon prior to entering a KLETC building other than the firearms range. Students may only load and unload their weapons in the designated loading/unloading area or at the KLETC range at the direction of KLETC firearms staff.
- 405** Students will only clean their firearms at the direction of the KLETC firearms staff in the areas designated.
- 406** Students are forbidden to bring any weapon other than their duty weapons to KLETC unless express permission is given by KLETC rangemaster or designee.
- 407** Students will strictly follow all weapons safety and range rules.



Basic Training Code of Conduct

5. STUDENT LIVING

Policy

In order to provide a safe, secure and healthy living environment for students housed in KLETC dormitories, KLETC has adopted the following rules.

Rules

- 501** Students will follow all dormitory room and service procedures as delineated in the Student Handbook.
- 502** Students are allowed to leave the KLETC campus when not assigned to classes or otherwise restricted to campus. All students leaving campus must return by 11:00 pm unless prior authorization to stay off campus has been attained from the Assistant Director or designee.
- 503** Students shall not enter any KLETC building after curfew without the express permission of the security guard on duty.
- 504** Any student entering the KLETC building after curfew shall notify the Assistant Director or designee before the next class session.
- 505** Male officers may not have female room guests and female officers may not have male room guests unless authorized by the Assistant Director or designee.
- 506** All visitors to KLETC must remain in the public areas unless a tour has been authorized by the Assistant Director or designee.
- 507** Students staying in the KLETC dormitory will maintain the neatness and cleanliness of their rooms according to the standards detailed in the KLETC student handbook.
- 508** Refrigerators, microwaves, stoves, hot pads, space heaters, air conditioners and coffee makers and any open flame device are strictly prohibited from KLETC dormitories unless authorized by the Assistant Director or designee.
- 509** Quiet hours will be designated by the Assistant Director or designee. Any disturbance of other students during these hours will be considered a violation of this rule.
- 510** Students may not remove any food or beverage from the cafeteria unless authorized or eat cafeteria food after serving hours.



Basic Training Code of Conduct

6. PROFESSIONAL CONDUCT

Policy

Law enforcement officers are held to a higher standard of conduct than the general public. It is important for officers in training to become acclimated to this higher standard. Additionally, law enforcement training is inherently dangerous and to provide a safe training environment, restrictions are placed on student's conduct to prevent hazardous incidents.

Rules

- 601** Students attending a basic law enforcement training course at the Kansas Law Enforcement Training Center (KLETC) shall not possess, consume or be under the influence of alcohol from their arrival at KLETC each training week until their dismissal at the conclusion of each training week whether physically present on the KLETC campus or elsewhere during off-duty hours. Refusal to take a PBT test when requested by any KLETC staff member shall constitute conclusive evidence that a student has consumed alcohol in violation of this rule.
- 602** Students shall not use any tobacco product, electronic cigarette or similar electronic device on KLETC property or in KLETC vehicles except in designated areas.
- 603** Students shall obey, promptly and without delay, any and all lawful orders and instructions given to them by KLETC staff, security officers, guest instructors, or authorized personnel.
- 604** Students are not permitted to use a computer or the internet for any unprofessional, illegal, or inappropriate activity.
- 605** Negligent, reckless or intentional damage to KLETC property may result in dismissal from KLETC and may result in criminal prosecution.
- 606** Students shall not violate any federal, state or local laws.
- 607** Students shall not violate the law enforcement Code of Ethics.
- 608** Students shall not violate any parking or driving restrictions in the student handbook.
- 609** Students attending classes at KLETC shall not engage in academic misconduct which includes, but is not limited to, cheating on examinations; plagiarism; and providing, or receiving, unauthorized assistance on individual assignments and exercises.



Basic Training Code of Conduct

- 610** It is prohibited for any student at KLETC to engage in deceit. Deceit may result in dismissal from KLETC. Deceit is defined as:
1. Fraudulently altering, or falsifying any document which is in the possession of, has been, or will be submitted to, or which will be utilized by any member of the KLETC staff, or
 2. Concealing or attempting to conceal any violation of the rules of student conduct regardless of who committed the violation, or
 3. Knowingly providing false, incomplete, or misleading information in response to any request for information from KLETC staff or any person acting on behalf of KLETC, or
 4. Refusing to provide information or otherwise refusing to participate in a KLETC investigation.
- 611** Students shall not engage in any type of discrimination, harassment or hazing.
- 612** Students shall not engage in acts that they know or should know are likely to alarm, anger, or disturb others.
- 613** Students shall not authorize, permit, or otherwise cause or attempt to cause KLETC or the University of Kansas to incur charges, expenses, or legal obligations. It is not a defense to a violation of this rule that the student intended to reimburse KLETC or the University of Kansas for any expenses incurred.
- 614** Students shall not enter into unauthorized areas of the KLETC campus.



Basic Training Code of Conduct

PENALTIES

Mitigating and aggravating factors may be considered when selecting an appropriate level of discipline. Factors to be considered in mitigation or aggravation may include the individual's prior disciplinary record, the nature of the offense, the severity of any damage, injury or harm resulting from the violation, the student's acceptance or denial of responsibility, the student's cooperation in the disciplinary process, the payment of restitution to the university or to any victims or any other factors deemed appropriate under the circumstances.

In all cases, a pattern of violations demonstrating disrespect for, or disregard of the Kansas Law Enforcement Training Center (KLETC) Rules, Policies or Procedures may result in dismissal from KLETC, regardless of other penalties set out in this document that may call for a lesser penalty. A pattern may be established by an accumulation of a minimum of three violations.

KLETC reserves the right, in especially serious cases, to suspend a student from KLETC pending the outcome of an investigation, or at the discretion of the Director or designee.

Level 1 Level 1 violations of rules or procedures will result in a verbal warning and a temporary recording of the violation in the student's KLETC record. If a student receives no more than two Level 1 violations and no Level 2 or Level 3 violations during the student's enrollment in the basic training program, no violations will be recorded in the student's permanent file. The third and all consecutive Level 1 violations will be considered Level 2 or Level 3 violations depending on the nature of the violation. Once a student has received at least one Level 2 or Level 3 violation, all violations will be recorded permanently in the student's file.

Level 2 Level 2 violations of rules and procedures may result in a written reprimand, a written topical paper, assignment to additional dormitory duties and/or restriction to campus. Other penalties may apply as deemed necessary and appropriate. In all instances, Level 2 violations will be permanently recorded in the student's KLETC file and the student's agency will be notified.

Level 3 Level 3 violations of rules and procedures may result in application of any of the preceding penalties and additionally, may result in dismissal from the Kansas Law Enforcement Training Center and failure to graduate. All Level 3 violations will be permanently recorded in the student's KLETC file and their agency will be notified.



Basic Training Code of Conduct