

Exhibit A

Satellite Location BPOC Training Requirements

In offering TCOLE licensed Regional Law Enforcement Academy education and training opportunities at a satellite location, the Local Government shall, in accordance with CAPCOG Regional Law Enforcement standards and procedures, as amended, and in the performance of Local Government's governmental functions:

1. Provide the facilities for a Basic Peace Officer Course and provide a qualified training coordinator for onsite management of the BPOC. The onsite training coordinator must be a current employee of the Local Government.
2. Conduct all training using only qualified trainers meeting all TCOLE requirements as stated in TCOLE Rule §215.10 Course Instructor Requirements.
3. Not conduct Distance Education, unless expressly permitted in advance by CAPCOG and in compliance with TCOLE rules.
4. Comply with and conform to all training conducted to all licenses, legal certifications, or inspections required for the services, facilities, equipment, or materials, and all applicable state and federal laws and local ordinances and academy rules. Specifically, the Local Government agrees to become familiar with, and comply with the CAPCOG Regional Law Enforcement Academy's Basic Peace Officer Course Rules.
5. Conduct all classroom instruction in accordance with TCOLE's minimum training standards and in accordance with rules and standards of the CAPCOG RLEA.
6. Identification of all instructors and the portions of the curriculum they are to teach, and scheduling of instructors subject to approval of the CAPCOG RLEA and within the parameters of the Basic Peace Officer Course calendar.
7. Upon execution of the contract, furnish CAPCOG completed RLEA forms per the requirements of TCOLE, which includes instructors' résumés or vitae and copies of relevant certificates as requested by CAPCOG RLEA.
8. Provide CAPCOG a completed and up-to-date copy of the lessor plan and other documents as required by TCOLE for each course being delivered to the CAPCOG RLEA and its customers during the term of this contract. Failure to comply with this requirement shall be treated as a default under the contract.
9. Provide supervision of all instructors while conducting training under this licensing Agreement and ensure instructors' compliance with all requirements.
10. Use only CAPCOG RLEA-approved lesson plans containing learning objectives and student evaluations for each course.
11. Submit all documentation to CAPCOG as required and sufficient for reporting training to TCOLE for each course conducted.
12. Submit to CAPCOG written notice within seven days of: any change in the chief administrator or training coordinator; any failure to meet TCOLE rules and standards by the Local Government or instructors, or failure to meet CAPCOG RLEA rules and standards by the Local Government or instructors; when non-compliance with federal or state requirements is discovered; any change in schedule or anticipated completion of training; or any change in name, physical location, mailing address, electronic mail address, or telephone number.

13. Comply with the chain of command and the disciplinary procedures as set out in the CAPCOG RLEA Basic Peace Officer Course Rules.
14. Ensure that all participants are aware of the process for the submission of any complaints in the conduct of any course provided under this Agreement and shall further inform CAPCOG regarding any complaint made regarding training provided under this Agreement promptly.

CAPCOG, as a licensed law enforcement academy, shall provide the following in compliance with all licenses, legal certifications, or inspections required for the services, facilities, equipment, or materials, and all applicable state and federal laws and local ordinances and TCOLE rules and regulations:

1. Review and approval of all instructors, lesson plans, and any and all media visual training material and coordination of their agreements and payments.
2. All financial management of the course, calculating the revenues and collecting tuition fees and class fees from all participants.
3. Scheduling and maintain registration for the course on the CAPCOG RLEA training website.
4. On-site observation and monitoring of instruction provided under this licensing Agreement to ensure BPOC objectives are being effectively reviewed and taught.
5. Test materials electronically, including topical, major and comprehensive tests. Training of the Local Government's onsite training coordinator in the operation of testing software and equipment, if applicable.
6. Grading and posting all grades and providing copies for classroom and the Local Government.
7. Investigation into any reported failure to meet TCOLE rules and standards by the Local Government or instructors, or failure to meet CAPCOG RLEA rules and standards by the Local Government or instructors.
8. Appropriate determinations for any disciplinary action for any participant in training, in the event an incident is reported which warrants disciplinary action, in compliance with CAPCOG RLEA Basic Peace Officer Course Rules.
9. Reporting of applicable training activities to TCOLE upon submission of competent documentation such as sign-in rosters, learning objectives, lesson plans, instructor bio-sketch, and course evaluations.
10. Maintenance of records of the course and participants as required by law and in accordance with TCOLE rules and standards.

Capital Area Council of Governments



Regional Law Enforcement Academy

Basic Peace Officer Course Cadet Rules

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Capital Area Council of Governments Regional Law Enforcement Academy (RLEA)

Basic Peace Officer Course Rules

Mission Declaration

It is the Mission of the CAPCOG RLEA Basic Peace Officer Course to provide the highest possible quality training to police candidates. It is the intent of the RLEA to provide that training in a climate where maximum training benefits may be attained, discipline may be evaluated, and leadership may be established within each Cadet.

1. Rules

A. General Provisions

1. To ensure the most efficient and practical operation of the Capital Area Council of Governments' Regional Law Enforcement Academy, it is our intent that the fair and equitable treatment of every Cadet, instructor, and staff member be clearly established. To safeguard the fair and equitable application of the disciplinary process for the Cadets, these rules have been formulated to ensure that each Cadet understands and is compelled to adhere to the expectations set forth by the RLEA as the acceptable standards of conduct and appearance.
2. These rules may be modified at the discretion of the Director. Any such changes are effective immediately, and when given in any form (verbal and/or written) to the Cadets.
3. None of these rules or regulations exclude the possibility that because of circumstances, there may be a reasonable and/or justifiable cause for violation of a rule. Therefore, each alleged violation of a rule or regulation will be reviewed on a case-by-case basis. The Director will be the ultimate authority of the rules, and will determine whether any alleged violation is, in fact, a deviation from strict adherence to the rules as they were intended.
4. The Director will have the final ruling on what is the appropriate disciplinary or corrective action to be administered upon clear determination of a rule violation.

B. Application of Rules and Regulations

1. The BPOC rules apply equally to each Cadet enrolled in the BPOC as provided through the RLEA.
2. The rules contained herein are applicable at all times to each Cadet of the RLEA while: on campus, off-campus, en-route to, or attending training at another affiliated training location; and while wearing the Cadet uniform. Some rules apply to the Cadets even when they are not under the above listed circumstances.

C. Exceptions to Rules

The Director has the authority to make exceptions to these rules.

D. Definitions

Academic Records – A Cadet's test or examination score, pass/fail, grade-point average, class standing, final course grade and notation of termination for academic failure

Body Art- permanently affixed visible art made on the human body and includes tattooing, scarification, branding and scalpelling. This does not apply to cosmetic tattooing on the facial area, nor to scarring from injury or accident.

BPOC – Basic Peace Officer Course

Cadet – A person enrolled in the Basic Peace Officer Course. Note: A cadet is not an employee of CAPCOG.

CAPCOG– Capital Area Council of Governments.

Chief Instructor - the Chief Instructor of the RLEA. Supervises all BPOCs and is the first point of contact for all Course Coordinators regarding any BPOC matter. Is responsible for all scheduling and ensuring that CAPCOG RLEA Rules are followed in every aspect.

Class president - elected by the BPOC Cadets in each class and reports directly to the Chief Instructor or Class Coordinator as appropriate. Will distribute information from the Chief Instructor or Class Coordinator to the class. Supervises Sergeant-at-arms and squad leaders.

Course Coordinator - Supervises the BPOC's for off-site locations (satellite classes) and reports directly to the Chief Instructor, and Director. Is responsible for ensuring that CAPCOG RLEA Rules and Regulations are followed in every aspect.

Director – the Director of the Regional Law Enforcement Academy. The director provides guidance and the strategic direction of the RLEA, coordinates law enforcement training with regional and local law enforcement agencies, develops budgetary and audit matters, monitors rules changes by TCOLE, plans, assigns, and supervises work of the RLEA staff.

Duty Rig – duty belt, duty belt keepers, handcuff case, collapsible baton holder, double magazine holder and holster for handgun (these items can be in leather or nylon web).

Full Duty Rig – duty rig along with handcuffs, collapsible baton, two magazines and approved handgun.

Guest Instructor – Anyone contracted or selected to teach one or more topics of the BPOC.

Hosting Agency – A law enforcement agency who is hosting an In-Service or BPOC training.

Law Enforcement Agency – Any public sector agency that employs full-time, paid, licensed peace officers.

LEEC – Law Enforcement Education Committee. The committee that advises the RLEA from representative members of the CAPCOG region.

Magazine – Spring loaded shaft that holds ammunition for a handgun.

May – Creates discretionary authority or grants permission or power.

Name Plate – A tent card created with hard paper stock that displays the CAPCOG logo and the cadet's name.

Negative Conduct – Conduct that is considered by RLEA staff to be insubordinate or disrespectful to cadets, instructors, staff or others; includes conduct that impedes an effective and efficient learning environment.

Off-site BPOC- Any BPOC not being conducted at 6800 Burleson Road, Austin, Texas.

Order – Any oral or written directive or command given by an instructor or other RLEA staff. Anytime an order is given to a cadet to do something, especially pertaining to the completion of a training task, it will be followed. An order must be legal and ethical (role-play scenarios notwithstanding).

PT – Physical training or physical training course.

Registration – Registration for a BPOC begins when a candidate for an ensuing BPOC pays for and completes an entrance exam. Upon successful passing of the entrance exam, the candidate then completes and submits the RLEA BPOC Application. Upon RLEA approval of the application, the candidate then receives instruction for the BPOC screening instruments (Drug test, polygraph exam, and physical medical exam) which must be completed satisfactorily. Upon submission of all completed RLEA required documents of application, and successful passing and completion of all instruments of screening of BPOC candidates, a candidate will be granted a tentative slot on the roster. A cadet will not be considered “registered” until all documents have been properly submitted, all screening passed satisfactorily, and one half of cadet tuition is paid.

RLEA – CAPCOG’s Regional Law Enforcement Academy.

Rule – A written order which governs, prohibits, or requires certain conduct by cadets, and stands as an expectation for the duration of the BPOC.

Secretary/Treasurer - Elected by the cadets of the class. Reports directly to the class President. Responsible for planning and collecting funds for the class plaque that is presented to the Director at graduation.

Sergeant-at-Arms – appointed by, and duties assigned from the Chief Instructor or Class Coordinator (as appropriate). Responsible for assembling class for inspections and training,

maintaining order in the classroom and other duties as deemed necessary. Prepares a contact list for all cadets for notifications in case of change of class locations, weather cancellations, etc. Reports directly to the Chief Instructor or Class Coordinator until the election of a class president, at which time he/she will then report directly to the class president. If the Sergeant-at-Arms is elected as class president, the sergeant at arms position will not be refilled.

Shall – Imposes a duty

Sponsoring Agency – A law enforcement agency that employs a cadet who is enrolled in a BPOC, or that provides TCOLE required documentation for admittance to a BPOC with the intent (but not requirement) of hiring the cadet upon successful completion of the BPOC. The sponsoring agency may supply all necessary items for the completion of the BPOC to include an appropriate vehicle for the driving course.

Sponsored Cadet – A cadet who is either an employee of a law enforcement agency or a cadet whose documentation and necessary items for the BPOC registration have been provided by a law enforcement agency.

Squad leader - appointed by the Chief Instructor or Class Coordinator as appropriate and reports directly to the Sergeant at arms. Responsible for each member of the assigned squad. Should gather contact information on each squad member and forward to Sergeant-at-arms.

Staff – Any employee of CAPCOG or anyone employed by the law enforcement agency sponsoring the BPOC course.

Strike-through -- Drawing one line, horizontally, through a word or sentence.

Vice-president- Elected by the members of the class. Assumes responsibility of Class president in the case of the class president's absence/termination.

2. Payment of Fees and Reimbursement Policy

2.1 Fees

Full cadet tuition for the BPOC paid by non-agency-sponsored cadets shall be paid on or before "Family Night." Failure to pay tuition for the course in full by family night or deadline will result in termination from the BPOC course, and the loss of all registration fees.

A. Payment of course registration fees

During the process of registration, payment of each successive step in the process must be paid in full before advancing to the next step. Payment for the entrance exam is due prior to taking the exam, and is non-refundable under any circumstances, regardless of the outcome of the exam. Cadet uniform shirts, and PT Uniform must be ordered and paid in full as a part of the cadet registration. Course registration fees are non-refundable.

B. Payment of tuition fees

A cadet is not considered as fully enrolled for a BPOC until the tuition is paid in full. The tuition must be paid in full prior to the first day of class.

2.2 Reimbursement Policy

There will be no tuition reimbursement made after the beginning of the first day of class. Tuition reimbursement if paid for by credit card, will be refunded minus the \$150.00 credit card refund charge that applies.

3. BPOC Chain of Command

3.1. BPOC Chain of Command for Day BPOC

- A. The BPOC Chain of Command for the Day BPOC is as follows: BPOC Cadets report to the Chief Instructor. The Chief Instructor reports to the Director.
- B. In the absence of the Chief Instructor, Cadets will report directly to the Director.

3.2. BPOC Chain of Command for off-site and evening BPOC

- A. The BPOC Chain of Command for the off-site and evening BPOC is as follows: BPOC Cadets report to the Course Coordinator. The Course Coordinator reports to the Chief Instructor. The Chief Instructor reports to the Director.
- B. In the absence of the Course Coordinator, BPOC Cadets will report to a Co-course Coordinator or current instructor.
- C. In case of any exigent circumstance, Cadet shall report to the Chief Instructor or the Director.

4. Disciplinary Action

4.1. Disciplinary Action

- A. Cadets who violate one or more of the rules shall be subject to disciplinary action. Disciplinary action is defined below from the lowest to the highest:
 - 1. Level I disciplinary action consists of a verbal warning. The Cadet will receive a verbal warning; however, the documentation of that warning will be recorded in the Cadet's file.
 - 2. Level II disciplinary action consists of a written warning along with a work assignment of a five (5) page essay over the current topic. If the Cadet is between course topics at the time of the rule violation or at the time disciplinary action is taken, the selection of the topic will be at the discretion of the person assigning the disciplinary action.
 - 3. Level III disciplinary action consists of a written warning along with a ten (10) page essay over the current course topic. If the Cadet is between topics at the time of the rule violation

or at the time disciplinary action is taken, the selection of the topic will be at the discretion of the person assigning the disciplinary action.

4. Level IV disciplinary action consists of termination from the Basic Peace Officer Course.

B. Depending on the circumstance of the violation, any of the above four levels of discipline may be chosen and approved by the Director.

4.2. Who May Administer Disciplinary Action

A. Based on any Cadet's conduct, any instructor or guest instructor may recommend that disciplinary action, from Level 1 to Level 4, be taken against the Cadet, through the chain of command, to the Director.

B. The Chief Instructor or Course Coordinator may administer Level I, Level II, and Level III discipline for violations of rules. The Chief Instructor or Course Coordinator may recommend Level IV disciplinary action for violation of any rules or regulations to the Director.

C. Based on any Cadet's conduct, the Director may administer any level of disciplinary action against the Cadet as the Director deems necessary, or essential.

4.3 Cadet Removed from Class Based on Negative Conduct

In order to maintain a safe and effective learning environment, any Cadet may be removed from class by any instructor, guest instructor, staff member, Course Coordinator, Chief Instructor or Director, because of negative conduct.

4.4 Subsequent Disciplinary Action

Cadets, who because of a violation of a rule have received disciplinary action of a certain level, may receive disciplinary action of the next higher level if the same or different rule or regulation is violated.

4.5 Written Essay Assignments

Cadets who receive a written essay assignment shall submit the essay to the Chief Instructor, Course Coordinator or Director as specified.

4.6 Written Essay Format for Excused Absences

Each written essay for an excused absence will be formatted in the same manner as final notes (see 16.3 Final Notes)

4.7 Written Essay Format for Disciplinary Action

Each written essay must be handwritten in black ink using block letters (all capital printed letters), single spaced on white standard wide ruled, three hole punched paper. Writing will be on the front side of the paper only. The Cadet's name and the date the paper was assigned shall be printed at the

top right-hand corner of the first page of the paper. The title of the paper shall be listed on the middle of the top line of the front page of the paper.

The paper shall cover three areas of the selected topic: 1) Overview of the Topic, 2) The Cadet Understands the Topic, and 3) How the topic applies to Law Enforcement.

4.8 References for written Essay Assignments for Disciplinary Action

Cadets who receive a Level II disciplinary essay assignment shall use a minimum of 7 internet references or a minimum of 3 book references. Cadets who receive a Level III disciplinary essay assignment shall use a minimum of 12 internet references or a minimum of 6 book references. For the purposes of this rule, book references will include professional law enforcement or criminal justice periodical publications or journals and/or professional law enforcement or criminal justice textbooks.

4.9 When Essays shall be submitted

All assigned essays shall be submitted on the third day from the date of assignment. Example: If the Cadet was given the assignment sometime during the training day on Monday, the essay must be turned in on Thursday, at the beginning of the training day, prior to the beginning of class.

4.10 Who receives Completed Essays?

Completed essays shall be submitted to the Chief Instructor, Course Coordinator, Director or their designee.

4.11 Grading Criteria for all Essay

- A. All essays will be graded.
- B. Essays for disciplinary action shall be handwritten on white standard ruled, three hole punched paper. Failure to write this essay on the above-described paper will result in 25 points off of the grade for the essay. Neatness and writing style will be graded. Cadets shall write each essay using all capital block print (each letter will be a capital letter). Failure to submit the essay using capital block print will result in a failing grade for the essay. Each essay will be written in black ink. Failure to write the essay in black ink will result in 20 points off of the grade of the essay. Each essay will be neat and legible. The lack of neat and legible printing will result in 20 points off of the grade of the essay. Each essay will be written in proper form. The Cadet's name and the date the essay was assigned shall be printed at the top right-hand corner of the first page of the essay. The title of the essay shall be listed on the middle of the top line of the front page of the essay. Each form violation will result in 10 points off of the grade of the essay. The essay shall adequately cover three areas of the selected topic: 1) Overview of the Topic, 2) The Cadet Understands the Topic, and 3) How the topic applies to Law Enforcement. Failure to adequately cover all the above-mentioned areas will result in an overall failing grade for the essay. Two "strike through" words will be allowed for five (5) page essays and four (4) "strike through" words will be allowed for ten (10) page essays. There will be five (5) points taken off of the overall grade of the paper for each "strike through" thereafter.

- C. There will be five points taken off the overall grade of the essay for each omission of a reference required by section 4.08.
- D. A cadet who receives a failing grade for their essay for a Level II Disciplinary Action will receive Level III Disciplinary Action. The topic for the Level III will be determined by the Course Coordinator, Chief Instructor or Director.
- E. A cadet who receives a failing grade for a Level II Disciplinary Action and then further receives a failing grade for the subsequently assigned Level III Disciplinary Action will receive a Level IV Disciplinary Action.
- F. A cadet, who is initially assigned a Level III Disciplinary Action and receives a failing grade for the essay, will be given Level IV Disciplinary Action.

4.12 Cadet's Responsibility to Makeup Work

Any Cadet who has missed class due to an absence shall immediately copy any makeup notes, from classmates, that were missed during their absence. The make-up notes shall be submitted to the Course Coordinator, Chief Instructor or Director for inspection, along with the essay, within three (3) days from the return from the absence. Example: If the Cadet misses training on Monday and arrives back to class on Tuesday, the Cadet shall submit their make-up notes prior to the beginning of class on Thursday. If the Cadet misses a portion of the day on Monday, the Cadet shall submit the makeup work prior to the beginning of class on Wednesday. Failure to submit the required makeup notes will result in the Cadet receiving Level II disciplinary action. It is the Cadet's responsibility to initiate this activity and submit the make-up notes to staff on time.

5. Reports on Sponsored Cadets

5.1 Sponsoring Agency Notification Policy

The supervisor, identified as the sponsoring agency contact, will receive a username and password to the Cadet training platform.

5.2 Academic Notifications to Sponsoring Agency

Sponsoring agency contact can adjust their own notification settings to suit the needs of their department within the Cadet training platform. Notifications, at the discretion of the user, can be set for Cadet's submission of assignment(s) or completed exams.

5.3 Immediate Report to Sponsoring Agency

The Chief Instructor or Director will immediately contact the supervisor identified as the home agency contact or the Chief of the sponsoring agency if the sponsored Cadet has been injured, fails to show up to class, received any disciplinary action, fails any examination (practical or written) or is terminated from the BPOC.

5.4 Reporting Method

Cadet grades are reported utilizing the Cadet platform. Grades are live and reflect the current GPA and information pertaining to each Cadet. Cadets and the sponsoring agency contact have 24-hour access to online grading, overall Cadet GPA, class standing and a breakdown of each graded topic.

5.5. Termination of Sponsored Cadets

Any sponsored Cadet who has been terminated by their sponsoring agency will be subject to review for consideration of termination by the Director and Chief Instructor of RLEA.

6. Termination from the BPOC or Voluntary Withdrawal

6.1 Termination from the BPOC

Any Cadet attending the BPOC may be terminated from the course for any violation of rules for which termination is a possible penalty. Cadets who are terminated from the BPOC, because of academic failure, may apply for a subsequent BPOC. Cadets who are terminated because of attendance violations may apply for a subsequent BPOC, upon the approval of the Director. Cadets terminated from the BPOC for any other reason may apply for another BPOC, after a two-year period, with the approval of the Director. Any consideration for future enrollment in a BPOC will require a full tuition payment in advance.

6.2 Disciplinary Appeal Process

- A. Cadets may appeal disciplinary action, through the chain of command, by submitting a letter of appeal to the Director. A written appeal letter must describe the circumstance surrounding the alleged rule or regulation violation, the reason for the Cadet's actions that caused the disciplinary action and the objective of the appeal by the Cadet. A written appeal must be submitted to the Director within 3 days from the date that the Cadet received the disciplinary action.
- B. If the appeal relates to disciplinary action administered by the Chief Instructor or Course Coordinator, the Director will examine the circumstances by either reviewing documentation, interviewing all parties involved, or both. The Director will decide on the appeal no less than 10 days from the day the appeal was received regarding the disciplinary action.

6.3 Voluntary Withdrawal from the BPOC

Cadets who voluntarily withdraw from the BPOC for reasons relating to sickness, injury, military duty, employment opportunities or personal problems may apply to enroll in any future BPOC. Cadets who withdraw in lieu of disciplinary action relating to unethical or unprofessional behavior will be considered on a case-by-case basis, and only permitted to re-enroll with the approval the Director. Any subsequent enrollment following a disciplinary removal of a cadet in the BPOC will require a full tuition payment in advance.

7. Cadet Materials and Personal Equipment

7.1 Cadet Materials

A. The RLEA will furnish each Cadet with the following materials:

1. One Texas Law Book containing required laws and codes
2. One thumb drive containing BPOC handouts

B. Cadets will be responsible for having all supplies on hand during each training day when needed. Failure to have the proper Cadet materials on hand when needed will result in a Level 1 disciplinary action. Multiple violations of this rule may result in disciplinary action up to and including termination from the BPOC.

7.2 Personal Equipment

The Cadet will be responsible for having equipment on hand and ready for use during any topic where and when equipment is required. It is the Cadet's responsibility to obtain the equipment by either purchasing the equipment or borrowing the equipment. It is also the Cadet's responsibility to ensure that the equipment is approved and operational. Failure to have the functioning, approved equipment available when needed will result in disciplinary action up to and including termination from the BPOC. A list of the required equipment for the required topics is as follows:

| <u>Topic</u> | <u>Equipment</u> |
|--------------------------|--|
| All Topics | Computer or similar device |
| Physical Training | PT Shorts, Shirt & Shoes |
| Fitness and Wellness | PT Shorts, Shirt & Shoes |
| Mechanics of Arrest | Full Duty Rig & Equipment Without Pistol or Ammo Mouthpiece |
| Collapsible Baton Course | Full Duty Rig & Equipment Without Pistol or Ammo Collapsible Baton Mouthpiece |
| Firearms Course | Full Duty Rig & Equipment 1000 Rounds of Pistol Ammo. 15 Rounds of 2 ¾ in. 12 Ga. OO Buck Shot 25 rounds 2 ¾ in. bird shot Pistol with three magazines |
| Patrol Practical's | Full Duty Rig and Equipment Without Pistol or Ammo. |
| Emergency Driving Course | BPOC vehicle, sponsoring agency vehicle or a comparable police type vehicle |

8. Conduct Unbecoming or Prejudicial to Good Order

8.1 Introduction

- A. The following rules have been developed to promote proper conduct of Cadets, promote professional ethics, and to maintain an efficient and comfortable working and learning environment.
- B. Any Cadet violating any of these rules will be subject to disciplinary action, including immediate termination from the BPOC.

8.2 Truthfulness; Honesty; Cheating

- A. Cadets will be absolutely truthful in all answers to questions posed by any instructor or staff member (In person), or in any written communication to an instructor or staff member, or in any work assignment, questionnaire, quiz or exam, or other writing submitted by the Cadet, or any other assignment as directed to perform.
- B. Cadets will be responsible for doing their own work assignments, projects, papers, quizzes and exams, etc. Any Cadet assisting another Cadet on any assignment, project, paper, quiz or exam, etc., without authorization, will be considered to have cheated, and both Cadets will be subject to immediate termination.
- C. Any Cadet who receives the help of another Cadet on any assignment, project, paper, quiz or exam, etc., without authorization, will be considered to have cheated and will be subject to immediate termination.
- D. Any Cadet utilizing any unauthorized resource material for any assignment, project, paper, quiz or exam, etc., will be considered to have cheated and will be subject to immediate termination.
- E. Any Cadet soliciting any CAPCOG cadet graduate for their knowledge of past test content, assignments, projects or papers will be considered as cheating and will be subject to immediate termination. Any CAPCOG graduate that is soliciting to sell, or otherwise offer, distribute, or publicize any BPOC material from previous BPOC courses is unethical, and should be reported to CAPCOG RLEA immediately. Any use of study material that has originated from any source outside of your personal work in your current class at CAPCOG RLEA, is unapproved for cadet use, and will not be permitted.
- F. Any Cadet attending the daytime BPOC who solicits a Cadet enrolled in the evening time BPOC for information or knowledge of past (CAPCOG RLEA) test content, study material, assignments, projects or papers will be considered to have cheated and will be subject to immediate termination.
- G. Any Cadet attending the evening time BPOC who solicits a Cadet enrolled in a daytime BPOC for information or knowledge of past test content, study material, assignments, projects or papers will be considered to have cheated and will be subject to immediate termination.
- H. Any Cadet accessing or attempting to access CAPCOG's testing website from a location other than the classroom or without the permission and at the immediate direction of the director, chief

instructor, class coordinator or designated test proctor will be considered to have cheated and will be subject to termination.

- I. Any cadet found to be guilty of cheating will be subject to disciplinary action, which may include dismissal or expulsion from the RLEA. 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 or statement is considered lying. Cheating, actual or attempted, is viewed as unethical conduct. This conduct includes but is not limited to the following:
 1. The copying of any BPOC test, or any portion of a BPOC test.
 2. Being in possession of an unauthorized copy of any BPOC test or an unauthorized copy of any portion of a BPOC test.
 3. The copying, purchase or acceptance of class work and/or answers from another Cadet or outside source, or allowing another Cadet to copy, purchase or receive class work.
 4. Viewing the test of another Cadet or allowing the Cadet to view class work associated with a test being administered.
 5. Misleading, incomplete or untruthful statements involving incidents which occur during class or outside of class, made to RLEA staff when they question cadets regarding such instances.

8.3 Criticism and Courtesy: Insubordination

- A. Cadets will demonstrate courtesy to each other, staff members, instructors, guests, or any other person, at all times. Cadets will address individuals by his/her appropriate title or position. Example: Officer Jones; Sgt. Smith; Ms. Smith; Yes, Sir; No, Sir; Yes, Ma'am; No, Ma'am.
- B. No Cadet will openly criticize, nor challenge any staff member, instructor, or guest. Cadets will discuss any criticism he/she has professionally, with courtesy and respect, directly with the Chief Instructor or Course Coordinator or will offer his/her opinion exclusively on class evaluation forms.
- C. Class disruptions by cadets will not be tolerated. Cadets will not argue with any staff member, instructor, visitor, or other Cadet. If a Cadet disagrees with someone, the cadet will professionally, and with courtesy and respect, discuss the matter with the person he/she disagrees with during a break from instruction. (When the staff member, instructor, guest, or other Cadet ends the discussion, the conversation is over.)
- D. Cadets will respect the opinions of others and, if necessary, will just have to agree to disagree.
- E. Every Cadet will obey any command, order, or instruction of a staff member or instructor. Any Cadet failing or to obey any order will be held accountable for acting insubordinate. For the purposes of this rule, a command, order, or instruction may be made directly by the staff member, instructor, or by any one of these persons through another Cadet or person.
- F. Cadets will refrain from using profanity while attending any BPOC activity or while on any portion of the RLEA property or alternative training site. Profanity may be used by an instructor,

or cadet during role-play activities (only as instructed) when necessary to enhance a learning point or to evoke a response from other Cadets.

- G. Cadets shall cease from talking to one another when it becomes obvious that the instructor or staff is ready to address the class or ready to instruct, or directs the class to cease. Cadets shall not talk to one another while an instructor and/or staff is instructing. For the purposes of this section, it should be obvious that an instructor or staff member is ready to instruct if the instructor or staff member is walking toward the front of the class or standing at the front of the class, or however the class group may be assembled.

8.4 Harassment

- A. Cadets will not engage in any harassing conduct. Harassing conduct includes but is not limited to: sexual or racial slurs or epithets, gestures, innuendoes, remarks, utterances, gender or religious-based or racial-based jokes, or any other behavior or communication that is unwanted by the receiving person(s).
- B. Public Displays of affection, holding hands, hugging, kissing or sexual conduct of any kind is prohibited between two Cadets.
- C. Any Cadet who knows of and fails to report harassing conduct or public displays of affection is subject to discipline as if he or she engaged in the harassing conduct or public displays of affection.
- D. Positive Peer pressure, that which is compelled by fellow cadets urging one another to do their best, or to do better, is not considered to be of a harassing manner when it is appropriate to do so.

8.5 Discrimination

- A. No Cadet will engage in any conduct that discriminates against another on the basis of race, religion, ethnicity, gender, age, physical or mental disability, veteran status, sexual preference, or lifestyle.
- B. No Cadet will engage in any conduct that violates the civil rights of another.
- C. Any Cadet knowing of and failing to report an incident of discrimination, or violation of civil rights will be held as liable as though he / she committed, or participated in the act.

8.6 Abuse of Position: Seeking Gratuities / Gifts

- A. No Cadet will represent himself or herself as a police officer, at any time. This does not apply to Cadets who have taken and passed the TCOLE licensing examination and is currently working for a law enforcement agency as a sworn peace officer.
- B. No Cadet employed by a public safety agency will take independent police action unless authorized by his / her agency to do so. This includes assisting another officer in a traffic stop. Cadets who are not currently licensed, active peace officers shall not involve themselves in any

law enforcement activity at all; but rather will make every conscious effort only to be a good witness.

- C. No Cadet will solicit, demand, or receive a gratuity or gift from any vendor or service provider either by representing himself or herself as a peace officer or by any other means.
- D. No Cadet will fraternize, or personally socialize with RLEA staff or instructors outside of RLEA-sanctioned class activities.
- E. No Cadet will socialize with the law enforcement officers of an agency outside of RLEA-sanctioned class activities if training is held at that agency during the course of that Cadet's BPOC.

8.7 Possession of Firearms

- A. Cadets are not permitted to bring any firearms or ammunition onto the RLEA property unless specifically authorized, directed or instructed to do so by staff or instructor.
- B. When authorized to bring firearms, Cadets will use the utmost caution when handling them.
 - 1. Weapons will be unloaded and holstered at all times. NO HORSEPLAY OR SHOWING OFF WITH ANY FIREARM will be tolerated. This includes unauthorized use of red or blue training guns and dummy bullets.
 - 2. Magazines will be empty and removed from the pistol.
 - 3. Firearms will not be left unattended.
- C. When authorized to remove weapons from holsters or containers, Cadets will remove the magazine, pull back the slide, lock it open, and point the barrel towards the ground.
- D. Any Cadet violating a firearms rule may be subject to criminal sanctions in addition to being immediately terminated from the BPOC.
- E. Reckless / Negligent behavior

8.8 Possession or Use of Alcoholic Beverages or Drugs on RLEA Property

- A. Cadets will not be permitted to possess or use any alcoholic beverage or illegal drug on RLEA property. This does not apply to any medications that are legally and properly prescribed.
- B. Cadets will not enter or remain on RLEA property while under any influence of any drugs or alcohol. This includes residual effects / influence from the previous 24-hour period

8.9 Gambling

- A. No Cadet will engage in any gambling activity on RLEA property.
- B. For the purposes of this rule, gambling is defined in the Texas Penal Code and shall include betting pools on the outcome of a sporting event or similar activity.

8.10 Fit for Class, Sleeping

- A. There will be no sleeping on RLEA property.
- B. The RLEA staff realizes that there may be times when a cadet, due to circumstances beyond his / her control, does not obtain sufficient rest. In these instances, the Cadet should report his / her condition to the staff or instructor first thing in the morning.
- C. Any cadet deemed unfit for class activities, due to lack of sleep, will be dismissed for the day and will receive Level I disciplinary action. Upon the second violation, the cadet will receive Level II disciplinary action and upon the third violation, the cadet will receive Level IV disciplinary action.
- D. In order to continue to participate in class, a cadet may be permitted to stand at the back of the classroom.

8.11 Neglect

- A. Each cadet will be required to carry out all responsibilities or duties assigned to him / her by staff or instructors.
- B. If a cadet is unable to do so, he/she will immediately notify the staff or instructor.

8.12. BPOC Cadet Duties / Squad Duties

Each BPOC class will be broken into squads and will be assigned duties to be completed by each squad throughout the day. Each Cadet shall ensure that their assigned duties are successfully completed correctly and on time. Cadets taking the BPOC at an auxiliary location shall also complete the assigned duties if such duties are directed to the class by the hosting agency. Failure to complete such duties satisfactorily will result in disciplinary action.

8.13 Training Equipment

Training Equipment shall not be used or touched by any Cadet without the consent of the Chief Instructor, Course Coordinator or Director. For the purposes of this section, training equipment means any equipment used to train law enforcement Cadets, including any audio visual or audio equipment.

8.14 Professional Etiquette

- A. All cadets shall be prepared each day by having a pencil, pen, notepaper, books, computer and equipment needed for the day's topic(s). It is the cadet's responsibility to keep up with and understand the schedule of training and the equipment needed each day.
- B. Cadets shall not sit on, put their feet on, or write on any tables in the break room, classroom or any room at any training environment used for BPOC training.
- C. Cadets will be expected to leave every place of their use clean upon the conclusion of their use.
- D. All cadets shall have their name plate out and in its proper position at the beginning of each day of class and keep the name plate in its proper position throughout the full day of training, each training day. No alterations to the name plate are permitted.
- E. Each cadet shall raise a hand when asking or answering a question and wait to be called upon before speaking, unless told otherwise by a specific instructor for a specific topic, and unless otherwise directed by the instructor.
- F. All cadets are encouraged to participate (mentally, verbally, and /or physically, as directed) in each class.
- G. It is the expectation of the RLEA that cadets will demonstrate proper manners for eating food when on break or on lunch.
- H. There will be no eating in the RLEA classroom except, and unless specifically directed by RLEA staff.

8.15 Utilization of Chain of Command

All cadets shall utilize the chain of command to report, discuss or bring to the attention of RLEA Staff, Chief Instructor or Director, any issue relating to rules, regulations or conduct within the BPOC. (See Chain of Command, Section 3.1.)

8.16 Complaint / Grievance Procedure

- A. The first step in the grievance procedure is for the cadet to attempt to resolve the grievance by informal conference with the Chief Instructor or Course Coordinator as applicable. If this informal conference does not result in a resolution of the problem(s) that is satisfactory to the complaining cadet, he or she may file a formal, written grievance. (As an appeal to the response given by the Chief Instructor or Course Coordinator)
- B. Formal grievances must be in writing, signed by the cadet, and presented to the Director within 3 days of the alleged grievance occurrence. A statement of the specific remedial action requested by the complaining cadet must be included in the written grievance. The written grievance should also specify the date of the informal grievance conference and describe why it did not result in a satisfactory resolution of the problem. After being presented with a written and signed grievance,

the Director shall (1) notify the Executive Director (2) meet with the cadet and other such persons as may be necessary to gather the facts; (3) attempt to resolve the grievance with the cadet and, if requested by the cadet, with the cadet's representative; and (4) communicate the decision to the complaining cadet in writing within 10 working days after receipt of the grievance, sending a copy of the decision to the executive director. If the complaining cadet or suspected cadet is a sponsored cadet, the chief administrator of the sponsoring agency or agencies shall be notified as to all proceedings under this policy.

8.17 Possession of Cellular Telephones, Pagers or Any Wireless Communication Device

It is prohibited for cadets to possess a cellular telephone/watch, pager, or any wireless communication device while in any classroom, in the CAPCOG building or at any offsite location while the BPOC is in session (except those authorized). Cadets may check their messages and/or use said wireless device prior to class, during class breaks, during lunch breaks or after class is over. A Cadet may bring said wireless device into the classroom or auxiliary training location temporarily, only after receiving explicit permission based on an extreme circumstance, from the Chief Instructor, Course Coordinator, or Director.

8.18 Violation of Criminal Laws

- A. Cadets who violate criminal laws shall be subject to immediate termination from the BPOC.
- B. Cadets who are arrested for the violation of a criminal law shall be subject to immediate termination from the BPOC. The fact that a case is pending prosecution or disposition notwithstanding, the RLEA is not obligated in any manner to wait, or delay taking the action it deems as appropriate.

8.19 Off-Duty Conduct

- A. Cadets who demonstrate conduct which would be considered unbecoming or prejudicial to good order, or which would reflect adversely on the CAPCOG RLEA, the cadet's home agency or the profession of law enforcement, during class or after class, will be subject to disciplinary action up to and including termination from the BPOC. It is the duty of the Cadet(s) involved to notify the Chief Instructor, Course Coordinator, or Director immediately after the conduct occurs. It is the duty of sponsored cadets to contact the coordinator of their sponsoring agency immediately after the conduct occurs. Failure to advise the academy staff of such conduct shall result in disciplinary action up to and including termination from the BPOC.
- B. Cadets are responsible for immediately reporting to the Chief Instructor any official contact with an officer or agency. The Officer information, agency and reason for contact shall be obtained by the cadet.

9. Facility Rules

9.1. Smoking, Tobacco Products, Gum

- A. The CAPCOG RLEA is a smoke-free, tobacco-free facility. Any Cadet wishing to smoke must go outside to the designated smoking area.
- B. Cadets will not be permitted to dip or chew tobacco (or sunflower seeds or gum) inside the RLEA building, or any approved off campus BPOC course. Any Cadet wishing to dip or chew tobacco must go outside and use an appropriate container. Spitting on the ground is prohibited on RLEA property.

9.2 Classroom / Lunch Breaks

- A. Cadets will restrict congregation to the break room and the outside areas. Cadets shall not gather in the hallways.
- B. Cadets will refrain from making excessive noise during breaks so as not to disturb other classes or staff working in the building.

9.3 Internet Usage

Cadets will be allowed to utilize CAPCOG's internet connection to research criminal justice or law enforcement related topics during class. Before, between and after classes, Cadets may search for and respond to law enforcement or criminal justice job opportunities or check and respond to e-mail. Searching for or opening any sexually oriented web sites is prohibited at any time. BPOC Cadets who meet at an off-site location for BPOC training shall obey all policies regarding internet usage set out by the off-site agency.

9.4 Food and Drinks

- A. Food may only be consumed in the break room or outside the building. No food will be taken into the classroom.
- B. Cadets will be responsible for washing their plates, cups, and utensils, and for taking these items home at the end of the day. Cadets will also ensure that break room is kept clean at all times: all counters and tables are cleaned after every break, after lunch and at the end of the day. Cadets will make sure the coffee pot is turned off and cleaned at the end of the day.
- C. Cadets may not leave any food or drinks in the refrigerator overnight. Any food or drinks left in the refrigerator overnight will be thrown away.
- D. Drinks may be allowed in the classroom at the discretion of the Chief Instructor, Course Coordinator or Director.
- E. Drinks will be permitted in the break room. Cadets will be responsible for discarding their empty containers.

F. Cadets who spill drinks shall be responsible for the immediate cleaning of the spill.

9.5 Cadet Parking

Cadets may only park in areas as directed by the Chief Instructor, Course Coordinator or Director. Cadets shall not park their vehicle in or at any other location.

9.6 Areas "off limits" to Cadets

Cadets are authorized to enter or use the RLEA training room, the RLEA break room and restrooms only. All other rooms are strictly off limits, unless specifically directed otherwise by RLEA staff. For Cadets who are attending the BPOC at the RLEA campus, the authorized training room is the Mesquite room, and the authorized break room is located across from the training room, with the authorized restrooms being the closest restrooms located down the hall from the RLEA training room. Cadets shall not loiter in the hallways and shall keep their voice levels down so as not to disturb other classes or employees working in the area. Cadets attending an auxiliary training site shall enter only the rooms they are permitted to enter.

9.7 Loitering on RLEA Property

Cadets shall not loiter on CAPCOG property after classes have been dismissed for the day. The exception to this would be verbal authority or permission granted by the Director or Chief Instructor.

10. Safety

10.1 Classroom Safety Requirements

o **All Cadets will adhere to the following classroom safety requirements throughout the course of the BPOC.**

- A. Horseplay will not be tolerated.
- B. No running unless authorized by the instructor.
- C. No practicing defensive tactics, handcuffing or any activity involving physical contact unless authorized by the instructor.
- D. No sitting on tables.
- E. No firearms are allowed in class or on the grounds of the training location without permission of the instructor.
- F. No ammunition is allowed in class or on the grounds of the training location without permission of the instructor.
- G. No intermediate defensive weapons are allowed in class or on the grounds of the training location without the permission of the instructor.
- H. All Cadets must inform the instructor, Class leader, Chief Instructor of an existing injury or illness prior to class.

- I. All Cadets must inform the instructor immediately of any sickness or illness that occurs during class time.
- J. Any possible dangerous situation due to equipment damage must be brought to the instructor's attention immediately.
- K. All appropriate body protection and mouthpiece must be worn during defensive tactics and baton training.
- L. No Cadet will strike another Cadet without permission of the instructor.

10.2 Firearms Range Safety Rules

A. Each Cadet will adhere to all the following safety rules at any firearms range for training.

- a) Strict discipline will be maintained at all times on the firing range in order to prevent accidents and injuries. Failure to follow orders will result in disciplinary action up to and including termination from the Class.
- b) Treat all firearms as though they were loaded.
- c) Always point the muzzle in a safe direction.
- d) Always keep finger off trigger and outside of trigger guard until your weapon is on target and you have made the conscious decision to discharge your weapon.
- e) Always be sure of your target, your backstop and beyond.
- f) No one is allowed on the range that is taking any substances that would impair the ability to correctly respond to audible or visual cues. This includes alcohol or any drug prescription or otherwise.
- g) Never assume anything; always ask instructor for clarification.
- h) Never anticipate a command.
- i) Never permit the muzzle of a firearm to touch the ground.
- j) Never go in front of the firing line until it has been cleared and the command is given to go forward.
- k) Only RLEA approved firearms and ammunition may be used.
- l) All range commands must be obeyed instantly.
- m) Eye and ear protection must be used when shooting.
- n) Handguns must remain holstered at all times while on the firing range unless commanded otherwise by the firearms instructor.
- o) All weapons on the range will be loaded only on command.
- p) Firearms will be cleaned in designated cleaning areas only while at the range.
- q) You must advise the instructor of any injury or illness immediately.
- r) Horseplay will not be tolerated.

B. Violation of any of the above policies will result in disciplinary action up to and including termination from the course.

C. Any damage resulting from Cadet improper use, and discharge of firearms during training due to failure to adhere to rules of safety will be held financially responsible, as well as any other applicable liability.

10.3 Driving Track Safety Rules – The driving instructor will furnish each Cadet with a copy of his/her track safety rules, and the Cadet is required to follow those rules.

10.4 Manifest Safety Hazard

Any Cadet who displays conduct that places themselves or others in jeopardy of serious bodily injury or death shall be subject to immediate termination from the BPOC, as well as any other criminal or civil sanction.

11. Physical Requirements

11.1 Physical Requirements

- A. Each Cadet is responsible for making sure that he/she is physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought.
- B. Cadets will be required to participate in any and all physical activities of the RLEA (traffic stops, defensive tactics, practical problems, etc.) as directed.
- C. Any Cadet who refuses to participate in any physical activity required by an instructor or RLEA staff will be terminated from the BPOC unless he/she is medically excused in writing by a physician.
- D. Any Cadet who has any pre-existing condition, previous injury, ability limitation, or anything else that may impact the performance of assigned physical activities must provide medical statement of such in writing from his/her own physician before the start of the Academy.

12. Dress Code / Personal Appearance and Presentation

12.1 Dress Code

One manner in which a professional police cadet is recognized is by a clean, neat business-like appearance. Cadets must become familiar with the dress and grooming code and shall, by their appearance, justify the public's respect for the professionalism of the law enforcement community and the RLEA. To look professional, all Cadets must adhere to the following dress standards.

12.2 General Requirements

Each Cadet will appear at class, each training day, wearing a clean, pressed uniform consisting of the approved RLEA polo type shirt (displaying the approved CAPCOG logo), (an approved under shirt), black leather garrison belt with a silver buckle, approved pants and black tactical boots capable of having the toe and heel shined. (Any footwear that is of a nature of a high glossy shine in its pre-purchased state will not be permitted) One of the cadet duties is to physically maintain the shine of his/her footwear. During physical training, cadets will appear in a clean approved BPOC physical training uniform consists of a gray shirt and blue shorts (both displaying the approved CAPCOG logo), white socks and running shoes. The Director, Chief Instructor or Course Coordinator may give permission for alternate apparel to be worn based on the physical condition of the Cadet due to injury, unsatisfactory weather conditions for outside training or unique training conditions.

12.3. Daily Uniform

Each Cadet, unless otherwise instructed by the Director, Chief Instructor or Course Coordinator, will report to class each day wearing a clean, non-wrinkled, approved, polo type shirt displaying the approved CAPCOG logo, a shined 1 ¾ inch wide black leather garrison belt with a silver buckle, pressed approved pants and a pair of highly shined black round toe tactical police high top boots. The shirt will be tucked inside the pants and the pant legs will be worn outside of the upper portions of the boots. The belt will be inserted into the belt loops starting to the left and ending to the left. Unless otherwise instructed by the Director, Chief Instructor or Course Coordinator, this will be the uniform of the day. It will be the Cadet's responsibility to keep their uniform clean and neat, and their shoes shined throughout each day.

Note: Things which are unacceptable in a cadet uniform for presentation for example are: Stains on shirt or pants, scuffed and un-shined boots, clothing items which emit an unpleasant (body odor), unclean or over-compensated odor (perfume or cologne) clothing item. Anything which presents as unclean or unkempt, will not be approved upon inspection.

12.4 Physical Training Uniform for Day BPOC Cadets Only

Each Cadet, unless otherwise instructed by the Director or Chief Instructor, will report to physical training each day wearing a clean, approved, "T" shirt displaying the approved CAPCOG BPOC logo, approved shorts displaying the approved CAPCOG BPOC logo, white crew socks and running shoes.

12.5 Footwear

Cadets will be required to wear black, round toe, police tactical boots capable of being shined. The boots must be high tops. No shoes or low tops will be allowed. No western boots, boots with decorative stitching, cor-frame, or patent leather style boots will be allowed. The boots may be tightened around the leg and top of the foot by either laces or zipper. No plastic electrical ties are allowed to be used in the place of laces. The Cadet's boots will be kept highly shined.

12.6 Jackets, Coats or Sweaters

Black or blue jackets, coats or sweaters will be allowed to be worn during outside activities only. Jackets, coats or sweaters displaying logos will have to be approved by the Director, Chief Instructor or Course Coordinator. Continuously wearing jackets, coats or sweaters in the classroom that is climate controlled will not be allowed. Hoodies are not permitted to be worn.

12.7 Hats or Caps

Except for use while in firearms training, no hats or caps are allowed to be worn during any training day while wearing the BPOC uniform. It is mandatory for Cadets to wear a baseball type cap during the firearms portion of the BPOC, however, the baseball cap must be blue or black in color and shall not display any logo advertising any beer, liquor or other business or thing that would reflect negatively upon the RLEA. Only a CAPCOG RLEA approved cap.

12.8. Undershirts

Undershirts will be allowed to be worn by Cadets as long as the undershirt is a wicking type dry fit black crew neck tee shirt. No long sleeve undershirts of any type will be allowed to be worn in a climate-controlled classroom. Long sleeve undershirts may only be worn during training events that are conducted outside of a climate-controlled environment (such as during outside PT training) and only with the permission of the Director, Chief Instructor or Course Coordinator.

12.9. Jewelry

All jewelry must conform to the guidelines set in the rules. Jewelry that presents a "gaudy, rude, or unprofessional appearance" is not acceptable. For clarification purposes, those terms may be more clearly defined and articulated at the discretion of the Chief Instructor, Class Coordinator, or Director.

- Wristwatches or (medical) identification bracelets are allowed. No bangles or charm bracelets.
- Rings are permitted, but are limited to no more than one ring per hand at one time (examples: Class rings, wedding rings. A wedding "set" is considered to be one ring.)
- Earrings, body piercings, and necklaces will not be permitted during the training portion of the day. (What a cadet wears outside of the CAPCOG building, or CAPCOG-affiliated training site is their own business).
- Absolutely NO jewelry of any type will be worn during practical, physical training and exercises. This includes wedding rings, wristwatches, and medical bracelets.

12.10. Body Art and Tattoos

Any permanently affixed visible body art, brandings, or tattoos that are vulgar, sexually explicit or implicit, profane or otherwise offensive (as perceived and/or defined by the Director, or Chief Instructor on a case-by-case basis), must be covered while in the CAPCOG RLEA uniform. Cadets with visible tattoos on the arms that will not be covered by the short sleeve shirt must wear the long-sleeve RLEA polo shirt. Tattoos which are easily visible on the neck and / or hands must be covered by a flesh-colored bandage to match the skin of the wearer as close as possible. Anything in body art depicting the occult, sexual activity, vulgar language, words considered as inappropriate or profane, or in any other manner deemed as offensive (as defined by the Director, and / or Chief Instructor), will be covered and hidden from view while in the BPOC uniform.

12.11. Grooming Requirement Specifics for Male Cadets

- Hair - The hair must be clean and combed for a neat appearance that must be maintained under all but the most adverse conditions. The hair must represent a tapered appearance on the sides and back of the head. The length and/or bulk of the hair will not present a ragged, un-kept or extreme appearance. The hair must be cut or styled so that when the cadet is standing, looking straight forward, the hair will not extend below the middle of the ear on the sides or below the top of the collar on the back. Depth (thickness) of hair may not exceed two inches at any point. No "statement" haircuts, or random odd, and unnatural colors will be permitted. Colored highlights are permitted within reason, but no pink, green, blue, purple or other unnatural

occurring red coloring is permitted. Natural colors are black, brown, blonde, brunette, natural red.

- Sideburns must be neatly trimmed and straight and must not extend below the middle of the ear. The back of the neck is to be neatly trimmed, or shaven to give a clean presentation.
- Moustaches must be neatly trimmed, not to exceed 1/4" in length, and the sides may not extend below the sides of the mouth. No "handlebar" moustaches, and no moustache waxing will be permitted.
- No beards or goatees will be permitted.
- No mohawks, dreadlocks, random braiding, or partial-shaven heads will be permitted.
- No facial make-up will be permitted.
- Fingernails (and thumbnails) length may not be more than 1/4" beyond the tip of the finger or thumb but may be polished with clear polish or buffed. No fake or artificial nails will be permitted.
- On average, a male cadet should be getting a "routine" hair cut once every two to three weeks to maintain the accepted standard.

12.12. Grooming Requirements Specifics for Female Cadets

- Hair - The hair must be clean and neatly combed or brushed for a neat appearance that must be maintained under all but the most adverse conditions. The length and / or bulk of the hair will not represent a ragged, unkempt or extreme appearance. The hair must be cut or styled so that when the cadet is standing, looking straight forward, the person's hair will not touch below the top of the collar, or down the back. A single ponytail or braid is permitted but must not interfere with the proper wearing of headgear, if worn. Hair shall not be coiled up on the top of the head in an attempt to conceal a large mass. Items used by female cadets to hold the hair in place will be concealed as much as possible and shall be of a color and style that blends naturally with the color of the hair. Decorative items such as ribbons or bows will not be worn in the hair. No "statement" haircuts, or random odd, and unnatural colors will be permitted. Colored highlights are permitted within reason, but no pink, green, blue, purple or unnatural red coloring is permitted. Natural colors are Black, brown, blonde, brunette, natural red.
- Minimal facial make-up is recommended as cadets will be doing daily PT.
- Fingernails (and thumbnails) length may not be more than 1/4" beyond the tip of the finger or thumb and may be buffed or polished with clear polish only. No nail colorings, fake or artificial nails will be permitted.

12.13 Daily Expected Personal Hygiene

Each cadet will be required to shower daily with deodorizing soap, and to shampoo the hair effectively to control dandruff, odor or any conditions of the skin caused by inadequate hygiene. Each cadet will wear the deodorant necessary to control personal body odor. No perfume, or cologne will be permitted. Perfumed hair oils, sprays, or other odor emitting hair treatment must be kept as minimal as possible and to avoid allergy sensitive reaction by others.

12.14 Wearing the CAPCOG BPOC Cadet Uniform

The BPOC Cadet uniform represents not only the RLEA, but every law enforcement agency within the CAPCOG ten-county area. Discredit to, or improper use of the BPOC Cadet uniform

will not be tolerated. Cadets may wear the BPOC Cadet uniform to and from the scheduled training site, into a bank, convenience store, fast food drive through or grocery store only if the stop happens while the Cadet is going to or coming from BPOC training. A violation of this policy will result in disciplinary action up to and including termination from the Basic Peace Officer Course. Cadets who wear their uniform into a bar or other business that receives more than 50% of its income by selling alcoholic beverages or into any "Adult" oriented business will be terminated immediately from the BPOC. Any Cadet observed purchasing an alcoholic beverage or consuming an alcoholic beverage while in uniform will be terminated immediately from the BPOC.

12.15. Training Gear Requirements

All training gear and supplies identified in the application orientation process, i.e., duty belt, belt keepers, holster, firearm, handcuffs, handcuff case, expandable baton, expandable baton holder, OC spray holder, 3 magazines, magazine holder, hearing protection, eye protection, mouthpiece, 1000 rounds of duty ammunition, 15 rounds of OO or OOO 12-gauge ammunition, etc. must be obtained and ready to train with at the time the courses that require the supplies are presented. Failure to obtain the needed supplies in time to use the required items for the specific courses is subject to disciplinary action up to and including termination from the BPOC. Note: Cadets do not have to own the required gear and supplies for use in training, as long as the supplies are available for training at the time of training.

12.16. Adherence to Uniform Policy

It is the cadet's responsibility to adhere daily to all uniform and grooming / hygiene policies. Violation(s) of uniform policy is (are) subject to disciplinary action up to and including termination from the BPOC.

12.17 Leather and Web Gear

All leather/web gear will be black and kept clean and in good condition. The duty belt is worn with the right edge of the buckle in line with the right edge of the trouser zipper flap. No items or equipment may be worn on the duty belt that is not authorized by the RLEA.

13. Attendance Standards

13.1 Attendance

Each Cadet is required to attend all training days of the BPOC. Each Cadet must satisfactorily complete the entire course, including all makeup work, before being allowed to take the Texas Commission on Law Enforcement Officer (TCOLE) licensing exam.

13.2 Excused Absences

Excused absences consist of death within the immediate family, illness, injury, jury duty, vehicle accident and other special situations as approved by the Director, Chief Instructor or Course Coordinator. Each cadet who is absent for more than 15 minutes will submit a four (4) page essay

which covers the missed topic of instruction. Each cadet absent for more than 4 hours will submit an eight (8) page essay covering the missed topic of instruction (See sections 04.12 Cadet's Responsibility for Makeup Work). (See section 04.10 Who Receives Completed Essays.) Essays assigned due to absenteeism shall be turned in by the beginning of class on the third day that the cadet returns to class. Example: if the cadet misses Monday and comes back to class on Tuesday, the Essay will be due prior to the beginning of class on Thursday. Failure to submit the essay on time and/or failure to submit the make-up work on time will result in the cadet receiving level II disciplinary action. Failure to submit the Level II disciplinary action essay on time will result in termination from the BPOC.

13.3 Unexcused Absences

Unexcused absences include any absences not considered a medical or serious emergency or absences not deemed excused by the Director, Chief Instructor or Course Coordinator. Unexcused absences also include calling after class starts, returning from break or lunch after class starts, or leaving class without the permission of the Director, Chief Instructor or Course Coordinator. Cadets who are less than 15 minutes late for class will receive level I disciplinary action. Cadets who miss over 15 minutes of class, but less than eight (8) hours shall receive level II disciplinary action. Failure to turn in the completed essay on time will result in the Cadet receiving Level III disciplinary action. Failure to turn in the Level III assignment on time will result in the Cadet's termination from the BPOC.

13.4 Absence Due to Illness or Injury

Cadets who are absent due to illness or injury for more than two days must submit a note from a licensed physician stating that they were away from class due to illness or injury, as well as a date that the licensed physician released them to come back to class.

13.5 Notification of Absence

- A. If a cadet is unable to come to class for any portion of a day or the full day, the cadet must contact the Instructor, Chief Instructor or Course Coordinator prior to the beginning of class, informing the Instructor, Chief Instructor or Course Coordinator of their status.
- B. If a cadet is unable to come back from lunch break, the cadet must inform the Instructor, Chief Instructor or Course Coordinator of his/her status prior to the time class is due to begin. Leaving a message on the Instructor's, Course Coordinator's or Chief Instructor's telephone "voice mail" will constitute notification. Cadets who are physically unable to provide notice to staff of their absence shall make every effort to have a friend or family member provide the notice for them.

13.6 Failure to Notify of Absence

Cadets who fail to report to class at all during a training day and also fail to notify the Chief Instructor or Course Coordinator of their absence during the missed training day will be terminated from the Basic Peace Officer Course. This does not apply to cadets who are physically unable to contact the academy.

13.7 Disciplinary Action regarding Absences

Failing to contact the Chief Instructor or Course Coordinator regarding any absence prior to class is subject to disciplinary action up to and including termination from the BPOC. Failing to contact the Chief Instructor or Course Coordinator regarding any absence within the first hour of the portion of class that is missed is subject to disciplinary action up to and including termination from the BPOC.

13.8 Unforeseen Mass Illness Pandemic or other events

Any massive illness impacting the ability of the BPOC class to continue, other than that impacting two or less cadets, will be dealt with on a case-by-case basis. The RLEA will determine what course of action is necessary based on best practices and readily known information available at the time of such occurrence.

14. Injuries

14.1 Report of Injury: Release from Physician

- A. Any cadet who is injured during the course of the BPOC class must immediately report the injury to the Chief Instructor, Course Coordinator or Director and his/her agency if sponsored. In the event the cadet cannot report the injury to his/her agency, the RLEA staff will do so as soon as possible.
- B. The injured cadet will not be permitted to engage in any physical activity until He/she has obtained a medical release from a physician and presents the medical release to the Chief Instructor, Course Coordinator or the Director and the RLEA receives a letter from the cadet's agency (if sponsored) releasing the cadet to engage in physical activity.
- C. Physical activity includes defensive tactics, physical fitness, PT, or any other activity requiring physical strength or exertion, or which could result in further injury.
- D. In order to prevent injuries and to maintain a professional setting, horseplay of any kind is prohibited.
- E. Injured cadets will be evaluated on a case-by-case basis to determine their status and to take appropriate action that will be beneficial to the injured cadet.
- F. It is the policy of the RLEA to encourage cadets to have hospitalization insurance in effect while the cadet attends the CAPCOG RLEA.

15. Curriculum

15.1 Curriculum

The RLEA provides all updated curriculum materials mandated by TCOLE, as well as any other areas of instruction recommended by the Law Enforcement Education Committee (LEEC). All cadets are expected to study and successfully pass each topic as presented and taught by the RLEA.

16. Cadet Notebook

16.1 Cadet Notebook

Each cadet shall keep and constantly maintain a cadet notebook. This notebook shall contain rough notes and handout material over each topic in the BPOC except Spanish. The cadet notebook will be graded by the Chief Instructor or Course Coordinator throughout the BPOC. Receiving a failing grade on the notebook will result in termination from the BPOC.

16.2 Rough Notes

Each cadet shall take rough notes each day of lecture on each topic that provided a lecture except the Spanish topic. Each cadet must take a minimum of one half (1/2) page of notes for every hour of lecture (including films). Rough notes shall not be written on the course handouts. For clarification, cadets may write in their handouts, but the writing in the handout will not be counted as rough notes. Rough notes shall cover the lecture on the topic and provide information on how the cadet can better understand the lecture material or what the cadet learned from the topic or film. Rough notes shall be written on standard rule, white, three (3) hole punched paper, single spaced. The front and back of the page can be utilized if desired. Pencil or pen may be used. You may use printing and/or cursive writing; either or both are acceptable. Rough notes must be legible.

16.3 Final Notes

Each Cadet shall provide the Chief Instructor or Course Coordinator final notes for each topic except Spanish. Each cadet must supply a minimum of one half (1/2) page of final notes for every hour of lecture (including films). Final notes shall be written on your computer or similar device and brought with you each day to class. Final notes shall contain notes from the lecture and paraphrased information from the handouts. For the purposes of this section, paraphrased information from the handouts means reworded information in a way that may make it easier for you to understand the information. Final notes are considered part of your notebook.

Format for Final Notes: Each topic will be a separate document. Use one-inch margins, Times New Roman 12 font, double spaced. Pages will be numbered sequentially on the bottom right corner and will restart at "1" for each topic. Header will be centered containing cadet's last name, first name: (colon) and the title of the topic in all capital letters, ie:

Murphy, Audie: PENAL CODE FINAL NOTES

16.4 Handout Material

Cadets shall maintain all handout material received throughout the BPOC. Handout material is any material received from instructors that relates to the topics of instruction within the BPOC.

16.5 Proper Form of Notebook

Cadets shall keep their notebook in proper form at all times. The front sheet of each notebook shall contain the cadet's name and cadet number. Directly behind this will be your first divider. The tab on each divider shall indicate the topic. Each topic shall be separated by a divider. Notebook pages shall be maintained in the chronological order of topics as indicated in the BPOC schedule. The contents between each topic divider shall be the cadet's rough notes and the handouts for the topic, in that order.

16.6 Notebook Grading

Each notebook shall be graded throughout the BPOC. The grade for the notebook will be pass or fail. In order to pass the notebook inspection, each cadet shall have their notebook in proper form with proper rough notes and handouts as set out in section 16.5. and final notes complete and, in the form, as set out in section 16.3. Notebooks may be graded at any time. A notebook graded "Fail" at any time will result in termination from the BPOC.

17. Cadet BPOC Examinations and Grade Point Averages

17.1 Pop Quizzes

Cadets may be given pop quizzes over individual topics or numerous topics combined. Pop quizzes will be given at the discretion of the Chief Instructor, Course Coordinator or the Director.

17.2 Topical Examinations

Cadets will be given a topical examination over each topic taught in the RLBA. Dates for the topical examinations will be at the discretion of the Chief Instructor, Course Coordinator or Director.

17.3 Practical Examination

Cadets must take and pass a performance test/practical exam over each skills-based topic.

17.4 Major Examinations

Cadets will be given four (4) Major Examinations during the BPOC. The 4 Major Examinations will be over the following topics: Penal Code, Code of Criminal Procedures, Traffic Law, and Arrest, Search and Seizure.

17.5 Comprehensive Examinations

Cadets will be given three (3) Comprehensive Examinations. The first Comprehensive Examination will be given after the first 1/3rd of the BPOC is completed. The Second Comprehensive Examination will be given upon completion of 2/3rd of the BPOC. The last Comprehensive Examination will be the Final Examination. Each of these examinations is both cumulative and comprehensive and each will cover each topic, including the very first topic.

17.6 Examination Content

All written examinations will be made up of questions derived from handouts. The particular handouts from which the test questions will derive will have "CAPCOG Cadet BPOC Handout" on the bottom of each sheet.

17.7 Minimum Standard for Written Examinations

Each cadet must achieve a minimum grade of 75% on all quizzes, topical examinations, major examinations and comprehensive examinations throughout the BPOC. A score of less than 75% on any topic will be considered a failure for that topic.

17.8 Minimum Standards for Practical Examinations

All performance tests/practical examinations are graded on a pass/fail basis. A Cadet must pass all such performance tests/practical exams to satisfactorily complete the BPOC. The determination of pass/fail rests with the Instructor, Course Coordinator or Chief Instructor, and all cadets must successfully pass each performance test/practical examination with final dismissal being approved by the Director. Without reason or excuse, all cadets must successfully complete each performance tests/practical exams. Failure to pass any performance test/practical exams will result in termination from the PBOC. Unexcused absences that take place during performance tests/practical examinations may result in termination from the RLEA if the practical examination cannot be made up. The RLEA will not finance make-up instruction or make-up testing because of absences that take place during the BPOC.

17.9 Minimum Acceptable Grade Point Average

Cadets must maintain a 75% overall grade point average throughout the BPOC. Failure to maintain a minimum of 75% at any time during this course will result in termination from the class.

17.10 Definition of Grade Point Average

A grade point average is the sum gained by averaging three (3) or more grades. Example: If a Cadet receives a score of 70% on their first "topical" examination, the score of 70% may not be considered a grade point average; if they make 70% on the next test, the 140 total points will still not be their average; however, the Cadet must receive a grade of at least 85% on their next "topical" examination (now we have at least three to average) in order to receive a grade point average of 75%. $(70+70+85=225 \quad 225/3=75)$

17.11 The Three "Written Examination" Failure Rule

- A. Cadets will be allowed to fail three (3) primary examinations (in any combination consisting of pop quizzes, topical examinations, major examinations or the 1st or 2nd comprehensive examination) during the term of the BPOC, but the cadet must retake and pass each failed primary examination by passing a makeup written examination with at least a 75% passing grade.
- B. Cadets who fail the second attempt test over the failed topic will be terminated from the BPOC for academic failure.
- C. Cadets who pass the second examination over the failed subject will be able to remain a cadet in the BPOC as long as their grade point average does not fall below 75%.
- D. The primary failing grade (or first attempt at the subject) is the cadet's grade of record. The grade for the second attempt examination over the failed subject will be scored to ensure that the cadet made at least 75% on the examination, but will not be documented in the cadet's grade point average. Passing the second attempt examination over the failed subject only allows the cadet to remain in the BPOC.
- E. Cadets may only fail a total of three (3) primary examinations, having the opportunity to pass the second attempt at the failed topic. Once the cadet fails the fourth primary examination, the cadet will be terminated from the BPOC.

17.12 Final Examination

- A. After the last topic of the Basic Peace Officer's Course has concluded, the cadets will be administered the final examination. All cadets will take a final examination. The Final Examination is comprehensive and covers each topic in the BPOC curriculum. The "Three Primary Examination Failure Rule" does not apply to the Final Examination. Any cadet who fails this examination with a score of less than 75% will be terminated from the BPOC.
- B. Cadets who score an 85% or greater on the final examination will be eligible to take the TCOLE licensing examination. Cadets who pass this examination by making 75% or higher, but make under an 85% on this examination will be graduated from the BPOC but will go into remedial training and be given a remedial test covering the same topics as the primary final examination. This remedial process will be repeated up to three times. If a cadet fails to score at least 85% on one of the four remedial examinations, the Director will assess the cadet's performance and decide the proper course of action. *Note:* No instruction for testing, studying and/or preparation for any testing following the official TCOLE testing day will occur at the COG.

17.13 Composition of Official Grade Point Average

The BPOC grade point average is computed as follows:

- A. Comprehensive Examinations make up one-half (1/2) of the cadet's grade point average.
- B. Major Examinations make up one-fourth (1/4) of the cadet's grade point average.
- C. Pop Quizzes and Topical Exams make up a quarter (1/4) of the cadet's grade point average.

17.14 Testing

- A. Pop quizzes, topical examinations, major examinations, comprehensive examinations and any testing done that requires a question-and-answer type test, may be done on a computer-based system or on paper.
- B. No unauthorized copying of any of the material used during the testing process is allowed at any time.
- C. When a computer-based test is given, no "screen-shot" actions will be allowed, nor will any attempt to recreate the test in part or entirety be allowed.
- D. When a review of the tested material is allowed, no copying of the material used during the review is allowed.
- E. When a computer-based test is given, all browsers and windows must be closed at the termination of the testing and review period, and no information may be allowed to be "screen-shot" or otherwise copied or recreated in part or entirety. Any violation of this procedure will result in immediate termination from the academy.
- F. Any cadet found to be in possession of, or copying, attempting to copy, "screen-shooting," photographing, re-creating in any way or sharing a copy of a BPOC test or any part or all of a BPOC test will be immediately terminated.
- G. When a computer-based testing system is used, cadets will only utilize the system for testing and uploading final notes, assignments and evaluations. Navigation to any other part of the computer system, hacking or attempting to access any unauthorized websites, portals, or sections of the BPOC testing site or any unauthorized logging onto the system is strictly prohibited. Any violation of this rule will lead to immediate termination.
- H. Person(s) caught cheating will be barred from re-entry to CAPCOG.

17.15 Academic Failure

- A. Cadets will be terminated from the BPOC course for Academic Failure for the following reasons:
 - a. Any cadet who fails to successfully complete any practical examination.
 - b. Any cadet whose grade point average falls below 75 percent.
 - c. Any cadet who fails any make-up examination.
 - d. Any cadet who fails more than three, first attempt, examinations, exclusive of the final examination (see The Three Examination Failure Rule).
 - e. Any cadet who fails the final examination.
 - f. Any cadet who turns in an incomplete essay or assignment.
 - g. Any cadet who fails to turn in an essay, make-up assignment or homework assignment on time.

17.16 Confidentiality of Academic Records

- A. Academic records are confidential and shall not be disclosed except:
 - a. To or by the cadet whose record it is or the cadet's parent, legal guardian, or spouse.
 - b. To or by the Director, Chief Instructor or Course Coordinator.
 - c. To or by a staff member with a legitimate need to know the content of the records; or
 - d. To or by a person conducting a child abuse investigation required by Chapter 261, Subchapter D, Texas Family Code.

- B. Disclosure of all or part of the contents of academic records in violation of Subsection A is a crime under the Texas Public Information Act, and a Cadet who violates Subsection A is subject to immediate termination from the RTA.

18. BPOC Course Schedules

18.1 Day Classes normally begin at 0645 hours and end at 1700 hours. Due to extenuating circumstances, these hours may be modified at any time by the Director. Class is normally held Monday through Thursday but will include, on occasions, Fridays, Saturdays and Sundays.

18.2 Evening Class normally begins at 1800 hours and ends at 2200 hours Monday through Thursday and most Saturdays from 0800 hours to 1700 hours. Occasionally a Friday and/or Sunday class is necessary. Due to extenuating circumstances, these hours may be modified.

18.3 Each class will have a Sergeant at Arms appointed by the Chief Instructor or Class Coordinator (as appropriate). Approximately five weeks into the class, the class will elect a class president, class vice-president and class secretary/treasurer.

18.4 Daily Activities

These activities are carefully planned and scheduled to maximize the use of training, instruction and / or practical application time for each course of study. Strict adherence to scheduling will be required. (These may be modified slightly with the Director's permission as need is presented).

| On Campus Day BPOC | Satellite Night BPOC |
|--|---|
| Chief Instructor will verify attendance and inspect cadets prior to beginning class. | Class Coordinator will verify attendance and inspect cadets prior to beginning class. |
| Pledge(s) of allegiance (US and TX) | Pledge(s) of allegiance (US and TX) |
| Uploading of notes and evaluations | Uploading of notes and evaluations |
| Testing | Testing |
| Training | Training |
| Lunch | |
| Training | |
| Physical Training | |



REGIONAL LAW ENFORCEMENT ACADEMY Standard Operating Procedure

Exhibit C

Executive Summary

The Regional Law Enforcement Academy (RLEA) was created within the Capital Area Council of Governments (CAPCOG), State Planning Region 12, to establish a central, managed method of delivering professional law enforcement training within the ten-county region. Since its inception, the RLEA has played a critical role in providing entry level (pre-service) training, continuing education (in-service) training, and sponsored training services to law enforcement and criminal justice personnel within Region 12.

The Basic Peace Officer's Course (BPOC) is designed to address the region's need for trained law enforcement applicants by providing students with the essential knowledge needed to take the State Peace Officer Licensing Examination, and to begin a law enforcement career. The RLEA provides a minimum of five BPOC classes per two-year cycle.

In-service training courses are designed to correspond with all mandated learning objectives as they have been set out by the Texas Commission on Law Enforcement (TCOLE), as well to address the training needs of law enforcement personnel throughout our region. Regional training needs are assessed through the use of a bi-annual "Training Needs Survey", input from the Regional Law Enforcement Academy's Law Enforcement Education Committee (LEEC) and area chiefs and training coordinators, and through input from the community planning process. A key RLEA strategy is to provide in-service training courses within close proximity to the agencies needing the training.

The RLEA also provides an administrative service to regional law enforcement agencies in the form of sponsoring those agencies' in-service training courses that are taught by their own personnel to members of their own department. RLEA staff approve the instructor's qualifications and the instruction content, report TCOLE credit and maintain all essential record keeping for each course sponsored by the RLEA.

RLEA Mission

The Capital Area Council of Governments' Regional Law Enforcement Academy is committed to providing the most effective, up-to-date, and professional training to law enforcement and criminal justice personnel. The Regional Law Enforcement Academy will work to provide entry level training to ensure the availability of qualified police

candidates to area agencies and assess regional training needs to produce courses designed to enhance the quality, productivity and meet the training needs of law enforcement agencies within the COG's State Planning Region 12.

Basic Peace Officer Course (BPOC)

The RLEA provides entry level law enforcement training through the Basic Peace Officer Course (BPOC). The BPOC is an extensive course designed to provide the student with the well-rounded knowledge base necessary to begin a law enforcement career. Currently, daytime and evening BPOCs are offered through the RLEA on our campus and at satellite locations.

Definitions

BPOC – Basic Peace Officer Course

Cadet – A student enrolled in the Basic Peace Officer Course.

CAPCOG – Capital Area Council of Governments.

Director – The Director of Regional Law Enforcement Academy of the Capital Area Council of Governments. The Director provides guidance and strategic direction of the RLEA, coordinates law enforcement training with regional and local law enforcement agencies, develops budgetary and audit issues, monitors rule changes by TCOLE, plans, assigns, and supervises work of the RLEA staff. The Director may at any time of his/her choosing, perform any of the duties of the Chief Instructor or Class Coordinator of a BPOC.

Chief Instructor – The Chief Instructor of the Regional Law Enforcement academy. The Chief Instructor supervises all BPOCs and is the first point of contact for all Course Coordinators regarding any BPOC matter. Acts as Director in the Director's absence, and/or at his/her direction, or the direction of the CAPCOG Executive Director. Is responsible for all scheduling and ensuring that CAPCOG RLEA Rules and Regulations are followed in all aspects.

For on-campus BPOC's: ensures instructors are assigned and present; cadets are present and prepared for training; monitors classes to ensure training is taking place professionally and safely; administers and monitors testing; provides tutoring as necessary; reviews and grades rough and final notes; and handles BPOC disciplinary issues up to Level III.

Course Coordinator – The Course Coordinator supervises the satellite BPOCs and reports directly to the Chief Instructor, and / or Director. The Course Coordinator is responsible for ensuring that CAPCOG RLEA Rules and Regulations are followed in all aspects. Ensures instructors are assigned and present as scheduled, and cadets are present and prepared for training. Monitors classes to ensure training is taking place professionally and safely. Administers and monitors testing. Provides tutoring as necessary. Reviews and grades rough and final notes. Handles BPOC disciplinary issues up to Level III and keeps the Chief Instructor up to date on all matters regarding the BPOC, to include but not limited to attendance, discipline, moral issues, and injuries.

Guest Instructor – Anyone contracted or selected to teach a portion of or one or more topics of the BPOC.

Hosting Agency – A law enforcement agency who is hosting a BPOC or BPOC related training.

Law Enforcement Agency – Any public sector agency that employs full-time, paid, licensed peace officers.

LEEC – Law Enforcement Education Committee – The committee that advises on the operations of the CAPCOG RLEA.

On-Campus BPOC – Day or evening classes held at the RLEA campus. Coordinated and directly monitored by the Chief Instructor. Instruction provided by both staff and contracted guest instructors.

RLEA – Capital Area Council of Governments Regional Law Enforcement Academy.

Satellite BPOC – Day or evening off-campus location within Region 12 based on the requests of participating law enforcement agencies and recommendations of the LEEC. Classes are coordinated and directly monitored by the Course Coordinator who is a member of the sponsoring department. Course coordinator reports directly to the Chief Instructor. Classes are instructed by the satellite agency.

Sponsoring Agency – A law enforcement agency that employs a cadet who is enrolled in a BPOC. The sponsoring agency must supply all necessary items for the completion of the BPOC to include an appropriate vehicle for the driving course, firearms ammunition, uniforms, and miscellaneous equipment items needed for physical and classroom training.

Sponsored Student – A student who is an employee of a law enforcement agency.

Staff – Any employee of CAPCOG or anyone employed by the law enforcement agency sponsoring the BPOC course.

Student – Any person enrolled as a cadet in the BPOC. *A student is not an employee of CAPCOG.*

BPOC Curriculum

The BPOC is made up of topics uniquely designed to provide the students with a comprehensive training experience that recognizes all areas associated with police work. The base of the curriculum is designed and mandated by TCOLE. Some topics are lengthened to enhance the delivery of the lesson and some topics are added to fulfill the needs of our regional law enforcement agencies. Often the RLEA provides more hours of training (on several topics) than the required minimum by TCOLE. The curriculum and schedule will be provided by the Chief Instructor.

Delivery of Training

The BPOC is designed to be taught primarily through a lecture, class interaction, practical exercise, and scenario format. Instructors are encouraged to use the most effective training method to accomplish their objective.

Cadet Application Criteria

All cadets must meet the minimum eligibility requirements as set out by TCOLE and adopted by the RLEA, prior to being accepted into a BPOC. These requirements relate to the applicants age, medical condition, psychological condition, drug use, education, military discharge, and criminal record.

Cadet Selection Priority

Cadet Priority is an RLEA policy established for cadet admittance to the BPOC in the event that a maximum attendance number is placed on a BPOC class. This policy assigns the highest priority to sponsored applicants. Second in priority are applicants who are not agency sponsored, and who are paying their own way to attend a BPOC to enhance their ability to compete for law enforcement positions in our area.

BPOC Instructor Selection / Qualification

All instructors who instruct in the BPOC are selected based on the following criteria:

- A demonstrated ability to teach.
- The number of years' experience in related field.
- Advanced training in related subject.
- Certified TCOLE instructor, -OR-
- A Subject Matter Expert as so recognized by the RLEA Training Coordinator.

Instructor Duties

The instructors chosen to instruct topics in the BPOC are required to abide by TCOLE Rule 215.10.

"215.10 Course Instructor Requirements:

(a) An instructor teaching a course must:

- (1) hold a valid instructor license;*
- (2) certificate; or*
- (3) be designated, in writing, as a subject matter expert in the course by the training coordinator.*

(b) The instructor is responsible for:

- (1) ensuring compliance with commission rules and guidelines;*
- (2) preparing, maintaining, and submitting the reports of training within the time frame specified by the Training Coordinator;*
- (3) the administration and conduct of each course taught;*
- (4) at a minimum, providing a complete lesson plan, clear learning objectives, instructor biography, approved class roster and original sign-in sheet, and course evaluation to the training coordinator for the training file;*
- (5) enforcing all attendance and other standards set by the commission or the training advisory board;*
- (6) maintaining the discipline and demeanor of each student during class;*
- (7) distributing or presenting learning objectives to all students at the beginning of each course;*

- (8) ensuring that all learning objectives are taught; and*
- (9) ensuring examinations are proctored or supervised to have fair, honest results."*

Instructors must cover the stated learning objectives that are set out in the TCOLE curriculum. All instructors are encouraged to deliver the lessons in the manner most conducive to effective learning.

Hands-On Training

For all hands-on and physical training (such as mechanics of arrest, firearms, Police driving, patrol practicals, OC spray, Rapid Response Training, CPR) instructors must: adhere to the certifying company's training protocols, maintain a safe training environment, and submit a copy of the instructors' certificate(s) showing they are current for instructing that skill.

Detailed lesson plans will be submitted to the RLEA Director describing how the topic is being taught to include any physical skills exercises, scenarios, videos, and skill tests that will be administered. These lesson plans will be reviewed and possibly edited by the Director or his/her Chief Instructor and must be approved by the Director prior to that class being presented to the BPOC cadets. The approval period required is 30 days prior to instruction.

Any time that a cadet complains of an injury, is injured, loses consciousness or should require any medical attention during a training exercise, a member of the RLEA staff (Director, Chief Instructor or administrative assistant) will be notified as soon as possible after seeking treatment for the cadet. A report explaining the circumstances of the injury will be prepared and submitted to a member of the RLEA staff no later than 24 hours following the incident. The report will include the location the incident occurred, the names of all instructors present at the time of the incident, the names of the cadets that were on scene at the time of the incident, what topic was being taught, what technique was being taught, what safety measures were in effect at the time, the action or inaction that caused the injury and the care given following the incident. This report shall be submitted to the RLEA Director no later than three (3) class days following the incident.

Instructor Evaluation

Instructors who instruct in the RLEA courses are evaluated by the following methods:

- Periodically monitored / audited by RLEA staff
- Written evaluations from students
- In-Service Participant's Test Grades
- Cadet's classroom Test Grades
- Cadet's TCOLE test results analysis

RLEA staff contributes all administrative support to include documentation archiving, producing handout material, providing certifications through vendor companies, etc. Chief Instructor, course coordinators and instructors will abide by the RLEA Standard Operating Procedures and BPOC Rules and Regulations.

In-Service Training

The RLEA provides progressive continuing education (in-service) training to law enforcement and criminal justice personnel throughout Region 12. The RLEA strives to

not only provide the needed training, but to deliver the training to the geographical area where it is requested. Training offered by the RLEA includes legislatively mandated courses, Licensure Courses, Intermediate Certification Courses, and Advanced Certification training courses.

RLEA In-Service Instructor Selection / Qualification

All instructors who instruct in the RLEA In-Service courses are selected based on the following criteria:

- A demonstrated ability to teach.
- The number of years' experience in related field.
- Advanced training in related subject.
- Certified TCOLE instructor, -OR-
- A Subject Matter Expert as so recognized by the RLEA Training Coordinator.

Reporting In-Service Training for Law Enforcement Agencies

If a law enforcement agency requests the RLEA to report in-service training that the agency is unable to report to TCOLE, the law enforcement agency must submit, prior to the class being conducted, lesson plans with learning objectives, a copy of the test that will be administered and instructor bios. This material must be submitted in digital format. **Note:** The instructor must gain verbal approval from the Director or Chief Instructor no less than 30 days prior to the beginning of class that the lesson plan meets approval.

After the class has been conducted, the law enforcement agency must submit:

Final Lesson Plan (With Lesson Objectives)
Blank test and key
Tests taken by students and/or answer sheets completed by students (original)
Copies of any and all handouts given to students
Instructor Bio
Class Roster
Instructor Critiques / Evaluations
Student Registration Forms

All post-lesson submission material should be submitted to the RLEA as soon as possible but must be received no later than 3 days from the last day of class. All information may be scanned and submitted in digital format if desired.

Requirements for class material:

Lesson Plans

A lesson plan is not TCOLE's curriculum, TCOLE's curriculum with a cover sheet on top nor a power point presentation. A lesson plan must contain the following:

Topic title
Instructor's Name and Telephone Number
Class Location
Time allotted for class
Instructional aids required
Prerequisite of Students
Course Goals
Date Prepared and Name of Person who prepared it

Date Updated and Name of Person who updated it
Lesson Objectives
Key Points and Elaboration of Key Points (the presentation)
Evaluation (List what type of evaluation the students will receive)
References (Where the information for the lesson came from)

Lesson Objectives must be clearly stated, measurable and observable. All lesson objectives must begin with "The students will be able to..." words like LIST, IDENTIFY, MATCH, DEMONSTRATE, etc. may follow. The lesson plan may contain as many lesson objectives as needed to accomplish the goal of the course. The lesson objectives must be distributed to all students at the beginning of the course.

The Presentation or Key Points and Elaboration on Key Points section must contain enough information so that someone (who did not attend the class) can clearly tell what was taught.

The Evaluation may be a written test i.e., fill in the blank, multiple choice, true and false or a performance examination. All test questions or performance requirements must come from the confines of the stated lesson objectives. If your evaluation is a performance requirement, the acceptable level to satisfactorily complete the requirement must be clearly stated, along with a list of student names with an indication of pass or fail.

Instructor Bio

The Instructor bio may be in a simple paragraph form. This document is intended to tell a brief synopsis about the instructor. This is NOT a resume. The instructor bio must contain enough information to indicate that the instructor is qualified to teach the subject. References as to the instructor researching the topic, prior training in the topic and / or prior experience in the topic may be used. Depending on the number of different courses taught by a single instructor, it is not uncommon for that instructor to have numerous "Instructor Bios" in our academy file.

Exhibit D**Assigned Responsibilities for Williamson County Satellite BPOC
08/29/2022****Dates of BPOC – 08/29/22 through 06/30/2023**

| | CAPCOG | Williamson County |
|------------------------------|--|---|
| Registration | <ul style="list-style-type: none">• Post class to website | <ul style="list-style-type: none">• Designate training coordinator * |
| | <ul style="list-style-type: none">• Process registration of all cadets | <ul style="list-style-type: none">• Publicize the BPOC to CAPCOG region |
| | <ul style="list-style-type: none">• Process all cadet forms | <ul style="list-style-type: none">• Training coordinator availability to cadets either telephone or e-mail |
| | <ul style="list-style-type: none">• Make available all BPOC forms | |
| | <ul style="list-style-type: none">• Collect all payments for BPOC | |
| | <ul style="list-style-type: none">• Provide financial management for the class - payments, purchases, contracts, cancellations are sole responsibility of CAPCOG | |
| | CAPCOG will provide 5 slots with a registration fee for Williamson County. | |
| | <ul style="list-style-type: none">• Conduct family orientation | |
| Instructors | <ul style="list-style-type: none">• Approve all instructors | <ul style="list-style-type: none">• Assist in instructor selection & recruitment, if needed |
| | <ul style="list-style-type: none">• Set class schedule, supply training agreements | <ul style="list-style-type: none">• Ensure each instructor submits bio, training agreement and w-9 before start of instruction. |
| | | <ul style="list-style-type: none">• Forward all instructor information to CAPCOG |
| | <ul style="list-style-type: none">• Pay all instructors | <ul style="list-style-type: none">• Ensure all instructors on-site submit time sheet promptly |
| Classroom Preparation | <ul style="list-style-type: none">• Provide rules and regulations manual | <ul style="list-style-type: none">• Coordinator to ensure instructors are on time and have RLEA approved lesson plans. |
| | <ul style="list-style-type: none">• Provide all BPOC handouts, law books, and initial start cadet supplies | <ul style="list-style-type: none">• Provide additional handouts if needed |

| | CAPCOG | Williamson County |
|--|--|---|
| | <ul style="list-style-type: none"> • Provide all instructors with approved lesson plans | <ul style="list-style-type: none"> • Coordinator to ensure attendance log is maintained and that training facility is kept clean by cadets. |
| | <ul style="list-style-type: none"> • Provide test materials electronically, including topical, major and comprehensive tests. | <ul style="list-style-type: none"> • Monitor classes and progress of cadets. • Notifies Chief Instructor of any testing problem issues. |
| | <ul style="list-style-type: none"> • Post all grades and provide copies for classroom and Williamson County. | <ul style="list-style-type: none"> • Maintain security of test |

| | | |
|-------------------|---|--|
| Discipline | <ul style="list-style-type: none"> • Provide rules and regulations manual | <ul style="list-style-type: none"> • Report all academic and disciplinary problems to CAPCOG RLEA immediately |
| | <ul style="list-style-type: none"> • Investigates and determines disciplinary action | <ul style="list-style-type: none"> • Coordinator able to address cadet terminations from BPOC and refer to CAPCOG RLEA Director |
| | <ul style="list-style-type: none"> • Administers all disciplinary action | |

| | | |
|-------------------|--|--|
| Graduation | <ul style="list-style-type: none"> • Maintain grade records and provide to Williamson County | <ul style="list-style-type: none"> • Work with CAPCOG RLEA on graduation program, speaker |
| | <ul style="list-style-type: none"> • Work with Williamson County on graduation program, speaker | |
| | <ul style="list-style-type: none"> • Provide graduation invitations | |
| | <ul style="list-style-type: none"> • Provide all graduation certificates | |

| | | |
|--------------|---|--|
| Other | <ul style="list-style-type: none"> • Report training to TCOLE | <ul style="list-style-type: none"> • Ensure all equipment is working. |
| | <ul style="list-style-type: none"> • Maintain student training records | |
| | <ul style="list-style-type: none"> • Provide concluding financial reconciliation | <ul style="list-style-type: none"> • Grants use of Driving Course and Firearms Range for BPOC #97 |

** The Training Coordinator is expected to be a representative of Williamson County Sheriff's Office and on-site for the duration of the BPOC.*

CERTIFICATION

REGARDING ADHERENCE TO CURRICULUM REQUIREMENTS AND HOSTING RESPONSIBILITIES FOR CAPITAL AREA COUNCIL OF GOVERNMENTS LAW ENFORCEMENT TRAINING

The Capital Area Council of Governments' Regional Law Enforcement Academy (RLEA) provides and sponsors basic peace officer training and in-service training for local law enforcement agencies of State Planning Region 12. This programming is made possible by a grant of state funds through the Office of the Governor, Criminal Justice Division (CJD), and by licensing from the Texas Commission on Law Enforcement (TCOLE). The programs of the RLEA are guided by the CAPCOG Law Enforcement Education Committee and authorized by the CAPCOG Executive Committee.

This certification is an addendum to the Cooperative Working Agreement with CAPCOG, as signed by Williamson County to indicate its support and partnership in the objectives of the regional law enforcement academy and the state grant which governs its operation.

By signing and submitting this certification, Williamson County accepts the following terms:

1. In hosting the Basic Peace Officer Course, we agree to present all training in a safe and professional manner, utilizing only instructors who are certified by TCOLE and/or who are subject matter experts, adhering to TCOLE's learning objectives and course content as provided to us by the RLEA director.
2. For all hands-on training (such as mechanics of arrest, firearms, driving, patrol practicals, OC spray, Taser, Rapid Response Training, CPR) we agree to adhere to the certifying companies' training protocols, will maintain a safe training environment and will submit a copy of the instructors' certificate(s) showing they are current for instructing that skill.
3. We agree to submit detailed lesson plans to the RLEA director describing the topic that is being taught to include any physical skills exercises and skills tests that will be administered. These lesson plans will be reviewed and possibly edited by the RLEA director or his Chief Instructor and must be approved by the RLEA director prior to that class being presented.
4. Any time that a training participant complains of an injury, is injured, loses consciousness or should require medical attention during a training exercise, a member of the RLEA staff at CAPCOG (director, chief instructor or administrative assistant) must be notified as soon as possible after seeking treatment for the participant. A written report explaining the circumstances of the injury should be prepared and submitted to the CAPCOG RLEA Director no later than 24 hours following the incident. The report should include the location the incident occurred, the names of all instructors present at the time of the incident, the names of the cadets that were on scene at the time of the incident, what topic was being taught, what technique was being taught, what safety measures were in effect at the time, the action or inaction that caused the injury and the care given following the incident.


Signature of Authorized Representative

7-6-2022
Date

Michael T. Gleason
Printed/Typed Name of Authorized Representative

Sheriff, Williamson County
Title of Authorized Representative

THIS CERTIFICATION IS FOR THE PERIOD BEGINNING 8-29-22 and ENDING 6-9-23.