



# CITY OF HEMPSTEAD

## POLICE DEPARTMENT

1015 11<sup>TH</sup> STREET  
HEMPSTEAD, TEXAS 77445  
PHONE: 979 / 826-3332 FAX: 979 / 826-4850

DAVID HARTLEY  
CHIEF

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## Training Division Rules

### **Class Attendance:**

No absences will be permitted unless excused by the Training Coordinator, or his designee, and then only if provisions for make-up exist. Tardiness will not be condoned and will be subject to make-up. Classes are subject to change without notice due to factors beyond our control. Supervisors will be notified when students do not report to class.

### **Meals:**

Meals are not provided at the Hempstead Police Department or assigned training location. Students who bring a lunch may eat in the room provided for training. A soft drink machine is located in the police station; however, there are no snack machines available. A refrigerator and microwave is available for students use. Generally, attending students may dine at area restaurants or obtain snacks from several of the nearby convenient stores when provided with a lunch break.

### **Dress:**

Departmental uniform or business casual attire (including jeans) may be worn. No T-shirts with suggestive graphics or wording, or overalls will be permitted. Sleeveless shirts, shorts, etc. will not be worn unless specifically required by that class-NO EXCEPTIONS. ANY deviations must be approved in advance by training personnel. NO ONE in red clothing will be permitted on the firearms range unless they are Hempstead PD training staff, firearms instructor, or a range safety officer. Students shall be clean-shaven (as appropriate to duty assignment) and act as an example of their respective agency.

### **Academics:**

All exams become the property of the Hempstead Police Department Training Division. No grades are published. The Class Coordinator will advise each class of the grading criteria used in that particular class. All written exams require a minimum score of 70% to be considered passing. Performance exams are graded on a Pass/Fail basis.

### **Parking:**

All students will utilize the designated parking area. Do not park in reserved parking spaces or handicap parking spaces unless applicable.

### **Electronic Equipment:**

The use of photographic or recording equipment is strictly prohibited. Pagers and cellular telephones will be set on vibrate alert mode during classroom instruction. Except during an emergency, pager responses will be made during breaks only.

### **Telephones:**

Students are encouraged to utilize their cellular phones when necessary. If a land line is needed, students will utilize the phones located in the patrol room of the Hempstead Police Department. This phone is not to be used for incoming calls. All other phones are for the use of on-duty staff only.

### **Tobacco:**

Smoking or tobacco use is prohibited in all City of Hempstead buildings, to include the Hempstead Recreation Center. Students will use the designated smoking areas located outside these buildings. Ashtrays are provided in these areas for your convenience.

### **Penalty:**

Violation of these rules shall be cause for dismissal. The Training Coordinator or his designee will have the final determination on all policy matters during training.