

THE INTERNAL CODE OF CONDUCT OF “THE EDUCATIONAL COMPLEX OF THE POLICE OF THE RA” STATE NON-COMMERCIAL ORGANIZATION

I. General provision

1. The internal code of conduct of “The Educational Complex of the Police of the RA” state non-commercial organization defines the rules on promotion, disciplinary sanctions and application of disciplinary penalties of the employees and students of the Educational Complex of the Police of the RA (hereinafter the Educational Complex), as well as other issues related to discipline, related to the organizing and conducting morning course review, organizing guard duty of internal service and pan-educational-complex events.
2. Certain rules of the regulation refer to the individuals at the Educational Complex who are under civic-juridical relations with the Educational Complex and use the services of the Educational Complex or work, collaborate with the Educational Complex, as well as are temporarily in the territory of the Educational Complex.

II. The promotion for work and study success

3. The following ways of promotion are defined for the exemplary implementation of the obligations defined by the employment contract, for the improvement of work efficiency, continuous unblemished work, and studies, innovations and other achievements, active participation in scientific-research and social activities:
 - a) Announcement of gratitude,
 - b) a one-time cash award;
 - c) giving a certificate of the Educational Complex;
 - d) a souvenir gift;
 - e) removing disciplinary sanctions.
4. The promotion is announced by the decree of the head of the Educational Complex.
5. In addition to the promotion measures provided for in sub-clause c of the 3rd clause of these Rules, other promotion measures shall be applied to the police officers of the Educational Complex defined by the legislation of the RA.

III. Liabilities for the violation of work and study disciplines

6. The violation of work discipline that is to say the failure to perform or improper performance of labor duties provided for by the legislation of the RA, the Charter of the Educational Complex and internal legal acts by an employee of an educational institution shall entail the application of disciplinary sanctions established by the legislation.

7. For the breach of discipline the head of the Educational Complex applies the following disciplinary penalties:

- a) reprimand;
- b) severe reprimand;
- c) termination of the employment contract in the manner prescribed by the legislation.

1. The types of penalties imposed by the RA legislation shall apply to the police officers of the Educational Complex.

2. Before applying a disciplinary penalty, a written explanation shall be required from the worker. The absence of an explanation must be confirmed by an appropriate act of refusal by the employee to submit it.

3. Disciplinary penalties shall be applied no later than within one month after the discovery of the violation, excluding the period during which an employee is on the annual vacation or sick leave.

4. Disciplinary penalties cannot be applied if 6 months have passed since the date of the violation.

5. Only one disciplinary sanction may be imposed for each violation of the discipline.

6. If, within one year of the disciplinary penalty, the employee has not been subjected to a new disciplinary penalty, it shall be deemed to have been extinguished.

7. The following disciplinary penalties may be applied to learners of the current paid studies in the case of violation of the internal code of conduct, the obligations defined by the statute of the Educational Complex and legislation of the RA:

- a) reprimand,
- b) severe reprimand;
- c) dismissal from the Educational Complex.

15. Types of penalties imposed by the RA legislation shall apply to the police servant -students of the Educational Complex.

16. Before applying a disciplinary penalty, a written explanation should be required from the student. The absence of an explanation should be confirmed by the corresponding act of the student's refusal to represent it.

17. Disciplinary penalties can be applied not later than one month after the breach and not later than six months after it, not counting the time of the vocation and sick leave.
18. If, within one academic year, the student has not been subjected to a new disciplinary sanction after the disciplinary sanction has been imposed, that shall be deemed to be canceled.
19. Over 50 hours of unjustified absence during the semester, a reprimand is declared to the full-time paying student.
20. In the case of unjustified absence of more than 90 hours during the academic semester, a strict reprimand is declared to the full-time paying student.
21. In case of unjustified absence of more than 150 hours during the academic semester (one third of the training practice defined by the curriculum), the full-time paying student is dismissed from the Educational Complex.
22. The following are prohibited in the premises of the Educational Complex:
 - (a) smoking (excluding special areas separated for that purpose);
 - (b) the use of alcoholic beverages;
 - c) card games.
23. The use of mobile phones is prohibited during the course in the auditoriums.
24. Permanent, temporary staff and other persons are prohibited from polluting the premises of the Educational Complex, audiences, buildings and structures.
25. Access of employees, students and other persons, motor vehicles to the territory of the Educational Complex, as well as movement, withdrawal and import of property, shall be defined in a specially designated passing regime.

IV. Arranging and conducting a morning course review

26. An overview of the appearance and uniform of the police officers of the Educational Complex is held on the first Monday of each month (hereinafter, a review).
27. Every work-day for full-time police students (hereinafter, student) is held every morning.
28. The morning review is an every-day event to examine the appearance and readiness of learners.
29. Learners are obliged to come to the review at the time specified by the agenda.
30. They shall be obliged to appear to the review in uniform in accordance with the requirements of the Chief of the Police of the RA.
31. The students will be placed on the square for the review according to the year of studies.

32. The manager of the course checks the presence and appearance of the learners before the review and reports to the Head of the Service Department or his Deputy.
33. A march is held after the report on staff appearance and presence. Upon completion of the review, the course manager accompanies the course to the place of training provided by the schedule, after which the course manager submits a report on the number of students to the service department.
34. After each class, the course manager follows the behavior of learners.
35. Learners are obliged to refrain from noising, violating the uniform, to treat the state property fairly.
36. Before a call to the next class, students must be present at the place of the respective course.
37. After the courses, the students are lined according to their year of studies in the square.
38. The course manager checks the presence of the learners, about which s/he reports to the head or deputy of the service department and after receiving the appropriate permit, the course managers take the course out of the square and walk home.
39. In case of being late to the morning review, the course manager reports to the head of the service department or his deputy about the absentees.
40. The student who was late, entering the premises of the Educational Complex, introduces himself/herself to the course manager, who reports to the Head of the Service Department or Deputy upon revealing the reasons for being late.
41. If the learner is late once for one month, the course manager will conduct explanatory work, and if the latter is late for the second time during a month, the course manager will introduce the student to the head of the service department or deputy, where the student is again provided an explanatory work. In the event of a third time being late within a month, the course manager will submit a report to the head of the Educational Complex for a relevant penalty.
42. If necessary, the Head of the Service Department may request additional guard duty for the learner who is frequently being late.

V. Organization of the guard duty of the internal service

43. A round the clock guard of duty is organized in the territory of the Educational Complex by the full-time students of the Educational Complex.
44. Course managers develop a timetable of the guard duty for each course.
45. The timetable is agreed with and approved by the Deputy Head of Service Department and Head of the Service Department.

46. The accepting guard of duty comes to the Unit of Duties before taking over the service
47. The duty officer lines the accepting guard of duty in the provided place, checks their presence, appearance and their knowledge of their obligations.
48. Then, giving respective orders the guard of duty is sent to respective places for the service.
49. The head of the Duty Service and the responsible officer of the day mandatorily take part in the instructions.
50. There are three checkpoints in the Educational Complex (hereinafter CP)
51. In each CP, a leader is appointed who obeys the duty officer and his/her assistant.
52. The guard of duty, after getting the instructions, go to their places of service led by the leader, where handing over and accepting the CP takes place.
53. The leader of the CP checks the cleanness of the CP and availability of the property, accepts from the handing over the guard of duty and takes notes in the registrar and report to the officer of duty about it.
54. After a round the clock service the guard of duty hands over to the accepting guard of duty and goes to the Unit of Duties.
55. The duty officer lines the handing over the guard of duty, indicates the mistakes made during the day and considers the service finished.
56. The learners, after finishing the service, go to have a rest, and the next day on the appointed time in the morning go to the Educational Complex to take part in the lessons.
57. In case of being late from the instruction of the guard of duty, the duty officer is obliged to inform the course manager of the learner about it. The course manager quickly clarifies the reasons for being late and informs the duty officer.
58. If the learner manages to come before the end of the instruction, then the duty officer instructs him/her and s/he starts his/her service. After handing over the service of the guard of duty the learner provides an explanation to the course manager on the reasons for being late.
59. In case the learner does not come by the end of the instruction, the course manager replaces the learner who had to be the guard of duty with another learner.
60. The replaced learner starts the service after being instructed.
61. The learner who was late for the guard of duty is released from duty and provides an explanation to the course manager on the reasons for being late.
62. After getting the respective explanation, the course manager does an explanatory work with the learner and if the case is repeated, reports to the Head of the Educational Complex for a penalty.

63. The learner is released from the guard of duty with the mediation of the course manager based on a justified report.

VI. Pan-educational-complex events

64. Various types of cultural events are organized and conducted in the Educational Complex, which is held at the club.

65. To ensure the participation of the learners in the events, on the specified time they are gathered and lined in the square according to the year of study, after which they approach the entrance of the club and enter to the club one from the right each time and take their seats.

66. During the event, the course managers follow their students to keep silence and order.

67. After the end of the event, the students go out of the club and go to the square according to the year of study.

68. After being lined, the course managers check and report on the quantity and after receiving the appropriate permission, move on the agenda.