

League City Police Department



Training Provider Rules

League City Police Department

Contractual Training Provider for the Texas Commission on Law Enforcement Training Instruction and Course Guidelines

Admission Requirements

Prior to enrollment in any training program which provides instruction, the student must be:

- a. A currently licensed Peace Officer in good standing
- b. A currently licensed Telecommunicator in good standing
- c. A currently licensed Jailer in good standing
- d. A civilian employee of a law enforcement agency in good standing (i.e. records clerks, evidence personnel, Police Cadet, etc.).
- e. A federal law enforcement officer

No student will be admitted to a training course without meeting the admission standards.

Course Prerequisites

Any course prerequisites shall be posted prior to the course being instructed, by the Training Coordinator, or his designee.

Minimum and Maximum Class Size

The number of students for each course shall be determined by the Training Coordinator, taking into account the type of course being instructed, the number of instructors, equipment needed, location of the course, available seating, and other factors. The maximum number of seats in the training room at the League City Police Department is seventy-two (72) for general classroom instruction.

Class Attendance and Cancellation

No absences will be permitted unless excused by the training coordinator, or his designee, and then only if provisions for makeup classes exist. Tardiness will not be tolerated and will be subject to makeup. Should a student become absent or excessive tardiness occurs, the Training Coordinator may dismiss the student from the course, with no course credit being given to the student. No more than 10% of any class may be missed, unless approved by the Training Coordinator for makeup.

Courses instructed by the League City Police Department are posted at <http://www.leaguecity.com/3605/Training-Portal>, with the date and time of the course, as well as any other course prerequisites.

All training dates are subject to change without notice and students should confirm class dates and start times at least three (3) days before the start of class. If a student needs to cancel, they should do so at least three (3) days prior to class, and by either contacting the Training Coordinator, or the listed course contact.

Order of Preference

General courses offered by the League City Police Department shall be offered to Texas Peace Officers, Licensed Telecommunicators, or Licensed Jailers on a first-come, first-served basis. Some specialized courses for League City Police Officers only, shall be listed as such on the police department website, and outside students will not be allowed to attend. The Training Coordinator reserves the right to allow as many League City Police Officers in a course as needed to train their officers on a particular topic, regardless of the number of scheduled officers from outside agencies. Civilian employees of law enforcement agencies may be allowed to attend trainings that pertain to their position with their agency.

Cellular Phones and Photographic/Recording Equipment:

The instructor has the right to limit cellular phone use and access during any course instructed by the League City Police Department. Cellular phones should be turned off or set to silent or vibrate mode only. Students shall limit cellular phone usage to outside of the classroom while on breaks and shall not use their cellular phones while in class unless an emergency exists. Text messaging is prohibited unless on break.

Unless prior arrangements are made with the Training Coordinator, no photographic or recording equipment is to be used during classes, scenarios or other course activities.

Tobacco Use

Smoking and any tobacco use are prohibited in all city buildings to include “vaping” or the use of electronic cigarettes. Students will be allowed to smoke only in designated areas, which are located in the back of the building or in the non-traffic or parking areas. Tobacco use is prohibited during instruction.

Dress Standards and Conduct

Students attending training are expected to dress in appropriate and professional dress at all times, unless otherwise required by the course, or approved by the instructor or training coordinator. Appropriate dress for Officers and Telecommunicator includes:

- f. Agency uniform
- g. Civilian attire such as dress shirt, polo style shirt, with casual slacks or jeans, dresses, blouses, or any other business casual clothing.
- h. Unacceptable clothing includes any attire that would be considered unacceptable as business wear, and not appropriate for a professional learning environment including:
 - 1. Form-fitting stretch pants or shorts of any type, bib overalls or coveralls.
 - 2. T-shirts, tank-tops or see-through clothing, unless proper undergarments are also worn.
 - 3. Attire, which reveals midriffs, bosoms, or is overtly provocative.
 - 4. Slippers or shoes without an enclosed heel or a heel strap such as clogs, flip-flops, or sandals
 - 5. Any type of excessively worn, torn, frayed, or unclean apparel.
 - 6. Any type of apparel that contains writings, markings, or logos that may be offensive or not in keeping with a professional law enforcement training environment.

At the discretion of the instructor, students may be directed to wear other attire that is more appropriate to training activities or conditions, such as tactical courses, physical training, OC spray and baton training, or firearms training. Students will be instructed on the appropriate attire for these training courses.

Students are required to conduct themselves in a professional manner at all times. Any student displaying disruptive or disrespectful behavior may be asked to leave the classroom by the instructor or Training Coordinator, and not receive credit for the course.

II. Passing Score for Exams

Each course instructed by the League City Police Department shall have a minimum passing score of 70% or “pass” for a pass/fail performance exam, unless the instructor requires a higher passing score. Some courses are required to have higher passing scores (such as Taser, and Firearms Instructor). The students will be notified of the scoring requirements prior to but no later than the beginning of the course.

If a student fails an exam, the student will take the exam a second time. If the second attempt is failed, the student will be afforded the opportunity to have remedial training, up to re-taking the entire course before making another test attempt. The level of remedial training is to be determined by the instructor or the Training Coordinator.

The instructor of the course is responsible for the integrity of any written or performance exams given to students, assuring that each student takes their own test, and that the testing area is free of distractions if required. The Training Coordinator shall ensure that all exams are being administered in accordance with this guideline.

Complaint Procedure

Any person having a concern of complaint regarding any course instructed by the League City Police Department, should submit their written complaint to the Training Coordinator. The Training Coordinator shall investigate the issue and attempt to clarify the issue with the person. Should corrective action need to be taken, the Training Coordinator shall notify the Chief of Police, and make sure that corrective steps be taken for future courses.

Tuition and Payment for Courses

Tuition

The tuition for courses will be posted in the training announcement online. The cost for training provided by the League City Police Department will be \$25.00 per day of training for any student not employed by the City of League City. The tuition for courses hosted by the League City Police Department will be determined by the proprietor providing the training.

Payment for Courses

1. All attendees are required to submit payment for their course prior to the end of the course.
2. Attendees are requested to submit payment for their course prior to the start of the course however, they will be permitted to pay for their course during the course.
3. Anyone not paid in full prior to the end of the course will not receive credit at the conclusion of the course. Late payments may be allowed at the discretion of the Training Coordinator but must be received no later than 15 days after the conclusion of the course or the student will not receive TCOLE credit.

Refund Policy

1. No refunds will be issued for attendees failing to show up for a course.
2. Attendees who have paid for their course but are unable to attend may receive a credit to be used towards a future course, if they send notification via email to PDAcademy@leaguecitytx.gov that they will not be in attendance at least 1 business day before the start of a course.
3. Departments who have paid for an attendee may send a substitute in place of the registered attendee, if they send notification via email to PDAcademy@leaguecitytx.gov of the change at least 1 business day before the start of the course.

No Show Policy

1. Anyone registered for a course who fails to show up for the course, will still be required to pay the invoice for the unused seat.
2. Anyone who has paid and is needs to cancel a registration may do so at least **3 business days** before the start of a course in order to receive a refund.
3. Anyone who is registered for a course and fails to notify the agency via email at PDAcademy@leaguecitytx.gov that they will not be in attendance at least **3 business days** before the start of the course, will be responsible for paying the invoice unless that seat is filled by another student.
4. Attendees or other officers from their agency may not be allowed to register for future courses until all outstanding invoices are paid at the discretion of the Training Coordinator.