

New Jersey State Police  
**Academy Honor Code**  
167<sup>th</sup> State Police Class

New Jersey State Police Academy

A. **NJSP ACADEMY HONOR CODE**

1. The NJSP 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 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.

I agree to abide by the New Jersey State Police Academy Honor Code. I realize that a failure to do so could result in **Dismissal** from the New Jersey State Police Recruit Class.

\_\_\_\_\_  
(Print Full Name Here)

\_\_\_\_\_  
(Signature of Recruit)

Date: \_\_\_\_\_

# New Jersey State Police

## **Training Manual**

### 167<sup>th</sup> State Police Class

New Jersey State Police Academy

I, \_\_\_\_\_, as a member of the New Jersey State Police Recruit Class acknowledge that I have received, read and understand the New Jersey State Police Academy Training Manual. The Training Manual is divided into the following sub-sections; Academy Orders, Recruit Training Handbook, Academy Rules and Regulations, and Military Drill Recruit Manual.

\_\_\_\_\_  
(Signature of Recruit)

Date: \_\_\_\_\_

New Jersey State Police  
**Rules and Regulations**

167<sup>th</sup> State Police Class

New Jersey State Police Academy

I, \_\_\_\_\_, as a member of the New Jersey State Police Recruit Class acknowledge that I have received a copy of the New Jersey State Police Training Bureau Rules and Regulations and Academy Orders. I further acknowledge the aforementioned Rules and Regulations and Academy Orders have been read by me and are fully understood. I agree to abide by these Rules and Regulations and Academy Orders and realize that a failure to do so could result in dismissal from the class.

\_\_\_\_\_  
(Signature of Recruit)

Date: \_\_\_\_\_

New Jersey State Police  
**Laptop Computer Rules & Regs**  
167<sup>th</sup> State Police Class

New Jersey State Police Academy

I, Recruit \_\_\_\_\_ understand that the laptop computer issued to me  
(Print Name)

while I am in the New Jersey State Police Academy is state property and is subject to random audits without my consent. Furthermore, I understand that to be in compliance with the training Academy guidelines regarding the laptop computer I must adhere to the following:

1. Loading or Downloading ANY programs or applications other than printer drivers is prohibited. If a program or application is needed for an assignment related to training at the Academy, the recruit must articulate the reason for such need. No program or application may be loaded without the consent of an Academy Instructor.
2. No files or e-mails may be deleted from the computer. This includes but is not limited to the following:
  - a. Temporary Internet files
  - b. Cookie files
  - c. All e-mails (received and sent)
  - d. Windows temp files
3. Recruits may not send or receive e-mail, and/or instant messenger services of any type including but not limited to AOL, CompuServe, Net Zero, Hotmail, Yahoo, MSN, etc.
4. 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 in the classroom only. Note: Work / training hours include research time and guard duty.
5. Visiting a pornographic or gambling site will result in immediate dismissal from the Academy. In the event a recruit inadvertently visits a prohibited website he or she will immediately inform an Academy Instructor and articulate in writing how the incident occurred.
6. Proper handling and care of the laptop and any peripheral devices, e.g., remote access card and printers.
7. Configurations and settings will not be altered. This pertains to BIOS and software settings.

I understand that a violation of these enumerated articles may result in dismissal from the New Jersey State Police Training Academy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

New Jersey State Police  
**Fingerprinting Procedure**

167<sup>th</sup> State Police Class

New Jersey State Police Academy

I, \_\_\_\_\_, as a  
member of the New Jersey State Police Recruit Class acknowledge that I must  
submit my fingerprints periodically during the Training Academy, which will be  
utilized for investigative purposes.

\_\_\_\_\_  
(Signature of Recruit)

Date: \_\_\_\_\_

New Jersey State Police  
**Educational Incentive**

167<sup>th</sup> State Police Class

New Jersey State Police Academy

I, \_\_\_\_\_, as a  
member of the New Jersey State Police Recruit Class, acknowledge that I have  
been advised of the Educational Incentive Program. In order to be eligible for  
this program, I further acknowledge that I have read and understand S.O.P. C58,  
“Educational Standards for Promotion.” I understand to be eligible for this  
program I am required to ensure that an official college transcript is forwarded  
to the Human Resources Management Bureau for inclusion in my personnel file.  
Student Copies will not be accepted. Previous official transcripts submitted  
during the applicant selection process will not be accepted.

\_\_\_\_\_  
(Signature of Recruit)

Date: \_\_\_\_\_



## State of New Jersey

DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE

### DECLARATION OF RECRUIT

I, \_\_\_\_\_  
enrolling in the New Jersey State Police Academy for a period of training, as prescribed by the Superintendent of State Police, do declare that I am of legal age to enroll, believe myself medically well and physically fit, and am of good habits and character. I further declare that I have never been discharged from any of the Armed Forces of the United States, the National Guard or any other governmental branch or service for reasons other than honorable. I have never been convicted of any crime in this or any other state.

I further declare that I am willing to submit to any of the requirements or penalties imposed in accordance with the rules and regulations of the New Jersey State Police Academy.

\_\_\_\_\_  
(Signature of Recruit)

Given at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Subscribed and duly sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
Leslie Murphy

New Jersey State Police  
**Worker's Compensation Policy and Procedures**

167<sup>th</sup> State Police Class

New Jersey State Police Academy

*I acknowledge that I have been instructed about the New Jersey State Police Academy Worker's Compensation Policy and Procedures. Namely, if I am injured at any time during my training at the Academy, I am to immediately notify a member of the Training Bureau staff. When instructed I will also complete and forward a RM2 Form and Special Report explaining in detail how and when the injury occurred to the Medical Service Representative. I understand that any treatment I receive 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. If I choose to seek treatment on my own, I know the Bureau of Risk Management, as well as my own insurance carrier, will not pay for these services and that I will be responsible for payment of these medical services. If I am medically separated from the Academy for a Worker's Compensation Injury, I will be given the proper medical procedures by the Medical Service Representative. Any medical treatment that I receive while I am a recruit at the Academy must be immediately reported to the Medical Service Representative.*

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature of Recruit)

Date: \_\_\_\_\_