

# NEW YORK STATE POLICE

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## MEMORANDUM

Troop \_\_\_ Station SP Academy

Date May 30, 2008

**To:** All Guests Attending Courses and Seminar at the  
New York State Police Academy

**From:** Major Robin H. Benziger, Director of Training

**Subject:** **ACADEMY HOUSE RULES**

### ACADEMY DUTY OFFICER

An Academy Staff Commissioned Officer has been designated as the Duty Officer for this week of your conference/training. This Officer is responsible for the notification of injuries, accidents and other reportable incidents occurring during non-business hours. If you are involved in an accident or incident, you shall notify the Academy Duty Officer through Division Headquarters Communications, via radio or at telephone number: **518-457-6811**.

### PARKING

Parking facilities are available in the parking lot located at the rear of the dormitories in the northeast quadrant of the Academy complex. Guests are requested to park only between appropriately lined spaces. **PARKING IN ANY OTHER AREA IS PROHIBITED**. All unattended vehicles must be secured in a locked condition with personal belongings and valuables locked in the trunk compartment. Vandalism and/or theft from vehicles should be reported to the Academy Duty Officer. Do not secure firearms, shield or I.D. card in any vehicle.

### ATTENDANCE

It will be the responsibility of the individual guest to notify the class supervisor if it becomes necessary for him/her to be absent for **ANY** reason.

## **ATTIRE**

The following standards of personal appearance pertaining to attire will be adhered to by all guests attending official programs at the New York State Police Academy:

### **During the Training Day**

Uniform Member: Wear your uniform while on-duty AND in class, EXCEPT that you MAY wear recommended civilian attire:

. WHEN the course announcement so specifies.

BCI Member: Wear recommended civilian attire while on-duty AND in class.

### **Recommended Attire (Civilian):**

#### **Male Personnel:**

. A suit OR sport jacket with dress shirt and tie

#### **Female Personnel:**

. A dress; OR

. Skirt and blouse combination; OR

. Pantsuit

### **After the Training Day**

You MAY wear casual civilian attire in the dining hall for the evening meal AND after duty hours.

## **PHYSICAL FITNESS TRAINING AREAS**

The Academy Gymnasium will be available for use between the hours of 6:30 P.M. and 8:00 P.M., Monday through Thursday. Street shoes will not be worn in the gym at any time.

### **Attire:**

- A. All participants outermost clothing shall consist of conservative, opaque athletic style attire. Specifically, clothing worn on the upper body shall consist of a full length athletic style shirt or sweatshirt. Lower body attire shall consist of athletic style shorts or sweat pants.

- B. Outer garments, in addition to the above, shall cover the body from the approximate mid-thigh area to the neck. Cut-off shirts designed to expose the midriff and short-shorts are not acceptable.
- C. Regardless of the outermost clothing worn, participants are to ensure that proper support undergarments are worn beneath the outermost attire.
- D. Appropriate athletic type footwear must be worn by anyone using the physical fitness facilities.

### **QUARTERMASTER**

Guests using the Academy sleeping facilities will draw their allotment of linen (two sheets, one pillow case, two towels) from the Academy Quartermaster between 11:30 A.M. and 1:30 P.M. on the first day of class. If necessary, soiled linen may be exchanged during the week at the Quartermaster during the same hours.

### **LIVING QUARTERS**

Guests are responsible for keeping their assigned quarters neat and orderly including the changing of linen and the making of beds. Ordinary care must be exercised to avoid soiling bedspreads with shoes and/or other leather equipment. Rooms are inspected daily.

On the last day of class, beds will be stripped of linen, blankets and spread will be folded neatly upon each bed, and the linen will be turned into the Quartermaster between 7 A.M. and 8:30 A.M. Guests will be charged for the linen items not turned in; accordingly, leaving linen outside the Quartermaster door will not relieve the guest of his responsibility for the items.

### **FIREARMS**

Under no circumstances will firearms be stored in the dormitories. Guests may store their weapons in the lockers opposite the First Sergeant's office each A.M. and pick them up before leaving in the P.M. Firearms are to be stored and secured in a loaded condition. Any weapon found not properly secured in a locker will be placed under control of the First Sergeant's Office.

### **DINING HALL**

The dining hall may be used only during posted meal times and during coffee breaks; unless previously arranged, coffee breaks are **NOT** free. Uniform Members will be attired in the Uniform of the day/BCI personnel will wear suit jacket or sport jacket while consuming their meal. No classroom instruction is permitted in the dining hall while personnel are eating. Refreshments are to be consumed within the dining hall. Food or beverages will not be allowed in the Main Lecture Hall.

## **ALCOHOLIC BEVERAGES**

Alcoholic beverages shall not be brought into or consumed within the Academy. Guests are urged to temper their off premises use of alcoholic beverages with good judgment.

## **GAMBLING**

Gambling in any form within the Academy is prohibited.

## **SMOKING**

Smoking is prohibited within any portion of the Academy, including any area within a close proximity to any entrance or exit. Designated smoking areas are located outside of the Academy in the following areas: Each patio located off the catwalks and any area off the loading dock in which there is grass. Additionally, any paved area of equal distance away from the loading dock is deemed as a designated smoking area. Visitors walking along the sidewalks entering or exiting the Academy should not be subject to second-hand smoke. As a result, smoking is also prohibited in any such areas.

## **VISITORS**

Unauthorized personnel will not be permitted free access to the Academy. Visitors should be advised to check in at the Administrative Desk in the Lobby.

## **CONDUCT**

All guests are reminded that their conduct will reflect directly on the Academy and the New York State Police.

## **ACADEMY SECURITY**

The safety and security of persons attending the New York State Police Academy is a vital concern of the administration and staff. The complete cooperation of all guests is requested concerning this. The front door of the Academy will be used to enter, and during non-business hours, the guest will identify himself to security personnel.

The leaving open or propping open of exit doors prevents any meaningful security for the occupants of this building and is prohibited. Security personnel are electronically alerted to any open door and are required to secure same.

## **GENERAL PROVISIONS**

Guests will not be permitted in the Administrative Office area unless on official business.

After 10 P.M. each night, extreme quiet must prevail in the dormitories. After this hour, individual room doors are to be closed to muffle noise. Lounge areas in the dormitories may be used provided conversation, noise and television volume is maintained at a minimum.

Consideration for all other guests is imperative. In deference to those who may be studying or resting, all are urged to keep noise to a minimum.

Shining of shoes and/or leather equipment will not be permitted in the bedrooms or other carpeted areas. The laundry rooms contain shoe shining equipment and are to be used for this purpose.

Dormitory elevators may be used for moving luggage or equipment in and out of the dormitories but will not be used by guests on a daily basis.

Because of the air conditioning system, building regulations require that windows remain closed at all times.

## **TELEPHONES**

Academy business phones shall not be used for personal calls. Public phones located in the dormitories and lobby will be utilized for this purpose. Only **official** calls may be made from the phones provided in the Reception/Lobby area.

## **LIBRARY**

The Academy Library will be available for the use of guests after checking with the First Sergeant's office regarding availability.