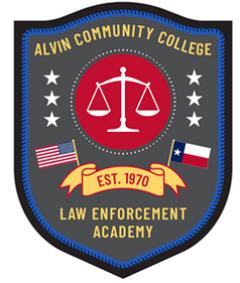


Law Enforcement Academy



Rules & Regulations



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SECTION I: INTRODUCTION

FORWARD

The following rules and regulations are intended to parallel and follow those established by the Texas Commission on Law Enforcement and those of Alvin Community College and in some circumstances established a higher standard. These rules are not to be construed as exclusive and are updated and modified as necessary.

Two main objectives were kept in mind in publishing and providing these rules and regulations: To give the college staff and the trainee a reference to assist them in knowing, understanding, and applying the required training procedures as they apply to peace officers; and to provide a positive step toward methods and techniques aimed at professionalism. Compliance with these rules and regulations is essential and is designed to be part of the training objective.

Trainees (Cadets) in the Law Enforcement Academy are in training to become commissioned peace officers. The cadets must adhere to the highest standard of conduct at all times, both in their roll as cadets and as citizens in their communities. This standard of conduct is based on the rules and regulations of the academy and the expectations of Alvin Community College. Academy cadets are responsible for their behavior and will be evaluated for their conduct and their ability to respond well to correction or discipline. Any violation of Academy Rules or Regulations will be grounds for dismissal from the Academy. This shall include all attendance and participation requirements as set forth in the rules of this academy.

ADMISSION REQUIREMENTS

Basic Peace Officer Training

Admission to the Alvin Community College Law Enforcement Academy is governed by the following conditions:

Occupational License HB 1508

As a point of information required by the Texas Occupations Code, Section 1, Chapter 53, Sections 53.151 – 53.152, as amended in 2017 by HB 1508, if you are applying for admission to or currently enrolled in an educational program that may prepare an individual for an initial occupational license as defined under Texas Occupations Code Section 58.001 and/or if you later decide to change to an educational program that prepares you for an initial occupational license as defined under Texas Occupations Code Section 58.001, in accordance with state law, please be advised of the following:

1. An individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program.
2. Each licensing authority that may issue an occupational license to an individual who completes an educational program must establish guidelines that state the reasons a particular crime is considered to relate to a particular license and any other criterion that affects the decisions of the licensing authority.
3. Local or county licensing authorities may issue additional guidelines related to criminal history. Applicants should contact their respective local or county licensing authority for more details.
4. A person may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority under Texas Occupations Code Section 53.102.

Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license. Questions related to eligibility requirements should be directed to the applicable licensing authority.

A list of the Texas State University degree and certificate programs that prepare a student for an initial occupational license as defined under Texas Occupations Code Section 58.001 is available below.

[2019-1 Occupational License HB 1508 programs list \(XLSX, 23 KB\)](#)

- **All applicants** must successfully complete an Academy entry exam
- A criminal history background check must be completed and be approved by TCOLE prior to enrollment into the Academy
- Must have graduated from a recognized and accredited high school, GED, or approved & recognized homeschool program (*TCOLE requirement*).
- Must not have any Class “A” Misdemeanor or Felony conviction (s) or conviction of moral turpitude and meet the guidelines established by TCOLE for prior unlawful acts.
- Cannot have a Class B Misdemeanor conviction within ten years from time of enrollment
- A person who has pending charges that is or would be a bar to licensing cannot enroll in the

Academy program until after final disposition has been made on the charge(s). This includes any charge that has been given a status of Pre-Trial Diversion, any charge(s) with a Family Violence Attachment. (TCOLE 217.1 (b)(5)(6))*

- If arrested during the Academy for an offense that is a bar to licensing, that Cadet cannot remain in the Academy and may not re-enter the program until after final disposition.*
- Must successfully complete a Physical / Drug screen (L-2 Form) & Memorandum associated with same
- Must successfully complete a Psychological exam (L-3 Form) & Memorandum associated with same
- The L-2 & L-3 Forms are only valid for a period of 180 days from the time tested or evaluated. If expired prior to the start of the Academy, you will have to be re-tested or re-evaluated. If cleared for academy use, these forms, by rule, are valid for a period of 180 days following graduation from the academy.
- Must meet the guidelines on drug usage attached (Page 21-22)
- Accurately complete Personal History Statement Information.
- Accurately complete the Statement of Application Form.
- Meet any other minimum course registration requirements that may be applicable at the time of registration.
- All forms required for enrollment into the Academy must be turned in as designated by the Academy Director.

DEFINITIONS

Academy - The Alvin Community College Regional Law Enforcement Academy

Academy Staff - Academy Director (Commander), Director of In-Service Training (Commander), Chair of the Criminal Justice Credit Program, Instructors.

Chain of Command - The unbroken line of authority extending between the Academy Director, Director of In-Service Training, Credit Program Chair, Class Officer(s).

College - Used for Alvin Community College, its grounds, and facilities

TCOLE – Texas Commission on Law Enforcement

Exigent Circumstance – A circumstance that is not within the control of an individual. The determination of an exigent circumstance will be determined by the Academy Director or his designee. Acceptable exigent circumstances:

- 1.) Death within the immediate family unit (parent, spouse, grandparent, sibling, child)
- 2.) You are in the hospital
- 3.) You are ill (must be accompanied by a Dr.'s note)

Authorized Absence – Approved exigent circumstances or absences due to participation in departmental hiring processes. Must be accompanied by documentation.

Unauthorized Absence – Any other absence not classified as exigent or otherwise approved by the Academy Director or his designee.

Departmental Hiring Process - Mandatory testing procedure, oral board / Chief's interview or polygraph only. Picking up / dropping off application packets or parts of application packets, discussions with background investigator, etc. will not be considered as acceptable reasons.

Insubordination – The resistance to or defiance of authority, disobedience, refusal to obey reasonable and lawful instructions.

Sexual Harassment - It is the policy of Alvin Community College to maintain an educational environment free from sexual harassment and intimidation. Sexual harassment is expressly prohibited, and offenders are subject to disciplinary action. "Sexual harassment" is defined as either unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, by an employee of the college, when (1) submission by a student to such conduct is made explicitly or implicitly a condition for academic opportunity or advancement; (2) submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student; or (3) the intended effects to or reasonably foreseeable effect of such conduct is to create an intimidating, hostile, or offensive environment for the student.

SECTION II: TRAINING RULES & REGULATIONS

RULES AND REGULATIONS

(Documentation of Violations)

All disciplinary action taken against a trainee for violation of any Academy Rule(s) will be documented. Any sustained violation(s) may be considered as grounds for termination from the Academy. No Academy Administrative Staff member will openly or freely discuss a Trainee's personal issues. No Academy Administrative Staff member shall be expected to justify their actions or decisions based on these rules as read by and furnished to each Trainee.

SUPERVISION

1. All trainees will be supervised by the Administration of the Law Enforcement Academy/Criminal Justice Training program and shall strictly adhere to the Academy Chain of Command.
2. Violations shall be brought to the attention of the Academy Director *in a timely manner*

PERSONAL CONDUCT / BUILDING RULES / CLASSROOM RULES

1. Should a trainee have a problem of a personal nature that he/she wishes to discuss with a particular member of the Academy Staff, he/she will do so at a time convenient to the staff member. Under no circumstances will any member of the staff be contacted or attempt to be contacted other than at the college.
2. Any instructor or instructor designee, who has been placed in charge of a class period, will be in command of that training period, however, ***no instructor*** will be permitted to make changes or corrections to the current Rules and Regulations. No trainee shall ever falsely advise or attempt to falsely advise, any instructor as to any rule or regulation that is not supported as factual by the existing or current rules.
3. Trainees shall conduct themselves, at ***all*** times, with proper dignity, courtesy, and respect for his/her agency, the college, the academy, fellow trainees and all other persons.
4. Any conduct which is classified as Disorderly Conduct, *including inappropriate language*, will not be tolerated.
5. Disruption of class or any other Academy training activity or, any action that brings a negative image to the College or law enforcement profession, is subject to disciplinary action.
6. It will be considered as a violation of Academy Rules of Conduct to make a false statement about someone or to “goad” or attempt to “goad”, any person into inappropriate action or conduct.
7. ***ALL*** complaints ***must first be put in writing*** before any investigation into the complaint is initiated or action taken on the complaint.
8. The participation in any “rumor mill” incident is considered as unacceptable behavior and is subject to disciplinary action.
9. Material that is not conducive to learning the required material being taught will be considered as unauthorized is not permitted in the classroom.
10. The college has a No Smoking policy that prohibits smoking or in or at the buildings. Smokers are allowed to smoke (including e-cigarettes, etc.) only in designated areas (in the parking lot at your vehicle(s)). The same will apply to the use of “dipped” tobacco.
11. Water may be consumed in the classroom but in a clear container ***ONLY*** and ***shall not*** include ***any form*** of additive to the water.
12. Chewing gum in the classroom or during any Academy activity is not permitted.
13. Firearms will be worn only during training that requires a firearm to complete the class. Misconduct with a firearm at any time for any reason, will result in immediate dismissal from the academy. The Academy training area, to include the classroom, is now considered a gun-free-zone and the carrying of a firearm is strictly prohibited.
14. ALL trainees shall comply with the laws governing possession of weapons and firearms. NO trainee shall be allowed to be in possession of any firearm unless required for Academy firearms training and only when directed by the Academy Director or his designee.

15. Trainees may use the phone in the break room only, for personal calls. Be courteous to others who may be needing to use the phone. (must dial “8” to get out & use is limited to local calls only).
16. The phone in the classroom may be used by a trainee ***only*** for the purpose of notifying the appropriate Academy Administrative staff member that they are ready for dismissal from class for the day.
17. Should a trainee have a need to contact any member of the Academy Administrative staff, they shall do so ***first*** by calling the appropriate office extension from the Break Room.
18. No trainee(s) are allowed to enter into the Administrative office area except when directed to do so by a member of the Academy Administrative staff. (*call first*)
19. Trainees will conduct themselves in an orderly fashion entering or exiting the training complex and in no way interrupt other classes in session. All talking is to cease when entering the training area hallways and / or classroom.
20. No visitor’s will be allowed during Academy training hours and / or training exercises.
21. Trainees shall keep their feet on the floor at all times. All legs of the chairs you sit in must remain in full contact with the floor at all times.
22. Disagreements between trainees or with the academy staff will be brought to the attention of the Academy Director, or his designee, in a timely manner.
23. Trainees (*must*) be present for each roll call (Inspection). Roll-call begins 15 minutes prior to the designated start-time of class. Missing roll call (*only*) will result in the assessment of a 30-minute missed time penalty.
24. Trainees are shall come to attention when an instructor or any other member(s) of the Academy staff enters the classroom. If a staff member is already inside the classroom, standing at attention is not required.
25. The instructor will be in-charge of the class in session. No trainee shall attempt to falsely advise the instructor of any Academy rule. Breaks are given at the discretion of the instructor unless otherwise directed to do so by the instructor.
26. Should a trainee have a question, he/she shall ask their question at an appropriate time (with instructor acknowledgement) and shall ask their question loud enough for the entire class to hear. If this does not occur, the instructor retains the right to direct that trainee to stand and state their question in a manner that allows the entire class to hear the question.
27. Trainees shall address all instructors or supervisory personnel by their titles. If their title is not known, they shall be addressed as “Sir” or “Ma’am” ***only***. (The use of a term such as ”***Roger that***” or “***10-4***” when given a directive will not be acceptable; use the appropriate term only)
28. Trainees will not be called from training sessions except in emergencies. Non-emergency messages will be delivered to trainees during breaks.

29. There will be No electronic device allowed inside the classroom, during any exam or during any Academy sanctioned activity at any time. 1st violation will be a written warning that will be placed in the trainee's file. A 2nd violation will result in the trainee being sent home for the remainder of the day. If a 3rd violation occurs, that trainee will be dismissed from the Academy permanently, for flagrant disregard for the Academy Rules. In case of emergency, the trainee may be contacted by calling 281/756-3951 or campus police at 281/756-3700.
30. Seating arrangements will be at the discretion of the Academy Director and may be periodically changed at the discretion of the Director or his designee.
31. Cheating in any manner, to include plagiarism, will not be tolerated and is considered grounds for immediate dismissal from the academy.
32. That trainee must report any arrest of a trainee during the Academy training period to a member of the Academy Administrative Staff and TCOLE.
33. Any trainee, who flagrantly violates a valid directive given to them by a member of the Academy Administrative Staff, or their designee, will be considered as insubordinate and shall be subject to disciplinary action, to include permanent dismissal from the Academy.
34. Any trainee who creates a manifest safety hazard through their actions and/or disregard for instructor directions, shall be subject to disciplinary action, to include permanent dismissal from the academy.
35. Trainees will not sleep during class. If a Trainee feels sleepy, they may stand in the rear of the classroom with their note taking materials/books. If it becomes habitual and/or disturbs the class the Trainee will be removed from the class. The Trainee will be disciplined up to and including dismissal from the academy.

NOTE: The Law Enforcement Academy at Alvin Community College recognizes that social networking websites will be used as a means of communication. **Future employers** often review these network sites when considering potential candidates for employment. No privatization measure is perfect. Information can "**live on**" beyond its removal from the original website and continue to circulate in other venues.

ATTENDANCE

1. Trainees are expected to attend all classes and ALL scheduled training. Exigent circumstances will allow only a minimum amount of time to be missed and must be documented and approved. Absences not considered as exigent, will be considered as an excused absence).
2. A trainee will only be allowed to accumulate a total of 40 hours (maximum). Should a trainee reach or exceed the 40 hour limit, that trainee will be subject to termination from the Academy for excessive absences.
3. Trainees are required to notify the Academy administration when they will not be in attendance. A Trainee who misses any time that is classified as non-exigent, that missed time will be considered as unauthorized. A Trainee will be allowed to accumulate a total of only 2 (two) unauthorized absences (UA) and remain in the Academy. A 3rd (third) UA will be grounds for termination from the Academy.
4. A trainee desiring to leave during any required training session for any reason must first notify a member of the Academy administrative staff, prior to leaving. All trainees leaving early or returning / arriving late are required to sign-out / in. Failure to do so will be classified as an unauthorized absence. ALL TCOLE mandated training missed must be made-up as prescribed by the Academy Director.
5. Trainees who are late for class must advise a member of the Academy administrative staff before entering the classroom. Once the door to the classroom has been closed or, the classroom instruction has begun, no trainee will be allowed to enter the room until that session of training has terminated.
6. Trainees needing to use the restroom facilities should do so on breaks that are provided approximately every 45 – 50 minutes. Unless an emergency situation exists and, the instructor and Academy Director has been previously notified of a potential issue, no Trainee shall leave the classroom until the class has been dismissed by the instructor, Academy Director or his designee. If a Trainee leaves the classroom without proper authorization before that training period has been completed, that time will be counted as missed time.
7. Each classroom session that is missed will be assessed a one (1) hour missed time penalty. Leaving class early or coming in late, requires the trainee to sign in/out of the attendance book that is provided and is located in the breakroom. Once the classroom door has been shut or instruction has begun, no Trainee will enter the classroom unless otherwise approved by the Academy Director or his designee.
8. All trainees are expected to have access to all required equipment and supplies at all times. Any trainee found to be unprepared for training will not be allowed to participate for the remainder of that training period. That time that is missed will count towards the total missed time and will have to be made up accordingly.
9. All missed time is accumulative. All missed work shall be made up within a specified time frame as directed by the Academy Director or his designee and must be made-up before being allowed to graduate. Trainees who fail to do so will not receive their TCOLE endorsement to take the State licensing exam.
10. The exception to any TCOLE “skills training” is as follows: If any portion of missed skills training can be “reasonably” be made up prior to the completion of the academy, make-up time will be at the discretion of the Academy Director or his designee. Skills training can only be made up with that skill. The maximum time allowed to be missed on any skills training is 4 hours. If more than 4 hours is missed, that trainee will be subject to termination from the Academy. If an exigent circumstance causes more than 4 hours to be missed, that exigent circumstance will be taken into consideration. Skills training includes Mechanics of Arrest, SFST, Emergency Medical, Firearms, Police Driving, Physical Training (PT) and, Patrol Exercises.
11. Saturday Classes: The Academy schedule now includes some Saturday classes. These classes are part

of the core TCOLE curriculum and attendance is **required**.

NOTE: *Patrol exercises are scheduled ahead of time and that date is placed on the Academy schedule. **ALL** trainees are expected to be there the entire day in order to complete the mandated training requirements of TCOLE. There are **NO EXCEPTIONS** to this rule. This includes **any portion** of the application/hiring process for area police departments. Should a trainee not be able to complete this portion of the mandated training that trainee **will not** be issued their endorsement for the State Licensing Exam and, that trainee will be required to successfully complete a subsequent Academy, in its entirety, in order to be eligible to receive their endorsement to take the State licensing exam.*

12. As of June 1, 2014, it is required by TCOLE that a report must be completed and submitted to TCOLE, upon the separation of a trainee from a training program.

EXAMINATIONS / EVALUATIONS

1. To qualify for graduation, a trainee must **satisfactorily** attend, actively participate in **and** complete **each phase** of instruction as required by Academy and State Law Enforcement Commission requirements.
2. Written Exams will be administered via Blackboard. In the case of Blackboard being un-available, an alternative method of testing may be selected by the Academy Director.
3. Watches (digital or analog) or any other electronic device will **NOT BE ALLOWED** in the testing room at any time an exam is being administered.
4. Each block of instruction will be subjected to an individual subject matter exam on that particular subject.
5. **All** failed exams count towards the accumulative total.
6. Make-up exams must be completed within **5** school days of the original exam date.
7. There are some exams that require both a practical and a written exam.
8. The **minimum** passing score for all Academy exams will be **80%**.
9. A student cannot fail more than 10% of the exams during the course of the Academy.
10. Students must maintain a minimum 80% average at all times. This requirement will *not* start accumulating until after the completion of the **5th** exam.
11. A student **must** be able to obtain an 80% average upon completion of the 5th exam.
12. Cadets will be responsible for submitting all written assignments in a timely manner. On the first missed assignment, the Cadet will receive a verbal warning. On the second missed assignment, the cadet will receive a written council. On the third missed assignment the Cadet will receive a written reprimand that will be placed in their academy file. Cadets who do not submit a fourth assignment in a timely manner will be dismissed from the academy. {Ex.: Discussion Board Questions}*
13. A student **must** retake all failed exams and obtain the minimum passing percentage on that exam. However, the original exam grade will remain in the gradebook, resulting in a direct effect on your GPA. (*The minimum passing grade requirement is to demonstrate the students command of the subject matter, which will satisfy the TCOLE subject matter passing requirement*)
14. Exam assistance will be offered at all times to any student who may be having difficulty with the exams. It will be the responsibility of each student to seek this help if needed. However, ***it is highly recommended*** that after a student obtains their **2nd** exam failure, that student ***should*** seek exam taking assistance. (You do not have to wait until you fail an exam for this assistance. If you feel you are struggling, for whatever reason, ***ASK for HELP!***)
15. A student who fails a retake on **any** exam, is subject to termination from the Academy.
16. Any trainee failing any exam by more than 20 points below the minimum passing grade requirement on any exam, will be subject to termination from the Academy.
17. In a situation where a trainee is entitled to re-take a failed exam, the Academy Director, or his designee, will use another exam equivalent to the original exam that covers the same subject matter material learned in class.
18. Any trainee that fails the same exam twice will be subject to termination from the Academy.
19. Instructors have various ways/methods of reviewing and preparing students for the exam on the subject

matter they are instructing. It will be each student's responsibility to get the review information. A subsequent review may or may not be given unless deemed necessary by the Academy Director or his designee.

20. You will be required to take all exams at their designated time unless an exigent circumstance exists that prevents you from taking the exam. Failure on your part to take any exam at the designated time will result in a grade of "0" unless an exigent circumstance exists *and* that exemption is granted by the Academy Director or his designee. Supporting documentation of the "*exigent circumstance*" **must** be furnished to the Academy Director **before** any exemption to this test rule may be granted. (Ex: *having to work does not constitute justification for missing a scheduled exam*)
21. If a trainee is involved in a departmental hiring process, an exception to the Academy "missed test rule" **may** apply but only to the mandated "physical" or "written" parts of that process and, documentation of such **is required to be furnished to the Academy before any exception is granted.** Picking up or turning in packets, papers, or other information concerning that departments hiring process, **will not** be considered as exception to this rule and any missed exam under these circumstances will receive a failed exam grade. Exceptions will be determined by the Academy Director or his designee.
22. In addition to all other exams, each trainee will be required to pass at least two (2) Practice TCOLE Exams with a minimum score of 90% (back-to-back) before endorsement to take the State Licensing Exam will be issued. (*Any exam designated as a "Practice" exam **will not** calculate into the class average*).
23. Overall class averages as based on all calculated exams and (practical exams where applicable).
24. In order to receive a TCOLE endorsement authorization to take the State licensing exam, a trainee must possess a grade-point average of at least **80%**.
25. **NOTE:** Questions that are used on exams will come from the TCOLE objectives, lecture, or handouts. All exam questions will be based on the subject matter objectives. Therefore, **it is the responsibility for each individual trainee** to become familiar with **ALL** of the TCOLE learning objectives and any other related materials. In order to receive a completed grade for any portion of the Academy training curriculum, a trainee is required to **attend and fully participate** in **all** required activities related to or associated with the training being taught.
26. Physical Training (P.T.) is for the benefit of each Trainee as a valid means of preparation for the physical part of area department's hiring processes. Your effort can determine a positive or negative outcome for these physical tests and, a direct reflection to department recruiters when they assess your time here at the Academy. *Attendance is mandatory and will fall under the same requirements as all listed skills training areas.*
27. All Trainees are required by TCOLE to take the TCOLE Chapter 33 Rules Review Exam via My TCOLE Account, and must obtain a score of 100%. (unlimited attempts) (Make sure that you take the exam that states, "***Chapter 33 Rule Overview Exam***"). A copy of the results showing the 100% shall be printed out and turned in to the Academy Director for validation by the assigned deadline date as prescribed by the Academy Director.
28. All trainees will be required to either own or have access to a computer. Lab computers are available to trainees during specified hours. (*check with Computer Lab for available hours*)
29. Notes taken in class should be typed and uploaded into the proper location furnished on Blackboard for easier access by Academy staff. (*Review of class notes or study materials may be needed if an Academy Staff member is asked to assist a student that may be having academic difficulties.*)
30. Copying another's work that is not that trainee's own work is plagiarism and considered as cheating. "***Do your own work***". Anyone caught cheating will be subject to termination from the academy.

31. Should any trainee fail to complete all assigned Academy / TCOLE requirements by the end of their academy training program, that trainee will receive a grade of (“F”) for that section of training and will not receive an endorsement to take the state licensing exam.
32. Cadets that are sponsored by a Law Enforcement Agency who are terminated from that Agency during the Academy for cause will also be terminated from the Alvin Community College Law Enforcement Training Academy upon the receipt of a letter of termination from the sponsoring agency.

BREAKS

Trainees will be given breaks at the discretion of the instructor. At no time, is a trainee to direct an instructor or advise an instructor when a break is to take place. The only exception to this rule is if an instructor appoints a trainee to advise them of an appropriate break time.

PERSONAL STATUS CHANGE

Any change in trainee’s address, telephone number, marital status, or vehicle, will be reported to the academy office immediately.

Due to noise and lead contamination, cadets who are pregnant and/or nursing will not participate in the practical portion of the firearms training nor be allowed in the firing range. Cadets who are pregnant and/or nursing will be rotated into the next academy firearms section.*

INJURIES

It will be the responsibility of the trainee receiving an injury to report it to the training office as soon as possible. All injuries will be reported immediately regardless of how minor. Trainees injured away from the academy must inform the Academy of their injuries when they are not going to attend class.

Notification of the above must be completed on a Sustained Injury Report which will be placed in your personnel file.

MEDICAL CONDITION(s)

Due to the high stress activities and safety issues involving the use of firearms, driving, Mechanics of Arrest and other physical activities associated with State mandated training requirements, a trainee ***shall*** notify the Academy Director of any existing illness, impairment, or the use of any prescribed medication(s), while attending the academy and ***before*** being allowed to participate in any physical activity.

{Due to noise and lead contamination, cadets who are pregnant and/or nursing will not participate in the practical portion of the firearms training nor be allowed in the firing range. Cadets who are pregnant and/or nursing will be rotated into the next academy firearms section

Any claimed injury or illness brought to the attention of the Academy Director that may prohibit participation in any part of the required Academy training that Trainee will be ***required*** to obtain a full release from a certified doctor before being allowed to return to any physical activity. If injury or illness prevents a trainee from completing all required training prior to the completion of the academy, that trainee may be allowed to return in a subsequent academy class.

ACADEMY DRESS AND GENERAL APPEARANCE

Trainees are expected to present a neat, clean appearance at all times. The required Academy uniform shall be as described by the Academy Director. Uniforms are to be worn as prescribed and shall not be altered in any manner except through normal acceptable alteration standards. Inappropriate alterations made to the uniform other than those as prescribed, will be considered as improper uniforms and shall not be worn until properly altered. Sunglasses or hats are ***not*** to be worn while inside any building nor will they be allowed to be placed on any part of the body or uniform.

The prescribed uniform is to be worn at all times during required Academy activities unless the Academy Director, or his designee, authorizes alternate attire.

The Academy Polo Shirt will be worn as the daily Academy uniform unless otherwise directed by the Director or his designee.

If a jacket is desired because of existing weather conditions, ***all*** jackets must be approved by the Academy Director or his designee before being worn. The jacket **shall** remain free of any logo, patches, pictures, writings, etc. and shall be a design that reflects the police profession (no hoodies). Any trainee that is sponsored by a police department may wear that department's issued jacket.

Any trainee not wearing all uniform items as required will be considered as being out of uniform and is subject to disciplinary action.

Male trainees shall be clean-shaven at all times. Trainee hairstyle will parallel those of traditional law enforcement standards. Female trainees will keep long hair up ***and out of their face*** at all times.

Shoes shall be kept clean and polished. Jewelry shall be conservative in style. Visible or detectable body piercing(s) will not be acceptable. However, female trainees will be allowed to wear one earring on each ear, in the lower ear-lobe area only and, they must be of a "single stud-style" only. Females choosing to wear fingernail polish must wear a clear or neutral color only.

ACADEMY NOTEBOOK

Each trainee *shall* prepare and maintain a reference notebook. The content (*hand written notes*), preparation, and maintenance of the notebook should contain only training information pertaining to Academy training that is received.

- a. The notebook will be three-ring binder.
- b. Notebooks should be neat and arranged so that material is easily located.
- c. Notes may be uploaded into your Blackboard page for easy reference.
- d. Notebooks will be randomly taken up and examined for content

PHYSICAL EDUCATION UNIFORMS

Physical Education uniforms will be of the type prescribed by the training coordinator.

DISCIPLINE

All applicable rules found in the Alvin Community College Student Handbook will apply and any other discipline measures deemed necessary by the Academy Administrative Staff. Violation of *any* Academy rule is subject to discipline. The discipline may range from a disciplinary letter being placed in your file to termination from the Academy.

PARKING

All trainees will receive a copy of the "Campus Motor Vehicle Regulations" which will be adhered to at all time. Parking will be only in the designated areas.

UNAUTHORIZED ACTIVITIES

1. Trainees will not patronize any bars or consume alcoholic beverages while wearing any part of academy-approved uniforms; nor shall any cadet be allowed to utilize any part of the prescribed academy uniform for any other purpose or reason except for sanctioned academy classes or during academy sanctioned activities approved by the Academy Director.
2. No trainee will attend any Academy function while under the influence of alcohol or illegal drug, nor is consumption of *any* alcoholic beverage while in any part of the Academy uniform permitted at any time. Special health issues and the use of prescription drugs shall be reported to the Coordinator.
3. A violation of the above rules may result in your termination from the academy.

MAKING UP TIME

Any trainee missing time will be required to make that time up as determined by the Training Coordinator or his designee.

LUNCH BREAKS

Unless otherwise specified by the Training Coordinator, all lunch periods will be held to a time as specified by the Training Coordinator or his designee. At no time, will any trainee dictate or attempt to advise the instructor, in any manner, when lunch breaks will be given or how long lunch breaks will be. Leaving campus for lunch is considered a privilege, *don't abuse it or take advantage of it.*

GUIDELINES ON DRUG USAGE

These guidelines are prepared in an effort to present each applicant to the Alvin Community College Law Enforcement Training Academy information that will aid in the determination of acceptability of the applicant.

Please read very carefully and answer to the best of your knowledge. Your responses may be substantiated by a polygraph examination.

NO APPLICANT WILL BE ACCEPTED WHO CURRENTLY USES ILLEGAL DRUGS, ABUSES LEGAL DRUGS OR ABUSES LEGAL DRUGS WITHOUT A PRESCRIPTION.

DRUG TYPES

- A. THC (Tetrahydrocannabinol) and derivatives
 - Marijuana, Cannabis, Hashish, Blunts, Joints
- B. Anabolic Steroids
 - Dianabol, Winstrol, Anadrol, Testosterone
- C. Depressant Drugs
 - Barbituates, Methaqualone (Qualude), Daizepam (Valium), Meprobamate (Miltown), Chlordiazepoxide (Librium), Xanax
- D. Narcotic Analgesic Drugs: Date Rape Drugs
 - Meperidine (Demerol), Propoxyphene (Darvon), MDMA (ecstasy), GHB (gamma-hydroxybutyrate), Rohypnol
- E. Euphoric Drugs
 - Amphetamines, Methamphetamines, Cocaine and its derivatives
- F. Opioids
 - Morphine and morphine-like substances (heroin, codeine, methadone), Dilantin, Dilaud.
- G. Hallucinogenic Drugs
 - LSD, MDA, Mescaline, Peyote, and Psilocybin. Related Drugs: Ketamine, Hydrochloride, PCP and Phencylidine.

DEFINITIONS:

A. ILLEGAL DRUG

An illegal drug is defined as any substance covered by the Health & Safety Code, and which is taken without a licensed doctor's prescription.

B. CURRENT USAGE

Current usage is defined as any usage within twelve (12) months of date of application.

GROUNDS FOR REJECTION

- I. Illegal use of any drug listed in type (A) category within the past twelve (12) months will be grounds for rejection.
- II. The drugs listed in categories (B), (C), and (D) are considered to be more serious than category (A) drugs due to their psychological addictive nature. Illegal use of any drug listed in types (B), (C), and (D) categories within the last two (2) years will be grounds for rejection.
- III. Because of the unique and potentially long-term physiological and psychological effects of drugs listed in categories (E), (F), and (G), usage of any drug in these classes of illegal drugs requires longer periods of non-usage before an applicant will be accepted. Therefore, an applicant who had used these drugs within the last five (5) years will be rejected.
- IV. An Applicant will be rejected if he/she has used a hallucinogenic drug or has had a flashback phenomena from a hallucinogenic drug within the past five (5) years. The five (5) years is to be calculated from either the last time a hallucinogenic drug was taken or when the last flashback occurred, whichever occurred later.
- V. Sale or delivery of illegal drugs: Admissions of any trafficking in illegal drugs which would be felonious acts under the Health & Safety Code, without regard to where the sale(s) took place, are to be treated in the same manner as a felony conviction under Texas Commission on Law Enforcement Officers Standards and Education standards.
- VI. If the applicant has taken any drug legally requiring a prescription without such a prescription, the applicant may be rejected for a time period in accordance with the drug taken, categories (A) through (G). Should the prescription drug be outside categories (A) through (G), the applicant may be rejected for one (1) year, unless the applicant can provide a letter from his/her physician giving consent for such usage. Each case in this category will be carefully evaluated as to the circumstances surrounding the applicant's usage.
- VII. Usage: Applicant- Please indicate on the Personal History Statement the dates of first usage, last usage and number of times used as best you can remember. Past usage does not necessarily disqualify you for employment.