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Sheriff

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732-431-7860 ex 1110

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Communications Division
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Corrections Division
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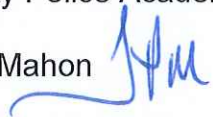
Office of Emergency Management
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Coordinator
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Monmouth County Police Academy
Terence P. Mahon
Director
2000 Kozloski Road
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Monmouth County Fire Marshal's Office
Craig J. Flannigan Sr.
Director of Fire Services
Fire Marshal
1027 State Route 33
Freehold, NJ 07728
732-683-8856

MEMORANDUM

TO: All Monmouth County Police Academy Instructors

FROM: Director Terence P. Mahon 

RE: Instructor Rules for the Monmouth County Police Academy

DATE: February 10, 2026

Introduction

In order to maintain efficiency and uniformity throughout all of our course offerings, the Monmouth County Police Academy (MCPA) requires that instructors follow the following rules.

General Rules

1. Every person who instructs at the Monmouth County Police Academy must read, understand, and sign for the most up-to-date NJ PTC Instructor Code of Conduct.
2. Parking – Any person instructing a class at the Monmouth County Police Academy is asked to park in the general parking spaces in Lot #1. Instructors cannot park in spaces designated for Academy or Sheriff's Office staff.
3. Due to County hiring practices, any new instructor who works at the Academy can only do so on Agency time. After 12-months in this probationary status, the Director can approve if appropriate, the instructor to submit a county application and attend orientation in order to receive payment through the Academy. Orientation is an 8-hour day, and is mandatory for anyone who is being paid by the County of Monmouth.
 - a. Please note: due to budget constraints, the Academy prefers that instructors be assigned on Department-time whenever possible.



4. Upon arrival at the Academy, you must check-in with staff at the main office. This allows us to confirm your presence, and provide you with any daily updates that may be needed.
5. Instructors must provide a copy of the lesson plan and PowerPoint that they will be using. We have thumb drives available in the main office to accommodate this request.
6. Any issues, disciplinary or otherwise, with any recruit or student must be immediately reported to an Academy Training Officer.
7. Student and Instructor dress codes will be enforced.
8. For Instructors who do not want to take breaks in the student break/lunch room, you can take your break in the staff lounge, which is also labeled Classroom 1. There will be no eating in the Academy lobby conference room.
9. There will be absolutely no photographing, videotaping, or otherwise recording of a student or recruit without the expressed written consent of the Academy Director.
10. Instructors in need of WiFi can receive a temporary WiFi access code from the main office.
11. In order to maintain the integrity of our audio/visual systems, Instructors are only permitted to display their class materials (PowerPoint programs, etc.) by use of a thumb-drive. We cannot allow Instructors to disconnect any classroom laptop, or to connect their own laptop directly into our system.
 - a. The password to access the classroom laptops is... instructor (all lower case)
 - b. If needed, thumb-drives can be obtained from the main office.
12. All issues with any classroom, including issues with A/V, need to be immediately brought to the attention of staff in the main office.
13. **REQUESTS:** When needed "Requests for Instructors" to teach at MCPA will be sent via email to the Agency head for their action. The instructor being requested will be copied when possible. We respectfully urge Agencies to take action on each request as soon as possible.



Regarding Basic RECRUIT Classes (BCPO, SLEO-2, BCCCPO, Accelerated Waiver, etc.)

1. Instructors are bound by PTC Rules as well as the PTC "Standards of Conduct for Instructors". With that in mind, and with the goal of using the "best and brightest" to mentor the next generation of Officers, instructors must report to the Academy Director any and all adverse issues in which they are involved, no matter if they are criminal or administrative in nature.
2. To eliminate past issues, instructor sign-in sheets will be handled IN the classroom by the class leader. When signing the "Instructor Book", make sure you print your name legibly. Staff needs to be able to clearly read your name in order to enter it in our Acadis and payroll systems. You must sign IN and OUT with the correct times.
3. You must cover the entire length of time you are scheduled to instruct. Classes that go "short" are wasted time, and not fair to the recruits. If you have been given more time than you need, please advise, and your block of instruction will be reduced for the next class. On the contrary, if you need more time than what has been allotted that can be adjusted as well.
4. **Recruit** lunch breaks CANNOT be any longer than 30 minutes. This is more than enough time for the recruits to eat and have a break. Any longer is simply time wasted.
5. If you have handouts, send them to us prior to the date of your class and we will have them uploaded to the recruits' laptops.
6. All tests and quizzes for BCPO, SLEO-2, BCCCPO and Accelerated Waiver are administered electronically through our Acadis system.
 - a. We need the test a week in advance (more is better), so it can be uploaded and locked in Acadis.
 - b. If you are giving a test during your class, tell the office staff ahead of time. That way, when you are ready to administer the test, it will be opened and ready.
 - c. Each test is required to have ONE question for each Performance Objective (PO), as per PTC rules.



7. Upon leaving the building, please check out with the Class Coordinator via the main office.

Regarding IN-SERVICE Classes

1. Request an up-to-date roster for the class you are instructing. Ensure all students sign in appropriately. Names must be printed legibly in order for certificates and diplomas to be issued.
2. Take role call at the start of your class and advise the office immediately if a student has failed to show up. If the Academy was not contacted prior to the start of the class, the Agency Chief will be notified and the Agency will be charged a \$50 "no show" fee.
3. If you are leading a PTC-certified class; EVOC, Firearms Instructor, MOI, etc. then all students must complete a PTC-1 form BEFORE your first break. That form must then be delivered to the main office. Academy staff must begin the process of getting all students "approved" by PTC through the Acadis portal.
4. It is the Instructor's responsibility to hand out class diplomas and certificates when applicable. If you would like the Director to be present at that time, it may be arranged if you advise us beforehand. If there are any issues with a diploma or certificate, please notify the office immediately so the certificate can be corrected before the student leaves.

Conclusion

The primary mission of the Monmouth County Police Academy is to provide the most knowledgeable, experienced staff to deliver the latest in training and technology to our recruits and in-service students in a professional manner.

These rules, and your cooperation, allow all of us to achieve these goals.

All instructors will sign receipt of these rules (attached) stating that they read, understand, and will comply to the rules as set forth in this memorandum.



Signature Receipt for Instructor Rules for the Monmouth County Police Academy

Instructor's Name _____

Date Began Instructing at MCPA _____

I understand that the primary mission of the Monmouth County Police Academy is to provide the most knowledgeable, experienced staff to deliver the latest in training and technology to recruits and in-service students in a professional manner.

By signing below, I am certifying that I have read and understand the memorandum with the subject line: INSTRUCTOR RULES FOR THE MONMOUTH COUNTY POLICE ACADEMY, and will cooperate with MCPA to achieve the goals of said mission.

I further understand that by failing to comply with the rules as enumerated within the memorandum and subsequent updates, which will be available on the MCPA web site, as well as the current Code of Instructor Conduct issued by the New Jersey Police Training Commission, I will forfeit any opportunity to serve MCPA as an instructor.

Instructor's Signature _____

Agency Name _____

Date _____

I currently instruct, or am interested in instructing, the following courses/classes for MCPA (please list as many as apply – use reverse if needed).

Currently Instruct	Interested in Instructing