

At the September 8, 2009 meeting, the Pennsylvania Commission on Crime and Delinquency approved the PA Constables' Classroom Code of Conduct. Every certified constable must sign off on this document in order to be eligible to attend training classes for Act 44 certification. The PA Constables' Classroom Code of Conduct is being implemented because of unprofessional and disruptive behavior at training classes. This document outlines provisions for testing and attendance at training classes as well as unprofessional conduct and disciplinary action for violations of this Code of Conduct. **The signed "Statement of Understanding" must be received by Program staff no later than January 4, 2010 in order to be eligible to register and attend Act 44 certification classes in 2010. Failure or refusal to sign off on this Code of Conduct will prohibit the constable, deputy constable or other person from registering and attending Act 44 Constable Training.** Constables will only need to sign off on the PA Constables' Classroom Code of Conduct once, unless the Board and PCCD revise this document.

## **PA Constables' Classroom Code of Conduct**

### Constables' Classroom Code of Conduct:

#### I. Testing

- A. Mandatory tests and proficiency examinations will be given for each major section of the curriculum. In order to complete the course and receive certification, a trainee must pass all tests and proficiency examinations.
- B. Test and proficiency examinations will be scheduled and announced to the class in advance.
- C. All examination material must be returned to the instructor supervising each test at the end of the examination period.
- D. Cheating on examinations will be grounds for discipline by the training provider. Cheating includes copying from another person's examination, utilizing references or notes without the instructor or proctor's approval, theft of test materials, removal of test materials from the classroom, using test materials stolen by another or providing answers to, receiving answers from, or giving assistance to another person during any phase of an examination session.

#### II. Attendance

- A. Basic Training – A person who is not a constable but who intends to seek election or appointment as a constable may register and attend basic training if an opening is available and the person bears financial responsibility for the cost prior to the class.
- B. A constable or other person who registers for basic training, continuing education or firearms qualification may withdraw from the course without penalty upon timely notification to the director of the school conducting basic training. A notification shall be deemed timely if it is delivered to the director of the school no later than seven days prior to the start of classes. The school may assess a failing grade for all or part of the basic training if the constable or other person fails to provide timely notification and the Board finds that substantial mitigating circumstances do not exist.

C. A constable or other person must attend and complete all hours of the training class to receive credit for the class.

### III. Unprofessional Conduct:

A. Unprofessional conduct is defined as conduct that reflects poorly upon the image of the Constables' Education and Training Board (Board) and the Constables of the Commonwealth. Examples include, but are not limited to: disruptive talking in the classroom; disrespect to instructors; sleeping, eating, or smoking in class; disrupting other activities occurring on the training site; false fire alarm; vandalism; illegal parking; lying to training delivery or Board staff or any other person; refusal to cooperate with staff investigations; and other criminal offenses committed at the training site.

B. Attendance at training sessions while under the influence of alcohol or illegal drugs is prohibited and is grounds for immediate dismissal from training.

C. All trainees are expected to respect the rights of their fellow classmates.

D. Unprofessional conduct is grounds for sanction and the imposition of appropriate disciplinary action.

E. Harassment or discrimination against an individual or group by reason of race, color, familial status, religious creed, ancestry, age, sex, national origin, handicap or disability will not be tolerated and is grounds for dismissal from the classroom.

1. Physical Harassment/Abuse: This includes unwanted physical contact to include touching, fondling, patting, pinching, kissing and all legal classifications of assault.
2. Verbal Harassment/Abuse: This includes name calling, innuendoes, insults, threats, requests or demands for sexual favors, propositions, questions about a person's sexual practices, lewd comments, "wolf whistles," racial, religious, ethnic, or explicit sexual jokes.
3. Visual Harassment/Abuse: This includes obscene, explicit or insulting gestures, leering or displays, pictures, objects, materials or crude cartoons.

F. Sexual Harassment: Is further defined, to include unwanted sexual advances, requests for sexual favors and other verbal or physical conduct such as that described above when it is of a sexual nature and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

#### IV. Disciplinary Action

A. Violations of the Code of Conduct may subject a trainee to disciplinary action.

B. Disciplinary action may include but is not limited to:

1. An oral reprimand;
2. A written warning;
3. Restitution for damages;
4. Dismissal from the training provider for the course of instruction;
5. Permanent bar from the training provider's training sites.

C. Imposition of disciplinary action by a training provider's director does not waive the training provider's or the Board's right to impose additional or more severe disciplinary action against a trainee when the circumstances require such action. Imposition of disciplinary action by a training provider's director also does not waive the training provider's or the Board's right to impose no or less severe disciplinary action against a trainee. An Act 44 Constable Training Grievance Form can be used by a constable to file a formal grievance with the Board for any disciplinary action taken against a constable. A copy of this Grievance Form can be found on the PCCD website or by writing to PCCD Bureau of Training Services, PO Box 1167, Harrisburg PA 17108-1167.



## Statement of Understanding

I, \_\_\_\_\_, have read and understand the PA Constables' Classroom Code of Conduct and agree to abide by its provisions. Refusal to sign off on this PA Constables' Classroom Code of Conduct will prohibit the constable, deputy constable, or other person from attending Act 44 Constable Training.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**After you have signed and dated above indicating that you have read and understood this PA Constables' Classroom Code of Conduct, please return this page to PCCD by January 4, 2010.**

Pennsylvania Commission on Crime and Delinquency  
Bureau of Training Services  
Constables' Training Division  
PO Box 1167  
Harrisburg, PA 17108-1167