



Navarro College Police Academy Student Handbook Policy and Procedures

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Mission

Navarro College provides educational opportunities that empower students to achieve their personal, academic, and career goals and that promote life-long learning for all communities served.

Vision

Navarro College will be nationally recognized as a higher education institution committed to providing innovative career pathways and student-centered learning opportunities that result in students capable of succeeding in local and global communities.

Values

Integrity: actively building open relationships with students, employees, local business, and local communities. Serving all people we touch with a strong sense of ethics and personal and organizational responsibility.

Diversity: fostering acceptance, multi-dimensional thinking, and respect and understanding the different experiences of all people. We know we are stronger for who we are together—as a college, as a community, as a culture, as part of a global village.

Innovation: leadership invested in guiding and embracing change, seeking creative ways to tackle educational challenges. We encourage students and employees to be agents for change, championing new ideas informed by personal reflection, trends in education, and changes in local and global community.

Student Centeredness: placing students at the heart of all we do, with an emphasis not only on excellence and learning, but, also, with a profound appreciation of personal, familial, economic, and civic responsibilities impacting our students and communities.

Accountability: honoring commitments to students, educational partners, workforce partners, and the communities we serve. We intentionally foster respect, citizenship, civic responsibility, and humanitarianism as both individuals and an institution.

MISSION

The mission of the Navarro College Police Academy is to provide the highest quality law enforcement instruction to its Cadets and to always ensure that the standards and requirements of the Texas Commission on Law Enforcement 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 rules and procedures have been placed into effect and will assist in forming a guide for Cadets participating in the Academy.

Cadets shall be governed by the rules and procedures contained in this manual. Cadets who violate any of these rules and procedures will be subject to disciplinary action that may include dismissal from the Academy.

Navarro College Police Academy staff follow the guidelines set forth by the Navarro College Police Academy Student Handbook approved by the Advisory Board under Title 37 Texas Administrative Code 215.7 however; the Police Academy must also follow and comply with the current State standards for the Texas Commission on Law Enforcement (TCOLE).

Table of Contents

1. TCOLE Minimum Standards for Enrollment.....	5
2. Academy Admission Requirements	8
3. Requirements as A Cadet	9
4. Supervision/Authority	16
5. Discipline Procedures.....	17
6. Dismissal from the Academy	18
7. Appeals and Endorsement.....	19
8. Disqualifiers	21
9. In-Service Rules	21
10. Core Values	23
11. Acronyms/Definitions	24
12. Acknowledgement.....	25

1. TCOLE Minimum Standards for Enrollment

(Refer to Texas Administrative Code, TCOLE Rule Chapter 217.1 with current approved rules)

1.1 Refer to current TCOLE rules in section 217.1

1.2 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, acceptable to the Commission, that the individual meets eligibility for licensure.
- (b) The commission shall issue a license to an applicant who meets the following standards:
 - (1) minimum 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;
 - (B) holds a high school diploma; or
 - (C) for enrollment purposes in a basic peace officer academy only, has an honorable discharge from the armed forces of the United States after at least 24 months of active duty service.
 - (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 completed by the enrolling or appointing entity into the applicant's personal history. A background investigation shall include, at a minimum, the following:
 - (A) An enrolling entity shall:
 - (i) require completion of the Commission-approved personal history statement;
 - (ii) verify that the applicant meets each individual requirement for licensure under this rule based on the personal history statement and any other information known to the enrolling entity; and
 - (iii) contact all previous enrolling entities.
 - (B) In addition to subparagraph (A) of this paragraph, a law enforcement

agency or law enforcement agency academy shall:

- (i) require completion of the Commission-approved personal history statement; and
 - (ii) meet all requirements enacted in Occupations Code 1701.451, including submission to the Commission of a form confirming all requirements have been met. An in-person review of personnel records is acceptable *in lieu* of making the personnel records available electronically if a hiring agency and a previous employing law enforcement agency mutually agree to the in-person review.
- (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 discharge from the armed forces of the United States;
- (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. A jailer appointed on a temporary basis shall be enrolled in a basic jailer licensing course on or before the 90th day after their temporary appointment. 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 may not be renewed and expires:
 - (1) 12 months from the original appointment date; or
 - (2) on completion of training and passing of the jailer licensing examination.
 - (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.
- (j) The effective date of this section is June 1, 2022.

2. Academy Admission Requirements

- 2.1. Applicants for the Basic Peace Officer Course (BPOC), Basic County Corrections Course (BCCC) and Telecommunicator must meet the Texas Commission on Law Enforcement (TCOLE) minimum standards for licensing as a law enforcement officer, as set forth in Section 1 of this manual and NC admissions requirements.

2.1 (a) continuing education training policy requires anyone attending classes to be a licensed by the Texas Commission on Law Enforcement as a peace officer or corrections officer. Corrections officers are restricted from registering in courses designed for peace officers with sensitive investigative information or content outside of the scope of correctional duties.

- 2.2. Make application for admission to Navarro College and comply with the requirements to provide official transcript(s). Admission to the college, however, does not guarantee admission to the police academy.
- 2.3. Applicants may be sponsored by a Texas Law Enforcement Agency Administrator. If the sponsoring agency removes its sponsorship during the training, the affected Cadet cannot seek another law enforcement agency's sponsorship. Sponsored applicants may use the Declaration of Course Licensing Enrollment Eligibility (DOLCEE) form and Agency Audit Checklist with copies of the current L2 and L3 documents on file with the sponsoring agency to satisfy the requirements of the L2 and L3 for the Academy.
- 2.4. The applicant must possess a valid Texas Driver's License.
- 2.5. Applicant must have L-2 attachment (Affirmation of Applicant Physical Condition) signed by a physician.
- 2.6. The applicant must complete all forms required by the Academy and TCOLE. Failure to do so shall exclude the applicant from admission to the Academy. The personal history statement must be included in the academy package. All documents relating to admission to the Academy will be completed and retained by the Academy.
- 2.7. Prior to enrolling in the BPOC candidates must complete physical fitness assessment. The enrolling cadet will be administered a Row Test using the DPS standard at 25% V02 to establish a baseline of fitness for determining improvement during physical fitness training while enrolled in the police academy.

As part of the curriculum, Cadets will be required to complete an additional fitness assessment by the end of the second week of the BPOC (depending on

the chosen) format [full time or part time]. Failure to complete the assessment will lead to probationary status and with no future improvement may lead to dismissal from the program.

Any student seeking reenrollment in the course (BPOC) will be classified as a REPEAT student. Repeat students must wait one calendar year unless they are full time employees under the Law Enforcement Agency sponsoring them and the Peace Officer certification is required. Repeat students are defined as anyone who fails academically, is removed for Police Academy student handbook violations, or resigns for personal reasons. These students will be required to pay the tuition on the 2nd attempt of the Basic Peace Officer Course.

- 2.8 Any Cadet may apply for financial aid. Once financial aid is awarded, cadets are responsible for any cost for tuition and fees that are not covered.
- 2.9 Sponsored cadets must be employed by the sponsoring agency and either the agency or the cadet are responsible for the cost of tuition per their agreement. Cadets that fail to complete the program by any means, such as academic failure, removal, failing a skill, or self-resignation after the census (3rd class day) date will be responsible for the cost of tuition. Nonpayment will place a hold on the student which will restrict further enrollment in any courses at Navarro College.
- 2.10 Complete academy application/ Personal History Statement. A background check utilizing the Personal History Statement will be conducted by NCPA Staff.
 - a. PHS and background check may serve as a disqualifying factor based on responses of background investigators.
 - b. If a cadet applicant does not agree with the disqualification, the appeal must be through the advisory committee (as in 7.4 Appeals)
 - c. Disqualifying factors can include but not limited to drug use, references, omissions on PHS, and other factors that may inhibit applicant from being a licensed officer.
- 2.11 Complete a formal interview with the Academy Coordinator or his designee prior to acceptance.
- 2.12 Pay any required college tuition and fees and remain in good standing with the college.
- 2.13 Comply with all rules and regulations of the Academy to remain in good standing with the academy.
(* Note: The Academy Coordinator may require additional standards if needed to comply with college, state, and/or other regulatory agencies as directed. The Coordinator will notify the Advisory Committee Chair and put the item on the agenda for the next advisory committee meeting.)

3. Requirements as a Cadet

3.1. Academic Requirements

For a Cadet to graduate from any licensing course and qualify for TCOLE examination, the following academic standards must be met:

A cadet enrolled in the any licensing course must meet and maintain enrollment and attendance requirements established by the Academy.

A Cadet in any licensing course must maintain an academic average of no less than 80% from the beginning to the end of the Academy. Failure to maintain an average of 80% or better will result in dismissal from the Academy. A Cadet enrolled in any licensing course must achieve a grade of 90 or better on final exam to receive an endorsement for State testing. The grade achieved on the first attempt of the final will be the grade recorded as the Cadet's final exam score. Cadets not scoring 90% or better on the first attempt will be permitted to retest on the final until a minimum score of 90% or better is achieved or until instructors are confident the cadet can successfully pass the State Exam.

3.1.1.1. Grades will be computed as follows:

1. Major Exams 30%
2. Midterm 30%
3. Final Exam 30%
4. Quizzes/Flashcards 10%

3.1.1.2. Any make-up on major exams must be approved by the Academy Coordinator.

3.1.1.3. Cadets are required to maintain a course notebook.

3.1.1.4. Cadets are required to attend all scheduled classes. If class time is missed, it must be made up. Cadets should coordinate with instructors and the Academy Coordinator for makeup dates.

3.1.1.5. Cadets in BPOC will be required to complete 50 flashcards each week and turn in on Friday of that week unless the college is closed and then the requirement will be to turn in on the last day of scheduled classes for the week.

3.1.1.6. If a Cadet has been dismissed from the BPOC for academic failure, the Cadet must wait a minimum of one calendar year before being eligible for admission to the Academy.

3.1.1.7. No electronic devices will be allowed during training sessions. This includes but is not limited to cell phones, recording devices and cameras. Upon written approval of the Coordinator or delegate, training sessions may be recorded.

3.2 Skills Proficiency Requirements

For a Cadet to graduate from the BPOC, BCC and Telecommunicator licensing course and qualify for the TCOLE examination, the following skill proficiency standards must be met. Skill must be applicable to the licensing course sought. There is no appeal process afforded if a skill is not met after remediation is completed. These include but are not limited to:

3.2.1.1. BPOC Cadets must successfully complete the academic and firearms qualifications courses with a minimum score of 80 percent.

3.2.1.2. BPOC cadets must demonstrate proficiency and competence of safety precautions when participating in any skills without loss of physiological and psychological control and maintain proficiency above the State minimum requirement. Proficiency being defined as the advancement of knowledge and skill.

3.2.1.3. An Accidental/unintentional Discharge of a firearm will be reviewed by at least two firearms instructors to determine if the incident was due to equipment malfunction, operator error, or training environment. Any unintentional or

accidental discharge will be evaluated and may be grounds for dismissal with no appeal afforded.

- 3.2.1.4. Successfully and safely complete all academic and skills requirements without loss of physiological and psychological control which include but not limited to defensive tactics, driving, use of force, patrol procedures and CPR /First Aid course training requirements and simulations.

3.3 Physical Training Requirements

3.3.1. Americans with Disabilities Act (ADA):

- 3.3.1.1. 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.
- 3.3.1.2. 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. Physical fitness Cadet Participation in Physical Training:

- 3.3.2.1 Upper body strength area crucial part of a Cadet's performance during both the BPOC training as well as meeting basic peace officer safety concerns. To prepare for both training and actual physical expectations, Cadets will participate in all physical training. As part of the physical training regimen, Cadets will perform assigned exercises prior to entering any portion of the Protective Services building. These exercises include but are not limited to: Aerobic, Anaerobic and strength exercises.
- 3.3.2.2 Physical Fitness exercise will be used as a form of developing and improving the cadet's physical condition.
- 3.3.2.3 If a Cadet suffers an injury that limits his/her ability to participate in physical training, Academy training staff will attempt to accommodate the Cadet's injury in an effort to keep them engaged in ongoing training. Cadets must report the injury immediately to the fitness instructor or the academy coordinator.

3.4. Attendance - Cadets are required to attend 100% of all Police Academy training including physical training sessions. Cadets missing any training will need to schedule a makeup session with the coordinator. Any cadet who schedules a doctor's appointment or other appointment that will conflict with class time and/or cause the cadet to miss a portion of class must provide a two-day notice to the coordinator.

- 3.4.1. A Cadet is expected to attend and participate in 100% of BPOC, BCCC and Telecommunicator training sessions. Cadets arriving late or leaving early will notify the Academy staff prior to entering/leaving class. It is the responsibility of the Cadet to notify their sponsoring agency of any changes to their attendance.
- 3.4.2. Tardiness is defined as not being in class and prepared to begin at the scheduled starting time or leaving before the class ends.
- 3.4.3. An absence is defined as not attending class for any reason. No distinction is made between excused or unexcused absences. Tardiness of five minutes to one hour is recorded as one full hour missed. The same applies to additional minutes of tardiness beyond the first hour missed.

- 3.4.4. Cadets will be given a calendar depicting dates, times, and scheduled topic(s) of instruction. The 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.
- 3.4.5. 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 any part of the required curriculum of the BPOC, BCCC and Telecommunicator will be at risk from being dismissed from the Academy.
- 3.4.6. It is the responsibility of the Cadet to contact the assigned Academy Coordinator and Instructor to schedule a make-up class for the portion of training missed because of an absence or tardiness. Cadets might not be afforded the opportunity for make-up on certain training segments due to the scheduling of the Subject Matter Expert Instructor which may result in dismissal from the program.

3.5. Uniform and Grooming Standards

- 3.5.1. Cadets will follow the uniform dress code as set by the Academy. Unless otherwise directed, Cadets will always wear the required Academy uniform while participating in Academy activities. Physical training attire is to be considered an Academy uniform and shall be maintained as such. Academy uniform caps must be worn on the firing range.
- 3.5.2. Academy uniforms will be kept neat, clean, and well maintained. Cadets are responsible for replacing any lost or damaged parts of the uniform.
 - 3.5.2.1. Cadets will not be allowed to participate in classroom activities unless they are wearing the complete Academy uniform. Coordinator or Academy delegate may instruct cadets to modify their attire due to the training environment or weather conditions.
 - 3.5.2.2. Cadets shall properly wear the uniform during all training activities to include off campus. Cadets shall also properly wear the uniform while on NC campus regardless of the training schedule.
- 3.5.3. The Cadet may wear the Academy uniform while traveling to and from the Academy and during breaks. However, the Academy uniform **may not** be worn by a Cadet while performing off-site activities unless directly associated with planned class activities approved by the Academy Coordinator or delegate.
- 3.5.4. The police duty belt worn during practical activities and while at the firing range may not be worn while off campus unless authorized by the Academy Coordinator or delegate. The uniform will only be worn during these circumstances and 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 Academy classroom.
- 3.5.5. Male Cadets: Hair will be worn above the ears and above the collar. Semi-military, a well-groomed mustache is acceptable providing the mustache does not extend more than ½ inch beyond the corners of the mouth. Beyond that, no facial hair is permissible.

- 3.5.6. 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. Hair must be worn in a bun.
- 3.5.7. Tattoos: Navarro College Police Academy will allow tattoos to be visible if they are in good taste and do not depict any profane language, nudity or promote any gang affiliation or any racially inappropriate group or belief.
- 3.5.8. 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. 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.
- 3.5.9. Cadets will be required to wear the required Personal Protective Equipment (PPE) in relation to the skill being performed. PPE will be provided for some blocks of instruction.
- 3.6. **Conduct**
- 3.6.1. **Honesty:**

Any Cadet found to be guilty of cheating will be subject to disciplinary action, which may include dismissal from the Academy. Lying in any form is considered unethical conduct and is subject to disciplinary action which may include dismissal from the Academy. The intentional submission of a false or misleading document is considered lying. Cheating, actual or attempted, is viewed as unethical and includes but is not limited to the following:
- 3.6.1.1. 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.
- 3.6.1.2. Talking without the expressed permission of an Academy staff member from one Cadet to another Cadet while an examination is being administered.
- 3.6.1.3. Viewing the test of another Cadet or allowing the Cadet to view class work associated with a test being administered.
- 3.6.1.4. Failure to comply with specific directions from any Academy Instructor during any qualification or skill testing for certification.
- 3.6.1.5. Failure to remove any personal items or documents from their testing area during testing.
- 3.6.1.6. Failure to close all windows and programs in their assigned computer during quizzes or testing.
- 3.6.1.7. All paperwork and other associated documents located on the instructor podium or within Academy training staff offices will be considered confidential. If such items are located by a Cadet, it is the responsibility of the Cadet to advise an instructor.

3.6.2 Conduct Unbecoming

Conduct unbecoming is any conduct which adversely affects the morale, operations, or efficiency of the Academy or any conduct which has a tendency to adversely affect, lower or destroy public respect in Navarro College, the Navarro College Police Academy, Police Academy Cadet or their sponsoring agency. Conduct unbecoming also includes any conduct which brings the Academy, NC, any cadet, or their sponsoring agency into disrepute or brings discredit upon the Academy, NC, any cadet, or their sponsoring agency. Cadets shall always conduct themselves while enrolled in the Academy in such a manner so as to reflect most favorably upon themselves, their sponsoring agencies, N C and the Academy.

Conduct unbecoming includes but is not limited to:

- 3.6.2.1 Being arrested for any violation of criminal law while attending the academy
- 3.6.2.2 Disrespect or insubordination by verbal or physical action or omission to any Academy staff member or instructor.
- 3.6.2.3 Any Cadet who physically assaults another Cadet or who commits any assaultive offense while enrolled in the program will be dismissed from the program. All instances of physical assault will be investigated by Police Academy Staff and if necessary, further investigations will be conducted by Navarro College Department of Public Safety officers or the appropriate Law Enforcement agency. If merited, criminal charges may be filed.
- 3.6.2.4 Identifying yourself as an Academy Cadet with expectation of receiving special treatment, goods, services, or other gratuities. Requesting or accepting donations on behalf of the Academy
- 3.6.2.5 Any Cadet who commits sexual harassment, as defined under the Texas Penal Code 39.03, whether by non-verbal, verbal, physical, or graphic means will be dismissed from the Academy. Such activity can be deemed criminal in nature and may be reported to local authorities for action, if warranted.
- 3.6.2.6 Any cadet who harasses, annoys, or disrespects another cadet resulting in provocation, emotional distress, intimidation may be grounds for dismissal.
- 3.6.2.7 No Cadet, whether in the presence of an outside visitor, 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.
- 3.6.2.8 All Cadets shall refrain from using foul, abusive, or argumentative language throughout the training day which includes assigned breaks and lunch hours. This may be construed as any communication that is likely to be heard by others who may be offended.
- 3.6.2.9 A Cadet may not gamble in or around Academy training facilities.
- 3.6.2.10 The use of tobacco in any form shall be in accordance with state law and used only in designated areas. Navarro College is a Tobacco-Free institution, and the use of tobacco products is strictly prohibited. The use of tobacco products in the classroom and during classroom activities outside the building is

prohibited.

- 3.6.2.11 No cadet may enter the Academy Administrative offices without permission.
- 3.6.2.12 Cadets shall not leave the classroom or training area without permission from the instructor.
- 3.6.2.13 The use of any alcoholic beverage, intoxicants, or narcotic substances as controlled by the State of Texas, while in or around training 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.
- 3.6.2.14 A Cadet taking medication, or controlled substances as prescribed by a physician shall advise the Coordinator immediately as to the type of medication, the prescribing physician and purpose of the medication. All medications will be kept in the prescribed container.
- 3.6.2.15 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 an Academy Instructor's direction may be deemed insubordination.
- 3.6.2.16 Cadets are prohibited from bringing food or drinks into the classroom unless authorized by the Academy Coordinator or delegate. Cadets are responsible for keeping building entrance doors closed. Cadets are responsible for picking up any trash found in the classroom as well as any Academy training facility and properly disposing of it.

Any cadet who is found to have engaged in "conduct unbecoming" or who fails to report any violation of this policy will be subject to disciplinary action up to and including dismissal from the Academy.

3.7. Possession and Handling of Firearms and Weapons:

- 3.7.1. A Cadet may not bring firearms, ammunition, knife, club or chemical dispensing device into a building, the Academy or its associated facilities, unless directed by the Academy staff. Violation of this rule may result in dismissal from the Academy.
- 3.7.2. Reckless handling, unauthorized brandishing or other unauthorized display of any firearm or any weapon will not be tolerated. Under no circumstances will a firearm be worn by a Cadet outside the Academy, while engaged in class activities, without prior approval from the Academy Coordinator or delegate. Violation of this rule may result in dismissal from the Academy.
- 3.7.3. Proper firearms safety procedures are crucial to ensure Cadet and staff safety. Cadets will be trained and required to demonstrate proficiency and the safe operation of all firearms prior to progressing to live-fire exercises. Failure to demonstrate safe firearms operation procedures will be grounds for removal from the Academy. Unintentional discharges as a result of negligence or horseplay will result in dismissal with no appeal.

3.8. Possession or Use of Drugs or Controlled Substances

- 3.8.1. Police Academy drug screening is completed as part of the admission process to the academy. Additional screening may be required, if deemed necessary by the program coordinator after an injury or if found in violation of program policies: (i.e., Conduct Unbecoming). The cost for additional screening will be borne by the student at a Navarro College approved test site. Students who fail to pass or refuse a drug screening will not be eligible to continue in the Police Academy and must wait one (1) year to reapply for admission.

3.9. Reporting Accidents and Injuries:

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 Academy Instructor describing circumstances surrounding the incident.

- 3.9.1. Injuries suffered by the Cadet that are unrelated to Academy training but likely to interfere with the Cadet's performance during subsequent training efforts should be reported as well. 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. A recent L-2 Attachment form may be required from the latest physician visit prior to allowing to continue with any physical training.
- 3.9.2. Cadets shall immediately notify their sponsor and/or employer of any accident or injury, if applicable.

4. Supervision/Authority

- 4.1. The designated Academy Instructor (Full-Time Faculty) will serve as the first line of supervision for the Cadet's day-to-day activities. The Academy Coordinator will serve as the up line of supervision for the Academy. The Academy Instructor will provide day-to-day guidance to Cadets and be responsible for assisting the Coordinator in assigning Instructors to teach training modules within the Basic Peace Officer Course and ensure the Instructors are qualified as SME. The Academy Coordinator will have responsibility and oversight of all licensing courses and will serve as the final line of supervision over assigned training staff.
- 4.2. Should a Cadet have a concern of any kind, they should first approach the assigned Academy Instructor or designated faculty for guidance. Personal concerns may be directed before seeking the Academy Coordinator's guidance (chain-of-command procedures). Only in an emergency should Academy staff be contacted outside of normal working hours.
- 4.3. The 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 Academy Instructor. Any appeal or question regarding these instructions and/or directions is to be addressed through the Academy line of authority.

5. Discipline Procedures

5.1. Unsatisfactory Performance:

- 5.1.1. If a Cadet's personal conduct or academic performance falls below accepted standards, the appropriate reports by the assigned instructor(s) shall be submitted to the Academy Coordinator. The reports shall outline the nature and scope of the Cadet's substandard performance or conduct.
- 5.1.2. The Academy 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 Academy. The Academy Coordinator may consult with the Cadet's employer or sponsoring agency regarding performance issues involving sponsored Cadets.
- 5.1.3. Anyone wishing to register a complaint regarding concerns over personal treatment while at the Academy shall do so by contacting the Academy Coordinator. All complaints will be investigated and documented. Anyone reporting a complaint must submit a detailed written report. Criminal complaints will be handled by the appropriate Law Enforcement Agency. Complaint against the Academy Coordinator will be forwarded to Executive Administration.

5.2. Disciplinary Action:

- 5.2.1. Cadets will be required to submit a written statement upon request from the Academy Coordinator or designee.
- 5.2.2. A Cadet may be subject to any of the following disciplinary actions for a violation of the ACADEMY licensing course rules (BPOC, BCC Telecommunicator).
 - Verbal reprimand.
 - Written reprimand (Demerit) that is placed in the Cadet's Academy file. Probation may be imposed on the issuance of the second written reprimand and dismissal may be imposed on the third written reprimand. (See Demerit Policy)
 - Removal from the classroom.
 - Placed on disciplinary probation.
 - Dismissal from the Academy.
- 5.2.3. **Demerit Policy**

Cadets receiving a demerit will lose two academic grade points per demerit issued.

Cadets receiving 5 demerits will be dismissed from the program.

The grade standard policy will remain the same, therefore if a cadet's overall grade drops below 80%, the cadet will be placed on academic probation.

Cadets will receive demerits for the following infractions:

 - Late to start of class – this includes late back from breaks or lunch.
 - Missing Physical Training without prior approval of the coordinator.
 - Failure to maintain grooming standards.
 - Failure to have proper uniform/equipment.
 - Failure to turn in required Flashcards/assignments on time.

- Negative law enforcement contacts resulting in charges/citations that go unreported to the Academy coordinator as outlined in the policy handbook.
 - Misuse of Academy or Navarro College property/equipment.
 - In addition to the above, any minor violation of policy, verbal orders, rules or student code of conduct may result in a demerit issued, providing that the consequence need not be more severe.
- 5.2.4. If the applicant has been terminated from any licensing course for academic dishonesty or any disciplinary violations, the applicant must wait a minimum of one year before being eligible for admission to the Academy BPOC, BCC or Telecommunicator courses.
- 5.2.5. An Academy Instructor may reprimand a student either verbally or in writing and/or remove a student from the classroom. The Academy Coordinator may place a Cadet on disciplinary probation.
- 5.2.6. Disciplinary probation, when imposed, shall be for any period of time ranging from two weeks to the end of the licensing course. 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.
- 5.2.7. Cadets that violate any Academy rule, policy, procedure, or condition of probation, while on disciplinary probation may be dismissed from the Academy.

6. Dismissal from the Academy

- 6.1. The following is a non-exhaustive list of the reasons why a Cadet attending any licensing course may be dismissed from the Academy/course:
- Academic failure.
 - Class absences totaling more than ten percent of any block of instruction or total required course hours.
 - Violation of the Academy rules or procedures to such an extent that continued attendance would not be in the best interest of the Cadet or the Academy. Examples: repeated violation of specific rules or procedures, and repeated instances of disciplinary infractions.
 - Cadets that violate any Academy rule, policy, procedure, or condition of probation, while on disciplinary probation may be dismissed from the Academy.
- 6.2. A 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 the Cadet and/or his law enforcement employer (or sponsor) will be notified in writing.
- 6.3. The Academy Coordinator possesses the authority to dismiss a Cadet from the Academy.
- 6.4. Failure to comply with the course pre-enrollment and enrollment requirements, including execution of all forms and documents involved with enrollment.

7. Appeals of Disciplinary Action

- 7.1. A Cadet wishing to appeal disciplinary action will use the proper line of authority as set forth in this handbook.
- 7.2. All appeals will be made in writing to the appropriate level of authority as soon as possible, but no later than 3 days after the Cadet is notified in writing of the disciplinary action.
- 7.3. Appeals involving reprimands or disciplinary probation are heard by the Academy Coordinator.
- 7.4. Dismissal from any licensing course will follow the Navarro College Program of Study Dismissal Procedures found in the Navarro College Student Handbook (and below). If the appeals process decision does not favor the student, the student may reapply to the next Academy if the student meets enrollment standards.
- 7.5. Any student that is reinstated and has missed any instruction must make arrangements with the Academy Coordinator to establish a process of making up for the missed assignments. This may result in a delayed completion of the program.
 - 7.5.1 To obtain endorsement to take the TCOLE State exam in any licensing course, students must successfully complete all academic (sec 3.1) and skills requirements (sec 3.2).
- 7.6. TCOLE requires student removals to be reported to the Commission within 5 days of dismissal.

PROGRAM OF STUDY DISMISSAL PROCEDURE

Students may be dismissed from a program of study at Navarro College for various reasons, including but not limited to grades, violations specified in the program of study handbook, and/or conduct. Certain programs of study such as Allied Health (Nursing, OTA, PTA, and MLT) and Protective Services (Fire, EMT, Paramedic, and Police) may require additional standards of conduct and may involve additional programmatic decisions that must be made through the program of study director/coordinator and his/her dean consistent with the Student/Instructor Conflict Resolution Procedures. Students in these programs of study will be required to abide by both the Navarro College Student Handbook and the program of study's specific student handbook. In cases where a student has a valid reason for challenging dismissal from a specialized program of study, the student must request, in writing through the appropriate dean, a Program of Study Dismissal Challenge Hearing. The appropriate dean must receive this written request within ten (10) business days from the notice of dismissal. Both parties have the right to counsel, but the meeting will be conducted in private with only the student and the dean present. If, in the judgment of the dean, there are valid reasons for a program of study dismissal challenge, the dean will appoint a Program of Study Dismissal Review Committee, which will consist of one student, one instructor, and one campus or instructional administrator, who will chair the committee.

The Program of Study Dismissal Review Committee will call a meeting, at which time the

case will be reviewed by first hearing the program's justification for the dismissal and hearing the student's challenge of the dismissal. The student will then have 30 minutes in which to present to the committee the reasons for challenging the grade, including any evidence the student would like for the committee to consider. The instructor will then have 30 minutes in which to present to the committee the justification for the grade the student was awarded. The program of study faculty may present a rebuttal testimony based on valid evidence after the student has stated his or her own position. The committee will then question both parties. The student and program of study faculty may address questions to each other only through the chair of the committee. Both parties have the right to counsel, but the hearing will be conducted in private with only the student, faculty, and Program of Study Dismissal Review Committee present. Both parties will be allowed to make a summary statement. After hearing both sides of the case, the committee will discuss the case in a closed session. Any decision must be based upon clear and convincing evidence. A

written report of the committee's decision will be prepared and mailed, emailed, or delivered to the student and the program of study directory/coordinator within two (2) business days.

If either party wishes to appeal the decision of the Program of Study Dismissal Committee, he or she may do this in writing to the Vice President of Academic Affairs. The Vice President of Academic Affairs must receive this written request within ten (10) business days from the date of the Program of Study Dismissal decision or the appeal denial by the dean. The Vice President of Academic Affairs has the option to call a meeting with the student. This meeting will be conducted in private with only the student and Vice President of Academic Affairs present.

If there are valid reasons to continue the investigation, the Vice President of Academic Affairs will then appoint a Administrative Staff Committee, consisting of three administrators (excluding the Vice President of Academic Affairs and the District President) who will review all evidence of the Program of Study Dismissal Review Committee meeting and any additional evidence provided by the student and the program of study faculty. Both parties have the right to counsel, but the hearing will be conducted in private with only the student, faculty, and Administrative Staff Committee present. Both parties will be allowed to make a summary statement. Either or both parties may, in addition to the written statement, present any additional evidence orally.

The committee will research the decision and prepare a written report that will be sent to each of the parties concerned. The decision of the Administrative Staff Committee will be final and binding, and a written report of the committee's decision will be prepared and mailed, emailed or delivered to the student and the program of study director/coordinator and/or dean within two (2) business days of the decision.

As referenced in the Student Grievances Procedures, the role of the District President in these procedures is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

No outside recording devices will be allowed. The institution will record and maintain an official recording of the initial hearing and the subsequent meeting and hearing as applicable.

Committee deliberations will not be recorded. Recordings will be kept on file in the appropriate program dean or vice president's office. Recordings will be available for one year after the date of the final hearing or meeting by request, in writing, to involved parties only from the applicable program dean or vice president's office.

8. Disqualifiers

- 8.1 If a cadet fails a psychological examination during the application process, that person will not be eligible to attend the licensing course for one (1) calendar year from the date of the failed psychological examination.
- 8.2 All cadets will have a criminal background check completed as part of the admissions process to the Academy. Students with felony convictions; convictions/admissions involving crimes against persons (physical or sexual abuse); convictions/admissions related to moral turpitude (prostitution, public lewdness/exposure, etc.); convictions/admissions for the sale, possession or transfer of narcotics or controlled substances; and registered sex offenders, will not be eligible to enter police academy.

9. In-Service Rules

- 9.1 Students must be present throughout the entire course to obtain credit.
- 9.2 Excessive walking in and out during the course delivery will be asked return to their agency and not obtain TOCLE credit.
- 9.3 Smart phones must be put on silent while the course is in session.
- 9.4 Use of smart phones for calls, messaging and social media is prohibited during class.
- 9.5 Breaks will be given every hour.
- 9.6 Disruptions in the class will not be tolerated and may lead to removal from the course.
- 9.7 Students must be assessed for comprehension of the presented learning objectives.
- 9.8 Anyone who disrupts the learning environment with unprofessional behavior, horseplay or falling asleep in class will be dismissed from the course without TCOLE credit.
- 9.9 The expectation is of students to behave in a professional manner as to reflect most favorably upon themselves and the respective agency.
- 9.10 In-service course requirements will include the following:
 - Issuing and reviewing course objectives
 - Assessment of skills and testing requirements to obtain TCOLE credit.
 - Course requirements will be identified during the course introduction.

References: Texas Administrative Code, TCOLE Rules Handbook 6/1/2022, Laredo College Student Handbook 2007-2008 and South Plains College Law Enforcement Academy Rules and Procedures Handbook 2021

CORE VALUES

- Courtesy** — We will always be courteous, without exception.
- Honesty** — We will remain honest in all our endeavors with the communities we serve.
- Integrity** — We will conduct ourselves in such a manner as to inspire confidence and trust in our official capacity as well as our private life.
- Loyalty** — We will remain loyal to the profession of law enforcement by ever pursuing self-improvement thorough training and study.
- Service** — We will be distinguished as a world class organization, providing superior service, exceeding customer expectations.

ACRONYMS/DEFINITIONS

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

Academy Coordinator

The Academy Coordinator is the administrator for the Navarro College Police Academy to include the Daytime and Evening Basic Peace Officer Courses and Basic County Correction Courses (Basic Jailer) held at Navarro College.

Academy Instructor

The Academy Instructor is responsible for instructing, lesson plan development and the day-to-day operation of the Navarro College Police Academy. The instructor assists the Coordinator and reviews the progress of all areas of Cadet training.

Academy

Academy refers to Navarro College Police Academy

Adjunct Instructors

Adjunct 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 Coordinator and his delegate of these observations.

Applicant

The term applicant defines a person who desires to be enrolled in the Basic Peace Officer Course, Basic County Corrections Course and Basic Telecommunicator's Course with the Navarro College Police Academy.

BPOC

BPOC refers to the Basic Peace Officer Course (TCOLE course #1000720) and is also commonly referred to as the Police Academy course.

BCCC

BCCC refers to the Basic County Corrections Course (TCOLE course #1107 or 1120) and is also commonly referred to as the Basic Jailer Course.

BTLC

BTLC refers to the Basic Telecommunicator Licensing Course (TCOLE course #1080).

Cadet

The term Cadet defines a student currently enrolled in the Basic Peace Officer Course and Basic County Corrections Course with Navarro College Police Academy.

NCPA

NCPA refers to the Navarro College Police Academy and its training courses.

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 NCPA is a TCOLE licensed Academy. All TCOLE rules and statutes govern the operation of NCPA courses.

Academy Staff

The academy staff includes the Coordinator, Academy Instructors, sworn personnel and civilian personnel assigned to the NCPA.

Navarro College Police Academy Policies and Procedures Form

I have read and been informed of the Navarro College Police Academy Policies and Procedures and agree to conduct myself in a professional manner consistent with the Police profession, which are consistent with Navarro College, and all settings wherein which I may be involved. I understand that failure to carry out the responsibilities and duties discussed in the Navarro College Student Handbook, course syllabus, and the Policies and Procedures may jeopardize my status as a Navarro College Police Academy student. I acknowledge that I have a copy of the above-mentioned document. In conclusion, if I feel I cannot support and comply with the policies and statements for any reason, I will withdrawal myself or decline my position in the class.

Printed Name: _____ PID #: _____

Signature: _____

Date: _____

Program Coordinator or Instructor: Lt. Alan Eddins

TCOLE Course Number: BPOC 1000736

Course Level: **Basic Peace Officer Course**

Course Location: _____