

NEW JERSEY STATE POLICE

TROOPER YOUTH WEEK

Rules & Regulations Index

The purpose of this order is to establish the Rules and Regulations for the New Jersey State Police (NJSP) Trooper Youth Week (TYW) Program. By delineating the guidelines and procedures that should be adhered to by TYW participants, it shall set forth select criteria to achieve the expected level of standardization and compliance by all TYW members. All personnel selected for TYW are required to read these directives and are bound to comply with the contents.

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I. Policy:

This order defines the system by which the NJSP TYW program carries out daily protocol. This order is intended to help TYW members learn and understand the purpose, structure, and process of operational policies and procedures within an academy setting. In addition,

this order establishes the accountability of all TYW members for personal conduct and disciplinary actions as outlined herein.

II. General Provisions & Duties of Trooper Youth:

- A. All Academy grounds and buildings are **OFF LIMITS** to Trooper Youth, unless otherwise directed to or authorized by Academy Staff.
- B. Every Trooper Youth is responsible for information posted on the bulletin boards and to be aware of any schedule changes.
- C. Unauthorized visitors are not permitted on the Academy premises.
- D. Leave of absence:
 - 1. Unauthorized absence from prescribed Academy limits will not be tolerated
 - 2. Trooper Youth **MUST** report to an Academy staff member prior to leaving the grounds if they decide to withdraw from the TYW Program
- E. Trooper Youth shall:
 - 1. While in training, be required to observe the Academy Rules and Regulations, Orders and Instructions, whether verbal or written. Any Trooper Youth violating any of these provisions shall be subject to disciplinary action
 - 2. Be held responsible for the proper performance of prescribed duties in an efficient manner
 - 3. Communicate promptly to the appropriate supervisor all:
 - a. Crimes
 - b. Breaches of the peace
 - c. Fires
 - d. Accidents
 - e. Important happenings, complaints, and misconduct

NOTE: Trooper Youth shall not withhold any information on these matters for any reason.

- 4. Be punctual in attendance, where time is specified
- 5. Not make false or misleading official reports, or knowingly enter or cause to be entered in any records, any inaccurate, false, improper, or misleading information or matter

6. Refrain from having any unauthorized food anywhere on Academy grounds
7. All Trooper Youth will be dressed in the proper uniform of the day at all times
8. Promptly obey orders issued from an Officer, Non-Commissioned Officer or member of the Academy Staff placed by competent authority in a position of supervision

NOTE: Should any order conflict with a previously issued order, the Trooper Youth to whom such order was given shall respectfully call attention to the conflict of orders. The order given by the last person shall stand and the Trooper Youth obeying the last order shall not be disciplined.

III. Personal Conduct:

A. Trooper Youth shall:

1. Be quiet, civil, and orderly; maintain decorum, control of temper, patience, and discretion at all times
2. Cultivate and maintain the good opinion of those with whom they come into contact by prompt obedience to all orders, by a steady and impartial line of conduct in the discharge of duty, by clean, sober, and orderly habits, and by a respectful attitude toward all persons
3. Display a positive attitude and behavior at all times
4. Answer all questions concisely and politely
5. Develop a sense of responsibility with peers
6. Develop a positive attitude towards learning and leadership

B. Trooper Youth shall not:

1. Act or behave in:
 - a. Such a manner so as to discredit themselves or bring discredit upon the Academy
 - b. Any capacity to the detriment of the good order and discipline of the Academy
2. Associate with, and avoid places frequented by, known criminals, or persons of poor moral character/reputation

3. Maintain associations which would interfere with the proper performance of their duties during the TYW program
4. Feign illness or attempt to shirk duty
5. Threaten, assault, strike, or direct any insulting language toward any other Trooper Youth or member of the Academy Staff
6. Behave in an insubordinate or disrespectful manner toward any other Trooper Youth placed by proper authority in a position of supervision
7. Cheat, plagiarize or use other fraudulent means to meet training standards
8. Willfully, or through neglect, cause to be lost, spoiled, damaged, wrongfully disposed of, or convert for their own use or possession, any property assigned for the official use of the Division
9. Use harsh, coarse, profane, insolent, indecent, suggestive, sarcastic, or insulting language
10. Criticize, ridicule, haze, humiliate, harass, or discriminate against any other person
11. Fraternize with any member of the State Police and/or civilian staff
12. Have sexual contact with other members of the Class
13. Publicly or privately display a tattoo, body art, or brand that is prejudicial to good order, discipline, and/or causes discredit to the Trooper Youth at any time while on Academy grounds. Any tattoo deemed in violation of this policy may result in dismissal or the covering of the tattoo, as required

IV. Grooming Standards:

It is the policy of the Academy that all Trooper Youth attendees be neat, clean, well-groomed, and present a professional appearance. To achieve the intent of the policy, reasonable grooming regulations have been established. The regulations take into consideration uniformity, neatness, safety, and the quasi-military nature of the Division of State Police.

A. Unisex standards

1. Clothing
 - a. Conservative clothing will be worn
 - b. Pants will be worn at proper business length

- c. Low cut jeans and/or pants that expose undergarments are **NOT PERMITTED**
- d. Crew style tee-shirts only. Low-cut neck lines and high-cut shirts above the waist line are **NOT PERMITTED**
- e. Clothing will not have any offensive print (e.g., words, gestures or any other print that is inappropriate)

2. Jewelry

All jewelry which detracts from the professional appearance of a Trooper Youth or which may constitute a safety hazard, is not permitted

- a. **No jewelry of any kind** shall be worn during TYW. This includes jewelry below the shoulders (e.g., belly rings)
- b. Watches may be worn at authorized times
- c. **NO** jewelry or watches shall be worn during physical training

3. Footwear

No flip flops, slides, sandals, high heels, or open-toed shoes

4. Finger nails

- a. Fingernails shall be cleaned and trimmed. Nails shall not extend beyond the tips of the fingers
- b. Fingernail polish, if worn, shall be clear

B. Trooper Youth males

1. Hair shall:

- a. Be neatly trimmed, combed, or brushed
- b. Be cut to present a tapered appearance and, when combed, shall not fall over the ears or eyebrows, or extend over the shirt or coat collar when standing with the head in natural posture
- c. Not interfere with the proper wearing of any authorized uniform headgear
- d. Coloring, if used, must appear natural

2. Facial hair:

- a. Shall be properly shaven at all times

b. No mustache, beard, or sideburns

C. Trooper Youth females

1. Hair:

- a. The length, bulk, or appearance of natural hair shall not be excessive, ragged, or unkempt
- b. Shall be neatly groomed
- c. Shall not be worn longer than the bottom of the shirt or coat collar at the back of the neck when standing with the head in the normal posture
- d. Shall be groomed in front so that it does not fall below the band of a properly worn uniform hat
- e. May be worn slightly over the ears, but in no case shall the bulk or length of the hair interfere with the proper wearing of authorized uniform headgear
- f. Ponytails or platted hair are not permitted
- g. A bun or twist is permitted on the top back of the head provided it is worn in a neat manner and does not interfere with the wearing of uniform headgear
- h. No ribbons or ornaments shall be worn in the hair, except for neat inconspicuous bobby pins or conservative barrettes which blend with the hair color
- i. Coloring, if used, must appear natural
- j. The wearing of a wig or hair piece is permissible

NOTE: If worn, it shall conform to the standards set forth in this procedure.

2. Brassieres that provide adequate support shall be worn

V. **Military Drill & Etiquette:**

As the TYW program is a paramilitary based learning environment, military protocol shall be enforced and adhered to at all time.

A. Military etiquette

Trooper Youth shall:

1. Use the word “Sir” or “Ma’am” on appropriate occasions and address each other properly
2. Use the proper salutation, when addressing or being addressed by personnel in authority
3. Assume the position of attention (sitting or standing), when properly commanded or when being addressed by a person in authority
4. Follow the designated procedures, when reporting to a Commissioned Officer. (Three paces back from desk - salute - “Trooper Youth LAST NAME reporting as ordered, Sir/Ma’am.”)
5. Call the class or group to “Attention” whenever the situation warrants
6. Salute when required. Only commissioned officers warrant a hand salute
7. Remove cap when indoors
8. Introduce yourself when addressing a person to whom you are unknown
9. Maintain good posture at all times
10. Make way for authorized persons
11. Trooper Youth walking alone outdoors will walk swiftly to their destination
12. Two or more Trooper Youth walking together will march in step. Trooper Youth on the right or right rear will command movements of the group.

B. Military formation protocol

1. Assemble at least two minutes before the scheduled time
2. Line up according to height - tallest Trooper Youth first
3. All formations will march to designated areas
4. Unauthorized absence from formations or post of duty will not be tolerated and will be reported to the trooper in charge as soon as possible
5. Carelessness in controlling formations will not be tolerated
6. Class will fall out for morning formation at 5:45 a.m.
7. Trooper Youth will not leave ranks without permission
8. Trooper Youth will not talk in formation

9. During inclement weather, platoons will form as directed by the Officer of the Day

C. Platoon & section organization

In order to streamline administration and organization of the class and help define the responsibilities of each respective platoon/section, the TYW class shall be organized as follows:

1. All TYW members shall be divided into two equal parts and given the designation of 1st Platoon or 2nd Platoon
2. Each platoon shall be divided in half and designated as a “Section”
3. Sections shall form platoons as follows:
 - a. 1st Platoon - Sections #1 and #2
 - b. 2nd Platoon - Sections #3 and #4

D. Duties and responsibilities of the Platoon Leader

Platoon leaders shall be selected and assigned, as required, starting Monday until the completion of Trooper Youth Week, and will be responsible for the following:

1. Direct mass movements when instructed
2. Ensure proper military bearing of the platoon
3. Report to the Officer of the Day the roll call, sick call, anyone absent or late, and any issues which may require immediate attention

E. Duties and responsibilities of the Section Leader

One Trooper Youth will be designated from each Section, as that Section Leader, and be responsible for the following:

1. Perform roll call and account for anyone absent or late. This will be reported to the platoon leader/Academy Staff
2. Checking for posted assignments on the bulletin board
3. Punctuality of their Section for formation
4. Military bearing of the Section
5. Assignment of duties to personnel in their Section regarding cleaning details
6. Return of any equipment used by the Section

7. Proper uniform of the day
8. Turning off the lights, when his/her Section members leave the room
9. Report any unusual incidents or problems to the Officer of the Day

VI. Facility Procedures:

A. Classroom

1. When the command “Attention” is given while you are seated, assume the seated position of attention. (Sit erect, hands on thighs, knees together and feet together)
2. Break periods will be given by the instructor
3. Raise your hand to make inquiry of the instructor
4. Stay off of the stage unless directed by an instructor
5. Clothing or equipment will not be left in the classroom overnight
6. No food is permitted in the classroom unless directed by an instructor
7. Provide full attention to the lecturer at all times
8. At the end of each lecture provided by a guest instructor, appreciation will be shown by applause. Remain seated until a staff member formally extends a “Thank You.”
9. Everyone will congregate in the designated area when taking breaks outdoors
10. Erase boards after each class, unless instructed otherwise
11. Turn the lights off when leaving the classroom

B. Mess Hall

1. Entering - uncover and tuck cap in rear of belt or right pocket of jacket
2. Seating - fill the entire table before moving to the next available table
3. Stand at attention, while holding your tray, until all seats are accounted for before being seated
4. Outer garments will be placed on back of chair
5. Good table manners are required

6. There will be no conversation with mess hall personnel, except requests for food, utensils, etc. (Use Sir/Ma'am)
7. Everyone shall return his/her tray, utensils, etc., to the disposal area
8. Do not linger in the mess hall. Place chairs back under tables when completed.
9. Exit through rear door of Mess Hall

C. Squad bay

1. Laundry and luggage
 - a. All clothing and towels will be hung on racks in the designated drying room
 - b. One piece of luggage may be stored beneath the bunk against the wall
 - c. Additional luggage will be stored in a designated area
2. Trooper Youth will not sit on window sills
3. Trooper Youth will not sit, lie down, or have any articles on the bunk, except during authorized times
4. Bed linens will be kept clean
5. Bunks shall be kept properly made at all times until lights out
6. Only authorized articles are permitted in the quarters. No food/snack shall be stored or saved overnight.
7. No unauthorized person(s) are permitted in the quarters
8. Lockers will be aligned properly. Only authorized items will be permitted in the locker.
9. No gambling or "friendly" card games are permitted
10. Bunk or room assignment will not be changed without authorization
11. Every Trooper Youth is responsible to clean the area surrounding his/her bunk
12. Soiled laundry will be stored in a location designated by the class coordinator

13. A bunk tag will be attached to the foot of the bed on the side toward the exit door. The tag must be positioned so that it is visible from the doorway.
14. Inspections of the dormitory will be conducted daily. All areas will be ready for immediate inspection at all times.
15. Trooper Youth will be properly clothed at all times while in the dormitory or squad bays
16. **AT NO TIME** will a Trooper Youth leave the dormitory rooms without being attired in the proper uniform of the day
17. Indecent exposure, whether committed intentionally or through carelessness, is inexcusable
18. Doors to dormitory squad rooms will be kept closed at all times. Caution will be exercised when opening the door.
19. Drapes in dormitory rooms will be opened at 7:00 a.m. and closed at 4:00 p.m. daily
20. Lights in the dormitory rooms will not be turned on prior to reveille unless otherwise directed by an Academy staff member
21. Trooper Youth will not congregate in halls or foyer area during evening hours
22. Upon lights out at 10:00 p.m., Trooper Youth shall remain in their bunks, unless directed by Academy Staff or upon necessity to report any emergency, illness, injury, or to utilize the bathroom
23. Upon lights out, there is to be **NO TALKING** in the dormitory rooms
24. Quarters and facilities specifically designated for use by female members of a Class are **OFF LIMITS** to all male members of the Class. Quarters and facilities specifically designated for use by male members of a Class are **OFF LIMITS** to all female members of the Class.

D. Latrine

1. Use only the designated toilet facilities for personal comfort, grooming, bathing or shaving
2. Do not use wash basins or showers for laundering
3. Rinse wash basins immediately after they are used

VII. Contraband:

A. Electronics

Audio/video recording or audio listening devices of any kind, included, but not limited to; video cameras, MP3 players, radios, cassette recorders, tablets, and any cellular or camera phones are not permitted on Academy grounds.

B. Alcohol

Trooper Youth shall not consume, bring, or permit to be brought onto Academy grounds any alcoholic beverage.

C. Drugs

1. Trooper Youth shall not possess or use any illegal drug or narcotic, controlled dangerous substance, or deliriant at any time
2. Any use of a prescription legend drug, prescribed for use during the training program, must be reported to the Class Coordinator and Physical Training Instructor immediately upon arrival to the Academy grounds
3. All prescription legend drugs must be kept in properly marked containers and turned over to the Academy staff upon reporting for TYW
4. Abuse of any legally obtained drug or medication is prohibited

D. Tobacco/Nicotine/Electronic Delivery Device

Any use of a tobacco product or the inhalation/ingestion of a solid and/or liquid chemical through an electronic device (e.g. electronic cigarette, vaping), is not permitted on Academy grounds.

E. Firearms

Trooper Youth, while on Academy grounds, shall not have in their possession any weapon or firearm.

VIII. Discipline:

- A. Discipline is a fundamental requirement of the State Police Training Bureau, requiring exact, prompt, and willing adherence to any lawful order.
- B. The highest standard of discipline is required of all trainees. This involves self-control and a sense of personal responsibility, beyond mere obedience or the threat of punishment.
- C. **Any violation of Rules & Regulations may be enforced by dismissal.**

NOTE: If a Trooper Youth is dismissed for violating one of the Trooper Youth Week Rules & Regulations, it will be the responsibility of the Parent/Guardian or other authorized person to pick up that Trooper Youth.

IX. Sick Call & Medication:

- A. Procedure for sick call
 - 1. Every morning, prior to the morning roll call, both Platoon Leaders will ascertain, if there are any Trooper Youth reporting on sick call
 - 2. If no Trooper Youth report on sick call, Platoon Leaders will so advise the Duty Officer
- B. Trooper Youth feeling ill or sustaining injuries will report this **immediately** to any Academy Instructor.
- C. If necessary, arrangements will be made by the Class Coordinator for Trooper Youth to visit the Training Bureau Physician.
- D. All prescription legend drugs must be kept in the properly marked containers and shall be turned over to the Academy staff upon reporting for TYW.

X. Telephone Use:

Public telephone calls may be placed with the consideration for other Trooper Youth during **authorized times only**. Receiving a telephone call shall be reserved for emergency purposes only and the following numbers may be provided to family should an emergency occur.

- A. Emergency only - front office - (732) 449-5200 (dial front office).
- B. Emergency only - after hours - (609) 273-0958 or (609) 273-0874.
- C. Incoming calls should be limited to emergencies, only.
- D. **NO CELL PHONES ARE ALLOWED ON BASE.**

XI. Fire Orders:

In the event it becomes necessary to evacuate the Academy building due to fire or under other emergency conditions, the following alert plan shall be utilized:

- A. Daylight hours
 - 1. The person first recognizing the emergency shall immediately bring it to the attention of an instructor who, in turn, will survey the situation

and determine if it should be brought to the attention of the Officer in Charge; time and conditions permitting

2. The Officer in Charge shall make the decision to evacuate; utilizing the Academy Staff in order to facilitate a safe and orderly exit of the building
3. If immediate evacuation is necessary, the instructor surveying the situation shall make the decision to evacuate and spread the order to all personnel promptly

B. Night hours

1. The first person who locates the fire or recognizes the emergency shall immediately alert the other personnel in the immediate vicinity and shall expeditiously report same to any member of the Academy staff
2. Academy staff shall determine the magnitude of the emergency and make the decision whether evacuation is necessary and activate the evacuation plan
3. If evacuation is necessary, the Academy staff will facilitate a safe and orderly exodus of the building

C. Nothing in this order shall be construed by the person discovering a fire to prevent him/her from attempting to extinguish same if he/she feels it can be done immediately and safely without fear of the fire spreading or personal injury.

D. After the evacuation is complete, all personnel shall immediately re-group in front of the main dormitory building on Academy Way and conduct roll call.

XII. Cleaning Details:

Cleaning details will be organized by platoon and section. Additional duties may be assigned as required, by Academy staff. The following outlines the responsibilities of each platoon. It should be noted that Trooper Youth from each squad bay will be responsible for their own room and adjoining latrine.

A. Areas of responsibility

1. 1st Platoon – Building #26 – Classroom
2. 2nd Platoon – Mess Hall
3. Dormitory/Squad Bay (all Trooper Youth)
4. Latrines (all Trooper Youth)

B. Building #26 cleaning detail

1. Empty all trash cans in classroom
2. Align all tables and chairs in an orderly manner
3. Clean up debris on tables and floor
4. Wipe down tables, as required
5. Clean both male and female latrines within Building #26

C. Mess Hall

1. Wipe down all tables and chairs, as required
2. Restock table supplies, i.e. napkins, as required
3. Sweep floor
4. Check trash area for debris and clean appropriately
5. Check with Mess Hall staff for additional duties

D. Dormitory/Squad bays

Each Section Leader will appoint one Trooper Youth in each room as “Room Orderly”, whose responsibility is to ensure the following duties are done by Trooper Youth assigned for room duties. Assign room orderlies for both male and female buildings/rooms.

1. Sweep Floor (damp mop, if necessary)
2. Dust and clean over doorways, empty lockers, and all furniture
3. Wipe and clean surface of the heater/air conditioner units
4. Align bunks
5. Ensure all areas of the squad bay are neat and orderly

E. Latrine

Latrines shall be kept clean at all times. If a latrine is shared between squad bays, both rooms shall dedicate Trooper Youth to periodically clean and maintain the area. At no point in time should clothing be on the floor or personal items left out on counters or sinks. All personal items shall be stored appropriately.

NOTE: Each Section Leader shall appoint at least three Trooper Youth to clean each latrine on a rotating basis.

1. Clean mirrors, wash sinks and shelves, dust all surfaces
2. Clean showers, urinals, and bowls
3. Sweep and mop the floor including the shower area
4. Empty and clean trash receptacles
5. Replenish toilet paper

XIII. Effect:

In accordance with this order, the Recruiting Bureau Chief or designee, shall maintain the content and accuracy of the information contained within and notify the Planning Bureau Chief, via channels, of any changes that may be necessary in this order.

ALL TROOPER YOUTH, WHILE AT TROOPER YOUTH WEEK, ARE REQUIRED TO OBSERVE THESE RULES AND REGULATIONS, ACADEMY ORDERS, AND INSTRUCTIONS, WHETHER VERBAL OR WRITTEN. ANY TROOPER YOUTH VIOLATING ANY OF THESE PROVISIONS MAY BE SUBJECT TO REMOVAL FROM THE TROOPER YOUTH PROGRAM.

BY ORDER OF THE COMMANDANT

NEW JERSEY STATE POLICE

TROOPER YOUTH WEEK

Honor Code

- *I am a Trooper Youth in the New Jersey State Police Trooper Youth Program.*
- *I follow the core values of the New Jersey State Police: Honor, Duty, & Fidelity.*
- *My wellbeing, honor, and the honor of my family name has been entrusted to me.*
- *I will be true to myself; I will not yield to negative peer pressure and I will stand up for what I believe is ethically sound, morally correct, and legally bound.*
- *I am responsible for my decisions, words, and actions.*
- *I shall conduct myself in a manner which upholds the core values of the New Jersey State Police.*