

ATTACHMENT C

DRUG TESTING

OFFICER NOTICE AND ACKNOWLEDGMENT

I, _____, understand that as part of my employment with _____, I am required to undergo unannounced drug testing by urinalysis either through a random drug testing procedure or where there is reasonable suspicion to believe I am illegally using drugs.

I understand that a negative drug test result is a condition of my continued employment as a sworn officer at the above listed department.

I understand that if I produce a positive test result for illegal drug use, it will result in my termination from employment.

I understand that if I refuse to undergo testing, it will result in the same penalties as a positive test for the illegal use of drugs.

I understand that if I produce a positive test result for illegal drug use or refuse to take the test, the information will be forwarded to the Central Drug Registry maintained by the Division of State Police. Information from that registry can be made available by court order or as part of a confidential investigation relating to my employment with a criminal justice agency.

I understand that if I produce a positive test result for illegal drug use, I will be permanently barred from future employment as a law enforcement officer in New Jersey.

I understand that if I resign or retire after receiving a lawful order to submit a urine specimen for drug testing and do not provide the specimen, I shall be deemed to have refused to submit to the drug test.

I have read and understand the information contained on this "Officer Notice and Acknowledgment" form. I agree to undergo drug testing through urinalysis as a condition of my continued employment as required by law.

Signature of Officer Date

Signature of Witness Date

ATTACHMENT D

DRUG TESTING MEDICATION INFORMATION

As part of the drug testing process, it is essential that you inform us of all medications you have taken in the last fourteen (14) days. Please *carefully* complete the information below.

Check all that apply:

____ A. During the past 14 days I have taken the following medication prescribed by a physician:

	Name of Medication	Prescribing Physician	Date Last Taken
1			
2			
3			

____ B. During the past 14 days, I have taken the following non-prescription medications (cough medicine, cold tablets, aspirin, diet medication, nutritional supplements, etc.)

	Name of Medication	Date Last Taken
1		
2		
3		

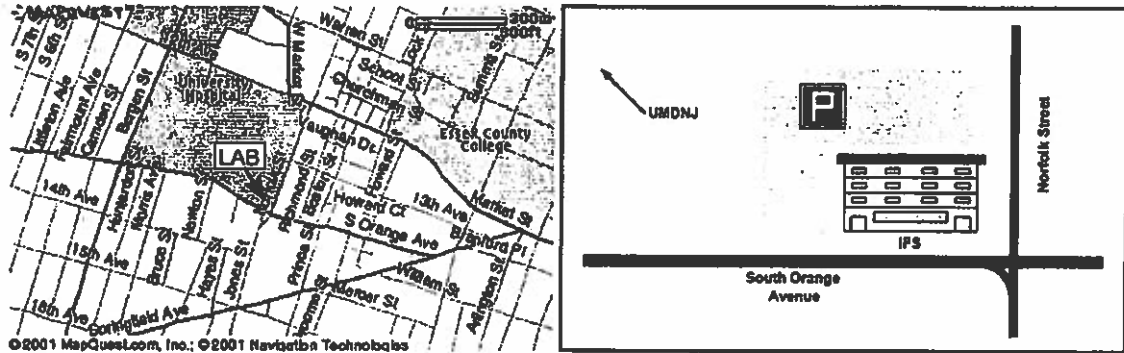
____ C. During the past 14 days, I have taken NO prescription or non-prescription medications.

Donor ID and Initials

Date

ATTACHMENT E

Directions to



**State Toxicology Laboratory
Edwin H. Albano Institute of Forensic Science (IFS)
325 Norfolk Street
Newark, New Jersey
973-648-3915**

From Garden State Parkway North:

1. Take Exit 144, South Orange Avenue.
2. Make a right on South Orange Avenue.
3. Continue about 25 blocks to intersection at Bergen Street (UMDNJ campus is on left.)
4. Continue down South Orange Avenue past traffic light to driveway on left before two story brick building (IFS).

From Garden State Parkway South:

1. Take Exit 145, East Orange.
2. Take 1-280 East to first exit (Newark).
3. Make a right on First Street. This becomes Bergen Street.
4. Continue to fifth traffic light at South Orange Avenue.
5. Make a left.
6. Continue down South Orange Avenue past traffic light to driveway on left before two story brick building (IFS).

From New Jersey Turnpike North:

1. Take Exit 14, Newark.
2. After toll plaza, take 1-78 West (express or local).
3. Take Exit 56, Hillside Avenue.
4. Continue on Hillside Avenue to end at Avon Avenue.
5. Make left on Avon Avenue.
6. Continue one block to traffic light on Irvine Turner Blvd.
7. Make right on Irvine Turner Blvd. (which becomes Jones St.) and continue to traffic light at South Orange Avenue.
8. Turn left and enter first driveway on right behind two story brick building (IFS).

From New Jersey Turnpike South:

1. Take Exit 15W to 1-280 West to Exit 14B, Clifton Avenue.
2. At the traffic light, make a left.
3. Continue on Clifton Avenue to eighth traffic light at South Orange Avenue and Norfolk Street.
4. Turn right and enter first driveway on right behind two story brick building (IFS).

ATTACHMENT F

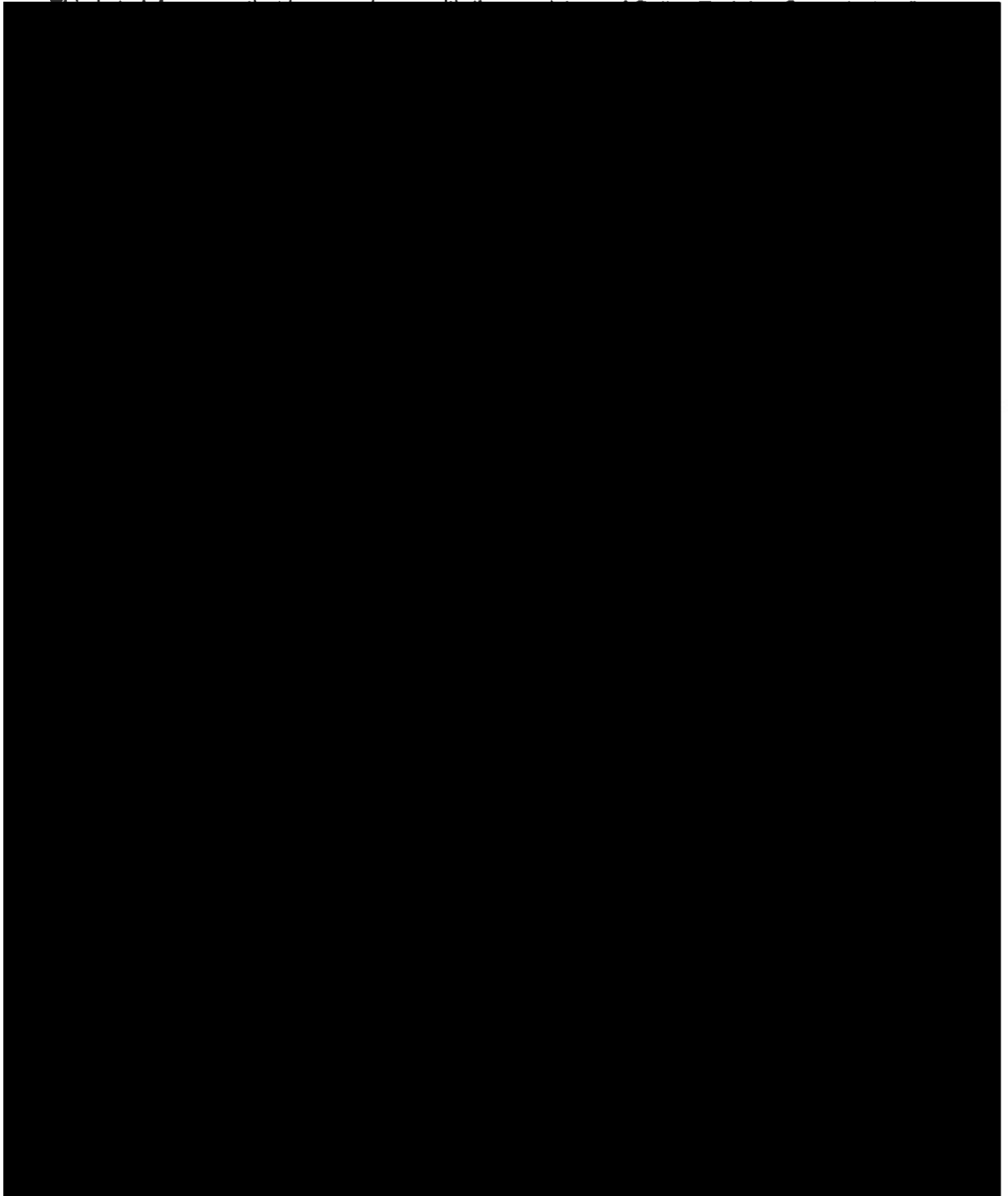
NOTIFICATION TO THE CENTRAL DRUG REGISTRY

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Mail to: Division of State Police
Records and Identification Section
P.O. Box 7068
West Trenton, New Jersey 08628-0068

STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
POLICE TRAINING COMMISSION

DISMISSAL NOTICE



**NEW JERSEY DEPARTMENT OF CORRECTIONS - OFFICE OF TRAINING
CORRECTIONAL STAFF TRAINING ACADEMY
SEA GIRT, NEW JERSEY
NOTICE OF DISMISSAL/RESIGNATION FORM**

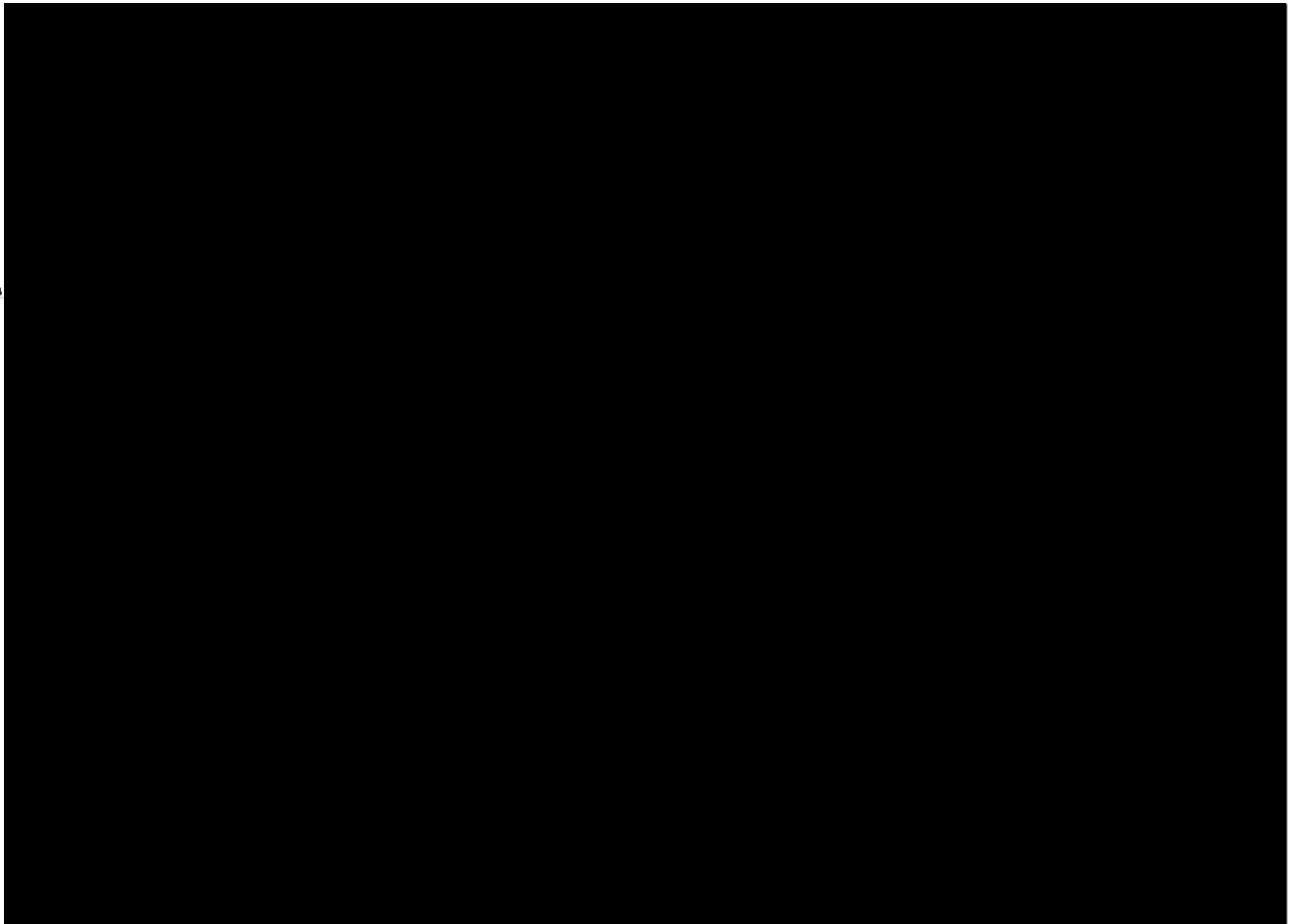
Trainee Name Dunne Dylan Number [REDACTED]

OT-CSTA-001
Revised: 11/4/20



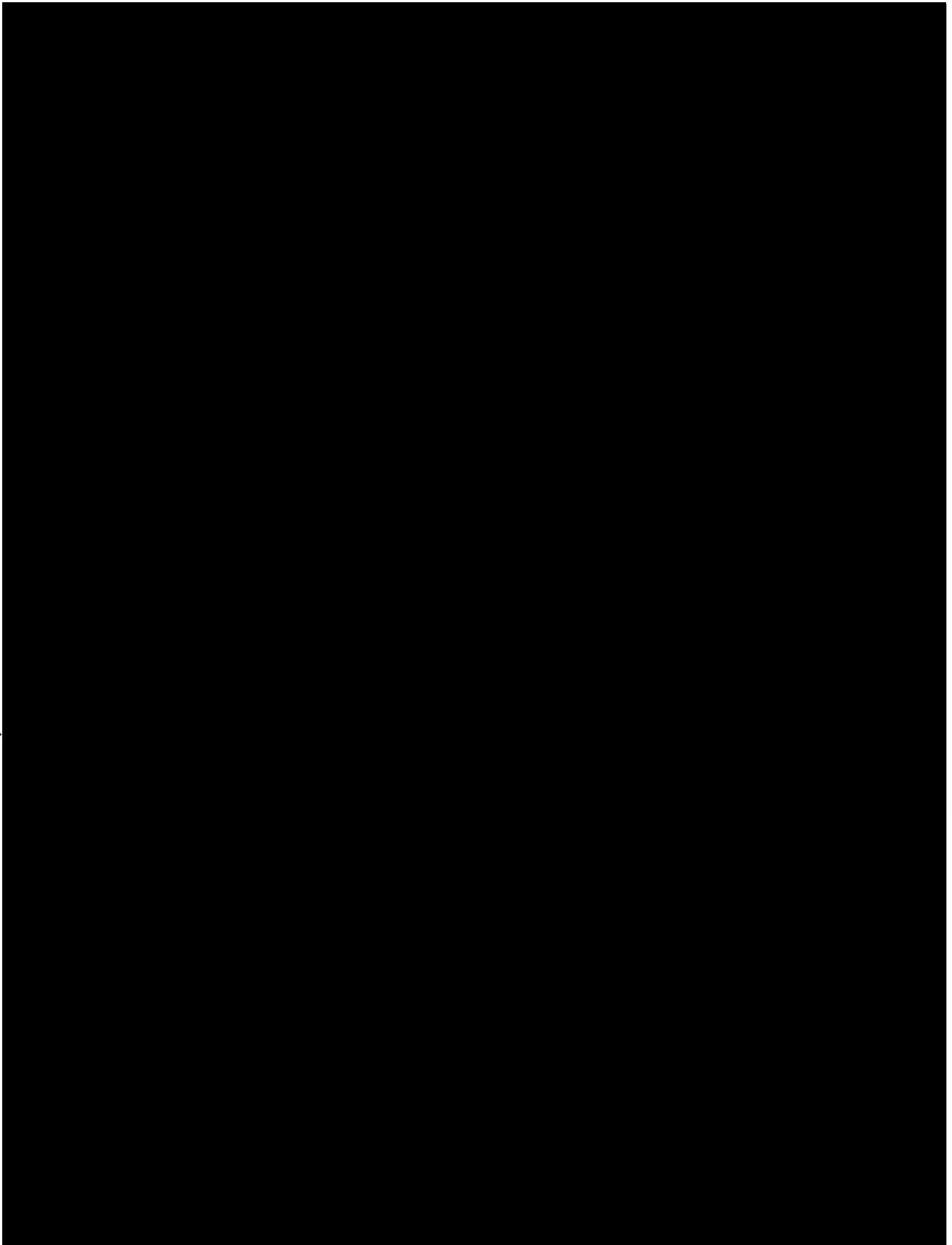
State of New Jersey
DEPARTMENT OF CORRECTIONS
OFFICE OF TRAINING
PO Box 438
SEA GIRT, NEW JERSEY 08750-0438

Orientation Receipt Form



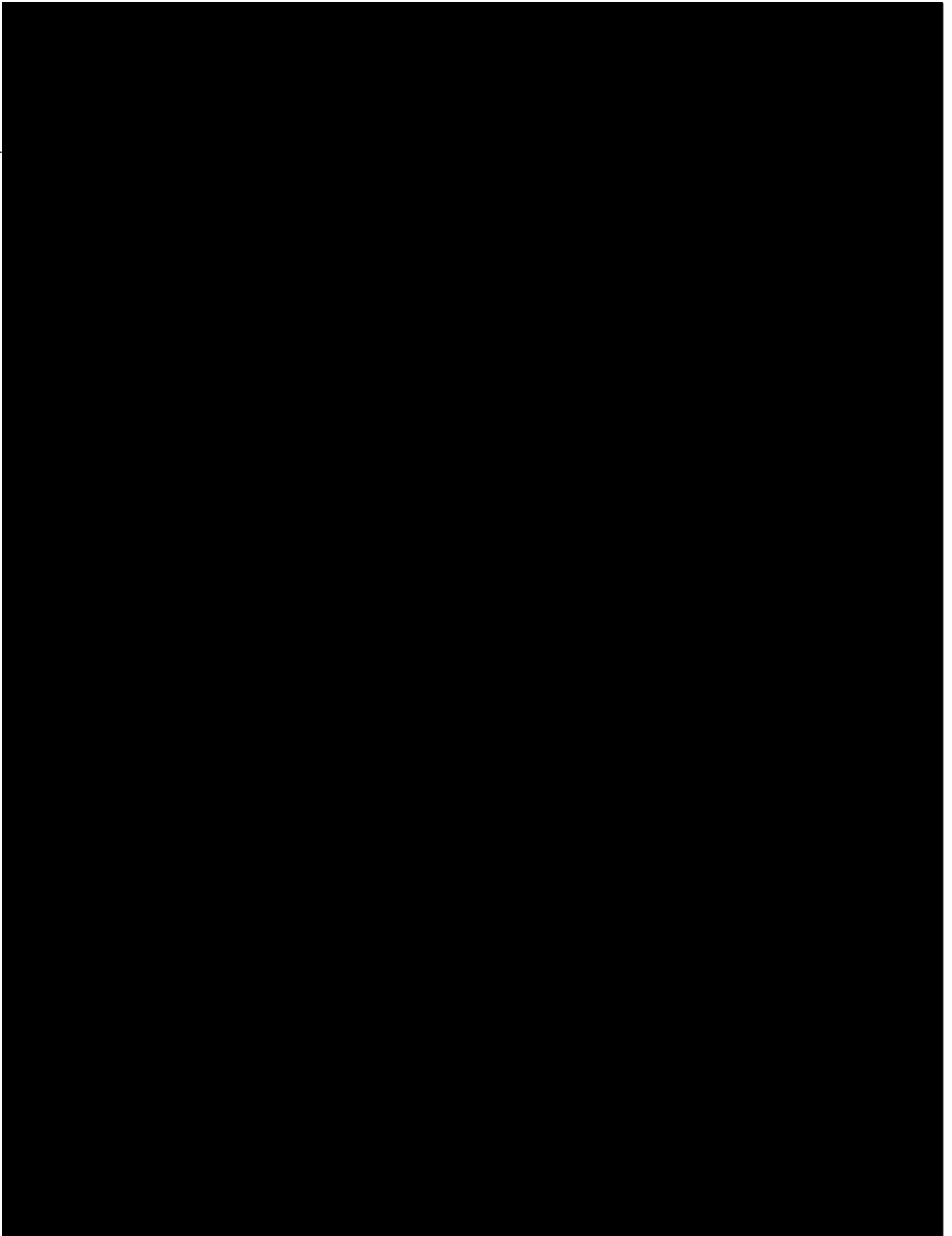
OT-CSTA-001
Revised: 11/4/20

Trainee Name Dunne Dylan Number [REDACTED]



OT-CSTA-001
Revised: 11/4/20

Trainee Name Dume Allen Number [REDACTED]



Toxicology Report
Law Enforcement Drug Testing
Edwin H. Albano Institute of Forensic Science
New Jersey State Toxicology Laboratory
325 Norfolk Street
Newark, N.J. 07103

(973) 648-3915 Voice
(973) 648-3790 Fax
Email: drug.testing@doh.nj.gov



Medical Review Officer
Signature on File
Dr. Andrew Falzon

Approved By
Signature on File
George Jackson
Forensic Toxicologist



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF CRIMINAL JUSTICE
POLICE TRAINING COMMISSION
25 MARKET STREET
PO BOX 085
TRENTON, NJ 08625-0085
TELEPHONE: (609) 376-2800

ANDREW J. BRUCK
Acting Attorney General

LYNDSAY V. RUOTOLO
Director

NOTICE TO ALL RECRUITS WHO HAVE BEEN DISMISSED FROM A BASIC TRAINING COURSE

The purpose of this notice is to inform you of the appeal process with respect to your dismissal from a basic training course. Under *N.J.A.C. 13:1-9.1 et seq.*, you have a right to appeal your dismissal to the Police Training Commission. In the event you choose to exercise your right to appeal, please be advised of the following:

1. You must file a notice of your appeal with the Police Training Commission within thirty (30) days of your dismissal. Your notice must include a reason for your appeal. In other words, you must indicate why you believe you should not have been dismissed from the course. Your notice must also include your mailing address and a telephone number at which you can be reached. Notices which do not include a basis for your appeal or a mailing address and telephone number will not be accepted by the Commission.
2. Appeals which are accepted by the Police Training Commission are sent to the Office of Administrative Law. It will take approximately thirty (30) days for your appeal to be sent to the Office of Administrative Law. It can take up to an additional thirty (30) days for the Office of Administrative Law to acknowledge receipt of your appeal.
3. Once your appeal has been sent to the Office of Administrative Law, all further proceedings will be scheduled by the administrative law judge assigned to your case. In addition, the judge will be responsible for conducting a hearing on your appeal. The Office of Administrative Law will notify you by mail of all scheduled proceedings.
4. Should your appeal proceed to a hearing, you will be responsible for presenting your case to the administrative law judge. A hearing in the Office of Administrative Law is similar to a hearing in the Superior Court. In other words, you must be prepared to provide discovery to your adversary, call witnesses and submit evidence in support of your appeal. While you are not required to retain an attorney to pursue your appeal, you may wish to consult with an attorney before you proceed to a hearing or take other significant action with respect to your appeal.



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5. The Office of Administrative Law is responsible for scheduling a hearing on your appeal. Because of the significant workload at the Office of Administrative Law, it may take six (6) months or more for a hearing to be conducted. At the conclusion of the hearing, the administrative law judge will prepare a recommended decision which will be returned to the Police Training Commission. The Commission, which meets on a bi-monthly basis, can accept, reject or modify the judge's recommended decision. You will be notified by mail of the time and date when the Commission plans to take final action on your appeal. In addition, you will receive a copy of the Commission's final decision by mail. Please be advised that it often takes a year or more for appeals to the Commission to be fully resolved.
6. If you were terminated from employment following your dismissal from a basic course, an appeal to the Commission will not resolve your employment status. In other words, the Commission cannot order your return to work. Should you wish to appeal your termination from employment, you should file the appropriate appeal with either the Merit System Board or the Superior Court. If the Commission grants your appeal, you must contact your employer to determine whether and under what circumstances you may return to work.
7. If the Commission denies your appeal, you have the right to appeal the Commission's final decision to the Appellate Division of the Superior Court. The Commission cannot assist you with your return to work or with your appeal to the Appellate Division.

The mailing address for appeals is listed below:

State of New Jersey
Office of the Attorney General
Division of Criminal Justice
Police Training Commission
25 Market Street
P.O. Box 085
Trenton, N.J. 08625-0085

(rev. 8/2021)

**NEW JERSEY DEPARTMENT OF CORRECTIONS
OFFICE OF TRAINING
CORRECTIONAL STAFF TRAINING ACADEMY
SEA GIRT, NEW JERSEY
DISMISSAL APPEAL NOTICE**

Please be advised that the term respondent as indicated in Subchapter 9-Appeals refers to the Director, Office of Training, New Jersey Department of Corrections, Correctional Staff Training Academy.

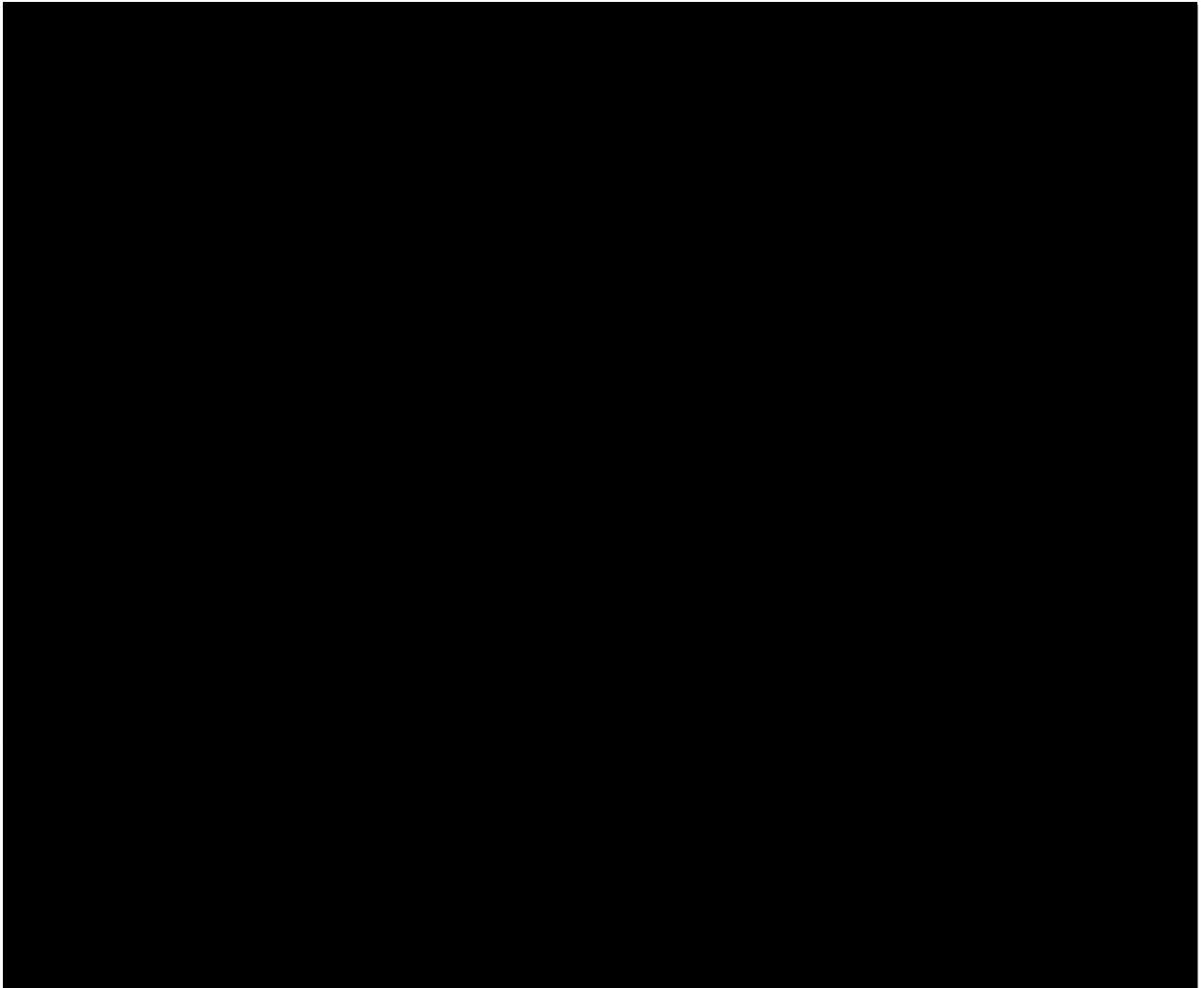
To comply with the service requirement, you must send a copy of the appeal you submit to the Police Training Commission to:

Assistant Commissioner, Office of Training
New Jersey Department of Corrections
Correctional Staff Training Academy
P.O. Box 438
Sea Girt, New Jersey 08750-0438

Failure to comply with this requirement may result in your appeal being contested by the Correctional Staff Training Academy.

State of New Jersey
Department of Corrections
Office of Training

Trainee Dismissal Summary



STATE OF NEW JERSEY DEPARTMENT OF CORRECTIONS



CORRECTIONAL STAFF TRAINING ACADEMY RULES AND REGULATIONS Class 251

REVISED 01/27/21

NEW JERSEY DEPARTMENT OF CORRECTIONS



TRAINEE CODE of HONOR

Recognizing the fact that I voluntarily became a Corrections Officer Trainee, I resolve to conduct myself in the following manner:

1. I will follow all legal orders given by all staff members at all times.
2. I will refrain from the use of violence and/or threats of violence.
3. I will refrain from using alcohol, drugs, and/or tobacco products.
4. I will tell the truth.
5. I will speak and act with good purpose and refrain from horseplay.
6. I will respect the personal rights of all individuals and their property.
7. I will remain alert and participate in all mandatory training and activities at all times.
8. I will adhere to the academy's standards at all times.
9. I will maintain a professional attitude at all times.
10. I will not withhold facts or information that, when doing so, may jeopardize my integrity, or the integrity of the academy.

Origin of the Trainee Code of Honor

Professional responsibility:

A profession is an occupational field that, in general, requires specialized, continued training and a strong desire to serve. Its members accept responsibility for their own actions and realize that what they do affects the reputation of the group as a whole. All professions have established ethical codes that outline the standards of conduct accepted by the members of the profession and those they serve.

A Corrections Officer Trainee has the ethical responsibility to be a role model, develop others ethically, and avoid putting peers and subordinates in ethical dilemmas. As professionals, Corrections Officer Trainees must have the moral courage to stand up for an unpopular course of action even when those opposed are their peers or subordinates. Corrections Officer Trainees must also have the moral courage to take unpopular action against peers when it is necessary. Professionalism requires Corrections Officer Trainees to attempt to correct their peers and subordinates when they veer from the Trainee Code of Honor. Those who refuse to change should be purged from the group lest they weaken the reputation of the whole organization.

Purpose of the Trainee Code of Honor

The Trainee Code of Honor helps to inculcate in future officers the basic fundamentals of professionalism. The Trainee Code of Honor is designed to develop in each trainee those personal and professional standards of integrity and moral character that are expected and required of all officers.

Benefits of the Trainee Code of Honor

By adhering to the Trainee Code of Honor, trainees establish high standards and learn to choose the "hard right" over the "easier wrong." The goal is for honesty to become a way of life. Adhering to high standards of honesty builds confidence, trust and mutual respect among leaders, subordinates and peers.

Implementing the Trainee Code of Honor

The CSTA uses the Trainee Code of Honor to implement the honor system. The Trainee Code of Honor becomes the foundation for each trainee's ethical development and behavior.

Violations of the Trainee Code of Honor

A violation is committed whenever a trainee violates any of the ten articles of the Trainee Code of Honor.

The following would be considered a violation of Article #10 of the Trainee Code of Honor:

- a. Toleration. When a trainee fails to report an incident with honor implications to the CSTA staff within a reasonable period of time:
 - (1) Trainees violate the Trainee Code of Honor by tolerating others who violate the Trainee Code of Honor. This is perhaps the most difficult part of the Trainee Code of Honor. The non-toleration clause serves as a daily reminder that each trainee is charged with an awesome duty far superior to personal feelings or friendships.
 - (2) If a trainee overlooks a violation of the Trainee Code of Honor, they are sending the message to the violator that the action is proper. This undermines the Trainee Code of Honor, the honor system and the Academy Rules and Regulations. Trainees must remember that when someone commits an honor violation it shows that they lack integrity and exhibit poor judgment. Neither of these character flaws will be corrected except through enforcement of the Trainee Code of Honor.
- b. Quibbling. When a trainee creates a false impression through evasive wording, the omission of relevant facts or the telling of a partial truth.

1. CONDUCT

A. General

- 1) Trainees are expected to be courteous at all times.
- 2) Trainees are expected to properly perform all assigned duties in an efficient manner.
- 3) Trainees are expected to be respectful to all individuals at all times.
- 4) Trainees are expected to answer all questions in a professional manner.
- 5) Trainees are expected to transact all of their official business through the following chain-of-command:
 1. **Instructor(s)**
 2. **CSTA Sergeant**
 3. **CSTA Lieutenant**
 4. **CSTA Major**
 5. **Director, Office of Training**
- 6) When addressing any staff/instructor, trainees will come to the "Position of Attention".
- 7) Trainees will state "Sir/Ma'am, Trainee (last name)" and remain in the "Position of Attention", while stating their business, unless given the command of "At Ease/Stand at Ease".
- 8) When the trainee is dismissed by the staff member, they will assume the "Position of Attention", take one step to the rear (left foot first), execute a facing movement (e.g., left, right, or about face) and move out (if alone, at a double time).
- 9) Trainee entering any staff area or classroom #21 after hours will announce themselves by stating in a loud, clear voice, "Trainee on deck".
- 10) When a staff member enters an area where trainees are present, a trainee will announce, "Attention on deck" at which time all trainees will come to the position of attention, except during instructional activity.

1. CONDUCT (continued)

B. Professional

- 1) Trainees shall not have intimate social or physical contact with instructional staff nor shall they socialize with NJDOC staff or members of other agencies represented at the National Guard Training Center, unless there has been a documented pre-existing relationship reported.
- 2) Trainees shall not leave CSTA grounds, training sites, satellite units, ranges or institutions during field trips and agency training without the authorization of appropriate staff.
- 3) Trainees shall not behave in any manner that discredits themselves, the CSTA or the NJDOC.
- 4) Trainees shall not engage in unlawful betting, gambling or promotion thereof on CSTA grounds or training sites.
- 5) Trainees shall not solicit or collect contributions on CSTA property without authorization.
- 6) Trainees shall not engage in the religious proselytizing of trainees or CSTA staff on CSTA grounds or training sites.
- 7) Trainees shall not distribute written or printed material on premises without authorization.
- 8) Trainees shall not engage in any form of political activity or attempt to influence or control political views while on CSTA grounds or training sites.
- 9) Trainees shall not use or attempt to use the authority or official influence of the position for which they are being trained.
- 10) Trainees shall not have verbal or written unauthorized contact with the press or news agencies concerning CSTA or NJDOC matters.
- 11) Trainee shall not utilize any social media platforms on CSTA grounds without proper written approval.

2. Insubordination

Trainees shall not exhibit insubordinate or disrespectful behavior toward any staff member.

- A. The term "insubordination" is defined as: Intentional disobedience or refusal to accept an order, assaulting or resisting authority, disrespect or use of insulting or abusive language to a superior.
- B. Insubordination may include, but is not limited to: raising your voice, talking back, walking away from a staff member when they are talking, rolling your eyes and/or making faces, stating you are not going to do something (only needs to be said once), disrespectful comments (no matter how minute), raising your hands, threatening comments (including non-bodily harm), threatening gestures etc.
- C. Refusal to sign for training material, interactions, equipment receipts, and/or remediation paperwork constitutes insubordination.

3. EQUAL EMPLOYMENT DIVISION (EED)

- A. It is the policy of the Department of Corrections and therefore the CSTA that all forms of unlawful employment discrimination or harassment based upon race, creed, religion, color, national origin, nationality, ancestry, age, gender, marital status, familial status, domestic partnership status, civil union status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or mental or physical disability are prohibited and will not be tolerated.
- B. Trainees will not be subjected to any form of discrimination or harassment listed above by any CSTA instructor, Department of Corrections' employee, other trainee, vendor subcontractor, visitor, etc.
- C. Trainees will not engage or participate in any form of discrimination or harassment listed above against any other trainee, CSTA instructor, Department of Corrections' employee or any other individual.
 - 1) Should a trainee believe they have been harassed or discriminated against, they should request the supervisor on duty contact the Director, Office of Training or designee. Trainees are to report the incident(s) directly to the Director, Office of Training or designee.
 - 2) The Director, Office of Training or designee will document the incident(s) and refer the matter to the Equal Employment Division (EED) for further review.

- 3) When an investigation reveals that discrimination or harassment has occurred, appropriate disciplinary action will be taken.
- 4) Trainees may also file claims of harassment/discrimination with the New Jersey Department of Corrections' Equal Employment Division (EED), New Jersey Department of Personnel, New Jersey Division on Civil Rights or the United States Equal Employment Opportunity Commission.
- 5) Intentionally filing a false EED complaint will result in dismissal.

4. PERSONAL GROOMING

- A. Trainees are to be neat and clean at all times and keep equipment and clothing stored in proper order. At the beginning and end of the training week, trainees will arrive at and depart from the academy in business attire unless otherwise specified.
- B. Trainees are to adhere to the following regulations:
 - a. Trainees are to be clean-shaven at all times. **No** facial hair is permitted.
 - b. Male trainees' heads will be shaved, unless otherwise directed by the Director, Office of Training or designee.
 - c. Female trainees must have their hair neatly groomed, trimmed, arranged and styled so its bulk or length will not touch the ears or uniform shirt collar. The hair will be styled as to not interfere with the normal wearing of all emergency and/or authorized NJDOC headgear (e.g., cover/hat, defensive tactics headgear).
 - d. While at the CSTA, trainees' hair will remain one natural color (e.g., no purple, pink, yellow, green, etc.).
 - e. No facial cosmetics (i.e., makeup), including false eyelashes may be worn. Clear un-tinted lip balm is to be worn only for medical reasons (e.g., chapped lips).
 - f. Fingernails are to be trimmed no longer than the tip of the finger. No nail polish is to be worn.
 - g. Trainees are to shower daily and come to class wearing clean clothes. Personal hygiene is expected to ensure an appropriate and healthy training environment.

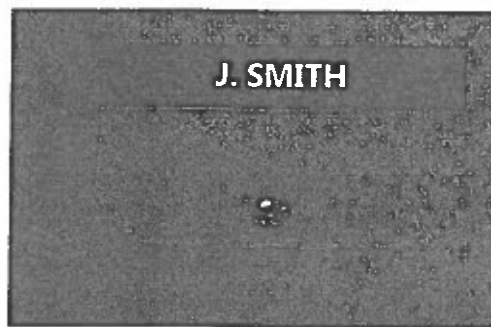
5. UNIFORMS

A. TRAINEE UNIFORM

FACEMASKS ARE TO BE WORN AT ALL TIMES UNLESS INSTRUCTED BY CSTA STAFF

1) SHIRT

a. The trainee uniform shirt will be clean, neat, and pressed at all times. Tie should be tucked neatly between the second and third buttons. Name Tape will be sewn above the right breast pocket, flush and centered with the top of the pocket.



2) PANTS

- a. The trainee uniform pants will be clean, neat, and pressed at all times.
- b. Navy blue police web belt with black H-style open buckle (1&1/2") – will be worn with the trainee uniform pants. The excess of the belt should be trimmed until the metal tip of the belt is flush with the belt buckle. Buckle should be centered above zipper line.
- c. Black police web utility belt (2&1/4") will be worn, with a minimum of (4) web belt keepers (2 in front, 2 in rear of belt). Keepers will be worn to go under the navy blue police web belt (1&1/2") and over the black police web utility belt (2&1/4") to ensure proper and secure fit to the pants.

3) FIELD JACKET

- a. Navy blue army field jacket will be worn depending on weather conditions and should be clean and neat at all times. While the jacket is worn it will be zippered, all buttons will be buttoned excluding the upper most button, and collar will be folded down neatly. Drawstring at bottom of jacket should not be visible.

4) HEAD GEAR

- a. Navy blue baseball cap – will be worn straight on the head so that the cap band creates a straight line around the head parallel to the ground. The baseball cap will fit around the head without distortion or excessive gaps. The cap is worn so that no hair is visible on the forehead beneath the cap. Both the baseball cap and watch cap are authorized to be worn with the physical training uniform, depending on weather conditions.
- b. Black knit watch cap – will be worn tight fitted to the head with one fold up. Fold will be approximately 1 ½" in width. Watch cap is authorized for the trainee uniform and physical training uniform, depending on weather conditions.

5) SOCKS

- a. While wearing the Trainee Uniform, black socks will be worn.

6) FOOTWEAR

- a. Two (2) types of footwear are a mandatory at the CSTA.
 - 1. Black leather military combat boots (e.g., Hi-Tec, Bates, Rocky, Corcoran) between 7"-10" in height, NO low cut, and highly polished at ALL times.
 - 2. Black leather military dress shoes/low quarter, lace front, max ½" heel, NO corafram or patent leather and to be properly polished at all times.

7) GLOVES

- a. Plain black leather gloves are authorized to be worn, depending on weather conditions.

8) THERMAL UNDERWEAR

- a. Thermal underwear is authorized and shall be worn under the Trainee Uniform, not visible, and will be Navy Blue in color.

5. UNIFORMS (continued)

B. PHYSICAL TRAINING UNIFORM

- 1) Physical Training Uniform – will be navy blue cotton sweat suit with athletic shoes. Navy blue gym trunks and navy blue crew neck undershirt are to be worn under sweat suit at all times, no exceptions. Trainee's last name and class number will be silk screened on front and back of sweatshirt and undershirt in 2" white block letters (NO stencils, NO embroidery, NO logos - i.e., Champion, Nike, Reebok, etc.); Class number should be centered below last name on front and back as shown in the following picture.



2) HEAD GEAR

- a. Navy blue baseball cap - will be worn straight on the head so that the cap band creates a straight line around the head parallel to the ground. The baseball cap will fit around the head without distortion or excessive gaps. The cap is worn so that no hair is visible on the forehead beneath the cap. Both the baseball cap and watch cap are authorized to be worn with the physical training uniform depending on weather conditions.
- b. Black knit watch cap – will be worn tight fitted to the head with one fold up. Fold will be approximately 1 ½" in width. Watch cap is authorized for the trainee uniform and physical training uniform, depending on weather conditions.

3) GLOVES

- a. Plain black leather gloves are authorized to be worn with the physical training uniform, depending on weather conditions.

4) THERMAL UNDERWEAR

- a. Thermal underwear is authorized to be worn under the physical training uniform, not visible, and will be navy blue in color.

5) SOCKS

- a. While wearing the physical training uniform white socks will be worn.

6) FOOTWEAR

- a. Running shoes will be primarily white or black.

7) Miscellaneous

- a. Hair ornaments (e.g., ribbons, barrettes, etc.) are not permitted. Plain black hair pins are permitted. Scrunches or rubber bands may be used but must be navy blue/black in color.
- b. The wearing of jewelry in a piercing, including but not limited to, earrings, nose rings, tongue rings, belly rings, or any other piercing are not permitted.
- c. No jewelry other than a wedding band, medic alert, religious medallion on a chain both of reasonable size, i.e., so as not to be visible when in uniform, and/or a wrist watch (black) is permitted. All jewelry is to be removed for physical training or other classes involving physical activity, (e.g., defensive tactics, range, and baton).
- d. Any item bearing NJDOC identification is not to be worn or publicly displayed while off CSTA grounds, training sites, ranges, satellite units, or institutions during field trips and agency training unless authorized by the Director, Office of Training or designee.
- e. Uniforms are to be marked with the trainee's first initial and last name inside the collar band and waistband.

8) Uniforms will be properly worn at all times (e.g., hats on, zippered, buttons and snaps fastened

9) Additional clothing items may be stored in vehicles and will be retrieved during the training week.

6. PROPERTY

- A. Upon dismissal or resignation, trainees are required to return all State-issued property to CSTA staff prior to leaving the CSTA grounds.
- B. During the training cycle, trainees are to take all personal and State-issued items (i.e., raincoats, binders, blankets, holsters, etc.), with them at the end of the training week and return with them at the beginning of the training week. Trainees will not take protective body armor off CSTA grounds except as authorized by the Director, Office of Training or designee.

- C. Trainees are responsible for the safekeeping of all State-issued items. The loss of any state issued equipment will result in disciplinary action according to the Table of Offenses.
- D. Supervisor on duty will coordinate times for retrieval, and usage of electronic communication devices. Electronic communication devices may only be used at the discretion of the supervisor on duty. Trainees will store all electronic communication devices and accessories (chargers, SIM cards, etc.) in their vehicles at their own risk. Neither the CSTA nor the NJDOC will be responsible for lost, stolen or damaged communication devices of any kind. No trainee will go to his or her vehicle alone for this or any other reason.
- E. Trainees will not utilize recording devices of any kind including the photographic, video or other recording capabilities of cell phones unless authorized by the Director, Office of Training or designee.
- F. All personal property, (e.g., sweaters, boots, sweat pants, shorts, athletic shoes, etc.), are to be marked with the first initial and last name.
- G. Trainees will have in their possession at all times the following required documentation:
 - i Trainee Identification Card
 - ii Valid Driver's License
 - iii Health Benefits Card, if covered by health insurance
 - iv Emergency Contact Card
 - v Minor Infraction Record
- H. Trainees shall not have any weapon, firearm, restraint equipment, chemical agent, protective vest, helmet, baton, knife or anything that resembles a weapon other than those issued during a training exercise. This does not pertain to red guns.

7. DRUGS AND MEDICATIONS

- A. Trainees are not to possess, use or distribute any illegal drug or illegal controlled dangerous substance. Failure to comply will result in dismissal from the CSTA. Vaping Products, including components and other similar electronic cigarette products are prohibited.
- B. All trainees are subject to random drug testing in accordance with Police Training Commission Drug Testing Standards. Reference: NJAC13:1-7.2(a). Refer to the Department of Corrections' Office of Training's Internal Management Procedure, OT-IMP-AD-100 Drug Testing for Trainees Enrolled in PTC Approved Basic Courses.

- C. If at any time during the cycle it is necessary for a trainee to take prescription and/or non-prescription and/or over-the-counter medication, performance enhancer, or dietary supplement that may cause drowsiness or any other unsafe training condition, the trainee will document this by completing the Medication Information form OT-CSTA-A08 (page 36) and submitting same to the appropriate CSTA supervisor. The report will include; name of medication, daily dosage, duration of treatment, reason necessary and when applicable, the physician's name and telephone number.
- D. Medical syringes are to be disposed of utilizing the sharps container located in the Building #21 supervisor's office.
- E. All medications must have original label from the pharmacy. Labels should not be removed.

8. ILLNESS AND INJURY

- A. Trainees will report non-emergent illness and/or injury to the CSTA supervisor immediately. Failure to adhere to this regulation may result in dismissal. Emergent illness/injury will be reported to/by any individual closest to the emergency to ensure The appropriate immediate emergency response.
 - a. The definition of immediately is "without delay, at once". Therefore, at any time during your academy training, if you should become ill or injured, whether on-duty or off-duty, you are to report, verbally and in writing, immediately to a CSTA supervisor. If the illness/injury occurs during authorized leave, on the weekend, etc., trainee will report the matter via telephone and immediately report to CSTA supervisor upon return to the CSTA.
 - b. Injury is to include but not be limited to strains, sprains, cuts, bruises, scrapes, breaks, dislocation, amputations, pains and unknown caused discomforts or soreness of any kind.
 - c. Illness is to include but not be limited to colds, allergies, flu-like symptoms, infection, dizziness, chest pain, difficulty breathing, nausea, vomiting, rashes, hives, fevers, chills, bleeding. Of special concern would be any illness which would be considered possibly contagious or infectious to other trainees or staff such as viral or bacterial infections, COVID-19, Staph, MRSA, Flu, pink eye, or skin rashes.
- B. Trainees are expected to keep medically and physically fit to participate in all phases of the training program.
 - a. Any injury or medical condition causing a trainee to be absent from physical training or a class may require medical clearance and completion of A-05 forms. The A-05 form (provided during first week of training) is to specify the injury or medical condition and the length of time the trainee is to be absent from class. It is the trainee's responsibility to have the treating medical professional complete the forms prior to returning to the CSTA.

- b. Any falsified or omitted information on medical forms may result in dismissal from the CSTA.
- C. Every effort is to be made to reduce the risk of injuries and to identify and eliminate hazards. Any potential hazard observed by a trainee is to be immediately reported to CSTA staff, verbally and in writing.

9. CLASSROOM PROCEDURES

- A. At the appointed class start time, trainees are to be seated and silent. Upon the arrival of the Instructor, the class will be called to attention.
- B. When asking/answering a question in the classroom, trainees will raise their hand, wait for recognition from the Instructor, come to attention, state name, say Sir/Ma'am, ask/answer the question and end the statement with Sir/Ma'am, unless otherwise directed by the instructor.
- C. Full attention and courtesy is to be shown to all Instructors, at all times. Sleeping in class will not be tolerated.
- D. Trainees will not conduct conversations with anyone during classroom instruction, unless permitted to do so by the instructor.
- E. Trainees will not drink anything other than water, nor eat or chew gum, candy, or any food item while in the classroom during the training day unless authorized by the Director, Office of Training or designee.
- F. Break procedures:
 - 1) Breaks will be given at the discretion of the Instructor but will not exceed a total of ten (10) minutes per hour of instruction.
 - 2) Trainees are to utilize the appropriate designated break areas and return to the classroom at the designated time.
 - 3) Trainees may use the rest room during the break or when granted permission by the Instructor.
- G. General Classroom Maintenance Procedures:
 - 1) Unless otherwise directed by the Instructor, the chalkboard and dry-erase board are to be erased after each class and chairs are to be placed neatly on top of the tables in a manner that will not damage tables or chairs.

- 2) The classroom is to be left neat and tidy.
- 3) No clothing or equipment is to be left in the classroom overnight.

10. PHYSICAL CONDITIONING PROGRAM

- A. Physical conditioning is scheduled to be conducted throughout the training cycle. Training is conducted by Police Training Commission (PTC) certified physical conditioning instructors and in compliance with PTC standards.
- B. The purpose of the physical conditioning program is to prepare the trainee for the vigorous demands of their chosen occupation and to promote a healthy lifestyle.
- C. The physical conditioning program is designed to address upper body strength, physical endurance and cardiovascular conditioning. Components of the program include cardiovascular enhancement (i.e., aerobic exercise) and strength training (i.e., anaerobic exercise). Trainees must **fully** participate in each component of the program.
- D. The conditioning phase of the physical conditioning program **consists of at least forty (40) minutes of continuous exercise** (i.e., running, calisthenics, circuit training). Warm-up and cool-down periods are added. Trainees must fully participate to be credited for the PT session.
- E. Trainees will be required to engage in full participation during the physical conditioning program. Trainees will participate to the best of their ability. **However, the performance of the trainee will be monitored and subsequently evaluated by the physical conditioning instructional staff to determine if the trainee's participation constitutes credit for the day's physical training session.**
- F. Every trainee must pass all of the Police Training Commission Physical Conditioning Test which are as follows:
 - i. 1.5 mile run in 15 minute 55 seconds or less
 - ii. 24 push-ups in 1 minute
 - iii. 28 sit-ups in 1 minute
 - iv. 15" vertical jump
 - v. 300 meter run in 70.1 seconds or less
 - a. If any of these tests are failed, 9 more physical conditioning sessions will be given to improve. On the tenth session any event that was failed must be retested. If the trainee fails a second time, that trainee must be dismissed.

11. ATTENDANCE - SPECIAL LEAVE AND SICK OR LATE CALLS

- A. Attendance at all training classes is mandatory. ALL unexcused absences are subject to review by the Director, Office of Training or designee and may result in dismissal. Trainees are responsible for any missed instructional material as a result of absence.
- B. Trainees absent without proper authorization for a period of 3 days will be considered to have abandoned their training and dismissal proceedings will be initiated.
- C. Trainees who are members of the National Guard or Reserves and receive verbal or written notice of activation or annual training must immediately submit a report and a copy of all relevant paperwork to a CSTA supervisor. Included will be: Name, Unit, Commanding Officer, Unit designation, address and telephone number where trainee can be reached if possible and the time the training is to take place. Military orders must be submitted immediately upon receipt.
- D. All special leave requests must be submitted, in writing, to a CSTA supervisor.
- E. The Director, Office of Training or designee must approve all special leave requests.
- F. Trainees having an approved special leave request must report to the supervisor on duty prior to leaving the CSTA grounds and immediately upon their return to the CSTA.
- G. Should a request for special leave become necessary over a weekend or holiday, the trainee is to contact the sick call number and leave the appropriate information. The trainee must then contact the supervisor on duty no later than 8:00am on the next scheduled CSTA training day to explain the reason for the request and obtain approval. Documentation may be required.
- H. Trainees calling in sick prior to the opening of the CSTA are to call the designated sick call number (732-282-6020 – ext. 5743) and leave the appropriate information, spoken clearly (i.e., trainee name, trainee identification number, telephone number where you can be contacted and reason for the call). Trainees calling after 8:00 a.m. are to contact the supervisor on duty directly.
- I. Trainees returning from sick leave will be required to submit medical documentation (A-05, PTC-8) stating the reason for the absence and that the trainee is medically fit to participate in the training program. Operations reports must be written and submitted to the supervisor on duty.
- J. Trainees with advance knowledge of a late return to the CSTA are to call the sick call number and leave the appropriate information. Trainees reporting to the CSTA late are to report immediately to the supervisor on duty. Unexcused lateness may result in dismissal from the CSTA. Documentation may be required.

12. GIFTS/GRATUITIES/AWARDS

- A. Trainees or groups of trainees are not to give any instructional or CSTA staff member a gift, gratuity, or award. "This shall not preclude a school director from accepting an unsolicited gift to a school from a class of recruits/trainees, given for the purpose of expressing the collective appreciation of the class for the instructional efforts of the school cadre" (PTC Standard of Conduct for Instructors, July 1, 2007).

13. PARKING

- A. Trainees are to park only in the areas designated by CSTA staff.
- B. Each vehicle will back into an authorized parking spot taking only one space.
- C. No vehicles will be parked in the first row directly behind the Armory or along the southern side of the Armory.
- D. All vehicles will be locked and secured at all times.
- E. The State of New Jersey, NJ Department of Corrections, Office of Training, CSTA, National Guard Training Center or their agents are not responsible for valuables stored in or damage to personally owned vehicles.
- F. Each trainee will complete the appropriate vehicle section of the CSTA Personal Data Sheet.
- G. Trainees will receive a trainee nameplate with their ID number and place it inside the vehicle on the dashboard on the driver's side. When two or more trainees travel in one vehicle, all trainee nameplates will be displayed on the vehicle dashboard.
- H. Trainees shall not go to vehicles alone or without permission.

14. MAINTENANCE AND USE OF ACADEMY FACILITIES AND GROUNDS

- A. Restrooms, including the shower area, are to be kept clean and disinfected at all times.
- B. Beds are to be properly made prior to first morning formation and will remain that way until the end of the training day. On the first duty day, beds are to be disinfected prior to being made.
- C. Towels will not be hung over the center aisle bed frame. They will be neatly hung on a hanger over the bed frame nearest the wall.

- D. Lockers are to be neat and orderly and organized as per CSTA Standards.
- E. No luggage is to be stored in the barracks.
- F. Unauthorized visitors are not permitted.
- G. Bunk assignments are not to be changed without proper authorization.
- H. Trainees are responsible for cleaning and disinfecting the floor around and under their assigned bunk.
- I. The barracks are inspected daily.
- J. Trainees are responsible for posting information and schedules on the bulletin board only as instructed by CSTA staff and authorized by the Director, Office of Training or designee.
- K. When leaving the buildings, all trainees are to be in the proper attire.
- L. The barracks area designated for **females only** is **off limits** to **male trainees**. The barracks area designated for **males only** is **off limits** to **female trainees**. When it is necessary for a trainee to summon another trainee of the opposite gender, they will knock on the barracks door, step to the side, so as not to observe any activity inside the barracks, and wait for someone to reply.
- M. The display or projection of unauthorized slides, films, videos, or pictures is forbidden.
- N. Trainees shall not be in unauthorized areas. (See Map page 37)

O. No food is to be stored in the trainee lockers. Food and drink may only be stored in the barracks refrigerator and consumed in the classroom area after training hours. These items must not contain Caffeine and/or Ephedrine, to include Pre-Workout or Diet Pills. Any unauthorized food items brought to the Academy will be considered contraband. The only food items authorized are as follows:

Bottled Water (23 oz. sports cap)
Bread
Chicken in Pouch (no cans)
Condiments
Fruit
Granola Bars

Meal Replacement Shake (original package)
Nuts
Plain Whey Protein (original package)
Power Bars
Protein Supplement of your Choice (original package)
Sports Drink (no cans)
Trail Mix
Tuna in Pouch (no cans)
Vegetables
Vitamins (original package)

****ANY EXTRA AUTHORIZED FOOD ITEMS MUST REMAIN IN TRAINEE Vehicle****

15. SECONDARY EMPLOYMENT

- A. No trainee shall engage in outside employment, compensated or not, without written approval from the CSTA.
- B. Trainees must be in an approved leave status, (e.g., not working), from employer while Enrolled in the CSTA.
- C. Trainees must fully disclose enrollment in the CSTA as the reason for leave with another employer.
- D. Trainees must comply with the NJ Department of Corrections Code of Ethics.

16. PERSONAL RELATIONSHIPS WITH INMATES, FORMER INMATES, INDIVIDUAL PRESENTLY INCARCERATED OR ON PAROLE OR PROBATION

- A. Trainees shall immediately report, in writing, any interaction/relationship, familial relationship, friendship or any other relationship with an inmate, former inmate, individual presently incarcerated or on parole or probation.
- B. When reporting this information, the trainee shall list the person's name, the relationship, and where the person is incarcerated, if known.
- C. Trainees desiring to visit an incarcerated person will request permission from the Administrator of the facility being visited and the Director of the CSTA. In addition, the trainee must submit a report indicating the person to be visited.
- D. The information concerning personal relationships with inmates, former inmates, individuals presently incarcerated or on parole or probation will be forwarded to the

Department's Special Investigations Division, and failure to report this information may result in dismissal from the CSTA.

- E. Trainees are not to interact with the Inmate Detail. Any interaction/conversation with the Detail Inmates, other than under direct supervision of CSTA staff shall be reported immediately.

17. INTERACTIONS

- A. Interactions are official written records of counseling sessions held with a trainee to provide positive, corrective, and/or instructional feedback. (See page 38)
 - 1) Positive interactions are used to reinforce and recognize positive behavior. Examples include but are not limited to taking the initiative to assist fellow trainees in studying for examinations, assist staff with equipment set-up, taking notes for a fellow trainee who has missed an instructional unit, or other positive behavior.
 - 2) Instructional interactions are used to provide instruction to trainees to ensure they are aware of their responsibilities in certain situations. For example, if a trainee is approved to be absent for a specific reason an instructional interaction is used to ensure the trainee understands that it is their responsibility to make up the missed classroom material by borrowing other trainee's notes, reading material, handouts or any other sources available.
 - 3) Corrective Interactions are used to correct a behavior that does not conform to CSTA Rules and Regulations.
- B. Interactions are communicated to the trainee verbally, as well as by way of a copy.
- C. Corrective Interactions shall be accompanied by a written report from the trainee; this report details the circumstances of the violation or performance issue.
- D. A log will be kept of all trainee interactions.
- E. Sanctions or action taken is based on the philosophy of progressive corrective action for violations of the NJ Department of Corrections, Police Training Commission or CSTA Rules and Regulations. (i.e., counseling through dismissal).
- F. The trainee is responsible to comply with all conditions specified under "ACTION TAKEN" and advised that failure to comply with instruction and/or correction of the issue shall result in progressive action up to and including dismissal from the CSTA.

18. MINOR INFRACTIONS

- A. In an effort to effectively and efficiently correct behavior that, while not rising to the level requiring a corrective interaction, does need to be addressed by instructional staff, a process of acknowledging and recording such behavior has been established, at the CSTA.

The "Minor Infraction Record" procedure is the process that addresses such behavioral issues as, but not limited to, minor violations of grooming regulations, uniform regulations, parking regulations and some minor conduct regulations, to name a few. (See Minor Infractions, B.1)

When a CSTA instructor becomes aware of such a violation, the instructor will ask the trainee exhibiting the behavior for the trainee's "Minor Infraction Record" which all trainees must have in their possession at all times. (See Minor Infractions, B.2) The instructor will write the violation, date, time and sign the record.

When a trainee fills their record with five (5) minor infractions, a corrective interaction will be initiated by a CSTA staff member.

If the trainee does not have their "Minor Infraction Record", in their possession when asked for, a corrective interaction will be immediately initiated by a CSTA staff member.

- B. The accumulation of five (5) minor infractions will result in an interaction.

1) Examples of minor infractions:

- a. Violation of Personal Grooming Regulations
- b. Violation of Uniform Regulations
- c. Violation of Property Regulations*
- d. Violation of Classroom Procedures
- e. Violation of Parking Regulations
- f. Violation of Maintenance and Use of CSTA Facilities and Grounds Regulations*
- g. Violations of General Conduct Regulations
- h. Lateness for formation, classes, deadlines, appointments, etc.
- i. Failure to observe posted speed limits, on CSTA grounds
- j. Failure to have required identification documents
- k. Failure to pay attention to detail
- l. Failure to move with a purpose
- m. Other behavior as determined by instructional staff

*Note: Except those listed in the Table of Offenses. (See page 29)

2)

**New Jersey Department of Corrections
Correctional Staff Training Academy**

Minor Infraction Record

Trainee Name and Number:

Violation	Date	Time	Instructor
1.			
2.			
3.			
4.			
5.			

19. DISCIPLINE

- A. Discipline is defined as training expected to produce a specific type or pattern of behavior; training that produces moral or mental improvement; a systematic method to obtain obedience; and, a state of order based on submission to rules and authority.
- B. It is the CSTA staff's responsibility to instill in all trainees the discipline necessary for the to perform the duties and responsibilities of a Corrections Officer.
- C. Discipline is not the result of the threat of punishment; it involves self-control and a sense of personal responsibility. At all times, trainees are expected to exhibit the highest standard of self-discipline.
- D. CSTA staff and trainees are under the direct authority of the Director, Office of Training.
- E. Rules and regulations have been developed to assist in establishing discipline in Correctional Staff Training Academy (CSTA) trainees and to ensure the CSTA is a safe, orderly and healthy learning environment. Trainees are to adhere to all rules and regulations while enrolled in the CSTA. These rules apply to all CSTA grounds, training sites, ranges, satellite units, and institutions during field trips and agency training.

20. DISMISSAL FROM THE CSTA

- A. Violations of the following standards are grounds for dismissal from the CSTA:
 - 1) The laws of the State of New Jersey or other jurisdiction, except motor vehicle violations, which will be reviewed on a case-by-case basis and may result in dismissal;
 - 2) The Police Training Commission (PTC) Rules and Regulations;
 - 3) The Department of Corrections' Rules and Regulations;
 - 4) The CSTA Rules and Regulations;
 - 5) A positive drug test or refusal to submit to drug screening.
 - 6) Trainee Code of Honor
- B. All dismissals will comply with the rules and regulations of the Police Training Commission.
- C. Any infraction, which would constitute a violation of the criminal laws of the State, will be a basis for dismissal and possible criminal charges.
- D. Depending on the severity of the infraction, any violation may result in dismissal from the CSTA.

- E. Cumulative Corrective interactions may result in dismissal at the discretion of the Director, Office of Training.
- F. Certain blocks of instruction cannot be missed, unless you can be caught up during your classes' regular block of instruction (i.e., Unarmed Defensive Tactics, Baton, Mechanical Restraints, CPR/First Aid, Range Exercises, and Agency Training). If any mentioned blocks of instruction are missed for medical reasons, you will need to medically withdraw or be withdrawn from the Basic Course in order to be recycled. If you miss any of the blocks of instruction for any other reason, unless extraordinary and compelling circumstances exist, you will be dismissed from the academy.

21. RESIGNATION

- A. A trainee must submit their resignation in writing to the supervisor on duty.
- B. The Director, Office of Training or designee will conduct and document an exit interview. All documents pertaining to the resignation will be placed in the trainee's permanent file.

22. MORNING PROCEDURES

****AT ANY TIME RETURNING TO THE ACADEMY A MADATORY TEMPERTURE CHECK IS REQUIRED****

- A. In order to promote good health, hygiene, discipline, and efficiency, trainees will follow the specific morning procedures listed below:
 - 1) Reveille (Wake up) - Times will vary.
 - 2) Prior to first formation, complete daily personal hygiene and police their personal area (i.e., make bed, organize locker, etc.).
 - 3) Trainees will participate in assigned barracks maintenance.
- B. Count (Times will vary):
 - 1) Will be conducted in front of the CSTA barracks on Academy Way.
 - 2) During inclement weather, count will be conducted in the classroom of each barracks.
 - 3) All trainees will be in formation for count.

- 4) Count will be conducted by the Duty Officer under the supervision of a CSTA staff member.
- C. When count is completed, the class will march to the appropriate area.
- D. Trainees shall notify a supervisor, in writing, of a change in residence, telephone number, emergency contact information, vehicle information and/or marital status on the first working day after the change by completing a new personal data sheet.

23. FORMATION

- A. Trainees are to assemble at least five minutes before the scheduled time and follow the procedure outlined below:
 - 1) Line up in formation.
 - 2) All equipment is to be carried in the left hand, unless otherwise specified.
 - 3) Maintain the position of "attention" until otherwise directed.
- B. Whenever there are two or more trainees together, they are to march in a military manner. Whenever there is only one trainee, the trainee will double-time (run) to their destination.
- C. Depending upon the number of trainees in the group, either the trainee on the left or the left rear is to command the movement of the group.
- D. During inclement weather, platoons will form as directed by CSTA staff.

24. NOTEBOOKS/BINDERS

- A. Trainees are to maintain their class notebooks/binders in a neat and orderly manner. Instructors will periodically inspect trainees' class notebooks/binders.

25. ACADEMIC EXAMINATIONS

- A. Trainees are to follow all testing instructions and procedures given by a proctor prior to the examination process.
- B. Cheating on an examination is cause for dismissal.

26. PLATOON/SQUAD LEADER/DUTY OFFICER

In order to provide for general order and efficiency during training, Platoon/Squad Leaders and Duty Officers serve as conduits of information/instructions between trainees and CSTA Staff and are responsible for the following duties:

A. Platoon Leaders

- 1) Ensure all trainees are assembled in formation as required; open ranks for inspections; ensure all trainees are seated and silent in class before the arrival or presence of an Instructor.
- 2) Oversee the Platoon/Class; control Platoon/Class formation in the absence of CSTA staff.
- 3) Assist the CSTA staff in the movement of trainees, in formation, from one area to another when required.
- 4) Assist the CSTA staff in conducting drill and ceremony.
- 5) Assign various squad duties and details to Squad Leaders, and rotate details and assignments among squads.
- 6) Assist the Squad Leaders in overseeing the daily cleaning of barracks, classroom, outside, and other areas designated by the CSTA staff.
- 7) Conduct daily inspections of all platoon details and assignments to ensure they meet acceptable standards. Immediately report all infractions, in writing, to the CSTA Staff.
- 8) Assist in maintaining appropriate order and safety precautions for the trainees, barracks, and equipment.
- 9) Ensures the duty officer of the day maintains an accurate log book. (Sample page 40)
- 10) Submit operations reports to CSTA staff on barracks conditions or required repairs.
- 11) Ensure that all exit doors are closed and all lights and appliances are turned off prior to trainees leaving the barracks.

- 12) Inspect barracks, along with the Squad Leader at the end of the training week ensuring:
 - a. All beds are stripped, all personal property has been removed, all areas are clean, and all lights and appliances are turned off.
 - b. All exit doors and windows are closed and locked.
 - c. An Operations Report is to be submitted to CSTA staff regarding any discrepancies and locations of same.
- 13) Immediately report any infractions or problems encountered with any trainee to the appropriate staff verbally and in writing.
- 14) Notify Squad Leaders and trainees when schedule changes occur.
- 15) Treat all members of the platoon in a fair, firm, and consistent manner.

B. Squad Leaders

- 1) Assist in wake-up of trainees assigned to their squad.
- 2) Inspect barracks to ensure that all beds are properly made, shoes are properly aligned, individual areas are cleaned and mopped daily, all clothing and other articles are stowed, and the barracks are in inspection order.
- 3) Oversee all squad details assigned by the Platoon Leader. Any problems with squad members completing details appropriately will be reported, in writing, to CSTA staff immediately.
- 4) Assist Platoon Leader with uniform and personal inspections before CSTA staff inspections.
- 5) Assist Platoon Leader during drill and ceremony.
- 6) Keep squad members informed when notified of schedule changes, as communicated by Platoon Leader or CSTA staff.
- 7) Treat all squad members in a fair, firm, and consistent manner.

C. Duty Officer Responsibilities (Log Book Sample page 38)

- 1) Responsible to carry log book.
- 2) Respond to emergencies as instructed by CSTA Staff.
- 3) Conduct all counts under the supervision of CSTA Staff.
- 4) Maintain a duty log book that legibly records:
 - a. All classroom counts and who conducted them.
 - b. The name of all instructors of each class.
 - c. The time instructors began and ended the class.
 - d. The full name of the class taught.
 - e. The name of any instructors, supervisors, visitors, or managers that enter the classroom during the class session.
 - f. Class break times and returns.
 - g. All other classroom activities.
 - h. All emergencies to include time, persons involved, and nature of emergency.
 - i. Final daily entries at the end of the duty day.
 - j. Treat all individuals in a fair, firm, and consistent manner.

27. TELEPHONE AND MAIL

- A. With the permission of the supervisor on duty, emergency telephone calls may be placed at any time during the day or night.
- B. No cell phones or electronic devices in barracks
- C. All trainees must have an emergency contact list on their person at all times.

- D. The mailing address is as follows:

Trainee _____
NJ Department of Corrections Training CSTA
PO Box 438
Sea Girt, NJ 08750-0438

Class # _____ Platoon _____

- E. Outgoing mail is to be placed in the mailbox during personal time. The mailbox is located on the southeast side of Building #7.
- F. Incoming mail will be forwarded to the supervisor on duty for distribution.

28. MESS HALL PROCEDURES

****MADATORY TEMPERATURE CHECKS WILL BE DONE PRIOR TO MESS MOVEMENTS****

- A. When entering the mess hall, the class is to be at the position of attention. There is to be no talking while in line.
- B. When anyone other than another trainee approaches the mess hall entrance, the trainee closest to the individual will yell, "Make Way."
- C. All trainees are to make way by placing their backs to the wall at the position of attention.
- D. Once inside the mess hall, trainees will remove their cover (hat) and tuck the cover in the small of their back in the belt. If wearing the field jacket, tuck the cover into the right hip pocket of the field jacket.
- E. Trainees are to take a tray and the appropriate utensils, and either side-step and take a meal or proceed directly to the next station by forming a second line. Trainees will bypass any station from which no food items are desired.
- F. Trainees will place their tray on the table and stand in front of their chair at the position of attention. The last trainee to arrive at the table will announce "Ready, seats" and all trainees will sit in unison. Once seated, trainees will eat their meal.
- G. No talking is permitted.

- H. When all the trainees at the table have finished their meal, each trainee will be responsible for their utensils, plates, glasses/cups, and trash. The first trainee to arrive at the table will announce "trays, up" and all trainees will stand in unison, chairs will be pushed in and all trainees will stand at the position of attention. The first trainee to arrive at the table will give the command of "right face, forward march" and proceed to the disposal area.
- I. All utensils, plates, glasses/cups and trash will be placed in the appropriate receptacle and the trays will be neatly stacked.
- J. Trainees will exit the mess hall through the rear door and continue in formation to their next location.
- K. Only following the evening meal should authorized snacks be taken from the mess hall. At no other time should any food, drink or other item be taken from the mess hall unless instructed by CSTA supervisor.

29. LAUNDRY PROCEDURES

- A. Bed linen will be removed at the end of the training week.
- B. Soiled articles of clothing and bed linen are the responsibility of the trainee and will be laundered while on free time or leave.
- C. The laundry room will be used before and after the training day and is located in Building #19. The facilities will be used on a first-come/first-serve basis.
- D. Lint filters, floors, and washing machines will be cleaned after each use. No laundry will be left in the machines during the training day.

30. VIOLATIONS

- A. Trainees are expected to adhere to all of the CSTA Rules and Regulations, and to abide by the Trainee Code of Honor.
- B. Trainees are required to immediately report any violations to a CSTA staff member. A trainee who is aware of misconduct and does not report the violation may be subject to the same disciplinary measures as the violator.
- C. Any violation of the CSTA Rules and Regulations or Trainee Code of Honor shall be dealt with on a case-by-case basis, and may result in dismissal from the CSTA.

**CSTA RULES AND REGULATIONS
TABLE OF OFFENSES**

Table of Offenses

	1st Infraction Min-Max	2nd Infraction Min-Max	3rd Infraction Min-Max	4th Infraction Min-Max	Fifth Infraction Min-Max
1. General Rules					
a. Consume or possess any alcoholic beverages while on the CSTA grounds or any other designated training location. This includes during the training week, when granted leave off grounds.	D	-	-	-	-
b. Failure to abide by the Police Training Commission (PTC) Rules and Regulations.	D	-	-	-	-
c. Refuse to sign for training material, interactions, equipment receipts, and/or remediation paperwork.	D	-	-	-	-
d. Intimate social or physical contact with instructional staff.	D	-	-	-	-
e. Unlawful betting or gambling or promotion thereof on CSTA property.	D	-	-	-	-

I = Interaction

D = Dismissal

		1st Infraction Min-Max	2nd Infraction Min-Max	3rd Infraction Min-Max	4th Infraction Min-Max	Fifth Infraction Min-Max
1. General Rules Cont'd						
f.	Socializing with NJDOC employees, instructional staff or members of any other agency represented at the National Guard Training Center unless there has been a preexisting relationship reported.	I-D	D	-	-	-
g.	Filing or making a false or incomplete report or statement.	I-D	D	-		
h.	Leaving CSTA grounds, training sites, satellite units, ranges, or institutions during field trips and agency training without authorization of appropriate staff.	I-D	D	-	-	-
i.	Criticize, ridicule, haze or humiliate any other individual or engage in horseplay.	I-D	D	-	-	-
j.	Failure to obey the laws of the State of New Jersey or other jurisdiction, except motor vehicle violations which will be reviewed on a caseby-case basis.	I-D	I-D	I-D	-	-
k.	Insubordination	I-D	I-D	D	-	-

I = Interaction

D = Dismissal

1. General Rules Cont'd

	1st Infraction Min-Max	2nd Infraction Min-Max	3rd Infraction Min-Max	4th Infraction Min-Max	Fifth Infraction Min-Max
l. Behave in any manner that discredits themselves, the CSTA or the NJ Department of Corrections.	I-D	I-D	D	-	-
m. Religious proselytizing of trainees or CSTA staff on CSTA Grounds.	I-D	I-D	D	-	-
n. Distribution of written or printed material on premises without authorization.	I-D	I-D	D	-	-
o. Engaging in any form of political activity on academy grounds or training sites.	I-D	I-D	D		
p. The use or attempt to use one's authority or official influence to control or modify the political view of any person.	I-D	I-D	D	-	-
q. Vending, soliciting or collecting a contribution on CSTA property without authorization of Director/designee.	I-D	I-D	D	-	-
r. Feign illness, sleeping, malingering or attempt to avoid responsibilities while on duty.	I	I-D	D	-	-

I = Interaction

D = Dismissal

1. General Rules Cont'd

	1st Infraction Min-Max	2nd Infraction Min-Max	3rd Infraction Min-Max	4th Infraction Min-Max	Fifth Infraction Min-Max
s. Possession of any unauthorized electronic communication device and/or unauthorized use of an electronic communication device.	I-D	I-D	D	-	-
t. Going to vehicle without permission.	I	I	D	-	-
u. Use insulting, harsh, coarse, profane, insolent, indecent, suggestive or sarcastic language directed towards any other individual.	I	I	D	-	-
v. Possession or use of tobacco products.	I	I	D	-	-

I = Interaction

D = Dismissal

		1st Infraction	2nd Infraction	3rd Infraction	4th Infraction	Fifth Infraction
		Min-Max	Min-Max	Min-Max	Min-Max	Min-Max
1. General Rules Cont'd						
w.	Posting or removing any material on bulletin boards on CSTA property without authorization.	I	I	D		
2. General Regulations						
a.	Violation of EED Regulations	I-D	D	-	-	-
b.	Violations of Secondary Employment Regulations	I-D	D	-	-	-
c.	Violation of relationship with an inmate, former inmate, individual presently incarcerated or on parole or probation reporting requirement.	I-D	D	-	-	-
d.	Violation of Drugs and Medication Regulations	I-D	I-D	D	-	-
e.	Violation of Illness and Injury Regulations	I-D	I-D	D	-	-
f.	Failure to Adhere to Attendance Regulations	I-D	I-D	D	-	-

I = Interaction

D = Dismissal

	1st Infraction Min-Max	2nd Infraction Min-Max	3rd Infraction Min-Max	4th Infraction Min-Max	Fifth Infraction Min-Max
g. Violation of Gifts/Gratuities/Awards Regulations	I-D	I-D	D	-	-
h. Accumulation of five (5) minor infractions.	I	I	D	-	-
i. Violation of Physical Conditioning Program Regulations	I	I	I	I	I

3. Performance

a. Failure to meet all curriculum requirements.	D	-	-	-	-
b. Miss certain blocks of instruction (i.e. Unarmed Defensive Tactics, Baton, Mechanical Restraints, CPR/First Aid, Range Exercises, and Agency Training) without approval.	D	-	-	-	-
c. Failure to meet the requirements for the position for which you are enrolled.	D	-	-	-	-

I = Interaction

D = Dismissal

	1st Infraction Min-Max	2nd Infraction Min-Max	3rd Infraction Min-Max	4th Infraction Min-Max	Fifth Infraction Min-Max
d. Cheating, plagiarizing or use of fraudulent means to meet training standards.	D	-	-	-	-
e. Failure to file a required written report.	I	I-D	D	-	-
f. Lateness for formation, classes, deadlines, appointments, etc.	I	I-D	D	-	-

4. Safety and Security

a. Having pending criminal matters, arrests, temporary or final restraining orders or any adverse involvement with the criminal justice system including domestic violence.	D	-	-	-	-
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4. Safety and Security Cont'd

b. Verbal or written, unauthorized, contact with the press or news agencies concerning CSTA or NJDOC matters.	D	-	-	-	-
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I = Interaction

D = Dismissal

	1st Infraction Min-Max	2nd Infraction Min-Max	3rd Infraction Min-Max	4th Infraction Min-Max	Fifth Infraction Min-Max
c. Threaten, assault, or strike any other individual.	D	-	-	-	-
d. Failure to Report Violations of Policies, Rules, Regulations, Directives and/or crimes. (Code of Silence)	I-D	-	-	-	-
e. Having any weapon, firearm, restraint equipment, chemical agent, protective vest, helmet, baton, knife, or anything that resembles a weapon or other than those issued during a training exercise.	I-D	D	-	-	-
f. Failure to immediately report all crimes, suicides, attempted suicides, fires, accidents, complaints, misconduct or any other unusual event or threat of same, involving any trainee.	I-D	D	-	-	-
g. Loss of Identification documents and/or minor infraction card.	I	I	D	-	-
h. Being in an unauthorized area.	I	I	D	-	-

I = Interaction

D = Dismissal

1st	2nd	3rd	4th	Fifth
Infraction	Infraction	Infraction	Infraction	Infraction
Min-Max	Min-Max	Min-Max	Min-Max	Min-Max

4. Safety and Security Cont'd

i. Failure to notify a supervisor of a change in residence, telephone number, emergency contact information, vehicle information and/or marital status on the first working day after the change.

I	I	D	-	-
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j. Loss or damage of security equipment
(e.g., training red gun, holster, handcuffs, protective vests, etc.)

I	I	D	-	-
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I = Interaction

D = Dismissal

MEDICATION INFORMATION

It is essential that you inform the Correctional Staff Training CSTA Staff of all medications you are taking. Please *carefully* complete the information below.

☐ A. I am now taking the following medication prescribed by a physician:

	Name of Prescription Medication	Daily Dosage	Duration of Treatment	Reason Necessary	Physician's Name and Telephone Number(if applicable)
1.					
2.					
3.					
4.					

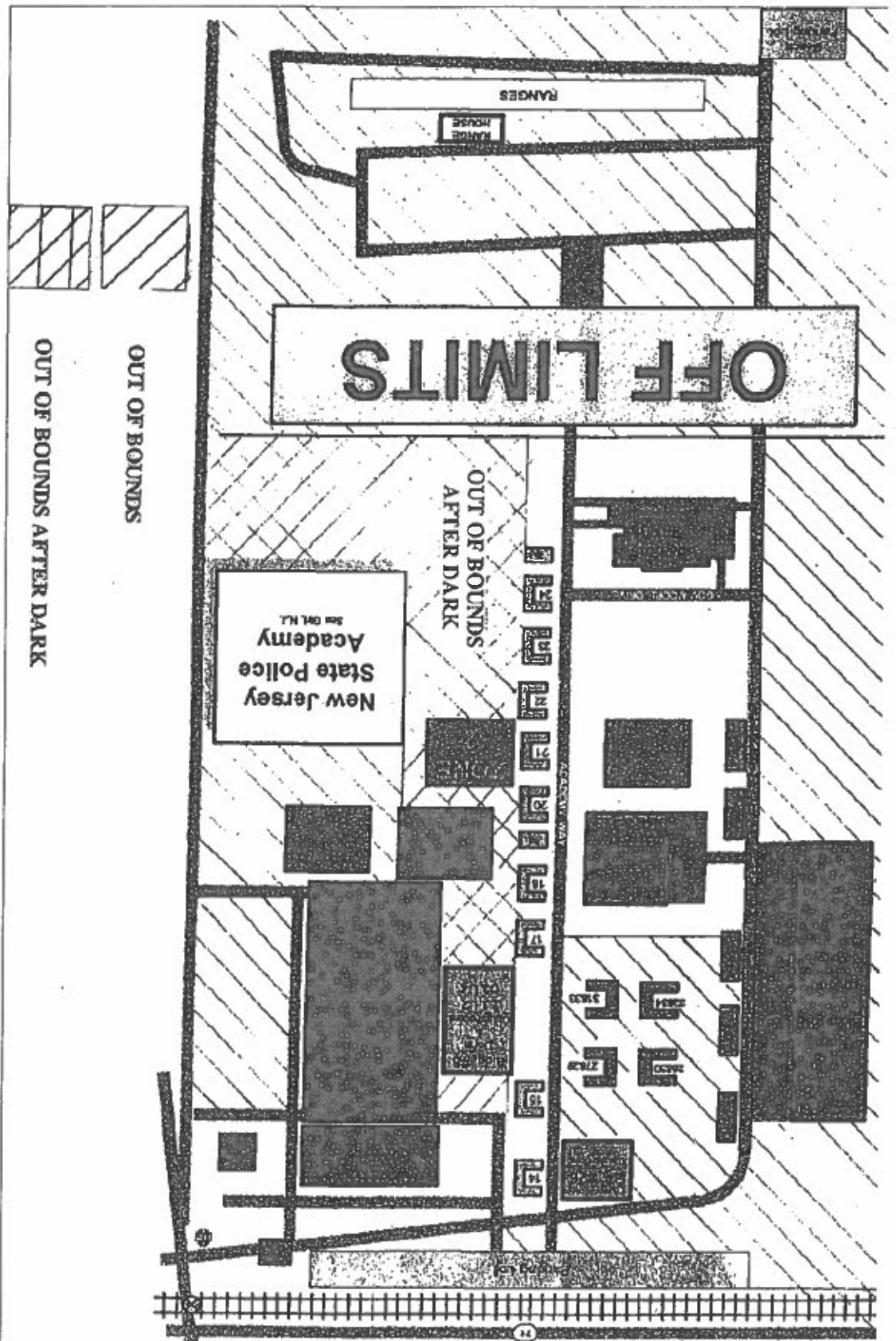
☐ B. I am now taking the following non-prescription/over-the-counter medications (i.e. cough medicine, cold tablets, aspirin, performance enhancer, dietary supplements, etc.), that may cause drowsiness and/or create any other unsafe training condition.

	Name of Non-Prescription/Over-the-Counter Medication	Daily Dosage	Duration of Treatment	Reason Necessary	Physician's Name and Telephone Number(if applicable)
1.					
2.					
3.					
4.					

THIS FORM MUST BE SUBMITTED DIRECTLY TO A CSTA SUPERVISOR.

Trainee Name and Trainee ID#

Date





**NEW JERSEY DEPARTMENT OF CORRECTIONS
OFFICE OF TRAINING**

REPORT OF TRAINEE INTERACTION

PLEASE PRINT:

INTERACTION #: _____ OPERATIONS REPORT #: _____

FROM: _____
[PRINT NAME AND TITLE]

TO: _____
[PRINT NAME AND TITLE]

TRAINEE NAME: _____ NUMBER: _____
(PRINT)

TYPE OF
INTERACTION: ____ [POSITIVE] ____ [CORRECTIVE] ____ INSTRUCTIONAL]

DESCRIPTION OF INTERACTION:

ACTION TAKEN:

This interaction has been communicated to the trainee verbally as well as by way of a copy. If this is a corrective or an instructional interaction, the trainee is responsible to comply with all conditions specified under "ACTION TAKEN" and advised that, if a corrective interaction, failure to comply and/or correct shall result in progressive disciplinary action up to and including dismissal from the CSTA.

DATE DELIVERED: _____

TIME DELIVERED: _____

STAFF: _____

(SIGNATURE:)

(TITLE)

**DATE
RECEIVED:**

TIME RECEIVED:

TRAINEE:

(SIGNATURE)

Original: Trainee's
file

SAMPLE LOG BOOK ENTRIES

Appendix A

Tuesday 4-20-10 Trainee Williams, R 221033B Class 221 Bravo Platoon

0530	Relieved Trainee Jones, C 221009B as duty officer. Received duty log, One (1) Trainee List, 50 Specials, 25 Count Slips with Holes, Ten (10) A-05, Ten (10) A-05a, and 10 Medication Forms.	Initials
0550	Formal Count – T/C 0/51 – Count Slip to Instr. Ellis. X_____	Initials
0600	Platoon to Mess Hall for breakfast-Today's order of mess is 2,3,4,1 for all meals.	Initials
0700-0730	Trainees on Academy Way – Drill and Ceremony –Instr. Ellis X_____	Initials
0730-0800	Trainees on personal time	Initials
0800	Bravo Platoon to Classroom 22 – Overview of the Criminal Justice System IU 2.1 Instr. Gibbs X_____	Initials
900-0910	Class on break	Initials
0930	Class ends	Initials
0935	Class begins Inmate Rights and Employee Responsibilities-IU 2.2-Instr. Doherty X_____	Initials
1000-1015	Class on break	Initials
1110-1120	Class on break	Initials
1200	Class dismissed for mess	Initials
1200-1230	Trainees to Mess Hall for lunch	Initials
1230-1300	Trainees on personal time	Initials
1300	Trainees to Classroom 22 – Inmate Rights and Employee Responsibilities-IU2.2-Instr. Doherty X_____	Initials
1400	Class ends	Initials
1405-1415	Class on break	Initials
1400-1500	Exam 2.0 – Instr. Puzio X_____	Initials
1500-1600	Class 221 on PT field for Physical Training-Instrs. Arnot, Antoniello, Puzio, Stryker, Sgt Cirillo Sgt. Velez, Lt. Soto X_____ No injuries reported	Initials
1600-1745	Trainees on personal time	Initials
1615	Trainees to vehicles to retrieve luggage	Initials
1800-1830	Trainees to Mess Hall for dinner	Initials
1830	Trainee Smith 221045B and Trainee West 221047B off grounds to pharmacy – New count 2/51	Initials
1830-1900	Trainee to Classroom 21-Pay check distribution Instr. Lancaster X_____	Initials
1910	Trainee Smith 221045B and Trainee West 221047B return to CSTA – New count 0/51	Initials
2015	Trainees to vehicles to return phones	Initials
2030	Formation-formal count T/C 0/51 – Count slip to Instr. Lancaster X_____	Initials
2200	Lights out	Initials
0500	Wake-up – Sgt. Westrich X_____	Initials
0515	Log Book review – Sgt. Westrich X_____	Initials

LATE ENTRIES WILL BE LISTED AS FOLLOWS:

L/E 1700	(LIST TIME EVENT HAPPENED) MEMO FOR BEAM HIT ISSUED TO CLASS-SGT NOGAN X_____	Initials
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THIS ENTRY SHOULD BE ENTERED AS SOON AS POSSIBLE!!!!