

STANDARDS FOR ADMISSION

Hill College Police Academy

General – All Applicants

- A. For acceptance to the Hill College Police Academy individuals (hired cadets or individual applicants) must meet the most current standards as established under the Texas Administrative Code, Title 37, Part 7, Chapter 213, Rule 217.1, Minimum Standards for Enrollment and Licensure.
- B. All applicants must meet Hill College current enrollment requirements.

Individual Applicants

- A. Automatic disqualifiers for individual applicants include anything that would exclude the applicant from meeting the most current standards as established under the Texas Administrative Code, Title 37, Part 7, Chapter 213, Rule 217.1, Minimum Standards for Enrollment and Licensure.
- B. Additionally, applications will be automatically disqualified if the applicant has:
 - a. Illegally sold, produced, cultivated, or transported for sale marijuana
 - b. Illegally used marijuana for any purpose within the past year
 - c. Illegally used marijuana other than for experimentation
 - d. Illegally sold, produced, cultivated, or transported for sale a dangerous drug or narcotic
 - e. Illegally used a dangerous drug or narcotic, other than marijuana, for any purpose within the past seven years
 - f. Illegally used a dangerous drug or narcotic other than for experimentation
 - g. A pattern of abuse of prescription medication
 - h. Willfully provided false information in connection with application to this academy, any other police academy, or any application for employment.
 - i. Committed a felony, an offense that would be a felony if committed in this state, or an offense involving dishonesty, unlawful sexual conduct, or physical violence.
 - j. A medical, physical, or mental disability that substantially limits the person's ability to perform the duties of a peace officer effectively, or may create a reasonable probability of substantial harm to the person or others, for which a reasonable accommodation cannot be made
 - k. Committed malfeasance, misfeasance, or nonfeasance in office
 - l. Engaged in any conduct or pattern of conduct that tends to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession
- C. Other factors that will be considered prior to acceptance into the Hill College Police Academy include, but are not limited to:
 - a. Any pending litigation-criminal or civil (including divorce)
 - b. Evidence of good character and having a stable school, work and driving record
 - c. Reputation of the individual with schoolmates, work associates, coaches, teachers, etc.
- D. The police academy coordinator shall make the final determination in allowing a cadet to enter the academy program. This comports with TCOLE rule 215.9 which places the responsibility on the training coordinator: *(C) enforcing all admission, attendance, retention and other standards set by the commission and approved by the advisory board.*

Background Investigation

It shall be the policy of the Hill College Police Academy to conduct a background investigation of all individual applicants. The following applies to these investigations:

- A. Personal History Statement - A person who seeks to be accepted for attendance shall complete and submit to the Training Coordinator a personal history statement on a form prescribed by the Academy before the start of a background investigation. The history statement shall contain answers to questions that aid in determining whether the person is eligible for certified status as a peace officer. The questions shall concern whether the person meets the minimum requirements for appointment, has engaged in conduct or a pattern of conduct that would jeopardize the public trust in the law enforcement profession, and is of good moral character.
- B. Investigative Requirements for the Academy - A complete background investigation includes the following inquiries and a review of all criminal history and driving record returns to determine that the person seeking appointment meets the requirements outlined in the Texas Administrative Code, Title 37, Part 7, Chapter 213, Rule 217.1, Minimum Standards for Enrollment and Licensure, and that the person's personal history statement is accurate and truthful.
- C. For each person seeking to be accepted for attendance, the Training Coordinator or designee shall:
 - a. Review all documents submitted by the applicant
 - b. Review the results of medical and psychological testing
 - c. Review all declarations made by the applicant for compliance with licensing standards and disqualifiers of the academy.
 - d. Contact all personal references and employers and document the answers to inquiries concerning the applicant.
 - e. Complete a written report of his or her findings and recommendations.

Enrollment

- A. Upon approval to attend a police academy class, applicants must complete all required Hill College enrollment processes.
- B. Applicants are responsible for obtaining and displaying motor vehicle parking permits on campus and for complying with regulations for parking, paying traffic fines, and obeying speed limits.
- C. Applicants are responsible for prompt payment of all financial obligations to the College.

Fees

- A. Tuition and fees are subject to change without notice.
- B. Agencies sending cadets to the Hill College Police Academy must arrange for billing through the college business office.
- C. Items of clothing and other equipment will be the responsibility of the cadet officer or agency.
- D. Payment for class costs must be made in accordance with Hill College rule and policies.
- E. 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 filed.
- F. Refunds to cadets or agencies for drops or failures shall be determined by Hill College policies and operational guidelines.

Materials Furnished by Cadets or Cadet Agency

- A. Firearm – Handgun (must be approved for use by the Training Coordinator if an independent applicant)
- B. Firearm – Shotgun (for hired cadets only)
- C. Ammunition for training, practice and qualification (can range from 1000 – 1500 rounds)
- D. Shotgun ammunition (as prescribed the Training Coordinator)
- E. Khaki uniforms (includes shirt and pants)

- F. Duty shoe or boot with toe material that can be shined
- G. Black belt with Gold Tip/Buckle.
- H. Black windbreaker style jacket or coat with no logos
- I. Black athletic shorts (for physical training)
- J. Black sweat pants with no logos (weather dependent) (for physical training)
- K. Black sweat shirt with no logos (weather dependent) (for physical training)
- L. White athletic socks (crew style) (for physical training)
- M. Black ball cap (no logos) (for use during firing range training)
- N. White t-shirts with cadet's last name in 2-3 inch letters in black on front and rear (for physical training)
- O. Conservative style tennis shoes for physical training (for physical training)
- P. Grip style socks to be worn on mats during defensive tactics training
- Q. Body armor (can be training version)
- R. Duty belt with allied pouches and holster
- S. TASER (hired cadets only, and only needed during TASER certification)
- T. TASER cartridges for both training and qualification
- U. Blue plastic training handgun
- V. Copy of Texas Penal Code, Code of Criminal Procedure, Family Code, Transportation Code, Alcoholic Beverage Code. The online version is acceptable for class use.
- W. Water container(s)
- X. Vehicle for driver training (hired applicants only)

Disabilities

Any cadet who has a disability or who claims a disability according to the rules of the *Americans with Disabilities Act* must notify Hill College (Student Services) of the disability in sufficient time to allow the Academy to make necessary accommodations consistent with the ADA prior to the commencement of classes. Failure to notify the Academy in a timely manner will result in a delay of acceptance into an Academy basic program until the following basic program. It is the cadet's responsibility to inform the Academy of a disability requiring accommodations.

Dropping Course; Dismissal from Academy; Voluntary Withdrawal

- A. Students dropping, failing or voluntarily withdrawing from an academy program are handled in accordance with Hill College policy or operating procedures.
- B. Any cadet officer may be expelled from the Academy for any violation of rules for which expulsion is a recommended or possible penalty. Any cadet officer expelled from the Academy will be ineligible to attend any RPA Basic Peace Officer Course.
- C. Any cadet officer expelled from the Academy will not be eligible for tuition reimbursement.
- D. Any cadet officer who fails to maintain academic standards will be dismissed from the Academy. That cadet officer will be allowed to re-enter the Academy as determined by the Academy coordinator. Any reimbursements or additional tuition will be the same as in A. above.