



# Jail Academy – Rules and Regulations

Academy rules and regulations are of great importance to you as they regulate your Academy Training experience. They are designed to prepare you for a career as a disciplined Minnesota Correctional Officer. Study the rules carefully and learn to abide by them. These rules are based on Camp Ripley Regulations and are strictly enforced.

## RULES OF DISCIPLINE

Obedience to rules and orders is an essential part of your duty. Remember that you will soon be a leader and will be giving orders. **You are expected to put forth your best efforts in this Academy Training School.**

### 1. DUTY HOURS

- A. Duty hours are indicated on the classroom schedule and are dictated by the classes your agency is requiring you to attend.
- B. Academy Candidates will be required to remain “on-premises” at the Academy during Duty hours, unless excused or otherwise directed by a Training Academy Staff member.
- C. Off duty time consists of any time off from class room sessions.
- D. In the event of an emergency situation requiring your attention during a class room session please inform the instructor of the class.

### 2. SCHEDULES

- A. The classroom schedule will be followed; if changes are made, these will be posted in the classroom. The necessary books/manuals, notebooks, and equipment are to be brought to each class on your own initiative.
- B. A candidate is required to be prompt in responding to all classes.

### 3. APPEARANCE

- A. Your personal appearance will be clean and neat **at all times**, hair cut and neatly combed; candidates with long hair are recommended to put hair up for the physically active class sessions. Uniforms should be cleaned and in working order.

*If you have questions or need further information please contact:*  
Randy Willis, Director of Professional Services for MSA; [rwillis@mnsheriffs](mailto:rwillis@mnsheriffs) \* 651-451-7216 x 5  
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- B. Uniform of the day will be your agency's duty uniform or business casual dress. Business casual is defined as: collared shirt and slacks. Jeans, t-shirts, sweatshirts and hats are not acceptable.
- C. Use of Force class attire will require pants with belt loops.

#### 4. **QUARTERS**

- A. Rooms keys are distributed by Billeting in the Education Center.
- B. Please see Billeting with any concerns in the Maid Service rooms and they will address accordingly.
- C. Maid Service rooms are not individual hotel rooms. Every two rooms share one bath. Billeting will try to match those sharing a bath with their respective gender. Occasionally this isn't the case and you will need to work out a shower schedule with the other person.
- D. You will need to bring personal hygiene items, none are provided.

#### 5. **FIRE ALARM**

- A. All caution must be taken to prevent fires. The buildings are smoke free. SMOKING IN THE BUILDINGS IS CAUSE FOR DISMISSAL.
- B. Use fire exits for fire only.

#### 6. **SICKNESS AND INJURIES**

- A. Sickness and injuries **must be reported to the Academy Coordinator and/or Class Instructor immediately.** A report must be made immediately. In the event of acute illness, you will be taken to a local doctor or hospital.
- B. Any sickness or treatment for ailments having not occurred at the Academy Training School, are the responsibility of the Officer Candidate, but **shall** be brought to the attention of a Training Staff member if they could affect the Officer Candidate's performance in the classroom or in physical fitness training. Any injury occurring at the Academy will be treated at our approved hospital/clinic.

#### 7. **OFF LIMITS AREA**

- A. All Training Academy offices and buildings are off limits unless you have business with an instructor and have gained prior approval by an Academy Staff Officer.

#### 8. **CLASSROOM CONDUCT**

- A. Upon entering the classroom candidates will be expected to conduct themselves in a respectful manner. Loud, disruptive behavior will not be tolerated. Sleeping in class is not permitted. Conduct yourself as if your supervisor was sitting next to you in the class.

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Individual instructors will be responsible for deciding how they will arrange the seating for the class. Candidates shall follow the directions of the instructor. Individual instructors have the authority to decide on the proper decorum for their course of instruction. Individual instructors may have a more relaxed style of classroom management than others. Candidates shall at all times cooperate and follow the dictates of the instructor.

- B. Breaks will be given by individual class instructors. Breaks are your own time and you may converse and move around in the immediate area of the classroom, go to the rest rooms, etc. You will be expected to return promptly to class at the time directed by the instructor. You will be expected to conduct yourself in a professional manner; no horseplay, loud conversation or other disruptive behavior.
- C. Use of electronic devices is permitted during breaks. They are to be put in “vibrate only”, “silent mode” or turned off during Duty hours. Phone messages can be checked during class breaks but **NEVER** during class time. Food or beverage can be consumed during class hours as long as it is not disruptive to the class. You will be expected to clean up after yourself.

## 9. **EXAMINATIONS – GRADES**

- A. Examinations will be held at the end of each curriculum. The results of these examinations will dictate the issuance of a certificate of completion.
- B. Some courses may be introductory only and will not involve testing.

## 10. **EQUIPMENT**

- A. All candidates are responsible for the care of equipment whether it is issued to an individual, provided for general use, or belongs to the candidate.
- B. No article of Corrections Academy equipment issued to the candidate, or property of any kind, shall be removed from the Training School premises unless directed to do so by a member of the Training Staff.
- C. Uniform equipment should be worn according to regulations prescribed by the candidate’s individual agency.
- D. Identification tags will be worn at all times. Tags will be attached as prescribed by the Academy Coordinator.

## 11. **FIREARMS SAFETY**

- A. No firearms shall be brought to the Camp Ripley premises.
- B. **No privately owned weapons are allowed on base. Weapons include knives of any type.**

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## 12. **MORAL RESTRICTIONS**

- A. **Gambling**, in any form, is prohibited.
- B. **No alcohol** is allowed at the Academy Housing by a candidate nor shall he/she report for On Duty Hours (classroom sessions) showing evidence that he/she has been consuming alcohol.
- C. **Lying or cheating** in any manner, are grounds for dismissal.
- D. **Harassment** of any nature including sexual, racial, ethnic or religious will not be that a comment or action may offend someone, do not make the comment or do tolerated and are grounds for dismissal. Note: If there is a doubt in your mind that a comment or action may offend someone, do not make the comment or do the action.

**Respect** the fact that while at the Academy, you are representative of a Minnesota Corrections Officer and your respective agency. You either currently are, or will be entering a field requiring you to pay attention to details and lead by example. Abiding by the policies and procedures of your agency are of utmost importance to your professional career. That attention to detail and abiding by the rules **is the standard of this Academy**. You have been given the privilege to attend training approved and sponsored by the Minnesota Sheriffs' Association. **You will be expected to act accordingly.**

## 13. **MISCELLANEOUS**

- A. Candidates will not receive visitors, except in the event of an emergency.
- B. Personal problems such as family difficulties or any other aggravating or embarrassing situation can be discussed with the Academy Coordinator.

## 14. **CAMP RIPLEY BASE RULES**

- A. The speed limit on Camp Ripley is 30 mph on paved roads and 25 mph on gravel roads unless otherwise posted. Minnesota State Statutes and traffic regulations are applicable on post, including all statutes relating to vehicle equipment, (lights, tires, mufflers, window tint, etc.)
- B. All personally owned vehicles that will be coming into Camp Ripley will be issued a parking pass. The pass must be displayed on the dash of the vehicle, while at Camp Ripley. Passes will not be displayed off the grounds of Camp Ripley.
- C. Vehicles are not allowed to be parked on the grass adjacent to the buildings. Vehicles will be parked in the designated parking areas.
- D. All vehicles on Camp Ripley are subject search. Random vehicle inspections may be inspected at the main gate to recover missing government property. Any contraband, such as privately owned weapons, found in the inspection will be confiscated by the military police.
- E. Motorcycle use/riding rules: Clothing requirements: Long pants, long sleeve shirt/jacket, full fingered gloves, footwear (no open toed shoes), and DOT approved helmet, eye protection, and a reflective vest/jacket/belt.
- F. No cell phone use while driving a vehicle on base. This is enforced.

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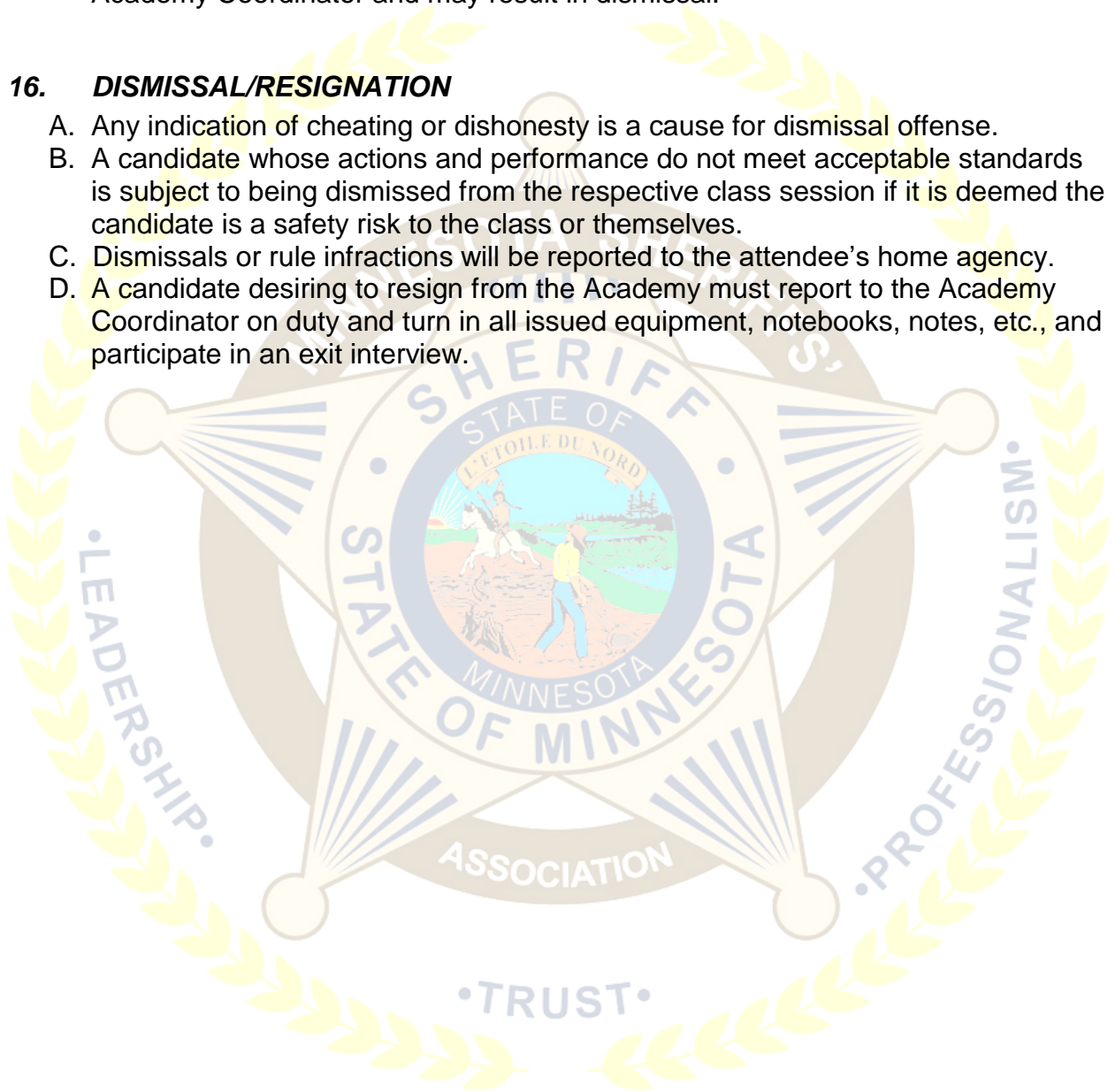
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**15. DISCIPLINE**

- A. Infractions of rules and regulations will be recorded in the offending candidate's academy training file.
- B. A verbal warning may be issued by any academy instructor for a rules infraction or unsatisfactory work.
- C. Issues involving matters requiring further discipline will be handled by the Academy Coordinator and may result in dismissal.

**16. DISMISSAL/RESIGNATION**

- A. Any indication of cheating or dishonesty is a cause for dismissal offense.
- B. A candidate whose actions and performance do not meet acceptable standards is subject to being dismissed from the respective class session if it is deemed the candidate is a safety risk to the class or themselves.
- C. Dismissals or rule infractions will be reported to the attendee's home agency.
- D. A candidate desiring to resign from the Academy must report to the Academy Coordinator on duty and turn in all issued equipment, notebooks, notes, etc., and participate in an exit interview.



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## Minnesota Sheriffs' Association Jail Academy

### Candidate Acknowledgment of Rules and Regulations

I, \_\_\_\_\_ (Print name), acknowledge that I have received a copy of the Minnesota Sheriffs' Association Jail Academy Rules and Regulations.

I have read the aforementioned Rules and Regulations and I understand them. I understand that I will be responsible for following the rules and regulations while attending the Academy. Any disciplinary actions will be reported to my agency.

Printed Name:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Agency:

\_\_\_\_\_

Date:

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