DEPARTMENT ACADEMY ADMINISTRATIVE GUIDELINES

- **Attendance** - Standards of attendance follow the same expectations as those required for reporting to work. Attendance and punctuality are mandatory for all courses, lessons, exercises, and activities in academy curriculum. Performance and time drive standards for college accreditation.

- **Missed Assignments** - Assignments and testing that are missed due to illness or absence due to emergencies must be made up as soon as possible.

- **Remedial Action** - The Academies Manager and the Appointing Authority will be responsible for approving remediation plans and continued interventions beyond the study of Department academies.

- **Absence** - Absence due to unscheduled leave, suspected leave abuse, or tardiness will be managed in accordance with Merit System Rules, the Collective Bargaining Agreement, Department policy, and local operational memorandums.

- **Conduct** - Staff attending Department academies are expected to conduct themselves in a professional manner at all times. Specific conduct is explained in the Employee Handbook given to staff during New Employee Orientation. The expectations outlined in the Employee Handbook serve as the code of conduct for the Department academies.

- **Dismissal** - In accordance with Merit System Rules, the Collective Bargaining Agreement, and Department policy, conduct unbecoming a Department employee will be subject to corrective and/or disciplinary action.

- **Break In Service** - In accordance with statutory requirements established for the Criminal Justice Training Commission, staff who exceed a 2 year break in corrections service must complete the Adult Services and Correctional Worker Core Academies.

- **Physical Fitness Requirements** - All Adult Services and Correctional Worker Core Academy participants must obtain a Medical Certification from their personal physician to participate in tactical aerobics and defensive tactics training. All staff are encouraged to participate in Wellness activities and should strive to be fit and healthy for service.

- **Attire** - Attire for Department academies is professional casual. Uniformed staff are expected to wear their uniform. Sweats and T-shirts are allowed for all lessons that include physical activity. Any clothing that is prohibited in a Department facility is not allowed during the academy.