



UNIVERSITY OF HOUSTON POLICE DEPARTMENT

TRAINING RULES

Class Attendance:

No absences will be permitted unless excused by the Training Coordinator, or his designee. Tardiness will not be condoned, including return from designated break periods. Supervisors will be notified when students do not report to class. All training dates are subject to change without notice and students should confirm classes and their position on the roster prior to the start of class. If a student needs to cancel, we ask the student notify the Training Coordinator at least three days in advance.

Illness:

Illness or injuries shall be reported immediately to the course instructor or Training Coordinator.

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 Division personnel are in charge and responsible of the classroom and all that it encompasses while training is in session.

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. Civilian personnel with a valid License to Carry issued by the State of Texas, will **not** be allowed to have their weapon on their person while in the classroom, unless authorized by the Training Division personnel.

Dress:

Dress for a professional training environment. For all officers, jailers, and civilians attending training classes proper dress shall be:

- Agency Uniform or;
- Civilian Attire; such as dress shirt, polo style shirt, with casual slacks including denim jeans, which would be appropriate for a business casual environment.
- Female attendees may wear dresses or slacks/skirts with shirt/blouse.

There are many forms of attire that are considered unacceptable as business wear, and not appropriate for a professional learning environment. The following is a list of some forms of attire that are **not acceptable** for attending law enforcement classes.

- Form fitting stretch pants; stirrup-type pants, Capri, or shorts of any type, bib overalls, coveralls, etc...
- T-shirts, tank tops or see-through clothing, unless proper undergarments are also worn.
- Clothing that shows bare shoulders (strapless or spaghetti straps) will not be worn unless a coordinating jacket or blouse is worn as a top garment at all times.
- Attire, which reveals midriffs, bosoms, or is overtly provocative.
- Exposed ankle bracelets, toe rings, nose, lip, or facial jewelry.
- Large or multi layers of exposed jewelry (commonly referred to as "Bling").
- Baseball caps inside the building or classroom.
- Hats of any type inside the classroom.
- Sneakers, slippers, shoes without an enclosed heel or a heel strap, such as clogs, mules, flip flops, sandals, outdoor type work boots or shoes, etc...
- Any type of excessively faded, worn, torn, frayed, or unclean apparel.
- Any types of apparel that contains any writings, markings, or logos that may be offensive or on their face are not in keeping with a professional law enforcement training environment.



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At the discretion of the instructor responsible over specific training, students may be directed to wear other attire that is more appropriate to unusual training activities or conditions, such as tactical courses, physical training, self-defense, handgun retention, etc... **STUDENTS WILL NOT BE ALLOWED TO WEAR ANY FORM OF RED CLOTHING OR RED BASEBALL CAPS.** The color "red" is only to be worn by the department Firearms Instructors, or their designee(s).

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 skills tests are graded on a Pass/Fail basis.

Conduct:

Professional demeanor is respected and expected. The Instructor and Training Division personnel will not tolerate disruptive or disrespectful conduct from anyone. Students shall not use profane, vulgar or obscene language. 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. Newspapers and reading material other than that required as course material shall not be read in the classroom while classes are in session. Sleeping is strictly prohibited.

Photographic / Recording Equipment:

The use of photographic or recording equipment is forbidden. Pagers and cellular telephones shall be turned off or set on vibrate mode during classroom instruction. Except during an emergency, cell phone calls or pager responses shall be made during breaks only. Text messaging is prohibited except during breaks. Emergency messages will be delivered immediately. All other messages are posted outside the Telecommunications door.

Smoking:

The University of Houston is a tobacco free campus. Smoking, including E-cigarettes, is not permitted.

Illicit Drugs & Alcoholic Beverages:

The use, possession or being under the influence of illicit drugs or alcoholic beverages during any training session are prohibited.

Administrative Areas:

Administrative areas of the Training Division are restricted to official business only. Students are not to enter these areas without prior consent of Training Division personnel.

Complaints:

All complaints and concerns by a student shall be addressed appropriately, beginning with the Instructor, Training Division Personnel and then the Training Coordinator.

Penalty: Violation of these rules can be cause for dismissal from the class the student is currently attending. The Instructor or Training Division 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.