VERNON COLLEGE LAW ENFORCEMENT ACADEMY POLICIES AND REGULATIONS

1.00 GENERAL

The following Policies and regulations govern admissions, academic standards, requirements, and cadet conduct at the Vernon College Law Enforcement Academy.

The intent of these Policies and regulations is to provide an effective learning environment and to promote the general welfare, discipline, and efficiency of those attending the Academy. Cadets are subject to all legitimate orders and are expected to conform to all Academy Policies and regulations. Violation of any of the Policies and regulations may result in disciplinary action, including administrative withdrawal from the Academy.

The Training Coordinator (TC) has the authority to develop or modify the training based upon specific criteria such as weather, enrollment level, needs, mandates, etc. The TC can establish and enforce policies on admission and prerequisites, class size, attendance/ retention standards, and determining order of admission preference among employees or appointees in consultation with the Administration.

All matters concerning this training shall be governed by the policies and procedures of Vernon College and the Texas Commission on Law Enforcement.

.1 Application

Prospective students must be eligible to hold a Texas Peace Officer's license. All eligibility requirements must be met to be able to attend a law enforcement academy.

.11 Entrance Exam
Prospective students must pass the academy's entrance exam with an 80%. The Entrance Exam can be taken at either Vernon College testing centers. If a student has a college degree, the Training Coordinator can waive the entrance exam.

.12 Texas Commission on Law Enforcement (TCOLE) testing.

Prospective students must be able to pass a psychological and physical exam as required by TCOLE.

.13 Personal History Statement (PHS)

A Personal History Statement must be completed and turned in to the Training Coordinator during the advising meeting.

.14 Licensure/Certification

Vernon College prepares students for licensure/certification in the State of Texas (unless otherwise notated). It is the student's responsibility to ensure that they can take the licensure/certification exam in the career field of the State in which the student plans to work or live.

2.00 VERNON COLLEGE LAW ENFORCEMENT ACADEMY POLICIES AND REGULATIONS

.1 ACADEMIC REQUIREMENTS

The standard for successful completion of test(s) given in the Academy is a score of 75% on all testing measurements except demonstration or performance activities. Demonstration or performance activities will be measured on student proficiency and graded as a pass or fail. Test scores below passing will not be rounded up.

.11 Test(s) can be given at any time (with or without prior notice), and students are responsible for all material covered. Test(s) may be comprehensive throughout the Academy.

.12 The student must take examinations using his/her own initiative and knowledge. **Cheating in any form may result in administrative withdrawal from the Academy.**

.13 Failure of any one examination or performance activity is cause for counseling, and the student will be encouraged to meet with a representative of the Tutoring Center for further assistance with study skills, time management skills, and/or test-taking strategies.

.14 Upon failure of a second examination or performance activity, an appointment for personalized instruction will be available if requested by the cadet. Request for personalized instruction must be submitted to the Academy Coordinator.

.15 Failure of a third examination or performance activity within the first 90 calendar days of the Academy will result in failure of the course and the cadet will be administrative withdrawal from the Academy. Failure of a fifth examination or performance activity before the completion of the course will result in failure of the course, and the cadet will be administratively withdrawn from the Academy.

.16 Failure of driving, **Defense Tactics**, ALERRT 1, Intoxicated Driver and SFST, or weapons performance activity (75% for qualifications) will result in failure of the course and administrative withdrawal from the Academy.

.17 The student is responsible for satisfactorily completing assignments and presenting them at the prescribed time. Assignments will be graded as performance activities. Late assignments will be graded as follows: one to three days late = -10 points; more than three days late will result in a zero.

.18 Failure to achieve and maintain a 75% average on all tests and performance activities after the fifth week of class will result in the student failing to meet the Academy standards, and the student will be administratively withdrawn from the Academy

.19 To take the State License Examination to be a peace officer in the state of Texas, the student must pass an Exit Exam with a minimum score of 85%. Students will be given three (3) opportunities to take the Exit Exam, which is a timed exam with only one correct answer. The Texas Commission on Law Enforcement does not permit examinees to review the State Licensee Exam; the exit exam for the Vernon College Law Enforcement Academy will be administered in the same manner. The exit examination can be retaken when the student satisfactorily demonstrates his/her knowledge of the learning objectives put forth in the curriculum. Students must pass the exit exam within three (3) weeks of the ending date of the course to be eligible to take the state exam.

.20 If a student chooses to no longer attend the Academy or is administratively withdrawn from the Academy, the student will not receive a refund for any cost associated with the Academy.

.21 If you are withdrawn from the Academy, you will have a two-year waiting period before you can enroll in the basic Peace Officer Course.

.2 CONDUCT

Prohibited Conduct

.21 Cadets shall not violate Vernon College's Academic Integrity Policy. (See student handbook or General Catalog) Plagiarism, Collusion, and Cheating may result in administrative withdrawal from the Academy.

.22 Any Cadet arrested for a Class B or above will result in administrative withdrawal from the Academy.

.23 Any Cadet arrested for Assault Family Violence, including Class C, will result in administrative withdrawal from the Academy.

.24 Cadets shall not carry a firearm or handcuffs into the classroom except when authorized by the Academy Coordinator. At no time will live ammunition be authorized in the classroom. **Cadets shall not open carry while in Vernon College uniform**.

.25 Cadets shall not attempt to handle police situations except in cases requiring intervention to prevent serious injury to a person or serious property damage when authorized by proper authority. Reports any violation of the law or incident observed or that the student is made aware of that may present a danger that takes place on college property or during Academy Activities,

.26 Cadets shall not use alcoholic beverages within twelve hours of any Academy function. Cadets shall only wear the Academy uniform while attending Academy functions (this includes travel to and from Academy functions).

.261 Cadets shall not attend class while impaired under the influence of alcohol or drugs.

.27 Cadets are not allowed to use cell **phones** in the Classroom, Driving Course, and Gun Range.

.28 Cadets shall not smoke or use tobacco in any form during any training activity. Tobacco can only be used in designated areas.

Professional Expectations

Insubordination towards instructors/academy personnel will result in immediate dismissal from the academy.

.29 Cadets must notify the Academy Coordinator of any contact with Law Enforcement Officials, Including but not limited to: a suspect, a victim, a Witness, Traffic citation, etc.

.210 Cadets must remain attentive during classroom or other training activities, does not sleep during class, demonstrates a professional attitude and bearing, and maintains control of himself or herself to maintain a positive learning environment. Any Cadet dismissed from an activity or class by the instructor must meet with the Academy Coordinator before being readmitted to class. The student will be counted absent for any Academy activity or class missed.

.211 Cadets shall refrain from indecent, abusive, obscene, or profane language toward any member of the Academy or towards anyone when such language would result in an unfavorable reflection on the Academy, except when such language is necessary to accomplish a training purpose.

.212 Cadets will follow the chain of command in all matters about the Academy or Academy-related activities. This means any questions or concerns related to the Academy must be addressed to the instructor, if applicable, then the Academy Coordinator. If the issue is not satisfactorily resolved, the student will be referred to the appropriate Administrator.

.213 Cadets shall address instructor personnel by title and name, or in a manner showing respect. Cadets shall address all persons in a manner showing respect.

.214 Cadets shall report to class or training session prepared for the day's activities and in proper uniform or attire. Cadets shall not read or bring outside reading materials or cell phones to the classroom unless authorized by the instructor or Academy Coordinator.

.215 Cadets shall refrain from boisterous or disruptive conduct on Academy property during any training activity, or anywhere training is conducted, which would result in an unfavorable reflection on the Academy.

.216 Cadets shall refrain from loitering in the classroom, hallways, offices, or business areas of the department.

.217 Cadets should exercise proper care in the use of facilities and equipment.

Any violation of professional conduct rules, regulations, or standards may result in disciplinary action, up to and including administrative removal from the Academy.

.3 ATTENDANCE

.31 Attend all training activities and be punctual in reporting for class/training except when excused by the Academy Coordinator. Students arriving late or leaving early will be counted as absent.

.32 . Attend all weapon, **defense tactics**, ALERRT_1, SFST training, and driving-related activities to complete the course. (Makeup is not permitted unless it is approved by TC for Work and Home emergencies. Makeup classes will be conducted at the cadet's expense at current instructor pay)

.33 Per TCOLE rules, cadets must complete all 736 hours of the Basic Peace Officer Course (BPOC). Any missed training hours must be made up on the cadet's own time. To complete the missed material, the cadet is responsible for contacting an authorized make-up instructor and paying the instructor's wage of $32.00 per hour.

.34 Make-up test(s) will be determined by the Academy Coordinator.

.4 DRESS AND APPEARANCE

.41 Cadets shall wear a clean, pressed uniform designed for the Academy with the shirt tucked into trousers. Cadets will not be admitted to class without proper attire.

.42 Cadets will not wear headgear of any type in the Academy classroom. No jewelry, nose piercings, earrings, etc. will be permitted during Academy classroom instruction or training. Watches will be permitted unless instructed otherwise.

.43 Cadets must practice good personal hygiene and grooming.

.5 HANDGUN, AMMUNITION, AND HOLSTER Each student must provide his/her own handgun, three (3) magazines, magazine holder, handcuffs, flashlight, holster, holster belt, and weapon cleaning kit.

.51 Weapons can be a Glock, SIG, H&K, S&W, etc., or a department-issued weapon with appropriate magazines and magazine holder. 9mm or 40 calibers are preferred, but not required. All weapons must be approved by the Range Master. Each student must provide at least 1000 rounds of ammunition - no reloads.

.52 Handgun holster must be duty-style, snap holster. Cross-draw or competition holsters are not allowed. Garrison or Sam Browne type duty belt is required.

.53 In addition, all students are required to provide a flashlight with a momentary switch and a cleaning kit appropriate for the handgun selected.

.6 LIABILITY INSURANCE

Each student must provide his/her own motor vehicle liability insurance and must have medical insurance. Students must furnish proof of insurance (auto).

Vernon College is not responsible for any injury/accident caused due to negligence by the cadet.

.7 **Driver's License**

Cadets must maintain a valid driver's license while attending the Academy. A suspended license will result in being administratively withdrawn.

3.00 VERNON COLLEGE LAW ENFORCEMENT ACADEMY POLICY

It is the policy of the Academy that the student:

.1 Is responsible for preparing himself/herself for each course of study and takes such notes as may be necessary to assist in completing each course of study or examination. Notebooks are subject to review by instructional staff.

.2 Maintains an uncluttered desk and removes all materials from the desk during examinations, unless otherwise directed.

.3 Practices effective written and oral communication, and follows orders and directives when given.

.4 Maintains the cleanliness of his/her immediate area in the classroom and cooperates with the other students to maintain the cleanliness and orderliness of the classroom.

.5 Will utilize office equipment, training equipment, and media equipment only when specifically authorized by Academy staff.

.6 Checks bulletin board daily for current Academy information.

.7 Advises Academy staff of any physical, mental, or emotional condition(s) that develop or exist that may adversely affect participation in or completion of training activities

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4.00 Vernon College Law Enforcement In-service Rules & Policies

It is the Policy of Vernon College in-service that the students

.1 Is responsible for preparing himself/herself for each course of study and takes such notes as may be necessary to assist in completing each course of study or examination.

.2 . Maintains an uncluttered desk and removes all materials from the desk during examinations, unless otherwise directed.

.3 . Practices effective written and oral communication, and follows orders and directives when given.

.4 Maintains the cleanliness of his/her immediate area in the classroom and cooperates with the other students to maintain the cleanliness and orderliness of the classroom.

.5 Will utilize office equipment, training equipment, and media equipment only when specifically authorized by Academy staff.

.6 Advises Academy staff of any physical, mental or emotional condition(s) that develop or exist that may adversely affect participation in or completion of training activities

.7 The standard for successful completion of test(s) given in an in-service training is a score of 75% on all testing measurements except demonstration or performance activities. Demonstration or performance activities will be measured on student proficiency and graded as a pass or fail. Test scores below passing will not be rounded up.