

IN SERVICE TRAINING GUIDELINES

Class Attendance

Class attendance is required. Any absences will be reported to your department. If your absence is due to court, illness, etc., the Training Center shall be notified. No certificate will be issued if more than 10 percent of a class has been missed.

Dress Code Policy

The policy of the Hudson County Public Safety Training Center is that all employees, instructors, and trainees shall present a professional image in attire and appearance and shall wear authorized clothing that is neat, clean, pressed and properly fitted. Therefore, the following guidelines are adopted with regard to the In-Service Course Program:

A. In-Service Training Course Attendees - Standard dress attire for all persons attending courses at the Training Center or at a satellite location of the Training Center shall be as follows:

1. Male Attendees

- a. Class A department uniform (uniform of the day)
- b. Business attire consisting of dress slacks, trousers, button down shirt, optional tie, belt, and dress type shoes
- c. Professional collared polo style shirt with dress slacks or trousers, belt, and dress type shoes. Shirts must be tucked in.
- d. Sport jacket and trousers, and button down shirt
- e. Business Suit
- f. Shoes, boots, closed-toed shoes in a leather or dress material are appropriate and should be clean and polished. Socks must be worn.

2. Female Attendees

- a. Class A department uniform (uniform of the day)
- b. Business attire consisting of dress slacks, button down shirt, belt, and dress type shoes

- c. Professional collared polo style shirt with dress slacks or trousers, belt, and dress type shoes. Shirts must be tucked in.
- d. Pants, slacks, blouse and/or sweater
- e. Business length skirt, blouse and/or sweater
- f. Business suit
- g. Shoes, boots, flats, closed-toed shoes in a leather or dress material are appropriate and should be clean and polished. Socks must be worn.

B. Instructors - Standard dress attire for all persons Instructing Training Courses at the Training Center or at a satellite location of the Training Center shall be as follows.

1. Male Instructors

- a. Class A department uniform (uniform of the day)
- b. Shoes, boots, closed-toed shoes in a leather or dress material are appropriate and should be clean and polished. Socks must be worn.
- c. Business attire consisting of dress slacks, trousers, button down shirt, tie, belt, and dress type shoes.
- d. Sport jacket and trousers
- e. Business Suit
- f. Authorized Hudson County Public Safety Training Center collared polo shirt with khaki pants when approved for specific courses by the Director of the Training Center or designee. Shirts must be tucked in.

2. Female Instructors

- a. Class A department uniform (uniform of the day)
- b. Shoes, boots, flats, closed-toed shoes in a leather or dress material are appropriate and should be clean and polished. Socks must be worn.
- c. Business attire consisting of dress slacks, button down shirt, belt, and dress type shoes

d. Business suit

e. Pants, slacks, blouse and/or sweater

f. Business length skirt, blouse and/or sweater

g. Authorized Hudson County Public Safety Training Center Instructor collared polo shirt with khaki pants may be worn when approved for specific courses by the Director of the Police Academy or designee. Shirts must be tucked in.

C. Exceptions to the Dress Code Requirements - for In-service Training Instructors and Attendees. The following are authorized exceptions to the standard dress code for Training Center course Instructors and Attendees:

1. Persons Instructing or attending any course which involves physical activity, such as, but not limited to, firearms, baton, unarmed defense and physical fitness shall be authorized to wear authorized Department polo shirt with Agency insignia or Hudson County Public Safety Training Center Instructor collared polo shirt with Khaki pants, or Department Class B uniform when approved by the Director of the Training Center or designee. Shirts must be tucked in.

2. Persons Instructing or attending authorized programs at the Training Center other than described herein.

3. Other courses at the request of the lead Instructor and approved by the Training Center Director or designee.

HCPSTC PHONE NUMBER – 201.369.3434

EMAIL – HCPSTC@HCNJ.US