LUBBOCK COUNTY SHERIFF'S ACADEMY

RULES AND REGULATIONS

Academy Contact Number 775-1466

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.

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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, Jailers and Telecommunicators

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 for any scheduled training class is mandatory. There is no acceptable amount of time that can be missed in any class. If a participant is unable to attend the full class, they must reschedule and attend the entire class again to receive credit.

To receive TCOLE credit for any course, it is the responsibility of each instructor to ensure that all students attend all scheduled class hours in courses sponsored by the Lubbock County Sheriff's Academy.

INSTRUCTORS:

- **Class Materials:** Instructors are required to submit all class materials **at least ten (10) days prior** to the scheduled class date.

  1. Lesson Plan(s)
  2. Bio(s)
  3. PowerPoint(s)
  4. Hand out(s)
  5. Test with Key (If required)

- **TCOLE Documentation:** Instructors must submit all TCOLE-required paperwork to the Academy **within ten (10) days after class completion**.

  1. Mandatory for TCOLE Credit Form
  2. Registration Forms
  3. Tests (If taken)
  4. Practical Demonstration Form (If no test)
  5. Evaluation Form(s)
  6. Handouts

  All Forms can be found on PowerDMS

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 as Texas Jailer or Telecommunicator Officer. The following specifics represent the Academy policy which will govern your academic activity while progressing through the training program.

1. Any officer attending the Basic Licensing Course MUST maintain an 80% score prior to the final exam. If the average drops below 80%, the officer will be dropped from class.

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2. When a student fails to score 80% on any regularly scheduled final test, the student may take a make-up examination. The student will have an opportunity to have a make-up test. 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.

ONLINE/ OFFSITE TRAINING:

Any officer successfully completing an online or offsite training, has ten calendar days, from the last day of the instruction date to turn in all paperwork for each training course. Any paperwork past the ten-day deadline will be denied by the Academy.

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.**

TELEPHONES

Students will not be called to the telephone during class periods except in extreme emergencies. ALL TELEPHONES OR RADIOS MUST BE TURNED OFF OR SET ON SILENT MODE WHILE IN CLASSROOM.

PARKING

Assigned student parking is on the North East corner of Main St. & Ave G. (Parking Lot C)