

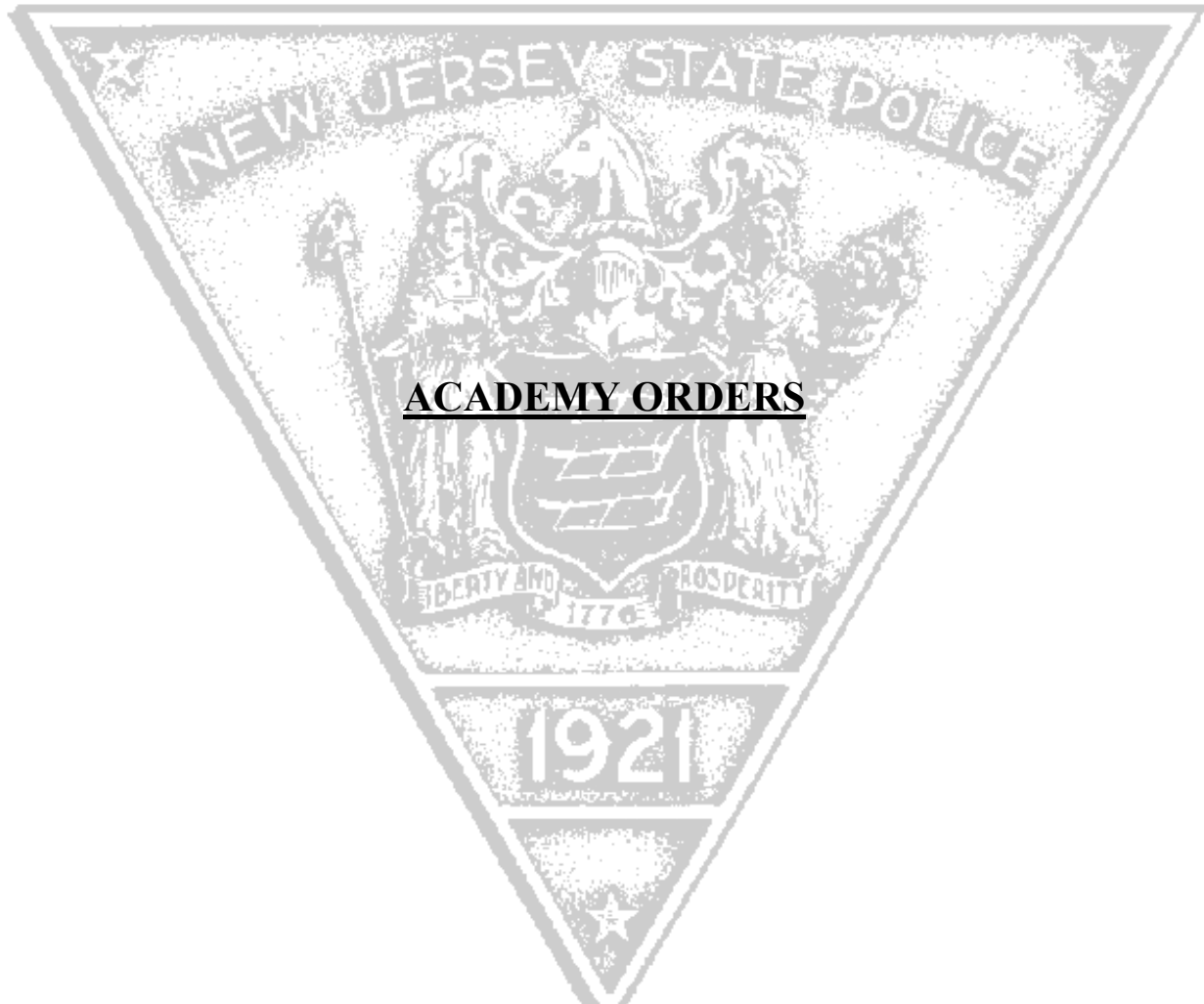
New Jersey State Police



Recruit Training Manual

*Developed by:
New Jersey State Police Training Bureau
01/2025*

NEW JERSEY STATE POLICE



ACADEMY ORDERS

CONFIDENTIAL

**Developed by:
New Jersey State Police Training Bureau**

01/2025

ACADEMY ORDERS

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ACADEMY ORDER	Effective Date:	Number: 1
	Subject: Morning Procedures	
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

Morning procedures for State Police recruits have been established by the authority granted to the Commandant.

II. Introduction:

In order to promote good health, hygiene, discipline, and efficiency, State Police recruits will follow specific morning procedures while in attendance at the Academy.

III. Mechanics:

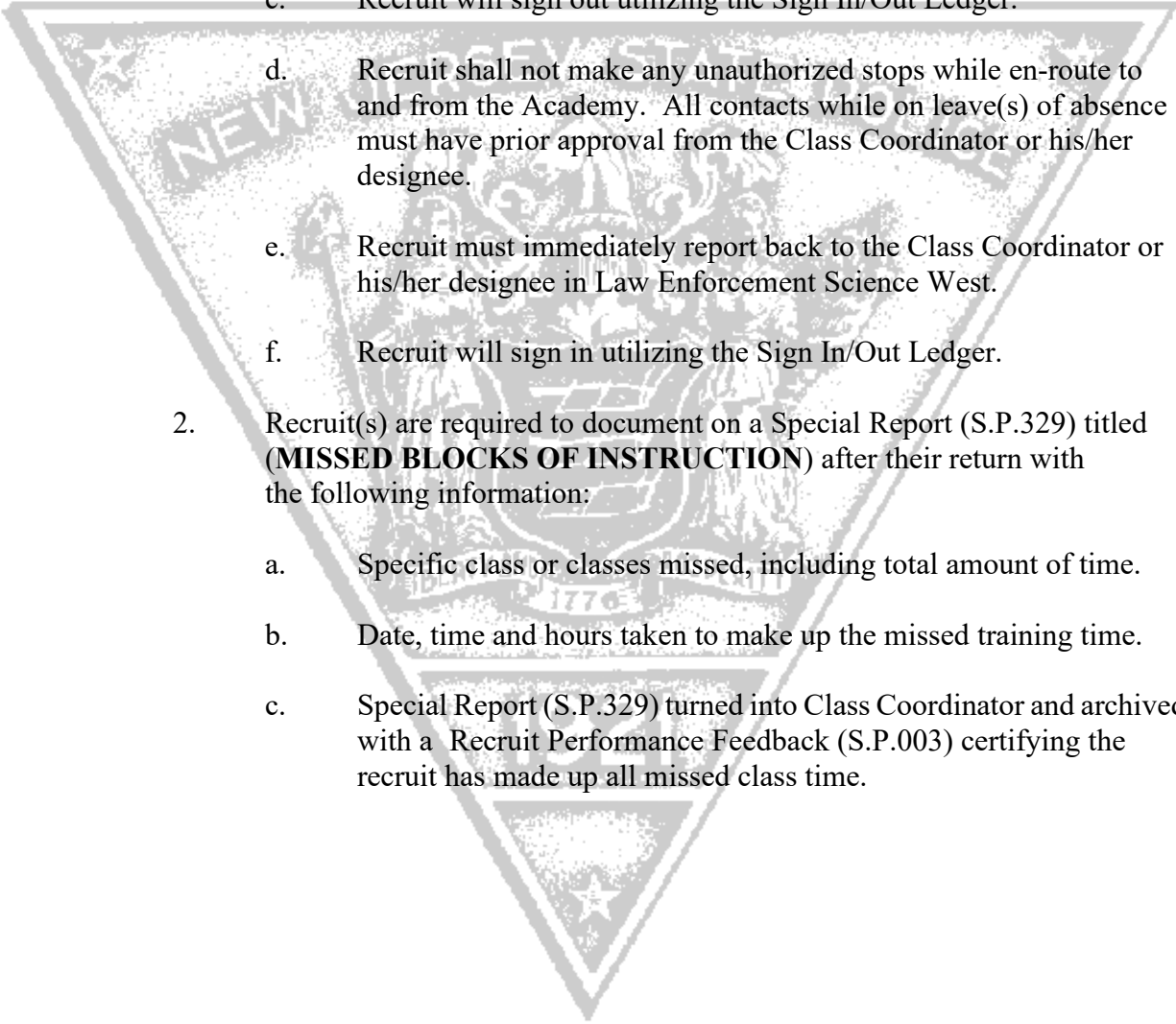
A. The following morning procedures will be followed:

1. 0530 - Reveille
 - a. Recruits will take care of personal hygiene.
 - b. Recruits will care for beds, lockers, clothes, etc.
2. 0600 - Roll Call formation
 - a. Roll Call will be conducted on Academy Way in front of Building #8. During inclement weather Roll Call will be conducted in the hallway of the dormitory at the discretion of the Night on Duty Instructor(s), hereafter referred to as N.O.D., or other Supervising Instructor(s).
 - b. Platoon leaders will conduct the Roll Call of their platoons under the supervision of the N.O.D., or other Supervising Instructor(s).

AO1

- c. Recruits will answer “Here, Sir” or “Here, Ma’am” at Roll Call.
- 3. On completion of outdoor Roll Call, the class will march to the designated area for military drill and/or injury reduction morning stretching exercises.
- 4. Recruits will separate into their respective squads where squad leaders (or class members designated by instructor) will lead the squads in military drill.
- B. Sick Call procedures
 - 1. Recruits reporting to Sick Call will report to the nurse during the authorized time designated by the Class Coordinator or his/her designee. Recruits will advise their respective platoon leader of same.
 - 2. Recruits will report to the designated Infirmary by class (if applicable), in alphabetical order.
 - 3. Recruits shall complete a Special Report (S.P.329), subject SICK CALL, and turn it over to the nurse for each visit to sick
 - a. Each recruit will sign in/sign out in the Sign In Ledger located in the Infirmary.
 - 4. Immediately after reporting to sick call, each recruit will report directly to the Class Coordinator or his/her designee with a completed Duty Status Form, signed by the Nurse and recruit, which will indicate their current duty status. (i.e. Full Duty, Limited Duty, or Off Duty)
 - 5. Recruits will verbally report emergency illness or injuries, immediately, to any member of the Academy staff. Should any illness or injury occur after hours, in addition to advising a member of the Academy staff, the recruit shall report to the nurse at the earliest opportunity.
- C. Sign Out procedures (Doctor’s Appointment)
 - 1. Recruits who leave the base specifically for any Doctor’s appointment(s), Physical Therapy appointment(s), and/or to the Pharmacy will use the following procedures:

AO1

- 
- a. Report to the Class Coordinator or his/her designee in Law Enforcement Science West.
 - b. Recruit will bring all documentation for appropriate appointment.
 - c. Recruit will sign out utilizing the Sign In/Out Ledger.
 - d. Recruit shall not make any unauthorized stops while en-route to and from the Academy. All contacts while on leave(s) of absence must have prior approval from the Class Coordinator or his/her designee.
 - e. Recruit must immediately report back to the Class Coordinator or his/her designee in Law Enforcement Science West.
 - f. Recruit will sign in utilizing the Sign In/Out Ledger.
2. Recruit(s) are required to document on a Special Report (S.P.329) titled **(MISSED BLOCKS OF INSTRUCTION)** after their return with the following information:
- a. Specific class or classes missed, including total amount of time.
 - b. Date, time and hours taken to make up the missed training time.
 - c. Special Report (S.P.329) turned into Class Coordinator and archived with a Recruit Performance Feedback (S.P.003) certifying the recruit has made up all missed class time.

ACADEMY ORDER	Effective Date:	Number: 2
	Subject: Classroom Procedures	
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

Classroom procedures for State Police recruits have been established by the authority granted to the Commandant.

II. Introduction:

In order to maintain proper classroom decorum, the following classroom procedures will be observed.

III. Mechanics:

A. Classroom procedures

1. Recruit demeanor

- a. Recruits will be seated at the time scheduled for class commencement.
- b. Recruits will raise their hand to make an inquiry during lecture forum.
 - 1) Recruits will come to the seated position of attention.
 - 2) Recruits will identify themselves:
 Rct. _____, then ask question.
- c. Full attention and all courtesy will be given to the lecturer.
- d. Food or drink in the classroom is prohibited. (Unless authorized by Class Coordinator)
- e. The use of digital/tape recorders are prohibited.

AO2

- f. Recruits will stay off stage unless directed by an instructor.
- 2. Break procedures
 - a. Breaks will be given at the conclusion of each class period.
 - b. Recruits will congregate in the designated area when taking authorized breaks outdoors.
- 3. General classroom maintenance procedures
 - a. Chalkboard/ Dry Erase Board will be erased after **each** class period unless instructor states otherwise.
 - b. All Academy equipment, to include but not limited to projectors, computers, podium(s), or audio visual aids will be properly turned off and secured in a specified location.
 - c. Chairs will be neatly pushed in while on break and/or prior to departing the classroom at any time.
 - d. Classroom and desk tops will be neat prior to departing the classroom.
 - e. All classroom lights will be turned off prior to departing the classroom.
 - f. No clothing or equipment is permitted in the classroom overnight unless authorized by the Class Coordinator or his/her designee.
- 4. Rest Room procedures
 - a. Facilities to be utilized only while on break
 - 1) or other authorization by instructor
 - b. Latrines in dormitory areas may also be utilized during breaks only when authorized by an instructor.

ACADEMY ORDER	Effective Date:	Number: 3
	Subject: Inspection Procedures	
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

Inspection procedures for State Police recruits are hereby established by the authority granted to the Commandant.

II. Introduction:

In order to maintain direction, discipline, and uniformity during Academy inspection, the following inspection procedures will be utilized.

III. Mechanics:

A. Inspection

1. Troop formations (Two (2) or more platoons)
 - a. 1st Platoon to the right of the 2nd Platoon. Any and/or all platoons will align in sequential order.
 - b. Four (4) ranks to each platoon, each rank 40 inches apart.
 - c. 2nd Platoon and/or any additional platoon(s) will align upon the 1st Platoon, three (3) paces from extreme left of adjacent platoon.
 - d. Each platoon leader, two (2) paces to the front and center of his/her platoon. (Platoon leaders are responsible for preliminary preparation.)
2. Instructor's position

AO3

- a. Front and center of the class(es) and/or platoon(s) formation, six (6) paces forward of platoon leaders.
3. Inspecting Officer's position
 - a. To front of the instructor, three (3) paces
4. Reporting
 - a. Prior to arrival of Inspecting Officer at his/her position, the instructor will call formation to "Attention," then will order, "**Platoon Leaders, Report!**"
 - b. Each platoon Leader, starting with 1st Platoon, salutes and reports accordingly, "**Sir/Ma'am, 1st Platoon, all present or accounted for; 2nd Platoon, all present or accounted for; and/or any additional platoon(s) in sequential order.**"
 - c. Instructor returns each salute
5. Inspecting Officer takes position
 - a. Instructor does an about face and reports, "**Sir/Ma'am, all present or accounted for.**"
 - b. Inspecting Officer orders, "**Prepare for inspection!**"
 - c. Instructor turns to platoons and orders, "**Open ranks, March!**"
6. 1st Platoon Leader marches to right, to head of the 1st Rank of the platoon. The 2nd and /or any additional Platoon Leader(s) marches to left, to end of the First Rank of respective formation and dresses the ranks of the their platoon on ranks of the adjacent platoon.
 - a. 1st Rank will take two 30 inch steps forward and halt
 - b. 2nd Rank will take one 30 inch step forward and halt
 - c. 3rd Rank will stand fast
 - d. 4th Rank will take two 15 inch steps back and halt

AO3

- e. Automatically the formation comes to a **“Dress Right”** when movement has been executed.
 - f. Platoon Leader(s) #1, #2, and/or any additional Platoon Leader(s) aligns ranks.
 - g. After ranks are aligned, platoon leaders will return to the center of their platoons.
 - h. Platoon Leader of 1st Platoon commands, **“Ready, Front!”**
Platoon Leader of 2nd Platoon commands, **“Ready, Front!”**
Additional platoon leader(s) will give command, **“Ready, Front!”** in sequential order.
 - i. Platoon leaders will then execute an about face, and face Instructor.
7. Instructor then commands, **“Platoon Leader(s), Post!”**
- a. Each Platoon Leader marches to extreme left of rear rank of his/her platoon and takes position.
 - b. Instructor faces Inspecting Officer, states, **“Ready for Inspection, Sir/Ma’am.”**
8. Inspecting Officer inspects instructor and orders, **“Follow Me.”**
- a. Instructor falls in at left rear of Inspecting Officer.
 - b. On approach to a specific platoon, instructor orders, **“Remaining Platoon(s) at Ease.”**
9. Upon completion of inspection of 1st Platoon
- a. As Inspecting Officer approaches any remaining platoon(s), instructor orders the specific platoon, **“(#) Platoon, Attention!”**
10. Upon completion of inspection of the 2nd Platoon and/or any additional platoon(s):

AO3

- a. As Inspecting Officer leaves each platoon formation, instructor orders, **(All Remaining “Platoon(s), Attention!”)**

11. Upon completion of inspection of platoons

- a. Inspecting Officer, by direct route, takes position nine (9) paces to front and center of the troop formation.
- b. Instructor takes position three (3) paces to front of Inspecting Officer.
- c. Instructor faces about and commands, **“Close Ranks, March!”** then turns to Inspecting Officer who commands, **“Prepare for Inspection of Quarters.”**
 - (1) Instructor acknowledges order with, **“Yes, Sir/Ma’am.”**
 - (2) Instructor faces about. When Inspecting Officer has cleared formations, Instructor orders, **“Prepare for Inspection of Quarters–Fall Out.”**

12. Inspection of quarters

- a. Beds made properly and lockers arranged properly.
- b. Each recruit stands at the foot of the bed in a **“Parade Rest”** position. When the Inspecting Officer enters the room, the recruit closest to the door will call, **“Attention,”** and remain in that position until the Inspecting Officer completes inspecting each recruit. The command, **“Parade Rest”** will then be given by the instructor.
- c. When the Inspecting Officer approaches the locker, the recruit assigned to that locker will come to **“Attention”** and remain in that position until the Inspecting Officer moves on to the next locker, at which time the recruit will assume the **“Parade Rest”** position.
- d. Upon completion of bed, locker and area inspection, the instructor then calls the recruits to **“Attention.”** At this time the Inspecting Officer enters the latrine area to inspect. The instructor then places the recruits at **“Parade Rest”** and to **“Standby for further instructions.”**

AO3

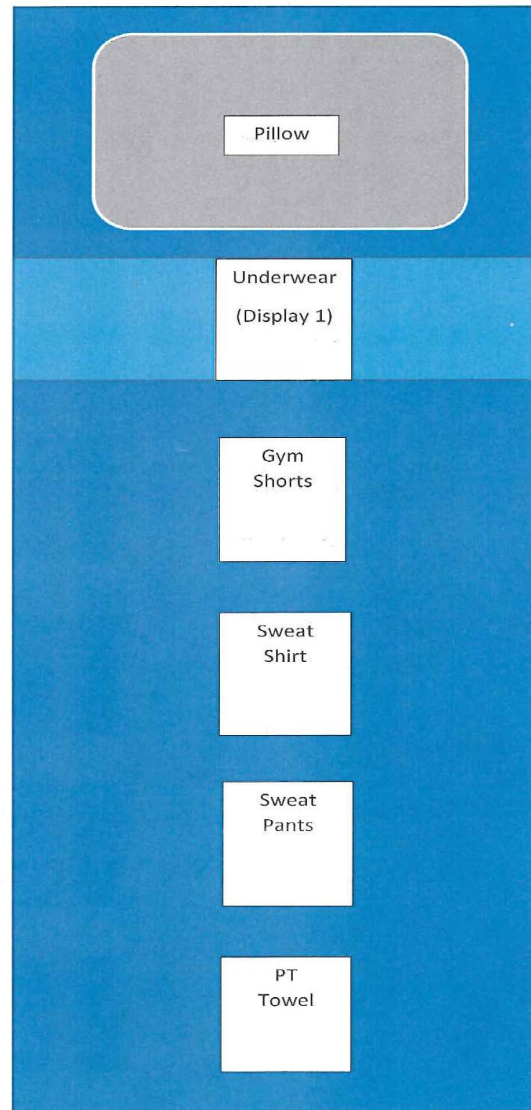
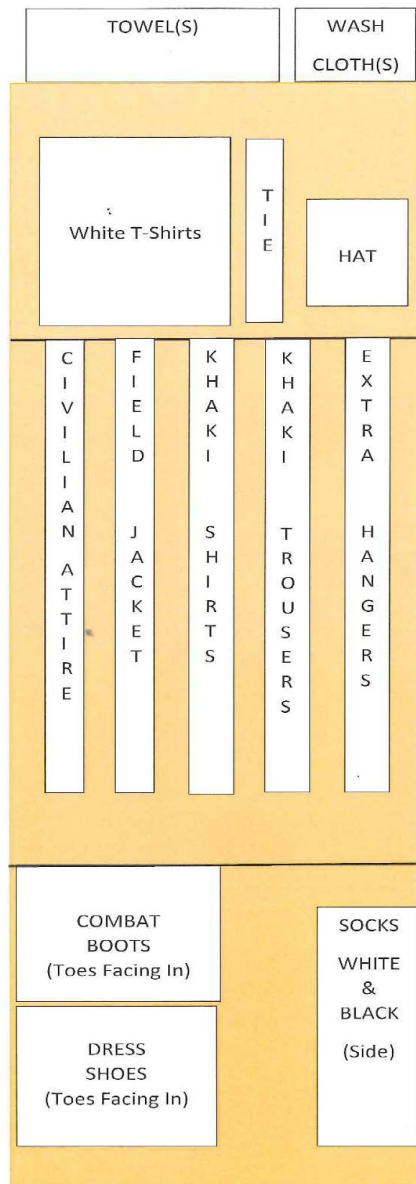
- e. All discrepancies shall be brought to the attention of those responsible after the inspection is completed.



LOCKER ARRANGEMENT DORMITORY BUILDING #8

Miscellaneous Articles (REAR)	Gloves Tie (Rear)		
Books Books Books	Caps	Leave Empty (Closed)	Leave Empty (Closed)
1. Civilian 2. Field Jacket 3. Khaki Shirts 4. Khaki Trousers 5. Extra Hangers	Toilet Articles in case (Rear) Wash cloth (Rear) Towels (Centered)	<u>GENERAL RULES</u> 1. Clothes to be hung with opening facing right. 2. Even spaces between hangers. 3. Open end of hangers facing to rear. 4. All belts, buttons, clasps and zippers to be secured. 5. Trousers to be hung with rear seam out and legs to the right. Tags and labels removed from waist bands. 6. All articles folded with rolled edge facing out. 7. No damp clothes or towels in locker. 8. Books stacked against left side of locker, open edges facing rear. 9. No food kept in locker or suitcase. 10. Shoes laced to top. Loop laces and tuck loose ends in shoe. 11. All locker doors kept closed. 12. All gear will be neatly stored and lockers will be cleaned daily. 13. Beds aligned. 14. One suitcase placed against wall under pillow end of bunk. 15. Wallets will be secured in suitcase. 16. Belt secured in miscellaneous section during self-defense/physical training. 17. All gear will be marked with names/ initials	
	Socks: White/Black (Rear) Thermal Underwear (Rear)		
	T-Shirts Underwear		
	Gym Shorts (Rear) Bra/ Athletic Supporter (Rear)		
	Sweat Shirts Sweat Pants	Drawer's Under Bunk (LEFT)	
	Combat Boots (Rear) Cross Trainers (Rear)	(RIGHT) Shoe Shine Kit Civilian Shoes Flashlight Raincoat	
	Military Dress Shoes Running Shoes (Front)	Sweater Extra Clothing S. P. Issued Gear Hand Towel (PT)	

LOCKER ARRANGEMENT DORMITORY BUILDING #15, #17 & #18



ACADEMY ORDER	Effective Date:	Number: 4
	Subject: Leadership Development (Platoon/Squad Leader General Duties & Responsibilities)	
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

The duties and responsibilities of the Leadership Development Program have been established by the authority granted to the Commandant.

II. Introduction:

It is the goal of the Academy to have every member of the class assume a leadership role. This is accomplished primarily through assignments as platoon and squad leaders. These exercises develop confidence, professionalism, and teamwork as well as establish a chain of command.

In addition to platoon and squad leader assignments, the class will be presented with a weekly discussion on topics that relate to leadership development.

III. Mechanics:

A. Duties and responsibilities

1. Platoon leaders

a. General duties

1) Assume control prior to morning formation at the discretion of the Class Coordinator or his/her designee.

a) Check recruit bulletin boards (located in Building #8 upper and lower level and the rear of building #26) for posted material.

AO4

- b) Confer with previous platoon leader in reference to special instructions or orders.

2) Assemble platoon and class formations as scheduled.

3) Report to Officer on Duty at morning formation anyone unable to fall out and the specific reason thereof.

4) Supervise cleaning of areas of responsibility assigned to squads.

5) Report to the class coordinator on specified breaks throughout the training day.

6) Align class for physical conditioning period.

7) Assume responsibility for class movements when instructed, or in the absence of an instructor.

8) Control lights in classroom and secure electronic equipment after each class period.

9) Account for any member of the platoon who is absent or late for any assigned details or classes.

2. Squad leaders

a. General duties

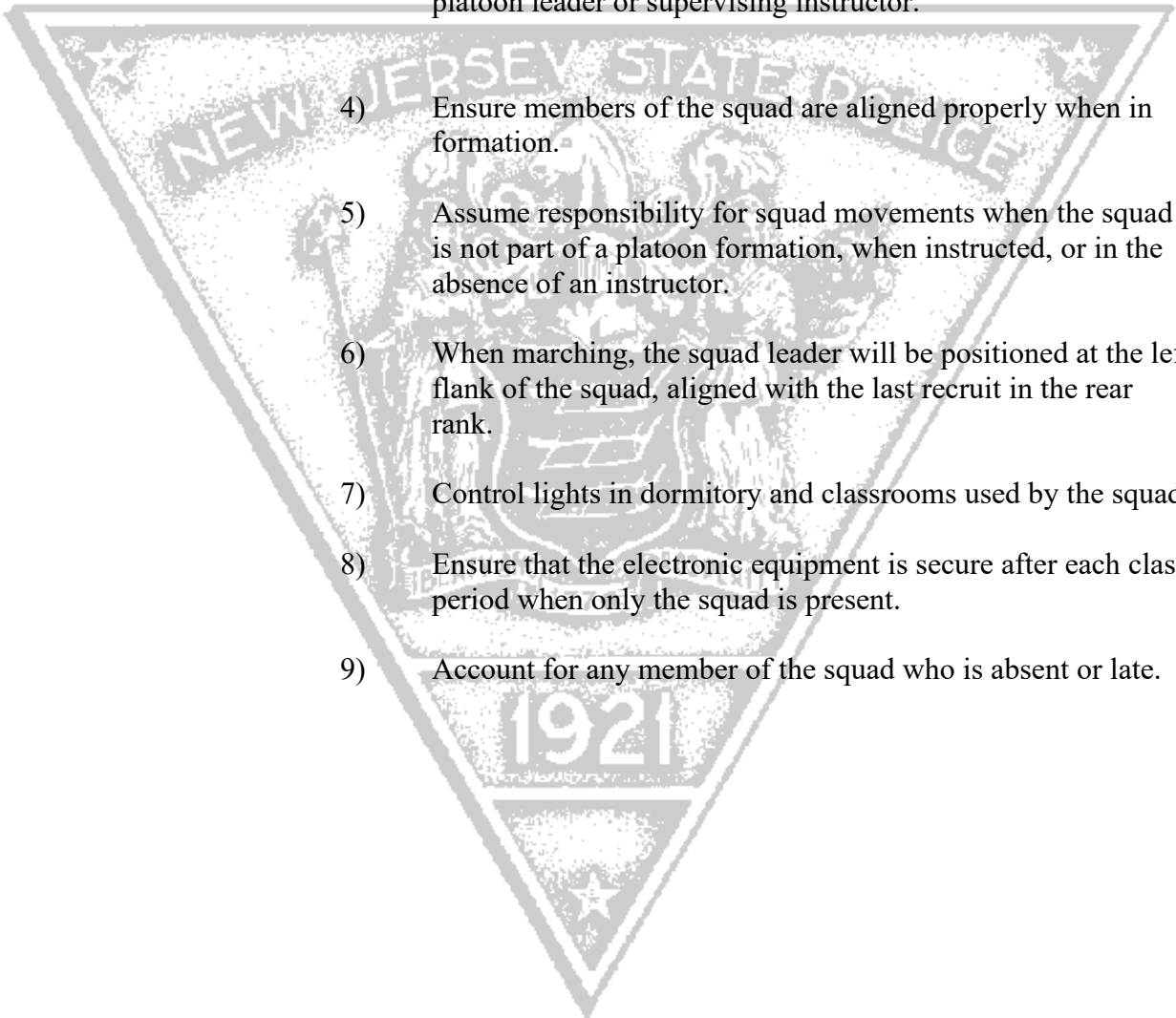
1) Assume control prior to morning formation at the discretion of the Class Coordinator or his/her designee.

a) Check recruit bulletin boards for posted material.

b) Confer with previous squad leader reference special instructions or orders.

AO4

- 2) Assign squad members to clean areas of responsibility and submit a report of the specific assignments to the Class Coordinator via the platoon leaders.
- 3) Report any discrepancies or unusual occurrences to the platoon leader or supervising instructor.
- 4) Ensure members of the squad are aligned properly when in formation.
- 5) Assume responsibility for squad movements when the squad is not part of a platoon formation, when instructed, or in the absence of an instructor.
- 6) When marching, the squad leader will be positioned at the left flank of the squad, aligned with the last recruit in the rear rank.
- 7) Control lights in dormitory and classrooms used by the squad.
- 8) Ensure that the electronic equipment is secure after each class period when only the squad is present.
- 9) Account for any member of the squad who is absent or late.



ACADEMY ORDER	Effective Date:		Number:
		Subject:	5
		Formations	
Reference:	Rescinds:		NJSP Academy Sea Girt

I. Authority:

Formation procedures for State Police recruits have been established by the authority granted to the Commandant.

II. Introduction:

In order to maintain order and efficiency during their recruit training, State Police recruits will adhere to the following formation procedures.

III. Mechanics:

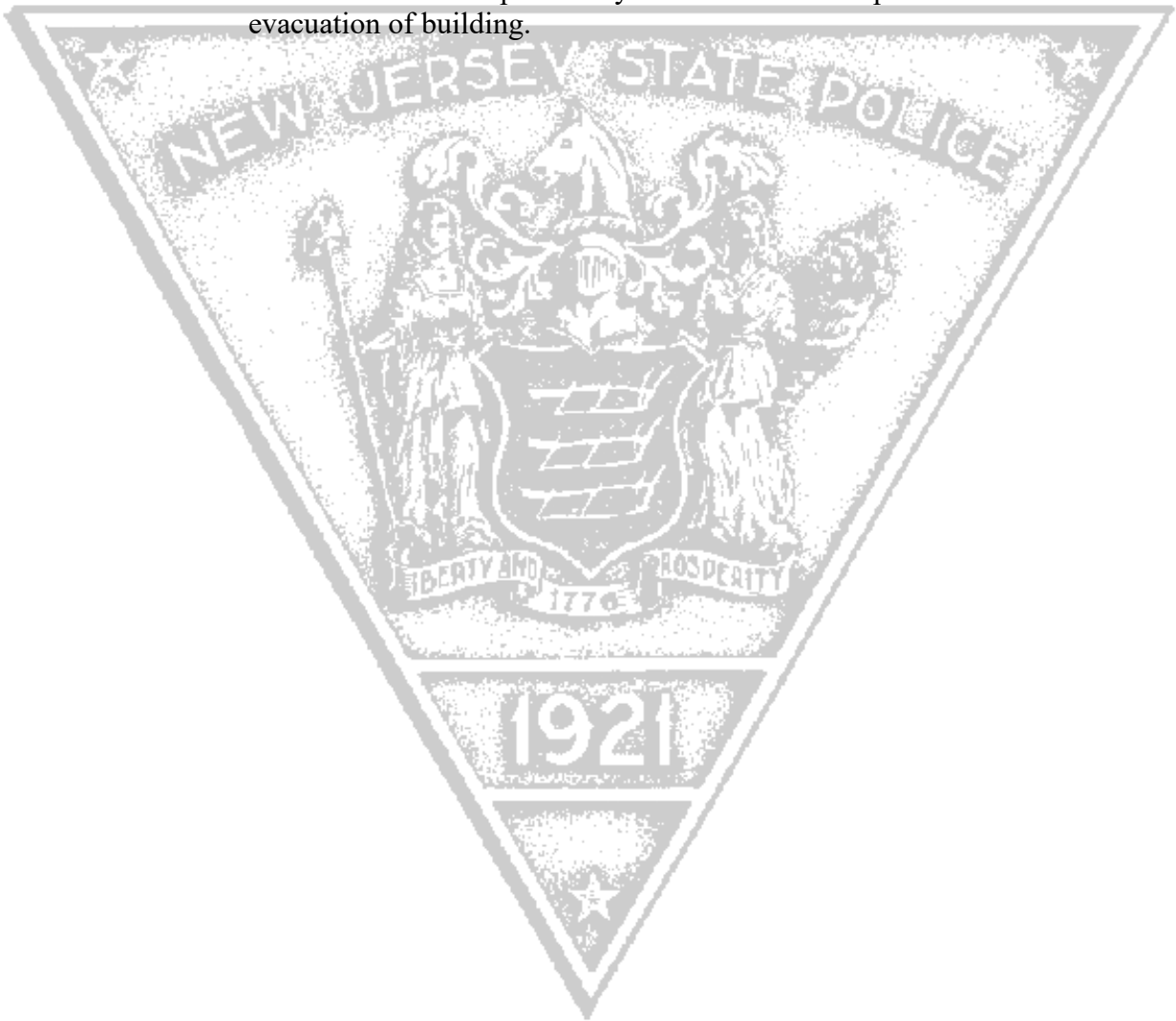
A. Formations

1. Assemble at least two minutes before scheduled time.
2. Line up according to height, tallest first.
3. When alone outdoors, recruits will march in a military manner.
4. Two or more recruits together will march in a military manner.
 - a. The recruit on the right or right rear will command movements of the group.
5. All groups will march to designated areas.
6. Maintain the position of “attention” until commanded otherwise.
7. During inclement weather, platoons will form as directed by the Officer of the Day.

AO5

B. Fire Orders

1. In the event that evacuation of an Academy building becomes necessary, the attached "Fire Orders" will be strictly adhered (see pg. 20 of this order)
2. Recruits will follow previously outlined formation procedures after evacuation of building.



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

RECRUIT TRAINING FIRE ORDERS

1. In the event it becomes necessary to evacuate the Academy buildings due to fire or under other emergency conditions, the following alert plan shall be utilized.
 - a. Night hours
 - 1) The first person who locates the fire or recognizes the emergency shall immediately alert the other personnel in the immediate vicinity and shall expeditiously report same to any member of the Academy staff.
 - 2) Academy staff shall determine the magnitude of the emergency and make the decision whether evacuation is necessary and put evacuation plan in effect.
 - 3) If evacuation is necessary, the Academy staff will facilitate a safe and orderly exodus of the building.
 - b. Daylight hours
 - 1) The person first recognizing the emergency shall immediately bring it to the attention of one of the instructors who, in turn, will survey the situation and determine if it should be brought to the attention of the Officer in Charge; time and conditions permitting.
 - 2) The Officer in Charge shall make the decision to evacuate; utilizing the instructor staff in order to facilitate a safe and orderly exit of the building.
 - 3) If immediate evacuation is necessary, the instructor surveying the situation shall make the decision to evacuate and spread the order to all personnel promptly.
2. Nothing in this order shall be construed by the person discovering a fire to prevent him/her from attempting to extinguish same if the Applicant / the Recruit feels it can be done immediately and safely without fear of the fire spreading or personal injury.
3. After the evacuation is complete, all personnel shall immediately re-group in the area in front of the main dormitory building and conduct Roll Call.
4. All personnel will be responsible for knowing and understanding this order.

ACADEMY ORDER	Effective Date:	Number:
	Subject:	6
Reference:	Rescinds:	Guard Duty NJSP Academy Sea Girt

I. Authority:

Guard duty responsibilities and procedures have been established for the State Police recruits by the authority granted to the Commandant.

II. Introduction:

In order to provide security for the Training Bureau building and grounds and to familiarize recruits with patrol and station operational procedures, recruits will comply with the following guard duty instructions.

III. Mechanics:

A. Guard duty

1. All recruits scheduled for guard duty will report to the guard duty briefing location (Front desk area, Building #8 lower hallway) at 9:15 p.m. reference briefing and/or special instructions.

B. Desk guard responsibilities

1. The recruit on desk guard assuming the desk duty will sign on the Station Record and/or Computer Aided Dispatch system when specified by the Class Coordinator or his/her designee.
2. The desk guard will insure the following equipment is on hand:
 - a. Station Record
 - b. Radio Log
 - c. Red and black pen

AO6

- d. Date stamp and pad
- e. Portable radios, BWC, DIVR mic packs, shotguns, etc.
- f. Obtain the N.O.D. cell phone #

3. The desk guard will maintain radio contact with roving guards by requesting location once every hour, the transmission will be entered on the radio log.

4. Desk guard will maintain security of the dormitory building:

- a. Lock east, west, and rear entrances with the door key at 10:00 p.m.
- b. Open east, west, and rear entrances with the door key at 5:30 a.m.

****Door key will be secured in lock box located in Law Enforcement Science Unit West****

5. The desk guard will answer the phone using the following procedure:

a. When answering phone state:

1) New Jersey State Police Training Bureau, recruit (give last name), may I help you?

b. Take any messages pertaining to State Police training or personnel.

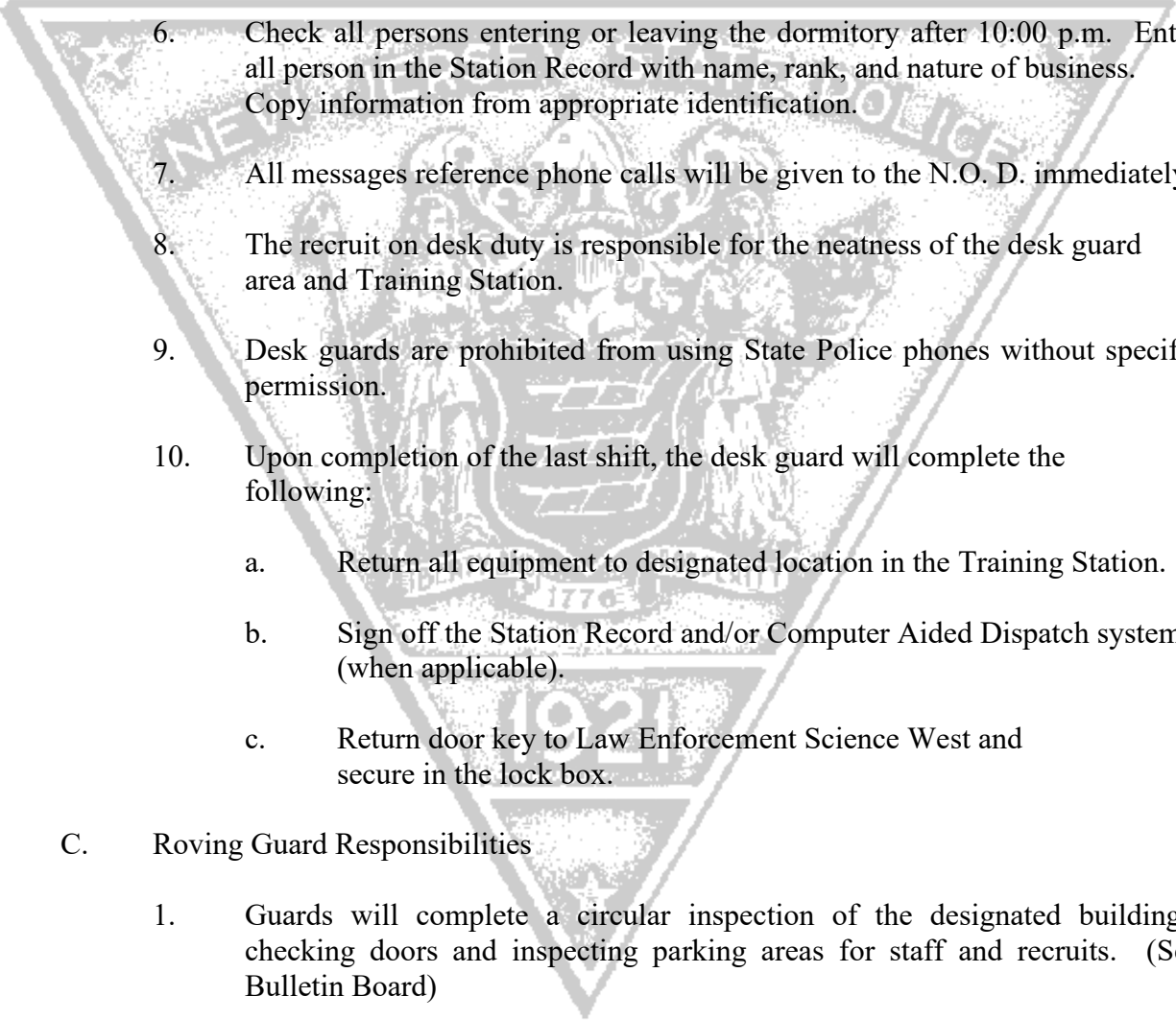
c. If there is a question or request that is not an emergency and cannot be answered, advise the person calling to call back after 9:00 a.m. the next morning.

d. If an emergency, contact the N.O.D. or any Academy instructor immediately.

e. Enter all calls in the Station Record.

AO6

- f. Any and all phone calls containing but not limited to messages, suspicious interactions, or questions must be documented via a Special Report (S.P.329) and brought to the attention to the N.O.D. or Academy staff. The Special Report (S.P.329) will be submitted via the chain of command to the Class Coordinator.

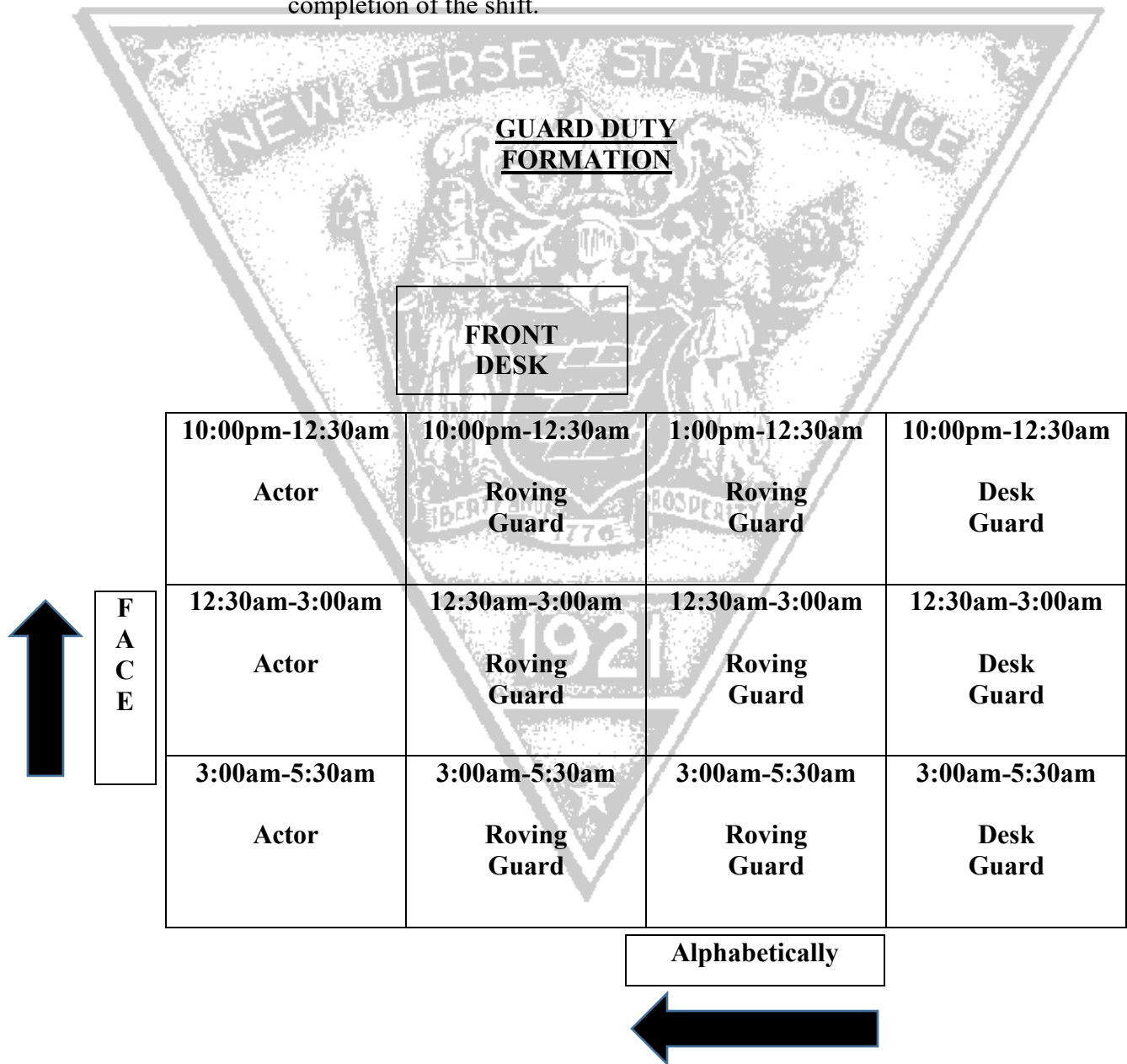
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- 6. Check all persons entering or leaving the dormitory after 10:00 p.m. Enter all person in the Station Record with name, rank, and nature of business. Copy information from appropriate identification.
 - 7. All messages reference phone calls will be given to the N.O. D. immediately.
 - 8. The recruit on desk duty is responsible for the neatness of the desk guard area and Training Station.
 - 9. Desk guards are prohibited from using State Police phones without specific permission.
 - 10. Upon completion of the last shift, the desk guard will complete the following:
 - a. Return all equipment to designated location in the Training Station.
 - b. Sign off the Station Record and/or Computer Aided Dispatch system (when applicable).
 - c. Return door key to Law Enforcement Science West and secure in the lock box.

C. Roving Guard Responsibilities

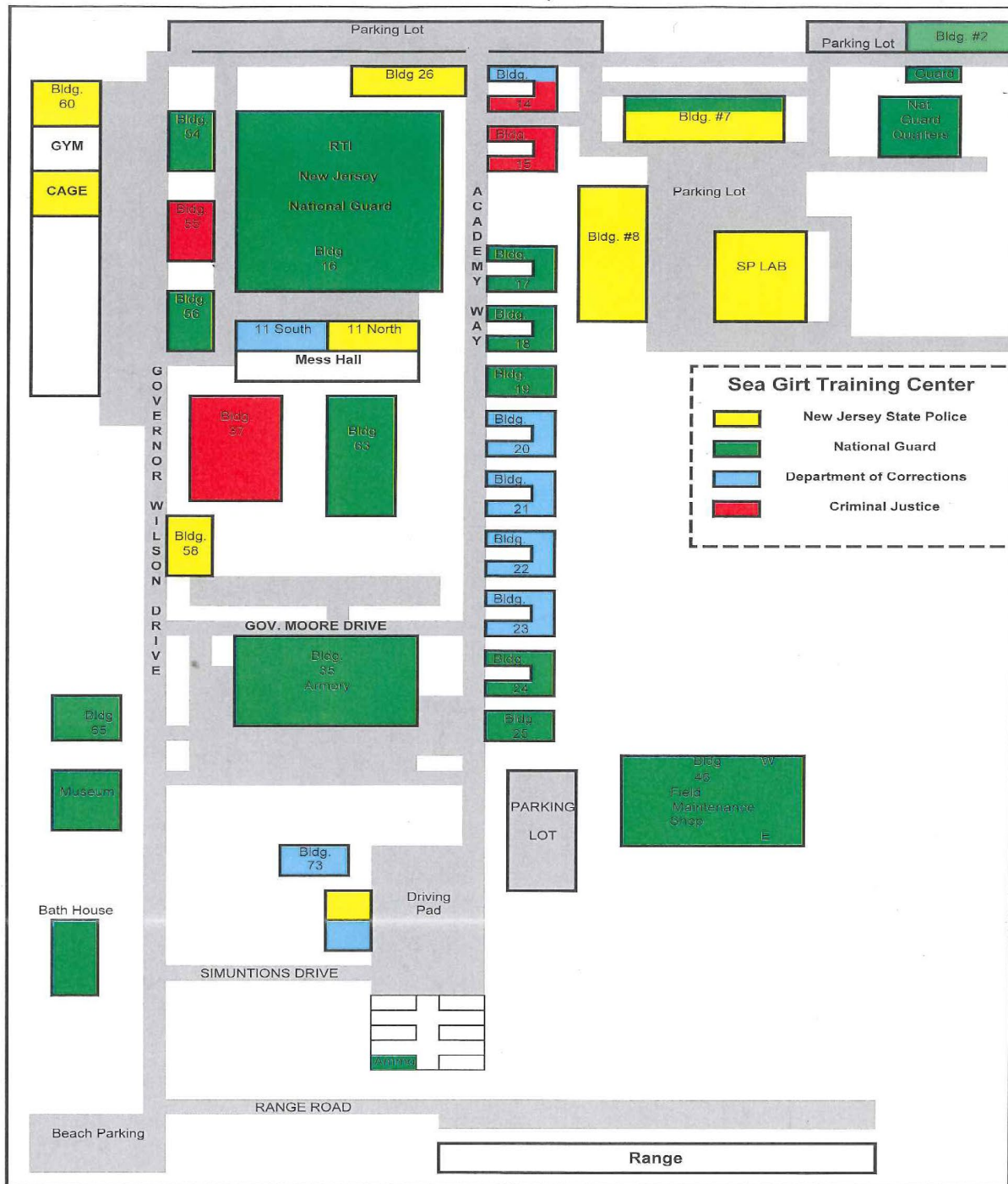
- 1. Guards will complete a circular inspection of the designated buildings, checking doors and inspecting parking areas for staff and recruits. (See Bulletin Board)
- 2. Guards will note any unusual or hazardous conditions and be alert as to possible fire in the building. Notify the N.O. D. if there is an emergency or an unusual occurrence.
- 3. Guards will tour the entire inside of the Dormitory.

AO6

4. The last guards will turn on lights in all occupied State Police recruit sleeping quarters prior to reveille.
5. A paper patrol chart and/or an electronic patrol chart (when applicable) will be completed by each Roving Guard and placed in the proper location upon completion of the shift.



MAP OF NATIONAL GUARD TRAINING CENTER



ACADEMY ORDER	Effective Date:	Number: 7
	Subject: Military Bearing and Courtesy Requirements	
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

Military bearing and courtesy requirements are hereby established by the authority of the Commandant.

II. Introduction:

In order to maintain a proper military demeanor at all times, State Police recruits will adhere to the following military bearing and courtesy requirements.

III. Mechanics:

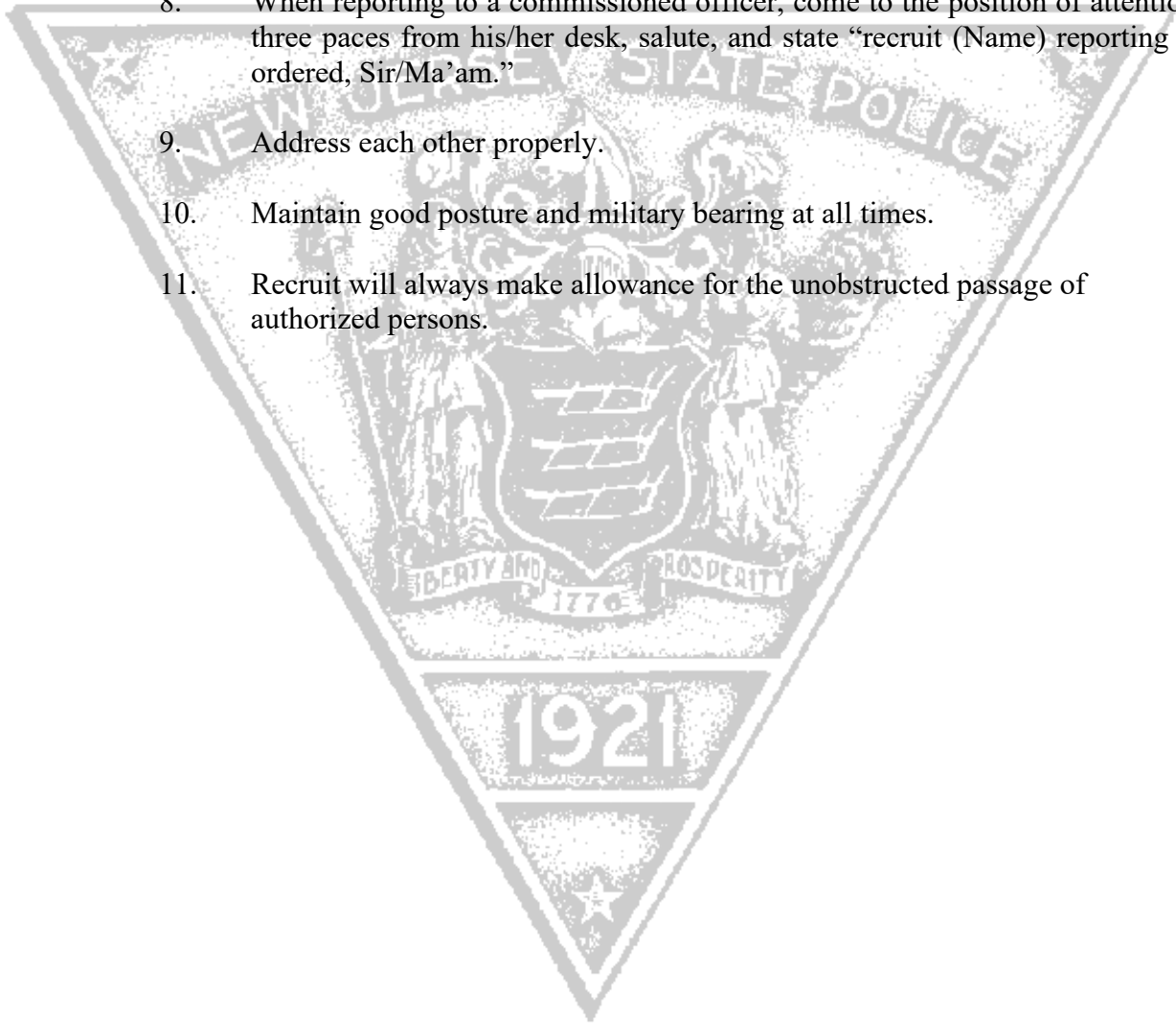
A. Military bearing and courtesy requirements

1. Use “Sir” or “Ma’am” when addressing a member of the Academy staff, guest lecturer, or any enlisted member of the State Police.
2. Identify yourself and use the proper salutation when addressing persons in authority.
3. Maintain the position of attention when addressing or being addressed by a person in authority.
4. Assume the position of attention (sitting or standing) when properly commanded.
5. Call the command “Attention” whenever the situation warrants.

Example: When a member of the staff enters the classroom or squad bay and no instructor is present. Also, while class is lining up for a formation and not at Attention.

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6. Salute when required. (Only commissioned officers in uniform warrant a salute.)
7. Remove caps when indoors.
8. When reporting to a commissioned officer, come to the position of attention, three paces from his/her desk, salute, and state "recruit (Name) reporting as ordered, Sir/Ma'am."
9. Address each other properly.
10. Maintain good posture and military bearing at all times.
11. Recruit will always make allowance for the unobstructed passage of authorized persons.



ACADEMY ORDER	Effective Date:	Number:
	Subject:	8
	Hand Salute	
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

Guidelines for the proper use of a hand salute by State Police recruits is hereby established by the authority granted to the Commandant.

II. Introduction:

In order to extend military courtesy when appropriate, the following hand salute procedure will be observed.

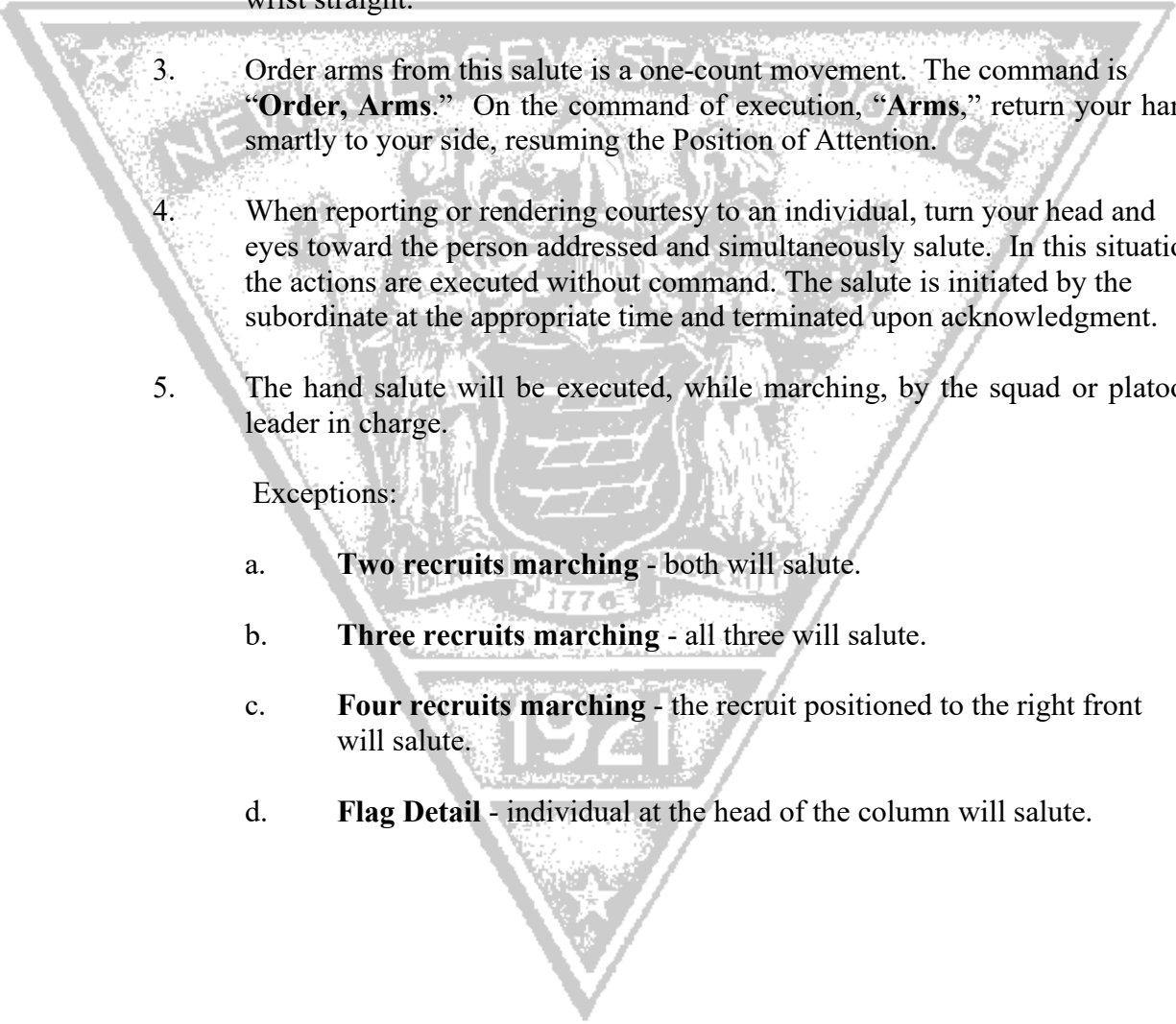
III. Mechanics:

A. Hand salute

1. All recruits will render the hand salute to all uniformed commissioned officers of the Division of State Police whom they meet.
 - a. Outdoors only when covered, except when inappropriate or impractical, such as:
 - 1) When actively engaged in tactical field operations.
 - 2) When carrying articles with both hands, or when otherwise so occupied as to make saluting impractical.
 - b. Indoor salutes are not required except when reporting to a commissioned officer.
2. The hand salute is a one-count movement. The command is “**Present Arms.**” On the command of execution, “**Arms,**” raise the right hand to the

AO8

head dress and with the tip of the forefinger, touch the rim of the visor slightly to the right eye. The fingers and thumb are extended and joined, palm down. The outer edge of the hand is barely canted downward so that neither the palm nor the back of the hand is visible from the front. The upper arm is horizontal with the elbow inclined slightly forward and the hand and wrist straight.

- 
3. Order arms from this salute is a one-count movement. The command is “**Order, Arms.**” On the command of execution, “**Arms,**” return your hand smartly to your side, resuming the Position of Attention.
 4. When reporting or rendering courtesy to an individual, turn your head and eyes toward the person addressed and simultaneously salute. In this situation the actions are executed without command. The salute is initiated by the subordinate at the appropriate time and terminated upon acknowledgment.
 5. The hand salute will be executed, while marching, by the squad or platoon leader in charge.

Exceptions:

- a. **Two recruits marching** - both will salute.
- b. **Three recruits marching** - all three will salute.
- c. **Four recruits marching** - the recruit positioned to the right front will salute.
- d. **Flag Detail** - individual at the head of the column will salute.

ACADEMY ORDER	Effective Date:	Number: 9
	Subject: General Areas of Responsibility	
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

General Areas of Responsibility for State Police recruits have been established by the authority granted to the Commandant.

II. Introduction:

In order to promote a disciplined, safe, and sanitary Academy environment, State Police recruits will maintain general areas of responsibility.

III. Mechanics:

A. Assignment

1. There are four (4) general areas of responsibility. Each squad will be responsible for one of these areas.
2. Each squad leader will assign squad personnel to carry out those responsibilities assigned to his/her squad.
3. Each squad leader will submit the names of the recruits assigned to each area of responsibility and their assignments to the Class Coordinator via the ***Squad Leader Assignment Report*** provided by the Class Coordinator. Same will be posted on the recruit bulletin boards.

B. General Areas of Responsibility

(FOUR AREAS OF RESPONSIBILITY ARE AS FOLLOWS)

AO9

AREA OF RESPONSIBILITY #1	
1. Building #8 1 st Floor Hallway	2. Building #8 Main Entrance and Foyer
3. Building #8 Guard Duty Office Area	4. Building #8 Female Latrine
5. Building #8 1 st Floor Janitor's Closet	6. Building #8 1 st Floor Mechanical Room
7. Building #8 1 st Floor Training Station	8. Building #8 1 st Floor Storage Room
9. Building #8 1 st Floor Infirmary	

1. Building #8 1st Floor Hallway

- A. Sweep and damp mop hallway. Floors should be dry mopped daily, spot mopped where dirt and stains are visible.

NOTE: *Floors should be sprayed buffed at least twice weekly and a coat of floor finish should be applied at least once every three or four weeks. When spray buffing floors, make sure floor has been dry mopped and wet mopped, prior to buffing.*

- B. Clean and polish all fixtures (telephones, pictures, signs, etc.)

2. Building #8 Main Entrance and Foyer

- A. Maintain neatness of the main entrance and foyer.
- B. Sweep and dry mop entrance and foyer.
- C. Keep windows clean and polish trophy case, inside and outside.
- D. Keep plaques in hallway, but do not polish name plates.
- E. Vacuum door mat.

3. Building #8 Guard Duty Office Area

AO9

- A. Dust and damp mop floor in desk area.
 - B. Dust and polish all fixtures, glass windows, ledges, etc., in guard desk area.
 - C. Clean and polish all fixtures, mirrors, and toilets in latrine.
 - D. Ensure all guard duty paperwork is organized, neatly kept and numerous copies are available.
4. Building #8 Female Latrine
- A. Sweep and damp mop floor.
 - B. Empty trash receptacles.
 - C. Clean toilet.
 - D. Clean and polish all fixtures, ledges, and surfaces.
5. Building #8 1st Floor Janitor's Closet
- A. Squad Leader will assign one recruit to maintain cleanliness and neatness of closet. Trash receptacle will be emptied, cleaned and placed inside closet prior to securing same at 7:15 a.m. daily.
 - B. Recruit responsible for maintaining upper closet will also be responsible for placing all cleaning items in Police Science Squad latrine prior to departing on Duty Leave at end of training week and retrieving same upon returning.
6. Building #8 1st Floor Mechanical Room
- A. Sweep and damp mop floor.
 - B. Clean and dust all surfaces.
 - C. Maintain neatness of water bottles.
 - D. Clean and organize shelves.

AO9

- E. Do not touch electrical circuits, computer hardware or enter upstairs boiler room.

7. Building #8 1st Floor Training Station

- A. Sweep and damp mop hallway. Floors should be dry mopped daily, spot mopped where dirt and stains are visible.
- B. Account for all assigned portable radios.
- C. Account for body worn cameras.
- D. Maintain neatness and empty trash receptacles.
- E. Ensure all equipment is clean and operational.
- F. Ensure all radios and body cameras are charging and have been secured properly.

8. Building #8 1st Floor Storage Room

- A. Sweep and damp mop floor.
- B. Clean and dust all surfaces.
- C. Do not touch electrical circuits.
- D. Stock and organize supplies (paper towels, trash bags, toilet paper, etc.)
- E. Maintain overall neatness of the storage area.

9. Building #8 1st Floor Infirmary

- A. Clean latrines, empty and clean trash receptacle.
- B. Clean mirrors, urinal and wash sink.
- C. Clean Shelves. Dust all surfaces.
- D. Clean and wipe down doorways and door handles.

AO9

E. Sweep and mop floors.

F. Make sure bed is made.

NOTE: *Training Bureau Nurse MUST be present during this detail. Do not open the refrigerator.*

AREA OF RESPONSIBILITY #2	
1. Building #8 2 nd Floor Hallway	2. Building #8 2 nd Floor Upper Janitor's Closet
3. Building #8 2 nd Floor East, West, Center Stairwells and Landing Areas	4. Building #8 Exterior Storage Shed
5. Building #8 2 nd Floor Quarantine Room	

1. Building #8 2nd Floor Hallway

A. Sweep and damp mop hallway. Floors should be dry mopped daily, spot mopped where dirt and stains are visible.

NOTE: *Floors should be sprayed buffed at least twice weekly and a coat of floor finish should be applied at least once every three or four weeks. When spray buffing floors, make sure floor has been dry mopped and wet mopped, prior to buffing.*

B. Clean and polish all fixtures (telephones, pictures, signs, etc.)

2. Building #8 2nd Floor Upper Janitor's Closet

A. Squad Leader will assign one recruit to maintain cleanliness and neatness of closet. Trash receptacle will be emptied, cleaned and placed inside closet prior to securing same at 7:15 a.m. daily.

B. Recruit responsible for maintaining upper closet will also be responsible for placing all cleaning items in Police Science Squad latrine prior to departing on Duty Leave at end of training week and retrieving same upon returning.

AO9

3. Building #8 2nd Floor East, West, Center Stairwells and Landing Areas
 - A. Sweep and damp mop stairs, floors and landing area East stairwell.
 1. Clean all windows, railings, ledges, etc.
 - B. Sweep and damp mop stairs, floors and landing area West stairwell.
 1. Clean all windows, railings, ledges, etc.
 - C. Sweep and damp mop stairs, floors and landing area Center stairwell.
 1. Clean all windows, railings, ledges, etc.
4. Building #8 Exterior Storage Shed
 - A. Maintain neatness of shed.
 - B. Organize equipment (Mops, rakes, shovels, vehicle maintenance detail equipment).
5. Building #8 2nd Floor Quarantine Room
 - A. Clean shower, toilet, sink and mirror.
 - B. Sweep and mop latrine area.
 - C. Vacuum rug
 - D. Dust and clean all surfaces
 - E. Clean and wipe down door and door handle.
 - F. Ensure room is stocked with soap and paper products.

AO9

AREA OF RESPONSIBILITY #3	
1. Gymnasium Building #60	2. Building #26 Interior
3. Building #26 Perimeter	4. Academy Way (Bldg. #26 to Mess Hall)
5. Perimeter Building #7	6. Building #8 Perimeter
7. Mess Hall Perimeter	8. Building #17 Perimeter

1. Gymnasium Building #60
 - A. Police outside perimeter.
 1. Front and rear loading docks.
 2. Parking area.
 - B. Clean latrines and access corridor.
 - C. Wet mop floors, large rubber mats.
 - D. Clean and wipe down doorways and door handles.
2. Building #26 Interior
 - A. Sweep and dry mop uncarpeted floors.
 - B. Clean and dust all surfaces including projection equipment.
 - C. Align tables and chairs.
 - D. Clean and wipe down doorways and door handles.
 - E. Clean and empty trash receptacles in classroom.
 - F. Arrange material on bulletin boards in a neat and orderly manner.

AO9

- G. Clean windows and ledges.
- H. Clean all latrines, empty and clean trash receptacles.
- I. Vacuum rug.
- J. Empty water bottles be returned to Building 8 1st Floor Mechanical Room.
- K. Ensure there is always water in the cooler and an available spare.
- 3. Building #26 Perimeter
 - A. Sweep and clean walkways of dirt and sand. Remove weeds from concrete area. Remove and discard trash located on the perimeter of the building, including the grass.
 - B. Empty trash receptacles.
 - C. Maintain neatness of walkways.
- 4. Academy Way (Building #26 to Mess Hall)
 - A. Police roadway area for trash and debris.
 - B. Keep curbs clean of weeds and debris.
 - C. Maintain sidewalks clean of weeds and debris.
- 5. Building #7 Perimeter
 - A. Sweep and clean walkways of dirt and sand. Remove weeds from concrete area. Remove and discard trash located on the perimeter of the building, including the grass.
 - B. Maintain neatness of the front walkways and canon area.

AO9

6. Perimeter of Building #8

- A. Sweep and clean walkways of dirt and sand. Remove weeds from concrete area. Remove and discard trash located on the perimeter of the building, including the grass.

7. Mess Hall Perimeter

- A. Police the north, west and east walkways and grass area.
- B. Empty trash receptacles.
- C. Sweep walkways.

8. Building #17 Perimeter

- A. Police entire area around Buildings #17.
- B. Empty trash receptacles.
- C. Sweep all walkways.

AREA OF RESPONSIBILITY #4

1. Room Orderly	2. Building #8 Classroom L1
3. Building #8 Classroom L2	4. Building #8 Classroom U3
5. Building #8 Simulator Room U4	

1. Room Orderly

- A. A recruit from each room, each week will be assigned a room orderly.
- B. Maintain neatness of each dormitory room.

AO9

- C. Confer with **all** room orderly's to maintain all rooms and equipment is set up in the same manner.
 - D. Ensure cleanliness and maintenance of latrines.
 - E. Complete room orderly checklist upon arrival and departure of training. The checklist will be submitted to the Class Coordinator or his/her designee.
2. Building #8 Classroom L1
- A. Maintain neatness of the room.
 - B. Vacuum floors.
 - C. Clean and dust all surfaces including projection equipment.
 - D. Align tables and chairs.
 - E. Clean and wipe down doorways and door handles.
 - F. Clean and empty trash receptacles in classroom.
 - G. Arrange material on bulletin boards in a neat and orderly manner.
 - H. Clean windows and ledges.
 - I. Wash chalk-board and chalk tray.
3. Building #8 Classroom L2
- A. Maintain neatness of the room.
 - B. Vacuum floors.
 - C. Clean and dust all surfaces including projection equipment.
 - D. Align tables and chairs.
 - E. Clean and wipe down doorways and door handles.

AO9

- F. Clean and empty trash receptacles in classroom.
- G. Arrange material on bulletin boards in a neat and orderly manner.
- H. Clean windows and ledges.

I. Wash chalk-board and chalk tray.

4. Building #8 Classroom U3

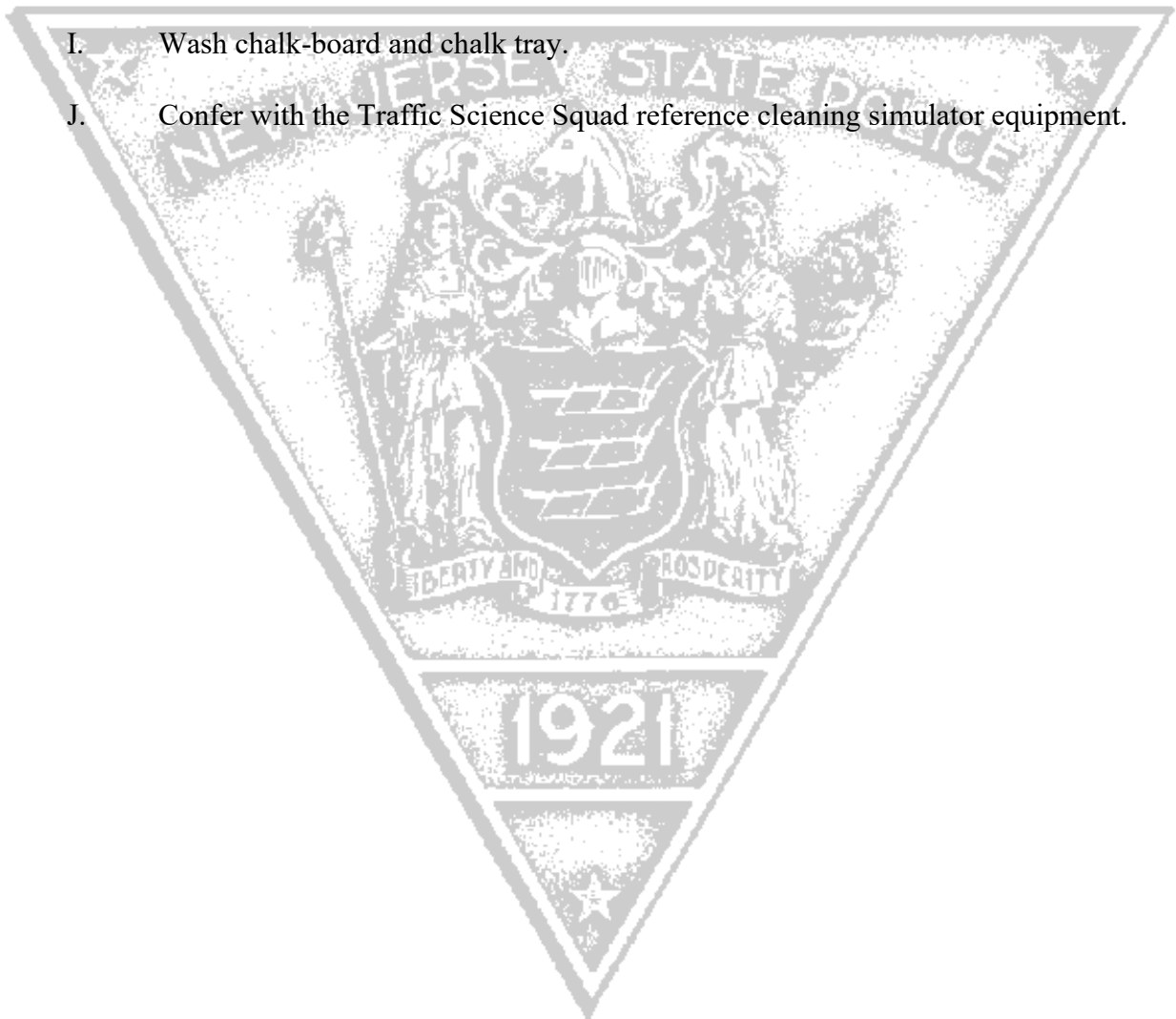
- A. Maintain neatness of the room.
- B. Vacuum floors.
- C. Clean and dust all surfaces including projection equipment.
- D. Align tables and chairs.
- E. Clean and wipe down doorways and door handles.
- F. Clean and empty trash receptacles in classroom.
- G. Arrange material on bulletin boards in a neat and orderly manner.
- H. Clean windows and ledges.
- I. Wash chalk-board and chalk tray.

5. Building #8 Simulator Room U4

- A. Maintain neatness of the room.
- B. Vacuum floors.
- C. Clean and dust all surfaces.
- D. Align tables and chairs.
- E. Clean and wipe down doorways and door handles.

AO9

- F. Clean and empty trash receptacles in classroom.
- G. Arrange material on bulletin boards in a neat and orderly manner.
- H. Clean windows and ledges.
- I. Wash chalk-board and chalk tray.
- J. Confer with the Traffic Science Squad reference cleaning simulator equipment.



ACADEMY ORDER	Effective Date:	Number:
	Subject:	10 Cleaning Details
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

Specific areas of responsibility for the cleaning of rooms and latrines have been established by the authority granted to the Commandant.

II. Introduction:

In order to maintain a safe and sanitary Academy environment, State Police recruits will maintain specific areas of responsibility.

III. Mechanics:

A. Cleaning details

1. Room orderly

- a. A recruit from each room, each week will be assigned a room orderly.
- b. Maintain neatness of each dormitory room.
- c. Confer with **all** room orderly's to maintain all rooms and equipment are set up in the same manner.
- d. Ensure cleanliness and maintenance of latrines.
- e. Complete room orderly checklist upon arrival and departure of training. The checklist will be submitted to the Class Coordinator or his/her designee.

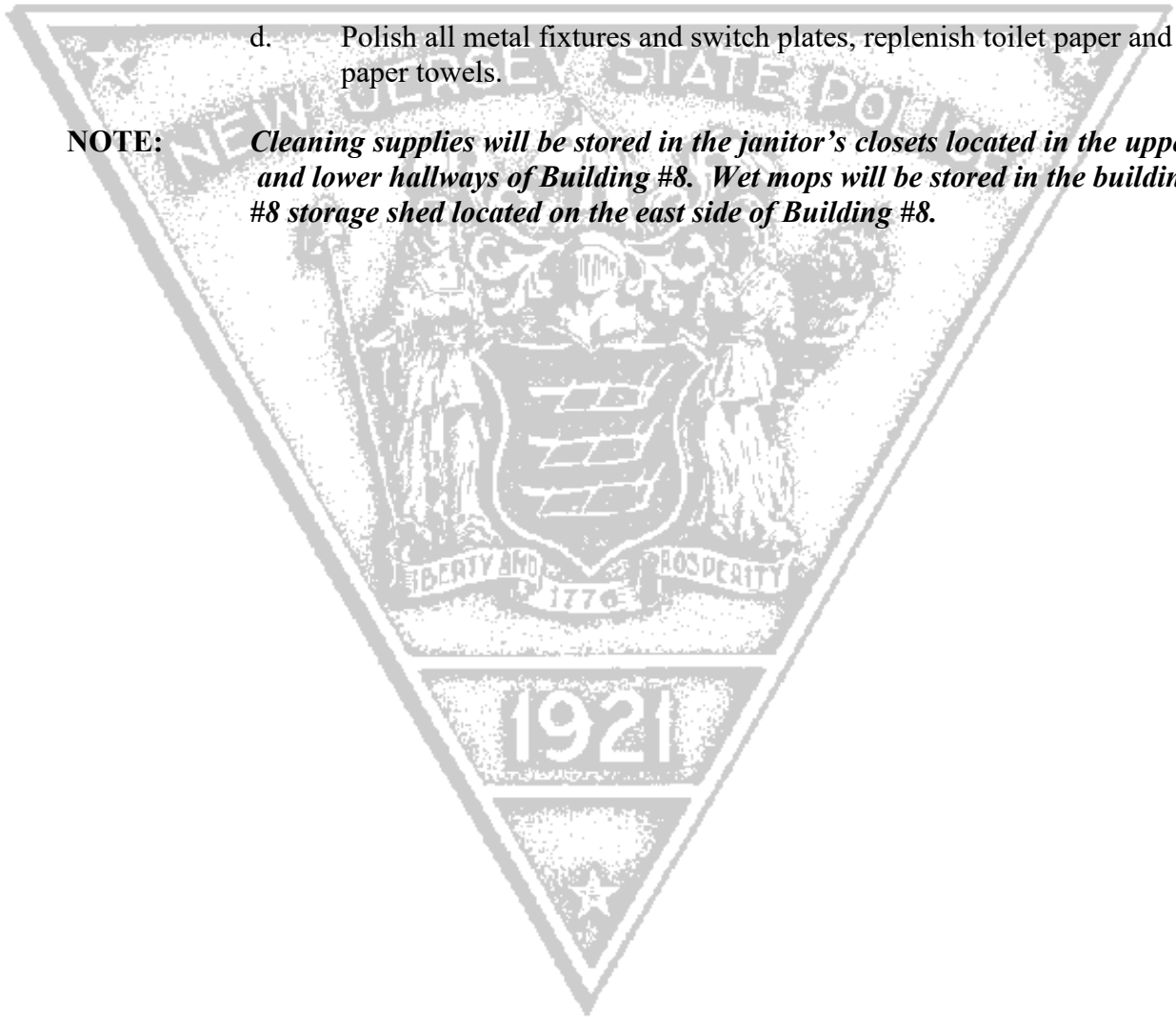
2. Room latrines:

AO10

- a. Clean mirrors, wash sinks, shelves, ledges and dust all surfaces
- b. Clean urinals, toilets, empty and clean trash receptacles.
- c. Clean showers and sweep and mop entire latrine floor.
- d. Polish all metal fixtures and switch plates, replenish toilet paper and paper towels.

NOTE:

Cleaning supplies will be stored in the janitor's closets located in the upper and lower hallways of Building #8. Wet mops will be stored in the building #8 storage shed located on the east side of Building #8.



ACADEMY ORDER	Effective Date:	Number: 11
	Subject: Maintenance and Use of Training Bureau Facilities	
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

Procedures for the maintenance and use of Training Bureau facilities are hereby established by the authority granted to the Commandant.

II. Introduction:

In order to maintain uniformity and orderliness the following guidelines regarding the maintenance and use of Training Bureau facilities will be observed.

III. Mechanics:

A. Maintenance and use of Training Bureau facilities

1. Dormitory

- a. Use only the designated toilet facilities for personal comfort, grooming, bathing, or shaving. Do not use wash basins and showers for laundering.
- b. Bunks shall be kept properly made between the hours of 6:00 a.m. and 8:15 p.m.
- c. Luggage may be stored neatly above bunk in storage area or under the bunk against the wall. Additional luggage will be stored in the trunk of personal vehicles. All luggage will be properly marked.
- d. Unauthorized persons are not permitted in the quarters.
- e. Unauthorized visitors are not permitted on the Training Academy premises.

AO11

- f. A bunk tag shall be attached to the foot of the bed on the side facing the door.
- g. Inspections of the dormitory will be conducted daily. All areas and items will be ready for inspection at all times.

1) Do not clean shoes/sneakers in any sink.

- h. Recruits are responsible for all information and schedules posted on the recruit bulletin boards. The bulletin boards will be checked daily and maintained in an orderly and professional manner.
- i. **AT NO TIME**, will recruits leave the dormitory rooms without being properly attired. (i.e. PT gear, civilian attire or recruit uniform).
- j. Blinds should be fully open, utilizing the tilt rod/tilt mechanism on the blinds, for morning formation and closed, utilizing the tilt rod/tilt mechanism on the blinds after the evening meal or during changing and showering.
- k. Quarters and facilities specifically designated for use by female recruits only, are off limits to all male recruits. Quarters and facilities specifically designated for use by male recruits only, are off limits to all female recruits.
- l. The display or projection of unauthorized slides, films, or pictures is forbidden.
- m. Smoking is not permitted.
- n. HVAC thermostat will not be adjusted in Building #8 unless authorized.
- o. Windows will remain shut in Building #8 unless authorized by the Class Coordinator or his/her designee.
- p. Any issues in the dormitories will be reported to the Room Orderly. If the issue is emergent, report it directly to an Academy instructor immediately.

2. Mess Hall

- a. When entering the mess hall:

AO11

1. The class will be formed in a column formation at the position of attention, with eyes fixed straight to the front.
2. When appropriate, each recruit will take one 30 inch step forward, remaining at the position of attention, with eyes fixed straight to the front.

3. Recruits will remain 5 - 6 feet from the entrance of the doorway so as not to block the passage of authorized personnel.

b. Once inside the mess hall:

1. Upon entering, uncover and tuck cap in rear of belt or right pocket of field jacket.
2. The class will remain in a column formation, and will move in a military manner while moving through the column formation.
3. Once in the receiving line each recruit will take one serving tray and appropriate utensils. Each recruit will side step throughout serving line. Once at the end, each recruit will take one 15 inch step to the rear and step off to the left. The recruit will then move to the next messing area.
4. At the drink station, recruit will make a right facing movement, take one drink cup and select an appropriate beverage. After selecting their beverage, recruits will make a left facing movement and proceed to the next designated area.
5. When authorized by Class Coordinator or his/her designee, recruits may utilize the salad bar.

c. Seating procedures:

1. Once at a table, each recruit will sit and conduct themselves in a professional manner during the course of their meal.
2. Once finished with the meal, recruits will file over to the serving tray rack.

AO11

3. Once at the service tray rack, the trays will be placed in sequence from bottom to top, back to front.
4. Recruits will exit through the rear door and march in groups of four to the dormitory.



ACADEMY ORDER	Effective Date:	Number: 12
	Subject: Telephone and Mail	
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

Procedures for placing and receiving personal telephone calls and for sending and receiving mail are hereby established by the authority granted to the Commandant.

II. Introduction:

The following procedures will be utilized by State Police recruits regarding the use of public telephones and mail services while in attendance at the State Police Academy.

III. Mechanics:

A. Public telephones

1. Telephone calls may be placed during the evening personal time only when authorized by the Class Coordinator and/or his/her designee.
2. Emergency phone calls may be made at any other time with the permission of an instructor.
3. Public telephones are located in the upstairs/downstairs hallways of Building #8.
4. Consideration will be shown for other class members by limiting the length of telephone calls.

B. Cellular phones/smart watches

1. Cellular phones and smart watches are not permitted. They are to be secured in personal vehicles.
2. Phone use is not permitted at anytime, anywhere, unless authorized. At no time is a recruit be permitted to utilize a cell phone during training hours unless prior approval has been received.

AO12

3. Use of cellular telephones is prohibited unless authorized by the Law Enforcement Science Unit Head or his/her designee.
4. Use of approved cellular phone usage will be permitted only in Law Enforcement Science West and/or a specified location with the authorization by the Law Enforcement Science Unit Head or his/her designee.
5. Authorized cell phones will be stored in Law Enforcement Science West and/or specified location by the Law Enforcement Science Unit Head.
6. If a cell phone is found and/or located by **ANY** recruit, it must be **IMMEDIATELY** turned into the Class Coordinator and/or his/her designee in Law Enforcement Science West.
7. **ANY** recruit having knowledge of a cell phone or another recruit utilizing a cell phone **MUST** report this information to the Class Coordinator and/or his/her designee **IMMEDIATELY**.

C. Mail (**Official Mail Only**)

1. A recruit shall not receive ANY mail with the exception of the following:
 - A. Legal documentation (Criminal, civil, and/or any other legal documents).
 - B. Absentee ballot or any other official County/State election paperwork.
 1. See Academy Order #14 for detailed instructions.
2. The following address or format will be used if a recruit **MUST** receive mail.

Recruit _____
New Jersey State Police Training Bureau
500 Sea Girt Ave.
Sea Girt, New Jersey 08750

Class # _____

ACADEMY ORDER	Effective Date:	Number: 13
	Subject: Laundry Procedures	
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

Laundry procedures for State Police recruits are hereby established by the authority granted to the Commandant.

II. Introduction:

In order to maintain sanitary and uniform conditions, recruits will observe the following laundry procedures.

III. Mechanics:

A. Laundry

1. Bed linen will be removed on Friday afternoon.
2. Soiled articles of clothing and bed linen are the responsibility of the individual and will be laundered while on free time or leave.
3. Damp clothes will be hung in the designated drying area at the first opportunity. (NO DAMP AND/OR WET CLOTHING IN SQUAD BAYS)
 - a. Damp towels may be neatly hung on the drying hook(s) in the latrine(s).
 - b. All damp and/or wet clothing will be secured in the designated drying area and/or specified location by the Class Coordinator and/or his/her designee.

B. Marking

1. Mark khaki shirt with last name, first initial on right front bottom of shirt.
2. Mark khaki trousers with last name, first initial on inside rear of waistband.

AO13

3. Do not mark any issued sheets and/or pillow cases.
4. All other articles will be marked with recruit's last name, first initial.



ACADEMY ORDER	Effective Date:	Number: 14
	Subject: Absentee Ballot	
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

Voting procedures for State Police recruits have been established by the authority granted to the Commandant.

II. Introduction:

In order for State Police recruits to vote in an election which occurs during pre-service training, State Police recruits will adhere to the following:

III. Mechanics:

A. Utilize absentee ballot.

1. Obtain an application for an absentee ballot from the County Clerk where you are registered to vote.
2. Mail or deliver the application to your County Clerk.
3. County Clerk will mail the absentee ballot to the voter on or after the 25th day prior to election.
4. Absentee ballot must be received by the County Board of Elections before the close of the polls on Election Day at 8:00 p.m.

ACADEMY ORDER	Effective Date:	Number: 15
	Subject: Evening Procedures	
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

Evening procedures for State Police recruits have been established by the authority granted to the Commandant.

II. Introduction:

In order to maintain proper decorum while on the New Jersey State Police Academy grounds, the following procedures will be adhered to during hours of personal time.

III. Mechanics:

A. Uniform

1. All recruits will be dressed in the proper uniform of the day during personal hours. Only recruits who are participating in some type of physical or self-defense training will be permitted to wear PT clothing. These guidelines may be changed by the Class Coordinator and or his/her designee.

B. Defensive tactics

1. Upon approval of the Self-Defense coordinator recruits may practice approved self-defense techniques with another recruit from the same class. All recruits practicing these techniques will be dressed in proper attire and will practice in an area designated by the Self-Defense/Class Coordinator and or his/her designee.

C. Study area

1. Recruits are permitted to use a designated study area to conduct research, view training videos or study with other classmates. All recruits will dress in the uniform of the day unless directed otherwise by the class coordinator or his/her designee. Recruits will not be permitted access to

AO15

Non-State Police buildings, the mess hall or armory without approval from the class coordinator or his/her designee.

D. General provisions

1. The Commandant, LESU Unit Head, Class Coordinator and/or his/her designee reserve the right to suspend any or all of the privileges outlined under MECHANICS, A through D.
2. Recruits are permitted access to Academy grounds during personal time when permission is obtained by an instructor. All areas east of Range Road are off limits. See **Academy Order #6, page 25** for map of Academy grounds.
3. All recruits are required to observe Rules and Regulations, Academy Orders and instructions whether verbal or written. Any recruit violating any of these provisions shall be subject to disciplinary action.



ACADEMY ORDER	Effective Date:	Number:
	Subject:	16 Physical Training Procedures
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

Physical training procedures for State Police recruits have been established by the authority granted to the Commandant.

II. Introduction:

In order to maintain proper decorum while on the New Jersey State Police Academy grounds, the following procedures will be adhered to during physical training.

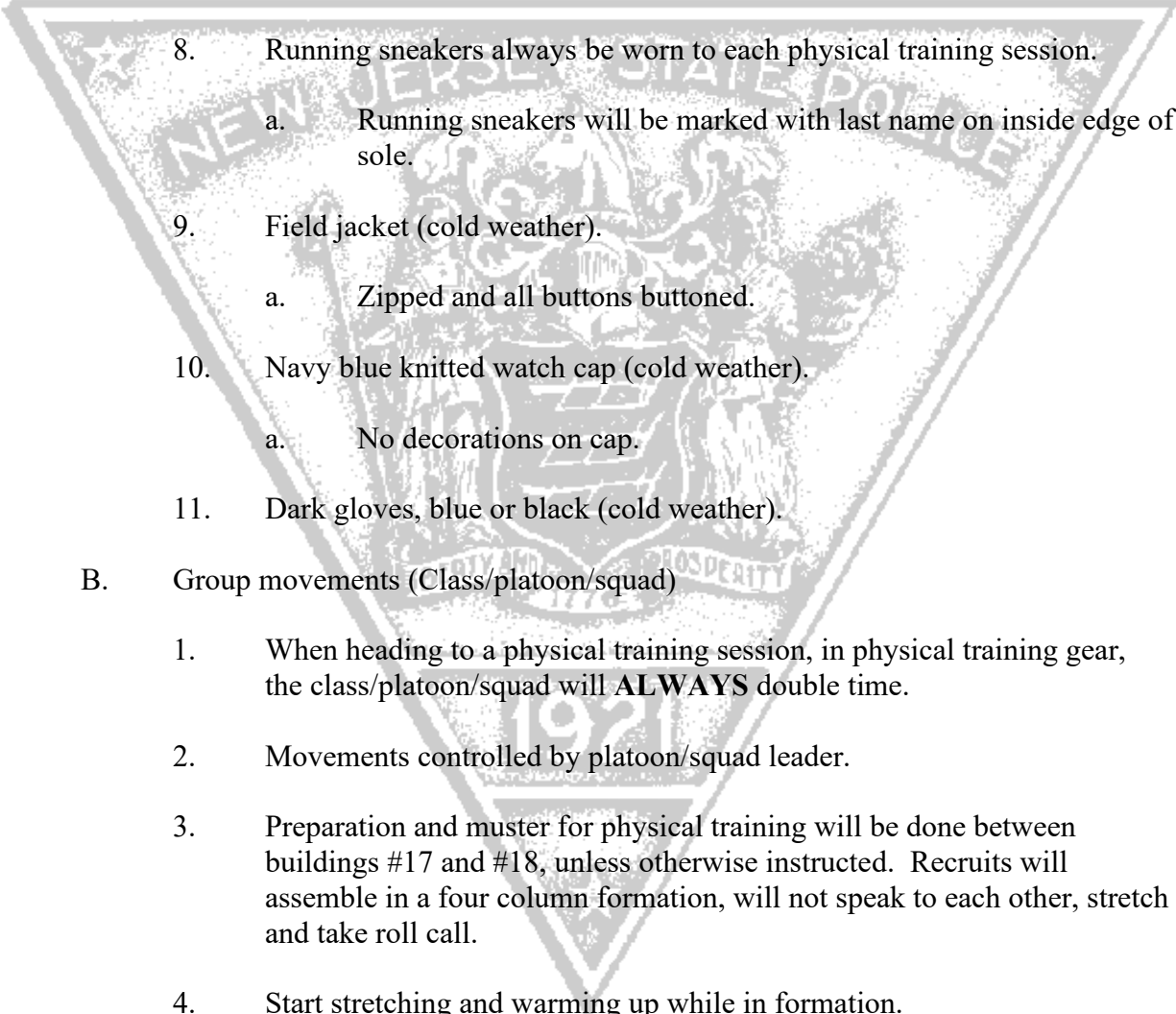
III. Mechanics:

A. Physical training uniform and markings

1. Men will always wear athletic supporter.
2. Women will always wear supportive bra.
3. Navy blue gym shorts always worn. Not stenciled.
4. White (all white) crew neck t-shirts always worn.
 - a. Last name stenciled from breast to breast across chest, utilizing the stencil provided by the Academy.
5. Navy blue sweatshirt with ironed on or sewn on 2 inch gold block letters, last name on chest, breast to breast. 2 inch, gold block letters, last name on the back of shirt. Same location as front of shirt.
6. Navy blue sweat pants. Not stenciled.

NOTE: *If two (2) people in class have same last name, first initial of first name is to follow last name on uniform (ex. Jones, J.). When the letters fade, re-stencil.*

AO16

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7. White athletic socks.
 - a. Mid-calf length.
 - b. To be worn in good condition, not falling down.
 - c. Initials inside.
 8. Running sneakers always be worn to each physical training session.
 - a. Running sneakers will be marked with last name on inside edge of sole.
 9. Field jacket (cold weather).
 - a. Zipped and all buttons buttoned.
 10. Navy blue knitted watch cap (cold weather).
 - a. No decorations on cap.
 11. Dark gloves, blue or black (cold weather).

B. Group movements (Class/platoon/squad)

1. When heading to a physical training session, in physical training gear, the class/platoon/squad will **ALWAYS** double time.
2. Movements controlled by platoon/squad leader.
3. Preparation and muster for physical training will be done between buildings #17 and #18, unless otherwise instructed. Recruits will assemble in a four column formation, will not speak to each other, stretch and take roll call.
4. Start stretching and warming up while in formation.
5. No jewelry will be worn at any time during a physical training session.
6. Uniform of the day.

- a. Platoon/squad leaders will inquire from the Physical Training Coordinator, at a designated location, what the physical training uniform of the day will be.
7. No gum/candy chewed during any physical training session.
8. Physical gear to be laundered, repaired and kept clean at all times (sewing kit). No soiled or ripped clothing to be worn to physical training.
9. No talking while waiting for instructors. Just stretch and warm up.
10. All injuries will be reported immediately to the Physical Training Coordinator or any other member of the Academy Staff.
11. Military bearing will always be maintained.
12. Recruits will quickly shower after each physical training session.
13. All damp and/or wet clothing will be hung in the designated drying area and/or specified location by the Class Coordinator, at the first opportunity.

C. Physical training basic procedures

1. Platoon/squad leader will double time class/platoon/squad in the designated route to gym, predetermined by the Physical Training Coordinator.
2. Formation outside the Gymnasium will be a four column formation, formed facing east, just west of the stairwell adjacent to door/bay #3. Recruits will be appropriately align on the existing line on the pavement.

NOTE: *Refer to the Military Drill Handbook referencing Marching Class into the Mess Hall/ Building #26/Gymnasium.*

3. Upon arrival/appearance of Physical Training Instructor, the 1st recruit observing same will call the class to “Attention”. Class/platoon/squad formation will be executed.
4. Non-Participation Report.
 - a. Neatly written in ball point pen.
 - b. Date.

AO16

- c. Class #.
- d. Platoon #.
- e. Platoon leader's name.
- f. Course title (Physical training, water safety).

- g. Hours (as shown on schedule-military time).
- h. Names of recruits on light duty (partial participation).
- i. Names of recruits physically absent and why.

- 5. The Physical Training Coordinator will advise the class to fall into formation inside the gymnasium. The class will utilize a four column formation, facing west, appropriately dressed on the baseline and three point line just east of the stand.
- 6. A recruit will be selected to prepare the class for exercises. Once selected the recruit will turn towards the center of the formation, double time to the rear of the formation, make way onto the stand without using hands assume the position of attention facing away from the class, then perform an about face.

D. Commands/procedure to open ranks.

- 1. Class extend to the left, march!

Note: Column to extreme right remains stationary.

Columns **2, 3** and **4** make a left face, simultaneously stepping off with the left foot.

Column **2** takes **3** steps.

Column **3** takes **6** steps.

Column **4** takes **9** steps.

- 2. Columns right face!

- 3. From front to rear, count off!

- a. Recruit(s) will count off, turning their heads over their right shoulder, stating their number.

- b. Each column will count off in unison.

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4. Even numbers to the left, uncover!
5. Half right, face!
6. Remove towels to the left, move!
 - a. Towels and water bottles will be removed together.

E. Procedure to start exercise.

1. To start the exercise: Recruit will state the exercise number and name and place the class in the proper starting position if applicable. (Ex. “**Class, exercise number 11, mountain climbing exercise, starting position, move.**”) The recruit will then state, “**Ready, by the numbers, exercise**”, then immediately begin the exercise, counting the exercise movements from 1 to 4. (Exercise #1: The movements will only be counted for 1 sequence. After the first sequence movement “1” will only be counted every other sequence.)
2. Upon command “**Class**” given by the physical training instructor, the recruit will then stop the exercise on movements 3 and 4 utilizing the command, “**Class halt, one, two**”.
3. Upon command, “**Hydrate move,**” given by the physical training instructor, the recruit will efficiently and with military discipline, retrieve his/her water bottle, hydrate as needed, return the water bottle to its original position and return to the position of attention.

F. Command/procedure to close ranks.

1. Proper commands and procedure to close ranks are:
 - a. Class pick up towels, move!
 - (1) Towels and water bottles will be picked up off the ground at the same time.
 - b. Half right or left, face!
 - c. Even numbers to the right, recover!
 - d. Assemble to the right, march!
 - e. Columns left face!

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G. Class runs.

1. All recruits will keep formation on the run and will stay aligned, four paces behind the lead instructor.
2. During a two column interval training run, recruits will stay six paces behind the lead instructor.
3. During formation runs, if the command of “Road Guards Post” is given, the recruit in the second position in column #1 and column #4 will sprint out ahead of the formation, check that no on-coming traffic is approaching, and take position in the center of the roadway, and stop any on-coming traffic. Recruits will extend their strong hand straight out in front of their body, and place their support hand in the small of their back, maintaining control of their water bottle.

H. Physical training exercises.

1. EXERCISE NO. 1 – SIDE STRADDLE JUMP

STARTING POSITION: — Position of attention.

No. 1 - Swing arms outward to the side and overhead, palms of hands faced inward, simultaneously assuming a straddle position. Feet approximately eighteen inches apart.

No. 2 - Recover to starting position.

No. 3 - Repeat count No. 1.

No. 4 - Recover to starting position.

2. EXERCISE NO. 2 – SQUAT-LUNGE EXERCISE

STARTING POSITION: Feet shoulder width apart, lower body to a point where the legs form a 90 degree angle at the knees, feet pointed out at approximately a 45 degree angle and hands placed (palms forward) at sides of head.

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No. 1 - Take a large step forward with your left leg (2-3 feet). Lower hips and bend your knees approximately 90 degrees. Front knee should not extend over your toes and your back knee should not touch the ground.

No. 2 - Return to the starting position.

No. 3 - Take a large step forward with your right leg (2-3 feet). Lower hips and bend your knees approximately 90 degrees. Front knee should not extend over your toes and your back knee should not touch the ground.

No. 4 - Return to the starting position.

3. EXERCISE NO. 3 – SHOULDER ROTATION EXERCISE

STARTING POSITION: Feet slightly spread apart, arms extended to the sides with elbows locked and fingers extended and joined, palms facing upward.

No. 1 - The arms inscribe a circle approximately one foot in diameter, in which the arm is moving in a rearward direction at its apex.

No. 2 - Repeat count No. 1.

No. 3 - Repeat count No. 1.

No. 4 - Repeat count No. 1.

4. EXERCISE NO. 4 – SQUAT THRUST EXERCISE

STARTING POSITION: ★ Position of attention.

No. 1 - Bend knees assuming a squatting position, while placing both hands on the ground, shoulder-width apart, tucking elbows inside knees.

No. 2 - Thrust both legs backwards, assuming a front leaning rest position.

No. 3 - Return to position No. 1.

No. 4 - Return to starting position.

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5. EXERCISE NO. 5 – LEG RAISE AND SPREAD

STARTING POSITION: On back, hands with palms down under buttocks, heels three inches above the ground, knees locked and legs together.

No. 1 - The legs are raised simultaneously to a 90 degree angle, keeping knees locked.

No. 2 - Return to starting position.

No. 3 - The legs are spread, knees locked, heels three inches above the ground.

No. 4 - Return to starting position.

6. EXERCISE NO. 6 – PUSH-UP EXERCISE

STARTING POSITION: Front leaning rest position.

No. 1 - Bend elbows and touch chest to ground, keeping weight supported by the arms.

No. 2 - Straighten elbows, and recover to starting position.

No. 3 - Repeat count No. 1.

No. 4 - Repeat count No. 2.

7. EXERCISE NO. 7 – SUPINE CYCLING EXERCISE

STARTING POSITION: Lying flat on back, hands under buttocks, heels three inches above ground, left leg drawn to chest.

No. 1 - Extend left leg straight out, while drawing right knee to chest.

No. 2 - Extend right leg while drawing left knee to chest.

No. 3 - Repeat No. 1.

No. 4 - Repeat No. 2.

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8. EXERCISE NO. 8 – BODY WEIGHT SQUATS

STARTING POSITION: Feet shoulder width apart, knees slightly flexed, feet pointed out at approximately a 45 degree angle, hands placed (palms forward) at sides of head.

No. 1 - Slowly lower body to point where the legs form a 90 degree angle at the knees.

No. 2 - Slowly return to the starting position.

No. 3 - Repeat count No. 1.

No. 4 - Repeat count No. 2.

9. EXERCISE NO. 9 – QUADRIPLEX

STARTING POSITION: Kneeling position on all fours, maintain a natural arch in the lower back, with a slightly flexed elbow.

No. 1 - Simultaneously extend the right arm and left leg.

No. 2 - Return to the starting position.

No. 3 - Simultaneously extend the left arm and right leg.

No. 4 - Repeat count No. 2.

10. EXERCISE NO. 10 – CRUNCHES

STARTING POSITION: On back, knees slightly bent, hands placed on side of head.

No. 1 - Upper body is raised so that elbows touch knees.

No. 2 - Return to the starting position.

No. 3 - Repeat count No. 1.

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No. 4 - Repeat count No. 2.

11. EXERCISE NO. 11 – MOUNTAIN CLIMBING EXERCISE

STARTING POSITION: Sprinter starting position with left leg drawn forward, knee up into chest inside elbows.

No. 1 - Simultaneously both feet leave ground, left leg shoots straight back, as right leg shoots forward.

No. 2 - Simultaneously both feet leave ground, return to starting position.

No. 3 - Repeat count No. 1.

No. 4 - Repeat count No. 2.

12. EXERCISE NO. 12 – JACKKNIFE EXERCISE

STARTING POSITION: Lying flat on back, arms straight down along sides, feet together.

No. 1 - Simultaneously raise legs (locked straight at knees) and upper torso off the ground, reaching for toes with hands.

No. 2 - Return to starting position.

No. 3 - Repeat count No. 1.

No. 4 - Repeat count No. 2.

13. EXERCISE NO. 13 – INCLINE PUSH-UP EXERCISE

STARTING POSITION: Front leaning rest position with feet spread extremely wide apart, hands directly under shoulders, chin placed on chest.

No. 1 - Maintain chin-to-chest position, bend elbows and lower upper body to ground, keeping weight supported by deltoid muscles.

No. 2 - Return to starting position.

No. 3 - Repeat count No. 1.

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No. 4 - Repeat count No. 2.

14. EXERCISE NO. 14 – ISOMETRIC NECK EXERCISE

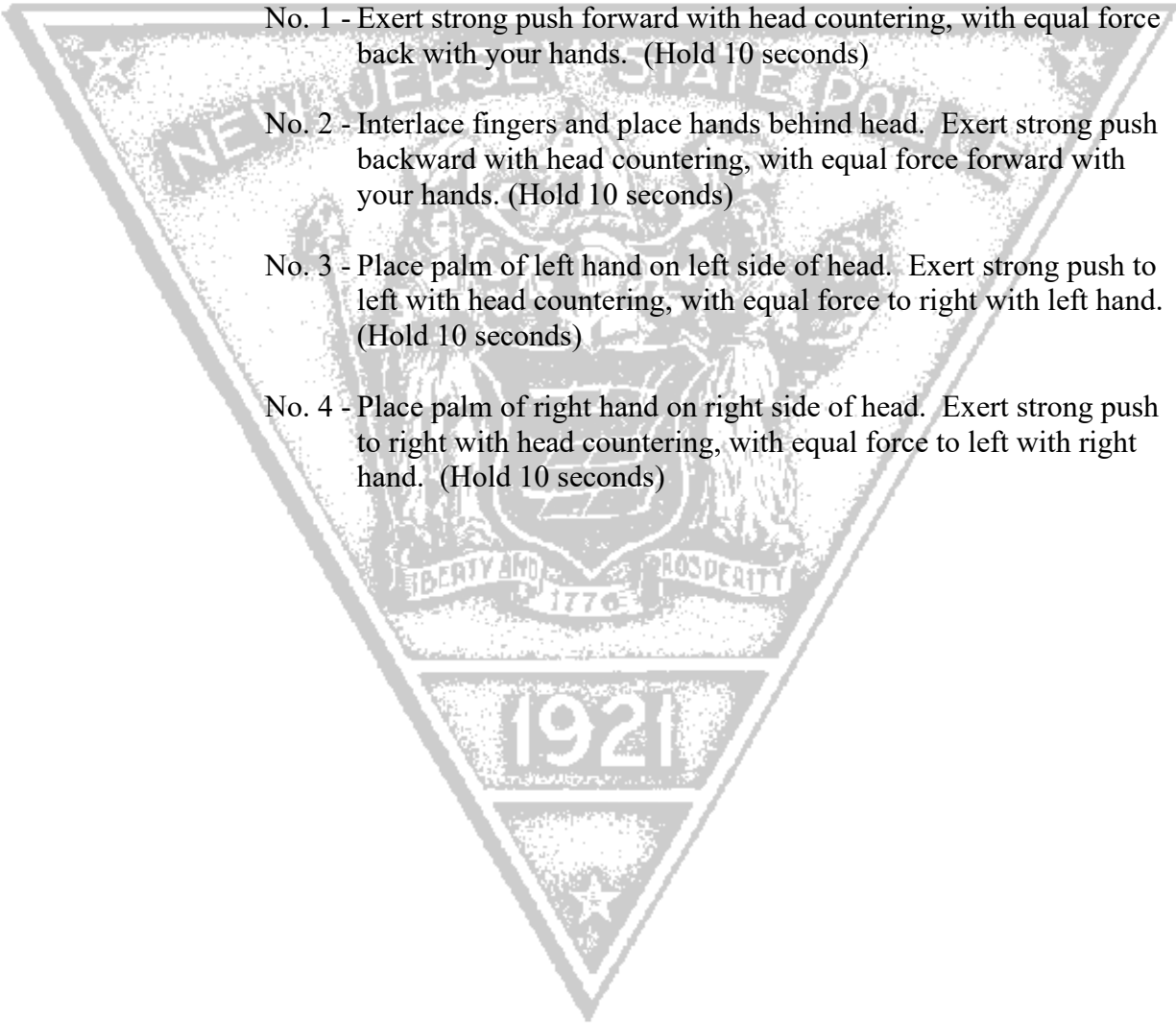
STARTING POSITION: Seated with legs apart for balance, interlace fingers and place hands on forehead.

No. 1 - Exert strong push forward with head countering, with equal force back with your hands. (Hold 10 seconds)

No. 2 - Interlace fingers and place hands behind head. Exert strong push backward with head countering, with equal force forward with your hands. (Hold 10 seconds)

No. 3 - Place palm of left hand on left side of head. Exert strong push to left with head countering, with equal force to right with left hand. (Hold 10 seconds)

No. 4 - Place palm of right hand on right side of head. Exert strong push to right with head countering, with equal force to left with right hand. (Hold 10 seconds)



ACADEMY ORDER	Effective Date:	Number: 17
	Subject: Self-Defense Procedures	
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

Self-defense procedures for State Police recruits have been established by the authority granted to the Commandant.

II. Introduction:

In order to maintain proper decorum while on the New Jersey State Police Academy grounds, the following procedures will be adhered to and Self-defense training.

III. Mechanics:

A. Self-defense uniform and markings

1. Self-defense.
 - a. Khaki long sleeve button down shirt.

NOTE: *Last name stenciled on the back of the shirt, across the shoulder blades. Stencil will be provided to you during Academy. If two (2) people in class have same last name, first initial of first name is to follow last name on uniform (ex. Jones, J.). When letters fade, re-stencil.*

- b. Khaki pants.
- c. Cross trainer, running sneakers or wrestling shoes will always be worn.
 - (1) Cross trainers or running sneakers marked with last name on inside edge of sole.

B. Group movements (Class/platoon/squad)

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1. When heading to a self-defense session, in self-defense training gear, the class//platoon/squad will **ALWAYS** double time.
2. Movements controlled by platoon/squad leader.
3. Preparation and muster for self-defense session will be done between Buildings #17 and #18, unless otherwise instructed. Recruits will assemble in a four column formation, will not speak to each other, stretch, and take roll call.
4. Start stretching and warming up in formation.
5. No talking while waiting for instructors. Just stretch and warm up.
6. No jewelry will be worn at any time while participating in any self-defense session.
7. Recruits will wear self-defense uniform of the day.
8. No gum/candy chewed during self-defense classes.
9. Self-defense gear to be laundered, repaired and kept clean at all times (sewing kit). No soiled or ripped clothing to be worn to self-defense.
10. All injuries will be reported immediately to the Self-defense Coordinator or any member of the Academy Staff.
11. Military bearing will always be maintained.
12. Recruits will quickly shower after each self-defense session.
13. All damp and/or wet clothing will be hung in the designated drying area and/or specified location by the Class Coordinator, at the first opportunity.

C. Self-defense basic procedures

1. Platoon/section leader will double time class/platoon in the designated route to gym, predetermined by the Self-defense Coordinator.
2. Formation outside the Gymnasium will be a four column formation, formed facing east, just west of the stairwell adjacent to door/bay #3. Recruits will be appropriately dressed on the existing line on the pavement.

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NOTE: *Refer to the Military Drill Handbook referencing Marching Class into the Mess Hall/ Building #26/Gym.*

3. Upon arrival/appearance of self-defense instructor, the 1st recruit observing same will call the Class to "Attention." Class/platoon/squad formation will be executed.
4. Non-Participation report.
 - a. Neatly written in ball point pen.
 - b. Date.
 - c. Class #.
 - d. Platoon #.
 - e. Platoon leader's name.
 - f. Course title (Physical training, water safety).
 - g. Hours (as shown on schedule-military time).
 - h. Names of recruits on light duty (partial participation).
 - i. Names of recruits physically absent and why.
5. Formation inside the gymnasium will be the four column formation, facing west, appropriately dressed on the baseline and three point line just east of the stand.
6. A recruit will be selected to prepare the class for exercises. Once selected, the recruit will turn towards the center of the formation, double time to the rear of the formation, make way onto the stand without using hands assume the position of attention facing away from the class, then perform an about face.

D. Self-defense opening procedures

1. For all self-defense sessions the recruits will assume a modified position of attention. This modified position of attention will acclimate the recruit to protecting themselves at all times. The modification for the position of attention only pertains to the recruit hand placement. The recruits feet will remain the same as in the regular Position of Attention. The modified

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Position of Attention will have the recruits make a fist and curl their arms up in front of their chin, with their palms facing their face. Their hands will be touching in front of their face and their elbows will be close as possible protecting their bodies. If the recruits are carrying their water bottle and gloves, they will remain in their hands while assuming the modified position of attention.

2. Recruits will fall out for self-defense with their head gear on, holding their gloves in their right hand, water bottles in left hand, and standing at the modified position of attention. The recruits will store their mouth pieces in their left sock.
 3. Once the recruits ground and don their proper gear, they will form up facing west, in front of the stand in the modified position of attention.
- E. Command/procedure to open class.
1. A recruit will be selected to prepare the class for drills. Once selected the recruit will turn towards the center of the formation, and double time to the rear of the formation, making way to the North wall and center themselves on the formation.
 2. Proper commands and procedure to open the class:
 - a. Class extend to the left, march.

NOTE: *Column to extreme right remains stationary.*

Columns 2, 3 and 4 make a left face, simultaneously stepping off with the left foot.

Column 2 takes 3 steps.

Column 3 takes 6 steps.

Column 4 takes 9 steps.

- b. Columns, about face.

NOTE: *Columns 2, 3 and 4 make an about face, while column 1 makes a right face, so all columns are facing North.*

- c. As soon as the about face is completed, every recruit will extend their right arm out to the side, pushing the recruit next to them out an arm's length, then immediately recovering to the modified Position of Attention.

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d. The class is now ready to begin the self-defense drills.

F. Self-defense warm up drills.

1. DRILL # 1 - MODIFIED SIDE STRADDLE JUMP:

STARTING POSITION: Modified Position of Attention

No. 1 - Swing arms straight out from torso shoulder height, palms of hands facing down, simultaneously assuming a straddle position. The feet approximately 18 inches apart.

No. 2 - Recover to starting position.

No. 3 - Repeat count No 1.

No. 4 - Recover to starting position.

2. DRILL # 2 - THREE WAY LUNGES:

STARTING POSITION: Passive stance (feet slightly spread apart, hands in fighting position.)

No. 1 - Take a large step to the left with your left leg into a low lunge (keep knee over ankle). Maintain balance and keep your back erect.

No. 2 - Explode back up and kick at the top as high as possible with the same leg. (Do not put foot down before kicking).

No. 3 - Repeat count No 1. (Note - Every #1 count you lunge on a different angle, 90 degree, 45 degree followed by a forward lunge. Complete all three angles then switch legs.)

3. DRILL # 3 - SQUAT JUMP DRILL:

STARTING POSITION: Assume a squat position with feet slightly wider than shoulder width apart, hands in front of your body in a defensive position, and balanced on the balls of your feet.

No. 1- Jump straight up off the ground, raising your knees to chest, as high as possible. Keep your hands in a defensive position in front of your body while keeping you back straight.

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No. 2 - Repeat count No. 1.

No. 3 - Repeat count No. 1.

No. 4 - Repeat count No. 1.

4. DRILL # 4 - SHOULDER ROTATION DRILL:

STARTING POSITION: Feet slightly spread apart. Arms extended to the sides (parallel to the floor) with elbows locked and palms facing downward.

No. 1 - The arms inscribe a circle approximately one foot in diameter in which the arms is moving in a rearward direction at its apex.

No. 2 - Repeat count No. 1.

No. 3 - Repeat count No. 1.

No. 4 - Repeat count No. 1.

5. DRILL # 5 - BREAK FALL/TACTICAL STAND DRILL:

STARTING POSITION: Fighting position

No. 1 - Fall backwards while lowering your body to the ground keeping your chin tucked and slap the ground with your arms on a 45 degree angle. Quickly assume the ground defense position (strong side).

No. 2 - While your strong arm is posted, lift your body high off the ground and swing your strong leg under your body and post it as far back as possible. Stand-up to the rear and assume the fighting position.

No. 3 - Repeat count # 1, but assume the ground defensive position (support side).

No. 4 - Repeat count # 2 (support leg).

6. DRILL # 6 - SCORPION TWIST DRILL:

STARTING POSITION: Front leaning rest.

No. 1 - Bring your right leg over your left leg and touch the ground with the right foot. Simultaneously raise the right arm straight up so that you are

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posted on your left arm.

No. 2 - Raise your left leg off the ground about head height and touch your toe with your right hand.

No. 3 - Recover to the No. 1 position.

No. 4 - Recover to the starting position. (Repeat opposite side after each four count).

7. DRILL # 7 – SPRAWL/TACTICAL STAND DRILL:

STARTING POSITION: Fighting stance (Feet slightly spread apart, hands in the fighting position).

No. 1 - Kick legs out to the rear, dropping chest and right hip to the ground, breaking fall with your hands.

No. 2 - Use hands to push off the ground and spring back to both feet in one motion into the starting position.

No. 3 - Kick legs out to the rear, dropping chest and left hip to the ground, breaking fall with your hands.

No.4 - Use hands to push off the ground and spring back to both feet in one motion into the starting position.

ACADEMY ORDER	Effective Date:	Number:
	Subject:	18 Firearms Procedures
Reference:	Rescinds:	NJSP Academy Sea Girt

I. Authority:

Firearms procedures for State Police recruits have been established by the authority granted to the Commandant.

II. Introduction:

In order to maintain proper decorum while on the New Jersey State Police Academy grounds, the following procedures will be adhered to during firearms training.

III. Mechanics:

A. Range uniforms and equipment.

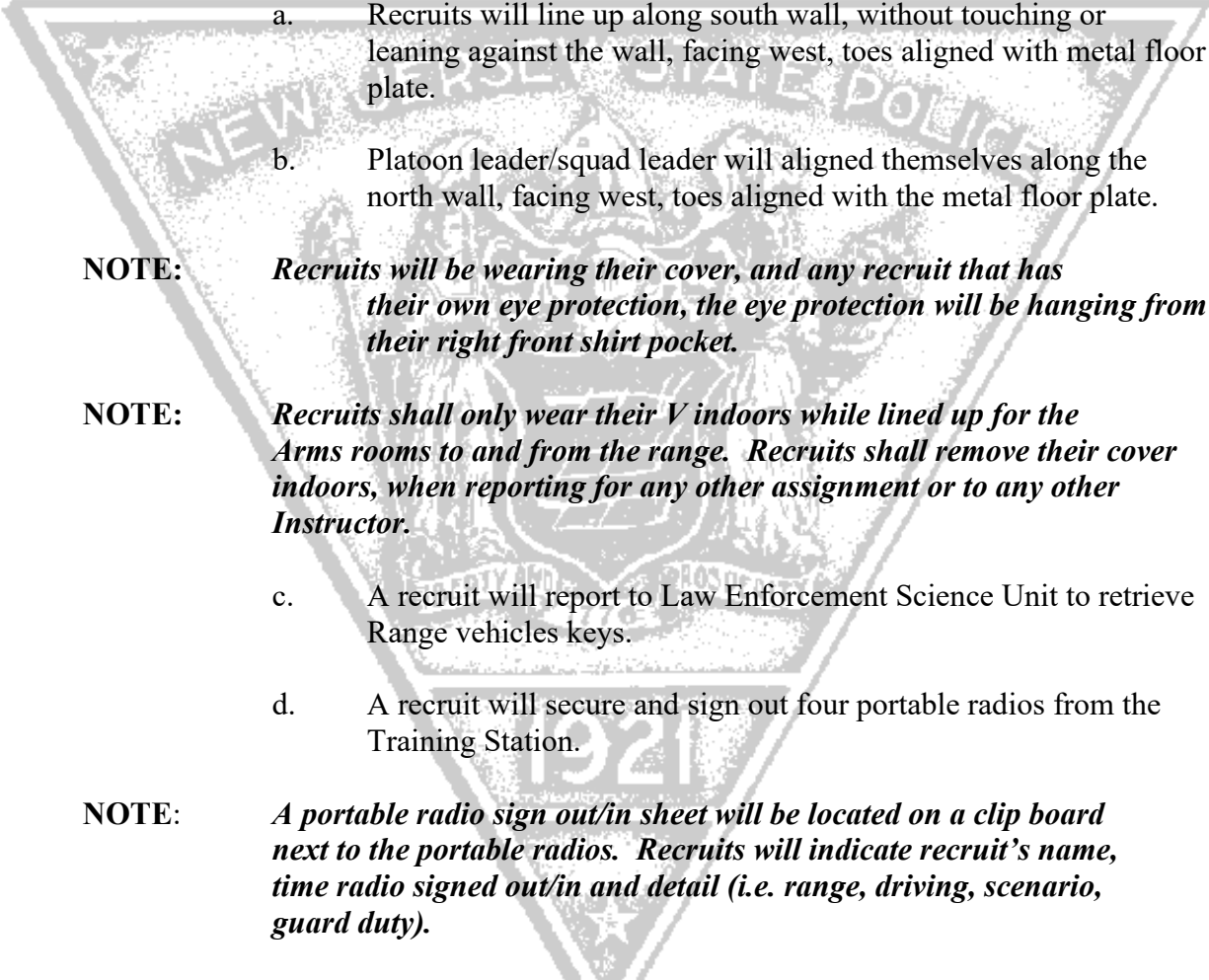
1. Khaki long sleeve shirt, no tie.
2. Khaki pants, bloused with boot blouses.
3. Combat boots.
4. Baseball hat, with name tag attached to the rear of the hat.
5. Web-gear, with blue handled weapon.
6. Field jacket (Cold weather).
7. Blue sweater (Cool/cold weather).
8. Hearing protection, provided by Academy.
9. Eye protection, clear lenses, provided by Academy.
10. Four portable radios.
11. Range vehicles.

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NOTE: *Recruits may purchase their own eye protection, must be clear lenses and approved by a member of the Firearms Unit.*

B. Arms Room procedures

1. Reporting to Arms Room (Class/platoon/squad).

- 
- a. Recruits will line up along south wall, without touching or leaning against the wall, facing west, toes aligned with metal floor plate.
 - b. Platoon leader/squad leader will align themselves along the north wall, facing west, toes aligned with the metal floor plate.

NOTE: *Recruits will be wearing their cover, and any recruit that has their own eye protection, the eye protection will be hanging from their right front shirt pocket.*

NOTE: *Recruits shall only wear their V indoors while lined up for the Arms rooms to and from the range. Recruits shall remove their cover indoors, when reporting for any other assignment or to any other Instructor.*

- c. A recruit will report to Law Enforcement Science Unit to retrieve Range vehicles keys.
- d. A recruit will secure and sign out four portable radios from the Training Station.

NOTE: *A portable radio sign out/in sheet will be located on a clip board next to the portable radios. Recruits will indicate recruit's name, time radio signed out/in and detail (i.e. range, driving, scenario, guard duty).*

- e. Upon arrival/appearance of Firearms Instructor, the 1st recruit observing same will call the class/platoon/squad to "Attention". Recruits will already be standing in formation.
- f. Platoon/squad leader will have "Firearms Participation Report" filled out and submit to a member of the Firearms Unit.

(1) Neatly written in ball point pen.

(2) Date.

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- (3) Class #.
- (4) Platoon leader's name, platoon, squad(s).
- (5) Course Title (i.e. handgun day #1, shotgun day #, Rifle Day #1).
- (6) Session hours (Times block schedule i.e. 7:15-11:20 AM).
- (7) Total hours to date (4, 8, 10, etc.).
- (8) Recruit(s) non participation status.

NOTE: *Recruits shall "Make Way" for any other Instructor or Personnel in the hallway.*

- 2. Entering the Arms Room to retrieve weapon.
 - a. Three recruits at a time will enter the arms rooms to retrieve their weapon.
 - b. The recruits will quickly to go their assigned weapon bin.
 - c. The recruits will remove their headsets and place them on the head as instructed by the members of the Firearms Unit.
 - d. The recruits will remove their eye protection and place in hanging from their right front shirt pocket.
 - e. The recruits will remove their blue handled weapon and place it along the left side of the weapon bin, where they just removed their headsets.
 - f. The recruits will remove their assigned weapon from the weapon bin, let the slide go forward and holster the weapon.
 - g. The recruits will then remove the three magazines from the weapon bin, securing two magazines in the magazine pouch and the third magazine in the front support side pocket, or other pocket as instructed by the Firearms Unit.
 - h. After the recruits retrieve their gear, they will quickly exit the Arms Rooms, exit Building #8 through the center mechanical stairwell to the rear of Building #8.

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NOTE: *Recruits shall not enter any room, squad bay or building once they secured their weapon, unless accompanied by the Range Master, Firearms Instructor or another Academy Instructor.*

- i. The recruits will either assemble into a four column formation until all recruits are ready to proceed to the range or enter the range vehicles used to transport the Recruits to the range.

C. Group Movements (Section/Platoon/Class).

1. En-route to Range from Building #8.

- a. Recruits will drive to range in their assigned range vehicles, for their live fire training session.

NOTE: *At the discretion of the Firearms Unit or Range Master(s), recruits may be required to march to and from the range.*

- b. Recruits will be at seated position of attention and will not be looking around or converse amongst one another.
- c. Recruits **shall not** remove their weapon from the holster at any time traveling to and from the range.
- d. Recruits will combat park the range vehicles along the fence line and vehicle keys either place on driver's side front tire or on range table.

2. En-route to Building #8 from Range.

- a. After cleaning weapons and ranges, recruits will drive from the Range in the range vehicles.
- b. Recruits will be at seated position of attention and will not be looking around or converse amongst one another.
- c. Recruits will bring the trash and shot targets to the garbage dumpsters.

(1) Targets will be placed in the cardboard recycle dumpster.

(2) Trash will be placed in the trash dumpster.

- d. Recruits will park the range vehicles behind Building #8.

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e. Recruits will enter Building #8 through the rear center mechanical stairwell.

(1) Platoon/squad leader will form up along north wall.

(2) Recruits will form up along the south wall.

f. Recruits will enter the Arms Room three (3) at a time and quickly walk to their assigned weapon bin.

(1) Recruits will remove their weapon, slide locked to the rear, invert the weapon and secure along the right side of the weapon bin.

(2) Recruits will place the three (3) magazines in the weapon bin.

(3) Recruits will remove their blue gun from the weapon bin and secure same in their holster.

(4) Recruits will remove their headsets and secure them along the left side of the bin.

(5) Recruits will secure their issued eye protection in the weapon bin.

NOTE: *Recruits will secure their personal eye protection in their squad bay.*

(6) Once the equipment is secured, the recruits will exit the arms room, removing their baseball hats and get ready for their next block of instruction.

D. Range procedures

1. Recruits will quickly report to the South Range and assemble in the bleachers.
2. Recruits will sit at ease in the bleachers. Upon arrival/appearance of a Firearms Instructor, the 1st recruit observing same will call the class to "Attention".
3. Range Master or Firearms Instructor will instruct the recruits on the day's agenda of the live fire training session.

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4. Recruits will break into squads/relays.
 - a. One (1) Squad/Relay will stay on the South Range.
 - b. One (1) Squad/Relay will head to the North Range.

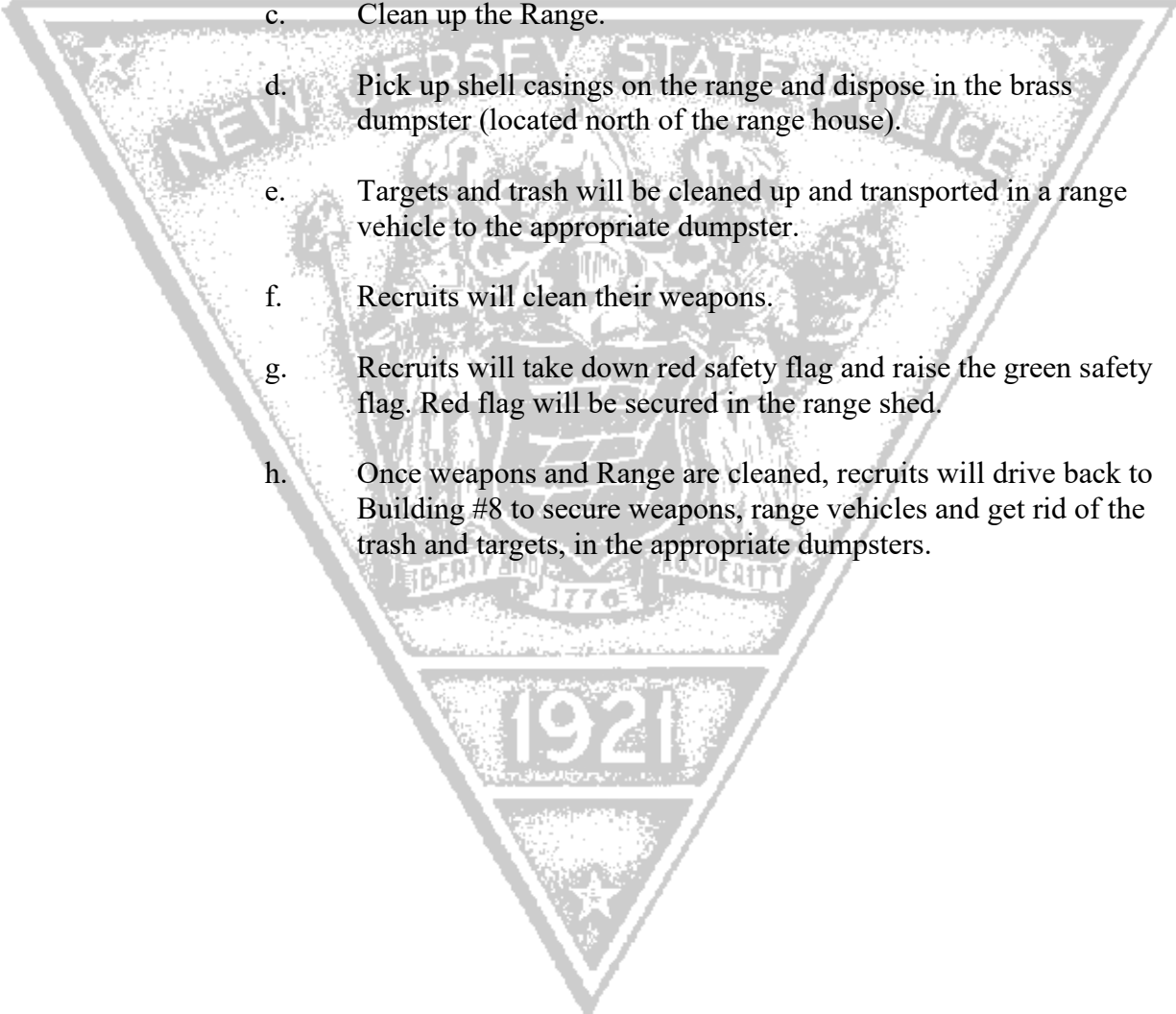
NOTE: *The platoon/squad will rotate ranges after each training session. If the platoon/squad is on the South Range for day #1, then they will move to the North Range on day#2.*

- c. Recruits will take down green safety flag and raise red safety flag.
 - d. Recruits will get the necessary equipment for each range (i.e. targets, ammo, rubber gloves, brass buckets) for their live fire training session.
 - e. Range guards will be on post at the north and south ends on the ranges, on the beach, once live fire commences.
 - f. Each platoon/squad will break into firing relays.
 - g. Recruits will line up in alphabetical order from left to right while in the firing line.
5. Recruits will only load their magazine(s) and weapon at the discretion of the Range Master or other Firearms Instructor.
6. Recruits shall not remove their weapon from their holster, unless given instructions by the Range Master or other Firearms Instructor to do so.
7. Once the live fire session has concluded.
 - a. Recruits will line up on the twenty five (25) yard line.
 - b. Range Master or Firearms Instructor will have recruits safely remove their weapon from their holsters.
 - (1) Remove magazine, if necessary from the weapon.
 - (2) Lock the slide to the rear.
 - (3) Visually and physically check the weapon is clear and safe.

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- (4) Secure weapon in holster.
- (5) Checks all magazines and pockets for live ammunition.

NOTE: *Recruits shall not bring any live ammunition back or into building #8.*

- 
- The logo is a large, inverted triangle. Inside the triangle, the words "NEW JERSEY STATE POLICE" are written in a curved path at the top. Below this, there is a central emblem featuring a shield with various symbols, including a plow and a sheaf of wheat. Below the emblem, the year "1921" is prominently displayed. At the bottom of the triangle, there is a banner with the words "LIBERTY AND PROSPERITY" and the year "1776". A single star is located at the very bottom vertex of the triangle.
- c. Clean up the Range.
 - d. Pick up shell casings on the range and dispose in the brass dumpster (located north of the range house).
 - e. Targets and trash will be cleaned up and transported in a range vehicle to the appropriate dumpster.
 - f. Recruits will clean their weapons.
 - g. Recruits will take down red safety flag and raise the green safety flag. Red flag will be secured in the range shed.
 - h. Once weapons and Range are cleaned, recruits will drive back to Building #8 to secure weapons, range vehicles and get rid of the trash and targets, in the appropriate dumpsters.

NEW JERSEY STATE POLICE



RECRUIT RULES & REGULATIONS

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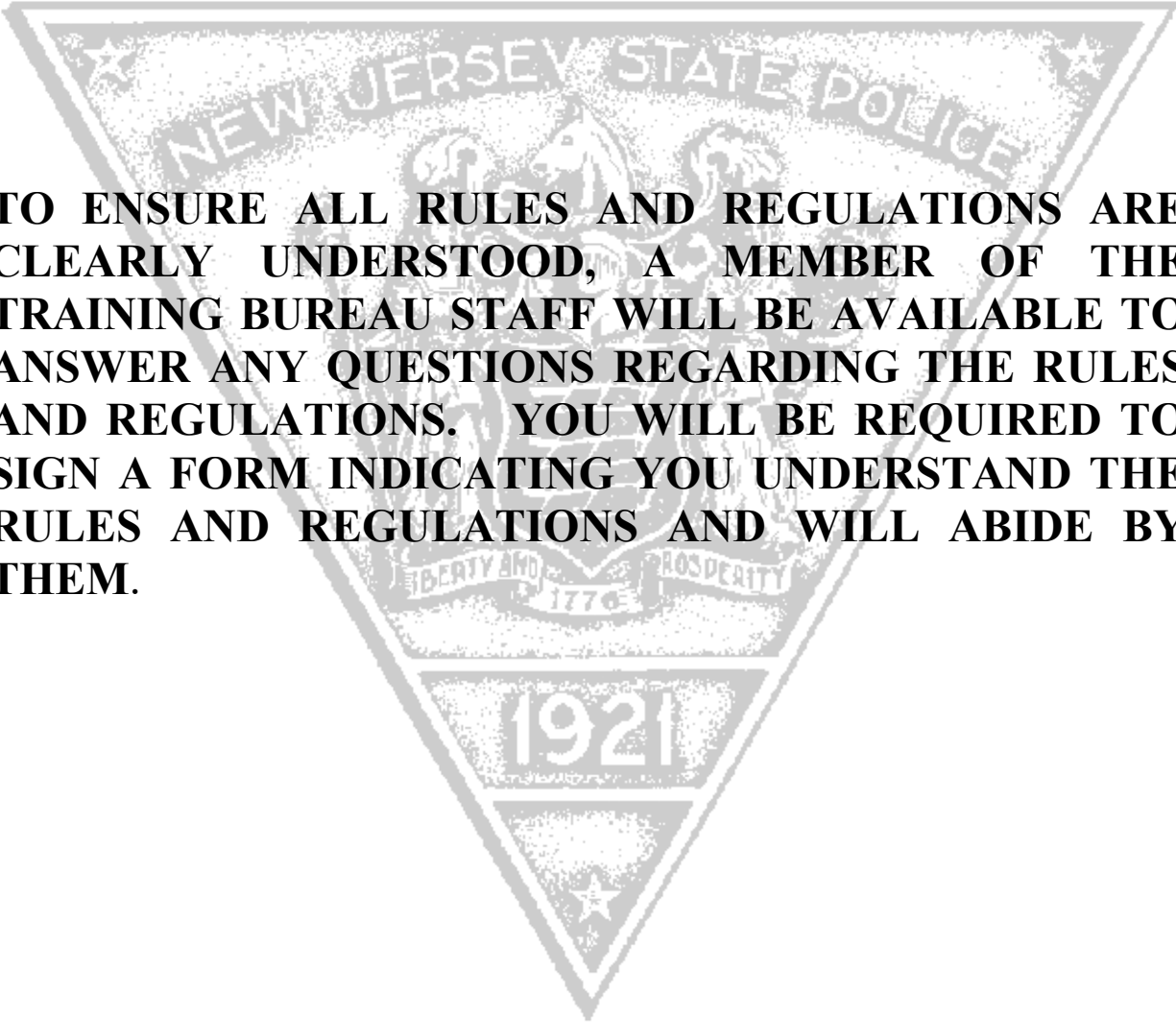
**Developed by:
New Jersey State Police Training Bureau
01/2025**

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IMPORTANT

NOTICE TO ALL RECRUITS

A large, light gray watermark of the New Jersey State Police badge is centered in the background. The badge is shield-shaped with a triangular top. The top section contains the words "NEW JERSEY STATE POLICE" in an arc, flanked by two stars. Below this is a central emblem featuring a horse's head and the words "LIBERTY AND PROSPERITY" on a banner, with the year "1776" below. The bottom section of the badge contains the year "1921" and a single star at the very bottom.

TO ENSURE ALL RULES AND REGULATIONS ARE CLEARLY UNDERSTOOD, A MEMBER OF THE TRAINING BUREAU STAFF WILL BE AVAILABLE TO ANSWER ANY QUESTIONS REGARDING THE RULES AND REGULATIONS. YOU WILL BE REQUIRED TO SIGN A FORM INDICATING YOU UNDERSTAND THE RULES AND REGULATIONS AND WILL ABIDE BY THEM.

RULES AND REGULATIONS
STATE POLICE PRE-SERVICE TRAINING

SECTION I

A. DISCIPLINE

1. Discipline is a fundamental requirement of State Police command, requiring exact, prompt and willing adherence to orders. Discipline also ensures appropriate action in the absence of orders.
2. The highest standard of discipline is required of all recruits. This involves self-control and a sense of personal responsibility beyond mere obedience or the threat of punishment.
 - a. Recruits must always maintain military bearing, including emotional and physical control. Failure to maintain their military bearing could result in a Recruit Performance Advisory Committee recommendation for dismissal.
3. Recruits are evaluated during their performance at the New Jersey State Police Academy. These evaluations can be informal or formal, and conducted at any time during training.

A recruit who displays an unsatisfactory level of discipline will be counseled by a member of the instructional staff. These counseling's may include one or all of the following:

- a. A member of the instructional staff will conduct either a formal or informal counseling where he/she will outline the deficiency to the recruit;
 - b. The recruit may be instructed to remediate the problem;
 - c. The recruit may be advised to complete a report regarding his/her behavior or performance; or
 - d. The instructor may complete a recruit performance feedback entry regarding the recruit's performance or behavior, which will become a part of the recruit's permanent record.
4. Any major violation of Rules and Regulations may be enforced by dismissal from the Academy.

SECTION II

B. GENERAL PROVISIONS

1. Adherence to Rules and Regulations, Orders and Instructions.
 - a. All recruits, while in pre-service training, are required to observe all Rules and Regulations, Academy Orders, and Instructions whether verbal or written. Any recruit violating any of these provisions shall be subject to disciplinary action.
 - b. Recruits shall:
 - 1) Promptly obey orders emanating from an officer, non-commissioned officer, or member of the Division placed by competent authority in a position of supervision. Should any such lawful order conflict with a previously issued order, the recruit to whom such order is given shall respectfully call attention to such conflict of orders. The order given by the last person shall stand and the recruit obeying such last order shall not be disciplined.
 - 2) Not assume authority without orders.
2. Leave of absence.
 - a. Recruits who shall absent themselves from the Academy without proper authority shall be considered as having voluntarily withdrawn from the training program.
 - b. Recruits will submit a written request via Special Report (S.P.329) titled (SPECIAL LEAVE REQUEST) for special leave. This request will be addressed to the attention of the Commandant and will contain the following information:
 - 1) Date and time requested for departure from the academy.
 - 2) Reason for special leave request.
 - 3) Location, including full address and phone number.
 - c. If special leave is required while recruits are on authorized Academy Leave (weekends, holidays), due to an unforeseen emergency, the recruit

must contact an Academy Staff member as soon as possible via proper pre-arranged Chain of Command.

- d. Any determination for special leave will be made by the Law Enforcement Science Unit Head or his/her designee with the approval of the Commandant.
- e. Recruits who are granted special leave while at the Academy will report to the Class Coordinator or the Officer of the Day before leaving, and immediately upon return.
- f. Recruits shall not absent themselves from any duty, confinement, or restriction without proper authorization.
- g. Recruits who leave the base for any reason (i.e., Doctor's appointment, court date, special leave, etc) will use the following procedures:
 - 1) Report to the Class Coordinator or his/her designee in Law Enforcement Science West.
 - 2) Recruit will bring all documentation for appropriate appointment.
 - 3) Recruit will sign out utilizing the Sign In/Out Ledger.
 - 4) Recruit shall not make any unauthorized stops or phone calls while en route to and from the Academy. All contacts while on leaves of absence must have prior approval from the Class Coordinator or his/her designee. Any unauthorized contacts made will be reported immediately or as soon as possible to the Class Coordinator or his/her designee (i.e. MV stop, accident, etc).
 - 5) Recruit must immediately report back to the Class Coordinator or his/her designee in Law Enforcement Science West.
 - 6) Recruit will sign in utilizing the Sign In/Out Ledger.
- h. Recruit(s) are required to document on a Special Report (S.P.329) titled **(MISSED BLOCKS OF INSTRUCTION)** after their return with the following information:
 - 1) Date and time of departure from the academy.
 - 2) Reason for special leave and location including full address.

- 3) Date and time of return.
- 4) Specific class or classes missed, including total amount of time.
- 5) Date, time and hours taken to make up the missed training time.
- 6) Special Report turned into Class Coordinator and archived with a Recruit Performance Feedback Form certifying the recruit has made up all missed class time.

SECTION III

C. PERFORMANCE OF DUTIES

1. Recruits shall be held responsible for the proper performance of prescribed duties.
2. Recruits shall not perform their duties in an inefficient manner and/or at a substandard level.
3. Recruits shall not feign illness, attempt to shirk duty or sleep on guard duty.
4. Recruits shall communicate promptly to the appropriate supervisor all crimes, breaches of the peace, suicides, attempted suicides, fires, accidents, and all important happenings, complaints, misconduct, and information of which the Division takes cognizance. Recruits shall not withhold any information on these matters for any reason.
 - a. ANY Law Enforcement or Police contact during Recruit training for ANY reason will be immediately communicated via the chain of command to the Class Coordinator and/or his/her designee. An S.P. 329 should be completed to include date, time, and specific information regarding the incident/contact will be submitted through the Chain of Command immediately upon reporting to the Academy.
5. Recruits shall submit a written report of any change of residence or telephone number on the first working day after such change.
6. Recruits shall promptly report in writing any change in marital status.
7. Recruits assigned to a patrol or post shall not leave the patrol or post except for police or personal emergency. If required to leave patrol or post, recruits shall,

at the first opportunity, report such fact and the reason therefore, to the Duty Officer.

8. Recruits shall be punctual in attendance where time is specified.
9. Recruits shall not make or cause to be made any false or misleading statement or intentionally misrepresent any facts.
10. Recruits shall not make false or misleading official reports, or knowingly enter or cause to be entered in any Division books or records, any inaccurate, false, improper or misleading information or matter.
11. Recruits shall meet the minimum requirements in the academic, practical assessments, firearms, self-defense, and physical fitness phases of training.
12. Recruits shall transact all of their official business through the Chain of Command.
 - a. Recruits shall not conduct official business off duty via “Class,” Platoon,” or “Squad” group text messages or chat applications.
 - b. Recruits returning from a previous New Jersey State Police Recruit Class shall not discuss their previous class with current recruits.
13. Recruits shall have or be in possession of all issued State Police equipment and/or all required recruit equipment when reporting to the Academy unless authorized by the Law Enforcement Science Unit Head or his/her designee.

SECTION IV

D. PROFESSIONAL CONDUCT

1. Recruits shall not:
 - a. Threaten, assault, strike or direct any insulting language toward any other recruit, enlisted or civilian member of the Division of State Police, including outside Lecturers/Instructors.
 - b. Behave in an insubordinate or disrespectful manner toward any other recruit placed by proper authority in a position of supervision.
2. Recruits shall not:

- a. Act or behave in such a manner so as to discredit themselves or bring discredit upon the Division.
- b. Act or behave in any capacity to the detriment of the good order and discipline of the Division.

3. Recruits shall not:

- a. Use harsh, coarse, profane, insolent, indecent, suggestive, sarcastic, or insulting language.
- b. Criticize, ridicule, haze, humiliate, harass or discriminate against any other person.

4. Recruits shall:

- a. Be quiet, civil, orderly and maintain decorum, control of temper, patience, and discretion at all times.
- b. 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 and professional attitude toward all persons.
- c. Answer all questions concisely, politely and truthfully.

5. Recruits, while at the Academy, shall not have in their possession any weapon or firearm without obtaining approval from the Commandant.

6. Recruits shall comply with following standards in the care of handling, carrying and storing of firearms.

- a. No firearm loaded or unloaded are permitted in any room, dormitory or building, other than the arms room located in building #8, except under the direction of the Range Master, a member from the Firearms Unit, or other authorized personnel.
- b. All firearms will be holstered going to and from the range, unless authorized by the Range Master, a member of the Firearms Unit, or other authorized personnel.

- 1) Do not remove any weapon from the holster unless under the direction of the Range Master, a member from the Firearms Unit, or other authorized personnel.
- 2) No dry firing is permitted, unless under the direction of the Range Master, a member from the Firearms Unit, or other authorized personnel.

- c. No live ammunition is permitted in any Academy building.
- d. No magazines will be stored in the dormitories or squad bays, unless authorized by the Firearms Unit and/or Law Enforcement Science Unit.

Note: Recruits must adhere to and follow the additional firearms safety rules provided by the Firearms Unit.

7. Recruits shall:
 - a. Refrain from association with and avoid places frequented by known criminals or persons of poor moral character or reputation.
 - b. Refrain from all other associations which would interfere with the proper performance of their duties during the pre-service training program.
8. Recruits shall not cheat, plagiarize or use other fraudulent means to meet training standards.
9. Recruits shall make every effort to work harmoniously with classmates in all assigned duties.
10. Recruits shall not have sexual contact or relations with other members of the class.

SECTION V

E. ALCOHOL, DRUGS/SUPPLEMENTS, AND FOOD

1. Alcohol.
 - a. Recruits shall not consume any alcoholic beverage to the extent that evidence of such consumption is apparent when reporting back for

training, or to the extent that the ability to return or perform duty is impaired.

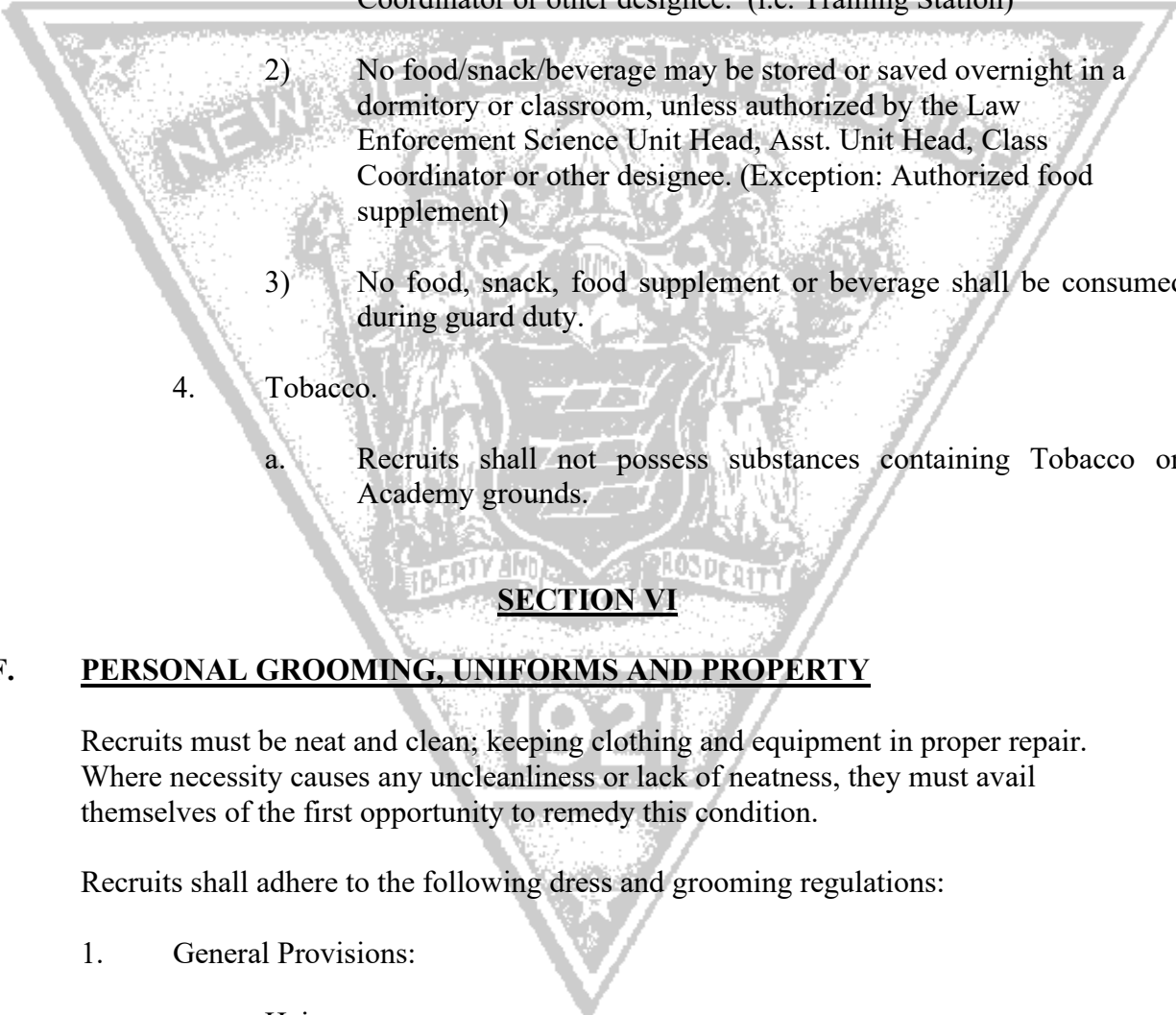
- b. Recruit shall not while on authorized leave, become disorderly as the result of the use of any alcoholic beverage.
- c. Recruits shall not consume, bring, or permit to be brought onto these premises any alcoholic beverage.

- d. Recruits shall not operate a motor vehicle following consumption of any alcoholic beverage and while the presence of alcohol in one's system remains detectable.

2. Drugs/Supplements.

- a. Recruits shall not possess or use any illegal drug, controlled dangerous substance or deliriant at any time.
- b. Any use of a prescription legend drug prescribed for use during the training program must be reported to the Class Coordinator via Special Report. Medical Services will make the determination whether the medicine be taken.
- c. Periodic urine testing for illegal substances are required of each recruit.
- d. All prescription legend drugs must be kept in their original container(s).
- e. Abuse of any legally obtained drug or medication is prohibited.
- f. All use of a non-prescription drugs, including but not limited to vitamins, minerals, or any other food or supplement must be reported to the Class Coordinator via a special report for approval. Recruits must obtain approval from the Law Enforcement Science Unit Head or their designee before consuming the item(s).
- g. All non-prescription drugs, including but not limited to vitamins, minerals, or any other food or supplement, when applicable, MUST possess the proper authorized Academy label provided by the Law Enforcement Science Unit. The label will only be affixed on the item(s) or container(s) by the Class Coordinator and/or his/her designee.

3. Food/Beverages.

- 
- a. Unauthorized food/beverages will not be consumed anywhere on Academy grounds.
 - b. Authorized food/beverages must be consumed prior to lights out.
 - 1) Food must be consumed in an authorized location, determined by the Law Enforcement Science Unit Head, Asst. Unit Head, Class Coordinator or other designee. (i.e. Training Station)
 - 2) No food/snack/beverage may be stored or saved overnight in a dormitory or classroom, unless authorized by the Law Enforcement Science Unit Head, Asst. Unit Head, Class Coordinator or other designee. (Exception: Authorized food supplement)
 - 3) No food, snack, food supplement or beverage shall be consumed during guard duty.
 - 4. Tobacco.
 - a. Recruits shall not possess substances containing Tobacco on Academy grounds.

SECTION VI

F. PERSONAL GROOMING, UNIFORMS AND PROPERTY

Recruits must be neat and clean; keeping clothing and equipment in proper repair. Where necessity causes any uncleanness or lack of neatness, they must avail themselves of the first opportunity to remedy this condition.

Recruits shall adhere to the following dress and grooming regulations:

- 1. General Provisions:
 - a. Hair
 - 1) Properly shaved at all times. No mustache or beard.
 - 2) Recruits are not authorized to give each other haircuts.

- 3) Sideburns are not permitted
- 4) No wigs will be permitted. Hair coloring, if used, must appear natural.

b. Cosmetics

- 1) Fingernails must be trimmed, and only clear fingernail polish may be applied.
- 2) False eyelashes are not permitted.
- 3) If worn, cosmetics shall be subdued and blended to match the natural skin color of the individual

c. Jewelry

- 1) No jewelry of any kind may be worn above the shoulders.
- 2) Jewelry which constitutes a safety hazard is not permitted, including ANY type of body piercing.
- 3) No jewelry will be worn during self-defense or physical conditioning periods, including wrist watches.

2. FEMALE:

a. Hair

- 1) Shall have a trimmed and tapered appearance and shall be styled above the collar.
- 2) Shall not be worn longer than the top of the shirt or coat collar at the back of the neck when standing with the head in a normal position.
- 3) Shall be tapered on the sides so that hair does not cover the ears.
- 4) Shall be groomed in front so that it does not fall below the band of a properly worn uniform headgear.

- 5) Ribbons, ornaments, bobby pins, barrettes and other such items are not permitted. Hair shall be trimmed in such fashion so as to make the need for such items unnecessary.
- 6) A bun or twist is permitted on the top back of the head, provided it is worn in a neat manner and does not interfere with the wearing of uniform headgear.

3. MALE:

a. Hair:

- 1) All male recruits will adhere to a double zero haircut. No shaved heads will be authorized.

4. Uniforms.

- a. Unless specifically instructed otherwise, recruits shall be attired in a khaki shirt, khaki trousers, blue cap, military dress shoes, black socks, blue tie and blue belt. The tie shall be tucked in between 2nd and 3rd button of shirt.
- b. Recruits will dress in the uniform of the day except during self-defense, physical conditioning, firearms and inclement weather conditions.
- c. While in dormitory rooms and hallways, recruits shall be properly covered at all times. During personal time, recruits will wear the authorized academy uniform, unless authorized otherwise by a member of the Academy Staff.
- d. Upon return from duty leave, recruits must wear appropriate civilian attire, presenting a professional, business like appearance. Recruits are not permitted to wear any part of their academy uniform with their civilian clothes, i.e. military shoes.

5. Property.

- a. Recruits shall not 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. Recruits shall not use any property assigned for the official use of the Division for purposes other than those for which they were intended.

- c. Recruits, upon resignation or dismissal, must turn in all State Police owned or assigned property, equipment and documents, including these Rules and Regulations.
- d. While on leave, recruits shall properly secure all issued items. Any issued item **bearing Division identification** shall not be worn or publicly displayed.
- e. Cellular phones or smart watches are not permitted. They are to be secured in personal vehicles.
 - 1) Cell phone use is not permitted at anytime, anywhere, unless authorized. At no time is a recruit permitted to utilize a cell phone during training hours unless prior approval has been received.
 - 2) Use of cellular telephones is prohibited unless authorized by the Law Enforcement Science Unit Head or his/her designee.
 - 3) Use of approved cellular phone usage will be permitted only in Law Enforcement Science West and/or a specified location with the authorization by the Law Enforcement Science Unit Head or his/her designee.
 - 5) Authorized cell phones will be stored in Law Enforcement Science West and/or specified location by the Law Enforcement Science Unit Head.
 - 6) If a cell phone is found and/or located by ANY recruit, it must be IMMEDIATELY turned into the Class Coordinator or his/her designee in Law Enforcement Science West.
 - 7) ANY recruit having knowledge of a cell phone or a recruit utilizing a cell phone MUST report this information to the Class Coordinator or his/her designee IMMEDIATELY.
- f. Pagers are not permitted. They are to be secured in personal vehicles.
- g. The use of any type of Digital/Tape Recorders is **prohibited**.
 - a. Any digital/tape recording devices include photographic, audio recording, or audio listening devices of any kind, included, but not limited to, cameras, video cameras, vehicle dash cams, disposable

cameras, MP3 Players, radios, cassette recorders and camera phones are not permitted on Academy grounds.

h. Computer Use, Conduct, and Internet Access Policy

Employees of the Division of State Police have a responsibility to use Division computer resources in an efficient, ethical and lawful manner. Access to information carries with it the responsibility to protect privacy, confidentiality, and integrity. **All computer resources and facilities of the Division of State Police shall be used solely for legitimate and authorized public service purposes.**

- 1) During work/training hours, recruits may access the internet upon authorization from an instructor. During breaks and throughout the course of the training day, only law enforcement related sites may be accessed.

Note: Work/training hours include research time and guard duty.

- (a) Computer use is authorized in the classroom only, unless authorized by the Law Enforcement Science Unit Head, Asst. Unit Head, Class Coordinator or other designee.
- 2) Electronic Mail:
 - (a) There is no e-mail access unless authorized by the Class Coordinator or his/her designee.

SECTION VII

G. LITIGATION

1. Recruits who become defendants or witnesses in any traffic, quasi-criminal or criminal matter shall promptly report such fact in writing to the Commandant.
2. Recruits having knowledge of any matter in which they or any other recruit may become a defendant, must promptly report such fact in writing to the Commandant.

3. Recruit shall not violate the laws, statutes, or ordinances of the United States, its territories and possessions or of any State of the United States or of any political subdivision thereof.

SECTION VIII

H. HEALTH AND FINANCE

1. ★ Recruits.
 - a. Shall keep medically and physically fit and participate in all phases of the training program unless granted some type of limited, light duty, upon the advice of a Division physician.
 - b. Must immediately report, in writing and/or verbally, to any Instructor or to their Class Coordinator, any illness or medical condition which may affect the ability to fully participate in the training program.
2. According to the New Jersey State Police Academy Worker's Compensation Policy and Procedures, any recruit injured at any time during training at the Academy will be required to immediately notify a member of the Training Bureau staff. When instructed, the recruit will complete a Special Report explaining in detail how and when the injury occurred to the Medical Service Representative. The Medical Service Representative will complete and forward the RM-2 to the Medical Services Unit. All treatment received for a duty related injury must be investigated and/or approved by the Bureau of Risk Management prior to treatment and will be coordinated via the Medical Service representative. Any recruit that seeks medical treatment on their own without the approval of the Bureau of Risk Management will be responsible for payment of these services. If a recruit is medically separated from the Academy for a Worker's Compensation injury, the recruit will be responsible for contacting the Medical Services Unit at 609-882-2000 ext.2529 for the proper medical procedures prior to seeking any medical treatment for any duty related injury.
3. Recruits contracting any communicable disease must report that fact immediately to their Class Coordinator. Recruits having knowledge that another recruit has contracted a communicable disease must promptly report that fact to their Class Coordinator.
4. Recruits shall pay all debts and properly support all legal dependents. Recruits shall report, in writing, to their Class Coordinator, any delinquent debts or financial matters which may affect their standing in the training program.

5. Recruits must immediately report any outside employment to their Class Coordinator. Any recruit engaged in outside employment during training must receive permission from the Commandant prior to engaging in any type of outside employment.
 - a. Outside employment is defined as the performance by a recruit of any service or the rendering of any advice or assistance to any person or entity, other than the Division of State Police, for which the recruit receives or agrees to receive, whether directly or indirectly, any compensation, reward, gift, or other thing of value.
 - b. No recruit may engage in outside employment which is contrary to law or presents a perception or actual conflict of interest or ethics violation.
 - c. Recruits may not engage in any activity, whether compensated or not, which interferes with their ability to perform at an optimal level in training.

SECTION IX

I. DISSEMINATION OF INFORMATION

1. Recruits shall:
 - a. Treat as confidential any matters or information which pertain generally to the Division, its operations, investigations or internal procedures.
 - b. Not impart any matter or information regarding Division business to anyone, except as may be authorized by the Superintendent.
 - c. Not make written or oral statements for publication concerning Division matters unless authorized by the Superintendent.
 - d. Not disseminate, or distribute or supply to any person any abstract, original or copies of any Division document unless authorized by the Superintendent.
 - e. Recruits shall not directly or indirectly seek notoriety through the public press.

SECTION X

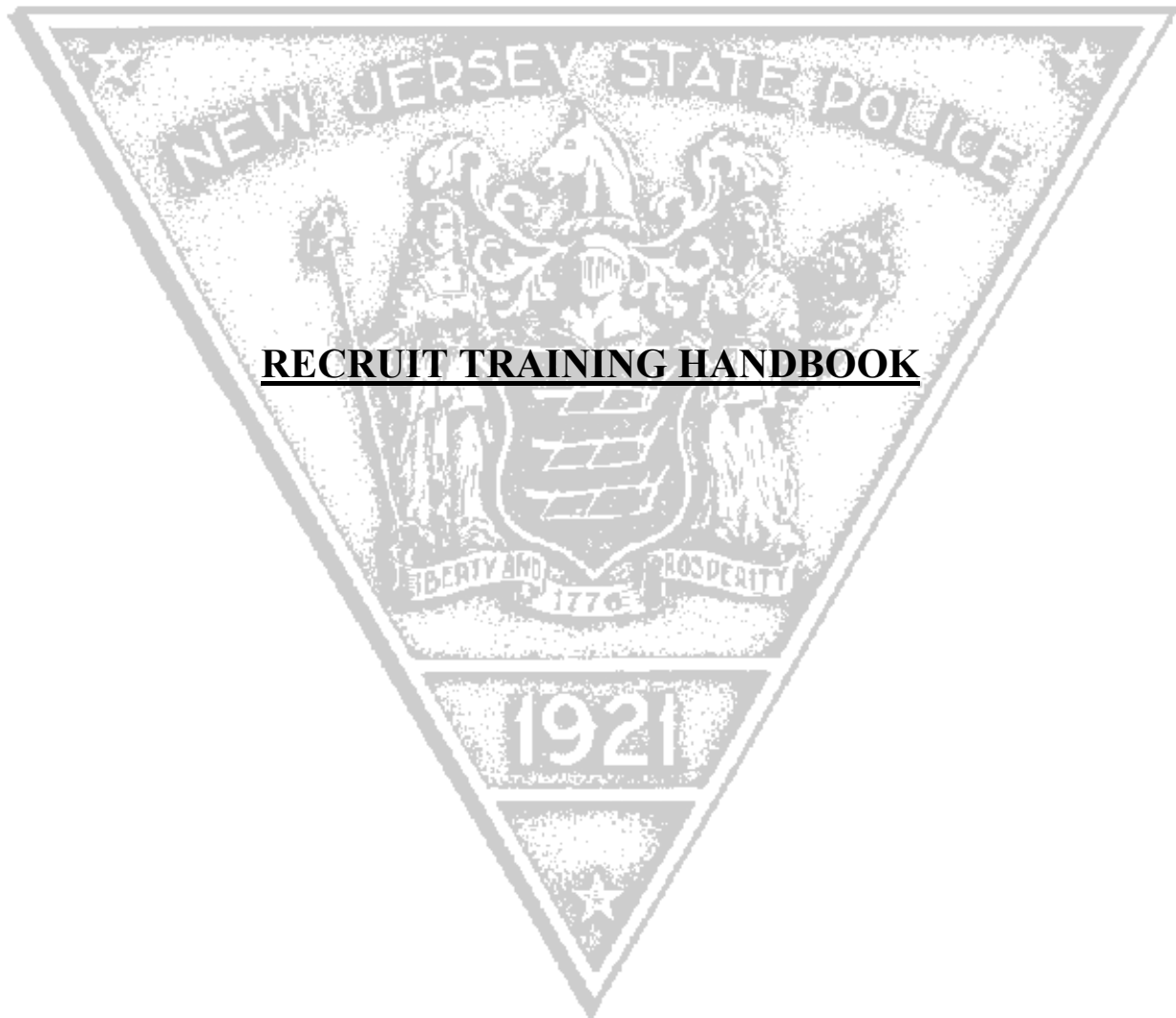
A. NJSP ACADEMY HONOR CODE

1. The NJSP Academy Honor Code to which all recruits must adhere, is as follows:

“A recruit will not lie, steal, cheat, or tolerate those who do.”

2. The following actions are considered violations of the Honor Code and are prohibited:
 - a. Receiving or giving exam questions, answers, or information concerning exams or exercises to students in your class or other classes.
 - b. Passing personal notes concerning class work to students in your class or other classes.
 - c. Passing papers which have been graded or marked for your review, to students in your class or other classes.
 - d. Discussing the contents of any exam, practical exercise, or activity for which you are evaluated, with students in your class or other classes.
 - e. Willfully furnishing false or inaccurate information regarding his/her performance to NJSP Academy instructors.
3. Any recruit found to have violated the NJSP Honor Code is subject to Dismissal from the New Jersey State Police Academy.

NEW JERSEY STATE POLICE



RECRUIT TRAINING HANDBOOK

CONFIDENTIAL

Developed by:

New Jersey State Police Training Bureau

01/2025

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I. INTRODUCTION

Welcome to the New Jersey State Police Training Academy. This booklet is designed to provide you with basic information about the Recruit Training Program, and the facilities and services available at the New Jersey State Police Training Academy.

This training program is designed to ensure that upon graduation you have attained the specialized knowledge, skills, and abilities you will need to effectively carry out the duties of a New Jersey State Trooper.

II. RECRUIT TRAINING PROGRAM

A. New Jersey State Police Mission

The Recruit Training Program was designed consistent with the New Jersey State Police Mission:

The mission of the New Jersey State Police, as defined by the first Superintendent, H. Norman Schwarzkopf, in General Order #1 (December 5, 1921) is as follows:

“It shall be the duty of the members of the New Jersey State Police to prevent crime and pursue and apprehend offenders. Members should bear in mind that the prevention of crime is of greater importance than the punishment of criminals. The force individually and collectively should cultivate and maintain the good opinion of the people of the State by prompt obedience to all lawful commands, by a steady and impartial line of conduct in the discharge of its duties and by cleanly, sober and orderly habits and by a respectful bearing to all classes.”

The core mission of the New Jersey State Police is that of a comprehensive “police” agency which, by law, regulates and controls the affairs of a broad community, especially with respect to the maintenance of order, law, morals, safety, and other matters affecting general welfare.

B. New Jersey State Police Vision Statement

The New Jersey State Police is a full service state level policing agency dedicated to serving New Jersey with integrity and professionalism, while maintaining an organizational culture capable of predicting and responding to the needs of our state, its citizens, and ever changing environment. This highly trained workforce of public employees is committed to excellence in providing safe and secure communities within the State of New Jersey, preserving and protecting life and

property, enhancing the quality of life for our citizens, and treating people with respect and dignity.

C. Core Values of the New Jersey State Police

The New Jersey State Police is committed to protecting the public and preserving the peace. To that end, we pledge to enforce the laws and protect all impartially and without prejudice. We will use compassion and abide by the constitution to uphold the right of all citizens and do so in a manner which exemplifies our code of Honor, Duty, and Fidelity.

We are guided by the New Jersey State Police motto, our core values:

1. Honor - Always act with the utmost integrity and be honest and truthful, enforce the laws equally and without bias. Hold yourself and other members to the highest ethical standards.
2. Duty - To protect and serve the public, prevent crime and apprehend offenders. Ensure the highest quality service to the public. Perform our duties honorably and accept the responsibility to carry them out. Our devotion to duty will never waiver.
3. Fidelity - Faithfully uphold the traditions of the New Jersey State Police. Strive to embody the principles under which we were founded. Be faithful to the outfit and abide by the rules and regulations. Maintain pride in yourself and the organization.

D. Principled-Centered Core Values

Fundamental to fulfilling the mission of the New Jersey State Police and ensuring the confidence of its constituency, i.e., the citizens and communities it serves, is the integrity of the organization and its personnel. Integrity, coming from the Latin *Integritas*, meaning whole, completeness, and purity - encompasses a wide range of values, qualities, and characteristics. It is an adherence to a code of behavior, soundness, probity, and the state of being unimpaired. As so defined, integrity embodies the core values inherent to the qualities of honor, duty, and fidelity that serve as the foundation and guiding principles for recruiting, selecting, training, educating, and effectively executing the duties and responsibilities of a New Jersey State Trooper. Beyond the qualities that embody the values associated with integrity, are discernable character traits and attributes sought and expected of State Troopers, some of which include: possessing a positive attitude, maintaining a good appearance, exercising good judgment and discretion, being open-minded, unbiased, sensitive to diversity, possessing

discernable skills in the areas of effective communication, critical thinking, problem-solving, decision making, and leadership. Similar in concept, the Federal Bureau of Investigation measures qualities and character traits, which they describe as dimensions. These qualities, by which their New Agent Trainees are measured and evaluated, not only parallel the core values of the State Police, but can effectively serve to direct and measure the behavior and learning of State Police personnel. These qualities, which will hereafter be referred to as Dimensions of Behavior and Integrity, are described in the following way.

Dimensions of Behavior and Integrity

1. Conscientiousness

Conscientiousness includes behavior that is dependable, responsible, careful, and thoughtful, with a great attention to detail and follow-through. It is the ability to systematically plan, anticipate problems, and develop contingencies to avoid these problems. It can be contrasted with behavior that is unreliable, careless, negligent, and lax. Unsuitable behavior in this category includes excessively sloppy and careless work, being irresponsible when asked for something, losing important document materials, equipment, etc., and the failure to ask for assistance when appropriate and necessary.

2. Cooperativeness

Cooperativeness includes behavior that involves following the chain of command and being willing to collaborate with individuals in the Division, in other law enforcement agencies, in the local government, and in the community. It is closely associated with the ability to relate effectively with others and being sensitive to others needs. It can be contrasted with behavior that disrupts the work through insubordination or uncooperative actions. Unsuitable behavior in this category includes being rude, antagonistic, and/or impatient with other law enforcement officials, unnecessarily questioning the performance of fellow workers in front of others, being disrespectful to employees, and using abusive language.

3. Emotional maturity

Emotional maturity includes behaviors that involve maintaining self-control and approaching potentially volatile situations, events, and people in a calm, professional manner. It is the ability to be flexible, adapt to changing situations, and remain level headed and effective under stress. It is contrasted with behavior that is immature, irrational, and shows a lack of control over one's behavior. Unsuitable behavior includes reacting angrily or violently to comments made by

individuals, acting inappropriately (e.g., excessive drinking and driving) outside of work, using excessive force, not reacting at all when it is appropriate to react, or unable to use appropriate force or other means when necessary, and engaging in any form of harassment or discrimination.

4. Initiative

Initiative includes behavior that involves perseverance and dedication in performing the duties of the job, going above and beyond expectations to accomplish the job, making suggestions to improve work processes, performing duties without having to be told, and a willingness to put in long hours the job requires. This is highly correlated with motivation and includes exhibiting a commendable work ethic. It can be contrasted with behavior that involves failing to do what it takes to do the job successfully because of laziness or lack of interest. Unsuitable behavior in this category includes refusing to put in additional time during crises, failing to follow through with others because of inconvenience, and deliberately wasting time taking a number of breaks while on duty.

5. Integrity and honesty

Integrity and honesty includes behavior that shows the person to be honest, trustworthy, self-disciplined, and respectful of laws and regulations: behaviors display a high standard of ethical conduct and actions are taken without jeopardizing or compromising these standards, even when there are no ramifications for not doing so. Behaviors involve following agency policy to the letter and spirit of the law and avoiding even the appearance of impropriety. This is related to a person's professionalism, ability to maintain a positive image, ability to serve as a role model, and represent the New Jersey State Police positively to others. It can be contrasted with behavior that involves breaking the law and deviating from agency policy. Unsuitable behavior in this category includes accepting favors and gratuities, showing favoritism to friends or relatives, failing to report conflict of interest situations, lying, cheating, stealing, lack of candor, failure to cooperate in an administrative inquiry, abuse of sick leave, and using government property for inappropriate personal reasons.

6. Judgment

Judgment includes the ability to evaluate information, think critically, question assumptions and discern merits and deficiencies in logic, and self-assess one's own skills. Behaviors indicate the ability to decide on and commit to a responsible course of action, as well as the ability to accept constructive criticism and evaluate it appropriately. Unsuitable behavior in this category includes taking

actions without thinking of the consequences, acting in a way that jeopardizes the reputation of the office and/or the New Jersey State Police, or adamantly denying feedback on performance and refusing to improve one's deficiencies noted by a supervisor.

These dimensions of behavior and integrity, which are proffered as qualities and characteristics that ostensibly represent and embody the New Jersey State Police mission and core values, hold the potential to guide and measure the personal and professional conduct of State Police recruits, as it can also influence, the tone, content, and direction of the training and educational curriculum and program. This will be addressed in greater detail in the following sections.

E. Commitment to our communities

The employees of the New Jersey State Police are committed to our communities through:

1. Impartial and courteous law enforcement.
2. Unbiased, respectful and compassionate treatment of all people.
3. Open and honest communication.
4. Cultural sensitivity.
5. Accountability.
6. Effective and efficient use of resources.

F. Commitment to our employees

In the spirit of shared leadership and recognizing all employees as our greatest asset, we commit to:

1. Open and honest communication.
2. Demonstrating leadership through accountability and responsibility at all levels.
3. Treating all employees with equal respect and consideration.
4. Ensuring a safe and harassment free work environment.
5. Ensuring the safety of our employees by developing and enforcing minimum resourcing standards.
6. Developing the potential of all employees through continued training opportunities and improved work environments.

7. Training that is timely, specific to the needs and relevant to job requirements.
8. Effective and efficient management of human resources through consultation, teamwork, and empowerment at all levels.
9. Promoting health, safety, and well-being.

G. New Jersey State Police service standards

The New Jersey State Police is committed to fulfill its role as the state's full service police organization. The New Jersey State Police commit to:

1. Protecting, preserving, and safeguarding the constitutional and civil rights of all citizens.
2. Protecting the constitution and the rights of all persons through impartial and courteous law enforcement.
3. Provide primary law enforcement services for those businesses, residents, and visitors of municipalities that do not maintain a full-time police department.
4. Promote traffic safety, enforce motor vehicle laws, recognize and eliminate traffic hazards, and encourage motorists to practice safe driving.
5. Investigate major crime throughout the state, such as organized crime, narcotics, high technology crime, auto theft, cargo theft, official corruption, arson/explosion, and terrorism.
6. Establish and maintain an intelligence gathering, evaluation, and dissemination network that provides close and effective cooperation and assistance to the law enforcement community in detecting and apprehending those engaged in organized criminal activities.
7. Develop and maintain a comprehensive statewide emergency management program and coordinate the state's response to natural or man-made emergency or disaster situations.
8. Provide, when and where needed, assistance to the law enforcement/criminal justice community through effective and timely technical, scientific, and investigative support services.
9. Develop and maintain a criminal justice information system with statistical, record retention, and data processing support for criminal and non-criminal justice agencies.
10. Provide regulatory services for those industries susceptible to infiltration by organized crime or other criminal activity having great potential to jeopardize public trust and confidence.

11. Manage all allocated resources efficiently and effectively being accountable to the organizations and citizens we serve.

H. Purpose of recruit training program

Consistent with the New Jersey State Police mission and services to the public, the recruit training program is designed to:

1. Educate and train the recruits in basic police science, knowledge, and skills.
2. Mold the recruit into a State Trooper capable of making competent, ethical decisions.
3. Enable the recruits to utilize their problem-solving skills and demonstrate an ability to think and act alone or in unison with others to achieve desired goals.
4. Instill pride and discipline which is reflected in our core values of Honor, Duty, and Fidelity.
5. Prepare the recruit for the mental, physical, and emotional rigors associated with police work.

I. Program Objectives

To succeed in the recruit training program, you need to be aware of the objectives of the program. By the end of your training you will be expected to:

1. Demonstrate a high level of conduct (personal, professional, and social) consistent with the traditions of the New Jersey State Police.
2. Work effectively as part of a policing team with your colleagues, supervisors, citizens, and partners in policing.
3. Work with diverse communities and participate in creative and collaborative problem solving.
4. Demonstrate sensitivity to and respect for the diverse individuals and groups you encounter.
5. Take responsibility for your own learning and development.
6. Know the law, New Jersey State Police policy, and rules and regulations to ensure that you exercise discretion responsibly and lawfully.
7. Communicate effectively, orally and in writing, and be comfortable with New Jersey State Police computer information systems.

8. Gather information and evidence necessary to effective policing.
9. Create and maintain good records and present information effectively and appropriately in a court setting.
10. Manage evidence, exhibits, and crime scenes safely and effectively.
11. Drive safely and competently.
12. Handle firearms responsibly and proficiently.
13. Demonstrate fitness, healthy life-style, and proficiency in self-defense, life-saving, and water safety.
14. Avoid and manage incidents, crises, conflicts, and apply appropriate intervention techniques and levels of force.
15. Understand police work as a career, life-style, vocation, service for self, family and the public.

J. Training approach

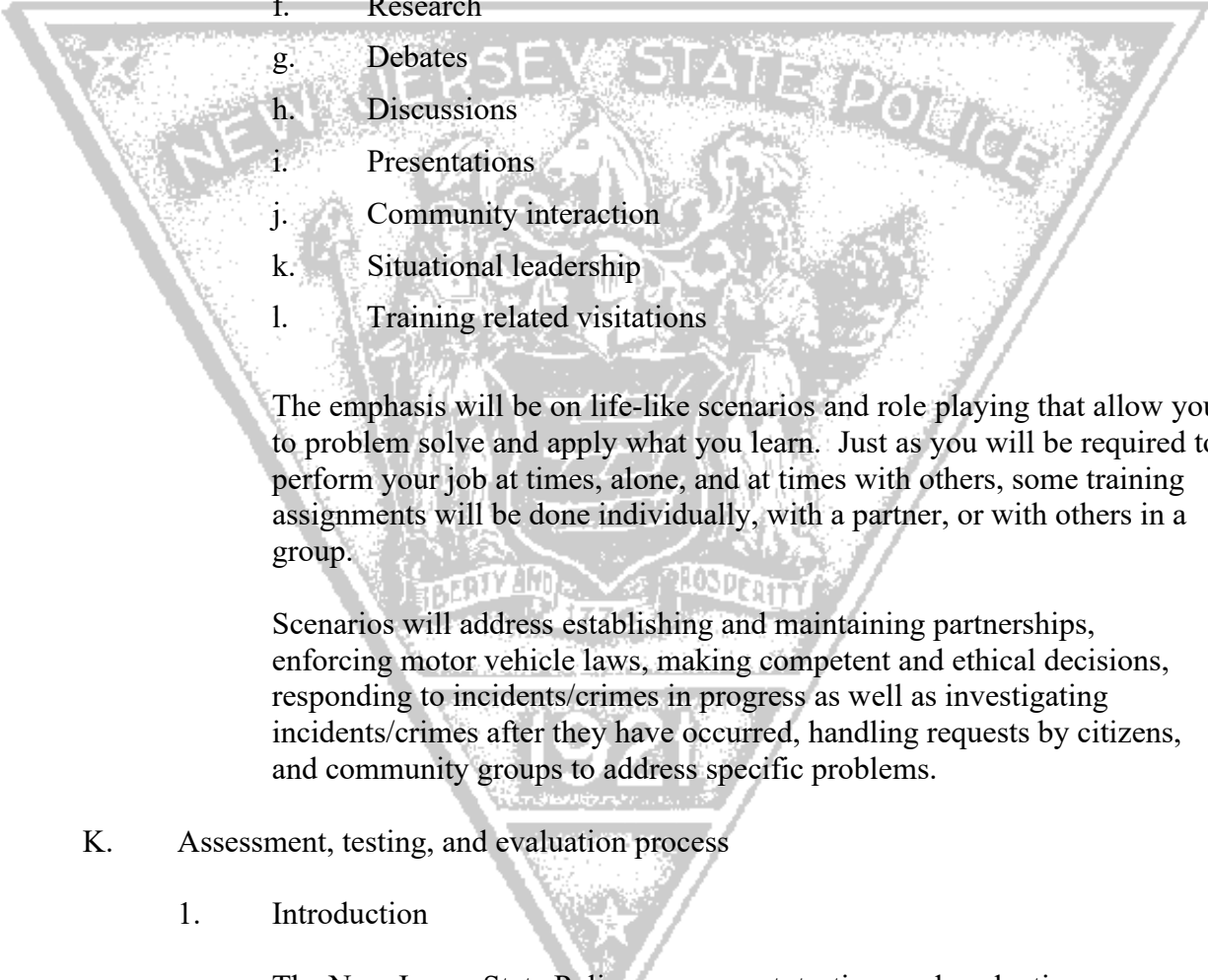
1. General overview

Our approach to recruit training is guided by the principles of community policing. Your training will emphasize:

- a. The philosophy and principles of community policing.
- b. Problem-solving approaches.
- c. Collaboration, communication, and cooperation with individuals and organizations.
- d. Development maintenance of partnerships in the context of diversity.
- e. Continuous learning and development.

2. Training methodologies

The program was developed based on principles of adult learning. Problem solving abilities, through adult based learning, are identified, coached, mentored, developed, and evaluated through a combination of residential training, a code of conduct and self-discipline, group dynamics, situational leadership and teamwork environments. You will be responsible, to an extent, for your own learning and development. The staff will use a variety of instructional and facilitation methods such as:

- 
- a. Scenario training (Problem-solving exercise)
 - b. Role playing
 - c. Performance demonstration
 - d. Lectures
 - e. Panel discussions
 - f. Research
 - g. Debates
 - h. Discussions
 - i. Presentations
 - j. Community interaction
 - k. Situational leadership
 - l. Training related visitations

The emphasis will be on life-like scenarios and role playing that allow you to problem solve and apply what you learn. Just as you will be required to perform your job at times, alone, and at times with others, some training assignments will be done individually, with a partner, or with others in a group.

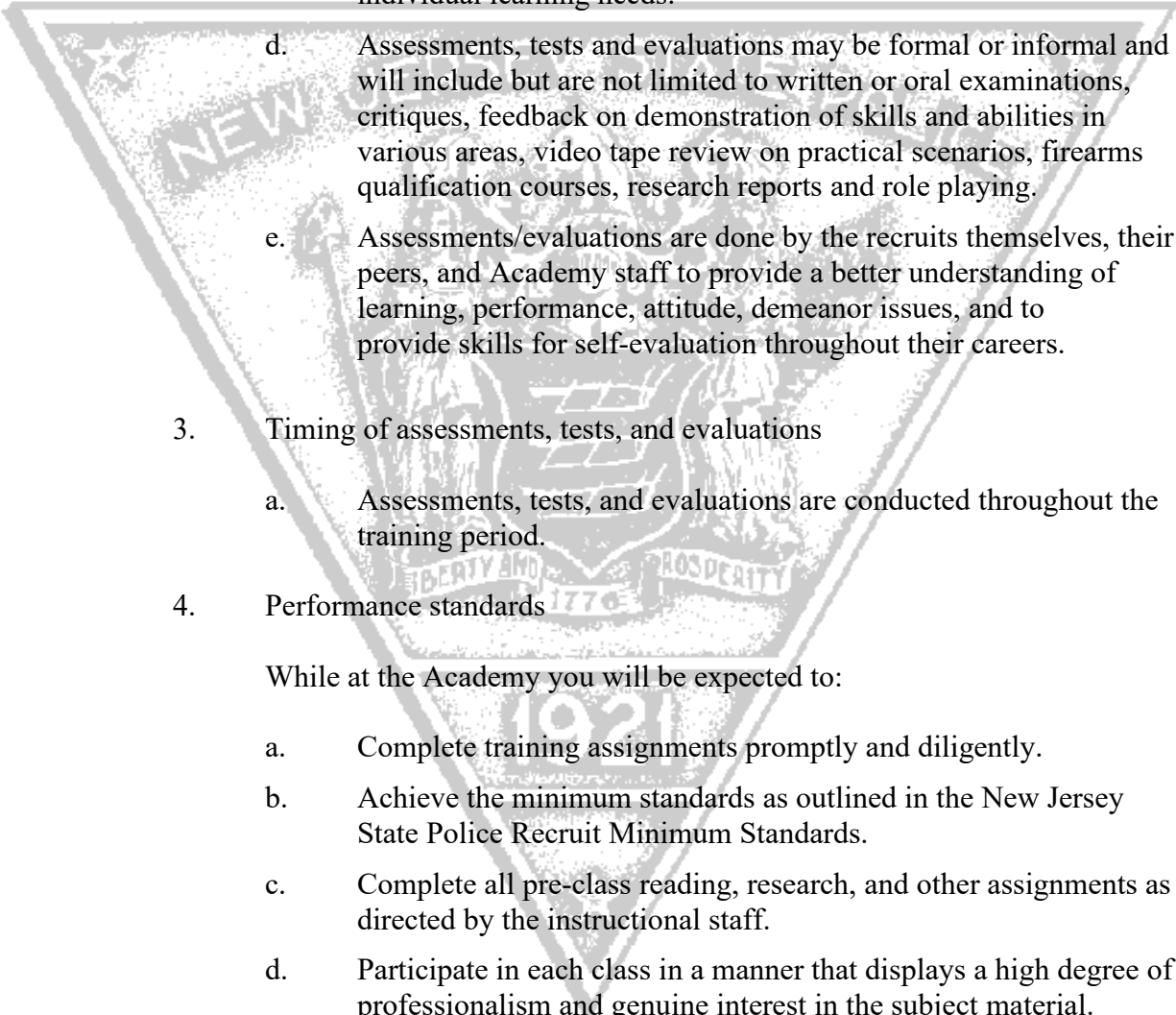
Scenarios will address establishing and maintaining partnerships, enforcing motor vehicle laws, making competent and ethical decisions, responding to incidents/crimes in progress as well as investigating incidents/crimes after they have occurred, handling requests by citizens, and community groups to address specific problems.

K. Assessment, testing, and evaluation process

1. Introduction

The New Jersey State Police assessment, testing, and evaluation process addresses knowledge, skills, abilities, and competencies identified as essential to police work. Recruits must meet the following minimum standards in order to remain in training: (Addendum #1 - New Jersey State Police Recruit Minimum Standards)

2. Assessment, testing, and evaluation principles

- 
- a. Performance assessment and testing procedures are developed to evaluate the attainment of course goals and objectives.
 - b. The New Jersey State Police is responsible for providing a quality program where recruits are responsible for learning.
 - c. Assessments, tests, and evaluations are an integral part of the learning process, allowing continuous feedback to identify individual learning needs.
 - d. Assessments, tests and evaluations may be formal or informal and will include but are not limited to written or oral examinations, critiques, feedback on demonstration of skills and abilities in various areas, video tape review on practical scenarios, firearms qualification courses, research reports and role playing.
 - e. Assessments/evaluations are done by the recruits themselves, their peers, and Academy staff to provide a better understanding of learning, performance, attitude, demeanor issues, and to provide skills for self-evaluation throughout their careers.
3. Timing of assessments, tests, and evaluations
- a. Assessments, tests, and evaluations are conducted throughout the training period.
4. Performance standards

While at the Academy you will be expected to:

- a. Complete training assignments promptly and diligently.
 - b. Achieve the minimum standards as outlined in the New Jersey State Police Recruit Minimum Standards.
 - c. Complete all pre-class reading, research, and other assignments as directed by the instructional staff.
 - d. Participate in each class in a manner that displays a high degree of professionalism and genuine interest in the subject material.
5. Termination of recruit training

The Recruit Performance Advisory Committee is responsible for the monitoring, assessing, and evaluating of State Police recruits attending the training program. The Recruit Performance Advisory Committee may make a recommendation for dismissal and forward their recommendation

to the Commandant of the State Police Academy for his/her approval/disapproval. Based on the Commandant's recommendation, the dismissal package is forwarded to the Superintendent of the Division of State Police for final approval. A recruit may be dismissed for:

- a. A violation of Rules and Regulations
- b. A violation of the New Jersey State Police Academy's Honor Code.
- c. Failing to meet the New Jersey State Police Recruit Minimum Standards.

L. Roles and responsibilities of the Instructional Staff

The relationship between training staff and recruits must be based on principles of professionalism.

The instructors will:

- 1. Facilitate self and group learning.
- 2. Coach.
- 3. Mentor.
- 4. Teach.
- 5. Provide counseling, feedback, guidance, and administrative support.
- 6. Monitor and record performance and ensure ongoing and regular assessments/evaluations.
- 7. Identify community resources and other instructional aids.
- 8. Serve as role models.

The pattern of behavior exhibited by instructors may often be emulated by students when they serve the public. Therefore, instructors must maintain a professional demeanor at all times.

M. Responsibilities of the recruit

1. General

You will be responsible for your learning and for meeting the program requirements. You are expected to demonstrate responsibility in the care and handling of New Jersey State Police equipment and material including Academy property and facilities.

Discrimination and harassment are behaviors which the New Jersey State Police will not tolerate. As a potential New Jersey State Police member, you will be expected to actively seek to prevent, rigorously oppose, and report any form of discrimination or harassment and any violation of laws, rules and regulations, policies and procedures and New Jersey State Police Academy Honor Code violations.

N. Daily Schedule

Generally, the training day for recruits is from 6:00 a.m. to 5:00 p.m. with subsequent training and research in the evening hours. Furthermore, recruits will be assigned guard duty responsibilities during their off hours. A day as a recruit at the New Jersey State Police Academy is as follows but is subject to change:

5:30 AM		REVEILLE / CARE OF QUARTERS
6:00 AM	- 6:30 AM	ROLL CALL / MILITARY DRILL
6:30 AM	- 7:00 AM	BREAKFAST / SICK CALL
7:15 AM	- 11:20 AM	CLASSES
11:30 AM	- 12:00 PM	LUNCH
12:15 PM	- 3:40 PM	CLASSES
3:35 PM	- 5:10 PM	PHYSICAL TRAINING
5:30 PM	- 6:00 PM	SUPPER
6:00 PM	- 10:00 PM	RESEARCH / PERSONAL TIME
10:00 PM		LIGHTS OUT

O. Length of Training

Due to its nature, the recruit training program at the New Jersey State Police Academy is in a state of continuous change. At present, the duration of training is 26 weeks, which is subject to change in the future.

Following successful completion of the Academy, a trooper receives additional training under the Trooper Coach Program at the station.

Graduation ceremonies are held at the end of the recruit training program. Recruits may wish to invite parents, spouses, partners, relatives, and friends.

ADDENDUM #1

NEW JERSEY STATE POLICE RECRUIT MINIMUM STANDARDS

TOPIC	MINIMUM STANDARD
UNIT I - IX	70% AVERAGE
UNIT VI MID-TERM & FINAL	70% AVERAGE
PRACTICAL ASSESSMENTS	MUST SATISFACTORILY MEET THE OBJECTIVES OF THE SCENARIOS
PHYSICAL TRAINING	PASS C-20 ON OR ABOUT THE 6TH WEEK OF TRAINING (Revised 09/29/18)
DEFENSIVE TACTICS	MUST SUCCESSFULLY PASS THREE SELF-DEFENSE ASSESSMENTS
MONADNOCK EXPANDABLE BATON (M.E.B.)	70% WRITTEN EXAMINATION OBTAIN AN “ACCEPTABLE” SCORE ON EACH TECHNIQUE LISTED ON THE M.E.B. ADVANCED COURSE PROFICIENCY TEST CHECK SHEET
SWIMMING	MUST SATISFACTORILY MEET THE LEARNING OBJECTIVES OF THE STATE POLICE TRAINING BUREAU WATER SAFETY PROGRAM AND SUCCESSFULLY COMPLETE THE BASIC SWIM ASSESSMENT BY SWIMMING 50 YARDS CONTINUALISLY BY UTILIZING THE FRONT CRAWL OR BREASTSTROKE AS DESCRIBED DURING THE WATER SAFETY PROGRAM FOLLOWED BY 5 MINUTES OF CONTINUOUS TREADING WATER ON OR ABOUT THE 6TH WEEK OF TRAINING. THIS WILL BE DEMONSTRATED AT THE BEGINNING OF ACADEMY TRAINING. THE RECRUITS OF THE NEW JERSEY STATE POLICE ACADEMY WILL BE TRAINED IN ACCORDANCE WITH THE AMERICAN RED CROSS LEVEL 4 STROKE PERFORMANCE CRITERIA AND WITH A STRONG EMPHASIS ON SELF-SURVIVAL AND RESCUING TECHNIQUES, AND THE AMERICAN RED CROSS BASIC WATER RESCUE COURSE. (Revised 9/2023)

ADDENDUM #1(Continued)

NEW JERSEY STATE POLICE RECRUIT MINIMUM STANDARDS

TOPIC	MINIMUM STANDARD
FIREARMS	100% - FIREARMS SAFETY QUIZ 80% - FIREARMS EXAM GLOCK 19 GEN 4 -HQC1 FIREARMS QUALIFICATIONS-80% QUALIFICATION DAY-144 OUT OF 180 SCORABLE HITS NIGHT-32 OUT OF 40 SCORABLE HITS SHOTGUN- 80% QUALIFICATION BUCK SHOTS DAY- 72 OUT OF 90 PELLETS NIGHT- 72 OUT OF 90 PELLETS SLUG ROUNDS DAY-8 OUT OF 10 ROUNDS NIGHT-8 OUT OF 10 ROUNDS
OVERALL ACADEMIC AVERAGE	70% AVERAGE MUST FULLY PARTICIPATE IN 80% OF ALL AFOREMENTIONED COMPETENCY AREAS. ACADEMIC PARTICIPATION WILL BE BASED ON 80% PARTICIPATION OF EACH INDIVIDUAL UNIT.
ATTENDANCE	EACH RECRUIT MUST PARTICIPATE IN AT LEAST 90% OF THE TOTAL INSTRUCTIONAL TIME SCHEDULED.

Revised (9/2023)

MESS HALL PROCEDURES

ENTERING THE CHOW LINE:

When recruits enter the mess hall, they will quickly remove their cover, place it in their rear waistband, and proceed to the rear of the chow line, directly behind the last recruit, eyes forward, and no talking. Recruits will align themselves flush against the west wall. Recruits will be subject to a gig-line, shoeshine, and uniform inspection in addition to testing on general training knowledge.

CHOW LINE:

When a recruit is at the beginning of the chow line, they will retrieve one tray and eating utensils.

From that point they will sidestep, using 15-inch steps, smartly down the chow line with their arms bent at a 90-degree angle holding their tray, retrieving the meal that is distributed to them. At no time will they place their tray down. At the conclusion of the chow line, the recruit will exit same. The recruit will then conduct a half left facing movement and will step off smartly with their left foot towards the drink station. (Recruits will not make a left face.)

DRINK STATION:

Use of the drink station is strictly granted by the Class Coordinator.

There are two drink stations. Both are to be utilized to minimize time. That requires the recruit to make an immediate half right turn when exiting the chow line. The recruit will not 'cover the hatch' or block the free passage of the chow line entrance with their tray or person. The second drink station requires the recruit to march forward with their left foot, take approximately 5 steps and position themselves into the second drink station line. When positioned correctly, the recruit should make a final, half-right face to square themselves correctly into the second drinking line.

When it is clear, a recruit will position themselves adjacent to the drink station, make a right face and retrieve one cup for their meal. They then choose their drink and fill up their cup. At no time will they place their tray down. They must continue to hold their tray while they fill their cup. When their cup is filled, they make a left face and prepare to exit the drinking station area. When clear, they will make a column left and enter the salad bar area.

SALAD BAR AREA:

Use of the salad bar is strictly granted by the Class Coordinator.

There are two sides to the salad bar. Both sides are to be utilized to minimize time. Recruits will move along the salad bar line sidestepping, utilizing 15-inch steps, smartly. At no time will they place their tray down. They must continue to hold their tray while they choose their salad bar selections. When a recruit comes to the end of the salad bar, they will perform a facing movement

(left or right) and enter a table column line to begin eating.

TABLE AREA:

The number of tables to be utilized is strictly granted by the Class Coordinator.

A recruit will move down the appropriate column holding their tray with their arms at a 90-degree angle. When the recruit finds the next available table, they will go around the table and fill in the furthest seat, first. The recruit will stand behind their chair, hold their tray, and wait until all chairs have a recruit behind them. At that time, the entire table, in unison, places their trays down, repositions their chairs, sit, and begin eating. No talking is permitted. (Recruits will raise their hand and call for an instructor if the need arises, such as a recruit who is having difficulty eating or some other emergent situation) When one recruit is finished eating, the entire table is finished eating. The entire table will rise simultaneously, push their chairs in, ensure no debris is left behind, and move directly to the southernmost wall. There they will make a column right and prepare to enter the refuse area. Recruits will not continue to chew food after departing the table.

REFUSE AREA:

There are two lines to be utilized for the refuse area to minimize time. Each line requires the recruit to make a column left to enter same. The recruit will scrape all remaining food into the garbage cans. No food is to be taken from the Mess Hall. Recruits will move along the refuse line sidestepping, utilizing a 15-inch step, smartly. The recruits will place their utensils and cups in the appropriate containers. They will then return their trays and plates by placing same in the tray/plate return area. The recruit will then prepare to exit the Mess Hall.

EXITING MESS HALL:

When a recruit exits the Mess Hall, they will don their cover and form up outside, adjacent to the building, in groups of four. No talking. When four recruits are formed up, the right rear will give the following command, "DETAIL, FORWARD MARCH!" The detail shall utilize the cement path around the Mess Hall to their next destination, utilizing the proper column movements. Recruits will not use the same walkway as entering the Mess Hall. Often, that destination will be Building #8.

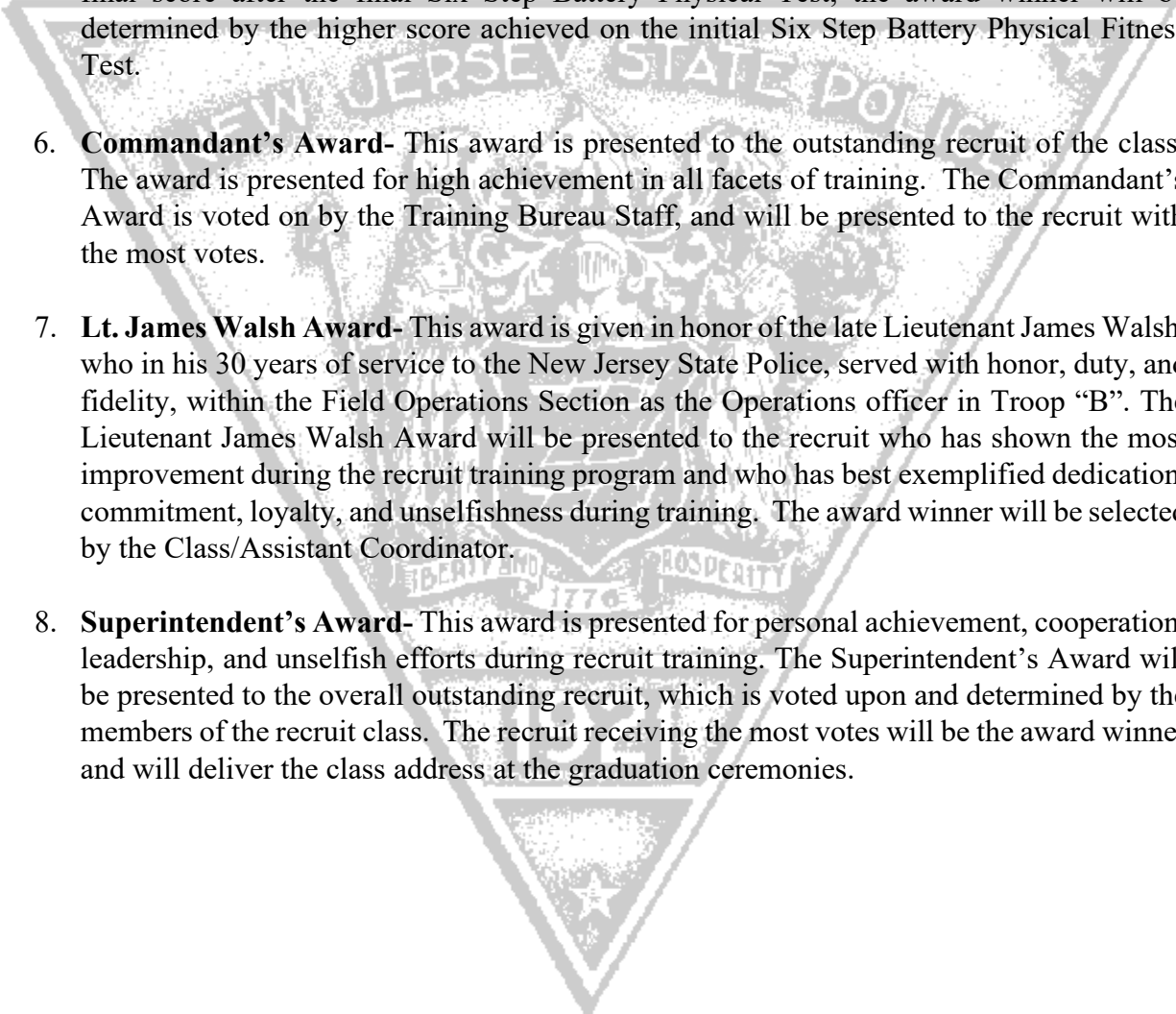
SAFETY:

Instructors shall be ever vigilant for eating incidents due to the nature of the environment. Report same to the Law Enforcement Science Unit Head.

NEW JERSEY STATE POLICE ACADEMY CLASS AWARDS

It is the policy of the Training Bureau to fairly and without bias recognize the recruit class award winners from the New Jersey State Police Academy who have demonstrated excellence during training. The recruit class award winners will be recognized during the graduation ceremonies. The name of each award given to a recruit is listed below, along with a description of the award and the established criteria to determine each award winner.

1. **Military Service Ribbon Award-** This award is given in honor of the late New Jersey State Police Detective Sergeant First Class Dwayne Kelley who was killed in Soder City, Iraq. Eligibility for this award will be presented to the recruit(s) who have received an honorable discharge from active duty that includes dates of service during a qualifying war era. The Division's military liaison will verify each recruit(s) military status. Each recruit will receive a Certificate of Military Service Award.
2. **Dennis William Zilinski II Award-** This award is presented in honor of Army 1st Lieutenant Dennis William Zilinski II, a West Point graduate, and son of retired State Police Captain Dennis Zilinski, a former Field Operations Troop Commander. Sadly, 1st Lieutenant Dennis William Zilinski II was killed in Bayji, Iraq on November 19th, 2005. The Dennis William Zilinski Award will be presented to the outstanding recruit who is currently serving or has served in a branch of the U.S. Military and demonstrated active support and service of their class and exemplifies the division's commitment to the citizens of the state. The recruit will be chosen by the Class Coordinator based on the leadership skills displayed in their support and service to their class. The Class Coordinator will submit an (RPF) to the Commandant documenting same.
3. **Monsignor Lowery Academic Award-** This award is named for Monsignor Philip Lowery, a graduate of Mount St. Mary's Seminary. Monsignor Lowery proudly served as New Jersey State Police Chief of Chaplains for over 25 years providing spiritual support and counseling for many members of the New Jersey State Police. The Monsignor Lowery Award will be presented to the recruit who obtains the highest overall academic average. If two or more recruits achieve the same overall academic average, the award winner will be determined by which recruit had the highest score on the most recent/final academic test given.
4. **Captain Baxter Marksmanship Award-** This award is named in honor of Captain Baxter, badge number 2 and the first Commandant of the New Jersey State Police Academy. The Captain Baxter Award will be presented to the recruit who best demonstrates speed and skill during the handgun qualification course. If two or more recruits have the same score after the qualification, the award winner will be determined by having a qualification shoot off between the recruits on the final day of the firearms program. The recruit who obtains the highest score will be declared the award winner.

- 
- The seal of the New Jersey State Police is centered in the background. It is a shield-shaped emblem. At the top, it says "NEW JERSEY STATE POLICE" in a curved banner. Below this is a central crest featuring a plow, a sheaf of wheat, and a ship. Underneath the crest is a banner with the words "LIBERTY AND PROSPERITY". At the bottom of the shield is a five-pointed star.
5. **H. Norman Schwarzkopf Award-** This award is named for the first Superintendent of the New Jersey State Police, Colonel H. Norman Schwarzkopf. The H. Norman Schwarzkopf Award will be presented to the recruit with the highest score on the final Six Step Battery Physical Fitness Test. A recruit will be **ineligible** to receive the award if the recruit has received any Recruit Performance Feedback (RPF) Form(s) within the discipline of Physical Training, documenting **negative** Physical Training performance, lack of progression, and/or lack of attendance. If two or more recruits achieve the same final score after the final Six Step Battery Physical Test, the award winner will be determined by the higher score achieved on the initial Six Step Battery Physical Fitness Test.
 6. **Commandant's Award-** This award is presented to the outstanding recruit of the class. The award is presented for high achievement in all facets of training. The Commandant's Award is voted on by the Training Bureau Staff, and will be presented to the recruit with the most votes.
 7. **Lt. James Walsh Award-** This award is given in honor of the late Lieutenant James Walsh, who in his 30 years of service to the New Jersey State Police, served with honor, duty, and fidelity, within the Field Operations Section as the Operations officer in Troop "B". The Lieutenant James Walsh Award will be presented to the recruit who has shown the most improvement during the recruit training program and who has best exemplified dedication, commitment, loyalty, and unselfishness during training. The award winner will be selected by the Class/Assistant Coordinator.
 8. **Superintendent's Award-** This award is presented for personal achievement, cooperation, leadership, and unselfish efforts during recruit training. The Superintendent's Award will be presented to the overall outstanding recruit, which is voted upon and determined by the members of the recruit class. The recruit receiving the most votes will be the award winner and will deliver the class address at the graduation ceremonies.

NEW JERSEY STATE POLICE



MILITARY DRILL MANUAL

"The fundamentals of drill are established daily ... If these maneuvers are all accurately observed and practiced every day then the army will remain virtually undefeatable and always awe inspiring..."

Frederick the Great: "The History of My Own Times," trans. 1789

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A. INSTRUCTIONS/COMMANDS

The purpose of drill is to enable a leader to move their unit from one place to another in an orderly manner; to aid in disciplinary training by instilling habits of precision and response to the leader's orders; and to provide for the development of all recruits in the practice of commanding others.

1. INSTRUCTORS

When acting as military drill instructors or assistant instructors, academy instructors and, when appropriate, recruit military drill leaders go wherever they are needed. They correct mistakes and ensure steadiness and proper performance in ranks. When an individual shows that they are unable to execute the proper movements or assume the proper position, the instructor may physically assist the recruit.

2. INSTRUCTIONAL FORMATION

When instructing using the platoon or class formation, it is recommended that the first rank kneels (right knee), second rank executes one 15 inch step to the left and kneels (left knee), third rank stands fast and assumes the position of at ease, and the fourth rank takes one 15 inch step to the left and assumes the position of at ease.

This formation can quickly be formed by commanding instructional formation, **MARCH/MOVE**. To re-form the unit into a platoon/class, the command is **FALL IN or CLASS/PLATOON, ATTENTION**. The members of the platoon/class execute in the reverse manner as prescribed above.

3. COMMANDS

When at the halt, the individual in charge of the formation faces the recruits when giving commands. When marching, the individual in charge of the formation turns their head in the direction of the formation to give commands.

4. TWO PART COMMANDS

Most drill commands have two parts: **THE PREPARATORY COMMAND** and **THE COMMAND OF EXECUTION**. Neither part is a command by itself, but the parts are termed commands to simplify instruction.

The **PREPARATORY COMMAND** states the movement to be carried out and mentally prepares the recruit for its execution. In the command **FORWARD, MARCH**, the preparatory command is **FORWARD**.

The **COMMAND OF EXECUTION** tells when the movement is to be carried out. In **FORWARD, MARCH**, the command of execution is **MARCH**.

To change direction of a unit when marching, the preparatory command and command of execution for each movement are given so they begin and end on the foot in the direction of the turn: **RIGHT FLANK, MARCH** is given as the right foot strikes the marching surface, and **LEFT FLANK, MARCH** as the left foot strikes the marching surface. The interval between the preparatory command and the command of execution is always one step or count. The preparatory command and command of execution are always given when the same foot strikes the marching surface.

NOTE: The individual in charge of the formation gives the command **AS YOU WERE** to revoke a preparatory command that he has given. The command **AS YOU WERE** must be given before the command of execution. The individual in charge of the formation cannot cancel the command of execution with **AS YOU WERE**. If an improper command is not revoked, the personnel execute the movement in the best manner possible.

5. COMBINED COMMANDS

In some commands, the preparatory command and the command of execution are combined; for example, **AT EASE, COVER and RECOVER**. These commands are given without inflection and at a uniformly high pitch and loudness comparable to that for a normal command of execution.

6. COMMAND VOICE

A correctly delivered command will be understood by everyone in the unit. Correct commands have a tone, cadence, and snap that demand willing, correct, and immediate response. The best way to develop a command voice is to practice. The loudness of a command is adjusted to the number of recruits in the unit. Normally, the individual in charge of the formation is to the front and center of the unit and speaks facing the unit so that their voice reaches everyone. Distinctiveness depends on the correct use of the tongue, lips, and teeth, which form the separate sounds of a word and group the sounds into syllables. Distinct commands are effective; indistinct commands cause confusion. Cadence, in commands, means a uniform and rhythmic flow of words. This is necessary so that everyone in the unit will be able to understand the preparatory command and will know when to expect the command of execution. The most important muscle used in breathing is the diaphragm—the large muscle that separates the chest cavity from the abdominal cavity. The diaphragm automatically controls normal breathing and is used to control the breath in giving commands. Inflection is the rise and fall in pitch and the tone changes of the voice.

The preparatory command is the command that indicates movement. Pronounce each preparatory command with a rising inflection. A common fault with beginners is to start the preparatory command in a pitch so high that, after employing a rising

inflection for the preparatory command, it is impossible to give the command of execution with clarity or without strain. The command of execution is the command that indicates when a movement is to be executed. Give it in a sharper tone and in a slightly higher pitch than the last syllable of the preparatory command.

Note: All commands are given from the Position of Attention.

B. INDIVIDUAL DRILL

This section contains most of the individual positions and stationary movements required in drill. These positions and the correct execution of the movement, in every detail, should be learned before proceeding to other drill movements.

"Maintain discipline and caution above all things, and be on the alert to obey the word of command. It is both the noblest and the safest thing for a great unit to be visibly animated by one spirit."

Archidamus of Sparta: To the Lacaedaenian expeditionary force departing for Athens, 431 B.C.

1. POSITION OF ATTENTION

Two commands can be used to put personnel at the Position of Attention:
FALL IN is used to assemble a formation or return it to its original configuration.

The two-part command for Attention is used for recruits at a rest position.
The preparatory command is **CLASS/PLATOON** and the command of execution is **ATTENTION**.

Assume the Position of Attention on the command **FALL IN** or the command of execution **ATTENTION** of Class/Platoon, **ATTENTION**.

To assume this position, bring the heels together sharply on line, with the toes pointing out equally, forming a 45-degree angle. Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square. Keep the head erect and face straight to the front with the chin drawn in so that alignment of the head and neck is vertical. Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers. Remain silent and do not move unless otherwise directed.

Note: This position is assumed by recruits when addressing instructors.

2. REST POSITIONS AT THE HALT (PARADE REST/AT EASE)

Any of the positions of rest may be commanded and executed from the Position of Attention. **PARADE REST** is commanded only from the Position of Attention. The command for this movement is **PARADE, REST**.

On the command of execution **REST**, move the left foot about 10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet.

Simultaneously, place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward.

Keep the head and eyes as in the Position of Attention. Remain silent and do not move unless otherwise directed.

AT EASE. The command for this movement is **AT EASE**. **AT EASE** may be commanded from the Position of Attention or Parade Rest. On the command **AT EASE**, the recruit will assume a relaxed Position of Parade Rest. The recruit may move; however, they must remain standing and silent with their right foot in place. The recruit may relax their arms with the thumbs interlaced.

Note: On the preparatory command for Attention, immediately assume Parade Rest when at the Position of At Ease.

3. FACING AT THE HALT

Five facing movements can be executed from the Position of Attention: **LEFT/RIGHT, FACE, HALF LEFT/HALF RIGHT, FACE, and ABOUT, FACE**.

Facing to the Flank is a two-count movement. The command is **LEFT/RIGHT, FACE**.

On the command of execution **FACE of LEFT FACE**, slightly raise the right heel and left toe, and turn 90 degrees to the left on the left heel, assisted by a slight pressure on the ball of the right foot. Keep the left leg straight without stiffness and allow the right leg to bend naturally. On count two, place the right foot beside the left foot, resuming the Position of Attention. Arms remain at the sides, as in the Position of Attention, throughout this movement. When facing to the right flank the movement is simply reversed.

Facing to the **HALF LEFT/HALF RIGHT** is the same as facing to the **LEFT/RIGHT** except the recruits turn 45 degrees in the desired direction instead of the full 90 degrees required in a full facing movement.

Facing to the Rear is a two-count movement. The command is **ABOUT, FACE**. On the command of execution **FACE**, move the toe of the right foot to a point touching the ground about half the length of the foot to the rear and slightly to the left of the left heel. Rest most of the weight of the body on the heel of the left foot and allow the right knee to bend naturally.

On count two, turn to the right 180 degrees on the left heel and ball of the right foot, resuming the Position of Attention. Arms remain at the sides, as in the Position of Attention, throughout this movement

NOTE: Throughout these movements, the remainder of the body remains as in the Position of Attention.

4. HAND SALUTE

The Hand Salute is a one-count movement. The command is **PRESENT, ARMS**. The Hand Salute may be executed while marching. When marching, only the individual in charge of the formation salutes and acknowledges salutes. When double-timing, an individual recruit must come to **QUICK TIME** before saluting.

When wearing headgear with a visor, on the command of execution **ARMS**, raise the right hand sharply, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal.

ORDER ARMS from the **HAND SALUTE** is a one-count movement. The command is **ORDER, ARMS**. On the command of execution **ARMS**, return the hand sharply to the side, resuming the Position of Attention.

When reporting or rendering courtesy to an individual, turn the head and eyes toward the person addressed and simultaneously salute. In this situation, the actions are executed without command. The salute is initiated by the subordinate at the appropriate time (six paces) and terminated upon acknowledgment.

C. MARCHING

This section contains all of the steps in marching of the individual recruit. These steps should be learned thoroughly before proceeding to platoon/class drill.

'If in training, leaders commands are habitually enforced, the unit will be well-disciplined; if not, its discipline will be bad.'

1. BASIC MARCHING INFORMATION

This basic marching information pertains to all marching movements. All marching movements executed from the Halt are initiated from the Position of Attention. When executed from the Halt, all steps except Right Step begin with the left foot.

For short-distance marching movements, the individual in charge of the formation may designate the number of steps forward, backward, or sideward by giving the appropriate command: One step to the right (left), **MARCH**; or, Two steps backward (forward), **MARCH**. On the command of execution **MARCH**, step off with the appropriate foot, and halt automatically after completing the number of steps designated. All marching movements are executed in the cadence of Quick Time (120 steps per minute). A step is the prescribed distance from one heel to the other heel of a marching recruit.

All 15 inch steps are executed for a short distance only.

2. 30 INCH STEP

To march with a 30 inch step from the halt, the command is **FORWARD, MARCH**. On the preparatory command forward, shift the weight of the body to the right foot without noticeable movement. On the command of execution **MARCH**, step forward 30 inches with the left foot and continue marching with 30 inch steps, keeping the head and eyes fixed to the front. The arms swing in a natural motion, without exaggeration and without bending at the elbows, approximately 9 inches straight to the front and 6 inches straight to the rear of the trouser seams. Keep the fingers curled as in the Position of Attention so that the fingers just clear the trousers.

To **HALT** while marching, the command **CLASS (PLATOON), HALT** is given. The preparatory command **CLASS (PLATOON)** is given as either foot strikes the marching surface as long as the command of execution **HALT** is given the next time that same foot strikes the marching surface. The Halt is executed in two counts. After **HALT** is commanded, execute the additional step required after the command of execution and then bring the trail foot alongside the lead foot, assuming the Position of Attention and terminating the movement.

3. CHANGE STEP

This movement is executed automatically whenever a recruit finds themselves out of step with all other members of the formation. It is only executed while marching forward with a 30 inch step. To change step, the command **CHANGE STEP, MARCH** is given as the right foot strikes the marching surface. On the command of execution **MARCH**, take one more step with the left foot, then in one count place the

right toe near the heel of the left foot and step off again with the left foot. The arms swing naturally. This movement is executed automatically whenever a recruit finds himself out of step with all other members of the formation.

4. MARCHING TO THE REAR

This movement is used to change the direction of a marching element 180 degrees in a uniform manner. It is only executed while marching forward with a 30-inch step. To march to the rear, the command **REAR, MARCH** is given as the right foot strikes the marching surface. On the command of execution **MARCH**, take one more step with the left foot, pivot 180 degrees to the right on the balls of both feet, and step off in the new direction taking a 30-inch step with the trail foot. Do not allow the arms to swing outward while turning.

5. 15 INCH STEP, FORWARD/HALF STEP

Use the following procedures to execute the 15-inch step, forward/half step. To march with a 15 inch step from the halt, the command is **HALF STEP, MARCH**. On the preparatory command **HALF STEP**, shift the weight of the body to the right foot without noticeable movement. On the command of execution **MARCH**, step forward 15 inches with the left foot and continue marching with 15 inch steps. The arms swing as in marching with a 30-inch step.

To alter the march to a 15-inch step while marching with a 30 inch step, the command is **HALF STEP, MARCH**. This command may be given as either foot strikes the marching surface. On the command of execution **MARCH**, take one more 30 inch step and then begin marching with a 15-inch step. The arms swing as in marching with a 30 inch step.

To resume marching with a 30 inch step, the command **FORWARD, MARCH** is given as either foot strikes the marching surface. On the command of execution **MARCH**, take one more 15 inch step and then begin marching with a 30 inch step.

The **HALT** while marching at the **HALF STEP** is executed in two counts, the same as the **HALT** from the 30 inch step.

6. MARCHING IN PLACE (MARK TIME)

To march in place, use the following procedures. To **MARCH** in place, the command **MARK TIME, MARCH** is given as either foot strikes the marching surface and only while marching with a 30 inch or 15 inch step forward. On the command of execution **MARCH**, take one more step, bring the trailing foot alongside the leading foot, and begin to march in place. Raise each foot (alternately) 6 inches off the marching surface; the arms swing naturally, as in marching with a 30 inch step forward.

NOTE: While marking time in formation, the recruit adjusts position to ensure proper alignment and cover. The proper distance between recruits while marching is one arm's length plus 6 inches (approximately 40 inches).

To resume marching with a 30 inch step, the command **FORWARD, MARCH** is given as either foot strikes the marching surface. On the command of execution **MARCH**, take one more step in place and then step off with a 30 inch step. The halt from mark time is executed in two counts, basically the same as the halt from the 30 inch step.

7. **15 INCH STEP, RIGHT/LEFT**

To march with a **15 inch STEP RIGHT/LEFT**, use the following procedures: To march with a **15 inch Step, RIGHT/LEFT**, the command is **RIGHT/LEFT STEP, MARCH**. The command is given only while at the halt. On the preparatory command of **RIGHT/LEFT STEP**, shift the weight of the body without noticeable movement onto the left (right) foot. On the command of execution **MARCH**, bend the right knee slightly and raise the right foot only high enough to allow freedom of movement. Place the right foot 15 inches to the right of the left foot, and then move the left foot (keeping the left leg straight) alongside the right foot as in the Position of Attention. Continue this movement, keeping the arms at the sides as in the **POSITION OF ATTENTION**.

To **HALT** when executing **RIGHT/LEFT STEP**, the command is **SQUAD/PLATOON, HALT**. This movement is executed in two counts. The preparatory command is given when the heels are together; the command of execution **HALT** is given the next time the heels are together. On the command of execution **HALT**, take one more step with the lead foot and then place the trailing foot alongside the lead foot, resuming the **POSITION OF ATTENTION**.

8. **DOUBLE TIME**

To march forward with a 36 inch step at 180 steps per minute (double time), use the following procedures: “**DOUBLE TIME, MARCH**” can be given from the halt in the same manner as “**FORWARD, MARCH**”, or from quick time march (marching forward). “**DOUBLE TIME**” is the preparatory command and “**MARCH**” is the command of execution. If given while marching, the preparatory command and command of execution are given as previously instructed for other marching commands. On the command of execution “**MARCH**”, of “**DOUBLE TIME, MARCH**” all recruits will assume a natural running position and begin running forward with a 36 inch step at a rate of double time (180 steps per minute).

The command “**QUICK TIME, MARCH**” must be given, and the element must return to a quick time march (regular marching format, 30 inch step, 120 steps per

minute), prior to giving the command to mark time or halt.

9. 15 INCH STEP, BACKWARD

To march backward using the 15 inch step, use the following procedures: To march with a 15 inch Step Backward, the command is **BACKWARD, MARCH**. The command is given only while at the Halt. On the preparatory command **BACKWARD**, shift the weight of the body without noticeable movement onto the right foot. On the command of execution **MARCH**, take a 15 inch step backward with the left foot and continue marching backward with 15 inch steps. The arms swing naturally. The **HALT** from **BACKWARD MARCH** is executed in two counts, basically the same as the **HALT** from the 30 inch step.

D. FORMATIONS AND MOVEMENTS

This section describes the formations and movements of the platoon/class. Individual drill movements are executed as previously prescribed while performing as a platoon/class member.

"The spirit of discipline, as distinct from its outward and visible guises, is the result of association with martial traditions and their living embodiment."

B. H. Liddell Hart, Thoughts on War, 1944

1. FORMING/DISMISSING THE PLATOON/CLASS

To form at normal interval, the individual in charge of the formation comes to the Position of Attention and commands **FALL IN**. On the command **FALL IN**, the following actions occur simultaneously:

Each member double-times to their position in the formation. The right flank recruit position themselves so that when the squad is formed it is approximately three steps in front of and centered on the squad leader. The right flank recruit comes to the Position of Attention and raises their left arm laterally at shoulder level, elbow locked, fingers and thumb extended and joined, and palm facing down. They ensure that the left arm is in line with the body. The recruit to the immediate left of the right flank recruit comes to the Position of Attention, turns their head and eyes to the right, and raises their left arm in the same manner as the right flank recruit. They obtain proper alignment by taking short steps forward or backward until they are on line with the right flank recruit. They then obtain exact interval by taking short steps left or right until their shoulder touches the extended fingertips of the right flank recruit. As soon as the recruit to the left has obtained normal interval, each recruit individually lowers their arm to their side, sharply turns their head and eyes to the front, and assumes the Position of Attention. The right flank recruit then sharply returns to the Position of Attention. All other members of the squad form in the same manner except that the left flank recruit does not raise their left arm.

The commands to terminate the formation are **DISMISSED OR FALLOUT**. Both are combined commands. They may be given to the entire formation or designated recruits only (i.e. **FIRST AND THIRD RANKS, FALL OUT**) on the command of **DISMISSED or FALLOUT**, designated recruits will simply terminate the formation and follow previous instructions given.

2. ALIGNING THE PLATOON/CLASS

To align the platoon/class, use the following procedures:

To align the platoon/class at normal interval, the commands are **DRESS RIGHT, DRESS** and **READY, FRONT**. On the command of execution **DRESS**, the right flank recruit stands fast. Each member, except the right flank recruit, turns their head and eyes to the right and aligns themselves with the recruit on their right. Each member, except the left flank recruit, extends their left arm laterally at shoulder level, elbow locked, fingers and thumb extended and joined, palm facing down. They ensure their left arm is in line with their body and positions themselves by short steps right or left until their right shoulder touches the fingertips of the recruit on their right. On the command of execution **FRONT**, each member returns sharply to the **POSITION OF ATTENTION**.

If the platoon leader wants exact alignment, on the command of execution **DRESS**, they face to the **HALF LEFT** in marching and marches by the most direct route to a position on line with the squad, halts one step from the right flank recruit, and faces down the line. From their position, they verify the alignment of the squad, directing the recruits to move forward or backward, as necessary, calling them by name or number: "Recruit Jones, forward 2 inches;" "Number eight, backward 4 inches." The squad leader remains at attention, taking short steps to the right or left as necessary to see down the squad. Having aligned the squad, they center themselves on the right flank recruit by taking short steps left or right. Having aligned the first squad, the platoon leader, after centering themselves on the first squad, faces to the left (right) in marching, taking two (three if at open ranks) short steps to the next rank, halts, faces down the line, and aligns the squad in the same manner.

After the last rank is aligned, the platoon leader centers themselves on the squad leader by taking short steps left or right, faces to the right in marching, returns to their position (centered on the platoon), halts perpendicular to the formation, faces to the left, and commands **READY, FRONT**.

To align the platoon/class at close interval, the commands are **AT CLOSE INTERVAL, DRESS RIGHT, DRESS** and **READY, FRONT**. The movement is executed in the same manner prescribed for alignment at normal interval except that the squad members obtain close interval. To dress at close interval, the movement is completed in the manner prescribed for normal interval, except that the command is

CLOSE INTERVAL, DRESS RIGHT, DRESS, platoon members obtain close interval by placing the heel of the left hand on the left hip even with the waist, fingers and thumb joined and extended downward, and with the elbow in line with the body and touching the arm of the recruit to the left.

3. OPENING AND CLOSING RANKS

To open or close ranks, use the following procedures:

OPEN RANKS, MARCH is executed from a line formation while at the halt. The command for this movement is **OPEN RANKS, MARCH**. On the command of execution **MARCH**, the front rank takes two steps forward, the second rank takes one step forward, the third rank stands fast, and the fourth rank takes two steps backward.

If additional ranks are present, the fifth rank takes four steps backward, and the sixth rank takes six steps backward.

To **CLOSE RANKS**, the command is **CLOSE RANKS, MARCH**. On the command of execution **MARCH**, the first rank takes four steps backward, the second rank takes two steps backward, the third rank stands fast, and the fourth rank takes one step forward. On the command of execution **MARCH**, the individual in charge of the formation take the appropriate number of steps to maintain their post.

4. BREAKING RANKS

When the situation requires one or more individuals to leave the formation or to receive specific instructions from the individual in charge of the formation, the individual in charge of the formation directs: "**Recruit Doe (pause), front and center**"; or, "**The following personnel front and center—Recruit Doe (pause), Recruit Smith.**" When the individual's name is called, they assume the position of attention, raise their arm and reply, "Here Sir/Ma'am." They then take **ONE (15-inch) STEP BACKWARD, HALT, FACE TO THE RIGHT/LEFT in MARCHING, and exit the formation by MARCHING to the nearest FLANK**. The recruit does not look left or right. Once the individual has cleared the formation, they begin to **DOUBLE TIME** and **HALT** two steps in front of and centered on the individual in charge of the formation.

5. CHANGING THE DIRECTION OF A COLUMN TO THE LEFT OR RIGHT (COLUMN LEFT/RIGHT)

During a column movement, the base element is the squad on the flank in the direction of the turn.

To change the direction 90 degrees, the command is **COLUMN RIGHT/LEFT, MARCH**. The preparatory command **COLUMN RIGHT/LEFT** or **COLUMN**

HALF RIGHT/LEFT is given as the foot (in the desired direction) strikes the marching surface. The command of execution **MARCH** is given the next time the foot in the desired direction strikes the marching surface. On the command of execution **MARCH**, the lead recruit of the base element takes one additional step, pivots in the commanded direction as the pivot foot strikes the marching surface, and continues to march in the new direction at a half step.

Other members continue to march forward and execute the pivot in the same manner as the first recruit in the rank. The squad leader continues marching with the half step until the other squad leaders come abreast. The other squad leaders, while maintaining correct (offset) interval, execute a 45 degree pivot and continue marching in an arc. All other platoon members march forward on the command of execution and execute the column movement at approximately the same location as their squad leaders and in the same manner. As the other squad leaders come on line (abreast) with the base squad leader, they take up the half step. When all squad leaders are abreast, the command "**FORWARD MARCH**" will be given by the individual in charge of the formation. On the command of execution **MARCH**, all recruits will stomp with their next step and step off with a 30 inch step.

To change the direction 45 degrees, the command is **COLUMN HALF RIGHT/LEFT, MARCH**. On the command of execution **MARCH**, the platoon executes the movement in the same manner as a 90 degree turn except that the base squad leader, as well as the other squad leaders, execute a column half right/left.

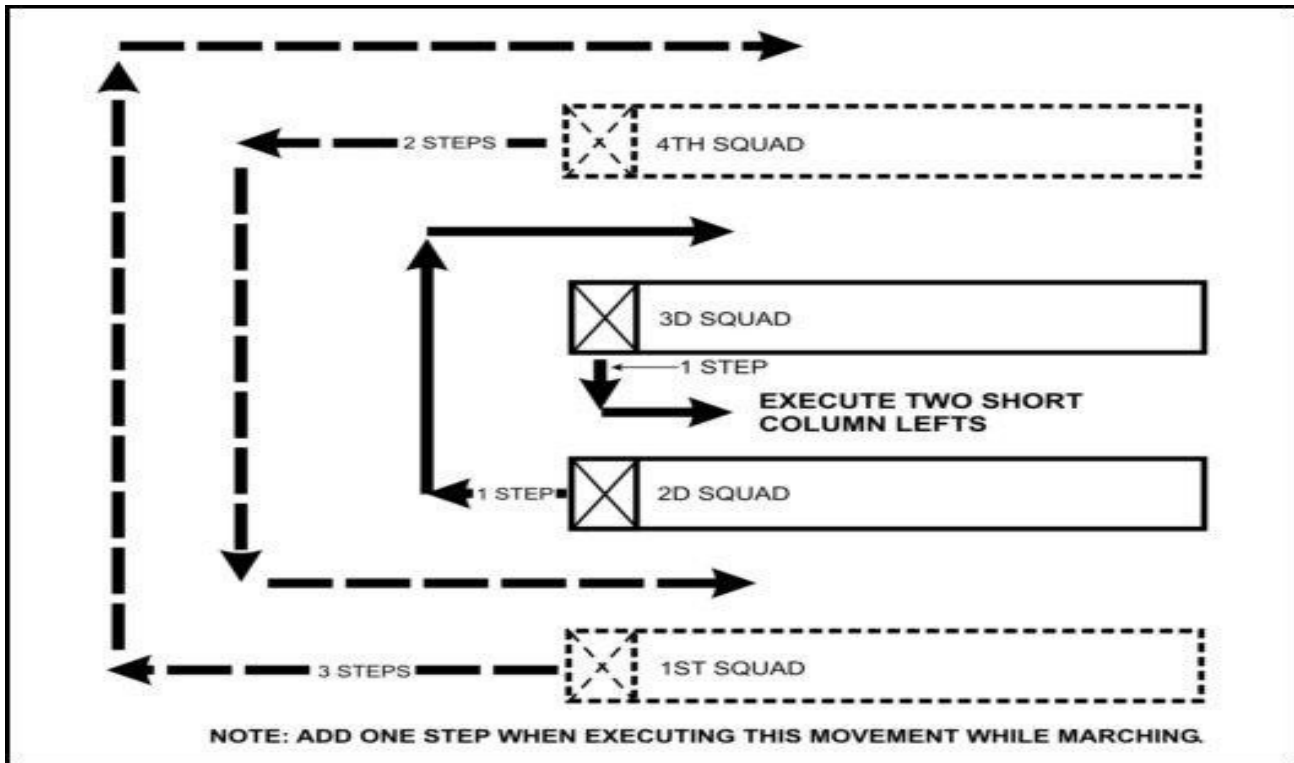
To avoid an obstacle in the path of the march, the individual in charge of the formation directs **INCLINE or GUIDE AROUND** (name obstacle).

6. **CHANGING THE DIRECTION OF A COLUMN TO THE REAR (COUNTER COLUMN)**

When space is limited and the individual in charge of the formation wants to march their unit in the opposite direction (reverse), with the squad leaders at the head of their squads, he/she commands **COUNTER COLUMN, MARCH**. On the Command of Execution **MARCH (at the Halt)**, the first squad marches forward three steps, executes a **COLUMN RIGHT**, marches across the front of the platoon, and executes another **COLUMN RIGHT** just beyond the fourth squad. The second squad steps forward one step, executes a **COLUMN RIGHT**, marches forward, and execute another **COLUMN RIGHT** between the third and fourth squads. The third squad executes two short **COLUMN LEFTS** from the **HALT** and marches between the remainder of the third squad and the second squad. The fourth squad marches forward two steps, executes a **COLUMN LEFT**, marches across the front of the platoon, and executes another **COLUMN LEFT** between the first and second squads.

When marching, the Preparatory Command **COUNTER COLUMN** is given as the **left foot** strikes the marching surface and the Command of Execution **MARCH** is

given the next time the left foot strikes the marching surface. On the command of execution **MARCH**, the platoon executes the movement basically the same as from the **HALT**, except that the squad takes one additional step to ensure that the pivot foot is in the correct position to execute the movement.



7. MARCHING TO THE FLANK (LEFT/RIGHT)

The platoon/class may be marched to the flank (for short distances only) when marching in column. The command for this movement is **RIGHT/LEFT FLANK, MARCH**. The preparatory command is given as the foot in the desired direction strikes the marching surface, and the command of execution is given the next time the foot in the desired direction strikes the marching surface. On the command of execution **MARCH**, all members take one more step, pivot 90 degrees in the commanded direction on the ball of the lead foot, and step off in the new direction with the trailing foot. As the members begin to march in the new direction, they glance out of the corner of the right eye and dress to the right.

8. MARCHING TO THE OBLIQUES (45 DEGREES TO THE LEFT/RIGHT)

The platoon/class may be marched to the obliques (for short distances only) when marching in column. The command for this movement is **RIGHT/LEFT OBLIQUE, MARCH**. The preparatory command is given as the foot in the desired direction strikes the marching surface, and the command of execution is given the next time the foot in the desired direction strikes the marching surface. On the command of

execution **MARCH**, all members take one more step, pivot 45 degrees in the commanded direction on the ball of the lead foot, and step off in the new direction with the trailing foot. To return to the original direction of March, the command is Forward, March. The preparatory command **FORWARD**, is given as the foot in the desired direction strikes the marching surface, and the command of execution is given the next time the foot in the desired direction strikes the marching surface.

9. EYES RIGHT

The platoon/class renders courtesy during ceremonies by executing **EYES RIGHT**. The commands for this movement are **EYES, RIGHT** and **READY, FRONT**.

When marching, the Preparatory Command **EYES** is given as the right foot strikes the marching surface and the Command of Execution **RIGHT** is given the next time the right foot strikes the marching surface. On the Command of Execution **RIGHT**, all members, except the right file, turn their heads and eyes to the right and align themselves on the right file while continuing to march. Members in the right file do not turn their heads and eyes but continue looking straight to the front and maintain correct distance. Only the platoon/class leader salutes.

To terminate the courtesy, the Preparatory Command **READY** is given as the left foot strikes the marching surface, and the Command of Execution **FRONT** is given the next time the left foot strikes the marching surface. On the command of execution, the members turn their heads and eyes sharply to the front and the platoon leader terminates the Hand Salute.

E. ACADEMY SPECIFIC MILITARY DRILL PROCEDURES

1. CLASS FORMATIONS

Class Formation(s)-Recruits are positioned by Height (Tallest to Shortest)

Two Platoons-Four Squads
Four Platoons-Eight Squads

Platoon Leaders (Two/Four)
1st Platoon to the left
2nd Platoon to the right and/or any additional platoons

Two Platoons-Squads
1st Platoon consisting of first and second squads
2nd Platoon consisting of third and fourth squads

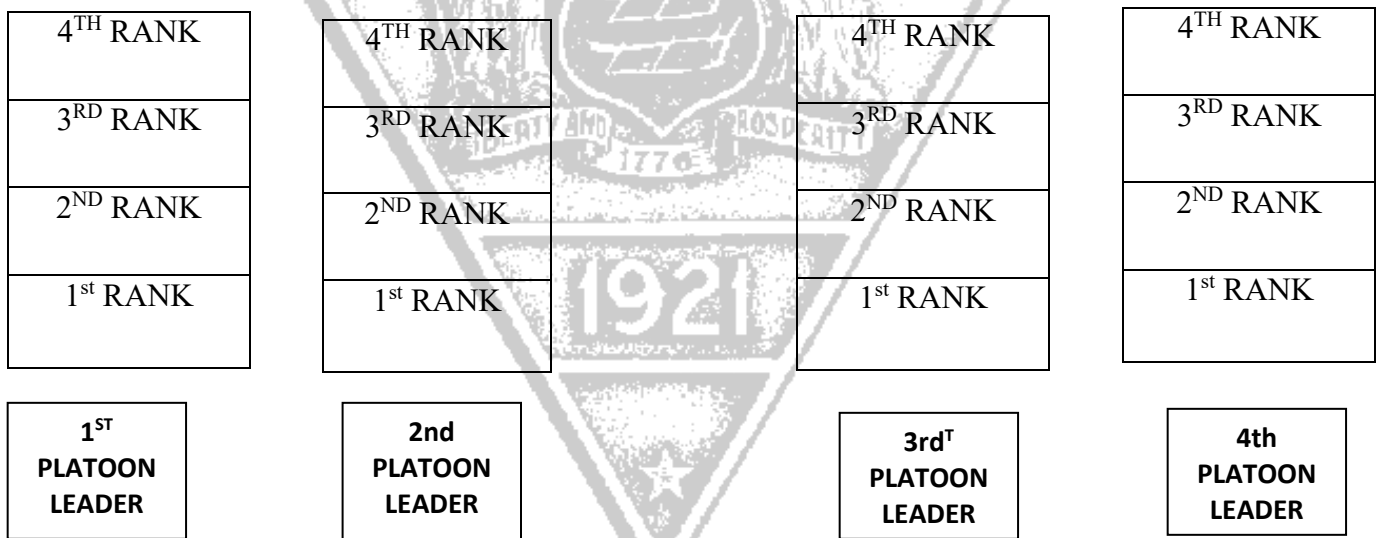
Four Platoons-Squads

1st Platoon consisting of first and second squads
 2nd Platoon consisting of third and fourth squads
 3rd Platoon consisting of fifth and six squads
 4th Platoon consisting of seventh and eighth squads

Two Platoon Formation



Four Platoon Formation



2. MORNING FORMATION

Class will form centered on the center sidewalk of building #8.

After conducting roll call, Platoon Leaders will put the class at parade rest, then execute an about face and go to parade rest themselves.

When NOD, or other instructor, is observed approaching the class, Platoon

Leaders will come to the position of attention, execute an about face, bring the respective platoons to attention (1st Platoon first, 2nd Platoon, 3rd Platoon, and 4th Platoon), execute an about face and stand by at the Position of Attention.

NOD or other instructor will give the command **“PLATOON LEADERS REPORT.”** Platoon Leaders will then make a half left/half right face in the direction of the NOD or other instructor. The NOD or other instructor will make a half left/half right face in the direction of the reporting Platoon Leader. 1st Platoon Leader will salute the NOD and respond, **“SIR/MA’AM, 1ST PLATOON ALL PRESENT OR ACCOUNTED FOR.”** NOD or other instructor will return the salute and drop salute. (Order Arms)

The NOD or other instructor will face each of the Platoon Leaders in sequential order. After the 4th Platoon Leader is complete, the NOD or other instructor will recover to the position of attention facing forward. NOD will execute a facing movement to face forward again, and command **“PLATOON LEADERS POST ON ME.”**

Platoon Leaders will execute a center face, March until centered on NOD or other instructor, and execute proper facing movements simultaneously, positioning themselves in front of NOD or other instructor. Platoon Leaders will then hand morning reports to NOD.

3. MARCHING CLASS INTO THE MESS HALL/BLDG #26/GYM

When together, the class will march as a single element. After facing the class, the platoon leader or designee will give the command **“SECOND, THIRD, AND FOURTH PLATOONS (IF APPLICABLE) CLOSE TO THE REAR OF THE FIRST PLATOON, FORWARD MARCH”**. On the command of execution **MARCH**, the second platoon will march forward until they reach the rear of the lead element. They will then mark time until they have obtained their appropriate position in the combined formation and then halt on their own.

Once halted, the Platoon Leader or designee will center themselves to the front of and facing the element, and one step past the pivot point necessary to move to the new destination. If it is impractical for the leader to center themselves to the front of the element, they may give the commands from their position centered on the side of the element.

If applicable, the element leader will command **“SPECIAL DETAILS FALL OUT TO THE LEFT/RIGHT, FALL OUT.”** Any special details will break ranks, fall out to the side of the element ordered to and form an additional column.

If applicable, the element leader will give the command **“SPECIAL DETAILS, FILE INTO THE MESS HALL/OTHER DESIGNATED LOCATION COLUMN LEFT/RIGHT, MARCH.”**

The element leader will give the command **“CLASS, FILE FROM THE LEFT/RIGHT INTO THE MESS HALL/OTHER DESIGNATED LOCATION., COLUMN (LEFT/RIGHT/FORWARD), MARCH.”**

On the preparatory command of **COLUMN LEFT/RIGHT, THE COLUMN DESIGNATED TO FILE IN STANDS FAST.** The remaining Column Leaders will execute a half-left/right face simultaneously in the direction of the designated column and then stand fast.

On the command of execution **MARCH**, the designated column will execute the appropriate column movement to file into the destination. When the second to the last person in the first column passes the first person in the second column, that first person in the second column will execute a half-left/right face and execute a column movement as that last person passes him/her.

The remaining columns will march into destination exactly as the first column.

NOTE: The class/platoon can file into a building as pairs to expedite the movement of the class. **“CLASS, COLUMN OF TWOS. FROM THE LEFT/RIGHT (INTO), COLUMN LEFT/RIGHT, MARCH.”**

4. MESS HALL PROCEDURES

a. ENTERING THE CHOW LINE:

When recruits enter the mess hall, they will quickly remove their cover, place it in their rear waistband, and proceed to the rear of the chow line, directly behind the last recruit, eyes forward and no talking. Recruits will align themselves flush against the west wall. Recruits will be subject to a gig-line, shoeshine, and uniform inspection in addition to testing general training knowledge.

b. CHOW LINE:

When a recruit is at the beginning of the chow line, they will retrieve one tray and eating utensils.

From that point they will sidestep, using 15 inch steps, smartly down the chow line with their arms bent at a 90 degree angle holding their tray, retrieving the meal that is distributed to them. At no time will they place their tray down. At the conclusion of the chow line, the recruit will exit same. The recruit will take a 15 inch step to the rear, conduct a half left facing movement and step off smartly with their left foot towards the drink station. (Recruit's will not make a left face.)

c. DRINK STATION:

Use of the salad bar is strictly granted by the Class Coordinator.

There are two drink stations. Both are to be utilized to minimize time. That requires the recruit to make an immediate half right turn when exiting the chow line. The recruit will not 'cover the hatch' or block the free passage of the chow line entrance with their tray or person. The second drink station requires the recruit to march forward with their left foot, take approximately 5 steps and position themselves into the second drink station line. When positioned correctly, the recruit should make a final, half-right face to square themselves correctly into the second drinking line.

When it is clear, a recruit will position themselves adjacent to the drink station, make a right face and retrieve one cup for their meal. They then choose their drink and fill up their cup. At no time will they place their tray down. They must continue to hold their tray while they fill their cup. When their cup is filled, they make a left face and prepare to exit the drinking station area. When clear, they will make a column left and enter the salad bar area.

d. SALAD BAR AREA:

Use of the salad bar is strictly granted by the Class Coordinator.

There are two sides to the salad bar. Both sides are to be utilized to minimize time. Recruits will move along the salad bar line sidestepping, utilizing 15 inch steps, smartly. At no time will they place their tray down. They must continue to hold their tray while they choose their salad bar selections. When a recruit comes to the end of the salad bar, they will perform a facing movement (left or right) and enter a table column line to begin eating.

e. TABLE AREA:

The number of tables to be utilized is strictly granted by the Class Coordinator.

A recruit will move down the appropriate column holding their tray with their arms at a 90 degree angle. When the recruit finds the next available table, they will go around the table and fill in the furthest seat, first. The recruit will stand behind their chair, hold their tray, and wait until all chairs have a recruit behind them. At that time, the entire table, in unison, places their trays down, repositions their chairs, sit, and begin eating. No talking is permitted. (Recruits will raise their hand and call for an instructor if the need arises, such as a recruit who is having difficulty

eating or some other emergent situation) **When one recruit is finished eating, the entire table is finished eating.** The entire table will rise simultaneously, push their chairs in, ensure no debris is left behind, and move directly to the southernmost wall. There they will make a column right and prepare to enter the refuse area. Recruits will not continue to chew food after departing the table.

f. REFUSE AREA:

There are two lines to be utilized for the refuse area to minimize time. Each line requires the Recruit to make a column left to enter same. The recruit will scrape all remaining food into the garbage cans. No food is to be taken from the mess hall. Recruits will move along the refuse line sidestepping, utilizing a 15 inch step, smartly. The recruits will place their utensils and cups in the appropriate containers. They will then return their trays and plates by placing same in the tray/plate return area. The recruit will then prepare to exit the mess hall.

g. EXITING MESS HALL:

When a recruit exits the mess hall, they will don their cover and form up outside, adjacent to the building, in groups of four. No talking. When four recruits are formed up, the right rear will give the following command, **“DETAIL, FORWARD MARCH!”** The detail shall utilize the cement path around the mess hall to their next destination, utilizing the proper column movements. Recruits will not use the same walkway as entering the mess hall. More often than not, that destination will be Building #8.

5. MARCHING OUT OF THE CLASSROOM

Platoon Leader commands **“PREPARE TO FALL OUT.”** The class will square away their area and stand at attention behind their seats. Platoon Leader commands **“READY, FACE.”** All recruits will execute a left or right facing movement toward the center aisle.

Platoon Leader commands **“FORWARD, MARCH.”**

Class will file out in an orderly fashion, starting from the front rows, to a predetermined location.

6. MARCHING IN SMALL GROUPS

(ONE) Recruit: March alone, pivoting at corners.

(TWO) Recruits: March together in line formation. **No cadence**, pivoting at all corners.

(THREE) or more Recruits: Recruit to the **RIGHT REAR** will call **CADENCE**.

