

# ALBUQUERQUE POLICE ACADEMY RULES AND REGULATIONS

## INTRODUCTION:

While at the Academy, you will receive hundreds of hours of training on all topics of professional law enforcement. You will receive basic training from the most updated programs the Academy can offer. This training will provide you with the background and foundation necessary to build a career as a professional law enforcement officer.

The Academy staff has the responsibility to train you to serve the citizens of Albuquerque in the most professional manner possible. You will be required to give the maximum effort and no less will be accepted. Our standards are high. The staff will be very demanding. The days and weeks will be long and hard, but in the end, it will be very rewarding and worthwhile.

Academic achievement, leadership ability, general performance, self-discipline, integrity, and physical agility will be closely monitored. Those who cannot measure up will be terminated, but those who do meet the standards will join the ranks of a well-trained, professional law enforcement organization.

Note: All cadets will adhere to the following rules and regulations. Any deviation will be cause for disciplinary action and/or dismissal.

## **I. CADET DRESS CODE**

The way in which you wear your uniform reflects on the entire Albuquerque Police Department. It also reflects your attitude and what you think of yourself. **Be proud of your uniform; be proud of yourself. Look sharp!**

If any part of any of the following uniforms is found to be torn, faded, stained, scratched, or unserviceable by a staff member, it will be immediately replaced at the cadet's expense with the exception of department issued equipment.

### **A. CADET UNIFORM**

#### **1. TROUSERS**

- a. Trousers will be navy blue 100% polyester wash and wear, straight legs without cuffs.
  - 1) Western style pockets are preferred; if you cannot acquire western pocket style trousers, only then will standard slant (1/4 top) pockets be authorized.
- b. They will be pressed with sharp creases, front and rear.
- c. The rear bottom of the trouser leg will be midway between the heel and top of the shoe. There will be no break in the front crease when standing at attention.
- d. Cadets will not stand, sit, or walk with hands in their pockets.
- e. Bulky objects will not be carried in any pocket.

2. SHIRT

- a. The cadet shirt is 65% polyester, 35% cotton in a poplin weave, light blue in color, long sleeve, with plain, peaked pockets. It has military creases, shoulder epaulets, and a badge tab. Buttons have a light blue tint. Acceptable brands are Elbeco style #P878-3 or an equivalent shirt by another manufacturer, (**color must match the Elbeco color**).
- b. The shirt will be neatly pressed.
- c. Shirts will be tailored for the individual so they fit moderately snug with body armor on.
- d. Nothing will be carried in the shirt pocket during formal inspections. A single blue pen and a pocket notebook will be carried at all other times.
- e. An Albuquerque Police Academy Cadet patch will be sewn over (covering) the badge tab located directly above the left breast pocket.
- f. Nametags will be worn on the right breast pocket flap with the upper edge ¼ inch below the flap border. The nametag will be silver in color, post type. On the nametag will be the initial of your first name, middle initial and last name.
- g. A black crew neck tee shirt will be worn under the cadet uniform shirt.
- h. Females will wear a bra under their tee shirt.

3. SOCKS

- a. Socks will be black.
- b. Faded socks will be replaced immediately.

4. SHOES

- a. Shoes will be black lace-type, low quarter with plain toes.
- b. Shoes will be completely shined.
- c. **The use of liquid polish will not be permitted!**
- d. No corfram or patent leather shoes allowed.
- e. No boots allowed.

5. TIE

- a. A black clip-on tie will be worn with the cadet uniform at all times.
  - 1) The knot will be a neat Windsor. Large bulky knots will not be permitted.
  - 2) The tie will be a minimum of 2½ inches wide at its narrowest point and no more than 3½ inches wide at its widest point.
- b. A tie bar clasp, silver in color, no design, will be worn with the tie.

- 1) It will be centered between the third and fourth buttons, counting down from the collar button.

6. GUN BELT AND ACCESSORIES

- a. Upon being issued your gun belt and accessories, it will be mandatory to wear it each day, unless directed otherwise by the staff. You will be issued the under belt.
  - 1) Shining of the belt and other equipment will be explained at the time of issuance.
  - 2) The use of liquid polish “Leather Luster” or similar products will not be permitted.

B. WEARING OF THE UNIFORM

1. Cadets will wear the complete uniform of the day while traveling to and from the Police Academy and while engaged in class or on-the-job activities.
2. Cadets will not wear the uniform while shopping or off-duty.
3. In the event that you wish to go to a uniform clothing store, or anywhere else when you leave the Academy, you must obtain permission from a staff member.
  - a. Cadets will not wear the cadet uniform, or any part of the uniform, except when going to or from any Academy training. This will include P.T. gear.
4. A cadet uniform will be brought to the Academy daily regardless of schedule.

C. GYM GEAR

1. The warm weather or indoor physical training uniform will be a black short sleeve tee-shirt and black athletic shorts (Style: Mesh and lined, 100% Nylon. Black stretch (spandex) type shorts will be worn under the black mesh shorts. These will be solid black; only a company logo is permissible.
  - a. The cadet’s name, (first initial, then last name), will be placed four inches below the collar, centered on the back portion of the black tee-shirt, in two inch block iron-on letters, (white in color).
2. The cold weather physical training uniform will consist of a navy blue sweatshirt, long sleeve, and navy blue sweat pants.
  - a. The cadet’s name, (first initial, then last name), will be placed four inches below the collar, centered on the back portion of the blue sweat shirt, in two inch block iron-on letters, (white in color).
  - b. The entire warm weather P.T. uniform will be worn, at all times, under the cold weather uniform.
  - c. Black gloves and/or a black watch cap may be worn during inclement weather or at the direction of the staff.
3. White socks will be worn during all physical training activities.

4. During physical training, all cadets will be uniform in their attire.
5. Athletic supporters should be worn by male cadets while engaged in physical training.
  - a. Female cadets may wear a body suit under their gym gear. A special support athletic bra or other bra will be worn during physical training.
6. Cadets will wear only rubber-soled shoes, designed for distance running.
  - a. Name (last only) will be printed on the back edge of the sole of both shoes with a black permanent marker pen.
  - a. It is suggested, but not mandatory, that wrestling shoes be purchased for use during defensive tactics training.
    - 1) Wrestling shoes will be black in color with the exception of logos or insignia.
    - 2) Regular shoes will not be allowed on the judo mats.
7. Gym gear will be in good repair at all times. If the sweatshirt or pants are torn during a class, it will be the responsibility of that cadet to repair or replace it before the next physical training class.
8. Gym gear may be worn home if physical training classes are held during the final hour of the class day.
9. Gym gear will be worn while traveling to the Academy when physical training classes are scheduled at the beginning of the class day.
10. Gym gear will be brought to the Academy daily regardless of the schedule. Gym gear will be washed after each physical training session.
11. Gym gear will not be left in lockers overnight. It must be cleaned everyday.

D. JEWELRY

1. Cadets may wear only the below listed jewelry during the Academy session.
  - a. Watches with conservative wristbands and wedding bands. **Both will be removed before physical conditioning classes.**

II. **APPEARANCE**

A. Male cadets

1. Hair will be cut extremely short and even. The Training Sergeant will have the final decision in this matter.

B. Female Cadets

1. Hair will be cut short to conform or styled in a manner so it will not extend beyond the bottom of the cadet uniform shirt collar. The sides of the hair will be styled close to the face in such a way as to prevent it from being blown into the face. This may be achieved by a short, feathered back cut and/or with conservative barrettes/clips on the sides. The hair shall be styled so that it does

not cover any part of the face. The Training Sergeant will have the final decision in this matter.

2. No face make-up or perfume.
- C. Cadets will be clean-shaven every morning.
1. No mustaches, long sideburns or beards of any type will be permitted.
- D. Fingernails will be kept short and clean.
- E. Good personal hygiene is important to police officers as well as cadets; the cadets are expected to be neat and clean at all times and free of offensive body or breath odor.

### **III. ACADEMY/CLASSROOM DEMEANOR**

- A. Class hours: Monday through Friday, reporting time to be 0700 to 1600 hours. Special classes and weekend assignments will be posted on the bulletin board.
1. Daily class hours will be extended, or shortened, depending on scheduled training.
- B. The cadet will sit at the desk in an upright position. No slouching or feet on the desk at any time.
- C. There will be no unnecessary noise, i.e., tapping of pencils, shuffling of feet, or remarks which tend to distract other cadets or the instructor.
- D. Sleeping (or the appearance of it) in class will not be tolerated.
- E. Instructors (whether or not they are from the staff) will be treated with respect.
- F. When you wish to ask a question, you will raise your hand until recognized by the instructor. You will then stand, come to the position of attention, say, "Sir or Ma'am, Cadet (last name), Sir or Ma'am", then ask your question. After asking the question, you will remain standing at the position of attention until told by the instructor to be seated.
1. When you ask a question or engage in a conversation with the instructor, you will do so in a loud and clear voice so that everyone in the class may understand you.
  2. If an instructor advises you that it is not necessary to stand and ask questions, you may remain seated.
- G. When you are asked a question by the instructor, you will stand, come to the position of attention, say "Sir or Ma'am, Cadet (last name), Sir or Ma'am", and then give your answer. After answering the question, you will remain standing at the position of attention until told by the instructor to be seated.
1. If further exchange or questions result from the original question, the cadet will stand again.
- H. It will be the responsibility of every cadet to ask questions when in doubt. Questions should be sensible and pertain to the particular subject under discussion.
- I. Chewing gum and/or using tobacco products, (cigarettes, cigars, chewing tobacco, etc.), while on the Academy grounds is prohibited.

- J. Drinking or eating in the classroom is prohibited unless directed otherwise by the Training Sergeant.
- K. Unless otherwise instructed, breaks last for five to ten minutes. It is the responsibility of every cadet to be at his or her seat, in class, at the end of the break.
  - 1. At no time will a cadet be by himself/herself while on break.
- L. All notes and assignments that require being written in class will be done in blue ink only, unless otherwise instructed. No black ink pens will be brought to the Academy.
  - 1. All notes and assignments will be turned in the next morning, before physical training, in their final form in black ink, unless otherwise instructed.
  - 3. All finished notes will be placed in the appropriate notebook after being reviewed by the squad supervisor.
- M. All notes and assignments will be placed in a designated box. They will be in that box before you report in the morning for physical training. Any notes turned in after this time will be a violation of the Rules and Regulations and will be cause for disciplinary action and/or dismissal.
- N. Cadets will not work on their final notes while at the Police Academy. All final notes and assignments are to be done after the cadet leaves the Academy, unless otherwise directed by a staff member.
- O. Cadets, while at the Academy, will act in a professional manner at all times. Practical jokes, peer harassment, sexual harassment or profanity will not be tolerated.
- P. Each cadet is assigned a box with his or her name on it. This is for official business only and all items in the box pertain to that cadet and are not to be handled by other cadets. No personal items are to be stored in the box.
  - 1. Each cadet will insure his or her box is empty prior to leaving the Academy each day.
- Q. When outdoors all movements by cadets will be at double time. Exceptions to this are when first arriving at the Academy in the morning, leaving the Academy at the end of the day, or performing outside cleanup.
- R. Cadets will not carry anything in their gun hand during any period of time at the Academy. Cadets are allowed to carry item in both hands upon arrival at the Academy in the morning, and when leaving the Academy in the evening.
- S. Cadets will not be allowed to contact friends or family members to bring them items which were forgotten, (such as equipment, notes, property, etc.); this includes before the start of class.

#### **IV. PERFORMANCE STANDARDS FOR CADETS**

- A. Cadets must maintain an 80% test average or above to be in good academic standing. Cadets who fall below an 80% test average, but not lower than a 70% test average, will

be placed on academic probation. Cadets who fall below a 70% test average will be placed in an academic failure category.

1. Any cadet failing 4 tests during the Academy will be classified as an academic failure and will be terminated from the Academy.
- B. Cadets must maintain an 80% firearms marksmanship average with both their Department issued pistol and shotgun (two separate averages) throughout the Academy. Cadets falling below the mandated 80% average will be placed on remedial training with the Firearms Range staff.
1. Each cadet must pass, with a minimum score of 80%, a minimum of **three consecutive** firearms qualifications, (three pistol and three shotgun), during their firearms training block of instruction. Any cadet not completing their firearms marksmanship training with at least three consecutive passing scores will be subject to termination from the Academy.
  2. Any cadet placed on remedial firearms training must show **consistent improvement** throughout their training, as well as passing three consecutive qualifications, during their firearms training block of instruction. Any cadet not showing consistent improvement throughout their training, as well as passing three consecutive qualifications, will be subject to termination from the Academy.
- C. Cadets must perform each category of the Department's physical assessment at the percentage level set in accordance with the physical training program designed by the Wellness Coordinator and the standards required by the New Mexico Department of Public Safety. Any cadet not maintaining the set average, as the Academy class progresses, will be placed on a remedial training program designed by the Wellness Coordinator.
1. Any cadet not able to exit the Academy at a minimum of 60% in each category of the physical assessment will be subject to termination.

## V. MILITARY BEARING AND COURTESY

- A. Addressing members of the Department.
  1. When referring to or addressing an Academy staff member or any officer of the department, the appropriate title of the person addressed or referred to will be used.
- B. All cadets will be assigned a staff supervisor with whom they are to report directly to on all matters needing supervisory attention. The chain of command will be followed in all instances. Violations of the chain of command will result in disciplinary action.
- C. Anytime you encounter an Academy staff member, Advanced Training staff member or uniformed officer, you will stop at attention, and state, "Sir or Ma'am, Cadet (last name), excuse me sir or ma'am". Upon being recognized by the staff member and given permission to continue on your way, you will continue onto your destination, (exceptions are during P.T. during work details and at the shooting range).

## VII. INSPECTIONS AND FORMATIONS

- A. Inspections and formations will be as scheduled. All cadets will be in their assigned squad formation, at attention, by the assigned time.
  - 1. An Academy staff officer will give the commands unless otherwise instructed.

## VIII. PHYSICAL TRAINING

- A. Physical conditioning is a very important part of the Academy program and all cadets will be required to participate. Any cadet failing to participate because of a physical disability or illness must have a doctor's excuse.
- B. In most cases, exercise will be done as a group in formation.
- C. There will be no sitting, leaning against walls, slouching, etc., at any time. Tardiness will not be tolerated and will result in disciplinary action.
- D. All cadets are expected to apply their maximum effort during physical education as well as at all other times. Lack of effort or feigning illness or injury in physical education will not be tolerated.
- E. Cadets will shower after physical training; they will wear shower shoes while in the shower area. **Bare feet will not be permitted in the shower room.**
- F. Failing to adequately participate in physical training will result in a "Zero". The cadet will be given a deadline to make up the "Zero". Failure to make up the "Zero" by the deadline will make the "Zero" permanent. Ten permanent "Zeros" will result in termination.
- G. Any cadet who fails or is unable to participate in physical training due to a prolonged injury or illness or is unable to meet the physical fitness standards will be subject to termination.
- H. Failure to adequately progress during physical assessments will result in remedial training at the direction of the Wellness Coordinator.

## IX. BREAKS AND LUNCH PERIODS

- A. During breaks, one or more members of the staff will be present to answer questions or give counsel to cadets.
- B. During breaks and lunch periods, cadets will not litter the floor or leave sandwich wrappers, trash, etc., lying around. Proper receptacles are provided and will be used.
- C. Cadets will bring a lunch to the Academy.
  - 1. Cadets will eat in the assigned area.
  - 2. There will be no debris left in the eating area.
  - 3. All empty soft drink cans will be taken to the proper recycling receptacle.

**X. ABSENCE DUE TO ILLNESS**

- A. The only valid excuses for absence due to illness that will be accepted are:
  - 1. That the illness is so severe as to further endanger the sick cadet's health by attending class.
  - 2. There is a severe illness or injury to a member of the cadet's immediate family, which makes it absolutely necessary for the cadet to miss class.
- B. A doctor's certificate will be required for any illness, which causes you to be absent from any class.
- C. In the event a cadet does miss a class due to illness or injury, it will be the responsibility of that cadet to:
  - 1. Contact your designated supervisor in person or by telephone at least thirty minutes prior to class time. This procedure will be followed every day of the absence.
  - 2. Contact a classmate and get the necessary information, reference notes, etc., on the classes missed.
    - a. You will still be responsible for the notes on the missed class.
  - 3. Contact your supervisor immediately upon return to class to ensure that the necessary sick leave forms are completed.

**XI. TARDINESS**

- A. Tardiness will not be tolerated except for valid reasons. Should you find yourself in this predicament, you must:
  - 1. Contact your designated supervisor by telephone, or if they cannot be reached, call another squad supervisor at the Police Academy office at 343-5000. As a last resort, if no squad supervisors are available, you will contact the class sergeant.
  - 2. Contact your designated supervisor upon your arrival before entering class.
- B. If your reason for tardiness is not considered valid by your supervisor and/or class sergeant, you will be subject to disciplinary action. A continual pattern of tardiness will be grounds for termination.

**XII. ON THE JOB INJURY**

- A. Based on past experience, some cadets will suffer sore or strained muscles during physical training. Almost without exception, the injuries do not warrant medical treatment. However, when medical help appears to be needed, the Academy staff will promptly see that it is provided.
- B. A cadet who is injured on the job shall report immediately to a member of the Academy staff, no matter how slight the injury may be. If it is deemed necessary, arrangements will be made for medical care at city expense.

- C. Medical help, at the City expense, must first be authorized by an Academy staff member. Any cadet who goes to a doctor without clearing through a member of the staff will have to bear the expense and face possible disciplinary action.
- D. Departmental P-30 form instructions on limitations will be strictly adhered to.

### **XIII. CLEANLINESS OF BUILDING**

- A. It will be the responsibility of each cadet to do their part in keeping the building and grounds clean.
- B. In addition to clean-up duties that will be assigned, all cadets will keep their desks and lockers clean and orderly.
  - 1. Desks will be emptied of all papers, books, etc., at the end of each class day.
  - 2. Mailboxes will be checked every morning, during breaks, and at the end of the day.

### **XIV. WEAPONS**

- A. Cadets, on duty or off duty, will only carry weapons, issued or personal, with permission from the Academy staff.
- B. Weapons shall be kept empty, clean, in good working order and ready for inspection at all times.
  - 1. Once issued a serviceable weapon, a dirty or inoperable weapon (due to misuse or neglect) will be cause for disciplinary action.
- C. Weapons shall be carried in holsters at all times.
  - 1. Handling or display of firearms is strictly forbidden unless permission is obtained from a staff member.
- D. Weapons, holstered or otherwise, will not be left unattended at any time, except in a secured vehicle, locker, or unless otherwise directed.
- E. All weapons (pistol and shotgun) issued to a cadet will be fired at the range designated by the Academy staff only. The weapons will not be fired at any other time.
  - 1. Weapons will not be loaded with live ammunition except at the range under direct supervision of the Range staff, unless directed otherwise by an Academy staff member.
  - 2. Under no circumstances will cadets take any live rounds from the police range. All live ammunition will be turned into the Range staff prior to leaving the range. **NO LIVE AMMUNITION WILL BE BROUGHT TO THE POLICE ACADEMY!**
- F. Cadets will not bring personal weapons onto Academy grounds without prior authorization from an Academy staff member.

**XV. PARKING**

- A. Cadets will park on the east side of the Academy facility, but in the far west line of parking spaces in the Crime Lab's parking lot, as close to the Academy facility as possible.
  - 1. Vehicles will be locked at all times.
  - 2. All vehicles will be subject to inspection while parked on city property.
    - a. Vehicles may be searched for proper maintenance and security of city property.

**XVI. USE OF TELEPHONE**

- A. Cadets will not use the Academy facility phones unless it is absolutely necessary.
  - 1. Cadets must obtain permission from a staff member to use the telephone.
  - 2. Cadets will not have/use personal cellular phones or pagers while at the Academy facility.
- B. Cadets should advise spouses, friends, creditors, etc., not to call or send mail to the Academy unless it is an emergency.
  - 1. The staff will not deliver any messages to cadets that are not of an emergency nature.

**XVII. CADET COUNSELING**

- A. Staff supervisors will be available for cadet counseling during the day. Cadets are to contact their supervisor to make an appointment for the counseling and/or request an appointment with a specific member of the staff concerning a specific subject taught by that staff member. Do not just wander around the building.

**XVIII. PERSONAL CHANGES**

- A. The Academy staff will be notified immediately of any change in:
  - 1. Home address.
  - 2. Telephone.
  - 3. Marital status.
  - 4. Beneficiary information.
  - 5. Any other information that may affect the cadet's status or performance at the Police Academy.
- B. In the event it is not possible to notify their staff supervisor immediately, they will be notified as soon as possible. This time lapse is not to exceed 24 hours.

**XIX. DRIVER'S LICENSE AND VEHICLE INFORMATION**

- A. Cadets must have on file with the Academy, a copy of their current New Mexico driver's license, vehicle registration, and financial responsibility (insurance form) for any vehicle driven to the Academy.

1. If a cadet should have an out-of-state vehicle registration or driver's license, the cadet must start now in getting a New Mexico driver's license and vehicle registration, (license plate).
- B. These documents will be turned in at the beginning of class on the first day of the Academy.
- C. In addition to the above vehicle information each cadet will also turn in a photocopy of their social security card.

## XX. CONDUCT IN GENERAL

- A. As a cadet, you are preparing to serve the public and your conduct must be governed accordingly. Henceforth, you will always be in the public eye whether dressed in uniform or civilian clothes and any form of conduct that brings criticism upon you will obviously reflect adversely upon the Albuquerque Police Department. Always be mindful of this. It is your conduct as an individual, whether good or bad, that builds up or tears down the confidence that the public has in an organization such as the Albuquerque Police Department. What you do not only reflects upon you, but upon the organization to which you belong. Cadets will conduct themselves in such a manner, on-duty or off-duty, which will not reflect adversely upon the Academy or the Police Department. Misconduct will result in disciplinary action, up to and including termination.
- B. Cadets will not engage in any outside employment during the Academy training unless it is first cleared through the Chief of Police.
- C. Cadets will not fraternize (have any social contact) with sworn police personnel of any law enforcement agency.
  1. Those cadets living with or related to sworn personnel will limit personal contacts to those necessary to maintain the household or family unit.
  2. Contact with sworn personnel will not be social or public in nature.
  3. All contact with sworn personnel, other than those involving family or household members, will be reported in writing to the cadet's squad supervisor prior to the first class period on the next duty day.
    - a. This includes any traffic stops, traffic accidents, etc.

## XXI. TRUTHFULNESS

- A. Albuquerque Police Officers are expected to display exemplary conduct. Albuquerque Police Officers represent the dignity and authority of the State of New Mexico and the City of Albuquerque. Officers are to lead lives beyond reproach. Nothing less is expected of cadets. Therefore, **any untruthfulness or dishonesty will not be tolerated!** Any cadet found to be untruthful would be subject to disciplinary action, up to and including termination.
- B. Honor Code
  1. All A.P.D. cadets will adhere to the Academy Honor Code.

- a. The Honor Code reads: "I will not lie, cheat, or steal, nor will I tolerate anyone who does."
2. Any violation of the Honor Code is grounds for severe disciplinary action, up to and including termination.
3. It should be noted that tolerating any prohibited act is considered to be a serious breach of discipline as is lying, cheating or stealing.

## **XXII. PERSONAL PROBLEMS**

- A. Everyone has problems, however, your personal problems are no longer just yours; they are now ours! Remember, they reflect on all of us. The Academy staff will be ready to assist you.
- B. The Academy staff is to be advised of any and all problems, particularly any that may affect your standing in the Academy.
- C. Call your supervisor immediately when a problem that may affect your Academy performance or standing arises.
  1. Do not let them hear it somewhere else, you tell them.

## **XXIII. RESIGNATION PROCEDURES**

- A. There is a possibility that during your training you will become discouraged. The manner in which this discouragement is met is an indication of your stability. If you find yourself in this position, do not act hastily. You are capable of becoming a professional police officer or you would not be at the Academy.
- B. There are, however, individuals who decide for one reason or another they do not really want to become police officers. There is nothing wrong with this providing the decision is made after honestly and unemotionally evaluating the situation.
- C. Should you come to this decision, utilize the following procedures:
  1. Notify your immediate supervisor.
  2. Write a letter of resignation to the Chief of Police.
  3. Explain in the letter why you are resigning and be honest. Explain your reasoning to the Chief of Police.

**POLICE ACADEMY HONOR CODE**  
**Statement of Understanding**

I \_\_\_\_\_ understand and will comply with the Albuquerque Police Academy's Honor Code, which states:

**“ I will not lie, cheat, or steal, nor will I tolerate anyone who does.”**

I also know that any violation of the Honor Code is grounds for dismissal.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

