

HIDALGO COUNTY SHERIFF'S OFFICE ACADEMY RULES AND DIRECTIVES

1. All attendees must be in class on time.
2. Tobacco products are not allowed at the Academy.
3. Profane or offensive language is prohibited.
4. No one below the rank of Lieutenant is allowed in the academy staff offices without permission.
5. Attendees who are on break must not disturb any classes that may still be ongoing.
6. Sheriff employees will maintain professional demeanor while attending any classes.
 - a. Sleeping in class will not be tolerated.
 - b. Disrespect towards any instructor or guest speaker will not be tolerated.
7. All attendees will abide by the following rules of attire:
 - a. No sleeveless or cut-off shirts.
 - b. All shirts must have a collar.
 - c. No shirts with offensive or vulgar words or markings.
 - d. No shirts with a neck line lower than 3 inches from the neck.
 - e. No shorts of any type.
 - f. No pants or trousers that fall lower than the waistline.
 - g. No spandex or warm-ups.
 - h. No sandals of any kind.
 - i. The employee may wear his/her regular work attire but it must be worn within regulation.

- j. The instructors may order the attire of the day for classes.
- k. Some classes will require special attire which will be included in memo form or in the course invitation/notice.

* All grooming standards from the Sheriff's Policy and Procedures Manual apply at the Sheriff's Academy. All male employees must be clean shaven. All female employees must wear their hair and nails in the same manner in which they wear them to their regular work duties in compliance with regulations. Employees who attend classes while on vacation are not exempt from these rules. These rules are waived for those employees who are assigned to special units that require different grooming standards for undercover officers, however, they must wear appropriate attire. All Sheriff's employees are to follow the Academy rules when attending classes at other locations sponsored by other law enforcement agencies or civilian organizations. In such cases the highest ranking officer or most senior officer will be responsible for ensuring that this directive is followed.

All persons attending the Sheriff's Academy must adhere to these rules. Sheriff's employees who violate the rules may be dismissed from the Academy and face disciplinary action. Persons from outside agencies who violate the rules may be dismissed from the Academy and the Academy Director may write a letter to the person's supervisor addressing his dismissal. These rules are meant to create and maintain a professional learning environment for everyone.