

# Murphy Police Department



## Training Provider Rules

# **Murphy Police Department**

## **Contractual Training Provider for the Texas Commission on Law Enforcement Training Instruction and Course Guidelines**

### **Admission Requirements**

Prior to enrollment in any training program which provides instruction, the student must be:

- a. A currently licensed Peace Officer in good standing
- b. A currently licensed Telecommunicator in good standing
- c. A currently licensed Jailer in good standing
- d. A civilian employee of a law enforcement agency in good standing (i.e. records clerks, evidence personnel, Police Cadet, etc.).
- e. A federal law enforcement officer in good standing

No student will be admitted to a training course without meeting the admission standards.

### **Course Prerequisites**

Any course prerequisites shall be posted prior to the course being instructed, by the Training Coordinator, or his designee.

### **Minimum and Maximum Class Size**

The number of students for each course shall be determined by the Training Coordinator, taking into account the type of course being instructed, the number of instructors, equipment needed, location of the course, available seating, and other factors. The maximum number of seats in the training room at the Murphy Police Department fifty (50) for general classroom instruction.

### **Class Attendance and Cancellation**

No absences will be permitted unless excused by the training coordinator, or his designee, and then only if provisions for makeup classes exist. Tardiness will not be tolerated and will be subject to makeup. Should a student become absent or excessive tardiness occurs, the Training Coordinator may dismiss the student from the course, with no course credit being given to the student. No more than 10% of any class may be missed, unless approved by the Training Coordinator for makeup.

Courses instructed by the Murphy Police Department are posted at <https://www.murphytx.org/902/Other-Law-Enforcement-Training>, with the date and time of the course, as well as any other course prerequisites.

All training dates are subject to change without notice and students should confirm class dates and start times at least three (3) days before the start of class. If a student needs to cancel, they should do so at least three (3) days prior to class, and by either contacting the Training Coordinator, or the listed course contact.

## **Order of Preference**

General courses offered by the Murphy Police Department shall be offered to Texas Peace Officers, Licensed Telecommunicators, or Licensed Jailers on a first-come, first-served basis. Some specialized courses for Murphy Police Officers only, shall be listed as such on the police department website, and outside students will not be allowed to attend. The Training Coordinator reserves the right to allow as many Murphy Police Officers in a course as needed to train their officers on a particular topic, regardless of the number of scheduled officers from outside agencies. Civilian employees of law enforcement agencies may be allowed to attend trainings that pertain to their position with their agency.

## **Cellular Phones and Photographic/Recording Equipment:**

The instructor has the right to limit cellular phone use and access during any course instructed by the Murphy Police Department. Cellular phones should be turned off or set to silent or vibrate mode only. Students shall limit cellular phone usage to outside of the classroom while on breaks and shall not use their cellular phones while in class unless an emergency exists. Text messaging is prohibited unless on break.

Unless prior arrangements are made with the Training Coordinator, no photographic or recording equipment is to be used during classes, scenarios or other course activities.

## **Tobacco Use**

Smoking and any tobacco use are prohibited in all city buildings to include “vaping” or the use of electronic cigarettes. Students will be allowed to smoke only in designated areas, which are located in the back of the building or in the non-traffic or parking areas. Tobacco use is prohibited during instruction.

## **Dress Standards and Conduct**

Students attending training are expected to dress in appropriate and professional dress at all times, unless otherwise required by the course, or approved by the instructor or training coordinator. Appropriate dress for Officers and Telecommunicator includes:

Agency uniform

Civilian attire such as dress shirt, polo style shirt, with casual slacks or jeans, dresses, blouses, or any other business casual clothing.

Unacceptable clothing includes any attire that would be considered unacceptable as business wear, and not appropriate for a professional learning environment including:

- Form-fitting stretch pants or shorts of any type, bib overalls or coveralls.
- T-shirts, tank-tops or see-through clothing, unless proper undergarments are also worn.
- Attire, which reveals midriffs, bosoms, or is overtly provocative.
- Slippers or shoes without an enclosed heel or a heel strap such as clogs, flip-flops, or sandals
- Any type of excessively worn, torn, frayed, or unclean apparel.
- Any type of apparel that contains writings, markings, or logos that may be offensive or not in keeping with a professional law enforcement training environment.

At the discretion of the instructor, students may be directed to wear other attire that is more appropriate to training activities or conditions, such as tactical courses, physical training, OC spray and baton training, or firearms training. Students will be instructed on the appropriate attire for these training courses.

Students are required to conduct themselves in a professional manner at all times. Any student displaying disruptive or disrespectful behavior may be asked to leave the classroom by the instructor or Training Coordinator, and not receive credit for the course.

## **II. Passing Score for Exams**

Each course instructed by the Murphy Police Department shall have a minimum passing score of 70% or “pass” for a pass/fail performance exam, unless the instructor requires a higher passing score. Some courses are required to have higher passing scores (such as Taser, and Firearms Instructor). The students will be notified of the scoring requirements prior to but no later than the beginning of the course.

If a student fails an exam, the student will take the exam a second time. If the second attempt is failed, the student may retake the entire course before making another test attempt.

The instructor of the course is responsible for the integrity of any written or performance exams given to students, assuring that each student takes their own test, and that the testing area is free of distractions if required. The Training Coordinator shall ensure that all exams are being administered in accordance with this guideline.

### **Complaint Procedure**

Any person having a concern of complaint regarding any course instructed by the Murphy Police Department, should submit their written complaint to the Training Coordinator. The Training Coordinator shall investigate the issue and attempt to clarify the issue with the person. Should corrective action need to be taken, the Training Coordinator shall notify the Chief of Police, and make sure that corrective steps be taken for future courses.

### **Tuition and Payment for Courses**

#### **Tuition**

The tuition for courses will be posted in the training announcement online. The cost for training provided by the Murphy Police Department will be free. The tuition for courses hosted by the Murphy Police Department, but instructed by an outside company will be determined by the proprietor providing the training.