

GALVESTON COUNTY SHERIFF'S ACADEMY RULES

Training Academy
601 54TH Street
5700 Ball
Galveston, Texas 77551

1. **Class Attendance:** No absences will be permitted unless excused by the Training Coordinator, or their designee, and then only if provisions for make-up exist. Tardiness will not be condoned and will be subject to make-up. All students must be present for 90 % of the classes they attend. Failure to attend at least 90% of the course will result in the student being removed from the Basic Licensing and/or In-Service Training classes. Supervisors will be notified when students do not report to class.
2. **Class size:** Each course instructed by the Training Academy must have the minimum number of students as required by the Instructor/Provider. Normal class size is five minimum and fifty (50) maximum. If the class size does not meet the minimum requirement it may be canceled by the Training Coordinator, Instructor or Provider.
3. **Meals:** Meals are not provided on the Academy premises. Students who bring a lunch may eat in the break rooms or off site. Candy, snack and soft drink machines are located in the break rooms. Food is not allowed in the classrooms. You may carry your drinks into the classroom.
4. **Weapons:** Peace Officers in Departmental Uniform shall carry their weapons in compliance with Departmental Policy. Students who are not Peace Officers shall not be armed.
5. **Dress:** Dress for a professional training environment. Departmental uniform or appropriate civilian attire only will be worn. No sweats, shorts, tee shirts, or tank tops will be permitted unless otherwise instructed by Academy personnel. Students shall be clean-shaven (as appropriate to duty assignment) and shall comply with the dress code pertaining to earrings, studs, and all similar items. Students employed by the Galveston County Sheriff's Office attending the Basic County Corrections Licensure Course or the Telecommunicator Licensure Course shall be dressed in Departmental uniform. Students from outside the agency attending the Telecommunicator Licensure course must be in their Department Uniform or business casual attire.
6. **Identification:** All students in civilian attire must have their Department issued photo identification on their person.
7. **Academics:** All examinations become the property of the Academy. No grades are published. The Class Instructor will advise each class of the grading criteria used in that particular class with at least the minimum passing grade of 70% for written exams. Written examinations for Basic Licensing Courses require a minimum score of 80% on unit examinations with one retake permissible and a minimum score of 80% on final examination first attempt to be considered passing. All other courses require a minimum score of 70% with one retake permissible. Performance/Skills assessment examinations are graded on a Pass/Fail basis.

8. Attentiveness: In order to receive TCOLE credit for a course, student attentiveness is required.

9. Conduct: Professional demeanor is respected and expected.

10. Cell Phones/Pagers: Pagers and cellular telephones shall be set on vibrate mode during classroom instruction. Except during an emergency, pager responses shall be made during breaks only. Text messaging is prohibited except during breaks. Students attending Basic Licensing Courses are prohibited from possessing cellular telephones in the Training Rooms.

11. Tobacco use: We are a non-tobacco use facility. Tobacco use is prohibited in and around all Galveston County Sheriff's Office buildings.

12. Alcoholic Beverages: Alcoholic Beverages are prohibited on Academy Grounds.

13. Newspaper/Other reading material: Newspapers and reading material other than that required as course material shall not be read in the classroom.

14. Profanity: Students shall not use profane, vulgar or obscene language.

15. Orderliness: Students shall be responsible for maintaining a neat and orderly classroom, break room, range area or any areas where a student might visit or travel during their assigned training period with the Academy.

16. Administrative Areas: Administrative areas of the academy are restricted to official business only. Students are not to enter these areas without prior coordination by an academy instructor.

17. Complaints: All complaints and concerns by a student shall be addressed appropriately, beginning with the instructor, course coordinator, and the Training Coordinator.

18. Illness: Illness or injuries shall be reported in a timely manner to the instructor.

19. Prescription Medication: Use of any type of medication (prescription or over-the-counter) with notices warning the user that the medication may affect alertness or impair judgment must be reported to the instructor and/or the Training supervisor.

20. Messages: Emergency messages are delivered immediately. All other messages are posted outside the classroom door.

Penalty: Violation of these rules shall be cause for dismissal from the Training Academy. The Training Coordinator shall make the final determination.