



Laredo College Regional Law Enforcement Academy Rules and Procedures

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MISSION

The mission of the Laredo College Regional Law Enforcement Academy is to provide the highest quality law enforcement instruction to its Cadets and to insure at all times that the standards and requirements of the Texas Commission on Law Enforcement 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 rules and procedures have been placed into effect and will assist in forming a guide for Cadets participating in the Academy.

Cadets shall be governed by the rules and procedures contained in this manual. Cadets who violate any of these rules and procedures will be subject to disciplinary action that may include dismissal from the Academy.

The Regional Law Enforcement Academy follows the Regional Law Enforcement Academy Student Handbook approved by the Advisory Board under Title 37 Texas Administrative Code 215.7 however; the Law Enforcement Academy must also follow and comply with the current State standards for the Texas Commission on Law Enforcement (TCOLE).

Table of Contents

1. TCOLE Minimum Standards for Enrollment	4
2. Academy Admission Requirements	4
3. Requirements as A Cadet	6
4. Supervision/Authority	13
5. Discipline Procedures.....	14
6. Dismissal from the Academy	15
7. Appeals of Disciplinary Action	15
8. In-Service Rules.....	16
9. Core Values	18
10. Acronyms/Definitions	19

1. TCOLE Minimum Standards for Enrollment

(Refer to Texas Administrative Code, Chapter 217.1 with current approved rules)

1.1 Refer to current TCOLE rules in section 217.1

2. Academy Admission Requirements

2.1. Applicants for the Basic Peace Officer Course (BPOC), Basic County Corrections Course (BCCC), and Telecommunicator must meet the Texas Commission on Law Enforcement (TCOLE) minimum standards for licensing as a law enforcement officer, as outlined in Section 1 of this manual and LC admissions requirements.

2.1 (a) continuing education training policy requires anyone attending classes to be a licensed by the Texas Commission on Law Enforcement as a peace officer or corrections officer. Corrections officers are restricted from registering in courses designed for peace officers with sensitive investigative information or content outside of the scope of correctional duties.

2.2. Applicants must be sponsored by a Texas Law Enforcement Agency Administrator. If the sponsoring agency removes its sponsorship during the training, the affected Cadet cannot seek another law enforcement agency's sponsorship.

2.3. The applicant must possess a valid Texas Driver's License.

2.4. Applicant must have L-2 attachment (Affirmation of Applicant Physical Condition) signed by a physician

2.5. The applicant must complete all forms required by the Academy and TCOLE. Failure to do so shall exclude the applicant from admission to the Academy. The personal history statement must be included in the academy package. All documents relating to admission to the Academy will be completed and retained by the Academy.

2.6. Physical Fitness Assessment Requirements

Prior to enrollment in the Basic Peace Officer Course (BPOC), all candidates must successfully complete a Physical Fitness Assessment based on the Ageless and Genderless Physical Fitness Validation Study developed by Tom Collingwood.

The minimum entrance standards are as follows:

- **Mile Run:** 15 minutes, 20 seconds
- **Push-Ups:** 29 repetitions
- **Sit-Ups:** 31 repetitions

Candidates who fail to meet any of the minimum standards during the initial assessment shall be afforded one (1) retest opportunity on a designated date established by the Academy.

In addition to the pre-enrollment assessment, all cadets shall successfully complete a Physical Fitness Assessment no later than the end of the eighth (8th) week of the BPOC. The assessment shall be administered in the following sequence:

1. Push-Ups – Muscular Endurance Assessment
2. Sit-Ups – Muscular Endurance Assessment
3. 1.5-Mile Run – Cardiovascular Endurance Assessment

Cadets who fail to meet the required standards during the eighth-week assessment shall be afforded one (1) retest opportunity on a designated date. Failure to successfully complete the Physical Fitness Assessment on the retest shall result in dismissal from the BPOC.

Any individual seeking re-enrollment in the Basic Peace Officer Course (BPOC) after August 2011 shall be classified as a **Repeat Student**.

A Repeat Student is defined as any student who:

1. Fails to meet the required academic standards and is dismissed from the course;
2. Is removed from the course for violations of Academy policies, procedures, rules, regulations, or provisions contained in the Student Handbook; or
3. Voluntarily withdraws or resigns from the course for personal reasons.

Repeat Students are not eligible to re-enroll in the BPOC for a period of one (1) calendar year from the date of separation from the course. An exception may be considered for individuals who are full-time employees of a sponsoring law enforcement agency and whose continued employment requires peace officer licensure.

Students classified as Repeat Students shall be responsible for payment of all applicable tuition and fees for their second and any subsequent enrollment in any licensing course.

Re-enrollment is not guaranteed and is subject to meeting enrollment eligibility set by TCOLE, Academy approval, compliance with all current admission requirements, and available class space.

- 2.7. Any Cadet applying for financial aid will not be covered under STDC grant funding if available. Once financial aid is awarded, cadets are responsible for any cost for tuition and fees that are not covered.
- 2.8. **Sponsored Cadet Tuition Responsibility**

Sponsored cadets who are not employed by the sponsoring law enforcement agency are responsible for the payment of all tuition and applicable fees associated with enrollment in the Basic Peace Officer Course (BPOC).

Cadets who are full-time employees of a sponsoring agency and whose tuition is covered through grant funding must successfully complete all program requirements. Any cadet who fails to complete the program for any reason, including but not limited to academic failure, dismissal, failure of a required skill or proficiency assessment, violation of Academy policies, or voluntary withdrawal after the official census date (12th class day), shall be responsible for repayment of all tuition and fees associated with the course.

Failure to satisfy any outstanding financial obligation to Laredo College may result in a hold being placed on the student's account. Such holds may restrict registration, enrollment, transcript requests, and participation in future courses or programs offered by Laredo College.

3. Requirements as a Cadet

3.1. Academic Requirements

A Cadet in any licensing course must maintain an academic average of no less than 80 from the midterm to the end of the Academy. Failure to maintain an average of 80 or better will result in dismissal from the Academy. A Cadet enrolled in any licensing course must achieve a grade of 80 or better on the final exam regardless of the average to get an endorsement for State testing. Cadets will be permitted one retest attempt on the final exam. If the Cadet fails to obtain an 80 or better on the retest, they will be dismissed from the academy for academic failure. In order for a Cadet to graduate from any licensing course and qualify for the TCOLE examination, the following academic standards must be met:

A cadet enrolled in the any licensing course must meet and maintain enrollment and attendance requirements established by the Academy.

3.1.1.1. Grades will be computed as follows:

- | | |
|----------------|-----|
| 1. Major Exams | 85% |
| 2. Quizzes | 15% |

3.1.1.2. Any make ups on major exams must be approved by the Academy Director.

3.1.1.3. Cadets are required to maintain a course notebook.

3.1.1.4. Cadets in BCC will be issued a review that must be completed and submitted to Academy faculty prior to each major exam.

3.1.1.5. If a Cadet has been dismissed from the BPOC for academic failure, the Cadet must wait a minimum of one calendar year before being eligible for admission to the Academy.

3.1.1.6. No electronic devices will be allowed during training sessions. This includes but is not limited to: cell phones, recording devices and cameras. Upon written approval of the Director or delegate, training sessions may be recorded.

3.2 Skills Proficiency Requirements

- 3.2.1.1. In order for a Cadet to graduate from the BPOC, BCC and Telecommunicator licensing course and qualify for the TCOLE examination, the following skill proficiency standards must be met. Skill must be applicable to the licensing course sought. There is no appeal process afforded if a skill is not met after remediation is completed.
- 3.2.1.2. The **remediation process** in law enforcement training is a structured approach to address performance deficiencies or gaps in knowledge and skills. It is designed to help trainees meet established standards and ensure competency in critical areas necessary for effective law enforcement. The process is objective, constructive, and aimed at fostering improvement while maintaining the integrity of training standards.

Steps in the Remediation Process

1. **Assessment and Identification**
 - Evaluate the trainee's performance through observations, tests, or practical scenarios.
 - Identify specific areas of deficiency (e.g., technical skills, decision-making, physical performance).
2. **Documentation**
 - Record the identified specific deficiencies and objective criteria.
 - Include input from instructors, supervisors, and any relevant assessments to ensure accuracy.
3. **Provide Feedback**
 - Provide constructive feedback to the trainee in a professional setting.
 - Explain the deficiencies, why they are problematic, and how they can impact job performance.
4. **Development of a Remediation Plan**
 - Create a plan with specific, measurable, achievable, relevant, and time-bound (SMART) goals associated with the course objectives or skills in question.
 - Include steps such as additional training sessions, review of materials, or practice under instructor supervision.
5. **Implementation**
 - Conduct targeted training or instruction addressing the identified deficiencies.
 - Use a variety of methods, such as scenario-based training, simulations, or one-on-one coaching. Depending of the skill and block of instruction.
6. **Monitoring and Evaluation**
 - Continuously monitor the trainee's progress through regular assessments and feedback.
7. **Reassessment**
 - Conduct a final evaluation to determine if the trainee has met the required standards.
 - Use the same criteria as the initial assessment to ensure consistency.
 - Reassessment must be conducted during that block of instruction to allow engagement in current required objectives

8. Documentation of Outcome

- Record the results of the remediation process, noting improvements and areas that may still need attention.
- Document whether the trainee successfully met the standards or critical skill not met requiring removal from program.

3.2.1.3. BPOC Cadets must successfully complete the academic and firearms qualifications courses with a minimum score of 70 percent. Cadets must pass 100% of firearms qualifications. (ex. if there are 4 qualifications, must pass all 4).

3.2.1.4. BPOC cadets must demonstrate proficiency and competence of safety precautions when handling any skills without loss of physiological and psychological control and maintain proficiency above the State minimum requirement. Proficiency being defined as the advancement of knowledge and skill.

An Accidental/unintentional Discharge of a firearm will be reviewed by at least two firearms instructors to determine if the incident was due to equipment malfunction, operator error, or training environment. Any unintentional or accidental discharge will be evaluated and may be grounds for dismissal with no appeal afforded.

3.2.1.5. Successfully and safely complete all academic and skills requirements without loss of physiological and psychological control which include but not limited to: defensive tactics, driving, use of force, patrol procedures and CPR /First Aid course training requirements and simulations.

3.3 Physical Training Requirements

3.3.1. Americans with Disabilities Act (ADA):

3.3.1.1. 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.

3.3.1.2. 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. Physical fitness Cadet Participation in Physical Training:

3.3.2.1. 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 assigned exercises prior to entering any portion of the Protective Services building. These exercises include but are not limited to: Aerobic, Anaerobic and strength exercises.

3.3.2.2. Physical Fitness exercise will be used as a form of developing and improving the cadet's physical condition.

3.3.2.3. If a Cadet suffers an injury that limits their ability to participate in physical

training, Academy training staff will attempt to accommodate the Cadet's injury in an effort to keep them engaged in ongoing training.

3.4. Attendance

- 3.4.1. A Cadet is expected to attend and participate in all BPOC, BCCC and Telecommunicator training sessions. Cadets arriving late or leaving early will notify the Academy staff prior to entering/leaving class. It is the responsibility of the Cadet to notify their sponsoring agency of any changes to their attendance.
- 3.4.2. Tardiness is defined as not being in class and prepared to begin at the scheduled starting time or leaving before the class ends.
- 3.4.3. An absence is defined as not attending class for any reason. No distinction is made between excused or unexcused absences. Tardiness of five minutes to one hour is recorded as one full hour missed. The same applies to additional minutes of tardiness.
- 3.4.4. Cadets will be given a calendar depicting dates, times, and scheduled topic(s) of instruction. The 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.
- 3.4.5. 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 any part of required curriculum of the BPOC, BCCC and Telecommunicator will be at risk from being dismissed from the Academy. The final decision on the absences or dismissal will be made by the Academy Director on a case by case basis.
- 3.4.6. It is the responsibility of the Cadet to contact the assigned Academy Instructor or staff to receive make-up work assignment(s) for the portion of training missed as a result of an absence or tardiness. Cadet might not be afforded the opportunity for a make up on some training segments due to the scheduling of the Subject Matter Expert Instructor which may result in academic or skill failure.

3.5. Uniform and Grooming Standards

- 3.5.1. Cadets will follow the uniform dress code as set by the Academy. Unless otherwise directed, Cadets will wear the required Academy 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. Academy uniform caps must be worn in the firing range.
- 3.5.2. Academy uniforms will be kept neat, clean, and well maintained. Cadets are responsible for replacing any lost or damaged parts of the uniform.
 - 3.5.2.1. Cadets will not be allowed to participate in classroom activities unless they are wearing the complete Academy uniforms. Director or Academy delegate may instruct cadets to modify their attire due to the training environment or weather conditions.

- 3.5.2.2. Cadet shall properly wear the uniform during all training activities to include off campus. Cadet shall also properly wear the uniform while on LC campus regardless of the training schedule.
- 3.5.3. The Cadet may wear the Academy uniform while traveling to and from the Academy and during breaks. However, the Academy uniform may not be worn by a Cadet while performing off site activities unless directly associated with planned class activities approved by the Academy Director or delegate.
- 3.5.4. The police duty belt worn during practical activities and while at the firing range may not be worn while off campus unless authorized by the Academy Director or delegate. The uniform will only be worn during these circumstances and 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.
- 3.5.5. Male Cadets: Hair will be worn above the ears and above the collar. Semi military, no facial hair is permissible.
- 3.5.6. 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. Hair must be worn in a bun.
- 3.5.7. 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. 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.
- 3.5.8. Cadets will be required to wear the required Personal Protective Equipment (PPE) in relation to the skill being performed. PPE will be provided for some blocks of instruction.

3.6. Conduct

3.6.1. Honesty:

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

- 3.6.1.1. 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.
- 3.6.1.2. Talking without the expressed permission of an Academy staff member from one

Cadet to another Cadet while an examination is being administered.

- 3.6.1.3. Viewing the test of another Cadet or allowing the Cadet to view class work associated with a test being administered.
- 3.6.1.4. Failure to comply with specific directions from any Academy Instructor during any qualification or skill testing for certification.
- 3.6.1.5. Failure to remove any personal items or documents from their testing area during testing.
- 3.6.1.6. Failure to close all windows and programs in their assigned computer during quizzes or testing.
- 3.6.1.7. All paperwork and other associated documents located on the Instructor podium or within Academy training staff offices will be considered confidential. If such items are located by a Cadet, it is the responsibility of the Cadet to advise an Instructor.

3.6.2 Conduct Unbecoming

Conduct unbecoming is any conduct which adversely affects the morale, operations, or efficiency of the Academy or any conduct which tends to adversely affect, lower or destroy public respect in the Academy, the Laredo Community College, Academy Cadet or their sponsoring agency. Conduct unbecoming also includes any conduct which brings the Academy, LC, any cadet, or their sponsoring agency into disrepute or brings discredit upon the Academy, LC, any cadet, or their sponsoring agency. Cadets shall conduct themselves at all times while enrolled in the Academy in such a manner so as to reflect most favorably upon themselves, their sponsoring agencies, LC and the Academy.

Conduct unbecoming includes but is not limited to:

- 3.6.2.1. Being arrested for any violation of criminal law while attending the academy
- 3.6.2.2. Disrespect or insubordination by verbal or physical action or omission to any Academy staff member or instructor.
- 3.6.2.3. Identifying yourself as an Academy Cadet with expectation of receiving special treatment, goods, services or other gratuities. Requesting or accepting donations in behalf of the Academy.
- 3.6.2.4. Any Cadet who commits sexual harassment, as defined by LC Board Policy, whether by non-verbal, verbal, physical, or graphic means will be dismissed from the Academy. Such activity can be deemed criminal in nature and may be reported to local authorities for action, if warranted.
- 3.6.2.5. Any cadet who harasses, annoys or disrespects another cadet resulting in provocation, emotional distress, intimidation may be grounds for dismissal.
- 3.6.2.6. No Cadet, whether in the presence of an outside visitor, Academy staff, or other

Cadet, shall engage in any form of communication likely to be construed as a racial, religious, or ethnic slur or joke.

- 3.6.2.7. All Cadets shall refrain from using foul, abusive or argumentative language throughout the training day which includes assigned breaks and lunch hours. This may be construed as any communication that is likely to be heard by others who may be offended.
- 3.6.2.8. A Cadet may not gamble in or around Academy training facilities.
- 3.6.2.9. 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.
- 3.6.2.10. No cadet may enter the Academy Administrative offices without permission.
- 3.6.2.11. Cadets shall not leave the classroom or training area without permission from the instructor.
- 3.6.2.12. The use of any alcoholic beverage, intoxicants, or narcotic substances as controlled by the State of Texas, while in or around 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.
- 3.6.2.13. A Cadet taking medication or controlled substances as prescribed by a physician shall advise the Director immediately as to the type of medication, the prescribing physician and purpose of the medication. All medications will be kept in the prescribed container.
- 3.6.2.14. 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 an Academy Instructor's direction may be deemed insubordination.
- 3.6.2.15. Cadets are prohibited from bringing food or drinks into the classroom unless authorized by the Academy Director or delegate. Cadets are responsible for keeping building entrance doors closed at all times. Cadets are responsible for picking up any trash found in the classroom as well as any Academy training facility and properly disposing of it. Any cadet who is found to have engaged in "conduct unbecoming" or who fails to report any violation of this policy will be subject to disciplinary action up to and including dismissal from the Academy.

3.7. Possession and Handling of Firearms and Weapons:

- 3.7.1. A Cadet may not bring firearms, ammunition, knife, club or chemical dispensing device into a building, the Academy or its associated facilities, unless directed by the Academy staff. Violation of this rule may result in dismissal from the Academy.

- 3.7.2. Reckless handling, unauthorized brandishing or other unauthorized display of any firearm or any weapon will not be tolerated. Under no circumstances will a firearm be worn by a Cadet outside the Academy without prior approval from the Academy Director or delegate. Violation of this rule may result in dismissal from the Academy.
- 3.7.3. Proper firearms safety procedures are crucial to ensure Cadet and staff safety. Cadets will be trained and required to demonstrate proficiency and the safe operation of all firearms prior to progressing to live-fire exercises. Failure to demonstrate safe firearms operation procedures will be grounds for removal from the Academy. Unintentional discharges as a result of negligence or horseplay will result in dismissal with no appeal.

3.8. Reporting Accidents and Injuries:

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 Instructor describing circumstances surrounding the incident.

- 3.8.1. Injuries suffered by the Cadet that are unrelated to Academy training but likely to interfere with the Cadet's performance during subsequent training efforts, should be reported as well. 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. A recent L-2 Attachment form may be required from the latest physician visit prior to allowing to continue with any physical training.
- 3.8.2. Cadets shall immediately notify their sponsor and/or employer of any accident or injury, if applicable.

4. Supervision/Authority

- 4.1. The designated Academy Instructor (Full-Time Faculty/Professor) will serve as the first line of supervision for the Cadet's day to day activities. The Academy Director will serve as the up line of supervision for the Academy. The Academy Instructor will provide day to day guidance to Cadets and be responsible for assisting the Director in assigning Instructors to teach training modules within the Basic Peace Officer Course and ensure the Instructors are qualified as SME. The Academy Director will have responsibility and oversight of all licensing courses and will serve as the final line of supervision over assigned training staff.
- 4.2. Should a Cadet have a concern of any kind, they should first approach the assigned Academy Instructor or designated full time faculty for guidance. Personal concerns may be directed to the Academy Instructor before seeking the Academy Director's guidance – (chain of command procedures). Only in an emergency should Academy staff be contacted outside of normal working hours.
- 4.3. The Academy 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 Academy Instructor. Any appeal or question regarding these instructions and/or directions are to be addressed through the Academy line of authority.

5. Discipline Procedures

5.1. Unsatisfactory Performance:

- 5.1.1. In the event that a Cadet's personal conduct or academic performance falls below accepted standards, the appropriate reports by the assigned instructor(s) shall be submitted to the Academy Director. The reports shall outline the nature and scope of the Cadet's substandard performance or conduct.
- 5.1.2. The Academy Director 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 Academy. The Academy Director may consult with the Cadet's employer or sponsoring agency regarding performance issues involving sponsored Cadets.
- 5.1.3. Anyone wishing to register a complaint regarding concerns over personal treatment while at the Academy shall do so by contacting the Academy Director. All complaints will be investigated and documents. Anyone reporting a complaint must submit a detailed written report. Criminal complaints will be handled by the appropriate Law Enforcement Agency. Complaint against Academy Director will be forwarded to Executive Administration.

5.2. Disciplinary Action:

- 5.2.1. Cadets will be required to submit a written statement upon request from Academy Director or designee.
- 5.2.2. A Cadet may be subject to any or all of the following disciplinary actions for a violation of the ACADEMY licensing course rules (BPOC, BCC Telecommunicator).
 - Verbal reprimand.
 - Written reprimand that is placed in the Cadet's Academy file. Probation may be imposed on the issuance of the second written reprimand.
 - Removal from the classroom.
 - Placed on disciplinary probation.
 - Dismissal from the Academy.
- 5.2.2. If the applicant has been terminated from any licensing course for academic dishonesty or any disciplinary violations, the applicant must wait a minimum of one year before being eligible for admission to the Academy BPOC, BCC or Telecommunicator courses.

- 5.2.3. An Academy Instructor may reprimand a student either verbally or in writing and/or remove a student from the classroom. The Academy Director may place a Cadet on disciplinary probation.
- 5.2.4. Disciplinary probation, when imposed, shall be for any time period ranging from two weeks to the end of the licensing course. 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
- 5.2.5. Cadets that violate any Academy rule, policy, procedure, or condition of probation, while on disciplinary probation may be dismissed from the Academy.

6. Dismissal from the Academy

- 6.1. The following is a non-exhaustive list of the reasons why a Cadet attending any licensing course may be dismissed from the Academy/course:
 - Academic failure.
 - Class absences
 - Violation of the Academy rules or procedures to such an extent that, continued attendance would not be in the best interest of the Cadet or the Academy. Examples: repeated violation of specific rules or procedures, and repeated instances of disciplinary infractions.
 - Cadets that violate any Academy rule, policy, procedure, or condition of probation, while on disciplinary probation may be dismissed from the Academy.
- 6.2. 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 the Cadet and/or their law enforcement employer (or sponsor) will be notified in writing.
- 6.3. The Academy Director possesses the authority to dismiss a Cadet from the Academy.
- 6.4. Failure to comply with the course pre-enrollment and enrollment requirements, including execution of all forms and documents involved with enrollment.

7. Appeals of Disciplinary Action

- 7.1. A Cadet wishing to appeal disciplinary action will use the proper line of authority as set forth in this handbook.
- 7.2. All appeals will be made in writing to the appropriate level of authority as soon as possible, but no later than 3 days after the Cadet is notified in writing of the disciplinary action.

- 7.3. Appeals involving reprimands or disciplinary probation are heard by the Academy Director.
- 7.4. Dismissal from any licensing course shall be appealed to the Academy Director in writing. All appeals will be reviewed and must include a basis of appeal. If warranted, a review board composed of the Academy Director (Non-voting member), a Criminal Justice faculty member, Law Enforcement Administrator and College Administrator. The review board will assess the findings and decide whether to uphold the dismissal or reinstate the Cadet on majority vote. The decision of the review board is final and ends the appeal process. If the decision does not favor the student, the student may reapply to the next Academy if the student meets enrollment standards.
- 7.5. Any student that is reinstated and has missed more than 10 percent of any block of instruction must restart the Academy.
- 7.5.1. In order to obtain endorsement to take the TCOLE State exam in any licensing course, students must successfully complete all academic (sec 3.1) and skills requirements (sec 3.2).
- 7.6. TCOLE requires student removals to be reported to the Commission within 7 days of dismissal.

8. In-Service Rules

- 8.1. Students must be present throughout the entire course to obtain credit.
- 8.2. Excessive walking in and out during the course delivery will be asked return to their agency and not obtain TOCLE credit.
- 8.3. Smart phones must be put on silent while course is in session.
- 8.4. Use of smart phones for calls, messaging and social media is prohibited during class.
- 8.5. Breaks will be given every hour
- 8.6. Disruptions in the class will not be tolerated and may lead to removal from the course.
- 8.7. Student must be assessed for learning objectives.
- 8.8. Anyone who disrupts the learning environment with unprofessional behavior, horseplay or falling asleep in class will be dismissed from the course without TCOLE credit.
- 8.9. The expectation is of students to behave in a professional manner as to reflect most

favorably upon themselves and the respective agency

- 8.10 In-service course requirements will include the following:
Issuing and reviewing course objectives.
Assessment of skills and testing requirements to obtain TCOLE credit.
Course requirements will be identified during the course introduction.

References: Texas Administrative Code, Texas Engineering Extension Service (TEEX) Policies and Procedures Manual 2008, Hays County Sheriff's Academy Cadet Handbook and LC Student Handbook 2007-2008.

CORE VALUES

- Respect** — We will respect diverse ideas, cultures and ethnicity, rendering service in a fair, courteous and dignified manner.
- Excellence** — We will be distinguished as a world class organization, providing superior service, exceeding customer expectations.
- Service** — We will be responsive to the citizens of my community and provide the highest quality law enforcement service available.
- Pride** — We will display our pride by demonstrating dignity and self-respect through personal attitudes, actions and appearance.
- Ethics** — We will strive to maintain the highest level of ethical behavior possible.
- Courtesy** — We will be courteous at all times, without exception.
- Teamwork** — We will work together to improve the quality of life for all of the citizens we serve.

ACRONYMS/DEFINITIONS

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

Academy Director

The Academy Director is the administrator for the Laredo College Regional Law Enforcement Academy to include the Daytime and Evening Basic Peace Officer Courses and Basic County Correction Courses (Basic Jailer) held at the Laredo College.

Academy Instructor

The Academy Instructor is responsible for instructing, lesson plan development and the day to day operation of the Laredo College Regional Law Enforcement Academy. The Instructor assists the Director and reviews the progress of all areas of Cadet training.

Academy

Academy refers to Laredo College Regional Law Enforcement Academy

Applicant

The term applicant defines a person who desires to be enrolled in the Basic Peace Officer Course and Basic County Corrections Course with the Laredo College Regional Law Enforcement Academy.

BPOC

BPOC refers to the Basic Peace Officer Course (TCOLE course #1000643) and is also commonly referred to as the Police Academy course.

BCCC

BCCC refers to the Basic County Corrections Course (TCOLE course #1007) and is also commonly referred to as the Basic Jailer Course.

Cadet

The term Cadet defines a student currently enrolled in the Basic Peace Officer Course and Basic County Corrections Course with Laredo College Regional Law Enforcement Academy.

LCRLEA

LCRLEA refers to the Laredo College Regional Law Enforcement Academy and its training courses.

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 Director and the delegate of these observations.

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 LCRLEA is a TCOLE licensed Academy. All TCOLE rules and statutes govern the operation of LCRLEA courses.

Academy Staff

The academy staff includes the Director, Academy Instructor, Instructors, sworn personnel and civilian personnel assigned to the LCRLEA. This also includes Adjunct Instructors that deliver instruction.