

Basic Peace Officer II (CJLE 1512)



Credit: 5 semester credit hours (3 hours lecture, 8 hours lab)

Prerequisite/Co-requisite: Meet minimum requirements established by TCOLE for entry into an academy/concurrent with CJLE 1006, CJLE 1518, CJLE 1524, and CJLE 1329.

Course Description

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.***

Required Textbook and Materials

- a. *Texas Criminal and Traffic Law Manual* current edition
 - i. ISBN number is 978-1-947146-94-5
- b. Uniforms and equipment as described in the cadet handbook and distributed during orientation

Course Objectives

Demonstrate outcomes set forth for Texas Commission on Law Enforcement Course #1000643.

Course Outline

1) Fitness and Wellness and Stress Management

- a) understanding of basic fitness and wellness concepts related to the ability to perform law enforcement job tasks and to maintain a high level of fitness and wellness
 - i) Importance and relevance of health habits, fitness and wellness to the law enforcement profession.
 - ii) Guidelines and principles of a safe exercise program.
 - iii) Principles of an exercise program.
 - iv) FITT for thresholds of fitness training related to cardiovascular, strength, anaerobic and flexibility training.
 - v) Components of an exercise programs.
- b) Identify safety measures for fitness training.
 - i) Understanding of nutrition concepts required to maintain a high level of performance, fitness and wellness.
 - ii) Relationship between nutrition and performance.
 - iii) Understanding of the role of basic essential nutrients to a proper diet.
 - iv) Healthy nutritional strategies

- v) Strategies for personal weight control.
 - c) Causes and effects of stress in the lives of peace officers.
 - i) types of stress related to the law enforcement profession
 - ii) Emotional and physical symptoms of the stress; physiology of stress.
 - iii) Common symptoms and illnesses associated with stress.
 - iv) Common stressors for peace officers.
 - d) Personal strategies for the positive management of stress.
 - i) Strategies to manage stress.
 - ii) Ways to reduce stress through relaxation.
 - e) What happens physically and psychologically when confronted with survival stress, critical incident stress or post-traumatic stress disorder.
 - i) What happens physically and psychologically when confronted with survival stress such as a use of force situation and explore ways to positively channel these changes.
 - ii) Physical and psychological effects of Critical Incident Stress.
 - iii) Ways to prepare and assist yourself or someone else cope with a critical incident with minimum of pain and scarring.
 - iv) Post-Traumatic Stress Disorder.
 - f) Awareness of signs of intervention for suicide amongst peace officers.
 - i) Awareness of prevalence of suicide.
 - ii) Common signs of suicidal thoughts and behavior.
 - iii) Strategies to assist a coworker contemplating suicide.
 - g) Problems, symptoms and responses to substance abuse in law enforcement.
 - i) Extent of alcohol and drug abuse in the work place and in law enforcement.
 - ii) Myths and realities of alcoholism.
 - iii) Signs and symptoms of drug and alcohol abuse.
 - iv) Consequences of personal use of drugs and alcohol.
 - v) Responsibilities an officer has to a co-worker when substance threatens the safety and efficiency of the department
 - vi) Consequences of steroid abuse
- 2) Professional Policing**
- a) Knowledge of the development and influence of the evolution of police service models and styles.
 - i) Significant historical events that have influenced policing in the United States.
 - ii) The historical development of police service models or styles.
 - iii) The evolution of policing in Texas.
 - iv) The requirements of licensees under selected sections of the current Commission Rules.
 - v) The traditional police service model.
 - vi) “Community policing” service model.
 - b) Understanding of the organization's role in society and police organizational issues.
 - i) Police organization’s role in society.
 - ii) Values of providing quality police customer service.
 - iii) Characteristics of traditional (formal) police organizational structure and police subculture (informal).

3) Professionalism and Ethics

- a) Professionalism as it applies to law enforcement.
 - i) Concept of professionalism.
 - ii) Characteristics of professionalism.
- b) Crucial role of ethics as related to professionalism.
 - i) Law Enforcement Code of Ethics.
 - ii) Ethical dilemmas in law enforcement.
 - iii) Differences between physical and moral courage.
- c) Civil and criminal laws related to unethical behavior of peace officers.
 - i) Title 8 of the Texas Penal Code in relationship to an officer's behavior.
 - ii) Relevant federal criminal law in relationship to an officer's behavior.
 - iii) Civil penalties for sexual harassment and inappropriate officer conduct.

4) U.S. and Texas Constitutions, Bill of Rights, and Criminal Justice System

- a) U.S. Constitution and Bill of Rights as they pertain to the role of peace officers and the rights of citizens.
 - i) Basis of the U.S. Constitution and Bill of Rights, including special emphasis on the freedom of the individual and human rights.
 - ii) Writ of Habeas Corpus.
 - iii) Main concepts of Article 2 and Article 3 of the Constitution.
 - iv) Rights enumerated in Constitutional Amendment I.
 - v) Rights enumerated in Constitutional Amendment IV.
 - vi) Rights enumerated in Constitutional Amendment V.
 - vii) Rights enumerated in Constitutional Amendment VI.
 - viii) Rights enumerated in Constitutional Amendment VIII.
 - ix) Rights enumerated in Constitutional Amendment IX.
 - x) Rights enumerated in Constitutional Amendment X.
 - xi) Rights enumerated in Constitutional Amendment XIV.
 - xii) Personal and organizational values relative to police role in relation to the Constitution and Bill of Rights.
- b) Texas Constitution and Bill of Rights as they pertain to the role of peace officers and the rights of citizens.
 - i) Individual's rights proclaimed under Article 1 of the Constitution of the State of Texas.
 - ii) Article 17 of the State Constitution as it relates to the ever-evolving nature of the document.
- c) Specific roles and inter-relationships of the various components within the Criminal Justice system.
 - i) Structure and role of the Criminal Justice System.
 - ii) How the three components of the criminal justice system directly affect each other.
 - iii) Differences between civil and criminal law.
 - iv) Civil/criminal courts and their jurisdiction.

5) Multiculturalism and Human Relations

- a) Role of multiculturalism in law enforcement.
 - i) Key concepts and origins of prejudice.
 - ii) Forms of prejudice.

- iii) Personal prejudices.
- iv) Key functions of discrimination.
- b) Importance of human relations in law enforcement.
 - i) Importance of not allowing personal prejudices to affect professional behavior.
 - ii) Value of, respect for, and sensitivity to the feelings and needs of others.
 - iii) Public's perceptions of and attitudes toward peace officers.
 - iv) Cross-cultural communication and conflict resolution.
- 6) Code of Criminal Procedure**
 - a) Statutory authority for administration of criminal procedure as enumerated by the Texas Code of Criminal Procedure (CCP).
 - i) Basis for administration of criminal procedure in Texas.
 - ii) Basic rights enumerated in the CCP.
 - b) General duties and responsibilities for officers as enumerated by the CCP.
 - i) Magistrates and their duties.
 - ii) Peace officers.
 - (1) Duties of peace officers.
 - (2) Duties of peace officers relating to Racial Profiling.
 - (3) Duties of peace officers relating to Forfeiture of Contraband.
 - c) Courts and their criminal jurisdiction.
 - i) Courts which have criminal jurisdiction.
 - ii) Jurisdiction of the Courts of Appeals.
 - iii) Jurisdiction of the Court of Criminal Appeals.
 - iv) Jurisdiction of district courts.
 - v) Jurisdiction of the county courts.
 - vi) Jurisdiction of the justice courts.
 - vii) Jurisdiction of municipal courts.
 - d) Procedures to be followed in the prevention and suppression of offenses.
 - i) Duties of officers relating to family violence prevention.
 - ii) Duties of officers relating to threats of injury or death to persons or damage to property.
 - iii) Duties of officers relating to suppression of riots and other disturbances.
 - iv) Duties of officers relating to protective orders for victims of sexual assault.
 - e) Time limitations relating to felonies and misdemeanors.
 - i) Time limitations relating to felony offenses.
 - ii) Time limitations relating to misdemeanor offenses.
 - iii) Time limitations relating to aggravated offenses, attempt, conspiracy, solicitation, and organized criminal activity.
 - f) Requirements and procedures for arrests without and with a warrant of arrest.
 - i) Duties of officers relating to arrest without warrant.
 - ii) Duties of officers relating to arrest under warrant.
 - g) Requirements and procedures for search warrants.
 - i) Duties of officers relating to search warrants.
 - h) Court processes as they relate to criminal offenses.
 - i) Court papers relating to offenses.
 - ii) Court papers relating to witnesses.

- iii) Bail procedure.
 - i) Process relating to inquests upon dead bodies.
 - i) Requirements for an inquest.
 - j) Process relating to the Sex Offender Registration Program.
 - i) Requirements for sex offenders.
- 7) Arrest, Search, and Seizure**
- a) Legal authorities as they pertain to the role of the peace officer and the rights of citizens regarding arrest.
 - i) Conditions for arrest.
 - ii) Issues surrounding custodial statements.
 - iii) Statutory requirements for warrant-less arrests.
 - iv) Procedures for obtaining a warrant of arrest.
 - v) Process for arresting with a warrant.
 - vi) Suspicious circumstances.
 - vii) Building probable cause and its application
 - viii) Reasonable suspicion and temporary detention.
 - ix) Circumstances when frisking is permitted.
 - x) Who may be frisked and what may be seized during the frisk.
 - xi) Categories of evidence for which a search may be conducted.
 - xii) Circumstances which justify a lawful search pursuant to a search warrant.
 - xiii) Circumstances which justify a lawful search without a warrant.
 - xiv) How the exclusionary rule applies.
- 8) Penal Code**
- a) Introductory Provisions (Title 1) of the Penal Code (PC).
 - i) Organization of the PC.
 - ii) General Provisions of the PC.
 - iii) Proof required to convict a person of an offense.
 - iv) Terms as they relate to multiple prosecutions.
 - b) General Principles of Criminal Responsibility (Title 2) of the Penal Code.
 - i) Culpable mental states.
 - ii) When one person is Criminally Responsible for Conduct of Another.
 - iii) General Defenses to Criminal Responsibility.
 - c) Punishments (Title 3) of the Penal Code.
 - i) Offenses and their punishment.
 - d) Inchoate Offenses (Title 4) according to the Penal Code.
 - i) Elements of offenses as they relate to inchoate offenses.
 - e) Offenses against the Person (Title 5) according to the Penal Code.
 - i) Elements of offenses as they relate to criminal homicide.
 - ii) Elements of offenses as they relate to kidnapping, unlawful restraint, and trafficking of persons.
 - iii) Elements of offenses as they relate to sexual offenses.
 - iv) Elements of offenses as they relate to assaultive offenses.
 - f) Offenses Against the Family (Title 6) according to the Penal Code.
 - i) Elements of offenses as they relate to offenses against the family.
 - g) Offenses Against Property (Title 7) according to the Penal Code.

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- i) Elements of offenses as they relate to arson, criminal mischief, and other property damage or destruction.
 - ii) Elements of offenses as they relate to robbery.
 - iii) Elements of offenses as they relate to burglary and criminal trespass.
 - iv) Elements of offenses as they relate to theft.
 - v) Elements of offenses as they relate to fraud.
 - vi) Elements of offenses as they relate to computer crimes and telecommunications crimes.
 - h) Offenses Against Public Administration (Title 8) according to the Penal Code.
 - i) Elements of offenses as they relate to bribery and corrupt influence.
 - ii) Elements of offenses as they relate to perjury and other falsification.
 - iii) Elements of offenses as they relate to obstructing governmental operation.
 - iv) Elements of offenses as they relate to abuse of office.
 - i) Offenses Against Public Order and Decency (Title 9) according to the Penal Code.
 - i) Elements of offenses as they relate to disorderly conduct and related offenses.
 - ii) Elements of offenses as they relate to public indecency.
 - j) Offenses Against Public Health, Safety, and Morals (Title 10) according to the Penal Code.
 - i) Elements of offenses as they relate to weapons.
 - ii) Elements of offenses as they relate to gambling.
 - iii) Elements of offenses as they relate to conduct affecting public health.
 - iv) Elements of offenses as they relate to intoxication and alcoholic beverage offenses.
 - k) Organized Crime (Title 11) according to the Penal Code.
 - i) Elements of offenses involving organized crime.
- 9) Traffic**
- a) Traffic laws contained in the Transportation Code (TC) and their applications.
 - i) Vehicles in the TC.
 - ii) Terms in the TC.
 - iii) Terms in the TC, as it relates to traffic, traffic areas, and traffic control.
 - iv) Various miscellaneous terms listed in Chapter 541, TC.
 - v) Define dispose and litter in accordance with the Texas Health and Safety Code, and discuss their application to traffic safety.
 - vi) Required obedience and the effect of the TC.
 - vii) Who may and who may not be licensed to drive in the state of Texas, the types and classes of licenses that exist under Texas statutes, and understand the restrictions thereon.
 - viii) Determine if a violation exists regarding traffic signs, signals, and markings.
 - ix) Given a driving situation, determine if a traffic law is violated as it applies to Chapter 545, Subchapter B, TC.
 - x) Given a driving situation, determine if a violation exists, as it applies to Chapter 545, Subchapter C, TC.
 - xi) Given a driving situation, determine if a violation exists as it applies to Chapter 545, Subchapter D, TC.

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- xii) Given a driving situation, determine if a violation exists as it applies to Chapter 545, Subchapter F, TC.
 - xiii) Given a driving situation, determine if a violation exists as it applies to Chapter 545, Subchapter G, TC.
 - xiv) Given a driving situation, determine if a violation exists as it applies to Chapter 545, Subchapter H, TC.
 - xv) Given a driving situation, determine that a violation exists as it applies to Chapter 545, Subchapter I, TC.
 - xvi) Legal requirements of operating emergency vehicles.
 - xvii) Given a driving situation, determine if a violation exists as it applies to vehicle equipment standards and maintenance.
 - xviii) Regulations relating to the operation of bicycles, mopeds, and play vehicles.
 - xix) Regulations relating to pedestrians.
 - xx) Regulations relating to arrest, and charging procedures, notices and promises to appear.
 - xxi) Given a driving situation, determine if a violation exists as it applies to the operation of motorcycles.
 - xxii) Given a driving situation, determine if a violation exists as it applies to the operation of all-terrain vehicles.
 - xxiii) Regulations related to privileged parking.
 - xxiv) Regulations related to abandoned motor vehicles.
 - xxv) Requirement for registration of vehicles.
 - xxvi) Regulations regarding liability insurance for motor vehicles and financial responsibility.
 - xxvii) Regulations regarding operation of vehicles in violation of driver's suspension.
 - xxviii) Given a situation involving warning signs and devices, determine if a violation of law exists.
 - xxix) Regulations related to the removal of injurious materials and wrecked or damaged vehicles from the highway.
 - b) Laws, methods, and techniques relative to accident investigation.
 - i) When and where the TC applies in accident investigation.
 - ii) Procedures for responding to and managing the accident scene.
 - iii) Procedures for interviewing driver, complainant, and witnesses.
 - iv) Methods of measuring the accident scene and collecting any physical evidence.
 - v) Accident forms.
 - vi) Traffic collision management and investigation in a simulated situation.
 - c) Control and direct traffic in a safe and legal manner.
 - i) Legal authority to establish effective traffic flow based on situational priorities.
 - ii) Practice directing/controlling traffic while using appropriate positioning, signals, and equipment.
- 10) Intoxicated Driver and Standardized Field Sobriety Testing**
- a) Detection, apprehension and arrest of the intoxicated driver.

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- i) Laws related to driving while intoxicated and related offenses.
 - ii) “Reasonable suspicion” for the intoxicated driver stop/temporary detention.
 - iii) Standardized field sobriety testing methods and chemical tests.
 - iv) Necessary forms concerning the intoxicated driver.
 - v) Laws regarding allowing dangerous drivers to borrow motor vehicles and forfeiture.
- b) Standardized Field Sobriety Testing (SFST) techniques.
- c) Detection and General Deterrence
- i) Frequency of DWI violations and crashes.
 - ii) “General deterrence.”
 - iii) Relationship between detection and general deterrence.
 - iv) Brief history of alcohol.
 - v) Common alcohol types.
- d) Physiologic processes of absorption, distribution and elimination of alcohol in the human body.
- e) The Legal Environment
- i) Elements of DWI offenses.
 - ii) Provisions of the implied consent law.
 - iii) Relevance of chemical test evidence.
 - iv) Precedents established through case law.
- f) Detection, Note-taking and Testimony
- i) Three phases of detection.
 - ii) Tasks and key decision of each phase.
 - iii) Uses of a standard note-taking.
 - iv) Guidelines for effective testimony.
- g) Phase One: Vehicle in Motion
- i) Typical cues of Detection Phase One.
- h) Phase Two: Personal Contact
- i) Typical cues of Detection Phase Two.
- i) Pre-Arrest Screening
- i) Role of psychological and preliminary breath tests.
 - ii) Concepts of divided attention and nystagmus.
 - iii) Advantages and limitations of preliminary breath testing.
 - iv) Arrest decision process.
- j) Concepts and Principles of the Standardized Field Sobriety Tests
- i) Development and validity of the research and the standardized elements, clues and interpretation of the three standardized field sobriety tests.
 - ii) Different types of nystagmus and their effects on the Horizontal Gaze Nystagmus test.
 - iii) Three standardized field sobriety tests.
 - iv) Properly administer the three standardized field sobriety tests.
 - v) Clues of the three standardized field sobriety tests.
 - vi) Describing in a clear and convincing manner the results of the three standardized field sobriety tests.
 - vii) Recording the results of the three standardized field sobriety tests on a standard note-taking guide.

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- viii) Limiting factors of the three standardized field sobriety tests.
 - k) Test Battery Demonstrations
 - i) Demonstrate the appropriate administrative procedures for the Standardized Field Sobriety Testing Battery.
 - l) “Dry-Run” Practice
 - i) Demonstrate the proper administration of the three standardized field sobriety tests.
 - m) “Testing Subjects”
 - i) Properly administer the SFSTs.
 - ii) Properly observe subject’s performance utilizing the standard note-taking guide.
 - iii) Properly record subject’s performance utilizing the standard note-taking guide.
 - iv) Properly interpret subject’s performance.
 - v) Properly make use of the SFST Field Arrest Log.
 - vi) Properly maintain the SFST Field Arrest Log.
 - n) Processing the Arrested Subject and Preparing for Trial
 - i) Importance of correct processing and report writing procedures in DWI arrests.
 - ii) Correct sequence of DWI suspect processing procedures.
 - iii) Essential elements of the DWI arrest report.
 - iv) Importance of pretrial conferences and presentation of evidence in the DWI trial.
 - o) Report Writing Exercise and Moot Court
 - i) Required information on a narrative arrest report.
 - ii) Successfully complete a narrative arrest report.
 - iii) Need for competent courtroom testimony.
 - iv) Proper techniques of courtroom testimony.
 - p) “Testing Subjects” Practice: Second Session
 - i) Properly administer the SFSTs.
 - ii) Properly observe subject’s performance.
 - iii) Properly record subject’s performance utilizing the standard note-taking guide.
 - iv) Properly interpret subject’s performance.
- 11) Civil Process and Liability**
- a) Liability assumed resulting from improper acts or failure to act during daily law enforcement duties and in the execution of civil process.
 - i) Peace officers and the entity that employs them are liable for improper acts likely resulting in civil action.
 - ii) Difference between criminal and civil liability for wrongful actions taken by peace officer.
 - b) Difference between civil and criminal process.
 - i) Major differences between civil and criminal law.
 - c) Difference between general contempt of court and constructive contempt of court.
 - d) Common English and Latin terms used in civil process.
 - i) Common English terms used in civil process.

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- ii) Common Latin terms used in civil process.
 - e) How the jurisdictions of courts of this state are established.
 - i) General court jurisdictions.
 - f) Civil action procedures and process.
 - i) Process involved in a civil suit.
 - ii) Persons authorized to serve process and their duties under the Texas Rules of Civil Procedure (TRCP 103/536).
 - iii) Process for service of citations.
 - g) Writs that are available before judgment, pre-judgment and their purpose.
 - i) Writs process available before judgment.
 - ii) Pre-Judgment Writs.
 - iii) Judgment Enforcement Documents and their purpose.
 - iv) Civil and criminal responsibility of the courts in Landlord Tenant Relations.
- 12) Texas Alcoholic Beverage Code**
- a) Provisions of the Texas Alcoholic Beverage Code (ABC) in performing the law enforcement and peacekeeping role.
 - i) Organization of the Texas Alcoholic Beverage Code
 - ii) Terms and the responsibilities of peace officers to enforce the Code.
 - iii) Circumstances permitting a warrantless arrest, search, and seizure.
 - iv) Selected penalties and violations in the Texas Alcoholic Beverage Code and the Texas Education Code (TEC).
 - v) Legal hours of sale, consumption, and service of alcoholic beverages.
 - vi) Information needed to take administrative action.
- 13) Health and Safety Code – Controlled Substances Act**
- a) Texas laws pertaining to controlled substances and the major categories of those substances.
 - i) Select terms contained in the Texas Controlled Substances Act, Health & Safety Code (HSC).
 - ii) Six major categories of controlled substances.
 - iii) Penalty groups for manufacture, delivery, and possession of controlled substances, simulated controlled substances, controlled substance analogues, and other controlled substance offenses
 - iv) Evidentiary rules related to the investigation and prosecution of offenses involving the possession and delivery of controlled substances or simulated controlled substances.
 - v) Enhancements that may affect the punishment one receives for violating the Texas drug laws.
 - vi) Procedures to be followed in the seizure and destruction of controlled substances and related items.
 - b) Texas laws pertaining to dangerous drugs, and abuseable volatile chemicals.
 - i) Terms pertaining to dangerous drugs.
 - ii) Commonly abused drugs.
 - iii) Methods of drug abuse.
 - iv) Symptoms commonly associated with drug abuse.
 - v) Penalties for possession, delivery, and manufacture of dangerous drugs and for forging or altering a prescription.

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- vi) Use of uncorroborated testimony and its effect in drug cases.
- vii) Procedures to be followed in the seizure and destruction of dangerous drugs.
- viii) Terms relating to abusable volatile chemicals.
- ix) Elements of violations related to abusable volatile chemicals.
- c) Narcotic investigation techniques and procedures.
 - i) Procedures for qualifying and utilizing informants in conducting investigations related to controlled substance and dangerous drug violations.
 - ii) Methods for conducting surveillance of suspected drug violators.
 - iii) Equipment and its importance when conducting clandestine drug investigations.
 - iv) Proper procedures and possible hazards associated with clandestine lab investigations.
 - v) Common places of concealment of controlled substances and dangerous drugs on or in persons, places, and things.
 - vi) Incidence of drug interdiction and common characteristics of drug smugglers and their vehicles.
 - vii) Appropriate interview techniques and factors contributing to probable cause in drug investigation.
 - viii) Methods of identifying suspected controlled substances and dangerous drugs.

14) Family Code and Juvenile Issues

- a) Statutory authority and requirements for conducting investigations involving juveniles.
 - i) Title III, Juvenile Justice Code, as it relates to juvenile investigations.
 - ii) Terms relating to juvenile proceedings.
 - iii) Delinquent conduct; conduct indicating a need for supervision and habitual felony conduct.
 - iv) Legal requirements pertaining to a waiver of rights and requirements for admissibility of statements given by FC 51.09 and 51.095.
 - v) Legal requirements on places and conditions of detention.
 - vi) Legal restrictions on fingerprinting and photographing a child.
 - vii) Legal requirements for taking a child into custody.
 - viii) Legal requirements for release or delivery to court.
 - ix) Legal requirements for disposition without referral.
 - x) Rights and duties of parents.
 - xi) Legal requirements for investigation of report of child abuse or neglect.
 - xii) Legal requirements relating to medical treatment and medical examination of a child.
 - xiii) Legal requirements for taking possession of a child in an emergency.
 - xiv) Legal requirement relating to communication between law enforcement authorities and school officials.
- b) Statutory authority and requirements for conducting investigations involving missing children, and missing persons.
 - i) Legal definitions for a missing person or a missing child.
 - ii) State Missing Persons Clearinghouse and the required report forms.

- iii) What the law enforcement requirements are once the child is reported missing to law enforcement.
 - iv) Steps taken in a missing child investigation.
 - v) Proper steps to activate the Statewide AMBER Alert System.
 - vi) Records that are confidential under the Texas Missing Persons and Missing Children's Act.
- c) Narcotic investigation techniques and procedures.
- i) Influences that may affect an adolescent's encounter with the police.
 - ii) Problems typically associated with juvenile gang activities.

15) Written and Verbal Communications

- a) Effective written communication skills.
- i) Components of a sentence.
 - ii) Writing complete sentences.
 - iii) Sentence clarity problems and correcting them.
 - iv) Appropriate use of punctuation.
- b) Importance of and the creation of effective field notes.
- i) Definition and use of a field note.
 - ii) Observation and descriptive skills.
 - iii) Types of information that should be entered into the officer's field notebook.
 - iv) Questions to be answered in field notes to complete a report.
- c) Uses and essential characteristics of police reports.
- i) Significant uses of the police report.
 - ii) Eight essential criteria of a good police report.
 - iii) Common types of police reports.
 - iv) Difference between chronological and categorical ordering in report writing.
 - v) Three basic kinds of information necessary in police reports.
 - vi) Separating fact from opinion in police reports.
 - vii) Statutory authority relating to confidentiality of sex offense victims.

16) Introductory Spanish

- a) Selected phrases of Spanish.
- i) Reasons for Spanish training of law enforcement officers.
 - ii) Common Spanish words and phrases that would signal danger or impending danger.
 - iii) Common Spanish words or phrases that would assist an officer in the investigation and identification of suspects and witnesses
 - iv) Common Spanish phrases that will assist the officer conducting field interviews and traffic stops.
 - v) Common Spanish phrases that will assist the officer conducting accident investigations.
 - vi) Common Spanish phrases for command and control.
 - vii) Common Spanish phrases for arrests.

17) Force Options

- a) Legal authorities pertaining to peace officers' use of force
- i) Terms relating to use of force.
 - ii) Legal authorities for the use of force.
 - iii) Justification for use of force.

- b) Concepts regarding use of force.
 - i) Definitions relating to use of force.
 - ii) Psychological aspects of the use of force.
 - iii) Deciding factors for use of force when affecting an arrest.
 - iv) Circumstances which are high risks for officers.
 - v) Moral considerations and forces affecting an officer's decision to use deadly force.
- c) Various force options or alternatives to increase awareness of various force options or alternatives available to peace officers.
 - i) Force options available to peace officers.
 - ii) Principal considerations in applying a use of force continuum.
 - iii) Impact of an officer's professional presence.
 - iv) Various aspects of communication strategies used when dealing with the public.
 - v) Elements that an officer must recognize and control in every encounter.
 - vi) Helpful "tools" used in redirecting someone's behavior using verbal persuasion.
 - vii) Criteria relating to a professional peace officer's use of force.
 - viii) Typical procedures that are followed after an officer-involved shooting.
- d) Factors basic to unreasonable force and the possible consequences when excessive force is used.
 - i) Possible consequences that may arise from improper or excessive use of force.
 - ii) Factors that the courts use to determine if unreasonable force was used in a case.

18) Strategies of Defense - Mechanics of Arrest

- a) Knowledge and skills of strategies of defense.
 - i) Three basic concepts of weaponless strategies.
 - ii) Identify methods of weaponless defense.
 - (1) Demonstrate techniques of weaponless defense.
 - iii) Identify methods of weapons defense.
 - (1) Demonstrate techniques of weapons defense.
 - iv) Identify basic concepts of weapons retention.
 - (1) Demonstrate techniques for weapons retention.
 - v) Identify the differences between deadly and non-deadly use of force.
- b) Knowledge and skills of the physical process of arrest.
 - i) Factors influencing an officer's discretionary authority in arrest and non-arrest situations.
 - ii) Risk factors and appropriate response.
 - iii) Advantages of the various methods of approaching, confronting, and interviewing the suspect.
 - iv) Methods of applying handcuffs and other restraining devices.
 - (1) Demonstrate techniques of applying handcuffs and other restraining devices.
 - v) Methods of the physical search of suspects.
 - (1) Demonstrate techniques of physical search of suspect.
 - vi) Methods of escorting and transporting suspects.

- (1) Techniques of escorting and transporting suspects.
- vii) Demonstrate the ability to affect an arrest.

19) Strategies of Defense – Firearms

- a) Basic concepts related to the use of weapons on the firearms range.
 - i) Guidelines with regards to firearms and the issues of warning shots, shooting at or from a motor vehicle, shots to destroy animals, back-up weapons and off duty weapons.
- b) Working knowledge of the weapons to be used on the range from a classroom perspective.
 - i) Safety precautions necessary when handling firearms.
 - ii) Weapons used by the academy.
 - iii) Procedures used in routine maintenance.
 - iv) Range safety techniques and range usage.
- c) Qualify with a firearm according to established standards on the firearms range.
 - i) Demonstrate proficiency in use of firearms according to the minimum firearms proficiency requirements.
 - ii) Identify state qualification requirements.
 - iii) Demonstrate proficiency in weapon maintenance by cleaning and inspecting weapons.

20) Emergency Medical Assistance

- a) Procedures and skills necessary to provide emergency medical assistance pending arrival of medical support.
 - i) Legal aspects of providing emergency medical assistance.
 - ii) Essential principles of patient assessment.
 - iii) Emergency aid procedures to control bleeding.
 - iv) Emergency aid procedures for burns.
 - v) Emergency aid procedures for treatment of shock.
 - vi) Emergency aid procedures for broken bones and severe sprains.
 - vii) Emergency aid procedures for poisoning.
 - viii) Emergency aid procedures for illness related to exposure to the elements.
 - ix) Emergency aid procedures for breathing emergencies.
 - x) Emergency aid procedures for victims of diabetic emergencies, strokes, and seizures.
 - xi) CPR.
 - xii) Emergency aid procedures for childbirth.
 - xiii) Universal precautions for preventing transmission of communicable diseases.
 - xiv) Preparation of a patient for transportation.
 - xv) Factors associated with treatment of different cultures in emergency medical assistance.

21) Emergency Communications

- a) Basic emergency communications.
 - i) Emergency communications and the various service provided in public safety.
 - ii) Terms associated with radio communications.
 - iii) Officer's basic role as it relates to initiating the state's emergency response during disaster.

- iv) Protocol for organization and consistency in communications.
- b) Federal and state laws that governs the operation of communications systems in public safety.
 - i) Federal Communications Commission rules and regulations that govern the operation of communications systems in public safety.
 - ii) Federal and state laws governing operation of the national and state telecommunications system as they apply to peace officers.
- c) Techniques, terminology, and restrictions required of a professional communicator.
 - i) Appropriate use of the basic police radio communications, including use of the phonetic alphabet.
 - ii) Basic skills of an effective radio communicator.
 - iii) When an officer should not transmit.
 - iv) Differences between NCIC and TCIC.

22) Professional Police Driving

- a) Officer's legal obligations and liabilities when operating a vehicle.
 - i) Definition of "authorized emergency vehicle" and the situations in which the driver of an authorized emergency vehicle is exempt from certain provisions of the Transportation Code (TC).
 - ii) Exemption requirement regarding the use of red light and siren.
 - iii) Normal "rules of the road" that apply to an officer operating a law enforcement vehicle under non-emergency conditions.
 - iv) Conditions under which an officer or law enforcement agency may be held liable for deaths, injuries, or incidents of property damage that occur while in an emergency vehicle being operated under emergency conditions.
 - v) Issues that are usually addressed by a law enforcement agency's pursuit policy.
 - vi) Effectiveness and limitations of emergency equipment and vehicle equipment.
- b) Essential elements in conducting a pre-shift safety inspection.
 - i) Three basic objectives of a pre-shift vehicle safety inspection.
 - ii) Components of a pre-shift vehicle inspection.
 - iii) Techniques of proper vehicle operation.
 - iv) Proper steering techniques for various aspects of vehicle operation.
- c) Defensive driving components necessary to safely operate a law enforcement vehicle.
 - i) Components of "defensive driving."
 - ii) Factors that may contribute to traffic collisions.
 - iii) Driving movements or activities most frequently contributing to law enforcement collisions.
 - iv) Why "fatigue" is a physiological condition which poses a threat to safe driving.
 - v) Advantages of using seat (safety) belts when driving a vehicle.
- d) Basic safety factors involved in vehicle operation.
 - i) Traffic conditions that affect safe vehicle operation.
 - ii) Conditions which influence the overall "stopping distance" of a vehicle.
 - iii) Effects of speed upon a turning vehicle.

- iv) Components of total stopping distance.
- e) Ability to control a vehicle under acceleration, maneuvering, and braking conditions.
 - i) Demonstrate proper road position, weight transfer control, throttle control, braking and steering accuracy (both forward and backward) while performing a series of driving exercises.
 - ii) Demonstrate the ability to rapidly displace the vehicle, left or right, or stop upon command on a marked course.
 - iii) Demonstrate the proper techniques for efficient braking when coming to a complete stop, prior to a turning movement, and in an emergency.
 - iv) Demonstrate the ability to regain control of a vehicle experiencing a front skid.
 - v) Demonstrate an ability to safely control a vehicle while operating under emergency conditions; applying proper driving techniques and avoiding potentially hazardous situations such as road obstacles, cross traffic, road dips, and other obstacles.

23) Problem Solving and Critical Thinking

- a) Effective interpersonal communication skills.
 - i) How to facilitate effective communication.
 - ii) Ability to understand and interpret non-verbal cues.
 - iii) Ability to understand and interpret situations
 - iv) Ability to listen effectively.
 - v) Ability to use communication skills that assist in getting people to share information.
 - vi) How to fairly and respectfully handle and make requests.
- b) Critical thinking and police problem solving abilities through the use of different models including the SARA and Crime Triangle.
 - i) Critical thinking.
 - ii) Community policing.
 - iii) Essential aspects of critical thinking.
 - iv) Four typical reasons for errors in reasoning.
 - v) Methods of good problem solvers.
- c) SARA model.
 - i) How the SARA model applies to the problem-solving method.
- d) Crime triangle.
- e) Problem-oriented policing agency.
- f) Group problem-solving case study/activity.
- g) Conflict Resolution
- h) Problem Solving Skills

24) Patrol/Consular Notification

- a) Importance and methods of patrol function and preparation.
 - i) Patrol functions.
 - ii) Methods of mental and physical preparation.
 - iii) Basic safety awareness tactics.
- b) Awareness of the hazards a peace officer may encounter when on patrol.
 - i) Hazards encountered while on patrol.

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- c) Various concepts and different techniques of patrol.
 - i) Two types of problem area patrols.
 - ii) Five patrol patterns.
 - iii) Advantages of the six different patrol modes.
 - iv) Various patrol methods.
 - v) Effective observation skills.
- d) Various concepts and techniques used when confronting pedestrians and conducting field interviews.
 - i) Proper pedestrian stop.
 - ii) Techniques used while interviewing persons during field operations.
 - iii) Use of the field inquiry.
- e) Various concepts and techniques used to assess risk in vehicle stops and other responses to calls for service.
 - i) Seven-step violator contact method.
 - ii) Procedures for a high-risk vehicle stops.
 - iii) Procedures for safe responses to crimes in progress calls.
 - iv) Procedures for the safe building searches.
 - v) Procedures for safe response to incidents involving bomb threats.
 - vi) procedures for the safe response to an active shooter by the first responders
 - vii) Recognizing the homicide in progress.
 - viii) Critical considerations in a homicide in progress
 - ix) Immediate action plan tactics.
 - x) Proper team formation of the diamond formation or linear (T) formation.
 - xi) Crowd management.
 - xii) Procedures for responding to crowd control situations.
- f) Maintaining the peace and safeguard lives and property during situations calling for crowd management.
 - i) Types of crowds and mobs.
 - ii) Elements of the offenses relevant to crowd control.
 - iii) Factors of responding to crowd control situations.
- g) Unique opportunities available through effective public service.
 - i) Goals of public service.
 - ii) Consequences of public service.
 - iii) Different methods designed to enhance public service.
 - iv) Community resources that can be used for assistance in emergencies.
- h) Value of the crime prevention function and crime prevention activities.
 - i) Role of law enforcement in providing crime prevention services to the public.
 - ii) Methods to gain citizen involvement in crime prevention.
 - iii) Elements of a crime prevention program.
- i) Duties and responsibilities of the officer regarding consular notification.
 - i) Provisions of consular notification as per the Vienna Convention on Consular Notification and bilateral treaties.
 - ii) Steps to be taken when a foreign national is arrested.
 - iii) Purpose of the Vienna Convention on Consular Notification treaty and bilateral treaties.
 - iv) Forms of access a consular official may have to an arrested foreign national.

- v) Reasons for conducting consular notification.
- vi) Use of the Consular Notification and Access Handbook and the Consular Notification and Access Reference Card.

25) Victims of Crime

- a) Psychological, social, and economic impact of crime on the victims.
 - i) Elements of a crisis reaction.
 - ii) Phases of a victim's reaction to crime.
 - iii) Ripple effect of crime victimization.
 - iv) Elements of crisis intervention.
 - v) Potential for secondary victimization by the criminal justice system and how to avoid it.
 - vi) Elements of an appropriate death notification.
- b) Statutory responsibilities relating to victims' rights.
 - i) Legal basis of law enforcement's responsibilities to victims' rights.
 - ii) Crime victim liaisons and their duties.
 - iii) Legal requirement for providing victims written notice.
 - iv) Rights granted to victims of crime.
 - v) Value to law enforcement of effective assistance to victims.

26) Family Violence and Related Assaultive Offenses

- a) Dynamics of family violence.
 - i) How victims might be affected by family violence.
 - ii) Common characteristics of family violence offenders.
 - iii) Cycle of abuse phases.
 - iv) Types of abuse often occurring in incidences of family violence.
 - v) Barriers victims face when attempting to leave an abusive relationship.
- b) Legal issues pertaining to family violence.
 - i) Offenses and statutes that refer to family violence
 - ii) Family violence terms related to Title 4 of the Family Code; Protective Orders and Family Violence
 - iii) Application procedure for a protective order.
 - iv) Protective order court hearing process.
 - v) Meaning of a protective order and the consequences of violating it.
 - vi) Recommended steps in handling family violence calls involving temporary ex-parte protective orders, protective orders, and magistrate's order for emergency protection.
- c) Legal issues pertaining to child abuse.
 - i) Legal requirements for investigation of child abuse or neglect.
 - ii) Legal requirements relating to medical treatment and medical examinations of a child.
 - iii) Legal requirements for taking possession of a child in an emergency.
 - iv) Legal requirements relating to communication between law enforcement authorities and school officials.
- d) Procedures for responding to family violence.
 - i) Family violence situations and procedures for conducting preliminary investigations.
 - ii) Community resources and referrals.

27) Crisis Intervention Training (CIT)/Mental Health Code

- a) Fundamental rights of and a proficiency in interacting with people with mental impairments through the use of communication techniques to de-escalate potentially volatile situations.
 - i) Mental illness.
 - ii) Different types of mental illness.
 - iii) Psychopharmacology.
 - iv) Process and necessary conditions to obtain a Mental Health Warrant per Texas Health and Safety Code (Mental Health Code)
 - v) Factors to be considered in determining whether or not to request assistance.
 - vi) Factors considered in determining appropriate method of transporting patient.
 - vii) Impetus for crisis intervention training and why the training is so important.
 - viii) Components of the “first three minute assessment”
 - ix) Five strategies for dealing with a person in a mental health crisis.
 - x) Modeling.
 - xi) Characteristics that contribute or interfere with communication
 - xii) Apply knowledge obtained in coursework to class examples and scenarios.
 - xiii) Mental health facilities in your area that can be utilized as a resource when encountering a subject/suspect you identify as having possible mental health issues.
 - xiv) Effective communication/interaction skills used when dealing with persons with a mental illness.

28) Hazardous Materials Awareness

- a) Performing safely and effectively the first-responder role at a hazardous materials event.
 - i) “Hazardous material” or HAZMAT.
 - ii) Basic concepts of toxic material, infectious material and ionizing radiation.
 - iii) Potential effects of a HAZMAT incident.
 - iv) Sources of on-site information about hazardous materials being transported.
 - v) National Incident Management System (NIMS) and Incident Command System (ICS).
 - vi) Basic procedures for safeguarding lives at a HAZMAT event.
 - vii) Personal Protection Equipment (PPE) and decontamination.

29) Criminal Investigation

- a) Goals and objectives of criminal investigation.
 - i) Criminal investigation.
 - ii) Tools of the criminal investigator.
 - iii) Goals of criminal investigation.
 - iv) Corpus delicti and its significance in the criminal investigative process.
 - v) Legal significance of evidence.
 - vi) Significance of reasonable doubt in criminal cases.
 - vii) Qualifications of an investigator.
- b) Crimes against property and persons and characteristics of these crimes.
 - i) Various types of property offenses and characteristics of these types of crimes.
 - ii) Characteristics of a street thief.
 - iii) What is meant by the term “gray market vehicle.”

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- iv) What a “salvage switch” is and how it works.
- v) Common problems of dealership inventory control.
- vi) Problems with car rental agencies (civil vs. criminal violations).
- vii) Conditions of a vehicle that might lead an officer to suspect it to be stolen.
- viii) Indicators that lead an officer to believe the vehicle is stolen after it has been stopped and observed.
- ix) Procedures for determining whether a vehicle has been impounded or repossessed in reported auto theft cases.
- c) Various types of offenses against persons and the characteristics of these type crimes.
- d) Basic preliminary investigatory procedures associated with various crimes.
 - i) General preliminary investigatory procedures to be followed when dealing with crimes against property.
 - ii) General preliminary investigatory procedures to be followed when dealing with crimes against persons.
 - iii) Elements of the continuing or follow-up investigation.
- e) Forensic procedures and terminology related to homicide investigation.
 - i) “Autopsy” and autopsy’s value in homicide investigations.
 - ii) Significance of homicide investigation terms.
- f) Working knowledge of laboratory and other procedures of value in the criminal investigative process.
 - i) Typical laboratory procedures and other procedures useful in furthering criminal investigations.
- g) Conducting a criminal investigation.
 - i) Procedures to be taken upon arrival at the scene.
 - ii) Procedures for identifying victim in case of serious injury or death.
 - iii) Special units which may be called to the scene.
 - iv) Information that should be made known to other officers.
 - v) Legal authority to protect the crime scene and establish the perimeters.
 - vi) Procedures for securing the crime scene.
- h) Protecting and searching the crime scene.
 - i) Objectives in conducting a crime scene search.
 - ii) Potential problems in conducting a crime scene search.
 - iii) Selection and use of crime scene search methods.
 - iv) Procedures involved in implementing a crime scene search.
 - v) Determining circumstances under which additional investigative and technical personnel should be called to conduct a crime scene search and when officers may vacate the scene.
 - vi) When evidence may and may not be used.
 - vii) Procedures to be followed in photographing a crime scene.
 - viii) Value of crime scene sketches.
 - ix) Procedures for crime scene documentation.
 - x) Methods for preparing a crime scene sketch.
 - xi) Types of crime scene sketches.
 - xii) Chain of custody.
 - xiii) Procedures for establishing chain of custody.

- xiv) Type of evidence to be collected for the type of offense committed.
 - xv) Safe methods for preserving evidence in original condition.
 - xvi) Procedures for obtaining information from victims, complainants and witnesses.
 - i) Components of and the differences between interviewing complainants/witnesses, victims and suspects.
 - i) Legal requirements for conducting interviews.
 - ii) Techniques used in conducting an interview.
 - j) Officer's responsibility in the booking process.
 - i) Reasons and procedures for search during booking.
 - ii) Proper manner of detailed recording and securing of prisoner's property.
 - iii) Proper procedure to record all necessary booking data on a prisoner and vehicle impound information.
 - iv) Processes by which stolen and wanted information may be retrieved.
 - v) Procedures to follow when a prisoner and/or officer may have suffered bodily injury.
 - vi) Results of a proper booking process.
 - k) Effective courtroom witness.
 - i) Benefits of professional courtroom demeanor and appearance.
 - ii) Steps used to refresh memory in preparation for testimony.
 - iii) Proper demeanor when called to testify.
 - iv) Methods of court procedure.
 - v) Techniques for presenting effective testimony.
 - vi) Responses to questions within the limits of known information without speculation.
 - vii) Procedure for exclusion of witnesses from the courtroom.
 - viii) Courtroom tactics used by defense attorneys.
 - ix) Ability to testify effectively and to critique the testimony of others.
 - l) Case management process.
 - i) Reasons for case management.
 - ii) Value of a properly prepared case folder.
 - iii) Documentary information included in a case folder and in a prosecution summary.
 - iv) Necessity of properly prepared case files.
- 30) Racial Profiling**
- a) Legislative requirements placed upon peace officers and law enforcement agencies regarding racial profiling.
 - b) Supreme Court decisions and other court decisions involving appropriate actions in traffic stops.
 - c) Logical and social arguments against racial profiling.
 - d) Elements of a racially-motivated traffic stop.
 - e) Elements of a traffic stop which would constitute reasonable suspicion of drug courier activity.
 - f) Elements of a traffic stop which could constitute reasonable suspicion of criminal activity.

31) Identity Theft

- a) Definition of identity crime
- b) Types of crimes associated with identity crimes.
- c) Personal and financial identifiers.
- d) Current trends associated with identity crimes.
- e) How identity crime is commonly perpetrated.
- f) Techniques used to procure false identification.
- g) Federal statutes dealing with identity crimes.
- h) State statutes dealing with identity crimes.
- i) Term “security alert,” according to the Business Code.
- j) “Security freeze,” according to the Business Code.
- k) Information needed for an ID crime offense report.
- l) Governmental and business entities that are notified in identity crimes.
- m) Techniques for educating victims and the public on identity crime.
- n) Guidelines for personal protection against identity crime.
- o) Steps to take if identity crime occurs.

32) Asset Forfeiture

- a) Requirements for officers as to asset forfeiture training as established by the legislature in Chapter 1701 Occupations Code.
- b) Philosophy behind forfeiture and the extent to which it is appropriate.
- c) Definitions of contraband and proceeds.
- d) Defenses to forfeiture.
- e) Issues regarding pre-seizure planning.
- f) Search and methods of seizure
- g) Post seizure procedures.
- h) Forfeiture proceedings under 59.04
- i) Considerations in forfeiture cases

33) TCOLE Rules

- a) TCOLE mission as it pertains to the establishment of standards and its enforcement of such.
- b) how TCOLE rules are organized
- c) Commission rules concerning basic licensing standards
- d) Commission rules concerning training requirements
- e) Commission rules concerning reporting training
- f) Purpose and completion requirements of the following statutory required forms: L1, L2, L3, F5, and the F5R.
- g) TCOLE training mandates and their relationship to the training cycle.
- h) Process of license suspension
- i) Process of revocation of a license
- j) Process of reporting an arrest
- k) Process of an F-5 appeal
- l) Significance of the Texas Peace Officers’ Memorial and the National Law Enforcement Memorial

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
Below 80	F

Course Evaluation

Final grades will be calculated according to the following criteria:

- Average of test grades, which includes:
 - 10-15 written or electronically administered exams over the TCOLE learning objectives
 - Final PT assessment grades will be averaged into one test grade.

Course Requirements

1. Final grade average of 80 is required to be eligible to sit for the Peace Officer Licensing Exam
2. Successful completion of all skill tests
 - a. Mechanics of Arrest (Defensive Tactics)
 - b. Firearms
 - c. Driving
 - d. Standardized Field Sobriety Testing
 - e. First Aid/CPR
 - f. Situational scenarios
3. Score of 100 on the online TCOLE rules test
4. Maintenance of TCOLE eligibility standards

Course Policies

1. No food, drinks, or use of tobacco products in class.
2. Computers, telephones, headphones, and any other electronic devices must be turned off while in class or used only with permission of the instructor.
3. Do not bring children to class.
4. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.
5. Additional class policies as defined by the police cadet handbook.

Technical Requirements (for courses using Blackboard)

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

https://help.blackboard.com/en-us/Learn/9.1/2014_04/Student/015_Browser_Support/015_Browser_Support_Policy

A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building. You may also visit the online resource at <http://www.lit.edu/depts/stuserv/special/defaults.aspx>

Student Code of Conduct Statement

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu or obtained in print upon request at the Student Services Office. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document

Starfish

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

