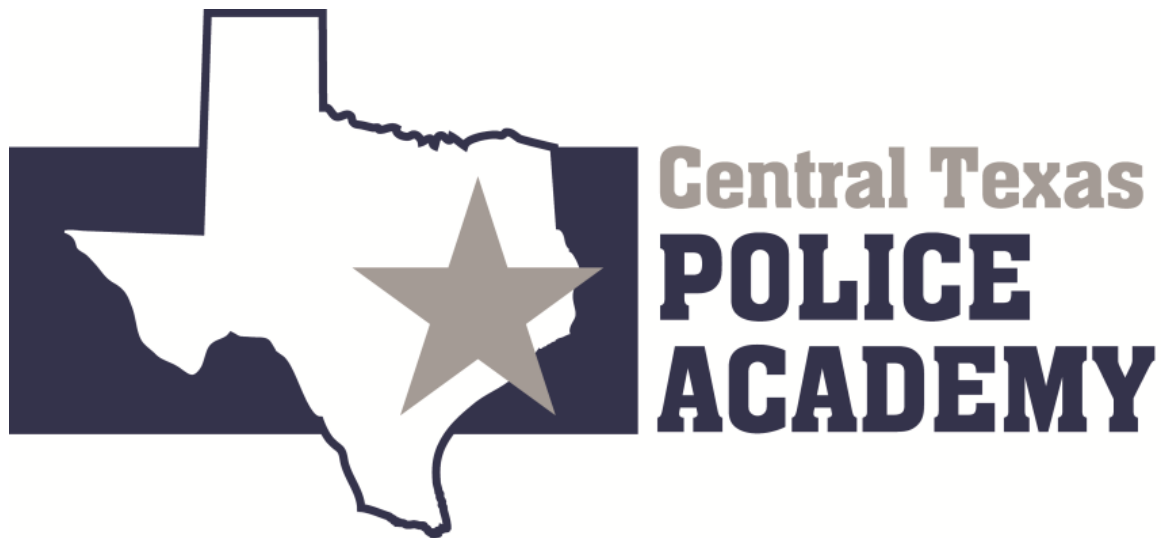


Texas A&M Engineering Extension Service



**Basic Peace Officer Course
Rules, Policies, and Procedures**

Adopted: 1/19/2011
Revised: 8/6/2019

MISSION

The mission of the Central Texas Police Academy is to provide the highest quality law enforcement instruction to its clients and to insure at all times that the standards and requirements of the Texas Commission on Law Enforcement and the Texas A&M Engineering Extension Service are met or exceeded.

INTRODUCTION

Realizing the public holds law enforcement officers to a high standard of conduct and behavior, it is important to remind ourselves of the obligation we have to the community and law enforcement agencies. These standards have been placed into effect and will assist in forming a guide for Cadets participating in the Basic Peace Officer Course.

Cadets shall be governed by the *Basic Peace Officer Course Rules, Policies and Procedures* contained in this manual. Cadets who violate any of these rules of conduct will be subject to possible disciplinary action that may include dismissal or expulsion from the Basic Peace Officer Course.

ACRONYMS/DEFINITIONS

For the purposes of this manual, the following terms are defined:

Academy Program Manager

The Academy Program Manager manages the efforts of the CTPA to include the Daytime and Evening Basic Peace Officer Courses held by the Institute for Law Enforcement & Protective Services Excellence. The Academy Program Manager is the immediate supervisor of the Academy Training Coordinator.

Academy Training Coordinator

The Academy Training Coordinator is responsible for the day to day operation of the CTPA and reviews the progress of all areas of Cadet training.

Applicant

The term applicant defines a person who desires to be enrolled in the Basic Peace Officer Course with the Central Texas Police Academy.

BPOC

BPOC refers to the Basic Peace Officer Course (TCOLE course #1000) and is also commonly referred to as the Police Academy course.

Cadet

The term Cadet defines a student currently enrolled in the Basic Peace Officer Course with the Central Texas Police Academy.

CTPA

CTPA refers to the Central Texas Police Academy and its training courses. The CTPA is a training program function of the TEEX Institute for Law Enforcement & Protective Services Excellence.

Division Director

The Division Director is responsible for all activities conducted by or facilitated through the Institute for Law Enforcement & Protective Services Excellence to include the Central Texas Police Academy.

Instructors

Instructors include both sworn and non-sworn personnel assigned to training classes. Instructors have the responsibility of observing Cadet academic progress and behavior and informing the training staff of these observations.

ILEPSE

Institute for Law Enforcement & Protective Services Excellence is a training division of the Texas A&M Engineering Extension Service.

TCOLE

TCOLE refers to the Texas Commission on Law Enforcement. TCOLE is the state body that licenses both peace officers and law enforcement training providers. The CTPA is a TCOLE licensed Academy. All TCOLE rules and statutes govern the operation of CTPA courses.

TEEX

TEEX refers to the Texas A&M Engineering Extension Service.

Training Staff

The training staff or staff includes the Division Director, Academy Program Manager, Academy Training Coordinator, sworn personnel and civilian personnel assigned to the Institute for Law Enforcement & Protective Services Excellence. This also includes Adjunct Instructors that deliver instruction.

1. TCOLE MINIMUM STANDARDS FOR LICENSING (Extracted from the TCOLE Rules)

- 1.1. Be at least 21 years of age, or become 21 years of age before course completion; or 18 years of age if the applicant has received an associate's degree or 60 semester hours of credit from an accredited college or university.
- 1.2. Be a high school graduate, or have passed a GED test indicating high school graduation level or have an honorable discharge from the armed forces of the United States after at least 24 months of active duty service.
- 1.3. Be fingerprinted and be subject to a search of local, state, and national records and fingerprint files to disclose any criminal record
- 1.4. Have never been or currently on court-ordered community supervision or probation for any criminal offense above the grade of a "Class B" misdemeanor. Have not been on court ordered community supervision or probation for an offense the grade of "Class B" within the last ten years.
- 1.5. Not currently under indictment for any criminal offense.
- 1.6. Have never been convicted of an offense above the grade of "Class B" misdemeanor. Have not been convicted of an offense the grade of "Class B" misdemeanor within the last ten years.
- 1.7. Never have been convicted of any family violence offense.
- 1.8. Is not prohibited by State or Federal law from operating a motor vehicle.
- 1.9. Is not prohibited by State or Federal law from possessing firearms or ammunition.
- 1.10. Have a physical and drug-screening exam.
- 1.11. Have a psychological exam.
- 1.12. Have never received a dishonorable or other discharge based on misconduct which bars future military service
- 1.13. Not have had a license issued by the Commission previously denied or revoked, or a voluntary surrender of license currently in effect, or not violated any commission rule or provision of Texas Occupation Code, Chapter 1701
- 1.14.A U.S. Citizen

2. ADMISSION REQUIREMENTS

- 2.1. Applicants for the Basic Peace Office Course (BPOC) must meet the Texas Commission on Law Enforcement (TCOLE) minimum standards for licensing as a law enforcement officer, as set forth in Section 1.
- 2.2. Applicants must either be sponsored by a Texas law enforcement agency or complete a background check prescribed by TCOLE.
- 2.3. The applicant must possess a valid Texas driver's license.
- 2.4. The applicant may not have been terminated from a BPOC for any reason other than academic failure. In the event of academic failure from another provider's BPOC, the applicant must wait a minimum of one year before being eligible for admission to the Central Texas Police Academy BPOC.
- 2.5. The applicant must meet the following requirements necessary to perform the essential functions of a peace officer:
 - 2.5.1.1. Vision sufficient to perform functions such as apprehend suspects; obtain information at disturbances, service and accident calls; and to read and review written communications;
 - 2.5.1.2. Hearing and speech sufficient to communicate clearly and distinctly face-to-face as well as over the radio in normal and adverse conditions;
 - 2.5.1.3. Arm and hand steadiness and manual dexterity sufficient to use weapons necessary to prevent injury or to protect self and others;
 - 2.5.1.4. Stamina and tolerance sufficient to remain physically and mentally alert for short bursts of extremely intense physical and/or mental activity separated by extended periods of physical and/or mental inactivity.
- 2.6. The applicant must complete all forms required by the Academy and/or TCOLE. Failure to do so shall exclude the applicant from admission to the BPOC. All documents relating to admission to the Academy will be completed and retained by the Academy and/or employing agency, pending graduation.

3. REQUIREMENTS AS A CADET

3.1. Academic Requirements

The Central Texas Police Academy recognizes 80 percent as the minimum score required to pass examinations in all areas of training: academic, technical skills, and physical training.

In order for a Cadet to graduate from the BPOC and qualify for the TCOLE examination, the following academic standards must be met:

- 3.1.1.1. Meet and maintain enrollment and attendance requirements established by the Institute for Law Enforcement & Protective Services Excellence for the BPOC.
- 3.1.1.2. Successfully complete all CTPA major examinations with a minimum score of 80 percent.
- 3.1.1.3. Successfully complete the CTPA final examination with a minimum score of 80 percent.

3.2. Skills Proficiency Requirements

In order for a Cadet to graduate from the BPOC and qualify for the TCOLE examination, the following academic standards must be met:

- 3.2.1.1. Successfully complete the academic and firearms qualifications courses with a minimum score of 80 percent.
- 3.2.1.2. Successfully complete all academic and skills portions of the driver training course with a minimum score of 80 percent.
- 3.2.1.3. Successfully complete all academic and skills portions of the defensive tactics training requirements with a minimum score of 80 percent.
- 3.2.1.4. Successfully complete the cardio pulmonary resuscitation (CPR)/First Aid course training requirements and practical simulations with a minimum score of 80 percent.
- 3.2.1.5. Successfully complete the Standardized Field Sobriety Testing course training requirements with a minimum score of 80%.
- 3.2.1.6. Successfully complete CIT (40 hour) with a minimum score of 80%.

3.3. Physical Training Requirements

3.3.1. Americans with Disabilities Act (ADA):

3.3.1.1.1. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment.

3.3.1.1.2. If a Cadet has a disability that meets the above definition, the Cadet must submit a written physician's statement as to the nature of the disability and what reasonable accommodations the Cadet requires.

3.3.2. Cadet Participation in Physical Training:

3.3.2.1.1. Physical fitness and upper body strength are a crucial part of a Cadet's performance during both the BPOC training as well as meeting basic peace officer safety concerns. In an effort to prepare for both training and actual physical expectations, Cadets will participate in all physical training. As part of the physical training regimen, Cadets will perform two pull-ups or five push-ups prior to entering any portion of the Institute for Law Enforcement & Protective Services Excellence building.

3.3.2.1.2. If a Cadet suffers an injury that limits his/her ability to participate in physical training, CTPA training staff will attempt to accommodate the Cadet's injury in an effort to keep them engaged in ongoing training.

3.4. Academic Grading and BPOC Average

3.4.1. The Cadet must have an 80 percent overall average to graduate from the CTPA BPOC.

3.4.2. Cadets are administered three comprehensive major exams and one comprehensive final exam.

3.4.3. BPOC final average is based on the following formula:

- Topic and skills tests 20 percent
- Quarterly exams 30 percent
- Final exam 50 percent

- 3.4.4. If a Cadet scores less than 80 percent on any required examination (including firearms, driving, defensive tactics, SFST, CPR, and/or CIT) a retest will be scheduled by the instructor. The retest will be taken within five working days. If the Cadet scores less than 80 percent on any retest, the Cadet will be dismissed from the CTPA. The Cadet will not receive a grade higher than 80 percent on any retest regardless of the actual score. The Cadet will be allowed only one retest on a major or final exam.
- 3.4.5. The Cadet must pass the final exam with an 80 percent or better and have at least an 80 percent overall average to graduate from the CTPA BPOC.

3.5. Attendance

- 3.5.1. A Cadet is expected to attend and participate in all BPOC training sessions.
- 3.5.2. An absence is defined as not attending class for any reason. No distinction is made between excused or unexcused absences.
- 3.5.3. Tardiness is defined as not being in class and prepared to begin at the scheduled starting time or leaving before the class ends.
- 3.5.4. Cadets will be given a BPOC calendar depicting dates, times, and scheduled topic(s) of instruction. The BPOC calendar is subject to change at any time. Cadets will be notified of any schedule changes as soon as possible. However, the Cadet is responsible for noting the changes and preparing accordingly.
- 3.5.5. Cadets will sign a daily class roster at the beginning of each class.
- 3.5.6. Excessive absences or tardiness may place Cadets at risk of academic failure and place a significant burden on the rest of the class. Therefore, Cadets who miss 10 percent (72 hours) or more of the BPOC may be expelled from the CTPA.
- 3.5.7. Cadets cannot miss more than 10% of any class that requires a passing exam score of 80%. This includes, firearms, driving, defensive tactics, SFST, CPR, and CIT.
- 3.5.8. The BPOC also includes several legislative mandated courses such as Asset Forfeiture, ID Theft, Racial Profiling, etc. Cadets cannot miss more than 10% of any legislative required training.
- 3.5.9. It is the responsibility of the Cadet to contact the assigned CTPA Instructor to receive make-up work assignment(s) for the portion of training missed as a result of an absence or tardiness.

3.6. Uniform And Grooming Standards

- 3.6.1. Unless otherwise directed, Cadets will wear the required CTPA uniform at all times while participating in Academy activities. Physical training attire is to be considered an Academy uniform and shall be maintained as such. CTPA uniform caps must be worn on the firing range.
- 3.6.2. Academy uniforms will be kept neat, clean, and well maintained. Cadets are responsible for replacing any lost or damaged parts of the uniform.
- 3.6.3. Cadets will not be allowed to participate in classroom activities unless they are wearing the complete CTPA uniform.
- 3.6.4. The Cadet may wear the CTPA uniform while traveling to and from the Academy and during breaks. However, the CTPA uniform may not be worn by a Cadet while performing off site activities unless directly associated with planned class activities approved by the Academy Program Manager or Academy Training Coordinator.
- 3.6.5. The police duty belt worn during practical activities and while at the firing range may not be worn while off TEEEX property unless authorized by the Academy Program Manager or Academy Training Coordinator. The uniform will only be worn during these circumstances when it is a vital part of a training session that will be conducted beyond the boundaries of the campus. If necessary, the duty belt may be secured in a vehicle or in the Academy classroom.
- 3.6.6. Hair Requirements:
 - 3.6.6.1. Male Cadets: Hair will be worn above the ears and above the collar. 'Ponytails' are not allowed. The only facial hair allowed is a mustache which will not extend beyond the corners of the mouth.
 - 3.6.6.2. Female Cadets: Hair will be worn above the ears and collar. 'Ponytails' are not allowed and long hair will be worn up above the collar and close to the head in order to protect the Cadet from possible injury.
- 3.6.7. The Cadet may not wear jewelry that hangs loose from any portion of the body, as it could cause injury to the Cadet, or keep the Cadet from operating any equipment, or performing practical training tactics safely. Male Cadets may not wear earrings. No Cadet may wear jewelry that requires facial piercing during class. All jewelry will be removed during defensive tactics and other skills training to reduce the likelihood of a Cadet becoming injured.

3.7. Personal Conduct

3.7.1. Honesty:

Any Cadet found to be guilty of cheating will be subject to disciplinary action, which may include dismissal or expulsion from the CTPA. Lying in any form is considered unethical conduct and is subject to disciplinary action which may include dismissal or expulsion from the Academy. The intentional submission of a false or misleading document is considered lying. Cheating, actual or attempted, is viewed as unethical conduct. This conduct includes but is not limited to the following:

- 3.7.1.1. The copying of or purchase of class work and/or answers from another Cadet or outside source, or allowing another Cadet to copy or purchase class work.
- 3.7.1.2. Viewing the test of another Cadet or allowing the Cadet to view class work associated with a test being administered.
- 3.7.1.3. Failure to comply with specific directions from any CTPA Instructor during any qualification or skill testing for certification.

3.7.2. Sexual, Racial, Religious or Ethnic Harassment:

- 3.7.2.1. Any Cadet found to be guilty of committing any type of sexual harassment, whether by non-verbal, verbal, physical, or graphic means may be subject to dismissal or expulsion from the CTPA. Such activity could be deemed criminal in nature and may be reported to local authorities for action, if warranted.
- 3.7.2.2. No Cadet, whether in the presence of an outside visitor, CTPA staff, or other Cadet, shall engage in any form of communication likely to be construed as a racial, religious, or ethnic slur or joke.
- 3.7.2.3. All Cadets shall refrain from using foul or abusive language in the learning environment.
- 3.7.3. A Cadet may not gamble in or around Institute for Law Enforcement & Protective Services Excellence. Any Cadet found guilty of violating this code will be subject to the disciplinary procedures.
- 3.7.4. The use of tobacco in any form shall be in accordance with state law and used only in designated areas. The use of tobacco products in the classroom and during classroom activities outside the building is prohibited.

- 3.7.5. All paperwork and other associated documents located on the Instructor podium or within CTPA training staff offices will be considered confidential. If such items are located by a Cadet and left unattended, it is the responsibility of the Cadet to advise an Instructor.
- 3.7.6. The use of any alcoholic beverage, intoxicants, or narcotic substances as controlled by the State of Texas, while in or around ~~Law Enforcement & Security Training~~ facilities, is prohibited. Additionally, Cadets are prohibited from attending any training session while under the influence of any of the above-described substances. Any physical signs or symptoms associated with such use will be deemed evidence associated with possible intoxication. Violations of this rule may result in dismissal or expulsion from CTPA.
- 3.7.7. A Cadet taking medication or controlled substances as prescribed by a physician shall advise the Academy Program Manager or Academy Training Coordinator immediately as to the type of medication, the prescribing physician and purpose of the medication. All medications will be kept in the prescribed container.
- 3.7.8. A Cadet will obey all lawful directions given by training staff and/or supervisors. A failure or deliberate refusal by the Cadet to obey such direction may be deemed insubordination. Displaying obvious disrespect for or disputing a CTPA Instructor's direction may likewise be deemed insubordination.
- 3.7.9. Possession and Handling of Firearms:
- 3.7.9.1. A Cadet may not bring firearms or ammunition into the Institute for Law Enforcement & Protective Services Excellence building, the CTPA or its associated facilities, unless directed by the Academy Program Manager or Academy Training Coordinator. Violation of this rule may result in dismissal or expulsion from the CTPA.
- 3.7.9.2. Reckless handling, unauthorized brandishing or other unauthorized display of any firearm will not be tolerated. Under no circumstances will a firearm be worn by a Cadet outside the CTPA without prior approval from the Academy Program Manager or Training Coordinator. Violation of this rule may result in dismissal from the CTPA.
- 3.7.9.3. Proper firearms safety procedures are crucial to ensure Cadet and CTPA staff safety. Cadets will be trained and required to master the safe operation of all firearms prior to progressing to live-fire exercises. Failure to master safe firearms operation procedures may be grounds for removal from and subsequent failure of BPOC firearms training.

3.7.10. Building Procedures:

- 3.7.10.1. Cadets are prohibited from bringing food or drinks into the classroom.
- 3.7.10.2. Cadets are responsible for keeping Institute for Law Enforcement & Protective Services Excellence building entrance doors closed at all times.
- 3.7.10.3. Cadets are responsible for picking up any trash found in the classroom as well as any CTPA training facility and properly disposing of it.

3.7.11. Conduct Unbecoming

Conduct unbecoming is any conduct which adversely affects the morale, operations, or efficiency of the Central Texas Police Academy or any conduct which has a tendency to adversely affect, lower or destroy public respect in the Academy, the Texas A&M Engineering Extension Service, CTPA Cadet or their sponsoring agency. Conduct unbecoming also includes any conduct which brings the CTPA, TEEX, any cadet, or their sponsoring agency into disrepute or brings discredit upon the CTPA, TEEX, any cadet, or their sponsoring agency. Cadets shall conduct themselves at all times while enrolled in the CTPA in such a manner so as to reflect most favorably upon themselves, their sponsoring agencies, the Texas A&M Engineering Extension Service and the Central Texas Police Academy.

Conduct unbecoming includes but is not limited to:

- Being arrested for any violation of criminal law while attending the academy
- Disrespect or insubordination to any CTPA staff member or instructor
- Identifying yourself as a CTPA Cadet with expectation of receiving special treatment, goods, services or other gratuities

Any cadet found to have engaged in “conduct unbecoming” or fails to report any violation of this policy will be subject to disciplinary action up to and including expulsion from the Central Texas Police Academy.

3.8. Reporting Accidents and Injuries:

- 3.8.1. A Cadet who has been involved in an accident or received injury as a result of training shall immediately or as soon as practical provide a written report addressed to the Academy Program Manager or Academy Training Coordinator describing circumstances surrounding the incident.

- 3.8.2. Injuries suffered by the Cadet that are unrelated to CTPA training but likely to interfere with the Cadet's performance during subsequent training efforts, should be reported as well.
 - 3.8.3. Injuries that interfere with performance will require a physician's letter indicating the nature of the injury and the level of activity allowed. Information regarding any injury incurred during training, requiring a doctor's visit, will be forwarded to the training division of the Cadet's sponsoring agency, if applicable.
 - 3.8.4. Cadets shall immediately notify their sponsor and/or employer of any accident or injury, if applicable.
- 3.9. Supervision/Authority
- 3.9.1. The CTPA Instructor will serve as the first line of supervision for the Cadet's day to day activities. The Academy Training Coordinator will serve as the next line of supervision for the CTPA. The Training Coordinator will provide day to day guidance to Cadets and be responsible for assigning Instructors to teach all training modules. The Academy Program Manager will have responsibility and oversight of all functions of the day and evening academies and will serve as the final line of supervision over assigned training staff and the Academy Training Coordinator. The Institute for Law Enforcement & Protective Services Excellence Division Director will have oversight and authority for all ILEPSE division activities.
 - 3.9.2. Should a Cadet have a concern of any kind, they should first approach the assigned CTPA Instructor for guidance. Personal concerns may be directed to the Academy Training Coordinator. Only in an emergency should Academy staff be contacted outside of normal working hours.
 - 3.9.3. The CTPA Instructor will have control and authority over all training delivery sessions assigned by Academy staff. All Cadets will comply with instructions and/or directions received from the CTPA Instructor. Any appeal or question regarding these instructions and/or directions is to be addressed through the CTPA line of authority.

4. **DISCIPLINE**

- 4.1. Unsatisfactory Performance:
 - 4.1.1. In the event that a Cadet's personal conduct or academic performance falls below accepted standards, the appropriate reports shall be submitted to the Academy Program Manager. The reports shall outline the nature and scope of the Cadet's substandard performance or conduct.

- 4.1.2. The Academy Program Manager shall consider the nature and scope of the Cadet's substandard performance and determine the appropriate course of action with regard to the best interest of the Cadet and the Institute for Law Enforcement & Protective Services Excellence. The Academy Program Manager may consult with the Cadet's employer or sponsoring agency regarding performance issues involving sponsored Cadets.
- 4.1.3. Cadets who wish to register a complaint regarding concerns over personal treatment while at the CTPA shall do so through the established line of authority.
- 4.2. Disciplinary Action:
 - 4.2.1. A Cadet may be subject to any or all of the following disciplinary actions for a violation of the CTPA BPOC rules.
 - 4.2.1.1. Verbal reprimand
 - 4.2.1.2. Written reprimand that is placed in the Cadet's Academy file. Probation may be imposed on the issuance of the second written reprimand.
 - 4.2.1.3. Removal from the classroom.
 - 4.2.1.4. Placed on disciplinary probation
 - 4.2.1.5. Dismissal or expulsion from the CTPA
 - 4.2.2. A CTPA Instructor may reprimand a student either verbally or in writing and/or remove a student from the classroom. The Academy Program Coordinator may place a Cadet on disciplinary probation.
 - 4.2.3. Disciplinary probation, when imposed, shall be for any time period ranging from two weeks to the end of the BPOC. The Cadet will be informed, in writing, of the grounds, length, and conditions of probation. The Cadet will be expected to abide by all conditions imposed by probation.
 - 4.2.4. Cadets that violate any CTPA BPOC rule, policy, procedure, or condition of probation, while on disciplinary probation may be dismissed or expelled from the CTPA.

5. DISMISSAL FROM THE BPOC

- 5.1. A Cadet attending the CTPA BPOC may be dismissed from the course for any of the following reasons:
 - 5.1.1. Failure to comply with the course pre-enrollment and enrollment requirements, including execution of all forms and documents involved with enrollment.
 - 5.1.2. Academic failure.
 - 5.1.3. Class absences in excess of ten percent of required course hours.
 - 5.1.4. Violation of the CTPA rules, policies, or procedures to such an extent that, in the opinion of the CTPA staff, continued attendance would not be in the best interest of the Cadet or the CTPA. Examples: repeated violation of specific rules, policies, or procedures, and repeated instances of discipline infractions.
- 5.2. Cadet dismissal from the Academy shall occur only after a full disclosure and inquiry into the facts and circumstances of the infraction. In the event of a final decision of dismissal or expulsion, the Cadet and/or his law enforcement employer (or sponsor) will be notified in writing.
- 5.3. The Institute for Law Enforcement & Protective Services Excellence Academy Program Manager will possess the authority to dismiss a Cadet from the CTPA

6. APPEALS OF DISCIPLINARY ACTION

- 6.1. A Cadet wishing to appeal any disciplinary action will use the proper line of authority as set forth in Section 3.9.
- 6.2. All appeals will be made in writing to the appropriate level of authority as soon as possible, but no later than five days after the Cadet is notified of the disciplinary action.
- 6.3. Appeals involving reprimands or disciplinary probation are heard first by the Program Manager.
- 6.4. A dismissal or expulsion from the BPOC program may be appealed to the Division Director in writing through the Program Manager.