



Collège Ellis

PERSEVERANCE - SURPASSING - SERVICE

Drummondville - Trois-Rivières - Longueuil - Montréal

AEC Police Technology Student Guide



COLLÈGE ELLIS

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INTRODUCTION

We are pleased to welcome you at Collège Ellis, Campus of Drummondville, in the Police Technology Program. Your success is our common goal.

All the activities you will participate in during your stay at the Collège are designed to allow you to achieve the stated objectives and meet the pre-established standards in a favorable learning atmosphere.

However, you are responsible for your integration depending on your participation and your implication in the academic activities, physical training, and leisure activities (or extracurricular activities) which are part of the Police Technology Program.

The *Student Guide* in the Police Technology Program aims at informing you about school and extracurricular life, therefore familiarizing you with its organization and the various services that are available.

You will also find information concerning regulations, policies, and discipline as well as several terms and conditions and administrative procedures for the Police Technology Program at Collège Ellis. We ask you to consult the *Student Guide* as soon as you arrive at the Collège. The policies in this guide are a complement to the regulations and policies of Collège Ellis.

We hope you will enjoy your stay at Collège Ellis!

Jean-Paul Aumais
General Director

1. ETHICS

In our society, there are many different perceptions of ethics. The word *ethics* means personal moral standards and takes into consideration values and principles, as well as the sense of right and wrong, in a society that is constantly evolving.

Ethical conduct involves meeting the current regulations of a society, a profession, or an organization.

1.1 FUNDAMENTAL VALUES FOR THE POLICE TECHNOLOGY PROGRAM

Collège Ellis embraces fundamental values that guide the behaviour/conduct of everyone who works at the Collège. The values are the following:

- RESPECT: considers the dignity, rights, and freedoms of the individual;
- INTEGRITY: goes beyond honesty and respect of laws and regulations, appeals to the attitude and behaviour of the individual;
- TEAM SPIRIT: encourages respect and collaboration with other individuals;
- SENS OF RESPONSIBILITY: aligns with the expectations of the Collège, *l'École nationale de police du Québec*, and police forces of the province of Québec;
- DISCIPLINE: supervises student life at the Collège.

1.2 VOLUNTARY RESPECT

The Collège prioritizes voluntary respect of its fundamental values. In order to accomplish this, the Collège aims at constantly informing and educating all persons at Collège Ellis in order to facilitate their understanding and adherence to these values.

The student must:

- Demonstrate high integrity and respect standards;
- Treat people with equity and justice;
- Report the facts correctly, even when they are not in his favour ;
- Tailor his behaviour to the fundamental values of the Collège.

2. GENERAL REGULATIONS

2.1 USE OF AVAILABLE ROOMS AND CLASSROOMS

The Collège offers equipment that must be used according to the rules specific to each of them.

2.1.1 Safety and Alarm System

- As soon as the student arrives at the Collège, he must identify the emergency exits.
- If the alarm goes off, the students must meet as quickly as possible at the designated area; the person in charge of the group will verify if everybody is present and wait for instructions.
- The use of the alarm system without apparent reasons is prohibited as well as the use of fire extinguishers. Such uses are reprehensible behaviours and may result in expulsion.

2.1.2 Telephone and Pager

- Cellular phones and pagers must not be worn with the uniform and must not be used during classes.

2.1.3 Protection for Non-Smokers

- Smoking is strictly prohibited inside the Collège. However, it is allowed to smoke outside the Collège at the designated area.

2.1.4 Rest Areas

- Calm and cleanliness are obligatory.
- Food and beverage must be taken in these areas exclusively.

2.1.5 Classrooms

- Rooms must be used in accordance with the Collège's rules and for the purposes for which they are intended.
- In order to respect the other ongoing classes, breaks must be taken only in the specified areas.
- Gatherings near the classrooms are forbidden.
- Food and beverages are forbidden in the classrooms.
- The group is responsible for the tidiness of the classroom, and each student must replace everything after using it such as desks, chairs, pedagogical material, etc.

2.1.6 Circulating Inside the Collège

- The students must always circulate quietly and speak softly.
- The student must be polite towards everybody in the Collège and greet people respectfully.

2.1.7 Physical Training Outside the Collège

- The student who trains outside the Collège must respect municipal laws such as the municipal law concerning cycling and roller-skating in the streets.
- The student must always have a calm and respectful demeanor outside the Collège.

2.1.8 Parking Areas

- The student must park his vehicle in the parking areas provided, however some parking areas require a parking sticker / pass.

2.1.9 Computer Rooms

The computer rooms are made available to students for the purposes of studying and efficient use of the equipment provided.

For these reasons, the user must refrain from any disruptive behaviours such as:

- entering the computer room during a class;
- drinking or eating inside the computer room;
- using the computers for unauthorized, illegal, and business matters;
- reading, altering, deleting, or spreading information, computer programs, or software belonging to a third party without authorization;
- entering or trying to access a computer station, a computer system or internal and external network without authorization;
- using voluntarily programs or any possible means to damage computers and telecommunication equipment or its content;
- using programs, software or any other means to block, collect, read, decrypt or decode information on a computer or a computer network;
- using the access code or password of a third party without authorization;
- interfering voluntarily in order to damage a computer, a computer system, or a computer network;
- using emails to participate in chain letters, to advertise, or send numerous personal emails without authorization (mass mailing);

- using underhanded means or reasons to send anonymous emails with the intention of usurping a user's identity or hiding his own identity;
- using discriminatory sexual websites or any other websites that promote violence, abuse, and derogatory language;
- using emails to send obscene, racist, defamatory, harassing, hateful messages or remarks or to commit any other offenses against the law or the Collège's regulations.

All users must collaborate with the IT Department in order to identify or correct any types of computer problems. The users must inform the IT Department about problems concerning the computer and printing equipment as well as contact Ms. Rachel Arsenault, Director of the Registrar and Operations.

3. COHORT MANAGEMENT

3.1 GENERAL PRINCIPLE

The policing profession has a paramilitary structure with a lot of very well-defined situations, functions, and responsibilities.

Authority operates at different levels represented by ranks and badges.

As soon as the Police Technology Program begins, the program coordinator sets up an internal management pattern involving all students in the program.

The main objective is to help students to understand, assimilate, and approve voluntary respect of the authority, an essential basic element of the police profession.

3.2 NOMINATIONS AND FUNCTION OF THE PERSONS IN CHARGE OF THE COHORT

To be responsible is an essential quality for a police officer. Thus, the student is responsible for his own quality of life at the Collège. One way to accomplish this is to be involved in positions of responsibility of the cohorts or as a support to the individuals who are nominated.

Each function is essential to facilitate the functioning and team spirit of the cohorts and of each group. A cohort has approximately 60 students; it is divided in two groups of approximately 30 students.

3.2.1 Nominations

The persons in charge of groups and teams

Within the first month at the Collège, the program coordinator prepares the officers' nomination.

Application procedure

The students interested must submit their application to the coordinator before the specified deadline.

Interviews will be conducted in order to verify the student's interest and ability to be an officer.

The interested students must have an exemplary behaviour and good academic grades. They must not have any failures or penalties in their student file.

3.2.2 Roles (organization chart in annexe)

The president of the Police Technology Program

- Acts as a liaison between the presidents of cohort and the coordinator.
- Reports to the coordinator any requests or complaints from the students of the cohort and helps these students to resolve the problems.
- Maintains good relationships with the presidents of cohort in order to understand the needs and expectations of the groups.
- Promotes voluntary respect of the Collège's values.
- Is responsible for discipline within the cohorts.

The president of cohort

- Liaises between his cohort and the president of the program as well as, if needed, with the coordinator and teachers.
- Meets his groups and reports any requests or complaints and helps to resolve problems.
- Carries out any other tasks designated by the program president. For example, he or she follows up groups, proposes activities, helps students in trouble and works in collaboration with team leaders.
- Promotes voluntary respect of the Collège's values.
- Is responsible for discipline within his or her cohort.

The person in charge of a group

- Liaises between his group and the president of cohort as well as, if needed, with the coordinator and teachers.
- Meets his group and reports all requests or complaints and helps to resolve problems.

- Carries out any other tasks designated by the program president. For example, he or she follows up groups, proposes activities, helps students in trouble and works in collaboration with team leaders.
- Promotes voluntary respect of the Collège's values.
- Is responsible for discipline within his group.

The team leader

- Supports the person in charge of his group.
- Is responsible for course attendance and lateness, extracurricular activities, as well as discipline within his group.
- Coordinates the extracurricular activities of his group.
- Promotes voluntary respect of the Collège's values.
- Is responsible for discipline and respect of the Collège's regulations within his team.

The student

- Adheres to voluntary respect of the fundamental values and general and specific regulations of the Collège.
- Collaborates with the different persons in charge of the cohort.
- Proposes improvements that could positively impact student life at the Collège.
- Conducts himself in accordance with this code.

3.3 IDENTIFICATION BADGES

The persons in charge of the cohort have distinctive badges on the shoulders of their uniform in accordance with their authority level corresponding to their tasks and duties within the cohort.

Rank badges express the trust of the students, staff, and the direction of the Collège towards their collaborators.

3.4 SPONSORSHIP OF NEW STUDENTS

At the beginning of each year, the coordinator organizes an activity during which each new student is paired up with a second-year student.

Under the supervision of the cohort officers, this activity aims to inform and support the new students in their academic and extracurricular activities during their first semester at the Collège.

3.5 COMMUNITY SERVICE

Community service guides the daily duties of the police officer and is part of his work. In keeping with this, the Collège encourages each cohort to submit projects that aim at involving the future police officers in the Drummondville community and its surroundings by means of various activities.

3.5.1 Implementation

Purpose of the activities

The allowed activities must bring together citizens and police officers and be of community, social or educational nature.

Authorization

The activity projects must be submitted in advance for the approval of the coordinator who, afterwards, will coordinate the different resources in order to guarantee their realization.

Responsibility

- A cohort activity is under the president's responsibility.
- A group activity is under the responsibility of the person in charge.

Supervision

The activities are under the coordinator's supervision.

Dress code

When an activity takes place outside the Collège, the student must be dressed in accordance with the formalities and protocol of the Collège.

For example : Security during Halloween : uniform;
Welcome of dignitaries; uniform or casual business clothes;
Benefit spaghetti supper: uniform or casual wear.

3.6 THE OFFICIAL CEREMONY

At the end of the program, the Collège organizes a graduation ceremony to which parents and relatives are invited.

The graduation ceremony is a privilege reserved for the students who voluntary respect the fundamental values of Collège Ellis.

3.7 THE DRESS CODE

The dress code includes basic rules for the student in the Police Technology Program: a perfect dress code confirms adherence to an organization.

The police uniform symbolizes and projects a professional image of the future Québec police officers, according to values of service, integrity and justice. It demonstrates respect towards the citizens as well as the citizens' respect for law and order.

3.8 JEWELRY

➤ **Wearing casual business clothes**

The student may wear jewelry, however it must be simple and plain .

➤ **Wearing the uniform**

Only specific jewelry and accessories are authorized for the student wearing the uniform :

For example: wedding ring and watch;

For women, earrings must not be longer than the ear lobe; only one pair of earrings is allowed.

However, as a security measure, during specific training activities, a staff member may demand that the students remove their jewelry.

3.9 THE PARTS OF THE UNIFORM

Collège Ellis authorizes the following pieces of clothing for the uniform. Clothes identifying the Collège, the Police Technology Program or the student are allowed only within the limits of the Collège, except with the written permission from the coordinator.

The uniform includes the following pieces of clothing:

- dark navy blue cargo pants;
- a dark navy blue long-sleeved shirt;
- a dark navy blue short-sleeved shirt;
- a dark navy blue tie;
- a silver tie pin with the logo of the Collège;
- shoulder pads specifying the student's level (I, II, III) at the Collège as well as the responsibilities within the cohorts;
- navy blue socks;

- an identification pin;
- black shoes;
- a wool cardigan;
- a navy blue cardigan;
- a three-season navy coat bearing the logo of the Collège.

The student must wear the short-sleeved shirt during the following periods:

- from the first day of the fall session to the first day of the week break of fall;
- from the first of the month of April to the last day of the winter semester.

3.10 THE UNIFORM

- The uniform must be clean and well ironed.
- The shirts must be buttoned up at all times.
- A plain white t-shirt with a round neckline under the shirt is optional.
- The tie and the tiepin with the logo of the Collège must be worn at all times.
- The student's identification badge must be worn at a specific place on the shirt or as mentioned by the coordinator, in order to be visible at all times.
- A motorcyclist leather jacket is completely forbidden.
- The formal black shoes must be always clean and shined.
- The sunglasses must be worn according to common use.

Except for planned training activities, the uniform or part of it is strictly forbidden, unless a special authorization from the coordinator is obtained.

3.11 SPORTSWEAR OR CASUAL CLOTHES

- The cap with the logo of Collège Ellis and the Police Technology Program is not allowed with the uniform in the Collège.
- Even if there is the logo of Collège Ellis on the cap, the students may wear it properly and respectfully anytime outside the Collège.

3.12 CASUAL BUSINESS CLOTHES

- For men: Classic pants, shirt and tie, uniform shoes, identity card around the neck.
- For women: Classic pants, simple blouse or sweater, uniform shoes, identity card around the neck.

3.13 PHYSICAL APPEARANCE

General Rules:

- Visible body piercings are not allowed.
- Tattoos must be covered up with clothes at all times.
- **Haircuts and colors must be classic and simple to fit with the uniform. Hair must look well groomed at all times.**

For men :

Hair:

- must be cut short around the temples and the neck. Hair picks are not allowed;
- must not roll up and ear lobes must be clear;
- sideburns must be cut short and should not exceed the ear lobe;
- **shaved hair is allowed, but it must be completely shaved the same length all over the head.**

Beard:

- must be clean and close shaved anytime;
- growing a beard during the time the student is at the Collège is strictly forbidden because it is not appropriate with the uniform. It is allowed when there is no school for a long period of time.

Mustache:

- must be clean, well-cut and must not exceed the corners of the mouth and the upper lip;
- growing a moustache during the time the student is at Collège is strictly forbidden because it is not appropriate with the uniform. It is allowed when there is no school for a long period of time.

For women:

- Hair must be well groomed and must be tied if it is longer than the nape.
- Accessories used to tie the hair must be simple.
- Hairstyle must be simple.

3.14 ACCESSORIES

Any kind of decorative or distinguishing marks are strictly forbidden on the uniform, unless a special authorization from the coordinator is obtained.

For example: personal, public, police, military, or business pins.

3.15 UNIFORM INSPECTION PROTOCOL

The inspection of the uniform aims at verifying if the student respects the dress code and the personal hygiene rules as well as the Collège's values, notably discipline, attitude, and professionalism.

The inspector is usually the program coordinator or any staff members appointed by the General Manager.

A cohort officer may have the authorization from the supervisory staff or a teacher, to inspect the uniform. His reports must be countersigned by the supervisory staff or the teacher.

The inspection of the uniform is usually done:

- at a specific place designated by the coordinator when the students are gathered together;
- in class, at the beginning or at the end of a course;
- at the coordinator's office , for an individual inspection.

4. THE PROFESSIONAL CODE OF DISCIPLINE AND ETHICS

4.1 THE OBJECTIVE

The clauses of the present professional code of discipline and ethics are addressed to the students of the Police Technology Program. They must always be observed during your time in the Police Technology Program, anytime and anywhere. They are based on the Regulation on the Discipline of Members of the *Sûreté du Québec* and on the professional code of ethics of police officers of Québec.

They are intended to promote the maintenance of the discipline and ethics required by a future police officer, with respect of the human rights and freedoms, and refrain from reprehensible actions.

The present code determines the duties and norms of:

Discipline: concerns the student's behaviour in his relationship with the other students, the administrative staff, the teachers, the directors, and anyone at the Collège or outside the Collège, and that is, at all times.

Ethics: concerns the student's behaviour with the citizens.

4.2 THE APPROACH

Collège Ellis promotes voluntary respect, based on continuing information, the students' training and the respect of the fundamental values of the Collège.

4.3 THE PRINCIPLE

The implementation of the rules of the professional code of discipline and ethics must be formative and corrective, and, lastly, punitive, in accordance to the consequences of the fault for a future police officer.

4.4 THE TITLE DEFINITION

General Director: the general director of Collège Ellis

Assistant General Director: the assistant general director of Collège Ellis

Coordinator: the coordinator in Police Technology at Collège Ellis

Teacher: the teacher at Collège Ellis

Student: The student in Police Technology at Collège Ellis

4.5 DISCIPLINARY AND ETHICAL FAULTS

4.5.1 The Minor Fault

It is an occasional reprehensible behaviour having less impact on the student, the citizens, the personnel of the Collège, the Collège's image and credibility.

The information and the training will determine the appropriate corrective measure, and the student formally agrees to avoid repeating the alleged violation.

For example: unjustified delays to a course.

4.5.2 The Major Fault

It is an isolated reprehensible behaviour or a succession of minor faults having a certain impact on the student, the citizens, the personnel of the Collège or harming the Collège's image and credibility.

A written reprimand or a suspension for a short period of time will determine the appropriate corrective measure. The student formally agrees to avoid repeating the alleged violation and accepts an administrative follow-up for a certain period of time.

For example: the succession of unjustified delays to a course or insulting a teacher.

4.5.3 The Gross Fault

It is a repeated major fault or reprehensible behaviour having a major impact on the student, the citizens, the personnel of the Collège and greatly affecting the Collège's image and credibility.

The gross fault has a major impact on compatible behaviour with the police function, and the student may be expelled from the Collège.

For example: Plagiarizing from somebody
Cheating during an exam
Being associated with people who have criminal records

For information purposes only, reprehensible behaviours mentioned below in the discipline and ethics rules, which consist of a gross fault, are followed by an asterisk (*).

4.6 THE DISCIPLINE REGULATIONS

4.6.1 The Student's Duties

Article 1

The student in the Police Technology Program at Collège Ellis must have a respectful behaviour towards the police officer profession at all times.

The following faults are considered reprehensible behaviours :

1. intimidating someone;
2. lacking courtesy, respect or politeness towards a person;
3. behaving or acting against the rules and the professional code of ethics of the police officer profession;
4. being homophobic, racist, or having other prejudice that are prohibited by the professional code of ethics, the Québec Charter of Human Rights and Freedoms (L.R.Q., c. C-12) ,and the Canadian Charter of Rights and Freedoms (L.C., 1982, c.11);
5. using obscene and insulting language;
6. lacking respect for the hierarchy, especially when a decision must be taken, unless the decision calls for immediate action;
7. lacking respect towards the Collège's figures of authority, for example: nonchalance, provocation, arrogance, carelessness, etc.

Article 2

The student in the Police Technology Program must conform to the instructions of the individuals in charge.

The following faults are considered reprehensible behaviours:

1. refusing to obey to written or verbal requests or instructions from the persons in authority, of a school or administrative nature;
2. refusing to give the authority a report of his activities according to their demands;
3. refusing to do the assigned task or to report to a specific place;

4. using the computer network of the Collège against the Regulation on Computer Equipment Use;
5. refusing to conform to the Regulation for a Smoke-free Environment;
6. using the alarm system or the fire extinguishers without any valid grounds;

Article 3

The student in the Police Technology Program must do his tasks consciously and with diligence.

The following faults are considered reprehensible behaviours:

1. refusing or inciting someone to refusal to perform duties;
2. exchanging, plagiarizing, or copying another student's work, without the permission of the person in charge of the activity; (*)
3. exchanging, plagiarizing, copying, or cheating with or without another student during an exam; (*)
4. presenting or signing a report or any written documents, knowing them to be false, inexact, or incomplete; (*)
5. omitting to report, to participate, as a volunteer, in an activity of the Collège or one of its associates;
6. refusing, omitting, putting back, or forgetting to hand back an assignment or a report.

Article 4

The student in the Police Technology Program must be a man or woman of integrity.

The following faults are considered reprehensible behaviours:

1. approving, intervening or denouncing any behaviours against the present code which are liable to lessen the confidence between the Collège and the student involved; (*)
2. neglecting to inform a person in authority of any kinds of serious faults which the student notices, is informed, or is concerned; (*)
3. refusing to collaborate on any investigations; (*)
4. asking for or authorizing reimbursements for expenses that were not incurred; (*)
5. omitting or refusing to account for any sums of money;
6. accepting, soliciting, or demanding, directly or indirectly and for personal purposes, a gift, reward, commission, discount, loan, or any other benefits or favours in order to be liable to compromise his impartiality in his student tasks; (*)
7. using confidential information, for personal purposes or gains; (*)

8. helping or informing another student, before or during an exam, in order to make the task easier;
9. infringing the regulations and instructions listed in this present document;
10. drinking alcoholic beverages between classes;
11. being impaired by any kinds of drugs within the Collège; (*)
12. damaging or losing by act of negligence property that belongs to the Collège or to another associate;(*)
13. neglecting to report the destruction, loss, or damage of anything used by the future police officers;
14. neglecting to report an accident with a vehicle belonging to the Collège or rented by the Collège; (*)
15. using carelessly or inappropriately a vehicule belonging to the Collège or rented by the Collège; (*)
16. using, for personal or unauthorized purposes, property belonging to or lent by the Collège for students' use, or authorizing such behaviour; (*)
17. selling or giving any equipment parts provided for planned activities in the program; (*)
18. neglecting to inform the coordinator, as soon as possible, when his Québec driver's license is suspended, revoked, or restricted, and without giving reasons; (*)
19. omitting to inform the coordinator shortly when the student knows that he is under investigation by police forces or is criminally charged; (*)
20. contravening to all laws made by a legal authority, likely to compromise the police officer's tasks; (*)
21. omitting to inform the coordinator in writing, as soon as possible, of having been found guilty of a criminal offence or omission mentioned in the article 115, paragraph 3 of *La Loi sur la police* (L.R.Q., c. p-13.1). (*)

Article 5

The student in the Police Technology Program must wear appropriate clothing at any time.

The following faults are considered reprehensible behaviours:

1. behaving in a nonchalant or indolent manner;
2. wearing inappropriate clothing for the activity requirements;
3. wearing crumpled or dirty clothes;
4. having an ungroomed disposition (beard, mustache, hair);
5. smoking during the courses or inside the Collège;
6. infringing the regulations about the police officer's dress code;
7. infringing the regulations concerning the training areas.

4.7 PROFESSIONAL ETHICS

4.7.1 The Student's Duties

Article 1

The student in the Police Technology Program at Collège Ellis must act in such a manner as to preserve the confidence and consideration that the Collège requires.

The following faults are considered reprehensible behaviours:

1. using a obscene, blasphemous, or abusive language;
2. committing acts or using injurious language based on race, colour, sex, sexual orientation, religion, political convictions, language, age, social condition, civil status, pregnancy, ethnic or national origin, a handicap or a means to compensate for a handicap;
3. being disrespectful and impolite towards any person.

Article 2

The student in the Police Technology Program at Collège Ellis must avoid any form of abuse of authority in his relationships with others.

The following faults are considered reprehensible behaviours:

1. using greater force than is necessary to accomplish what is required or permitted (physical intervention);
2. making threats, intimidating, or harassing; (*)
3. knowingly bringing a charge against any person without grounds.(*)

Article 3

The student in the Police Technology Program at Collège Ellis must respect the authority of the law and of the courts and must collaborate in the administration of justice.

The following faults are considered reprehensible behaviours:

1. preventing or contributing to preventing justice from taking its course; (*)
2. concealing or failing to pass on evidence or information in order to benefit or harm any person.(*)

Article 4

The student in the Police Technology Program at Collège Ellis must perform his duties with integrity.

The following faults are considered reprehensible behaviours:

1. damaging maliciously or destroying property belonging to any person or to the Collège; (*)
2. disposing illegally of property belonging to any person or to the Collège; (*)
3. knowingly filing a false or inaccurate report or recommendation concerning any individual. (*)

Article 5

The student in the Police Technology Program at Collège Ellis must perform his duties with disinvestment and impartiality and must avoid putting himself in a conflict-of-interest situation liable to compromise his impartiality or to adversely affect his judgment or fairness.

The following faults are considered reprehensible behaviours:

1. soliciting directly or indirectly, accepting or demanding from any person a gift, a reward, a commission, a kickback, a discount, a loan, repayment of a debt, a favour or any other advantage or consideration liable to compromise his impartiality, judgment or fairness; (*)
2. paying, offering to pay or agreeing to offer a gift, a reward, a commission, a kickback, a discount, a loan, repayment of a debt, a favour or any other advantage or consideration liable to compromise the impartiality of that person in the performance of his duties; (*)
3. recommending the services of a particular attorney to any person, especially an accused person, with whom he has been in contact in the performance of his duties;
4. putting himself in conflict of interest in soliciting or collecting money from the public through the sale of advertising or tickets, or otherwise for the benefit of a person, an organization or an association.

4.8 APPLICATION PROCEDURE FOR DISCIPLINE AND ETHICS

4.8.1 The Basic Principles of Natural Justice

The assessment of a situation that can be considered a reprehensible behaviour in accordance with the present code must be based on FACTS and on the recognized notions of PREPONDERANT PROOF as listed in the administrative law and in civil law.

The implementation of the discipline and ethics policy must be applied with impartiality.

The student involved in such a situation considered as a reprehensible behavior is INNOCENT until proven guilty; he has the right to be heard, to present his point of view, and to be accompanied by a cohort officer.

4.8.2 Prestigious Lapel Pins

A recognition program highlights the students' efforts and performance; it is part of the general recognition program of Collège Ellis. The description of the program has been annexed to this document.

4.8.3 Penalties

The reprehensible behaviours which are incompatible with this code or any other codes of Collège Ellis are punished according to the gravity of the acts committed. Negative or positive behaviours will be noted in the student's discipline file which will be used, among other things, to complete the hiring report, sent to police services. **The person in charge of supervising students is responsible for keeping and updating the discipline report.**

Procedure

Each student will be assigned a discipline report of 100% when he arrives at the Collège.

- 5 % will be subtracted from his discipline report for each minor fault.
 - The student with 3 minor faults during uniform inspections will not be authorized to wear it for a week.
 - The student with 6 minor faults during uniform inspections will not be authorized to wear it for five weeks.
- 25 % will be subtracted from his discipline report for each major fault.
- The student with 3 major faults will not be authorized to wear the uniform for an entire school year.
- 50 % will be subtracted from the student's discipline report for each gross fault.
- 5 % will be added in the student's discipline report for each positive assessment.
- 10 % will be added in the student's discipline report for a major positive behaviour.
 - For example: involvement with another student or in the community.
- 25 % will be added in the student's discipline report following the receipt of a prestigious pin.

4.9 RESPONSIBILITIES

Based on voluntary respect, the progressive enforcement of the professional code of discipline and ethics is the association of the following individuals:

- the students
- the cohort officers
- the staff members
- the teachers

- the coordinator
- the members of the direction of Collège Ellis

4.9.1 The Student

The student has a primary role:

- he acquaints himself with the professional code of discipline and ethics;
- he attends information and training sessions;
- he condemns and intercedes, as a precautionary measure, with an offender who has a reprehensible behaviour;
- he formally denounces a major reprehensible behaviour or a gross fault of which he witnesses.

4.9.2 The Staff Members and the Teachers

The staff members and the teachers have a special role in the training and the supervision of students. Discipline and ethics must, above all, be present every day at the first level of the authority by emitting:

1. a verbal warning, for a minor offense;
2. a written behaviour report, for repeated minor offenses;
3. a verbal warning mentioned immediately to the coordinator and, afterwards, a written report for a major or gross fault.

4.9.3 The Coordinator

- He provides information and training of students, staff, and coordinators.
- He receives, analyses, and gathers the oral or written warnings.
- He meets, if necessary, the students who have committed repeated minor faults, or who have committed major or gross fault and takes all appropriate provisional measures in the interest of the student and the Collège.
- He conducts and coordinates the investigation.
- He reports in writing the appropriate penalty, except when a student is suspended or expelled from the Collège.

- He provides the student's file with his recommendations to the assistant general director at the Collège and informs the student in writing when his reprehensible behaviour is likely to result in his suspension or expulsion from the Collège.
- He advises the assistant general director of the implementation of discipline and ethics.

4.9.4 The Director of Studies

- He ensures the implementation of a program of continuing information and training, based on voluntary respect mentioned in the *Student Guide*.
- He receives and analyses the investigation file for a major or gross fault. If necessary, he asks for additional information and he confirms, rejects (reverses), or modifies the penalty.
- He can hold a disciplinary hearing in order to hear the involved parties and all pertinent witnesses in cases of major or gross fault that may result in immediate suspension or expulsion from the Collège.
- He gives a written report about his disciplinary decision concerning a major or gross fault for which the penalty is the student's suspension.
- He takes the appropriate interim measures and sends the investigation report with his recommendations to the general director in cases of major or gross fault resulting in the expulsion of the student from the Collège.

INTERVENER CHART

Student	Officer	Teacher or Staff	Coordinator	Director of Studies
Expresses his condemnation when faced with a reprehensible behaviour.	Can conduct a uniform inspection, under the supervision of a teacher.	Tell the student a negative behaviour to correct.	Informs the director of the Collège of a gross fault.	Issues the decision in a file likely to cause the student's suspension or expulsion.
Intervenes to put an end to this behaviour.	Submits a report that will be countersigned by the teacher or the person in charge of the supervision.	Write, if necessary, a form of the student's behaviour.	Takes interim measures.	Provides any files likely to cause the student's expulsion to the general director.
Formally denounces a gross fault to a teacher or the coordinator.		Participate in the overall evaluation of the student's behaviour.	Discloses the penalty, except for a suspension or an expulsion.	
Cooperates in any investigations.		Write the comments on the student's school report.	Provides a file likely to cause the student's suspension or expulsion to the assistant general director.	
		Inform the coordinator of a major or gross fault.		

4.9.5 The General Director

He exceptionally intervenes when the offense can result in the expulsion of the student.

- He receives the investigation report with the recommendations of the director of studies for a reprehensible offense that may result in the expulsion (of the student) from the Collège.
- He asks for additional information, if necessary.
- He supports or reviews the appropriate measures taken by the coordinator or the director of studies.
- He pronounces the correct sanction within 30 days following the outcome of the investigation.
- The student receives the written decision in person or by registered mail.

4.10 THE APPEAL PROCEDURE

The student who is expelled from the Collège has a right of appeal, within 30 days, to the general director of Collège Ellis by making a written request.

The general director will designate three persons to form an appeal committee that will review the written documents regarding this demand and will hear interested parties.

The appeal committee will have to give its recommendation within 30 days of the end of the appeal.

The general director will give his final decision within 30 days of the presentation of the recommendation report from the appeal committee.

5. RECOGNITION PROGRAM – BARS OF PRESTIGE

5.1 INTRODUCTION

The awards program recognizes the students' efforts and performance and is part of the General Recognition Program of Collège Ellis.

Moreover, the program is also part of the establishment of paramilitary traditions similar to the police forces' traditions.

It is inspired by the (old) saying used by all companies and governmental institutions:

*« Bien plus que du talent, ni même du génie,
l'excellence naît avant tout de l'effort. »*

5.2 GENERAL PRINCIPLES

The awards are based, above all, on the following criteria:

- EFFORT: FOCUSING PHYSICAL OR INTELLECTUAL ABILITIES IN ORDER TO ATTAIN A GOAL;
- PROGRESSION: IT IS THE GRADUAL PROGRESSION TOWARDS A GOAL OR A PARTICULAR OBJECTIVE;
- PERFORMANCE: obtaining excellent results in accordance with the available means.

The honorific distinctions are based on all these notions.

For example:

- a student who achieves a mark of 90 % for his academic or physical performance;
- a student who, because of his noticeable and constant efforts, makes regular progress to improve his mark;

- a student who loses 30 pounds in one year in order to double his physical performance in a physical test.

5.3 WORKING GROUP

The coordinator is in charge of a working group of teachers who represents their colleagues.

The working group analyses the applications and presents a comprehensive report with its recommendations to the director of studies.

The notion of excellence reveals automatically the exceptional purpose of the awards.

5.4 SYMBOLS

Bars of prestige are conferred to the students (men and women) who excelled significantly in four respective fields:

- academic results;
- physical training;
- exemplary behaviour;
- overall excellence; this bar is given to the student who has particularly distinguished himself or herself in the three fields mentioned above.

Mentions of honour may also be given to the students who are nominated for bars of prestige.

5.5 MEANING OF THE BAR

THE RECTANGULAR SHAPE: strength, power, balance, stability

THE COLOURS:

Blue: Municipal Police Services

Green: National Police Services

White: Integrity and sense of duty

THE LOGO: The sector

THE MEANING: The meaning of the logo

The bar is worn above the right breast pocket of the uniform.

5.6 PROCESS FOR CONFERRING DISTINCTIONS

5.6.1 Applications

At the beginning of each fall semester, the teachers submit the names to the selection committee.

The students vote for the candidates of their group who may deserve an ethical bar.

5.6.2 Analysis and Recommendations

The selection committee analyses the applications and makes its recommendations to the director of studies.

5.6.3 Decision

The director of studies grants the bars for exemplary behaviours to the students in the Police Technology Program.

5.6.4 Honorary Ceremony

The bars of prestige are conferred at the beginning of the winter semester, during a paramilitary ceremony. They are valid for a period of one year and the recipients of this award must requalify themselves the following year in order to be allowed to continue to wear the bar of prestige; if not qualified, they may keep as a souvenir.

5.7 CONCLUSION

In order to promote the values of the Collège (commitment, surpassing oneself, and service), the recognition of excellence through bars of prestige will inspire pride and a feeling of belonging, which are essential parts of the performance of the policing duties.

ANNEX 1



Coordinator's Office

Behaviour File

Name: _____

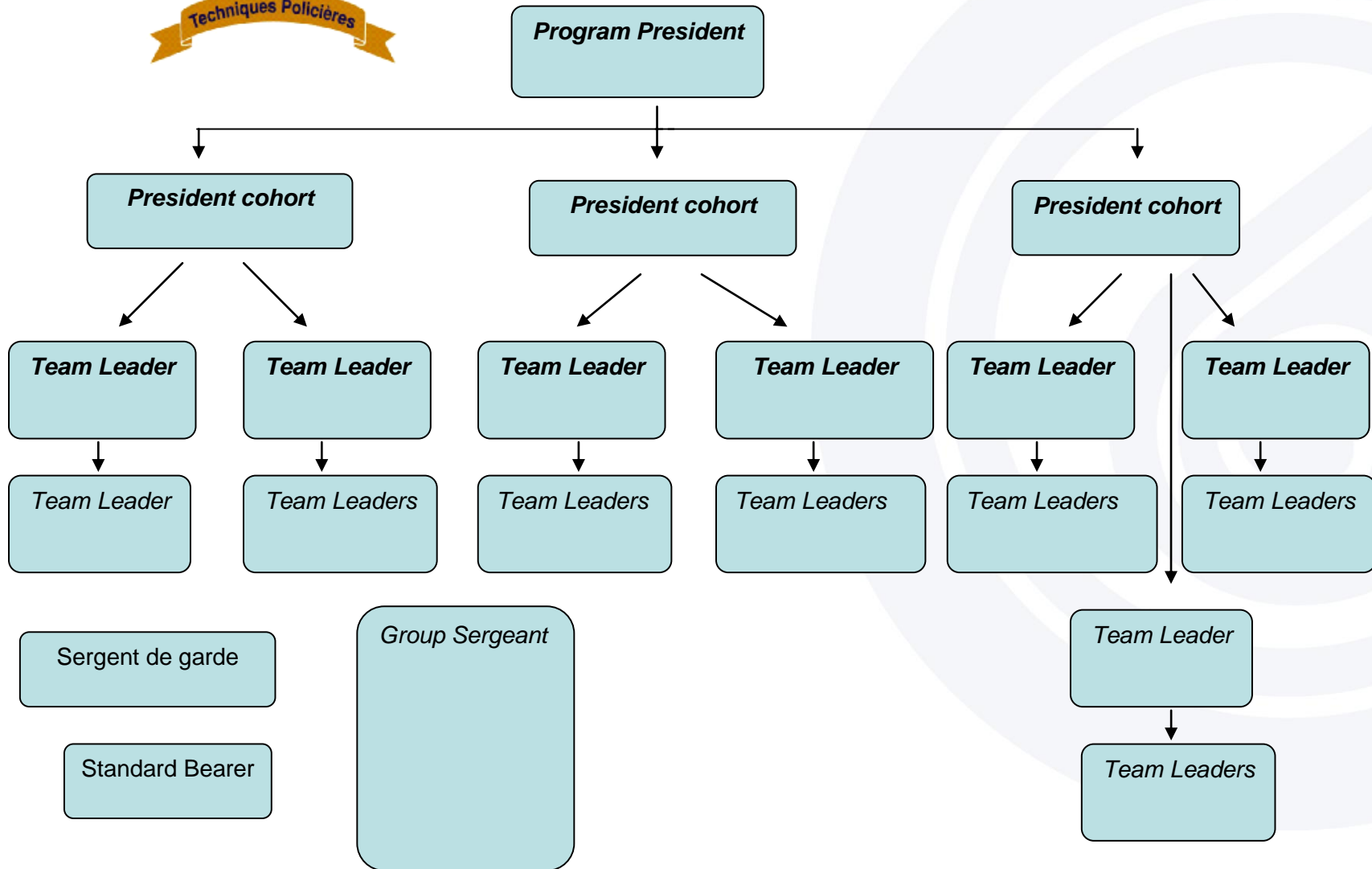
Group: _____

School Year: _____

Date	Remarks - Reasons Absences, inspections, discipline	Reported by	P N	m M L	100	
					pts	

ANNEX 2

Organization Chart
Officers



ANNEX 3



REPORT	<i>NEGATIVE</i> ___ <i>POSITIVE</i> _ ___	<i>POSITIVE</i> ___ <i>POSITIVE</i> ___
Name	Group	
Date		
REPORT		
Remarks		

Signature
