

Midland College Williams Regional Technical Training Center

Law Enforcement Academy



Cadet Application Packet Cohort 4

July 2021

Contents to be completed and returned to:

Midland College Williams Regional Technical Training Center

1309 W I-10

Fort Stockton, Texas 79735

432-336-7882

www.midland.edu/wrttc

wrttc@midland.edu

Midland College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate and baccalaureate degrees

Left Blank Intentionally

Table of Contents

Introduction.....	6
Midland College and Law Enforcement Academy.....	6
Academy Officials.....	7
Law Enforcement Academy Guidelines.....	8
Application Procedures.....	8
Enrollment.....	9
Payment.....	9
Registration Fee.....	9
Tuition.....	9
Refund.....	10
Other Student Financial Responsibilities.....	10
Attendance.....	10
Attendance Mandatory.....	10
Punctuality Mandatory.....	10
Tardiness.....	10
Absence.....	11
Illnesses.....	11
Leave.....	12
Absenteeism.....	12
Physical Training Participation.....	13
Appearance.....	14
Representation.....	14
Personal Hygiene.....	14
Male Cadets.....	14
Female Cadets.....	14
Uniforms.....	15
Regular Daily Academy Uniform.....	15
Physical Training Uniform.....	15
Practical Training Uniform.....	15
Duty Gear.....	16
Conduct.....	16
Professionalism.....	16
Contact with Law Enforcement Agency.....	16

Sexual or Other Illegal Harassment	17
Fraternization	17
Gratuities.....	17
Plagiarism, Cheating, and Collusion.....	17
Safety	17
Facilities.....	17
Unauthorized Areas	17
Weapons Prohibited	18
Injuries	18
Cleanliness	18
Vandalism	18
Demeanor.....	18
Classroom Demeanor and Decorum	18
Personal Presentation	18
Language.....	19
Courtesy and Respect.....	19
Instructor Evaluations	19
Classroom Processes	19
Punctuality	20
Preparedness	20
Inspections	20
Standing at Attention	20
Pledge of Allegiance	20
Use of technology	20
Emergency Preparedness	20
Emergency Contacts	20
Emergency Notification “Ring-Down”	20
Discipline	21
Chain of Command	21
Conflict Resolution	21
Adherence to Rules and Standards.....	21
Disciplinary Action.....	21
Warning.....	21
Written Letter of Reprimand.....	21
Release from the Academy	22

Criminal Charges	22
Agency Employment Withdrawal.....	22
Discipline Appeal Process	22
Academics.....	22
Cadet Evaluation.....	22
Evaluations.....	22
Grade Point Averages	23
Academic Testing	23
Firearms Qualifications.....	23
Professional Police Driving	23
Emergency Medical Services.....	23
Testing Protocols	24
Cheating on examinations.....	24
Missed Assignments	24
Written and Verbal Communications	24
Certifications.....	24
Class Leaders and responsibilities	24
BPOA Officers.....	24
Class Leader.....	24
Squad Leader	24
Definitions	25
Personal History Statement.....	26
FAST Fingerprinting.....	27
Pecos County Memorial Hospital Clinics Physical Examination Instructions	28
Pecos County Memorial Hospital Laboratory Drug Screening Instructions.....	29
Lou’s Clinical Lab, Inc. Drug Screening Instructions	30
Cactus Health Services, Inc. Physical Examination Instructions.....	31
Psychological and Mental Health Evaluation Instructions	32
PCMH Wellness Center Instructions	35
Cadet Absent/Tardy Form.....	36
Midland College Acknowledge, Waiver, and General Release	37
CODE OF ETHICS.....	38

Introduction

The Midland College Williams Regional Technical Training Center has been granted, under the authority of the [Texas Commission on Law Enforcement](#) (TCOLE), the privilege of being a training provider of a Law Enforcement Academy. The name is Midland College Williams Regional Technical Training Center Law Enforcement Academy (MC WRTTC LEA). The academy is to provide for the mandated training courses and hours of training of candidate peace officers in preparation for qualifying to take the licensing examinations administered by the Texas Commission on Law Enforcement (TCOLE). Cadets of the MC WRTTC LEA must successfully pass each of the subjects of the 696 hours TCOLE Basic Peace Officer Course # 1000696. The subjects within the course will be taught by qualified instructors with expertise in the subject matter field, and presented in a logical sequence to offer the cadets the best foundation for a successful career in Law Enforcement.

While the overriding authority for the MC WRTTC LEA license lies with TCOLE, [Midland College](#) has the responsibility for the management of the academy and the delivery of the content. Being an institution of higher education, all content is held to the same rigor as any other college course. Instructors are credentialed and deliver course information in a manner consistent with the highest educational standards. While a cadet of the MC WRTTC LEA, you are also a student of Midland College. Adherence to the [Student Rights and Responsibilities](#) while in the Continuing Education Department will be expected of the student and the student should expect the same of the instructors and administrators of Midland College.

MC WRTTC LEA has an Advisory Board that oversees the operations of the academy. The purpose and function of an advisory board is to serve the training provider by providing guidance in the establishment of curriculum, training needs, frequency and location of courses, standards for admission to training programs, class size, attendance requirements, and retention. The advisory board has established the MC WRTTC LEA Guidelines (contained within this document) for the purpose of clearly outlining expectations of cadets and instructors over the course of the academy.

Midland College and Law Enforcement Academy

The MC WRTTC LEA is a Continuing Education (CE) offering within the Continuing Education Department. CE courses do not earn hours toward a degree. CE courses are designed to target workforce skills and industry technical information with up to date skills for the work place. MC WRTTC LEA will deliver information for cadets to qualify for the licensing examinations administered by the Texas Commission on Law Enforcement.

To accommodate the differences between enrollment in the CE courses and TCOLE training hours, MC WRTTC will have the cadets enroll in five Basic Peace Officer (BPO) courses over the period of months the academy will deliver the training. The tuition for these five courses will be required at the time of registration for Basic Peace Officer 1 course. As the time arrives for the next BPO registration, the cadets will enroll again. If a student is not allowed to progress to the next Basic Peace Officer course due to MC WRTTC LEA Guidelines, refunds will be given for the unused portion of the tuition (total tuition will be divided by five, single course tuition charged against balance only after cadet advances to next BPO course) as governed by the Midland College Continuing Education Department refund policy.

Midland College Williams Regional Technical Training Center Law Enforcement Academy

Academy Officials

Dr. Steve Thomas, President Midland College

Dr. Damon Kennedy, Vice President of Instructional Services Midland College

Michael Dixon, Associate Vice President Instructional Services Midland College

Dale Beikirch, Dean of Adult & Continuing Education Midland College

Jesse Gonzales, Jr., Academy Director

Matt Tarpley, Academy Training Coordinator (Director MC WRTTC)

Advisory Board Members

Cliff Harris, Sheriff Pecos County – Chairman of Advisory Board

Joe Shuster, Judge Pecos County Commissioners Court

Chris Alexander, Mayor City of Fort Stockton

James Valenzuela, Fort Stockton Police Department

Scott Owens, Northside Baptist Church Fort Stockton

Remie Ramos, Fort Stockton EDC Executive Director

Midland College Williams Regional Technical Training Center Staff

Jeri Sue Jackson, WRTTC Coordinator

Carmen Rodriguez, WRTTC Continuing Education Records and TCOLE Reporting

Elizabeth Lara, WRTTC Scholars' Dollars Scholarship and Bookkeeping

Law Enforcement Academy Guidelines

Application Procedures

Minimum Licensing Standards

All cadets must meet all minimum standards for licensing set forth by TCOLE licensing standards. ([Texas Commission on Law Enforcement Rules Handbook](#), Chapter 217: Enrollment, Licensing, Appointment, and Separation, §217.1 Minimum Standards for Enrollment and Initial Licensure)

All TCOLE official documents should not be printed and considered as the principle source for any length of time. TCOLE consistently updates documents based on current mandates and policy changes. All personnel should use the links within this document to retrieve current forms and documentation, which will be the most current. Personnel should check the website to ensure they have the latest version of any form or document before proceeding.

Application Processes

Applicants must take the reading portion of the Test of Adult Basic Education (TABE) and score a reading level of 11th grade or higher. Scheduling of the TABE can be done through the [MC WRTTC Campus Testing Center](#).

Applicants must provide documents to for the following through the new Midland College Continuing Education website and selecting the [WRTTC Law Enforcement Academy](#).

- a. TCOLE [Authority to Release Information Waiver](#)
- b. TCOLE [Personal History Statement](#)
- c. Proof of United States Citizenship (Birth Certificate, Passport);
- d. Proof of high school diploma (high school transcript or college transcript must be official), or high school equivalency certificate (GED), or an honorable discharge from the armed forces of the United States after at least 24 months of active duty service (Armed Service documents will be vetted);
- e. Proof of age, being 21 years of age or 18 years of age if applicants 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;
- f. Fingerprinted ([FAST Fingerprinting](#)) and subjected to a search of local, state and U.S. national recodes and finger print files to disclose criminal record. ***Use Academy Number: LE-210002 (It is important to understand that if not selected for academy, within 6 months the criminal history check and psychological exam expire);***
- g. For peace officers, is not prohibited by state or federal law from operating a motor vehicle;
- h. Physical examination ([TCOLE L-2](#)) by a physician, selected by the appointing or employing agency, who is licensed by the Texas Medical Board;
 - 1) Physical Exam and Drug Screen may be submitted on two separate L-2 forms if conducted by two different entities)
 - 2) Physical Exam and Drug Screen may be submitted on same form if both appointments are conducted by same entity)
- i. Drug screen test ([TCOLE L-2](#)) by a laboratory, selected by the appointing or employing agency;

- 1) Physical Exam and Drug Screen may be submitted on two separate L-2 forms if conducted by two different entities)
- 2) Physical Exam and Drug Screen may be submitted on same form if both appointments are conducted by same entity)
- j. Psychological examination ([TCOLE L-3](#)) by a psychologist, selected by the appointing, employing agency, or the academy, who is licensed by the Texas State Board of Examiners of Psychologists (*It is important to understand that if not selected for academy, within 6 months the criminal history check and psychological exam expire*) and;
- k. [Midland College Acknowledgement, Waiver, and General Release](#)

All documents are to be submitted within a 45-day period announced by the Academy prior to the notification of acceptance or rejection of an applicant's request for acceptance to an academy. No selections will be made prior to the end of the 45-day application period for any academy class. [Psychologists](#), [Physical Examination](#) and [Drug Screening](#) approved by the MC WRTTC LEA are listed, with instructions for setting appointments and paying at time of service, are located in the back of this packet. If an applicant wishes to utilize any current examinations they feel are relevant, the applicant must schedule a meeting with the MC WRTTC Director.

Enrollment

- a. Cadets desiring to enroll in the police academy must speak with the MC WRTTC staff to receive a cadet application packet required for application.
- b. Payment for continuing education enrollment must be made on or before two business days prior to first class day on-line at [Midland College Continuing Education website](#).
- c. Cadets requesting financial aid and Veteran's Administration loans or similar programs will be responsible for ensuring that all the necessary paperwork is completed and turned into the WRTTC financial aid office. MC WRTTC has [Scholars' Dollars Scholarships](#) available Pecos County Residents and qualify under the Scholars' Dollars Scholarship Guidelines. Scholars' Dollars applications are available at the WRTTC.

Payment

Registration Fee

A non-refundable registration fee of \$575 will be assessed as part of the overall total tuition MC WRTTC LEA - TCOLE Basic Peace Officer Course 1000696.

Tuition

The total \$3,750.00 for the five Midland College Continuing Education Basic Peace Officer Courses also includes the \$575.00 registration fee. Full payment of the \$3,750.00 is required at time of cadet acceptance into the MC WRTTC LEA. This is for five CE courses, titled Basic Peace Officer (BPO) 1, BPO 2, BPO 3, BPO 4, and BPO 5. These five MC CE courses will be approximately 140 hours each. The TCOLE BPO Course 1000696 Topics will be assigned into these five MC CE courses as designated by the MC WRTTC LEA Training Coordinator.

Refund

If a cadet is unable to progress to the next MC CE BPO course, whether voluntary or due to MC WRTTC LEA policy, the remaining tuition of any subsequent MC CE BPO (\$635.00) courses will be refunded as per the Midland College Continuing Education Department policy

Other Student Financial Responsibilities

Cadets to the MC WRTTC LEA will be responsible for their own uniforms. Cadets will be responsible for all added costs incurred for remedial or re-testing. Cadets will be responsible for obtaining their own copy of current Texas Penal Code. This current version may be printed or accessible online.

Attendance

Attendance Mandatory

- 1) All courses are conducted under the rules of TCOLE and the WRTTC LEA Advisory Council.
 - a) A cadet must attend 100% of the course, in accordance with these guidelines, in order to complete and receive credit for the course.
 - b) In the event of an absence, the Training Coordinator may work with the cadet to make-up the absence in compliance with TCOLE mandates, and as indicated within these guidelines.
 - i) If an emergency prevents a Cadet from completing any course work, cadet must notify the Training Coordinator and Class Leader as soon as possible.
 - ii) Regardless of circumstances, it is the responsibility of the cadet to obtain notes, handouts, booklets, assignments, etc., upon missing any class time.

Punctuality Mandatory

- 1) It is expected that cadets be punctual for the start of each session and upon returning from breaks.
 - a) Academy classes shall be in session from 6:00 p.m. – 9:50 p.m. Monday thru Thursday unless otherwise specified by the Training Coordinator.
 - b) If a cadet believes they are going to be late, staff and Class Leader must be notified as early as possible, no later than 4:45 p.m. of the anticipated tardy.
- 2) When a cadet arrives late at the WRTTC, the cadet must contact the Training Coordinator as soon as possible.
 - a) Tardiness shall be considered one (1) full hour of absenteeism, and will be documented with an absent/tardy form stating that the cadet was late and providing an explanation. This form is due the same day of the tardiness.

Tardiness

- 1) In the event of tardiness, cadets will be expected to call WRTTC and advise a staff member of their tardiness as soon as practical and possible.
- 2) Cadets will complete an [absent/tardy form](#) when tardy.
 - a) The cadet will deliver the form to their squad Leader, who will then deliver the form to the class Leader.
 - b) The class Leader is responsible for ensuring all absent/ tardy forms are delivered to the Training Coordinator.

Absence

- 1) In the event of an absence, cadets will be expected to call WRTTC and advise a staff member of their absence as soon as practical and possible.
- 2) If a cadet is absent, they will complete an [absent/tardy form](#) when absent.
 - a) The cadet will deliver the form to their Squad Leader, who will then deliver the form to the Class Leader.
 - b) The Class Leader is responsible for ensuring all absent/tardy forms are delivered to the course coordinator.
 - c) Mandatory Learning Objective assignment (described below) to be submitted directly to the Training Coordinator within one calendar week of their return back to class (or prior to taking TCOLE exam, whichever is sooner).
 - i) The purpose of the Learning Objective assignment is to provide the cadet with the equivalency training covering all of the missed learning objectives, and to validate that such training was received or conducted.
 - ii) Depending upon the course materials missed, the Training Coordinator may make appropriate adjustments to the learning objective assignment to demonstrate compliance with the TCOLE standards.
 - iii) The writing assignment requires a minimum of a 1-page paper (excluding cover page and bibliography), per hour missed, that summarizes each of the learning objectives missed and the materials covered in the class.
 - iv) Unless otherwise directed and approved by the Training Coordinator, the paper is to be completed using APA style, complete with cover page, bibliography, footnotes, and designated standard 1" margins, single-spaced, and 12 font.
 - v) In the MC Student Handbook, "plagiarism" is defined as presenting as one's own the ideas or writings of another without acknowledging or documenting the sources(s). Cadets shall refrain from plagiarism when completing writing assignments.
 - vi) For any additional questions or explanations, the cadet is to consult with and follow the direction of the Training Coordinator.
 - vii) In cases where the cadet is a hired cadet, the cadet must notify their agency of their tardiness or absence and advise a training coordinator that they have made this notification.

Illnesses

- 1) If any classes are missed due to serious illness, cadets are required to telephone the academy prior to the time missed to advise the Training Coordinator of the nature of the illness.
- 2) If a cadet finds it necessary to leave during class time because of illness or has a legitimate emergency, it is the responsibility of the cadet to notify their Training Coordinator and the cadet's hiring agency before leaving the premises.
- 3) Cadets with illnesses that may be communicable and/or which may reasonably be perceived or expected to pose a health risk to other cadets or faculty may be disallowed attendance pending a medical release.
- 4) Cadets with injuries posing health risks may be required to obtain a written medical release before engaging in select activities.

Leave

- 1) In the event that the cadet knows an absence will occur for a valid reason, the cadet will notify the Training Coordinator as soon as practical and possible.
- 2) Any cadet taking emergency leave is subject to the same guidelines applicable to any other absence.
 - a) Situations which justify emergency leave are:
 - i) Death
 - ii) Serious illness or injury of the cadet or a family member
 - iii) Natural or man-made catastrophe
 - iv) Other sudden/unexpected event the academy deems as a legitimate emergency
- 3) In the case that the school closes due to inclement weather conditions, cadets' absences will be excused. The Training Coordinator may modify the schedule or mode of program delivery to accommodate training while complying with TCOLE and other applicable requirements.
 - a) Any time missed may be required to be made up, including time based on a revised schedule set by the Training Coordinator or designated staff member.
- 4) If a cadet receives a subpoena to appear in court, a copy of the subpoena will be presented to the Training Coordinator, or a staff member.

Absenteeism

- 1) Any portion of the day in excess of one (1) hour missed will be considered as an "absence" requiring the written Learning Objective assignment, and there is no prorated provision regarding minimal length as related to absence.
- 2) If a cadet has been absent for a total of twenty-four (24) hours or missed any skills training, a meeting will be arranged between the cadet, the Training Coordinator, and if applicable, the agency or employer of the cadet to discuss the potential ramification for any additional absences.
 - a) The Academy Director will also be contacted by the Training Coordinator to advise status and action taken and to determine if an additional meeting between the academy coordinator and the cadet is necessary.
- 3) Cadets with any absences involving training sections with mandatory classroom presence (example: crisis intervention / classroom for Spanish training) or any skills-based training (example: firearms, defensive tactics), will be required to make the sessions up on their own time and at their own expense for payment of instructor time and supplies.
 - a) Such make-up training is to be conducted during a time period other than regular class attendance time.
 - b) The cadet may be placed on probation or receive other corrective action or combination of actions determined appropriate by the coordinator, up to and including dismissal from the academy for any such absences.
- 4) If a cadet is absent for more than twenty-four (24) hours, a cadet will be subject to corrective action up to and including dismissal from the academy.
- 5) Absences resulting in total number of hours equal to 10% of the program's total hours will result in dismissal from the academy.
- 6) The academy staff will decide if an absence is excused or unexcused.
 - a) Generally, if a cadet is a "Hired Cadet," staff will look to that department's policy regarding the definition of an "excused" absence.
- 7) All absences must be cleared with all assignments and make-up work completed prior to the last day of the regular academy.

- 8) The academy director may consider post academy completion dates on a case-by-case basis with appropriate recommendations from the Training Coordinator when extraordinary circumstances warrant such consideration as deemed appropriate by the academy director.

Physical Training Participation

- 1) Participation
 - a) PT is a required part of the learning objectives for the basic PT program and for defensive tactics training.
 - b) Cadets are to strive toward overall improvement of both cardiovascular conditioning and strength.
 - c) Cadets are expected to be prepared and be able to participate in PT daily.
 - d) A positive and committed attitude is essential to PT training.
 - i) Two key elements of PT include teamwork and personal physical development.
 - ii) Cadets who are unable to demonstrate an appropriate level of individual improvement in physical conditioning, or who are unable or unwilling to support team unity within the PT program, are subject to behavioral modification action or disciplinary sanctions, including possible dismissal from the academy program.
- 2) Failure to participate
 - a) Cadets who fail to participate in PT are also required to complete an absence reporting form for each absence.
 - i) Absence from PT may constitute conduct requiring disciplinary action and in the case of hired cadets, will be reported to their hiring agency.
- 3) Injuries
 - a) Absences due to injury require a note from the cadets' personal physician stating:
 - i) The specific nature of the injury
 - ii) Any restrictions required by the physician, and
 - iii) A recommendation for an alternative cardiovascular exercise prescription that meets the objectives of the PT program and subject to the approval of the coordinator.
 - b) Chronic injuries require a note from the cadets' personal physician every two weeks until the cadet is fully released from the physician's restrictions.
 - c) Cadets who temporarily do not participate in running will be expected to maintain cardiovascular endurance through some other form of exercise.
 - d) Cadets requiring alternative exercise may be assigned a different physical training program than the rest of the cadets
- 4) Physical Training Facilities Usage
 - a) Cadets who use the gym, pool or other physical training equipment or facilities are expected to adhere to all rules and regulations for the use of aerobic and weight training equipment and applicable guidelines.
 - b) Cadets are to keep the locker room clean and free of dirty clothes and personal articles.
 - i) All toiletries are to be kept in a locker or in the cadets' gym bag.
 - ii) Gym bags are to be neatly kept in the locker area or cadet's vehicles.
 - iii) Cadets who wish to use a locker may purchase their own lock.
 - (1) It may become necessary to share locker space at times.

Appearance

Representation

- 1) Cadets are expected to understand that they are a representative of the MC WRTTC and of law enforcement.
 - a) Cadets are expected to take pride in their appearance and present a positive, professional image and demeanor at all times while in a MC WRTTC LEA uniform or representing themselves in affiliation with MC WRTTC.
- 2) In the event of questions, the coordinator makes the final determination as to the acceptable standards.

Personal Hygiene

- 1) Daily formation
 - a) All cadets shall present a clean, sharp, professional image at all times.
 - i) This shall include, but is not limited personal hygiene, grooming, dress and demeanor.
 - b) Each cadet shall keep his/her hair clean and neatly combed or brushed.
 - i) Unprofessional hairstyles or hair colors not natural to humans are not allowed.
 - c) ALL cadets will shower after PT, except when PT is conducted at the end of the training day, in which case it is optional.

Male Cadets

- 1) Male cadets shall be clean-shaven every day prior to class beginning.
 - a) Mustaches must be trimmed even with the bottom of the upper lip and over the edge of the upper lip.
 - b) Mustaches of an unprofessional form are not acceptable.
 - c) Beards or any facial hair besides mustaches are disallowed.
 - d) Sideburns are to remain above the level of the ear canal.
 - e) Male cadets shall refrain from wearing any visible or detectible piercings including, but not limited to:
 - i) Tongue pins
 - ii) Under-the-skin bars
 - iii) Nose/lip/brow rings

Female Cadets

- 1) Female cadets must wear their hair up or back and tight to the head during academy hours. The hair should not touch the top of the collar. Hair style and color should be consistent with industry standards.
- 2) Female cadets are allowed to wear one earring, per earlobe.
 - a) The earring must be worn and not extend beyond ¼ inch beyond the ear lobe in any direction.
 - b) Female cadets refrain from wearing any other detectible piercings including, but not limited to:
 - i) Tongue pins
 - ii) Under-the-skin bars
 - iii) Nose/lip/brow rings

Uniforms

- 1) There are three (3) designated uniforms for the WRTTC LEA.
 - a) Unauthorized attire may result in disciplinary action, including documentation being recorded in the cadet's file.
 - b) The Training Coordinator shall have the final say on cadet appearance.
- 2) The general rule to follow is that everyone must look uniform.
 - a) If one person wears something, everyone must wear it.

Regular Daily Academy Uniform

- 1) The following is the acceptable uniformed dress code for classroom appearance
 - a) Khaki or Black trousers, neatly pressed at all times.
 - b) Khaki or Black Academy shirts.
 - c) Black police or DBU style boots with a shine able toe.
 - d) Black belt with Gold Tip/Buckle.
 - e) Boots and any other Leather such as belts must be shined.
 - f) Issued hat may be worn when authorized by staff. Cadets will refrain from wearing hats inside ANY building.
 - g) Shirts must be tucked in and neatly pressed at all times.
 - h) Jackets will be a solid, non-logo, navy blue or black windbreaker type jacket. Department issued jackets are also acceptable.

Physical Training Uniform

- 1) The following is considered appropriate uniformed dress code for PT appearance.
 - a) Light grey sweat pants and sweatshirts bearing no logos.
 - b) White or Class crew neck t-shirts.
 - c) Black plain cotton/nylon running shorts with no logos.
 - d) White plain cotton socks with no logos or stripes no higher than calf.
 - e) Comfortable running shoes – conservative bearing no brilliant colors or logos.
 - f) Navy blue or black windbreaker type jackets may be worn during cold weather. Department issued jackets are also acceptable.
 - g) Other attire as authorized or prescribed by staff.
 - h) Cadets will refrain from wearing sunglasses, unless authorized by the Training Coordinator during outdoor activity.
 - i) Cadets will refrain from placing unauthorized items around and/or on their uniform, including belt or pockets of the uniform.
- 2) Cadets shall be prepared to participate in PT daily, even if it is not on the schedule.

Practical Training Uniform

- 1) The following is considered appropriate dress code for the practical training uniform.
 - a) Academy uniform or BDU style pants with belt loops. Academy PT T-shirts or Class shirt
 - b) Black police or military style boots.
 - c) Issued duty gear upon direction from the Training Coordinator.
 - d) Issued hat when directed by the Training Coordinator.
 - e) Other protective gear the instructor deems necessary for the safety of the Cadet.
 - f) Seasonal changes in dress code for outdoors training functions remain the discretion of the Training Coordinator.

Duty Gear

- 1) Duty gear may be issued during the academy.
 - a) The cadet is responsible for and will be held accountable for all equipment loaned to him/her for the duration of the training and should be cared for/supervised while in cadet's possession. Treat all training equipment as real, especially plastic handguns.

Conduct

Professionalism

- 1) Cadets refrain from engaging in any conduct that would be considered a violation of WRTTC LEA Cadet Code of conduct, MC policy, or workplace professionalism.
 - a) Examples include, but are not limited to:
 - i) Sexual harassment in any form or use of profanity
 - ii) Possession of illegal drugs or contraband
 - iii) Engaging in any romantic, sexual, or dating relationship in which there exists at any time a supervisor/subordinate (including instructor/Cadet) relationship while in the academy and through the duration of the academy.
 - b) Exception noted if the individuals are married, engaged, or dating prior to the start of the academy and full disclosure of such relationship is made at the time.
- 2) Cadets will respect and comply with all facility rules including those established at locations offsite from MC WRTTC.
- 3) The WRTTC LEA training regimen embraces self-responsibility and self-discipline as an integral component in the development of professionalism of police officers and the promotion of 'Esprit de Corps'.
 - a) Every cadet is expected to embrace these qualities and strive to promote team spirit and enhance the reputation of WRTTC LEA.
 - b) Cadets are expected to conduct themselves in accordance with the law as well as with the [Law Enforcement Code of Ethics](#) in addition to the MC Student Guide, at all times while enrolled in the police academy.
 - i) Violations may be grounds for dismissal from the academy.
- 4) Each cadet will memorize and recite the Law Enforcement Code of Ethics.
 - a) Each cadet will be initially tested on the recital at mid-course and again one-week prior to conclusion of the academy.
 - b) The cadet must be able to recite the entire code by the time of graduation.
- 5) It is mandatory that cadets meet the minimum standards for TCOLE licensing before and throughout the course of the police academy.
 - a) Should a cadet fail to meet any standard his/her enrollment in the academy will be subject to dismissal.

Contact with Law Enforcement Agency

- 1) Cadets ensure their vehicles used for transportation to the academy are in compliance with state law and that they comply with all MC rules and state traffic laws, including motor vehicle inspections, license registrations, seat belt use, lights/lighting, insurance, and similar laws.
- 2) If a cadet has any "official contact" with a law enforcement officer, while the officer is performing "official duties," the cadet is required to advise the Training Coordinator as soon as possible. (Example: Stopped and issued a warning citation.) Notification to the cadet's hiring agency is based upon that agency's departmental policy.
 - a) It is not required for a cadet to report "routine or non-official" contact with a police officer. (Example: neighborhood block watch.)
- 3) No cadet will represent himself/ herself to be a peace officer.

- a) While attending the WRTTC LEA training program, no cadet will take police action unless authorized by his / her agency.

Sexual or Other Illegal Harassment

- 1) Sexual or other illegal harassment (e.g., race, religion, national origin, ethnicity, disability, or age) are prohibited and will not be tolerated.
 - a) Cadets will not use sex, sexual orientation, race, religion, national origin, ethnic background, disability, age, or any other inappropriate references in their speech, conduct, or behavior that could reasonably be construed or perceived by another person as hostile, offensive, or intimidating.
 - b) No cadet will engage in conduct of any discriminatory nature on the basis of race, religion, ethnicity, age, sex, sexual orientation, or physical or mental handicap.
- 2) No cadet will violate the civil rights of another.
 - a) Any cadet who is or has been aware of conduct of a harassing, discriminatory nature or of conduct violating the civil rights of another and who does not report the incident, will be held responsible for his / her negligence to act and the behavioral modification action taken against such cadet may include the same punitive measures as those taken against the perpetrator.

Fraternization

- 1) Fraternalization between cadets and MC staff and instructors is strictly prohibited.

Gratuities

- 1) Cadets will refrain from accepting gratuities while enrolled in the Academy, even if their agencies allow this behavior.

Plagiarism, Cheating, and Collusion

- 1) Cadets engaged in plagiarism, cheating and/or collusion are subject to disciplinary action up to and including dismissal from the academy. In all cases involving a hired cadet, the hiring agency will be notified.
- 2) In the MC Student Handbook, “plagiarism” is defined as presenting as one’s own the ideas or writings of another without acknowledging or documenting the sources(s).
- 3) In the MC Student Handbook, “cheating” is defined as intentionally using or attempting to use unauthorized sources in exams or on other scholastic projects, as well as failing to follow instructions in such activities.
- 4) In the MC Student Handbook, “collusion” is defined as intentionally aiding or attempting to aid another in an act of scholastic dishonesty.

Safety

- 1) Cadets practice safety at all times, including use of safety equipment and generally accepted safety standards and protocols.
- 2) Unsafe conduct or conditions are to be immediately reported to the Training Coordinator or other appropriate staff official.

Facilities

Unauthorized Areas

- 1) Cadets will refrain from entering unauthorized areas of the building without first obtaining permission from a staff member.

Weapons Prohibited

- 1) NO FIREARMS, KNIVES or OTHER WEAPONS, or AMMUNITION are permitted in the classroom unless required by an instructor.
 - a) In such cases, firearms are to be unloaded and brought into the classroom concealed in a fully enclosed container.
 - b) In addition, a “weapon clear” device that is readily observable must be affixed to the weapon unless such device removal is authorized by the coordinator for training purposes.
- 2) A coordinator shall be immediately notified of such possession and that coordinator shall make a personal inspection to confirm the weapon is unloaded.
 - a) **This is considered a serious violation of guidelines and will be dealt with immediately.**
- 3) Accidental and Unintentional Discharges
 - a) All incidents of unintentional firearms discharges are reported to the Training Coordinator as soon as practical, and the cadet completes a report fully describing the incident.

Injuries

- 1) Cadets have a responsibility to report any observed injuries immediately to a classroom instructor or to the training coordinator to determine any need for emergency medical assistance.
- 2) Cadets complete a report fully describing the nature and cause of the injury.

Cleanliness

- 1) Cleanliness, and orderliness of the classroom and break room, locker room, hallways, range, and defensive tactics room is the responsibility of the cadets.
 - a) Self- responsibility is considered an integral component of conduct.
 - b) Cadets are expected to keep the environment neat and clean and pick up after themselves.
 - i) Water, in the appropriate container, is the only beverage allowed in the classroom.
 - ii) Food must be kept in the lunchroom/break room.

Vandalism

- 1) Cadets will refrain from defacing nametags, desks, walls, or other college property.
- 2) Cadets are not to kick, shove, or attempt to manipulate in any other manner, the machines in the break room.
 - a) Cadets are to report malfunctions of break room snack machines to the WRTTC secretary in the business office.

Demeanor

Classroom Demeanor and Decorum

Personal Presentation

- 1) Classroom demeanor and decorum is expected from cadets at all times while attending the police academy.
- 2) The following list of expectations is not all inclusive. A general rule to follow is that if you question what you are doing or are about to say, STOP & THINK ABOUT DOING IT OR SAYING IT.
 - a) Cell Phones turned off – or silenced during lecture/activities – ***Eyes on the instructor!***
 - b) Attention & listening – Alertness
 - c) Consideration of Instructors
 - d) Consideration of Classmates
 - e) Consideration of the learning environment (quiet)
 - f) Absolutely no sleeping or loud or obvious yawning

- g) Cadets should refrain from disruptions and individual conversations during lecture.
- h) However, cadets are encouraged and expected to participate in interactive group discussion when directed by staff.
- i) Equal participation in group events
- j) Avoid snide and non-productive remarks to classmates or instructors/staff
- k) Avoid loud or boisterous behavior
- l) Avoid verbal criticism of instructors

Language

- 1) Verbal
 - a) Cadets will refrain from using profanity or showing disrespect to any staff member, instructor, or fellow cadet in the training center.
- 2) Non-verbal
 - a) Cadets are expected and required to give WRTTC LEA instructors their full cooperation.
 - b) Cadets shall stay attentive and refrain from yawning loudly, or expressing any inappropriate bodily actions that will offend his / her instructors.

Courtesy and Respect

- 1) Cadets are to understand that in-service classes are conducted in the building and remain quiet in the hallways unless responding to a greeting or conversation started by a staff member or instructor.
- 2) Cadets are expected to be cordial, friendly, and take the initiative to speak to all staff, instructors, guests, and anyone a stranger to them during the course of contact with anyone at MC WRTTC.
 - a) Respect and demonstration of that respect is key to developing cadet attitudes.
 - i) When approaching or approached by an identified MC WRTTC staff member/ coordinator or any uniformed police officer, the cadet will stop, turn with their back to the wall, building or side of the walk-way, come to attention and wait for passing by that person or acknowledgment for authorization to proceed.
 - ii) The cadet will also provide a simple greeting such as “Good Morning, Sir” or “Good Afternoon, Ma’am.”
 - (1) It may be necessary in some cases to ask permission to proceed.
 - iii) When presented with a salute, return the salute. Unlike standard military protocol, salutes may be conducted indoors.
 - iv) Cadets rise to attention the first time a new instructor enters the classroom.
 - v) Cadets come to attention at any time when called to do so by the Class Leader, Squad Leader or Coordinator.

Instructor Evaluations

- 1) Cadets are required to evaluate all instructors on the instructor evaluation forms.
 - a) Cadets will have ample opportunity to make comments at that time.
 - b) Evaluations shall be conducted after each instructors course/subject lecture and full honest opinions are expected.

Classroom Processes

- 1) The academy strives to simulate and create an environment consistent with the environment generally experienced at a police agency. As such, each cadet will be required to engage in such activities, including wearing of full belt gear, inspection of their patrol vehicles, maintaining care of equipment, and completion of necessary daily inspection processes.

Punctuality

- 1) It is expected that cadets be punctual for the start of each class session.

Preparedness

- 2) All cadets are to be mentally and physically prepared for the training activities on a daily basis.

Inspections

- 3) All cadets are expected to be prepared for inspection at the beginning of class each day unless otherwise directed by the training coordinator or instructor.

Standing at Attention

- 4) The class leader will call the class to attention at the start of each day where they remain until released by the instructor or the class leader.
 - a) ALL cadets will STAND AT ATTENTION when each different training coordinator or instructor, or any MC WRTTC staff enters the classroom the initial time each day.
 - b) If class is in progress and one of the above enters the room, it is not necessary to interrupt the instructor by coming to attention.

Pledge of Allegiance

- 1) The Pledge of Allegiance will be recited at the beginning of every class.
 - a) The class leader is responsible to ensure such daily recital.

Use of technology

- 1) Each cadet may be provided a digital copy (CD/DVD/Flash-drive/etc.) of key materials.
- 2) Cadets may bring laptops, iPads, or other tablets to class for purposes of taking notes, writing reports, and otherwise enhancing the learning process.
 - a) Cadets will not use any devices for games, internet access, texting, or similar unrelated activity during classroom training periods.
 - b) Instructors may limit the use or access to laptops at any time.
 - c) Cadets may be prohibited from use of laptops as a part of disciplinary action.

Emergency Preparedness

Emergency Contacts

- 1) Each cadet completes an emergency contact form.
 - a) This form provides contact information that will be used to make notification in the event the cadet becomes ill or injured and unable to make personal contact.
 - b) This form also provides contact in the event the cadet fails to report and fails to make contact with staff.

Emergency Notification “Ring-Down”

- 1) An emergency notification/contact “ring-down” list is established at the beginning of each academy.
 - a) The list is designed to allow academy staff to make a small number of notification calls to select individuals who in turn call others.
 - b) This process expedites the notification process.
 - c) Generally, the staff contacts the Class Leader who contacts the Squad Leaders, who contact their squad members.
 - d) Each cadet maintains a copy of the “ring-down” list available to them at all times.

Discipline

Chain of Command

- 1) Cadets are to follow the chain of command for any problems or complaints within their classroom structure and up line through the training coordinator when necessary.
 - a) Class Leaders will voice the opinions to the training coordinator.
 - b) Appointed cadets will act in the absence of elected class officials in this capacity.

Conflict Resolution

- 1) Cadets are expected to be able to resolve personal conflicts among themselves.
 - a) Each cadet, upon experiencing an initial conflict is expected to take the initiative to resolve that and each and every conflict.
- 2) If after taking that initiative, the problem does not improve, the cadet should follow the chain of command and bring the problem to the attention of the squad leader, class leader, then training coordinator, if necessary, immediately for resolution.
 - a) The cadet will provide the names of all individuals with whom the conflict arises.

Adherence to Rules and Standards

- 1) Cadets are expected to adhere to all guidelines; the Law Enforcement Code of Ethics, and TCOLE mandated rules, and all areas of the law including traffic code.
- 2) Cadets may be disciplined for misfeasance, malfeasance, or nonfeasance in conduct or failure to meet testing and skills standards. Because of the ethical standards and licensing requirements for police officers, such discipline may be in addition to the disciplinary action outlined in the MC Student Handbook. In all cases, the cadet will be afforded due process, including the opportunity to explain their actions and to a designated appeal process. In the case of hired cadets, deferral to the hiring agency for disciplinary actions may occur.
- 3) The Training Coordinator may initiate additional or unscheduled activities consistent with the training objectives. Cadets are to engage in and complete such activities as a required part of the academy program. Examples may include, but are not limited to:
 - a) Various scenario role plays
 - b) Extended schedule adjustments, including extended time stays during any day
 - c) Journaling

Disciplinary Action

- 1) Disciplinary action taken may follow one or any of the following steps depending on the nature and severity of the violation and conduct:

Warning

- 1) The cadet may receive a disciplinary notice.
 - a) This notice remains in the cadets' file for 30 days.
 - b) If the cadet has no further disciplinary action, the notice may be removed from the cadets' file after the 30-day period had expired
 - c) Periods extending beyond the end of the academy are evaluated on a case-by-case basis as determined by the Academy Director based upon a recommendation from the Training Coordinator.

Written Letter of Reprimand

- 1) If the cadet receives another disciplinary action within the 30-day period, a letter of reprimand will be placed in the cadet's permanent academy file.
 - a) The original disciplinary notice will also remain in the cadets' permanent academy file.

Release from the Academy

- 1) Cadets released from the academy are responsible for contacting the business office and following the CE guidelines to withdraw from the CE program. Failure to do so could result in assignment of a failing grade for the program.
- 2) Hiring agencies will be notified of the release from the academy and copies of the documents indicating the release become a part of the cadet's file.
- 3) Involuntary release is subject to final approval by the Vice President of Student Services, when applicable, or by the Academy Director in compliance with TCOLE guidelines and consultation with the Dean of Adult and Continuing Education.
- 4) A cadet may tender a letter of resignation at any point throughout the academy and prior to involuntary release.

Criminal Charges

- 1) Cadets arrested for or charged with a criminal offense may be released from the academy regardless of whether or not there has been a conviction or full determination of guilt or innocence. Such determinations are made by the Academy Director after consultation with college administrators and the cadet's hiring agency when applicable. Such determinations are made based upon a totality of the information available at the time.

Agency Employment Withdrawal

- 1) If for any reason, a hired cadets' agency withdraws employment of the cadet for any conduct in violation of the department's policy, not in accordance with the Law Enforcement Code of Ethics, or when it has been determined that the cadet does not meet TCOLE licensing standards, the cadet may be dismissed from the MC WRTTC academy training program.

Discipline Appeal Process

- 1) Disciplinary action may be appealed by the cadet through the established chain of command and as otherwise outlined in the MC Student Handbook and these guidelines.
 - a) Such appeal is placed in writing, identifies the basis of the appeal, the specific action sought, and justification for such request.
 - b) Appeals for disciplinary actions taken by a hired cadet's hiring agency shall be done through the hiring agency, per their policies.

Academics

Cadet Evaluation

Evaluations

- 1) Each cadet will be evaluated on an individual basis throughout the duration of the academy.
 - a) Hiring agencies will generally receive bi-weekly reports about their cadets.
 - b) Reports for all other cadets will remain in their file and will become a part of their permanent record for employment inquiries.
 - c) Cadets are required to complete and sign a waiver for release of any information to appropriate hiring, or potential hiring agencies inquiring into their academy or academy history.
 - d) Cadets are required to complete all missed assignments within a week of the original assignment.

Grade Point Averages

- 1) Cadets are required to maintain a grade point average of at least 80% throughout their coursework in the academy. These standards may be increased at any time based upon recommendations by TCOLE and/or the WRTTC LEA Advisory Council.
 - a) Each examination consisting of at least 50 questions or more is considered a major test.
 - b) The academic disciplinary procedure taken for academic performance will be as follows:
 - i) A failing grade on any exam will result in material review and re-examination.
 - ii) The cadet will be notified that he/she is being placed on academic probation.
 - c) The failing grade will be dropped once the re-take is successfully taken and a score of 80% will be the score calculated into the final average regardless of the actual passing score achieved.
 - d) If any two major tests, including retakes, are failed the cadet will be dismissed from the academy.

Academic Testing

- 1) Cadets enrolled in the BPO training regimen shall achieve a final score of 80% or better out of a possible 100% on ALL academic testing.
- 2) Cadets will achieve a minimum of 80% on scheduled comprehensive exams throughout the academy.
- 3) Cadets enrolled in the BPO training regimen shall achieve score of 80% or better on the final exam to be deemed eligible to sit for the State BPO Exam.

Firearms Qualifications

- 1) During firearms qualification week, cadets will be given guidelines relating directly to this portion of training. Cadets enrolled in the BPOA training regimen shall achieve 70% or better out of a possible 100% in all phases of firearms qualifications. *Major safety infraction(s) may result in removal from the range and/or dismissal from the academy at the discretion of the Range Master and Director.
 - a) This includes pistol and shotgun qualifications.
- 2) Each cadet will have one qualification score.
 - a) If the cadet does not qualify on the initial attempt, the cadet will be allowed a second and third attempt if necessary.
 - b) If the cadet does not qualify after a third attempt, the cadet will be placed in remedial training.
- 3) All qualification scores will be recorded in the cadets' permanent file.
 - a) Upon passing, regardless of the actual passing score achieved, the cadet will receive a score of 70% if more than one attempt is needed.

Professional Police Driving

During professional police driving week, cadets will be given guidelines relating directly to this portion of training. Cadets enrolled in the BPO training regimen shall achieve a final score of 80% or better out of a possible 100% on ALL phases of professional police driving training. Cadets enrolled in the BPO training regimen shall achieve a final score of PASS on all phases of the practical skills and an 80% or better on any academic portion of the practical skills testing regimen.

Emergency Medical Services

Cadets enrolled in the BPOA training regimen shall achieve a final score of PASS on all phases of the Emergency Medical and CPR training and an 80% or better on any academic portion of testing for Emergency Medical/First Aid and CPR.

Testing Protocols

A test protocol has been established and will be followed.

Cheating on examinations

- 1) Cheating on examinations will result in automatic failure and the cadet is subject to involuntary dismissal from the academy.
- 2) Failure to report cheating may result in disciplinary action including dismissal from the academy.

Missed Assignments

Missed assignments will be required to be made up by the next day after the assignment was originally due, or the day after returning to class in those cases exceeding a single day absence, provided the absence was excused. Unexcused absences may result in the issuance of a “zero/failure” score, including exams scheduled during that time period.

Written and Verbal Communications

Report writing, interviewing, problem solving, and essay assignments will be assigned during the reporting writing phase of training. Cadets are to complete each assignment within the allotted time frame.

Certifications

Cadets already certified in Emergency Medical/First Aid and C.P.R. and/or Emergency Communications will be required to participate in the training and take the mandatory exam(s).

Class Leaders and responsibilities

BPOA Officers

- 1) The offices to be held in each BPOA are:
 - a) Class Leader
 - b) Squad Leader

Class Leader

- 1) To communicate concerns or problems of the class to the Training Coordinator.
- 2) To ensure proper conduct and decorum from the class.
- 3) To perform duties as assigned by the Training Coordinator or staff at the WRTTC.
- 4) To embrace the Leadership role among classmates in helping to define the class demeanor and the reputation of the academy.
- 5) To develop presentation for graduation

Squad Leader

- 1) To perform duties in the absence of the class leader.
- 2) To perform duties delegated by the class leader.
- 3) To assist in ensuring proper conduct and decorum from the class.
- 4) To perform duties as assigned by the Training Coordinator or staff at the WRTTC.
- 5) To embrace the Leadership role among classmates in helping to define class demeanor and the reputation of the academy.

Definitions

Academy Director - The TCOLE recognized administrative official or designee responsible for the general operations of the WRTTC LEA.

LEA - Law Enforcement Academy

BPO - Basic Peace Officer

Cadet - A Cadet enrolled in the WRTTC LEA.

WRTTC - Williams Regional Technical Training Center

Training Coordinator - The Coordinator or designee in charge of the training program.

Disciplinary Action - Any of a broad range of actions taken against a cadet in response to a violation of the guidelines or any other type of inappropriate behavior or misconduct. These may include verbal warnings, counseling, written warnings or reprimands, or dismissal from the program. In addition, deferment to a hired cadet's hiring agency's disciplinary process may supplement or replace actions taken by the academy.

Guests - Anyone at the academy building, grounds or off-site function other than Staff or BPOA cadets.

Guidelines - The written set of procedures and orders which compel certain aspects of conformance from and performance by cadets in the LEA, including those written directives set out by the college for Cadet Code of conduct and the law enforcement code of ethics.

Hired Cadet - A Cadet who has been employed by a law enforcement agency and is being financially compensated for their training by that agency while in the academy.

Independent Cadet - A cadet that seeks enrollment in the academy and who is not hired at the time of enrollment.

Infraction - A violation of the MC WRTTC guidelines or of the laws of the State of Texas or the Constitution of the United States or any act considered by MC WRTTC staff to constitute any type of unprofessional or unethical behavior or misconduct through misfeasance, malfeasance or nonfeasance or which brings MC or the WRTTC into disrepute.

Staff - Any person employed at the MC WRTTC or on behalf of MC WRTTC.

MC - Midland College

MC WRTTC - Midland College Williams Regional Technical Training Center

TCOLE - Texas Commission on Law Enforcement. The governing body in the State of Texas which regulates law enforcement licensing and training.

Personal History Statement

It is essential that the information is accurate in all respects so please read all instructions carefully before proceeding. The Personal History Statement will be used as a basis for a background investigation that will determine your eligibility for becoming a cadet. The personal history statement template is to be used ([Personal History Statement Template](#)) for the purpose of fulfilling application documents prior to a review of all completed forms included in the application steps. PHS Template is 34 pages in length before any editing and inclusion of personal information.

BE PREPARED TO SPEND SIGNIFICANT TIME TO FULLY COMPLETE PERSONAL HISTORY STATEMENT!

FAST Fingerprinting

(If not selected for academy, within 6 months the criminal history check and psychological exam expire)
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.

The general process for electronic fingerprinting is:

1. Schedule an appointment to be electronically fingerprinted by IDEMIA at one of their Identogo enrollment centers. WRTTC hosts IDEMIA every Tuesday, so look for that to schedule.
 - Internet based scheduling is the quickest and most convenient way to obtain a fingerprint appointment.
 1. You may begin the process now by simply clicking on this link:
<https://uenroll.identogo.com/servicecode/11G4J8>
 2. Academy Number: **LE-210002. (must include LE-)**
 3. 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:
 1. Have your Service Code ready (**11G4J8**), then call **888.467.2080**;
 2. IDEMIA will prompt you for the Service Code (**11G4J8**);
 3. 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.
 - 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.tn.enrollment.com/state/forms/tx/55fc619a7f7aa.doc>
 - IDEMIA 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 IDEMIA enrollment agent will provide you with an Identogo receipt stating that you were fingerprinted.
 - Do not throw away the receipt, scan and submit to your application using the Attach button on your [application](#);
 - You may check status on your submission by clicking on this link:
<https://uenroll.identogo.com/servicecode/11G4J8> and then;
 - Click "**Check Status**

Pecos County Memorial Hospital Clinics Physical Examination Instructions

Potential Midland College Williams Regional Technical Training Center Law Enforcement Academy Cadets

For purposes of successful completion of your application to the MC WRTTC LEA, you will be required to have a physical examination by a Physician, Physician's Assistant or Nurse Practitioner.

The MC WRTTC LEA has an agreement for cadets to have the necessary physical examination conducted at Pecos County Memorial Hospital Clinics in Fort Stockton.

You will be responsible for the cost of the Physical Examination, and the results must be included in your application packet submitted to the MC WRTTC LEA at 1309 W I-10, Fort Stockton, Texas.

Upon contacting Pecos County Memorial Hospital Clinics in Fort Stockton request to speak to Melissa Peña for an appointment, make certain you indicate the physical exam appointment is for the MC WRTTC LEA cadet application.

Pricing that has been negotiated is your responsibility to pay at the time the physical exam is conducted. That price is \$25.00 for Pecos County Memorial Hospital Clinics in Fort Stockton to conduct the exam. Bring state issued photo identification and health insurance card if you have one, to the appointment.

Pecos County Memorial Hospital Clinics
387 West IH-10
Fort Stockton, Texas 79735
(432) 336-2004

Pecos County Memorial Hospital Laboratory Drug Screening Instructions

Potential Midland College Williams Regional Technical Training Center Law Enforcement Academy Cadets

For purposes of successful completion of your application to the MC WRTTC LEA, you will be required to have a drug screen by a Physician, Physician's Assistant or Nurse Practitioner. PCMH Laboratory in Fort Stockton will, under **orders from the medical personnel conducting your physical examination**, take and process your drug screen. Tell the Physician you need the Drug Screen.

The MC WRTTC LEA has an agreement for cadets to have the necessary drug screen conducted at Pecos County Memorial Hospital Laboratory in Fort Stockton.

You will be responsible for the cost of the Drug Screen, and the results must be included in your application packet submitted to the MC WRTTC LEA at 1309 W I-10, Fort Stockton, Texas.

Upon contacting Pecos County Memorial Hospital Clinics in Fort Stockton for an appointment, make certain you indicate the physical exam and drug screen is for the MC WRTTC LEA potential cadet application.

Pricing that has been negotiated is your responsibility to pay at the time the physical exam is conducted. That price is \$30.00 for Pecos County Memorial Hospital Laboratory in Fort Stockton to conduct the screening. When registering at the PCMH Lab, make certain to tell them the drug screen is for the MC WRTTC LEA. Bring state issued photo identification and health insurance card if you have one, to the appointment.

If the drug screen results are positive, PCMH Lab will have to send it for confirmation to the reference lab, and that will be an additional expense to the cadet.

Pecos County Memorial Hospital Clinics
387 West IH-10
Fort Stockton, Texas 79735
(432) 336-2004

Lou's Clinical Lab, Inc. Drug Screening Instructions

Potential Midland College Williams Regional Technical Training Center Law Enforcement Academy Cadets

For purposes of successful completion of your application to the MC WRTTC LEA, you will be required to have a licensed drug screening company conduct a drug screening.

The MC WRTTC LEA has an agreement for cadets to have the necessary screening conducted at Lou's Clinical Lab, Inc. located at 614 C N. Main in Fort Stockton, Texas.

You will be responsible for the cost of the screening, and the results must be included in your application packet submitted to the MC WRTTC LEA at 1309 W I-10, Fort Stockton, Texas.

Screening must be conducted within three days of your submission of the completed application packet to the MC WRTTC LEA.

Upon contacting Melanie Ramirez, Sales Manager for Lou's Clinical Lab in Fort Stockton for an appointment, make certain you indicate the screening is for the MC WRTTC LEA potential cadet application.

Pricing that has been negotiated is your responsibility to pay at the time the screening is conducted. That price is \$20.00 for the rapid results drug screening.

In the instance the cadet decides to have a Confirmation of Results test, there is an additional \$45.00 charge. Confirmation of Results test is at the cadet's discretion, and not required by MC WRTTC LEA.

Results of the screening to returned with application to MC WRTTC Administration office.

Lou's Clinical Lab, Inc.
Melanie Ramirez, Sales Manager
614 C N. Main
Fort Stockton, Texas 79735
432-336-8805
432-557-8541 (after hours)
432-336-8816 FAX
www.drug-screen.com

Cactus Health Services, Inc. Physical Examination Instructions

Potential Midland College Williams Regional Technical Training Center Law Enforcement Academy Cadets

For purposes of successful completion of your application to the MC WRTTC LEA, you will be required to have a physical examination by a Physician, Physician's Assistant or Nurse Practitioner.

The MC WRTTC LEA has an agreement for cadets to have the necessary physical examination conducted at Cactus Health Services, Inc. located at 700 N Main Street in Fort Stockton, Texas. Cactus reminds all patients they continue with following COVID precautions, if they are showing signs of any symptoms, cadets will not be scheduled for exam. We ask for everyone coming in the office to wear a mask. Masks are being provided.

You will be responsible for the cost of the Physical Examination, and the results must be included in your application packet submitted to the MC WRTTC LEA at 1309 W I-10, Fort Stockton, Texas.

Upon contacting Cactus Health Services Clinic in Fort Stockton for an appointment, make certain you indicate the physical exam is for the MC WRTTC LEA potential cadet application.

Pricing that has been negotiated is your responsibility to pay at the time the physical exam is conducted. That price is \$50.00 for Cactus Health Providers to conduct the exam. The potential cadet is responsible for payment to Cactus Health at time of appointment. Bring state issued photo identification and health insurance card if you have one, to the appointment.

Cactus Health Services requires a completed registration form packet be turned in at the time of your appointment. Contact the WRTTC for the [Cactus Health Patient Forms](#).

Results of Physical Exam to be reported on TCOLE Licensee Medical Condition Declaration (Form L-2) and returned with application to MC WRTTC Administration office.

Cactus Health Services, Inc.
700 N Main Street
Fort Stockton, Texas 79735
432-336-8110
432-336-8107 FAX
www.cactushealth.org

Psychological and Mental Health Evaluation Instructions

(It is important to understand that if not selected for academy, within 6 months the criminal history check and psychological exam expire)

Potential Midland College Williams Regional Technical Training Center
Law Enforcement Training Academy Cadets

For purposes of successful completion of your application to the MC WRTTC LETA, you will be required to have a psychological and mental health examination by a Psychologist.

The MC WRTTC LETA has an agreement for cadets to have the necessary psychological examination conducted by Dr. Ron Cohorn at his practice located at 855 Central Dr. Suit 29B, Odessa, Texas 79761 or 111 East 7th Street, Big Spring, Texas 79720. Dr. Cohorn has limited appointments for conducting the Licensee Psychological and Emotional Health examinations. **Once an appointment has been confirmed, you must attend.** Failure to make a scheduled appointment will jeopardize your ability to have the examination completed in a time frame to submit your completed application.

You will be responsible for the \$250.00 cost of the Psychological and Emotional Health Examination, and the results must be included in your application packet submitted to the MC WRTTC LETA at 1309 W I-10, Fort Stockton, Texas.

That cost is \$250.00 payable to Dr. Ron Cohorn to conduct the examination. You are responsible for payment to Dr. Cohorn at the time of your appointment.

Appointment Information:
Big Spring office Wednesday, August 12th
for Law Enforcement Psychological Evaluations (L-3).

Odessa office Tuesday Morning, August 8th for Law Enforcement Psychological Evaluations (L-3).

Email address is drroncohorn@gmail.com

Dr. Cohorn has a long history of working with law enforcement, both for employment by law enforcement agencies and admissions to law enforcement academies.

Ron Cohorn, Ph.D.
610 South Runnels St.
Odessa, Texas 79720
(432) 816-6748

Potential Midland College Williams Regional Technical Training Center
Law Enforcement Academy Cadets

For purposes of successful completion of your application to the MC WRTTC LEA, you will be required to have a psychological and mental health examination by a Psychologist.

The MC WRTTC LEA has an agreement for cadets to have the necessary psychological examination conducted by Dr. David Koch at his practice located at 24 Smith Road - Suite 360, Midland, Texas 79705. Dr. Koch has limited appointments for conducting the Licensee Psychological and Emotional Health examinations. **Once an appointment has been confirmed, you must attend.** Failure to make a scheduled appointment will jeopardize your ability to have the examination completed in a time frame to submit your completed application.

You will be responsible for the \$350.00 cost of the Psychological and Emotional Health Examination, and the results must be included in your application packet submitted to the MC WRTTC LEA at 1309 W I-10, Fort Stockton, Texas.

That cost is \$350.00 payable to Dr. David Koch to conduct the examination. You are responsible for payment to Dr. Koch at the time of your appointment.

Dr. Koch is familiar with law enforcement, both for employment by law enforcement agencies and admissions to law enforcement academies.

TCOLE form L-3 Licensee Psychological and Emotional Health Declaration completed by the examiner to be returned with application documents to MC WRTTC Administration office.

David Koch, Ph.D.
24 Smith Road, Suite 360
Midland, Texas 79705
(432) 684-8113
(432) 570-5035 FAX
dkoch@t3wireless.com

Potential Midland College Williams Regional Technical Training Center
Law Enforcement Academy Cadets

For purposes of successful completion of your application to the MC WRTTC LEA, you will be required to have a psychological and mental health examination by a Psychologist.

The MC WRTTC LEA has an agreement for cadets to have the necessary psychological examination conducted by Dr. Jarvis A. Wright at his practice located at 421 West Concho Ave., San Angelo, Texas 76903. Dr. Wright has limited appointments for conducting the Licensee Psychological and Emotional Health examinations. **Once an appointment has been confirmed, you must attend.** Failure to make a scheduled appointment will jeopardize your ability to have the examination completed in a time frame to submit your completed application. Dr. Wright is making the Psychological Written Assessment available through the WRTTC Testing Center. He is also offering the Interview portion through Zoom, if the Cadet chooses.

You will be responsible for the \$300.00 cost of the Psychological and Emotional Health Examination, and the results must be included in your application packet submitted to the MC WRTTC LEA at 1309 W I-10, Fort Stockton, Texas.

Contact the WRTTC Administration Office with information on your appointment date and time. The WRTTC staff will send Dr. Wright your PHS and Authorization to Release Information prior to your appointment.

That cost is \$300.00 payable to Dr. Jarvis A. Wright to conduct the examination. You are responsible for payment to Dr. Wright at the time of your appointment.

Jarvis A. Wright, Ph.D.
421 West Concho Ave.
San Angelo, Texas 76903
(325) 944-8184

PCMH Wellness Center Instructions

Midland College Williams Regional Technical Training Center
Law Enforcement Academy Cadets and Instructors

For purposes of your physical training while enrolled in MC WRTTC LEA, you will receive a membership to the Pecos County Memorial Hospital Wellness Center.

The MC WRTTC LEA has an agreement for cadets and instructors to have access to the Wellness Center for the exclusive purpose of completing physical training as outlined by the objectives of the Fitness and Wellness designated in the TCOLE curriculum.

You will be responsible for adhering to the PCMH Wellness Center Membership Agreement.

MC WRTTC LEA application completion should include the Wellness Center Membership application.

Upon successful acceptance to the MC WRTTC LEA, an appointment will be set by MC WRTTC LEA for cadets with the Wellness Center to complete the membership enrollment.

Cadets are not to contact the Wellness Center individually. The Wellness Center Coordinator will not process until the MC WRTTC LEA has begun and a group appointment has been arranged by MC WRTTC LEA.

Upon successful completion of the MC WRTTC LEA, or if a cadet withdraws before completion of the academy, their PCMH Wellness Center membership will be voided.

Midland College Williams Regional Technical Training Center
Law Enforcement Training Academy

Cadet Absent/Tardy Form

Date:

Cadet:

Cadet was: Tardy to class Absent from class

Reason for Tardiness/Absence:

Submitted to:

Date and Time:

Signature of Cadet:

Signature and Title of acceptance personnel:

If a cadet believes they are going to be late, staff and Class Leader must be notified as early as possible, no later than 4:45 p.m. of the anticipated tardy.

Tardiness shall be considered one (1) full hour of absenteeism, and will be documented with an absent/tardy form stating that the cadet was late and providing an explanation. This form is due the same day of the tardiness

In the event of an absence, cadets will be expected to call WRTTC and advise a staff member of their absence as soon as practical and possible.

The cadet will deliver the form to their squad leader, who will then deliver the form to the Class Leader.

The Class Leader is responsible for ensuring all absent/ tardy forms are delivered to the course coordinator.

Midland College Acknowledge, Waiver, and General Release



MIDLAND COLLEGE Acknowledgement, Waiver, and General Release

In consideration for the opportunity to participate in the MC WRTTC LEA (“Program”) offered by Midland College (the “College”), the undersigned (herein called “Participant”) agrees to the following:

1. Participant agrees to abide by the policies and procedures of the College which can be found on the College’s website at www.midland.edu while participating in Program activities or while using the facilities and equipment of the College. Participant understands that Participant may be subject to criminal background checks and other prescreening checks, if applicable.
2. Participant hereby and forever releases, waives, discharges, covenants not to sue, and agrees to hold harmless for any all purposes the College, the Board of Trustees of the College, and each of its members, officers, agents, administrators, representatives, employees, staff, volunteers, (collectively, “Releasees” or “Indemnitees”) from any and all claims, actions, suits, demands, agreements, liabilities, injuries (including death), judgments, and proceedings both at law and in equity, arising from the beginning of time and related to or arising from the Program.
3. Participant understands and accepts that there may be inherent risks associated with participation in the Program, and Participant agrees, accepts, and assumes any risks associated with Participant’s participation in the Program. Participant further agrees to indemnify and hold harmless Indemnitees from any and all liabilities, claims, demands, injuries (including death), or other damages, including court costs and attorneys’ fees and expenses, which may arise as a result of Participant’s activities in the Program, including injuries sustained as a result of the sole, joint, or concurrent negligence, negligence per se, statutory fault, or strict liability of Indemnitees.
4. Participants further acknowledge that any claims Participant may have in the future against any Indemnitee would be subject to the Indemnitees’ sovereign immunity and that this release is not intended to, and shall not operate as, a modification, amendment or waiver of the College’s and the Indemnitees’ sovereign immunity rights pursuant to federal and/or state law.
5. Participant agrees that this release shall be binding upon and inure to the benefit of the College, its successors, assigns and personal representatives.

Participant’s Signature

Date

Participant’s Printed Name

Witness’ Signature

Date

Witness’ Printed Name

Return to : Matt Tarpley

CODE OF ETHICS

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all persons to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all, and will conduct myself in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I KNOW that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I WILL constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...**LAW ENFORCEMENT.**