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|  | <b>STANDARD OPERATING PROCEDURE</b><br>State Form 39870(R/S-06)                | Reference Number<br><b>TRA-008</b>        |
|                                                                                   | Subject<br>Indiana Law Enforcement Academy and In-Service Training Regulations |                                           |
|                                                                                   | Special Instructions<br>Replaces TRA-008 dated February 1, 2012                | Effective Date<br><b>January 15, 2015</b> |

## I. PURPOSE

Establish guidelines for Department personnel's attire and conduct at the Indiana Law Enforcement Academy (ILEA).

## II. POLICY

Department personnel shall be subject to the guidelines in the Indiana Law Enforcement Academy's Student Handbook as well as the guidelines outlined in this procedure when attending or presenting training at the Indiana Law Enforcement Academy.

## III. PROCEDURE

### A. Parking at the ILEA

1. Resident students (those housed at the ILEA) should park in the north lot.
2. Commuter students (those not housed at the ILEA) may park in either the north or south lot.
3. Parking is not permitted in reserved spaces or front row of either lot.

### B. Registration

1. Students shall enter the Indiana Law Enforcement Academy through the main entrance (east doors) only and go directly to the reception desk to sign-in before proceeding to the Quartermaster to register for class. Upon registration:
  - a. Resident students will receive an ID badge, dormitory room assignment and gun locker keys.
  - b. Commuter students will receive an ID badge.
2. Resident students shall not bring luggage, clothing, and/or personal articles into the building until registration is completed.

### C. Academy security

1. The Academy building and other buildings within the academy complex are areas of controlled access.
  - a. Exterior doors of the main building shall be kept closed and locked at all times.

- b. Students inside the main building may not open or prop open an exterior door to admit someone who is attempting to enter the building.
  - c. The main entry doors are open and monitored Monday through Friday, 0700 - 2200 hours and are kept closed and locked at all other times.
  - d. In-service students do not have a curfew; however, students attempting to enter the building after 2200 hours may do so only through the main entrance doors. Students must show their Academy ID badge to the staff duty officer (SDO) at the main entrance doors to gain admittance.
  - e. Students admitted to the academy after 2300 hours are expected to go directly to their respective rooms and not roam about the building.
- 2. Staff, instructors and students shall prominently display their issued ID badge at all times when in the Academy. Lost badges shall be reported immediately to the ISP Officer-in-Charge.
  - 3. Visitors to the Academy may meet with students in the lounge located nearest to the front entrance. Visitors are not permitted in the dormitory area of the building.

#### D. Dress code

- 1. Department employees participating in in-service training or instructing during the training day (0700 - 1700 hours, unless otherwise specified) are subject to the ILEA's dress code. Students attending in-service training may wear any of the clothing specified in SOP ENF-025.
- 2. Clothing worn at the ILEA must be clean and in good repair. The clothing shall not display graphics or slogans that could be construed to be offensive or suggestive. Clothing shall be appropriate for the type of training being presented or received.
- 3. Shorts, cut-offs, shirts without collars (tee shirts), sweat suits, sweatshirts, sleeveless shirts or sleeveless tee shirts, halters, sandals or bare feet are not permitted and are inappropriate during the normal classroom day and in the cafeteria (including the evening meal.)
- 4. Field clothing may be worn only as directed in the Training Order.
- 5. In-service students participating in field training may wear any clean clothing in good repair that is not prohibited elsewhere in the Department's or ILEA's dress code.
- 6. Only clothing that is clean, in good repair and in good taste may be worn following the evening meal.

#### E. Firearms

- 1. Department personnel (troopers and Capitol Police Section officers) attending training at the ILEA as commuter or resident students shall not take firearms of any type into the dormitory area.

2. Recruit Academy training staff (including counselors) or instructors are not prohibited from taking firearms into the dormitory area.

3. Resident students shall secure their side arms in the assigned gun locker.

a. Prior to storing their side arms in the gun locker, students shall unload them over a safety barrel or in the indoor firing range. After the side arms are unloaded, they shall be made “safe” by locking back the slide on a semi-automatic pistol or opening the cylinder on a revolver.

b. Side arms shall be placed in the gun locker in the “safe” condition.

4. Commuter and one-day seminar students are permitted to wear their side arm in classrooms, the cafeteria and in all common areas.

5. Vehicles parked at the ILEA shall not contain any unsecured weapons within the passenger compartment. If necessary, weapons may be stored in the vehicle’s trunk.

#### F. Cafeteria

1. For accounting purposes, students shall verbally provide their Academy ID badge number to academy staff as they proceed through the cafeteria line.

2. While in the cafeteria, in-service students shall not interact with basic students without permission from an ILEA staff member or ISP-OIC.

#### G. Meals

1. Some courses and seminars may not include meals at the ILEA. In those situations students wishing to eat at the cafeteria will be required to purchase meal tickets.

2. Commuter students may be entitled to the noon meal as outlined in the proper training orders.

3. Resident students are entitled to all meals served during the period of the training course.

H. Alcoholic beverages or gambling of any kind are not permitted on academy property. Intoxication will not be tolerated. Returning to the Academy in an intoxicated condition can be grounds for disciplinary action.

I. Smoking is not permitted anywhere inside the Academy and is only permitted outside the main building in accordance with the state statute regulating smoking outside state-owned buildings.

J. In-service students shall set a positive and professional example for the basic classes in session.

#### K. Dormitory Rooms

1. Students may not share or enter the dormitory room of a student of the opposite sex.
2. Students shall keep their rooms clean and orderly and make their beds daily.
3. Windows and doors shall be closed and locked when dormitory rooms are not occupied.
4. Any malfunction or damage to room equipment shall be reported to the ISP-OIC of the training school.

#### L. Quiet Hours

1. Quiet hours begin at 2200 hours.
2. Televisions shall be turned off by 2200 hours.
3. Students shall be in their respective rooms by 2300 hours.
4. Recreational equipment, e.g., ping pong paddles and balls, basketballs, etc., must be turned in to the reception desk by 2200 hours.

#### M. Departing the Academy – Resident Students

1. On the day of departure, students shall vacate their dormitory rooms by 0800 hours.
  - a. The mattress pad, blanket, and bedspread shall be folded neatly and placed with the pillow on the foot of the bed.
  - b. Linens shall be returned to the laundry and room keys shall be turned into the ILEA Quartermaster prior to the 0800 hours classes.
2. ID badges shall be turned into ILEA Quartermaster when vacating the building. If Quartermaster is closed, the ID badge shall be turned into the Department officer-in-charge (OIC).

N. Students are expected to be familiar and comply with all applicable regulations listed in the Indiana Law Enforcement Academy student handbook that are not identified in this procedure.

O. Violation of any of these provisions may be grounds for dismissal from the training session and, if warranted, the information shall be given to the individual's commanding officer for disciplinary action.

P. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.