

# Angelina College

## **Basic Peace Officer Course** Rules, Policies, and Regulations



## Table of Contents

Mission, Introduction, and History.....	3
Acronyms and Definitions.....	4
Rules, Policies, and Regulations.....	5
1. TCOLE Minimum Standards for Licensing (Extracted from the TCOLE Rules).....	5
2. Admission Requirements.....	6
3. Cadet Requirements.....	7
4. Discipline.....	15
5. Dismissal from the BPOC.....	16
6. Appeals of Disciplinary Action.....	17
Minimum Physical Training (P.T.) Standards.....	18
Angelina College Basic Peace Officer Course - Student Agreement.....	19

## **Mission, Introduction, and History**

### **Mission**

The mission of the Angelina College Law Enforcement Academy is to provide the highest quality law enforcement instruction to its students and law enforcement partners and to insure at all times that the standards and requirements of the Texas Commission on Law Enforcement.

### **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.

### **History**

Angelina College was licensed by the Texas Commission on Law Enforcement in September 1993 to provide law enforcement training in the twelve Deep East Texas counties it serves and began conducting Basic Peace Officer Course training that same fall semester.

## **Acronyms and Definitions**

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

### **ACLEA**

ACLEA refers to the Angelina College Law Enforcement Academy and its training courses.

### **Adjunct**

Adjuncts are part-time instructors that include both sworn and non-sworn personnel assigned to training classes. They are responsible for monitoring cadets' academic progress and behavior and for reporting their observations to the training staff.

### **BPOC**

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

### **Cadet**

The term cadet defines a student currently enrolled in the BPOC with the ACLEA.

### **Dean**

The dean is a senior academic administrator responsible for overseeing the academic functions of the ACLEA. The dean provides leadership to faculty and staff, ensures the quality of instruction and student learning, and supports students by addressing academic concerns, program questions, and other educational needs.

### **Instructor - Law Enforcement Academy**

The Instructor - Law Enforcement Academy, or Instructor, is responsible for all activities conducted by or facilitated through the BPOC, the day-to-day operation of the ACLEA, and for reviewing and assessing all areas of cadet training.

### **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 ACLEA is a TCOLE licensed Academy. All TCOLE rules and statutes govern the operation of ACLEA courses.

### **Training Staff**

The training staff or staff includes the Dean, Instructor, adjuncts, sworn personnel and civilian personnel assigned to the ACLEA.

## **Rules, Policies, and Regulations**

### **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 BPOC must meet the 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 ACLEA 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 Angelina College, the ACLEA and/or TCOLE. Failure to do so shall exclude the applicant from admission to the BPOC.

All documents relating to admission to the ACLEA will be completed and retained by the ACLEA and/or employing agency, pending graduation.

### **3. Cadet Requirements**

#### **3.1. Academic Requirements**

The ACLEA 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 ACLEA for the BPOC.

3.1.1.2. Successfully complete all ACLEA major examinations with a minimum score of 80 percent.

3.1.1.3. Successfully complete the ACLEA 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 BPOC with at least an 80% average.

3.2.1.2. Successfully complete the following qualifications: Firearms; Emergency Vehicle Operations; Crisis Intervention Techniques; ALERRT; Patrol Skills; Arrest & Control Techniques; Emergency Medical Assistance (CPR & Stop the Bleed); Standardized Field Sobriety Test training (SFST); Canine (K-9) Encounters; De Escalation Strategies; Human Trafficking; Spanish; Radio Communications; Civilian Interaction Training; Racial Profiling; Arrest Search & Seizure; and Asset Forfeiture.

#### **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.

3.3.2.1.2. If a cadet suffers an injury that limits his/her ability to participate in physical training, ACLEA 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 ACLEA BPOC.

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

3.4.4. If a cadet scores less than 80 percent on any assignment or examination 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 ACLEA. The cadet will not receive a grade higher than 80 percent on any retest regardless of the actual score. The cadet shall be allowed a total of three retests during the BPOC should they fail to attain an 80 percent or better on any test. This does not include the final exam.



3.4.5. The cadet must pass the final exam with a 70 percent or better and have at least an 80 percent overall average to graduate from the ACLEA BPOC. Cadets that fail the final exam shall be allowed to retake the final examination one time. Cadets who fail to score a 70 percent or better on the final exam shall be dismissed from the 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. Cadets shall not be absent for any more than 40 hours of the BPOC. All absences must be made up in person and/or through written assignments relevant to the topic that the cadet missed. Written assignments do not negate any training hours missed. Cadets that are absent for more than 40 hours of the BPOC shall be dismissed from the BPOC.

3.5.7. Cadets shall not be absent for any portion of the following training: Firearms; Emergency Vehicle Operations; Crisis Intervention Techniques; ALERRT; Patrol Skills; Arrest & Control Techniques; Emergency Medical Assistance (CPR & Stop the Bleed); Standardized Field Sobriety Test training (SFST); Canine (K-9) Encounters; De-Escalation Strategies; Human Trafficking; Spanish; Radio Communications; Civilian Interaction Training; Racial Profiling; Arrest Search & Seizure; and Asset Forfeiture.

3.5.8. It is the responsibility of the cadet to contact the ACLEA 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 ACLEA uniform at all times while participating in ACLEA activities. Physical training attire is to be considered an ACLEA uniform and shall be maintained as such.

3.6.2. ACLEA 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 ACLEA uniform.

3.6.4. The cadet may wear the ACLEA uniform while traveling to and from the ACLEA and during breaks. However, the ACLEA uniform may not be worn by a cadet while performing off site activities unless directly associated with planned class activities approved by the Instructor.

3.6.5. The police duty belt worn during practical activities and while at the firing range may not be worn while off Angelina College property unless authorized by the Instructor. 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 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. Male cadets shall be clean shaven at all times when attending the BPOC.

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. Cadets may wear a wedding band and a class ring. Female cadets can wear small studs in their ears. Male cadets cannot wear earrings. No cadet shall wear

facial piercings. All jewelry will be removed during defensive tactics and other skills training to reduce the likelihood of a cadet becoming injured.

3.6.8. Cadets shall not have tattoos on their face, neck, hands, or fingers. Cadets may have tattoos on their arms (commonly referred to as "sleeves"). However, the tattoos may not be sexual, racial, or generally offensive in nature. A committee shall determine if the tattoos are offensive and whether or not the applicant is accepted to the BPOC.

### 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 ACLEA. Lying in any form is considered unethical conduct and is subject to disciplinary action which may include dismissal or expulsion from the ACLEA. 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 the ACLEA training staff 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 ACLEA. 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, ACLEA training 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 ACLEA. 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 is prohibited.

3.7.5. All paperwork and other associated documents located on the training staff desks or within ACLEA 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 the training staff.

3.7.6. The use of any alcoholic beverage, intoxicants, or narcotic substances as controlled by the State of Texas, while in or around ACLEA 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 ACLEA.

3.7.7. A cadet taking medication or controlled substances as prescribed by a physician shall advise the training staff 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. A failure or deliberate refusal by the cadet to obey such direction may be deemed insubordination. Displaying obvious disrespect for or disputing an ACLEA training staff'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 ACLEA or its associated facilities, unless directed by the training staff. Violation of this rule shall result in dismissal or expulsion from the ACLEA.

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 ACLEA without prior approval from the training staff. Violation of this rule may result in dismissal from the ACLEA.

3.7.9.3. Proper firearms safety procedures are crucial to ensure cadet and ACLEA training 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 consuming food or drinks, except water and/or coffee, in the classroom.

3.7.10.2. Cadets are responsible for picking up any trash found in the classroom as well as any ACLEA training facility and properly disposing of it.

#### 3.7.11. Conduct Unbecoming

Conduct unbecoming refers to any behavior that negatively affects the morale, operations, or efficiency of the ACLEA. It also includes any actions that could harm the public's respect for the ACLEA, Angelina College, a cadet, or a sponsoring agency. Such conduct brings discredit or dishonor to these parties. Cadets are expected to always conduct themselves in a professional manner that reflects positively on themselves, their sponsoring agency, Angelina College, and the ACLEA.

Conduct unbecoming includes but is not limited to:

- Being arrested for any criminal offense while enrolled in the ACLEA.
- Showing disrespect or insubordination toward any ACLEA training staff member.
- Identifying yourself as an ACLEA cadet in an attempt to receive special treatment, goods, services, or other favors.

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 ACLEA.

### 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 training staff describing circumstances surrounding the incident.

3.8.2. Injuries suffered by the cadet that are unrelated to ACLEA 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 sponsoring agency any accident or injury, if applicable.

### 3.9. Supervision/Authority

3.9.1. The Instructor will serve as the first line of supervision for the cadet's day to day activities. ACLEA training staff will serve as the next line of supervision for the ACLEA. The Instructor will provide day to day guidance to cadets and be responsible for assigning training staff to teach all training modules. The Instructor will have responsibility and oversight of all functions of the academies. The Dean will serve as the final line of supervision over training staff and the Instructor and will have oversight and authority for all ACLEA activities.

3.9.2. Should a cadet have a concern of any kind, they should first approach the assigned ACLEA training staff for guidance. Personal concerns may be directed to the Instructor. Only in an emergency should training staff be contacted outside of normal working hours.

3.9.3. The ACLEA Instructor will have control and authority over all training delivery sessions. All cadets will comply with instructions and/or directions received from the ACLEA training staff. Any appeal or question regarding these

instructions and/or directions is to be addressed through the ACLEA 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 Dean. The reports shall outline the nature and scope of the cadet's substandard performance or conduct.

4.1.2. The Instructor 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 ACLEA. The Instructor may consult with the cadet's 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 ACLEA 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 ACLEA BPOC rules.

4.2.1.1. Verbal reprimand.

4.2.1.2. Written reprimand that is placed in the cadet's ACLEA 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 ACLEA.

4.2.2. ACLEA training staff may reprimand a student either verbally or in writing and/or remove a student from the classroom. The Instructor may place a cadet on disciplinary probation.

4.2.3. Disciplinary probation, when imposed, shall be for any time period ranging from one day 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 ACLEA BPOC rule, policy, procedure, or condition of probation, while on disciplinary probation may be dismissed or expelled from the ACLEA.

## **5. Dismissal from the BPOC**

5.1. A cadet attending the ACLEA BPOC may be dismissed 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 40 hours of required course hours.

5.1.4. Violation of the ACLEA rules, policies, or procedures to such an extent that, in the opinion of the ACLEA training staff, continued attendance would not be in the best interest of the cadet or the ACLEA. Examples: repeated violation of specific rules, policies, or procedures, and repeated instances of discipline infractions.

5.2. Cadet dismissal from the ACLEA 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 the sponsoring agency, if applicable, will be notified in writing.

5.3. The Instructor will possess the authority to dismiss a cadet from the ACLEA. A cadet who is dismissed can appeal the decision by following the Angelina College Student Appeals process.



## **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 accordance with the Angelina College Student Appeals process.

## Minimum Physical Training (P.T.) Standards

### One Minute Push-Ups

Age (Male & Female)	21-29	30-39	40-49	50-59	60+
Minimum Push-Ups	18	14	11	9	6

### One Minute Sit-Ups

Age (Male & Female)	21-29	30-39	40-49	50-59	60+
Minimum Sit-Ups	35	27	22	17	8

### 1.5 Mile Run

Age (Male & Female)	21-29	30-39	40-49	50-59	60+
Maximum Time (Minutes:Seconds)	14:15	15:14	16:13	18:05	20:08

Note: The row machine may be substituted for P.T. at the discretion of the Instructor.



### **Angelina College Basic Peace Officer Course - Student Agreement**

I, \_\_\_\_\_, understand that I have received and reviewed the *Basic Peace Officer Course Rules, Policies, and Regulations*. I know it is my responsibility to follow these rules and meet the course requirements to stay in the program.

I understand that I can choose to leave the program at any time, and the ACLEA can take disciplinary action or remove me from the program if needed, according to ACLEA policies.

I know that law enforcement training can involve physical activity and some risk. I will follow all safety rules, use protective gear as instructed, and only participate in activities that I am physically able to do. I will let my instructors or the Instructor know if I have any health or personal issues that might affect my training.

By signing below, I confirm that I understand and agree to these expectations, and I take responsibility for my own safety and conduct during training.

**Cadet Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_