

**Oregon Department of Public Safety
Standards and Training**



**STUDENT RULES AND
REGULATIONS**

**ATTENTION STUDENT:
BRING THE COMPLETE SET OF RULES AND REGULATIONS WITH YOU ON YOUR ACADEMY
REPORTING DATE.**

RULES AND REGULATIONS

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Mission

“The mission of the Oregon Department of Public Safety Standards and Training is to promote excellence in public safety through the development of professional standards and the delivery of quality training”.

DPSST Training Division Motto

”Serve with Honor, Defend with Courage, Train with Passion”

SECTION 1

RULES PERTAINING TO *ALL* INDIVIDUALS ATTENDING TRAINING AT THE ACADEMY

Section 1.1 - Chain of Command

The Chain of Command is an element of organizational structure that promotes the orderly dissemination of information. In keeping with common practices in most police agencies, the Department of Public Safety Standards and Training Academy (DPSST) uses a similar Chain of Command.

The Chain of Command will be strictly adhered to at all times. It is posted on the first day of class and students are responsible for understanding its purpose and use. The Chain of Command in the Academy is as follows:

- Agency Director
- Commander - Director of Training
- Captain - Training Supervisor
- Lieutenant - Senior Training Coordinator
- Sergeant - Class Training Coordinator
- Corporal - Training Specialist
- Instructor
- Class Leader
- Squad Leaders

NOTE: All civilian employees of the Department, contracted employees and Directors of Departmental Divisions, while not directly included in the Chain of Command, are to be treated respectfully and professionally at all times.

Section 1.2 - Rules of Conduct - Philosophy

A public safety officer is the conspicuous representative of the governments of the United States, the state of Oregon and its' political subdivisions. They serve as a symbol of stability and authority upon which our citizens rely. The behavior of public safety officers and students seeking certification as public safety officers may reflect directly on their respective profession. Public safety officers and students must, at all times, conduct themselves in a professional manner and not bring discredit to themselves, the Academy, or their employing department.

The Academy training programs are intended to be an intense learning experience. Students are expected to focus on their studies and skills while maintaining an exemplary standard of conduct. Students are expected to comply with all rules and regulations of the Academy. Intentional or reckless acts of misconduct or other conduct unbecoming an officer (on duty or off duty) may result in commensurate disciplinary action, up to and including immediate dismissal from the Academy. Students dismissed due to serious violations and subsequently readmitted after mitigation will be required to begin in a new class and satisfactorily complete the entire program, no exceptions.

Section 1.3 - Students Relationships

Academy training requires students to respectfully interact with each other. Every student is expected and required to fully and actively participate with fellow students, treating them with respect and courtesy at all times. Students attending the academy often are in committed relationships and must leave families and their significant others behind while engaging in training. Students must respect these relationships and conduct themselves in a manner consistent with how they would expect to be treated if the roles were reversed.

Intimate physical contact of a sexual nature, including but not limited to kissing, hugging, groping, fondling, and rubbing is strictly prohibited on Academy grounds. Students found in violation are subject to disciplinary action up to and including dismissal from the Academy.

Students will immediately report to the Training Division Supervisor any attempt or conduct by a staff member that reasonably appears to be an attempt to establish a personal relationship with the student while the student is attending a DPSST class. Students will not accept offsite accommodation by any staff member for any purpose other than a bona fide emergency so reported to the staff members' immediate supervisor.

Section 1.4 - Harassment Policy

Harassment is strictly prohibited. Harassment is not limited to verbal or physical activities that are sexual, religious, physical or racial. Verbal or physical conduct implied or overt that could reasonably be construed to demean or have similar effects on another person, group of persons or a person's employer is prohibited. All persons attending the academy will treat others with dignity and respect. The DPSST and the academy will not tolerate harassment and is intended to be a safe environment that is free of unwanted harassment or distractions.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, regardless of medium or means, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's continuation in the training program; or
- Submission to or rejection of such conduct by an individual is used as the basis for training decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's training performance or creating an intimidating, hostile, or offensive training environment.

Conduct or communication, regardless of medium or means, that constitute sexual harassment may include:

- Negative or offensive comments, jokes or suggestions about another employee's gender or sexuality
- Obscene or lewd sexual comments, jokes, suggestions, or innuendos
- Slang, names, labels such as "Honey", "Sweetie", "Boy", "Girl", that others find offensive
- Talking about or calling attention to another employee's body or sexual characteristics in a negative or embarrassing way
- Pats, touches, squeezes, or repeatedly brushing against someone's body
- Displaying, whether intentionally or unintentionally, any nude or sexual pictures, cartoons or calendars anywhere on the academy campus to include privately owned vehicles parked on academy grounds.

Unwelcome conduct or communications, regardless of medium or means, that may constitute other forms of harassment include but are not limited to:

- Comments, jokes, names, suggestions or innuendos meant to disgrace or ridicule another person's physical size, condition, physical or mental handicap or appearance
- Comments, jokes, names, suggestions or innuendos meant to disgrace or ridicule another person's political ideology, creed, religion, ancestry or national origin
- Referring to another person by slang or other derogatory name that is intended to demean or call attention to another person's actual or perceived shortcomings, physical or academic performance, employing agency or employment status, rank, class position, or class status
- Unwanted use of offensive or objectionable language
- Hazing in any form, whatsoever

A complaint is defined as an accusation of harassment based on unwelcome behaviors. Anyone may initiate a complaint. Complaints may be oral or written. Such complaints may be made to the Class Training Coordinator, any Academy Staff or Instructor, the Director's office or any supervisor of the student's agency.

Section 1.5 - Discrimination

DPSST will not tolerate discrimination in any form. It is the policy of the DPSST to thoroughly investigate and resolve all complaints of discrimination in accordance with applicable laws or regulations, whether initiated from within or from outside the Agency.

A complaint is defined as an accusation of discriminatory practices based on race, creed, color, national origin, age group or gender. Anyone may initiate a complaint. Complaints may be oral or written. Such complaints may be made to the Class Training Coordinator, any Academy Staff or Instructor, the Directors office or any supervisor of the student's agency.

Section 1.6 - Integrity

Integrity is essential for any public safety officer. Cheating and/or lying by any student are considered conduct unbecoming an officer and prima facia (on its' face) evidence of a lack of moral fitness. Violators will be subject to disciplinary action. Likewise, students having direct or indirect knowledge of cheating, lying or deception of any kind who does not report such activity will also be subject to disciplinary action up to and including dismissal from the academy.

Section 1.7 - Recruitment Prohibited

Any student contacted by an outside agency for recruitment purposes will document the contact on a student memorandum and forward the completed document to Director of Training through the Chain of Command. Under no circumstances will the Academy be used as a recruiting venue. Incidents where students solicit or pursue employment changes while in attendance will be viewed as integrity violations and investigated accordingly.

Section 1.8 - Offensive Language

The use of profane, ethnically offensive, or insulting language is prohibited, including chants utilized while marching or running. Such language may be used as part of a mock scene or other learning exercise wherein it is solely used to enhance realism.

Section 1.9 - Alcohol and Drugs

The use or possession of alcoholic beverages and/or illicit drugs anywhere on Academy grounds or in its' facilities, including the dormitories, is strictly prohibited.

Prescription drugs, prescribed by licensed and authorized medical practitioner will be allowed when:

- The student holds a valid prescription bearing the student's name on the container label, per state law; and
- Any student using prescribed medication(s) will provide in writing, via the Emergency Information Form, reasonable data concerning the type of medication(s) and its possible side effects. Students with any known allergy to medication or substance will document such allergies on the Student Emergency Information Form.

The consumption of alcohol in public establishments while wearing any distinctive portion of the Academy uniform or the uniform of any law enforcement agency while assigned to the Academy is prohibited.

Participation in any Academy functions while under the influence of, or with any measurable BAC of an alcoholic beverage or illicit drug is prohibited. No student will report for any training function, graduation or activity on Academy grounds with alcohol on his or her breath. Any student reporting to training in this condition will be deemed to have committed a major violation as defined in section 2.9.

Section 1.11 - Student Withdrawal

Where a student withdraws due to illness, injury, personal hardship, or good cause otherwise shown, the student may be allowed certification after such student has successfully completed a subsequent Academy session, in whole or part, as determined by the Director of Training and the Professional Standards Bureau.

Section 1.12 - Counseling

Any student feeling the need for counseling in relation to either academic or personal problems should contact the Class Training Coordinator for assistance. It is the responsibility of the student to ask for assistance however, a class coordinator may refer a student at any time for appropriate counseling as deemed necessary to further the success of the student.

Section 1.13 - Classrooms Hours

All Basic Academy students are required to assemble for posting of the flags, flag salute and inspection at 0730 hours each weekday morning unless excused by their Class Training Coordinator. Normally, posting of the flags, flag salute and inspection will be conducted outdoors at the flagpole. At the discretion of the Academy Training Supervisor, posting of the flags, flag salute and inspection may be moved to an alternate location due to inclement weather or other extraordinary circumstances warranting a change of location.

Classes are normally scheduled Monday through Friday, 0800 to 1700 with a scheduled lunch break. Students will report to their classroom or designated area for every scheduled class session, as directed by the Class Training Coordinator, and will not leave the designated class area without the permission of the instructor. Usually there will be breaks between each class.

The Class Training Coordinator may schedule physical or other training outside normal class hours. This training will be mandatory or optional as designated by the Class Training Coordinator.

Section 1.14 - Health and Safety

- It shall be the responsibility of academy staff and students to ensure that all academy training is conducted in a safe manner free from unnecessary risk of injury and that the learning environment is also free from reasonably known health or safety hazards. Any person having concerns about safety or health is encouraged to immediately communicate their concerns to the academy staff.
- Running within buildings is strictly prohibited. Running is only allowed in approved areas and when directly related to training. Running within the buildings is a risk management issue and will not be tolerated.
- During outdoor activities students must wear reflective safety vests required by law or as directed by DPSST staff.

Section 1.15 - Personal Appearance

In an effort to maintain a professional appearance, it is the policy of the Academy to enforce regulations regarding appropriate grooming and clothing standards that are commensurate with the professional standing of public safety officers.

All Students

- Notwithstanding individual agencies policies, hairstyles of an extreme nature that detract from a businesslike appearance will not be permitted. Unless otherwise specified, the wearing of jewelry while in uniform will be limited to rings, watches, and stud earrings, unless prohibited in training venue. A total of two rings may be worn, one on each hand (wedding sets are considered one ring).
- Grooming must not interfere with the effective functioning of any safety equipment used during training.

Students who do not wear uniforms - such as Parole and Probation and Emergency Medical Dispatchers - shall wear "business casual" clothing that is defined as slacks and button-up shirt, blouse, and skirt. Jeans of any color or style will not be permitted at any time unless officially recognized as part of the agency's uniform or specifically required within the tactical venues. Clothing worn shall not distract others and shall be consistent with the training activity.

Section 1.16 - Firearms, Ammunition, and Weapons

Certified peace officers in non-secured areas are allowed to wear their firearm and do not need to check it in. A certified officer going into a secured area such as the dorm rooms, scenario area, EVOC track, and skills building will be required be physically searched for live ammunitions or other weapons and to secure their firearm and other prohibited items in a gun locker.

Under no circumstances will firearms be stored in dorm rooms, NO EXCEPTIONS!

Section 1.17 - Misuse of Training Equipment

Misuse of equipment will be considered negligence. Those involved shall be required to pay for repairs or replacement of damaged property. Further disciplinary action may be taken depending upon the severity of the damage and or the intent of the responsible party.

Section 1.18 - Emergency Contact

Those persons needing to contact Academy students regarding an emergency should be advised to call the Academy at (503) 378-2100 during normal business hours.

Section 1.19 - Emergency Procedures

The size of the DPSST campus, the number of students, and the complexity of the various training programs occurring on any given day necessitate a plan for an organized response to natural or man-made disasters. In an emergency all employees and long-term students on campus are expected to respond in a manner consistent with the DPSST Emergency Plan in order to minimize injury and loss.

Therefore, every academy student will become familiar with the Emergency Plan, copies of which are available in each classroom. Special attention is to be given to student staging and medical response areas.

Section 1.20 - Leaving the Facility, Curfew

Students may leave the facility following classes each day. Students intending to reside at the academy must be back on campus no later than 2200 hours. Any student not back on campus before 2200 hours will need to make alternate lodging arrangements for the night. Exceptions may be made in the case of actual emergency situations (work through the Class Training Coordinator).

Section 1.21 - Student Parking

Students will prominently post the DPSST issued parking permit from the rear view mirror of their vehicle and are required to park only in the paved areas designated for student parking. Parking in areas prohibited by signs, or in areas defined as off limits, may result in impound of improperly parked vehicles. Students improperly parked are responsible for all impound and related fees.

- The DPSST is not responsible for any theft or damage to vehicles.

Section 1.22 - Academy Staff

All staff will be addressed by the appropriate rank or title, or "Sir", or "Ma'am".

Section 1.23 - Classroom Maintenance

Students are responsible for keeping classrooms and training venues neat. All litter will be properly disposed of. Bulletin boards, desks, and material tables will be maintained in an orderly fashion. Briefcases or gear bags will be kept at the back of the classroom, in lockers, or those areas designated by the Class Training Coordinator or instructor.

Section 1.24 - Food and Beverages

Food, gum, and candy will not be allowed in the classroom. Instructors may allow exceptions with the approval of the Training Supervisor. With approval of the Class Training Coordinator, beverages may be allowed in the classroom as long as they are dispensed in covered containers.

While eating in the Dining Hall students will make reasonable effort to remove debris and materials off of tables and return trays, plates and utensils to the tray return area. Chairs and tables must be returned to the locations they were found and placed appropriately at the table.

Meals are provided at the Academy and are “all you can eat” however, students must not abuse the privilege and may not take more food than they reasonably believe they will personally consume. Other additional items are made available for purchase through our service provider and are not included in the basic meal and beverage service. If you have special dietary needs or restrictions, please contact Class Training Coordinator.

Section 1.25 - Smoking

Tobacco use and smoking are not permitted inside any building including the dormitory. Tobacco use and smoking will be permitted only in the designated areas.

Section 1.26 - Noise

Noise will be kept to a minimum at all times in the hallways and corridors. During breaks between classes, students will not loiter in nor block the hallway. Students will respectfully and quickly clear a path for visitors, staff or outside agency personnel to move about and conduct agency business. Quiet will be maintained at all times so as not to disrupt other classes or employees conducting academy business. Breaks will be taken in designated areas only.

Section 1.27 - Dormitory Rules

The dormitory is provided as a service to agencies that sponsor employees in need of lodging while attending training. The dormitory is intended to provide a safe, clean, professional environment for all students and authorized Instructors, regardless of rank. A primary function of the dormitory atmosphere is to provide the opportunity for study, learning, counseling, mentoring and securing a successful training experience.

The dormitory facility and the conduct of all students and resident staff should reflect the professionalism and dignity of the sponsoring agency, the DPSST, and the criminal justice profession. Each dormitory resident is expected to contribute positively to this environment by adhering fully to the dormitory rules. Violation of any of these rules may result in disciplinary action, which may include the loss of the privilege of dormitory housing, and/or termination from the Academy. The following rules apply:

- Only authorized personnel will reside or visit in the dormitory.
- No room assignment change is permitted without prior approval of the Academy staff.
- Requests for changes in room assignment must be submitted in writing to the Class Training Coordinator. The Training Supervisor will meet with the facilities management team to determine feasibility of the move.
- Posting of items on any walls, windows, or doors is prohibited
- Refrigerators, ice chests, or other cooling/heating devices are not permitted within dormitory rooms (only agency-approved irons and ironing boards are allowed within dorm rooms). The only exception to this is for those individuals that require a small refrigeration unit to maintain proper temperature of medications. This type of device can be checked out from Student Services
- Shoes and belts must be polished outside the building, off the sidewalks, or in marked and designated shoeshine areas (2nd & 3rd Floor storage rooms designated for this purpose)
- Due to fire code regulations, the use of electrical appliances such as coffeepots or microwaves is strictly prohibited.
- Residents are required to keep housing areas clean at all times. Clothing and personal items will be arranged neatly in closets or cabinets and beds shall be made. Staff will be conducting random and scheduled room inspections.
- DPSST staff may only conduct more intrusive searches of student's property with approval of the

Director of Training. These searches may be conducted pursuant to, or as part of, an investigation into any "Rules of Conduct" violation. Whenever possible, the Training Supervisor, and the student(s) will be present while the search is conducted. Any investigation involving criminal allegations will be referred to the Oregon State Police or local law enforcement.

- Students are required to report, in writing, any damaged or missing items. Reports will include the item, damage, or reason for malfunction, if known. Reports are to be turned in no later than the training day following the day the damage or missing items are noted. Students responsible for damage will be required to pay for the repair or replacement of the item. The student's agency will be billed, and the Academy completion certificate will be withheld, if timely payment is not received.
- Visitors are permitted in the common areas only until 2100 hours. Visitors are not permitted in any of the dormitory living units.
- Student co-visitation is allowed until 2230 hours, Sunday through Thursday, and until 2300 hours on Friday and Saturday in common areas only
- Visitors will be required to sign in at the Dormitory reception desk where a Guest book is maintained at the check in counter, and provide identity upon request of security or other Academy Staff. Furthermore, students receiving visitors must remain with their guests at all times. Visitors are not allowed any place on Academy grounds unescorted.
- Students of the opposite sex are strictly prohibited from entering or remaining in the room of another student or staff person, regardless of invitation by the resident or purpose other than a documented bona fide emergency of a life threatening nature.
- Sexual conduct in public areas, parking lots and or vehicles on the DPSST premises or facilities is prohibited.
- Alcohol is not permitted anywhere within the dormitory or on DPSST premises. Controlled substances (prescription medications) are permitted only when kept in the original container from the pharmacy.
- Smoking is prohibited in the dormitory. Smoking is permitted outside the dormitory in designated areas only. Students are required to use the available ash can to extinguish and dispose of cigarettes or other tobacco products.
- Under no circumstances are firearms/ammunition permitted on the second and third floors of the dormitory or on the first floor wings where living units are located. Firearms and ammunition must be stored in locked gun cabinets provided by the DPSST for that purpose. Under certain pre-approved circumstances, staff, instructors, or visiting staff may be armed within the dormitory reception, hallways, and student lounge areas. Violation of this policy will be considered a major violation that may result in removal from the dormitory and termination from the Academy. This policy applies to students, instructors and visiting staff.
- DPSST staff will conduct an exit inspection of each room on the final day of training. Students must be cleared out of assigned rooms, with keys turned into the dormitory check-in desk by the time designated by Class Training Coordinator on graduation day. Individual students and/or their agency will be responsible for missing items or damage beyond normal wear and tear. All students of a room will share financial responsibility if investigation cannot attribute the responsibility to a specific individual or individuals. Unreported damage or items discovered as missing are the responsibility of room students.
- Students shall use the telephones located in the hallway near the elevators/stairs for emergency calls (to 9-1-1) or local calls only. Students shall only use these phones for a maximum of fifteen (15) minutes on any single call. Courtesy and fairness are expected from each student regarding the use of the phones. Students are responsible for any damage to the area surrounding the telephones, including shoe/scuff marks left on the wall by students propping or resting their feet.
- Students are expected to pick up after themselves and maintain a clean area, regardless of their location in the building. Students will strive to leave any location as clean, or cleaner, than when they arrived. Students are prohibited from engaging in loud or boisterous behavior that disturbs, annoys, or causes inconvenience to any other person. "Quiet hours" will be observed in the dormitory between 2100 hours and 0630 hours, Sunday through Thursday, and between 2300 hours and 0900 hours on Friday and Saturday.

Section 1.28 - Directions to the Academy

From Portland Metro Area

I-5 south toward Salem. Take the OR-99E Business / OR-22 Exit 253 toward Stayton / Detroit Lake. Turn Left onto OR-22 / OR-99E onto N. Santiam Hwy. Continue to follow OR-22 / N Santiam Hwy. Take the Lancaster Drive Exit "2" toward Turner. Turn right onto Lancaster Drive SE. Lancaster Drive becomes Aumsville Hwy SE. End at 4190 Aumsville Hwy SE.

From Eugene Area

I-5 north toward Salem. Take the Kuebler Blvd. Exit 252. Turn right onto Kuebler Blvd SE. Turn right onto Aumsville Hwy SE. End at 4190 Aumsville Hwy SE.

From Detroit Lake / Central Oregon Area

OR-22 West / N Santiam Hwy SE. Take Lancaster Drive Exit 2. Turn left onto Lancaster Drive SE. Lancaster Drive becomes Aumsville Hwy SE. End at 4190 Aumsville Hwy SE.

Section 1.29 - Check-In, Telephones

Check-In Procedures

- Sunday evening check-in is between 1600-1900 hours at Student Reception, Building "E". After 1900 hours, those students who were **not** required to check-in on Sunday will be responsible for obtaining their own offsite lodging for that night.
- Weekday check-in is at 0700 hours at Student Reception, Building "E".

Visitor Check in Procedures

- Visitors must sign in at the reception counter, main lobby, during business hours and prominently display a DPSST yellow visitors pass.
- After 5:00 p.m. visitors are required to check in with the DPSST Duty Officer at the main gate by pressing the call button or report to the duty officer in person at the Dormitory reception area.

Telephones

- Emergency and/or business telephone number is (503) 378-2100 between 0700-1900 hours each weekday.
- In an Emergency, assistance is available by:
Contacting any Academy Staff during normal duty hours. Dialing 9-1-1 from any telephone will reach local police, fire, and emergency assistance

Section 1.30 - Medical Services

- If you develop a medical problem while attending the Academy, your first step should be to speak to your Class Training Coordinator or the Health and Fitness Training Staff for advice on the most appropriate course of action for you to follow.
- First aid supplies are available. Contact your Class Training Coordinator.
- In an emergency use 9-1-1
- For Urgent Medical Care 24 hours a day:

Salem Hospital
665 Winter SE
(503) 561-5200

Emergency Center
665 Winter SE - North side of main building (503) 561-5373

Urgent Care Center (10 am. To 8 p.m.)
1002 Bellevue St SE
(503) 561-561-5554

Silverton Hospital
342 Fairview St., Silverton
(503) 873-1500

SECTION 2

ADDITIONAL RULES PERTAINING TO STUDENTS ATTENDING BASIC ACADEMY CLASSES

Section 2.1 - Attendance

Attendance is required for all scheduled classes or field exercises. It is not unusual for students to miss some classes because of required court appearances or emergencies in the family. Academy staff must approve absence requests. An unauthorized absence can be cause for dismissal from the course. All classes require 100% completion. The student is responsible for completion of all course materials required to be remediated.

1. The student must notify his/her employing agency of any unauthorized absences.
2. A Student Absence Report must be completed and submitted to the Class Training Coordinator prior to a student absence, unless the need for the absence occurs when away from the Academy or in the event of a bona fide emergency. In such cases, the student will call the Class Training Coordinator at his or her earliest opportunity. The student will complete the Student Absence Form electronically on the student K drive and print a copy of the form, submitting it to the Class Training Coordinator. The Class Training Coordinator will complete the form and review it for accuracy prior to filing.
3. If court appearances are required, the student will notify the Class Training Coordinator. A copy of the subpoena or official notice shall be submitted with the Student Absence Report. Students should make every effort to have appearances set over until after they graduate or to a time determined by the Class Training Coordinator to be most workable (least interruption to the students learning)
4. Academy staff may verify absences with the student's employer or the court.
5. Students will not leave the Academy or its facilities during class training sessions without first obtaining permission from the Class Training Coordinator.

Section 2.2 - Late Arrivals

Tardy students will be subject to disciplinary action and will document their late arrival on a Student Event Report. The Student Event Report will be submitted to the Class Training Coordinator and forwarded to the Training Supervisor for review, within 24-hours of arrival.

Section 2.3 - Excused Time

Students will be excused for documented family or medical emergencies. A Student Event Report to the Class Training Coordinator will accompany all requests for absences.

Section 2.4 - Illness

Illness will be reported by telephone to the Class Training Coordinator by 0700 hours on the date of illness. Except in an emergency, or physician's appointment, students calling in sick must remain at their place of residence, unless excused by the Class Training Coordinator or the Training Supervisor.

Students becoming ill during class will report to the Class Training Coordinator. Since all personnel are in such close proximity to each other, students who are running a fever, or who believe they are contagious, should exercise good judgment and confine themselves to avoid the spread of sickness.

Students with illnesses resulting in absences will document the situation on a Student Event Report. Any missed instruction due to illness will be evaluated.

Section 2.5 - Injuries

All injuries, regardless of severity, must be reported to a staff member as soon as possible.

The Personal Injury Report Form must be completed by the student or by Academy Staff.

Students who fail to report or who are evasive or deceptive in the documentation of injuries, shall be subject to disciplinary action.

Academy staff may require any student to have an examination by a physician before participating in any activity, or continuing to participate following an injury. Academy staff may not compel any student to participate in any activity; however, in the absence of a medically excusable reason, failure to participate in any activity may result in a training deficiency or dismissal from the Academy.

Academy Health and Fitness staff may evaluate minor injuries. Students are free to accept or reject any evaluation and may visit or consult a physician at any time. Whenever an injured student consults a physician, the attending physician must complete an attending physicians report. Injured students who have consulted a physician will not be allowed to fully participate until written clearance from the physician is received.

If an illness or injury prevents the full and active participation in required physical activities for a substantial or indefinite period, the student may be removed from their current session. After full recovery, the student may be reinstated into an existing session or at the start of the next available class, at the discretion of the Director of Training, or designee.

Section 2.6 - Uniforms and Equipment

Uniformed students will be provided with uniforms and appropriate equipment as per program requirements:

Prohibited items for all students include:

- Heating devices such as space heaters and or heating fans
- Cooling devices or refrigerators unless authorized for bona fide medical purposes
- Any cooking device including microwave ovens, hot plates, coffee pots or similar kitchen utensils
- High heel shoes for wear with DPSST uniforms

Required items by discipline:

Police, and Corrections Students: are required to bring with them the following uniform components and equipment (if issued by their agency):

- Black duty belt (leather or nylon) with holster, magazine pouches, cuff pouch(es), pepper spray pouch, Baton/ASP holder (if carried by your department), flashlight holster
- Ballistic vest that is current and sufficient to meet DPSST standards.
- Duty weapon and three (3) magazines—or (3) speed loaders
- Set of handcuffs with keys
- Baton/ASP (if carried by your department)
- Flashlight
- Notebook

Most Defensive Tactics training sessions will take place on mats or rubberized, court-type floor. To help protect recruits and keep within state and federal guidelines for blood borne pathogens, the following equipment is also required **of all students:**

- Mouthpiece (strapless)

Other items to bring to the Academy (Police and Corrections students):

- Athletic supporter and cup (males)
- Sports bra (females)
- Black boots (for uniformed students)
- 1 pair of outdoor running shoes
- 1 pair of new, non-marking sole, athletic or wrestling shoes (only to be worn within the Skills venue)
- Plain black socks
- Plain white socks
- Black or navy blue shorts or sweatpants for ORPAT
- 2 long sleeve t-shirts for scenario training
- 4 plain navy blue **cotton or cotton-blend** t-shirts, no pockets, no logos.
- Water bottle
- Personal grooming items
- BATH TOWELS, WASH CLOTHS, SOAP
- Shoe shine supplies
- Diabetics must bring and use a personal “sharps” container.
- Alarm Clock
- Extra blankets
- Extra clothes hangers
- Completed Emergency Data Sheet to be given to the Class Training Coordinator on your first day of class
- Bring this manual

The following items are also required:

- Department authorized rain gear; or,
- Jacket - If a student wishes to wear a jacket, either of the following is acceptable:
 - Solid navy colored jacket
 - Department authorized jacket

The Class-A uniform is defined as the student’s authorized department uniform, with the long-sleeve shirt and tie (which will be worn during graduation), or short-sleeve shirt (which may be worn during the approved phase of training).

Student picture ID will be provided by DPSST and will be clipped to the right-hand pocket flap of the shirt. The picture ID will be displayed at all times (except during certain skills training as dictated by the Class Training Coordinator or by Instructors).

Parole & Probation Students are required to bring with them the following uniform components and equipment (if issued by their agency):

- Black duty belt (leather or nylon) with cuff pouch. Other pouches or holsters on the duty belt are recommended if issued by their agency and carried in the field.
- Set of handcuffs with keys

Other items to bring to the academy (P&P Students):

- Business casual attire is the standard “uniform” for P&P students, unless in Skills venues. No jeans or open-toed shoes.
- Mouthguard (required)
- Athletic supporter/cup (males)
- Sports bra (females)
- Black foot attire such as athletic shoes (high or low top), boots, or other similar black footwear to be worn with DPSST uniform. Shoes must be comfortable and low-heeled and have closed toes.
- 1 pair of outdoor running shoes
- 1 pair of new, non-marking sole, athletic or wrestling shoes (only to be worn within the Skills venue)
- Plain black socks
- Plain white socks

- Navy blue or black shorts or sweatpants for ORPAT
- 4 plain navy blue **cotton or cotton-blend** t-shirts, no pockets, no logos. (to be used in Skills training)
- Water bottle
- Personal grooming items
- Bath towels, wash cloths, soap
- Diabetics must bring “sharps” container
- Alarm clock
- Extra blankets or bedding
- Extra clothes hangers
- Completed Emergency Data Sheet to be given to the Class_Training Coordinator on your first day of class
- Bring this manual.

Parole & Probation Firearms are required to bring with them the following uniform components and equipment (if issued by their agency):

- Same as list above with the following items in addition:
- DPSST uniform will be worn every day during this course (business casual attire is not required)
- 4 plain navy blue **cotton or cotton-blend** t-shirts, no pockets, no logos. (to be used in Skills training)
- Black duty belt (leather or nylon) **including** holster, magazine pouches, cuff pouch(es), pepper spray pouch flashlight holster, at least 2 keepers
- Ballistic vest that is current and sufficient to meet DPSST standards
- Duty weapon and three (3) magazines
- Set of handcuffs with keys
- Baton (if carried by your department)
- Flashlight
- One (1) long-sleeve t-shirt

Telecommunicator Students are required to bring with them the following uniform components:

- Black foot attire such as athletic shoes (high or low top), boots, or other similar black footwear. Shoes must be comfortable and low heeled and have closed toes.
- A minimum of two plain navy blue **cotton or cotton-blend** t-shirts, no pockets, no logos. (for underneath uniform shirt)
- Uniforms will be kept clean and pressed, black footwear should be cleaned and if, appropriate to style, shined. Buttons on shirts and trousers must be fastened, with the exception of the top (collar) button on the shirt. If the Telecommunicator is wearing boots, BDU pants should be bloused at the top.

Other items to bring to the Academy (Telecommunicator Students):

- Athletic supporter and cup (males); if intending to work out on own or participate in Physical Training (PTs)
- Sports bra (females); if intending to work out on own or participate in PTs
- Black socks
- Gym and or athletic shoes, athletic clothing; if intending to workout and/or use walking trail, etc.
- Personal grooming items
- BATH TOWELS, WASH CLOTHS, SOAP, SHAMPOO
- Shoe shine supplies
- Diabetics must bring and use a personal “sharps” container (refrigerators will be provided for medicinal purposes)
- Alarm Clock
- Extra blankets
- Extra clothes hangers
- Completed Emergency Data Sheet to be given to the Class Training Coordinator on your first day of class
- Bring a copy of this manual
- Student picture ID will be provided by DPSST and will be clipped to the right-hand pocket flap of the shirt.
- Business casual wear for graduation

Class T-shirts

A class T-shirt must meet the following requirements:

- Silk screened or otherwise decorated as the class shirt
- The Training Supervisor will make the decision about when and where the class shirt may be worn
- The type of shirt chosen and the artwork to be applied will first be approved by the Training Supervisor before the class representative(s) and any provider enter into any contract

Uniforms will be kept clean and pressed, with all duty gear in good condition, and boots shined. Buttons on shirts and trousers must be fastened, with the exception of the top (collar) button on the shirt.

BDU pants (when provided) shall be bloused at the top of the boot, with the laces tucked in.

Students must contact Class Training Coordinator with any requests to exchange a uniform.

Section 2.7 - Off-Duty Wearing of Uniform

Students assigned to the Basic Academy will take reasonable steps to ensure their personal safety when traveling to and from the training facilities while wearing any readily identifiable part of the Academy or department uniform. This shall include, but is not limited to, the following:

Uniform shirts, including class shirts, must be covered. Hats with department patches, or other distinctive markings that identify the wearer as part of public safety, will not be worn or displayed.

- Students who are commissioned/sworn law enforcement officers, and whose departments have provided them with a marked or otherwise identifiable police vehicle, shall conform to their department's policies or procedures regarding the wearing of uniforms and the carrying of weapons

Section 2.8 – Firearms, Ammunition, and Weapons

Upon arrival at the Academy, officers will secure any firearms and ammunition brought to the Academy, in the armory in the Dormitory. Firearms and ammunition will remain secured in the armory until needed for training or duty. When required for training, students will retrieve their firearms from the armory, and at the conclusion of the training students will secure their firearms in the armory.

No ammunition will be allowed outside the armory. All ammunition required for training will be issued to the student at the time of training. Any ammunition that is not used for training will be returned at the training venue.

Students shall not leave any firearm in a location that is not secure to include department or personal vehicles parked at the Academy.

Any individual violating the firearms or ammunition rules will be subject to dismissal from the Academy program.

The Cardinal Rules of Firearms Safety are:

- Treat all guns as if they are LOADED.
- Point the muzzle in a safe direction. Never point the muzzle at something you are not willing to kill or destroy.
- Keep your finger out of the trigger guard (TFOOTG) until you are on target and ready to fire.
- Be sure of your target and your backstop.

Any consistent and/or flagrant disregard for any of the Cardinal Rules of Firearms Safety will be grounds for removal from firearms training. That student will be required to attend firearms remediation without the opportunity for challenge.

While at the Academy, Police students are required to wear agency-authorized duty gear and carry an Academy-issued blue gun for all aspects of their law enforcement training, unless otherwise directed. The department-approved weapon will be worn only when directed by the Class Training Coordinator or Academy Instructors. The following guidelines shall be followed:

- Basic Academy students will carry no ammunition, chemical weapons, or Tasers while on Academy grounds. The only exception shall be the student parking lot, when an armed student arrives or departs for the duty day.
- At no time will any type of knife be carried on duty belts or in pockets while on Academy grounds
- Except as noted above, magazines and speed loaders will not be carried in the duty gear, or with/in any other carrying device, briefcase, jacket, or pocket while on Academy grounds
- Actual firearms **SHALL NEVER** be used during any aspect of "scenario-based" training. Only

- Inappropriate actions involving real or blue gun will not be tolerated. Unsafe weapons handling, “horseplay”, or other such acts judged by Academy staff or instructors to be inappropriate or unprofessional, will result in disciplinary action.
- During all aspects of Academy training, students will maintain strict control of all assigned equipment. If it becomes necessary to remove equipment (during breaks, role-playing, etc.) the student will follow instructor directives. Mock or actual equipment shall never be abandoned or left unattended.

Section 2.9 - Investigation of Rule Violations or Misconduct

Any complaint of misconduct or violation of the Student Rules and Regulations, whether on-duty or off-duty, will be fully investigated by Academy staff or representatives of the DPSST.

Complaints, which are sustained, may result in disciplinary action.

Major Violations

A major violation is a violation of Academy rules and regulations having the potential to adversely affect the health and/or welfare of students and/or staff, compromise the integrity or progress of the training environment, or impede the opportunity for other students to succeed in the training activity. Harassment, insubordination intoxication, verbal or physical abuse, cheating, lying, and sexually, racially, or culturally demeaning comments are examples of major violations.

Whenever the Training Supervisor receives any information, from whatever source, indicating behavior or an incident that, if substantiated, would constitute a major rule violation, the following procedure will apply:

1. The Training Supervisor or designee shall conduct a full and complete investigation of the matter. Such investigations will commence with notification to the student’s employing agency. Agency notification shall include:
Specification of the violation;
Summary of all pertinent information received to date;
Outline of the investigative procedures to be taken, and if the subject is to interviewed the date, time, location, and general line of questioning for such interview
That the agency may be represented during such interview, if such representation does not result in an unreasonable delay to the investigation, and it is their responsibility to ensure that all agency requirements, including union representation applicable to this interview, are met. For this purpose, the employing agency shall provide to the Training Supervisor any necessary forms, documents, advisements, or other information.
2. While reasonable efforts will be made to accommodate any agency requests or requirements throughout the investigative process, it is the responsibility of the Training Supervisor to conduct a proper and timely investigation. Consequently, whenever agency accommodation would cause unreasonable hindrance or delay, the Training Supervisor is authorized to proceed with the investigation pursuant only to the requirements of the Academy and the DPSST.
3. Any student attending the Academy who is the subject of, or witness to an investigation or complaint is expected to fully cooperate with the investigating authority and to comply with all legal and reasonable requests made by agency representatives and/or academy staff.

When the Training Supervisor has determined that the investigation is complete, the investigative file shall be submitted to the Training Director for review and action. The file shall contain a complete and written report of the investigation, including all witness and subject statements, and a recommendation of action for the Training Director’s consideration.

Decisions regarding disciplinary action shall be documented in writing and provided to the Training Supervisor, the student, the student file, and the subject’s employing agency. If the discipline results in removal from the academy, a copy of the investigation shall be sent to the DPSST Standards and Certification Section.

Examples of Major Violations include but are not limited to:

- Any violation of Section 23 - "Firearms, Ammunition, and Weapons"
- Any misuse of training equipment resulting in a safety violation or equipment damage
- Intoxication or any level of measurable BAC (blood alcohol concentration) when in on-duty status
- Cheating
- Lying
- Verbal or physical abuse
- Harassment in any form
- Insubordination

NOTE:

Any complaint involving a DPSST employee will be reported to the Director of Training who will hand-deliver the complaint to the Director of Human Resources. The Director of Human Resources will initiate an Internal Affairs complaint via a confidential interoffice memorandum addressed to the agency Director. The complaint will be forwarded immediately to the Directors Office. The Directors Office will, in consultation with Human Resources and the Training Division Director, assign investigative duties. An Internal Affairs complaint file will be maintained in the Directors Office by the Director's Executive Assistant.

Criminal Misconduct

The Director of Training will be immediately notified of any complaint alleging conduct that would constitute a criminal offense. All such complaints will be forwarded for investigation to the Oregon State Police if the incident occurred on Academy grounds or to the appropriate law enforcement agency.

Emergency Suspension

If a situation arises that, in the opinion of the training staff, necessitates immediate action for the integrity or safety of the classroom, the Training Supervisor, or designee, has the authority to suspend a student from training by ordering that student to immediately leave the training site or classroom until a review of the situation is completed. Emergency suspension will result in the immediate notification of the student's employing agency.

Investigative Time Limits

Complaint investigations should be considered a high priority and will be completed within ten business days. If unforeseen circumstances occur, the Director of Training may extend this time limit. All involved students and staff will be notified of any such extensions.

Review and Appeal of Action

Any student disciplined by the Academy may request a review of the action as outlined in OAR 259-012-0035.

Section 2.10 - Valuables During Physical Training

When reporting to physical training sessions, all valuables should be secured in the student gear bag or left secured in the student's room.

Section 2.11 - Overtime

Any overtime compensation for Academy activities or training is the sole responsibility of the student's agency— according to that agency's policy or collective bargaining agreement. DPSST will only secure agency authorization for student participation in **optional** training that may subject the agency to overtime compensation. This will usually be done in the case of remediation of coursework or weapons qualification.

Section 2.12 - Off-Duty Employment and Attendance of Outside Classes

Off-duty employment, including reserve police duties, and the attendance of outside classes are discouraged while attending the Basic Academy. Agency heads that wish to make special requests involving their students must contact the Director of Training.

Section 2.13 - Notebooks and Class Notes

Police students will be issued a notebook that they must have with them at all times except during examinations and quizzes. Students are required to make notations in the notebook of any significant events that occur during the day. Students must also log the class title, instructor name, and instructor home agency (if applicable) of all classes.

Students are required to surrender the notebook for inspection upon the request of Class Training Coordinator or Training Supervisor. This is intended to enhance the student's observation and listening skills, and the ability to keep clear and concise notes.

During any written test that is administered under the authority of the DPSST, students will have no class notes, personal notes, notebooks, flash cards, class handouts, or any other related material on or around their desks unless specifically authorized by the instructor. Any violation of this rule will be considered evidence of cheating and shall result in disciplinary action.

Section 2.14 - Academy Offices

Academy staff workspaces will not be entered, except for official business. Questions regarding Academy matters should be directed to the Class Training Coordinator or appropriate instructor.

Section 2.15 - Telephone Usage

Academy telephones may not be used for personal calls except in emergencies. Telephones located in the Dormitory building near the elevators/stairs are for emergency use and are restricted to local calls only. Students should contact the Class Training Coordinator for assistance with making business related calls to the student's agency.

Section 2.16 - Study Skills

Although some students have retained good study habits, it may have been some time for many since they were expected to remember a sizable amount of information for testing purposes. However, these habits can be exercised again while you are here at the Academy. A few suggestions:

- Listen carefully during each instructor's presentation.
- Involve yourself in the learning process by initiating discussion, comments or questions.
- Think about how each topic and the information presented can be used when you return to your agency.
- Take good notes.
- Read handouts and student resource materials thoroughly.
- Should you have difficulty in this area, please contact the Training coordinator.
- Ask fellow students to discuss with you the information presented that day, and form small groups (5-6 students) and gather for study sessions in a quiet location. A study session can considerably increase your interest and retention span. The use of study guides created by students from prior classes is strictly prohibited.

Section 2.17 - Written Examinations and Quizzes

Examinations:

Written examinations are given throughout the basic courses. Each question is designed to determine the student's knowledge and understanding of the material. Some sections of instruction have demonstrated performance objectives to evaluate the student's abilities to perform particular skills.

Basic Police students must obtain, and maintain thereafter, a minimum cumulative score of 75% by Quiz 4. They must also obtain a minimum score of 75% on both the midterm exam and the final exam. Failure to achieve these three academic goals will result in dismissal from the academy based on academic failure. Use-of-force exams require a passing score of 100% or remediation is required.

Basic Corrections students must obtain a minimum cumulative quiz score of 75% by Quiz 3, and a minimum score of 75% on the final exam or the student will be released from the academy based on academic failure. Use-of-force exams require a passing score of 100% or remediation is required.

Basic Parole & Probation students must obtain a minimum cumulative score of 75% by the third exam or the student will be released from the academy based on academic failure. Use-of-force exams require a passing score of 100% or remediation is required.

Basic Telecom students must obtain a minimum score of 75% on their exam or the student will be released from the academy based on academic failure.

“Anytime a student’s cumulative score drops below 80%, the student will be placed on academic probation.” The classroom training coordinator will assist the student in identifying study methods or study groups to aid the student. All employing agencies will be notified by the Class Training Coordinator if a student is placed on academic probation.

All demonstrated performance objectives requiring instructor observation shall be successfully performed to pass the basic course. If the student is unable to demonstrate the skill remediation will be required:

- Student will be given an opportunity to demonstrate the skill at another time during the course if time allows; or the student will be given a skills deficiency and will be required to return to the Training Academy at another date to demonstrate the required skill.
- Basic Police students are only given two opportunities to remediate a skill. Failure to properly demonstrate the skill during the final attempt will result in course failure.

NOTE:

Accommodation for bona fide learning disability will be made only when the employing agency has determined through a licensed and competent professional that the student has a learning disability. This determination is the responsibility of the employing agency and must be communicated in a timely manner to the DPSST to allow reasonable time to meet the students need.

Section 2.18 - Performance Examinations

Performance examinations will be given in certain areas of instruction:

- Failure of any of the above examinations shall result in a deficiency and result in a mandatory remediation
- Remediation for deficiency in Firearms, Emergency Vehicle Operations, Designated Scenarios and/or Defensive Tactics are accomplished **only** at the Academy. This is due to the need to duplicate the complexity and environment experienced by all students attending the Academy, and provide consistency in certification of public safety officers.
- Graduation certificates and officer certification will be withheld until successful onsite completion of skills training.
- DPSST staff will make every effort to remedy deficiencies during the student's current session. If that is not possible the deficiency will be handled as outlined in Section 2.17.

Section 2.19 - Physical Performance and Work Fitness

Every student has the primary responsibility for his/her physical condition and ability, and is expected to expend personal time and effort as necessary in attaining and maintaining a satisfactory level of physical performance.

No applicant for public safety training will be accepted if his/her health or physical condition prevents full and active participation in required training.

Section 2.20 - Evaluations

Evaluation of students is a continuing process encompassing academic standing, skills performance, professional appearance, physical ability, attitude, and interpersonal skills. The Class Training Coordinator will be in regular and frequent contact with the employing agency to relate their students' progress throughout the entire length of their basic academy. Failure to maintain minimum standards established by the DPSST may result in remedial training, disciplinary action, or dismissal from the Academy.

Section 2.21 - Coursework Assignments

Homework and research projects will be assigned as deemed appropriate. Advanced issue material, where practical, will be studied before attending the class concerned. It is the duty of students to complete these homework assignments entirely on their own. Plagiarism, the use of another person's ideas, information, or writing, is a violation of the Integrity Standard and will subject the student to disciplinary action. Instructors will inform the class if an assignment is designed for group involvement. Absent such faculty instruction, the student will not collaborate with any other person for the purpose of completing outside assignments.

Section 2.22 - Emergency Closure of Training Facility

In the event of inclement weather, or other conditions that would make it unsafe or impractical to participate in scheduled training functions, the following procedures will be in effect:

- The decision to limit or cancel scheduled training shall be made by the DPSST Director or designee. The decision will be made based on factual data received from authorized sources.
- Students will receive information from their Class Training Coordinator about how to obtain notice of class cancellation when conditions change overnight.

Section 2.23 - Classroom Protocol

When asking questions, students will raise their hands and wait to be recognized. Students will not speak out without being recognized unless authorized to do so by an instructor.

Section 2.24 - Inappropriate Behavior in Class

Instructors have the authority to dismiss from class any student observed to be sleeping, distracted, disruptive, or otherwise not participating as appropriate. Any student so dismissed will report to the Class Training Coordinator for further action.

Cell phones, pagers, or other electronic communications devices (including cameras) are prohibited in the classrooms and training venues unless the student has asked for, and been granted, prior approval by the Class Training Coordinator. The Class Training Coordinator may grant approval based on specific and documented emergency reasons. It is the student's responsibility to notify the instructor approval has been granted. In such cases the use of the cell phone shall not interrupt, delay, or disrupt training. Students in possession of a cell phone or pager during training times without prior approval are subject to disciplinary action.

Section 2.25 - Early Dismissal from Class

Any early dismissal from a class will be at the prerogative of the Class Training Coordinator.

Should an instructor finish with a class before the end of the scheduled period, the Class Leader will contact the Class Training Coordinator for further instructions. Students are expected to study other course materials necessary for academic success when an instructor finishes a class before the designated time. Students will not leave the classroom without the permission of the Class Training Coordinator or his/her designee.

Section 2.26 - Training Schedule

A tentative training schedule will be posted in the classroom. Students should **expect changes** to the training schedule and should routinely check it in the morning, at noon, and before leaving each day so they will be aware of any changes. Students are responsible for being fully aware of the schedule's contents, changes, or amendments, and must be prepared for all classes with the required materials and texts, before the start of class.

Section 2.27 - Gifts

Individual students and collective classes of students, as a whole or small group, are strictly prohibited from giving gifts to staff members—regardless of value. Gifts may be provided to the Academy or other entity as a class project. These gifts and or donations must be approved through the Training Division Director or designee.

Section 2.28 - Mail

Incoming mail must be addressed as follows:

- Personal and Confidential
- Student Name
- Class #
- C/o DPSST
- 4190 Aumsville Hwy SE
- Salem, OR 97317

Mail received at the Academy may be carried by the Class Training Coordinator to the addressee or may be placed in the class mailbox at reception. The Class Leader or designee should routinely check the mailbox for letters or other matters pertinent to the class.

Section 2.29 - Public Information and Media Contacts

During times of major incidents and newsworthy events, the DPSST Agency Director, or designee, will handle the public information function. To ensure consistency of dissemination, all media contacts will be channeled through the Agency Director or designee. Before students speak with any media representative, they will generate a written request to the Director of Training through channels (via the Chain of Command), and receive the Director of Training's approval in writing.

Filming or photography, by use of camera or other electronic device, is strictly prohibited by students in classrooms and training venues at the academy.

Any postings found on web addresses or web social networking sites is cause for discipline, up to and including removal from the Academy training program and possible denial or revocation of certification.

Section 2.30 – Computer Use

A computer lab is available for student use while attending the basic academy programs. Students who wish to use laptop computers in their rooms may checkout an ethernet cable from dorm reception. Students will be given a username and log-in instructions at orientation. Students MAY NOT use USB thumb drives with DPSST computers.

Students are subject to the Appropriate Usage Policy, which can be found on the student K drive in the Computer Lab. Students may access the computers for either personal or business matters, however, some sites (i.e. social networking sites such as Facebook or MySpace) may be blocked by "WebSense." Any blocked website notifications are to be reported to the Class Training coordinator in a Training Event Report **immediately**, and no further attempts to access a blocked website shall be made. Failure to comply may result in disciplinary action.

Authorized signature: _____ Signature on file _____ Date _____
Director