

Port of Houston Authority Police Department

Training Center Rules

1. **Class Attendance:** No absences will be permitted unless excused by the Training Coordinator, or his designee. Tardiness will not be condoned. Supervisors will be notified when students do not report to class.
2. **Rank Designation:** Personnel attending training class are students. Rank designation plays no part while the student is attending training classes. The Instructor(s) and Training Center personnel are in charge and responsible of the classroom and all that it encompasses while training is in session.
3. **Weapons:** Peace Officers in Departmental Uniform shall carry their weapons in compliance with Departmental Policy. Peace Officers in civilian attire will carry their weapon in accordance with Departmental Policy. For civilian personnel with a valid Handgun License issued by the State of Texas, are not allowed to have their weapon on their person while in the class room, unless authorized by the Training Center personnel staff.
4. **Dress:** Dress for a professional training environment. Departmental uniform or appropriate civilian attire only will be worn. No shorts, tee shirts, Flip-Flop style shoes, or tank tops will be permitted unless otherwise instructed by Training personnel.
5. **Academics:** All examinations become the property of the Training Division. No grades are published. The class Instructor will advise each class of the grading criteria used in that particular class. All examinations are graded on a Pass/Fail basis, with a minimum score of 70% for written examinations.
6. **Conduct:** Professional demeanor is respected and expected. The Instructor and Training Center personnel will not tolerate disruptive or disrespectful conduct from anyone.
7. **Cell Phones/Radios:** Cellular telephones shall be turned off or set on vibrate mode during classroom instruction. Except during an emergency, cell phone call responses shall be made during breaks only. Text messaging is prohibited except during breaks. Radios shall be turned off during classroom instruction.
8. **Tobacco Use:** We are a nontobacco use facility. Tobacco use is prohibited in the Training Center. There is a designated area outside for the use of tobacco products.
9. **Alcoholic Beverages:** Alcoholic Beverages are prohibited in and around the Training Center.
10. **Newspaper/Other Reading Material:** Newspapers and reading material other than that required as course material shall not be read in the classroom while classes are in session.
11. **Profanity:** Students shall not use profane, vulgar or obscene language.
12. **Orderliness:** Students shall be responsible for maintaining a neat and orderly classroom, break area, range area or any areas where a student might be during their assigned training period with the Training Center.
13. **Administrative Areas:** Administrative areas of the Training Center are restricted to official business only. Students are not to enter these areas without prior consent of Training Center personnel.
14. **Complaints:** All complaints and concerns by a student shall be addressed appropriately, beginning with the instructor, Training Center Personnel and then the Training Coordinator.
15. **Illness:** Illness or injuries shall be reported immediately to the instructor.
16. **Messages:** Emergency messages are delivered immediately. All other messages are posted outside the Training Center Administrative Office door.
17. **Photographic/Recording Equipment:** Unless prior arrangements are made with the training coordinator, no photographic or recording equipment will be used by students.

Penalty: Violation of these rules can be cause for dismissal from the class the student is currently attending. The Instructor or Training Center Personnel shall make the final determination. The student's immediate supervisor and the Training Coordinator will be notified of the reason for dismissal from the class.