

Liberty Police Department

Training Division

Rules for Students attending classes

Liberty Police Department

Training Division Rules

- Registration fees must be paid for by check or money order by noon (12 pm) on the first day of class. The Liberty Police Department does not accept cash as a form of payment (exception for law update, cash will be accepted). If payment is not received by noon, the student will not be able to complete the course. Of course exceptions can be made in certain situations. In those cases, contact the Training Coordinator at 936-336-5666, prior to the start of the class.
- Certificates will be provided upon request and sent via email. Instructor's email will be posted at the start and end of the course for the student to request a certificate.
- **You represent your department thus; we ask that departmental uniforms or business casual attire be worn (collared shirts). No t-shirts, sleeveless shirts, shorts, hats or overalls will be permitted. Appropriate footwear is required; no sneakers or flip flops. NOTE: you will be sent home.**
- **Exceptions to dress standards: if specific training such as "in house only", tactical, qualifications or physical training the student may wear blue jeans, sneakers, and t-shirts. Student may wear shorts with permission of the Chief or that specific class instructor. Student may not wear flip flops at any time.**
- All students are expected to participate in class discussions and activities.
- Students will not be permitted to miss any class time, except with approval by the Training Coordinator, or his designee, and then only if provisions for make-up exist.
- Tardiness will not be tolerated and will be subject to make-up. Departments will be notified when students are not in class.
- Students will notify the Department as soon as possible if the need to cancel attendance or registration arises.
- All rosters must be signed by each individual and Department ID's are required. Rosters will be reported to TCLEOSE within 5 days.
- All classes conducted will have a minimum of one student.
- All students will be responsible for studying and taking all examinations. A minimum of 75% is required to pass the course.
- Smoking and other tobacco products are prohibited in all city buildings. Students will use designated areas for smoking. No spit cups will be allowed in the classroom.
- Students will pick-up after themselves and not leave the classroom or break room in disarray.
- Discussions in classroom will be confined to subject matter at hand. No horseplay or disturbances before, after or during classes.
- Restricted Areas: Students are not allowed in any area of the police station, except the Training Room and Kitchen area.

Liberty Police Department meets or exceeds the required standards Section 1701.215.5 Rule identifies the requirements for becoming a contractual training provider. Rule 1701.215.7 an Advisory Board for LPD. Rule 1701.215.9 requires a Training Coordinator appointment for LPD. Rule 215.11 and 215.13 identify the components of evaluations and risk assessments for training providers.

Any questions or concerns please call 936-336-5666 or contact Lieutenant Elaine Taylor, Training Coordinator etaylor@cityofliberty.org, or Donna Smith, Training Assistant dsmith@cityofliberty.org with the Liberty Police Department.