

Title: SIDA Cheating Policy		Effective Date: 08/01/2018
Issuing Department: Public Safety	Issuing Section: Access DFW	

## 1.0 PURPOSE

- 1.1 To provide guidance for employees concerning testers failing and cheating SIDA training.

## 2.0 DEPARTMENTS / PERSONS AFFECTED

- 2.1 All Access DFW employees.

## 3.0 POLICY

- 3.1 If a tester is caught violating any of the items listed below, it is considered an automatic disqualification for cheating. The tester must stop testing immediately and report back to their company. They will not be allowed to test and are also ineligible for a green non-SIDA badge for one year. After one year has elapsed, they may return to Access DFW and finish testing; however, if all 12 times have been attempted they are only eligible for a green non-SIDA badge.

## 4.0 PROCEDURE

- 4.1 Phones must be powered off; silent or vibration modes are not acceptable.
- 4.2 Testers may not talk to anyone else other than instructor.
- 4.3 Testers may not bring any outside notes with them (blank paper and pen will be provided).
- 4.4 Testers must know how to operate the computer and mouse.
- 4.5 Testers must turn in the DFW SIDA Training Pocket Guide to the instructor.
- 4.6 Use of the forward button during the 10-question test only; use of the back, pause, or rewind buttons are not permitted during the test portion of the training

## 5.0 RESPONSIBILITIES

- 5.1 **Access DFW.** Responsible for ensuring that the procedures above are followed;
- 5.2 If a tester is caught cheating or fails the SIDA test, the Trusted Agent in the training room must email all supervisors with cheating or failed updates as soon as possible. A supervisor will then complete the notation of the cheating or failed status and will check the Do Not Issue box in the SAFE database.

## 6.0 DEFINITIONS

- 6.1 **Tester** is an employee applying for a DFW SIDA badge

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## 7.0 REVISION HISTORY

APPROVED (07/27/2018)