

Galveston County Sheriff's Academy



**Basic Peace Officer,
Telecommunicator and County
Corrections Course Rules,
Policies, and Procedures**

MISSION

The mission of the Galveston County Sheriff's 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 Galveston County Sheriff's Office 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, Telecommunicator and County Corrections Courses. Cadets shall be governed by the *Basic Peace Officer, Telecommunicator, or County Corrections 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, Telecommunicator or County Corrections Course.

ACRONYMS/DEFINITIONS

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

Training Coordinator

The Training Coordinator is responsible for the day to day operation of the Galveston County Sheriff's Academy and reviews the progress of all areas of Cadet and In-Service training.

Assistant Training Coordinator

The Assistant Training Coordinator is responsible for the day to day operation of the Galveston County Sheriff's Academy and reviews the progress of all areas of Cadet and In-Service training at the direction of the Academy Training Coordinator.

Applicant

The term applicant defines a person who desires to be enrolled in any TCOLE Basic Licensing Course with the Galveston County Sheriff's Academy.

BPOC, BTC, BCCC

BPOC refers to the Basic Peace Officer Course (TCOLE course #1000696) and is also commonly referred to as the Police Academy course.

BTC refers to the Basic Telecommunications (TCOLE course #1013) and is also commonly referred to as the Telecommunicator Academy course.

BCCC refers to the Basic County Corrections Course (TCOLE course #1120) and is also commonly referred to as the Jailer Academy course.

Cadet

The term Cadet defines a student currently enrolled in the Basic Peace Officer, Telecommunications or County Corrections Course with the Galveston County Sheriff's 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.

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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 Galveston County Sheriff's Academy is a TCOLE licensed Academy. All TCOLE rules and statutes govern the operation of Galveston County Sheriff's Academy courses.

Training Staff

The training staff or staff includes the Training Coordinator, Assistant Training Coordinator, sworn personnel and civilian personnel assigned to the Galveston County Sheriff's Academy. This also includes Adjunct Instructors or Subject Matter Experts that deliver instruction.

1. TCOLE MINIMUM STANDARDS FOR LICENSING (Extracted from the TCOLE Rules 217.1)

217.1. Minimum Standards for Enrollment and Initial Licensure.

(a) In order for an individual to enroll in any basic licensing course the provider must have on file documentation that the individual meets eligibility for licensure and:

- (1) a high school diploma;
- (2) a high school equivalency certificate; or
- (3) for the basic peace officer training course, an honorable discharge from the armed forces of the United States after at least 24 months of active duty service;

(b) The commission shall issue a license to an applicant who meets the following standards:

- (1) age requirement:
 - (A) for peace officers and public security officers, is 21 years of age; or 18 years of age if the applicant has received:
 - (i) an associate's degree; or 60 semester hours of credit from an accredited college or university; or
 - (ii) has received an honorable discharge from the armed forces of the United States after at least two years of active service;
 - (B) for jailers and telecommunicators is 18 years of age;
- (2) minimum educational requirements:
 - (A) has passed a general educational development (GED) test indicating high school graduation level; or
 - (B) holds a high school diploma;
- (3) is fingerprinted and is subjected to a search of local, state and U.S. national records and fingerprint files to disclose any criminal record;
- (4) has never been on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order;
- (5) is not currently charged with any criminal offense for which conviction would be a bar to licensure;
- (6) has never been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years;
- (7) has never been convicted or placed on community supervision in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code;
- (8) for peace officers, is not prohibited by state or federal law from operating a motor vehicle;
- (9) for peace officers, is not prohibited by state or federal law from possessing firearms or ammunition;
- (10) has been subjected to a background investigation;
- (11) examined by a physician, selected by the appointing or employing agency, who is licensed by the Texas Medical Board. The physician must be familiar with the duties appropriate to the type of license sought and appointment to be made. The appointee must be declared by that professional, on a form prescribed by the commission, within 180 days before the date of appointment by the agency to be:
 - (A) physically sound and free from any defect which may adversely affect the

performance of duty appropriate to the type of license sought; (B) show no trace of drug dependency or illegal drug use after a blood test or other medical test; and (C) for the purpose of meeting the requirements for initial licensure, an individual's satisfactory medical exam that is conducted as a requirement of a basic licensing course may remain valid for 180 days from the individual's date of graduation from that academy, if accepted by the appointing agency;

(12) examined by a psychologist, selected by the appointing, employing agency, or the academy, who is licensed by the Texas State Board of Examiners of Psychologists. This examination may also be conducted by a psychiatrist licensed by the Texas Medical Board. The psychologist or psychiatrist must be familiar with the duties appropriate to the type of license sought. The individual must be declared by that professional, on a form prescribed by the commission, to be in satisfactory psychological and emotional health to serve as the type of officer for which the license is sought. The examination must be conducted pursuant to professionally recognized standards and methods. The examination process must consist of a review of a job description for the position sought; review of any personal history statements; review of any background documents; at least two instruments, one which measures personality traits and one which measures psychopathology; and a face to face interview conducted after the instruments have been scored. The appointee must be declared by that professional, on a form prescribed by the commission, within 180 days before the date of the appointment by the agency;

(A) the commission may allow for exceptional circumstances where a licensed physician performs the evaluation of psychological and emotional health. This requires the appointing agency to request in writing and receive approval from the commission, prior to the evaluation being completed; or

(B) the examination may be conducted by qualified persons identified by Texas Occupations Code § 501.004. This requires the appointing agency to request in writing and receive approval from the commission, prior to the evaluation being completed; and

(C) for the purpose of meeting the requirements for initial licensure, an individual's satisfactory psychological exam that is conducted as a requirement of a basic licensing course may remain valid for 180 days from the individual's date of graduation from that academy, if accepted by the appointing agency;

(13) has never received a dishonorable or other discharge based on misconduct which bars future military service;

(14) has not had a commission license denied by final order or revoked;

(15) is not currently on suspension, or does not have a surrender of license currently in effect;

(16) meets the minimum training standards and passes the commission licensing examination for each license sought;

(17) is a U.S. citizen.

(c) For the purposes of this section, the commission will construe any court-ordered community supervision, probation or conviction for a criminal offense to be its closest equivalent under the Texas Penal Code classification of offenses if the offense arose from:

(1) another penal provision of Texas law; or

(2) a penal provision of any other state, federal, military or foreign jurisdiction.

(d) A classification of an offense as a felony at the time of conviction will never be changed because Texas law has changed or because the offense would not be a felony under current Texas laws.

(e) A person must meet the training and examination requirements:

(1) training for the peace officer license consists of:

(A) the current basic peace officer course(s);

(B) a commission recognized, POST developed, basic law enforcement training course, to include:

(i) out of state licensure or certification; and

(ii) submission of the current eligibility application and fee; or

(C) a commission approved academic alternative program, taken through a licensed academic alternative provider and at least an associate's degree.

(2) training for the jailer license consists of the current basic county corrections course(s) or training recognized under Texas Occupations Code §1701.310;

(3) training for the public security officer license consists of the current basic peace officer course(s);

(4) training for telecommunicator license consists of telecommunicator course; and

(5) passing any examination required for the license sought while the exam approval remains valid.

(f) The commission may issue a provisional license, consistent with Texas Occupations Code §1701.311, to an agency for a person to be appointed by that agency. An agency must submit all required applications currently prescribed by the commission and all required fees before the individual is appointed. Upon the approval of the application, the commission will issue a provisional license. A provisional license is issued in the name of the applicant; however, it is issued to and shall remain in the possession of the agency. Such a license may neither be transferred by the applicant to another agency, nor transferred by the agency to another applicant. A provisional license may not be reissued and expires:

(1) 12 months from the original appointment date;

(2) on leaving the appointing agency; or

(3) on failure to comply with the terms stipulated in the provisional license approval.

(g) The commission may issue a temporary jailer license, consistent with Texas Occupations Code §1701.310. An agency must submit all required applications currently prescribed by the commission and all required fees before the individual is appointed. Upon the approval of the application, the commission will issue a temporary jailer license. A temporary jailer license expires:

(1) 12 months from the original appointment date; or

(2) on completion of training and passing of the jailer licensing examination. On expiration of a temporary license, a person is not eligible for a new temporary jailer license for one year.

(h) The commission may issue a temporary telecommunicator license, consistent with Texas Occupations Code §1701.405. An agency must submit all required applications currently prescribed by the commission and all required fees before the individual is appointed. Upon the approval of the application, the commission will issue a temporary telecommunicator license. A temporary telecommunicator license expires:

(1) 12 months from the original appointment date; or

(2) on completion of training and passing of the telecommunicator licensing examination. On

expiration of a temporary license, a person is not eligible for a new temporary telecommunicator license for one year.

(i) A person who fails to comply with the standards set forth in this section shall not accept the issuance of a license and shall not accept any appointment. If an application for licensure is found to be false or untrue, it is subject to cancellation or recall.

2. ADMISSION REQUIREMENTS

2.1. Applicants for the Basic Peace Office Course (BPOC), Basic Telecommunication Course (BTC), or Basis County Correction Course (BCCC) 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, BTC or BCCC for any reason other than academic failure. In the event of academic failure from another provider's BPOC, BTC or BCCC, the applicant must wait a minimum of one year before being eligible for admission to the Galveston County Sheriff's Academy BPOC, BTC and/or BCCC.

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, BTC or BCCC. 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 Galveston County Sheriff's Academy recognizes 80 percent as the minimum score required to pass examinations in all areas of training: academic and technical skills. Physical training will be graded on a pass/fail basis. In order for a Cadet to graduate from the BPOC, BTC or BCCC 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 Galveston County Sheriff's Academy and Advisory Board for the BPOC, BTC or BCCC.

3.1.1.2. Successfully complete all Galveston County Sheriff's Academy major examinations with a minimum score of 80 percent.

3.1.1.3. Successfully complete the Galveston County Sheriff's Academy 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/BCCC 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, Galveston County Sherriff's Academy training staff will attempt to accommodate the Cadet's injury in an effort to keep them engaged in ongoing training.

3.4. Academic Grading, BPOC, BTC, and BCCC Average

3.4.1. The Cadet must have an 80 percent overall average to graduate from the Galveston County Sherriff's Academy BPOC, BTC and BCCC.

3.4.2. Cadets are administered daily, chapter or weekly quizzes and one comprehensive final exam.

3.4.3. BPOC, BTC and BCCC final average is based on the overall average:

- BPOC- Chapter and/or weekly quizzes must average 80%
- BTC – Daily and/or weekly quizzes must average 80%
- BCCC-Daily quizzes must average 80%

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 etc.) 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 Galveston County Sheriff's Academy. 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 Galveston County Sheriff's Academy BPOC, BTC or BCCC.

3.5. Attendance

3.5.1. A Cadet is expected to attend and participate in all BPOC, BTC or BCCC 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, BTC or BCCC calendar depicting dates, times, and scheduled topic(s) of instruction. The BPOC, BTC or BCCC 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 (69.6 hours) or more of the BPOC, 10 percent (4.8 hrs) or more of the BTC or 10 percent (12 hrs) or more of the BCCC may be expelled from the Galveston County Sheriff's Academy.

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 Galveston County Sheriff's Academy 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 Galveston County Sheriff's 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.

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 Galveston County Sheriff's Academy uniform.

3.6.4. The Cadet may wear the Galveston County Sheriff's Academy uniform while traveling to and from the Academy and during breaks. However, the Galveston County Sheriff's Academy uniform may not be worn by a Cadet while performing off site activities unless directly associated with planned class activities approved by the Training Coordinator or Assistant 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 Galveston County Sheriff's Academy property unless authorized by the Training Coordinator, Assistant Training Coordinator or 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 offices. 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. 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 Galveston County Sheriff's Academy. 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 Galveston County Sheriff's Academy 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 Galveston County Sheriff's Academy. 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, Galveston County Sheriff's 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.

3.7.2.3. 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 The Galveston County Sheriff's Office. 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 Galveston County Sheriff's Academy 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 the Law Enforcement Training Center, 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 Galveston County Sheriff's Academy.

3.7.7. A Cadet taking medication or controlled substances as prescribed by a physician shall advise the Training Coordinator and/or Assistant Training 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 Galveston County Sheriff's Academy 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 Law Enforcement Training Center building, the Galveston County Sheriff's Academy or its associated facilities, unless directed by the Training Coordinator or Assistant Training Coordinator. Violation of this rule may result in dismissal or expulsion from the Galveston County Sheriff's Academy.

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 Galveston County Sheriff's Academy without prior approval from the Training Coordinator or Assistant Training Coordinator. Violation of this rule may result in dismissal from the Galveston County Sheriff's Academy.

3.7.9.3. Proper firearms safety procedures are crucial to ensure Cadet and Galveston County Sheriff's Academy 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 unless authorized by the Instructor.

3.7.10.2. Cadets are responsible for keeping Law Enforcement Training Center 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 Galveston County Sheriff's Academy 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 Galveston County Sheriff's Academy or any conduct which has a tendency to adversely affect, lower or destroy public respect in the Academy, The Galveston County Sheriff's Office, Galveston County Sheriff's Academy Cadet or their sponsoring agency. Conduct unbecoming also includes any conduct which brings the Galveston County Sheriff's Academy, Galveston County Sheriff's Office, any cadet, or their sponsoring agency into disrepute or brings discredit upon the Galveston County Sheriff's Academy, Galveston County Sheriff's Office, any cadet, or their sponsoring agency. Cadets shall conduct themselves at all times while enrolled in the Galveston County Sheriff's Academy in such a manner so as to reflect most favorably upon themselves, their sponsoring agencies, the Galveston County Sheriff's Office and the Galveston County Sheriff's 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 Galveston County Sheriff's Academy staff member or instructor
- Identifying yourself as a Galveston County Sheriff's Academy 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 Galveston County Sheriff's 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 Training Coordinator or Instructor describing circumstances surrounding the incident.

3.8.2. Injuries suffered by the Cadet that are unrelated to Galveston County Sheriff's Academy 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, employer, or Instructor of any accident or injury, if applicable.

3.9. Supervision/Authority

3.9.1. The Galveston County Sheriff's Academy Instructor will serve as the first line of supervision for the Cadet's day to day activities. The Training Coordinator will serve as the next line of supervision for the Galveston County Sheriff's Academy. The Training Coordinator will provide day to day guidance to Cadets and be responsible for assigning Instructors to teach all training modules. The Training Coordinator 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.

3.9.2. Should a Cadet have a concern of any kind, they should first approach the assigned Galveston County Sheriff's Academy Instructor for guidance. Personal concerns may be directed to the Training Coordinator. Only in an emergency should Academy staff be contacted outside of normal working hours.

3.9.3. The Galveston County Sheriff's 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 Galveston County Sheriff's Academy Instructor. Any appeal or question regarding these instructions and/or directions is to be addressed through the Galveston County Sheriff's Academy 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 Training Coordinator. The reports shall outline the nature and scope of the Cadet's substandard performance or conduct.

4.1.2. The Training Coordinator 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 Galveston County Sheriff's Academy. The Training Coordinator may consult with the Cadet's employer, sponsoring agency or supervisor regarding performance issues involving sponsored Cadets.

4.1.3. Cadets who wish to register a complaint regarding concerns over personal treatment while at the Galveston County Sheriff's Academy 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 Galveston County Sheriff's Academy BPOC, BTC or BCCC 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 Galveston County Sheriff's Academy.

4.2.2. A Galveston County Sheriff's Academy Instructor may reprimand a student either verbally or in writing and/or remove a student from the classroom. The Training Coordinator may place a Cadet on disciplinary probation.

4.2.3. Disciplinary probation, when imposed, shall be for any time period ranging from one week to the end of the BPOC, BTC or BCCC. 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 Galveston County Sheriff's Academy BPOC, BTC or BCCC rule, policy, procedure, or condition of probation, while on disciplinary probation may be dismissed or expelled from the Galveston County Sheriff's Academy.

5. DISMISSAL FROM THE BPOC, BTC and BCCC

5.1. A Cadet attending the Galveston County Sheriff's Academy BPOC, BTC and BCCC 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 Galveston County Sheriff's Academy rules, policies, or procedures to such an extent that, in the opinion of the Galveston County Sheriff's Academy staff, continued attendance would not be in the best interest of the Cadet or the Galveston County Sheriff's Academy. 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, supervisor and/or his law enforcement employer (or sponsor) will be notified in writing.

5.3. The Training Coordinator will possess the authority to dismiss a Cadet from the Galveston County Sheriff's Academy.

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 Training Coordinator.

6.4. A dismissal or expulsion from the BPOC, BTC or BCCC program may be appealed to the Sheriff in writing through Training Coordinator.