



Vernon College

Law Enforcement Academy Packet

2024 - 2025 Class 49th Academy

Vernon Application

**Please do not start Packet until you have
Contacted Mike Hopper**

**You will need to have the following items to
bring with you to your appointment**

1. AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

(Page 4) Filled out and notarized

2. Personal History Statement (PHS)

Filled out and notarized (found on website)

www.vernoncollege.edu/police-academy

**Face coverings/masks may be required for labs/classrooms where 6 feet separation is not feasible due to the aspect of the skills that are being taught and/or performed. Additional measures such as face covering, hand hygiene, cough etiquette, cleanliness, sneeze guards, other physical dividers, and sanitation are encouraged, particularly in smaller air spaces in which a number of individuals will be spending time together.

REQUIRED

You can save yourself some time by enrolling into a newly required course that has to **be completed before you can start the academy**. Workforce Development with Critical Thinking. The course is offered online, in-person with Day and Night Classes. Search for a class today and start your future in Law Enforcement. Search here for the class: [Workforce Development](#). Or You can call the Continuing Education office at 940-696-8752 Ext 3213

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I have applied for admission with the Vernon College Law Enforcement Academy. It is my desire that they be informed as to my previous record and character in determining my qualifications and suitability for a position with the Academy. For this specific reason, I authorize the release and full disclosure of any and all information that you may have concerning me, including information of a confidential or privilege nature to a duly authorized agent of the Vernon College Law Enforcement Academy.

The following are examples of the type of information being requested:

- | | |
|----------------------------------|----------------------------------|
| Criminal arrest records | Officer's notebook notations |
| Traffic citations | Court records/reports |
| Performance evaluations | Polygraph results |
| School transcripts | Detentions, field citations |
| Jail and custody information | Traffic accident reports/records |
| Probation/parole reports/records | Other reports or records |
| Disciplinary reports | Medical information |
| Field interviews | Booking information |
| District Attorney records | Laboratory reports/results |
| Employment records | Credit history |
| Psychological evaluations | |

I authorize the Vernon College Law Enforcement Academy to read, review, or photocopy any documents to allow them to assess my suitability as a Cadet of the Academy.

I also understand that if my background investigation for this position should uncover information that I have, or am suspected of having, or have been engaged in illegal activities, that this information will likely bar me from further consideration for this position and it will be handed over to the appropriate law enforcement agency that has jurisdiction over investigating the illegal activity.

This waiver is valid for a period of twelve (12) months from the date of my signature. A photocopy of this notarized waiver is to be considered as valid as an original waiver even though it does not contain an original signature.

"I hereby release you, your organization, and others from liability or damage which may result from furnishing the information requested."

Print Name	Social Security Number
------------	------------------------

Signature (MUST be notarized)	Date
-------------------------------	------

This instrument was acknowledged before me on _____(date) by
_____(Name of person acknowledging).

Notary Public

Printed Name	My Commission Expires
--------------	-----------------------

Vernon College Law Enforcement Academy

Introduction

The purpose of the Vernon College Law Enforcement Academy is to serve the needs of the law enforcement community within our service area and to provide students with the basic knowledge and skills set forth in the 736 hour Basic Peace Officer Course. Our Academy is 744 hours; classes are generally from 6:00 pm. - 10:00 pm. Monday through Friday and all day on various Saturdays. The Leads is a 32-hour course that is **required to complete** the Police Academy. The Academy starts September 3, 2024 and will end June 10, 2025.

The Academy will be held at the Skills Training Center, 2813 Central Expressway East, Wichita Falls, Texas. Emphasis throughout the Academy is placed on the learning objectives set forth in the curriculum by the Texas Commission on Law Enforcement. All Academies licensed by the Texas Commission on Law Enforcement cover the material put forth in the mandated Basic Peace Officer curriculum. The tuition for the Academy is \$4500.00.

If you have questions after reviewing the Application Packet, please contact Mike Hopper at 940 689-7190. The Academy packet must be complete and turned into Mike Hopper for review prior to registration. Need based scholarships are available for those who qualify.

After you review the packet, if you need assistance in filling out the application, please contact Mike Hopper at 940 689-7190.

REQUIRED

You can save yourself some time by enrolling into a newly required course that has to be completed before you can start the academy. Workforce Development with Critical Thinking. The course is offered online, in-person with Day and Night Classes. Search for a class today and start your future in Law Enforcement. Search here for the class: [Workforce Development](#). You can call the Continuing Education office at 940-696-8752 Ext 3213

Deadline to return Packets is August 15, 2024 no later than 5pm! The class may be limited to 20 students.

Students under 22 years old are required by state law to have a Bacterial meningitis vaccination. Submit shot record (including social security number or student ID number) with Academy Packet.

VERNON COLLEGE PEACE OFFICER ACADEMY

ADMITTANCE REQUEST FORM

FULL LEGAL NAME _____
(no nicknames) First Middle Last

SOCIAL SECURITY # _____ DATE OF BIRTH _____

ADDRESS _____
Street _____
_____ City State Zip

PHONE NUMBER HOME _____

WORK _____

EMAIL Address PRIMARY _____

SECONDARY _____

Eye Color _____ Weight _____ Hair Color _____ Height _____ Gender: _____

Driver License Number _____ expires: _____

Race / Ethnicity: _____

I certify that I have passed the Academy entrance exam.
I understand that any material omissions or falsifications will result in immediate dismissal from the Basic Peace Officer Certification Academy, with no refund of tuition.

DATE APPLICANT SIGNATURE

Name of Sponsoring Agency _____

Name of Sponsor & Title _____

City/County, State _____

*****Face coverings/masks will be required for labs/classrooms where 6 feet separation is not feasible due to the aspect of the skills that are being taught and/or performed. Additional measures such as face covering, hand hygiene, cough etiquette, cleanliness, sneeze guards, other physical dividers, and sanitation are encouraged, particularly in smaller air spaces in which a number of individuals will be spending time together.**

#1000736 BASIC PEACE OFFICER COURSE

In accordance with commission regulations, the Basic Peace Officer Course shall consist of 736 hours and shall include the subjects set forth below. This is the recommended sequence for teaching the course and corresponding hours. Training agency academies, please report Personnel Orientation by Dept. Basic Proficiency (course #1999) for each student.

Module A Introduction/Personnel Orientation

0. Administrative/Departmental Overview 0

Module B Professional Police Practices

1. Professionalism and Ethics 12
2. Professional Policing 12
3. Fitness, Wellness, and Stress Management 16
4. TCOLE Rules 4
5. Multiculturalism and Human Relations 8
6. Racial profiling 4

Module C Constitutional Law, Criminal Law, and the Criminal Justice System

7. US, Texas Constitution and Rights 10
8. Penal Code 50
9. Code of Criminal Procedure 12
10. Arrest, Search, and Seizure 40
11. Asset Forfeiture 4
12. Identity Crimes 4
13. Consular Notification 1
14. Civil Process 4

Module D Illegal Substances and Special Regulations

15. Health and Safety Code and Controlled Substance Act 12
16. Alcoholic Beverage Code 4

Module E Family, Children, and Victims of Crime

17. Sexual Assault and Family Violence 12
18. Missing and Exploited Children 8
19. Child Safety Check Alert List 1
20. Victims of Crime 10
21. Human Trafficking 4

Module F Traffic Regulation

22. Traffic Code/Crash Investigation/ TIM 74
23. Intoxicated Driver (SFST) 24

<u>Module G</u>	<u>Communication/Language</u>	
	24. Written Communication	16
	25. Verbal Communication/Public Interaction	16
	26. Spanish	16
<u>Module H</u>	<u>Use of Force</u>	
	27. De-escalation Strategies	8
	28. Force Options Theory	28
<u>Module I</u>	<u>Special Populations</u>	
	29. Crisis Intervention Training	40
	30. Traumatic Brain Injury	2
<u>Module J</u>	<u>Arrest Procedures</u>	
	31. Arrest and Control	40
<u>Module K</u>	<u>Investigations</u>	
	32. Criminal Investigations	40
	33. Juvenile Offenders	10
<u>Module L</u>	<u>Vehicle Operation</u>	
	34. Professional Police Driving	32
<u>Module M</u>	<u>Patrol Operation</u>	
	35. Patrol Skills/Traffic Stops	46
	36. Radio Communications/Amber-Silver Alert/TCIC-TLETS	16
	37. Civilian Interaction Training	2
	38. Interacting with Deaf and Hard of Hearing	4
	39. Canine Encounters	4
<u>Module N</u>	<u>Medical</u>	
	40. Emergency Medical Assistance	16
<u>Module O</u>	<u>Weapons</u>	
	41. Firearms	48
<u>Module P</u>	<u>All Hazards Training</u>	
	42. HazMat Awareness/ICS	4
<u>Module Q</u>	<u>Active Shooter Response</u>	
	43: ALERRT Level 1	16
<u>Module R</u>	<u>End of Course Review</u>	2
	Total Hours:	736

CHAPTER 217

ENROLLMENT, LICENSING, APPOINTMENT, AND SEPARATION

RULE §217.1 Minimum Standards for Enrollment and Initial Licensure

(a) In order for an individual to enroll in any basic licensing course the provider must have on file documentation, acceptable to the Commission, that the individual meets eligibility for licensure.

(b) The commission shall issue a license to an applicant who meets the following standards:

(1) minimum age requirement:

(A) for peace officers and public security officers, is 21 years of age; or 18 years of age if the applicant has received:

(i) an associate's degree; or 60 semester hours of credit from an accredited college or university; or

(ii) has received an honorable discharge from the armed forces of the United States after at least two years of active service;

(B) for jailers and telecommunicators is 18 years of age;

(2) minimum educational requirements:

(A) has passed a general educational development (GED) test indicating high school graduation level;

(B) holds a high school diploma; or

(C) for enrollment purposes in a basic peace officer academy only, has an honorable discharge from the armed forces of the United States after at least 24 months of active duty service;

(3) is fingerprinted and is subjected to a search of local, state and U.S. national records and fingerprint files to disclose any criminal record;

(4) has never been on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order;

(5) is not currently charged with any criminal offense for which conviction would be a bar to licensure;

(6) has never been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years;

(7) has never been convicted or placed on community supervision in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code;

(8) for peace officers, is not prohibited by state or federal law from operating a motor vehicle;

(9) for peace officers, is not prohibited by state or federal law from possessing firearms or ammunition;

(10) has been subjected to a background investigation completed by the enrolling or appointing entity into the applicant's personal history. A background investigation shall include, at a minimum, the following:

(A) An enrolling entity shall:

(i) require completion of the Commission-approved personal history statement; and

(ii) verify that the applicant meets each individual requirement for licensure under this rule based on the personal history statement and any other information known to the enrolling entity; and

(iii) contact all previous enrolling entities.

(B) In addition to subparagraph (A) of this paragraph, a law enforcement agency or law enforcement agency academy shall:

(i) require completion of the Commission-approved personal history statement; and

(ii) meet all requirements enacted in Occupations Code 1701.451, including submission to the Commission of a form confirming all requirements have been met. An in-person review of personnel records is acceptable in lieu of making the personnel records available electronically if a hiring agency and a previous employing law enforcement agency mutually agree to the in-person review.

(11) examined by a physician, selected by the appointing or employing agency, who is licensed by the Texas Medical Board. The physician must be familiar with the duties appropriate to the type of license sought and appointment to be made. The

appointee must be declared by that professional, on a form prescribed by the commission, within 180 days before the date of appointment by the agency to be:

(A) physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought;

(B) show no trace of drug dependency or illegal drug use after a blood test or other medical test; and

(C) for the purpose of meeting the requirements for initial licensure, an individual's satisfactory medical exam that is conducted as a requirement of a basic licensing course may remain valid for 180 days from the individual's date of graduation from that academy, if accepted by the appointing agency;

(12) examined by a psychologist, selected by the appointing, employing agency, or the academy, who is licensed by the Texas State Board of Examiners of Psychologists. This examination may also be conducted by a psychiatrist licensed by the Texas Medical Board. The psychologist or psychiatrist must be familiar with the duties appropriate to the type of license sought. The individual must be declared by that professional, on a form prescribed by the commission, to be in satisfactory psychological and emotional health to serve as the type of officer for which the license is sought. The examination must be conducted pursuant to professionally recognized standards and methods. The examination process must consist of a review of a job description for the position sought; review of any personal history statements; review of any background documents; at least two instruments, one which measures personality traits and one which measures psychopathology; and a face to face interview conducted after the instruments have been scored. The appointee must be declared by that professional, on a form prescribed by the commission, within 180 days before the date of the appointment by the agency;

(A) the commission may allow for exceptional circumstances where a licensed physician performs the evaluation of psychological and emotional health. This requires the appointing agency to request in writing and receive approval from the commission, prior to the evaluation being completed; or

(B) the examination may be conducted by qualified persons identified by Texas Occupations Code § 501.004. This requires the appointing agency to request in writing and receive approval from the commission, prior to the evaluation being completed; and

(C) for the purpose of meeting the requirements for initial licensure, an individual's satisfactory psychological exam that is conducted as a requirement of a basic licensing

course may remain valid for 180 days from the individual's date of graduation from that academy, if accepted by the appointing agency;

(13) has never received a dishonorable discharge from the armed forces of the United States;

(14) has not had a commission license denied by final order or revoked;

(15) is not currently on suspension, or does not have a surrender of license currently in effect;

(16) meets the minimum training standards and passes the commission licensing examination for each license sought;

(17) is a U.S. citizen or is a legal permanent resident of the United States, if the person is an honorably discharged veteran of the armed forces of the United States with at least two years of service before discharge and presents evidence satisfactory to the commission that the person has applied for United States citizenship.

(c) For the purposes of this section, the commission will construe any court-ordered community supervision, probation or conviction for a criminal offense to be its closest equivalent under the Texas Penal Code classification of offenses if the offense arose from:

(1) another penal provision of Texas law; or

(2) a penal provision of any other state, federal, military or foreign jurisdiction.

(d) A classification of an offense as a felony at the time of conviction will never be changed because Texas law has changed or because the offense would not be a felony under current Texas laws.

(e) A person must meet the training and examination requirements:

(1) training for the peace officer license consists of:

(A) the current basic peace officer course(s);

(B) a commission recognized, POST developed, basic law enforcement training course, to include:

(i) out of state licensure or certification; and

(ii) submission of the current eligibility application and fee; or

(C) a commission approved academic alternative program, taken through a licensed academic alternative provider and at least an associate's degree.

(2) training for the jailer license consists of the current basic county corrections course(s) or training recognized under Texas Occupations Code §1701.310;

(3) training for the public security officer license consists of the current basic peace officer course(s);

(4) training for telecommunicator license consists of telecommunicator course; and

(5) passing any examination required for the license sought while the exam approval remains valid.

(f) The commission may issue a provisional license, consistent with Texas Occupations Code §1701.311, to an agency for a person to be appointed by that agency. An agency must submit all required applications currently prescribed by the commission and all required fees before the individual is appointed. Upon the approval of the application, the commission will issue a provisional license. A provisional license is issued in the name of the applicant; however, it is issued to and shall remain in the possession of the agency. Such a license may neither be transferred by the applicant to another agency, nor transferred by the agency to another applicant. A provisional license may not be reissued and expires:

(1) 12 months from the original appointment date;

(2) on leaving the appointing agency; or

(3) on failure to comply with the terms stipulated in the provisional license approval.

(g) The commission may issue a temporary jailer license, consistent with Texas Occupations Code §1701.310. A jailer appointed on a temporary basis shall be enrolled in a basic jailer licensing course on or before the 90th day after their temporary appointment. An agency must submit all required applications currently prescribed by the commission and all required fees before the individual is appointed. Upon the approval of the application, the commission will issue a temporary jailer license. A temporary jailer license may not be renewed, except that the sheriff may petition the commission to extend the temporary appointment for a period not to exceed six months. A temporary jailer license expires:

(1) 12 months from the original appointment date;

(2) at the end of a six-month extension, if granted; or

(3) on completion of training and passing of the jailer licensing examination.

(h) A person who has previously been issued a temporary jailer license and separated from that position may be subsequently appointed on a temporary basis as a county jailer at the same or a different county jail only if the person was in good standing at the time the person separated from the position.

(i) A person who has cumulatively served as a county jailer on a temporary basis for two years may continue to serve for the remainder of that temporary appointment, not to exceed the first anniversary of the date of the most recent appointment. The person is not eligible for an extension of that appointment or for a subsequent appointment on a temporary basis as a county jailer at the same or a different county jail until the first anniversary of the date the person separates from the temporary appointment during which the person reached two years of cumulative service.

(j) A person whose county jailer license has become inactive may be appointed as a county jailer on a temporary basis.

(k) The commission may issue a temporary telecommunicator license, consistent with Texas Occupations Code §1701.405. An agency must submit all required applications currently prescribed by the commission and all required fees before the individual is appointed. Upon the approval of the application, the commission will issue a temporary telecommunicator license. A temporary telecommunicator license expires:

(1) 12 months from the original appointment date; or

(2) on completion of training and passing of the telecommunicator licensing examination. On expiration of a temporary license, a person is not eligible for a new temporary telecommunicator license for one year.

(l) A person who fails to comply with the standards set forth in this section shall not accept the issuance of a license and shall not accept any appointment. If an application for licensure is found to be false or untrue, it is subject to cancellation or recall.

(m) The effective date of this section is April 1, 2024.

I hereby authorize the above training provider to request that the Texas Commission on Law Enforcement obtain a TCIC/NCIC (Texas Department of Public Safety and/or the Federal Bureau of Investigation) criminal history record check, for the purposes of determining my qualification, as attested to on this form, to enroll in the Basic Peace Officer or Basic Jailer course. I further authorize the commission to inform the training provider of my qualification status based on the record check.

I, the applicant, am fully aware that this application is a government document and under penalties of perjury. I declare the foregoing information to be true and correct.

Signature of Applicant

Date

VERNON COLLEGE LAW ENFORCEMENT ACADEMY POLICIES AND REGULATIONS

1.00 GENERAL

The following Policies and regulations govern the admissions, academic standards, requirements and conduct of cadets enrolled in the Vernon College Law Enforcement Academy.

The intent of these Policies and regulations is to provide an effective learning environment and to promote the general welfare, discipline and efficiency of those attending the Academy. Cadets are subject to all legitimate orders and are expected to conform to all Academy Policies and regulations. Violation of any of the Policies and regulations may result in disciplinary action, including administrative withdrawal from the Academy.

The Training Coordinator (TC) has the authority to develop or modify the training based upon specific criteria such as weather, enrollment level, needs, mandates, etc.. The TC can establish and enforce policies on admission and prerequisites, class size, attendance/ retention standards and determining order of admission preference among employees or appointees in consult with the Administration.

All matters concerning this training shall be governed by the policies and procedures of Vernon College and the Texas Commission on Law Enforcement.

.1 Application

Prospective student must be eligible to hold a Texas Peace Officers license. All eligibility requirements must be met to be able to attend a law enforcement academy.

.11 Entrance Exam

Prospective students must pass the academies entrance exam **with an 80%**. The Entrance Exam can be taken at either Vernon College testing centers. If student has a college degree, the Training Coordinator can waive the entrance exam.

.12 Texas Commission on Law Enforcement (TCOLE) testing.

Prospective student must be able to pass a psychological and physical as required by TCOLE.

.13 Personal History Statement (PHS)

A Personal History Statement must be completed and turned into the Training Coordinator during the advising meeting.

.14 Licensure/Certification

Vernon College prepares students for licensure/certification in the State of Texas (unless otherwise notated). It is the student's responsibility to ensure that they can take the licensure/certification exam in the career field of the State in which the student plans to work or live.

2.00 VERNON COLLEGE LAW ENFORCEMENT ACADEMY POLICIES AND REGULATIONS

.1 ACADEMIC REQUIREMENTS

The standard for successful completion of test(s) given in the Academy is a score of 75% on all testing measurements except demonstration or performance activities. Demonstration or performance activities will be measured on student proficiency and graded as a pass or fail. Test scores below passing will not be rounded up.

.11 Test(s) can be given at any time (with or without prior notice) and students are responsible for any and all material covered. Test(s) may be comprehensive throughout the Academy.

.12 The student must take examinations using his/her own initiative and knowledge. **Cheating in any form may result in administrative withdrawal from the Academy.**

.13 Failure of any one examination or performance activity is cause for counseling and the student will be encouraged to meet with a representative of the Tutoring Center for further assistance with study skills, time management skills, and/or test taking strategies.

.14 Upon failure of a second examination or performance activity, an appointment for personalized instruction will be available if requested by the cadet. Request for personalized instruction must be submitted to the Academy Coordinator.

.15 Failure of a third examination or performance activity within the first 90 calendar days of the Academy will result in failure of the course and administrative withdrawal from the Academy. Failure of a fifth examination or performance activity prior to the completion of the course will result in failure of the course and administrative withdrawal from the Academy.

.16 Failure of driving, **Defense Tactics**, Intoxicated Driver and SFST, or weapons performance activity (75% for qualifications) will result in failure of the course and administrative withdrawal from the Academy.

.17 The student is responsible for satisfactorily completing assignments and presenting them at the prescribed time. Assignments will be graded as performance activities. Late assignments will be graded as follows: one to three days late = -10 points, more than three days will result in a zero.

.18 Failure to achieve and maintain a 75% average on all tests and performance activities after the fifth week of class will result in the student failing to meet the Academy standards and the student will be administrative withdrawn from the Academy

.19 To take the State License Examination to be a peace officer in the state of Texas, the student must pass an Exit Exam with a minimum score of 85%. Students will be given three (3) opportunities to take the Exit Exam which is a timed exam with only one correct answer. The Texas Commission on Law Enforcement does not permit examinees to review the State License Exam; the exit exam for the Vernon College Law Enforcement Academy will be administered in the same manner. The exit examination can be retaken when the student satisfactorily demonstrates his/her knowledge of the learning objectives put forth in the curriculum. Students must pass the exit exam within three (3) weeks of the ending date of the course to be eligible to take the state exam.

.20 If a student chooses to no longer attend the Academy or is administrative withdrawn from the Academy, the student will not receive a refund for any cost associated with the Academy.

.21 If you are withdrawn from the Academy, you will have a two year waiting period before you can enroll in the basic Peace Officer Course.

.2 CONDUCT

Prohibited Conduct

.21 Cadets shall not violate Vernon Colleges Academic Integrity Policy. (See student handbook or General Catalog) Plagiarism, Collusion, and Cheating may result in administrative withdrawal from the Academy.

.22 Any Cadet arrested for a class B or above will result in administrative withdrawal from the Academy.

.23 Any Cadet arrested for Assault Family Violence, including Class C, will result in administrative withdrawal from the Academy.

.24 Cadets shall not carry a firearm or handcuffs into the classroom except when authorized by the Academy Coordinator. At no time will live ammunition be authorized in the classroom. **Cadets shall not open carry while in Vernon College uniform.**

.25 Cadets shall not attempt to handle police situations except in cases requiring intervention to prevent serious injury to a person or serious damage to property when authorized by proper authority. Reports any violation of the law or incident observed or that the student is made aware of that may present a danger that takes place on college property or during Academy Activities,

.26 Cadets shall not use alcoholic beverages within twelve hours of any Academy function. Cadets shall only wear the Academy uniform while attending Academy functions (this includes travel to and from Academy functions).

.261 Cadet shall not attend class while impaired under the influence of alcohol or drugs.

.27 Cadets are not allowed to use **Cell phones** in the Classroom, Driving Course, and Gun Range.

.28 Cadets shall not smoke or use tobacco in any form during any training activity. Tobacco can only be used in designated areas.

Professional Expectations

.29 Cadets must notify Academy Coordinator of any contact with Law Enforcement Officials, Including but not limited to: a suspect, a victim, a Witness, Traffic citation etc.

.210 Cadets must remain attentive during classroom or other training activities, does not sleep during class, demonstrates a professional attitude and bearing, and maintains control of himself or herself to maintain a positive learning environment. Any Cadet dismissed from an activity or class by the instructor must meet with the Academy Coordinator before being readmitted to class. The student will be counted absent for any Academy activity or class missed.

.211 Cadets shall refrain from indecent, abusive, obscene, or profane language toward any member of the Academy or towards anyone when such language would result in an unfavorable reflection on the Academy, except when such language is necessary to accomplish a training purpose.

.212 Cadets will follow the chain of command in all matters pertaining to the Academy or Academy related activities. This means any questions or concerns related to the Academy must be addressed to the instructor if applicable, then the Academy Coordinator. If the issue is not satisfactorily resolved the student will be referred to the appropriate Administrator.

.213 Cadets shall address instructor personnel by title and name, or in a manner showing respect. Cadets shall address all persons in a manner showing respect.

.214 Cadets shall report to class or training session prepared for the days' activities and in proper uniform or attire. Cadets shall not read or bring outside reading materials or cell phones to the classroom unless authorized by the instructor or Academy Coordinator.

.215 Cadets shall refrain from boisterous or disruptive conduct on Academy property during any training activity, or anywhere training is conducted which would result in an unfavorable reflection on the Academy.

.216 Cadets shall refrain from loitering in the classroom, hallways, offices or business areas of the department.

.217 Cadets should exercise proper care in the use of facilities and equipment.

.3 ATTENDANCE

.31 Attend all training activities, and punctual in reporting for class/training except when excused by the Academy Coordinator. Students arriving late or leaving early will be counted as absent.

.32 Attends all weapon, **defense tactics**, first aid, SFST training and driving related activities (makeup is not permitted) in order to successfully complete the course.

.33 Excused/Unexcused absences of (5%) five percent or more of the total number of accumulated training hours will result in administrative withdrawal from the Academy.

.34 Make up test(s) will be determined by the Academy Coordinator. Make up test(s) will be scheduled on Mondays at 3:30 p.m. in the library, unless notified otherwise.

.4 DRESS AND APPEARANCE

.41 Cadets shall wear a clean, pressed uniform designed for the Academy with the shirt tucked in trousers. Cadets will not be admitted to class without proper attire.

.42 Cadets should not wear headgear of any type in the Academy classroom.

.43 Cadets must practice good personal hygiene and grooming.

.5 HANDGUN, AMMUNITION, AND HOLSTER Each student must provide his/her own handgun, three (3) magazines, magazine holder, handcuffs, flashlight, holster, holster belt, and weapon cleaning kit.

.51 Weapon must be a Glock, (17, 19, 22, 24, 34, or 35) or department issued weapon with appropriate magazines and magazine holder. All weapons must be approved by Range Master.

.52 Handgun holster must be duty-style, snap holster. Cross-draw or competition holsters are not allowed. Garrison or Sam Brown type duty belt is required.

.53 In addition, all students are required to provide a flashlight with a monetary switch and a cleaning kit appropriate for the handgun selected.

.6 LIABILITY INSURANCE

Each student must provide his/her own motor vehicle liability insurance, and must have medical insurance. Students must furnish proof of insurance (auto).

.7 Drivers License

Cadets must maintain a valid driver's license while attending the Academy. A suspended license will result in being administratively withdrawn.

3.00 VERNON COLLEGE LAW ENFORCEMENT ACADEMY POLICY

It is the policy of the Academy that the student:

.1 Is responsible for preparing himself/herself for each course of study and takes such notes as may be necessary to assist in successfully completing each course of study or examination. Notebooks are subject to review by instructional staff.

- .2 Maintains an uncluttered desk and removes all materials from the desk during examinations, unless otherwise directed.
- .3 Practices effective written and oral communications, and follows orders and directives when given.
- .4 Maintains the cleanliness of his/her immediate area in the classroom and cooperates with the other students to maintain the cleanliness and orderliness of the classroom.
- .5 Will utilize office equipment, training equipment, and media equipment only when specifically authorized by Academy staff.
- .6 Checks bulletin board daily for current Academy information.
- .7 Advises Academy staff of any physical, mental or emotional condition(s) that develop or exist that may adversely affect participation in or completion of training activities

.8

4.00 Vernon College Law Enforcement in-service Rules & Policies

It is the Policy of Vernon College in-service that the students

- .1 Is responsible for preparing himself/herself for each course of study and takes such notes as may be necessary to assist in successfully completing each course of study or examination.
- .2 Maintains an uncluttered desk and removes all materials from the desk during examinations, unless otherwise directed.
- .3 Practices effective written and oral communications, and follows orders and directives when given.
- .4 Maintains the cleanliness of his/her immediate area in the classroom and cooperates with the other students to maintain the cleanliness and orderliness of the classroom.
- .5 Will utilize office equipment, training equipment, and media equipment only when specifically authorized by Academy staff.
- .6 Advises Academy staff of any physical, mental or emotional condition(s) that develop or exist that may adversely affect participation in or completion of training activities
- .7 The standard for successful completion of test(s) given in an in-service training is a score of 70% on all testing measurements except demonstration or performance activities. Demonstration or performance activities will be measured on student proficiency and graded as a pass or fail. Test scores below passing will not be rounded up.

ATTENDANCE

- .10 Attend all training activities, and punctual in reporting for class/training except when excused by the Academy Coordinator. Students arriving late or leaving early will be counted as absent.
- ..11 Excused/Unexcused absences of (5%) five percent or more of the total number of training hours will result in non-completion the in-service training.

I have read the Vernon College Law Enforcement Academy **POLICIES AND REGULATIONS** and understand the rules as listed. I understand breaking a rule could lead to dismissal of the Academy.

Signature of Applicant

Date

Vernon College Police Academy

Basic Peace Officer Course

Student Checklist



Please use the following checklist to assist you through the registration process for the police academy:

- Make appointment to meet with Mr. Hopper (940 689-7190)
- Complete Personal History statement and bring to your appointment.**
- Background Release Form**
- Schedule FAST appointment for Criminal Records Check
 - <https://uenroll.identogo.com/servicecode/11G4J8> Academy # 485007
- Complete Accuplacer Examination (Reading) Academy Entrance Exam
 - 940 696-8752 ex. 3278
- Receive notification from Academy Staff of eligibility to attend**
- Proof of completed Workforce class – Bring you're A game.**
- Get medical Exam at T.M.A.C Clinic with drug test, have physician sign L-2 Form and obtain copy of drug Screen results for submission to Academy Staff
- Get Psychological done (see L-3) get appointment at 940 397-3310
- Submit all required documentation to Academy Staff, including Academy Application**
 - **DD-214**
 - **Proof of Education – High School Diploma, Transcript or GED**
 - **Copy of Driver License**
 - **Copy of Driving Record (DPS)**
 - **Copy of Social Security**
 - **Copy of Birth Certificate**
 - **Academy Rules Signed**
 - **Signed Medical Form L-2 with Drug Screen**
 - **Signed Psychological Form L-3**
 - **Admittance Request Form**
 - **Copy of your Entrance exam**
- Pay Tuition
- Purchase Books, Equipment, Uniforms

These Steps must be completed **two weeks prior** to the start of the Academy. Failure to complete the steps may result in a delay or denial in enrolling in the program. All documentation must be submitted to Academy Staff at the Skills Training Center. All tuition may be paid at admission at Century City or Vernon Campus. Do not hesitate to contact me in the event you have any questions.

Mike Hopper, Coordinator of Protective Services, mhopper@vernoncollege.edu, (940) 689-7190

*Students under 22 years old are required by state law to have Bacterial Meningitis Vaccination. Submit shot record with academy Packet. Must be done at least 10 days prior to class.

TCOLE/Non-Law Enforcement Academies (ORI TCOLE/Non-Law Enforcement Academies/Service Code 11G4J8)

The general process for electronic fingerprinting is:

1. Schedule an appointment to be electronically fingerprinted by MorphoTrust USA at one of their Identogo enrollment centers.
 - Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
 - a. **You may begin the process now by simply clicking on this link:**
<https://uenroll.identogo.com/workflows/11G4J8>
 - b. Academy Number: LE-485007.
 - c. Provide all required pre-enrollment data and select a convenient date and time for your appointment
 - If you prefer to schedule over the telephone, you must:
 - a. Have your Service Code ready (**11G4J8**), then call **888.467.2080**;
 - b. MorphoTrust will prompt you for the Service Code (**11G4J8**);
 - c. Provide all required pre-enrollment data and select a convenient date and time for your appointment
2. Arrive at your scheduled appointment with your photo identification and fee (\$39.75).
 - If you plan on bringing a form of identification other than a valid (unexpired) TX Driver License, please refer to the Department of Public Safety's acceptable document types here: <http://www.t1enrollment.com/state/forms/tx/55fc619a7f7aa.doc>
 - MorphoTrust accepts Visa/MasterCard/Discover/American Express, business checks, money orders and coupon codes (employer accounts) at the time of service.
 - Please note that personal checks and cash are **not accepted**.
3. Your fingerprints will be submitted electronically to DPS and the FBI. You will not receive a printed fingerprint card.
4. At the conclusion of your appointment, the MorphoTrust enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted.
 - Do not throw away the receipt;
 - You may check status on your submission by clicking on this link:
<https://uenroll.identogo.com/servicecode/11G4J8> and then;
 - Click "**Check Status**"

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.

LICENSEE PSYCHOLOGICAL AND EMOTIONAL HEALTH
DECLARATION (L-3)

INSTRUCTION SHEET

1. Please call Amanda Cantu at 940 397-3310 to set up an Appointment or call Kara Mullen 940-394-3369. All applicants must leave a cell number at time of appointment. The Texas Commission on Law Enforcement (TCOLE) requires the L-3 form.
2. Get a copy of the L-3 form from Vernon College Protective services prior to appointment. (Licensee Psychological and Emotional Health Declaration - L-3)
3. Enclose a check for \$200 with the LICENSEE PSYCHOLOGICAL AND EMOTIONAL HELATH DECLARATION (L-3) form and make it payable to: Helen Farabee Centers. **Check is none-refundable.**
4. **Take completed L-3 form to give to Amanda Cantu or Kara Mullen**

LICENSEE MEDICAL CONDITION DECLARATION (L-2)

INSTRUCTION SHEET

1. Take your L-2 Form to Texas Medical Allergy & Chiropractic (TMAC). You will not get it back. Contact Marcie LaBelle
3801 Callfield Rd, Wichita Falls, TX - Phone 940-322-2400
2. You need to have comfortable clothes to take a Physical assessment the cost for the Physical is \$50.00. The cost for the Drug Screen is \$30.00.