

# PEARLAND POLICE DEPARTMENT

## Guidelines of attendance and conduct of attendees:

Training courses that are reportable to TCOLE will be conducted under those rules.

**Attendance:** Attendees will be expected to be on time to all scheduled training. If a student is unable to attend, or anticipate being late for scheduled training class, they are responsible for notifying the training division in advance of their absence or tardiness. Students are also responsible for notifying training officer(s) if they must leave training prior to completion, for rescheduling or make-up of the training course.

**Conduct:** Attendees will be respectful and use professional demeanor, consistent with their departmental "Code of Conduct".

**Dress Code:** Attendees will dress in appropriate and professional attire. No shorts/ball caps/offensive logos/tank tops.

**Tobacco:** No Tobacco use in the Building. (City Ordinance No.1330) City Employee Conduct (6.07)

**Electronic Devices:** Phone should be on "Silent Mode" or Turned Off while in classroom. If a phone call must be taken, please leave the classroom. No receiving or making calls when class is in session. Texting and phone calls should be handled outside of the classroom. Laptops and Tablets should not be used unless they are needed for the class.

**Food/Drinks:** Drinks are allowed during classes and the department will normally provide coffee and bottled water if available. The department understands having food during certain times is customary. However, discretion will be given to the Training Coordinator and Instructors for guidance.

**Weapons:** If carried, will remain secured. A weapons safety check shall be conducted during any classes requiring use of the weapon.

**Emergency Messages:** Contact Dispatch 281-997-4316