

Port of Houston Authority Police Department

Training Center Rules

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