

LUBBOCK COUNTY SHERIFF'S ACADEMY

RULES AND REGULATIONS

February 15, 2022

TRAINING

The training conducted for Peace Officers, Telecommunicators, Reserve Law Enforcement Officers, Correctional Officer, and Constables shall consist of a minimum number of hours of instruction as prescribed by TCOLE. Rules Title 37 - Public Safety, Part VII and Occupations Code Title 10. Chapter 1701. Courses, course content, and sequence of courses shall conform to requirements as set forth by TCOLE.

STUDENTS

Enrollments in the Lubbock County Sheriff's Academy shall be on a first-come, first served basis subject to space availability. The following priorities apply for space allocation of student selection:

First Priority - Commissioned Peace Officers and Jailers

Second Priority - Commissioned Reserve Peace Officers

Third Priority - Persons sponsored by a Law Enforcement Agency

Specialized training for Patrol, CID, Jailers, JOTS, Reserve's, Instructors, SWAT, Telecommunication's etc., Priority will be given to students employed and or assigned to the specific job function requiring that type of training.

ATTENDANCE:

Attendance at all scheduled Mandated training classes is required unless authorization for absence is received by the Academy from the student's department prior to the scheduled class.

Unauthorized absences will be reported to the department head. **A student may not miss more than 10% of the course/ training he/she is attending** for successful completion and to receive credit.

Un-excused tardiness will be handled by the Academy Director. Continued tardiness will be reported to the student's department supervisor. **The decision of the Academy Director is final.**

INSTRUCTORS:

It is the Instructors responsibility to make sure that all courses conducted for TCOLE credit and sponsored by the Lubbock County Sheriff's Academy must adjourn no earlier than ninety percent of the scheduled timeline of the course. The Instructor has ten calendar days from the last day instruction to turn in all paperwork for each training course. Any paperwork past the ten day deadline will be denied by the Academy.

CLASSROOM ATTIRE:

Appropriate attire will be worn at **ALL** times in classroom. Acceptable attire includes duty uniform or business casual comparable attire. The wearing of Tank tops, T-shirts, shorts, cut-offs, sandals, or vulgar attire is prohibited, in the classrooms, or at outside locations during school activities. Appropriate attire and duty rig will be worn on the Firing range during training as described by the instructor.

CLASSROOM CONDUCT/PROCEDURES

The instructor has complete and total control of the class; any student who fails to conduct Him/Herself in an appropriate manner will be removed from the class. If the disruption was severe enough the Academy Coordinator, or the Instructor, will remove the student from the course.

NO FOOD, SMOKING OR SMOKELESS TOBACCO USE IN CLASS ROOM AT ANY TIMES. This is a smoke free facility.

LICENSURE REQUIREMENTS

Any student that registers for a licensing course must comply with TCOLE Rule 217.1

ACADEMIC REQUIREMENTS

Academic standards in the academy are governed to some extent by State Statute but principally these standards are controlled by Academy policy. Consequently, the student must meet certain minimum requirements in order to be licensed per TCOLE in the State of Texas. The following specifics represent the Academy policy which will govern your academic activity while progressing through the training program.

- 1 A student must achieve at least eighty percent 80% on all written tests. Any officer attending the Basic Licensing Course **MUST** maintain an 80% score on daily and final tests. If the average drops below 80%, the officer will be dropped from class.

2. When a student fails to score 80% on any regularly scheduled final test, the student may take a make-up examination. Make-up exams will be equivalent to the original exam in that they cover the same material and be similar in construction.
3. At the conclusion of the course, each student who successfully completes the course requirements will be awarded a certificate attesting to their accomplishments.
4. Class grades will be recorded and maintained by the Academy. Students will be able to view their grades. Unauthorized person will not be allowed to view grade.
5. Any student caught cheating on any test will be dropped from the course without allowing completion, receiving any credit and their department head will be notified.
6. All complaints regarding Academy Instructors, Students, the School, or any teaching method used by an Instructor shall first be discussed with the Academy Director. Failure to follow the "chain of command" could result in termination from the course they are attending. The Academy Director will further define the chain of command upon request.
7. All training, Course of Instruction, Pre and Post Testing and certification will be in Compliance with current academic rules as established by TCOLE and this Department.

EVALUATIONS:

Each student MUST provide an Evaluation Form for any training the student attends. TCOLE Rule 215.9 (b) (3) (v)

FIREARMS:

Firearms will be allowed inside the academy unless specifically advised by the course instructor or academy director that they are not allowed. If attending training that consists of scenario based training and the possession of a firearm inside the classroom would place students at unnecessary risk, the firearm shall be secured within the academy armory during the course.

INJURIES:

It will be the responsibility of the student experiencing an injury to report to the instructor or Academy Director as soon as possible. **All injuries MUST be reported immediately regardless of how minor.**

COMMUNICATION DEVICES

All communication devices MUST be turned off or put on silent mode in all classrooms, while classes are in session. Failure to obey this rule MAY result in dismissal from the class. In extreme emergencies: Notify the Academy Staff and Class Instructor.

PARKING

Assigned student parking is on the (Parking Lot C & L)

Academy Contact Number 775-1466

Revised: February 15, 2022