



**OFFICE OF THE DIRECTOR OF POLICE
THE UNIVERSITY OF TEXAS SYSTEM
POLICY AND PROCEDURE MANUAL**



Subject			Policy Number
TRAINING ROLES, REQUIREMENTS, AND RESPONSIBILITIES			206
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I. PURPOSE

The Office of the Director of Police and U.T. System Training Coordinator are accountable to the Texas Commission on Law Enforcement (TCOLE) and the University of Texas System for coordinating all training of licensed peace officers and telecommunications operators.

II. POLICY

It is the policy of the University of Texas System Police to develop highly trained personnel capable of professionally serving the students, staff, faculty and visitors of the University of Texas System. To that end, the Office of the Director of Police will develop, guide, facilitate or provide training which ensures UT System Police personnel have the knowledge and skills necessary to meet the demands of modern policing.

Italicized verbiage contained within this policy is verbatim from TCOLE Rules.

III. DEFINITIONS

Academy – The UTSP Academy is licensed by TCOLE as a law enforcement training academy. and is authorized to provide law enforcement, corrections, telecommunications, and/or other law enforcement related training.

Academy Instructor – Approved by the Training Coordinator to instruct in the Basic Police Officer Course and/or continuing education in-service training courses. Approval will be based on the instructor’s subject matter expertise and/or experience as an instructor. **CALEA 1.1.2**

Calendar Quarter - Three month period that occurs as follows: January-March, April-June, July-September, and October-December.

Continuing Education Course - *Is any training course that is recognized by the commission, specifically: legislatively required continuing education curricula and learning objectives developed by TCOLE; training in excess of basic licensing course requirements; training courses consistent with assigned duties; or training not included in a basic licensing course.*

In-service Training – Training that is reported to TCOLE.

Other Training - Training conducted by or sponsored by another training agency that does not submit Report of Training Rosters to TCOLE.

Training Calendar – A list of training courses taught or hosted by the UTSP and reported to TCOLE for in-service training credit.

Training Coordinator – This is a position mandated by TCOLE and appointed by the Director of Police. As indicated in Section VI of this policy, the Training Coordinator is responsible for all training conducted by or hosted by UTSP.

Training Officer – This is a position created through ODOP policy. The Training Officer is appointed by the Institution Chief of Police in conjunction with the Training Coordinator. The Training Officer is responsible for the review of local training and the submission of training course materials to the Training Coordinator.

IV. ADMINISTRATION (Texas Administrative Code Rule 215.17)

- A. The Director of Police is the chief administrator responsible for the TCOLE license issued to the University of Texas System Police Academy.
- B. *The Director of Police or the training coordinator, must report in writing to TCOLE within 30 days:*
 - (1) *any change in the chief administrator or training coordinator;*
 - (2) *any failure to meet commission rules and standards by the academy, training coordinator, instructors, or advisory board;*
 - (3) *when non-compliance with federal or state requirements is discovered; or*
 - (4) *any change in academy name, physical location, mailing address,*
 - (5) *electronic mail address, or telephone number.*

V. ACADEMY ADVISORY BOARD (Texas Administrative Code Rule 215.7) (CALEA 33.1 a, b, c, d, e) (IACLEA 6.1.1 a-d)

- A. *The Director of Police shall appoint and maintain an advisory board consisting of at least three members. The board may have members who are law enforcement personnel; however, one-third of the members must be public members, as defined in §1701.052 of the Texas Occupations Code, having the same qualification as any commissioner who is required by law to be a member of the general public. The Director of Police and the designated training coordinator may only serve as ex-officio, non-voting members. Board members are required to successfully complete the TCOLE developed advisory board training course within one year of appointment to an advisory board. Board membership must not fall below a quorum for more than 30 days. A quorum of the advisory board is defined as a minimum of 51% of the voting membership.*

- (6) *The Director of Police may appoint a board chair, or the board may elect a board member to serve as the board chair. The board may elect other officers and set its own rules of procedure. A quorum must be present in order to conduct business.*
- (7) *A board must meet at least once each calendar year. More frequent meetings may be called by the board chair, the training coordinator, or Director of Police.*
- (8) *A board will keep written minutes of all meetings. These minutes must be retained for at least five years and a copy forwarded to the commission upon request.*
- (9) *If a board member separates from the board, the Director of Police will appoint a replacement.*
- (10) *The board will report to the Director of Police.*

B. *The Academy Advisory Board is responsible for advising on the development of curricula and any other related duty that may be required by TCOLE.*

C. *The Academy Advisory Board must, as specific duties:*

- (11) *discharge its responsibilities and otherwise comply with TCOLE rules;*
- (12) *advise on the need to study, evaluate, and identify specific training needs;*
- (13) *advise on the determination of the types, frequency, and location of courses to be offered;*
- (14) *advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance, and retention; and*
- (15) *advise on the order of preference among employees or prospective appointees of UTSP and other persons, if any.*

D. *No person may be admitted to a UTSP training course without meeting the admission standards. The admission standards for licensing courses must be available for review by TCOLE upon request.*

E. *The Academy Advisory Board may, when discharging its responsibilities, request that a report be made or some other information be provided to them by a training coordinator or course instructor.*

VI. TRAINING COORDINATOR (Texas Administrative Code Rule 215.9) (CALEA 33.1.6, 33.1.7) (IACLEA 6.1.4, 6.1.5)

A. *The UTSP training coordinator is appointed by the Director of Police.*

- (1) *The training coordinator must hold a valid instructor license or certificate and must be a full-time paid employee.*

B. *The UTSP training coordinator must ensure compliance with TCOLE rules and guidelines.*

C. *The UTSP training coordinator shall prepare, maintain, and submit the following reports within the time frame specified:*

- (1) *reports of training for the basic licensing course shall be submitted prior to students attempting a licensing exam;*
- (2) *reports of training for continuing education course within 30 days of completion.*
- (3) *self-assessment reports as required by TCOLE;*

- (4) *a copy of advisory board minutes during an on-site evaluation;*
 - (5) *training calendars-schedules must be available for review or posted on the internet no later than 30 days prior to the beginning of each calendar quarter or academic semester;*
 - (6) *Any other reports or records as requested by the commission.*
- A. *The UTSP training coordinator is responsible for the administration and conduct of each course, including those conducted at ancillary sites, and specifically:*
- (1) *appointing and supervising qualified instructors;*
 - (2) *maintaining course schedules and course files, including lesson plans;*
 - (3) *enforcing all admission, attendance, retention, and other standards set by the commission and the training provider;*
 - (4) *securing and maintaining all facilities necessary to meet the inspection standards of this section;*
 - (5) *controlling the discipline and demeanor of each student and instructor during class;*
 - (6) *distributing a current version of the Texas Occupations Code, Chapter 1701 and commission rules to all students at the time of admission to any course that may result in the issuance of a license;*
 - (7) *distributing learning objectives to all students at the beginning of each course;*
 - (8) *ensuring that all learning objectives are taught and evaluated;*
 - (9) *proctoring or supervising all examinations to ensure fair, honest results; and*
 - (10) *maintaining records of tests and other evaluation instruments for a period of five years.*
- A. *The UTSP training coordinator will ensure adult learning techniques (versus traditional lecture format) are incorporated into the design, development, and delivery of training courses, when possible. Adult learning techniques include the following: (CALEA 6.5.4)*
- (1) *incorporating the use of audio-visual materials;*
 - (2) *use of handouts where appropriate;*
 - (3) *use of role-play exercises;*
 - (4) *involving the students in the learning process by encouraging participation and group discussion;*
 - (5) *reducing lecture time in favor of group activities or presentations;*
 - (6) *encouraging student feedback.*
- B. *The UTSP training coordinator will receive all TCOLE notices on behalf of UTSP and will forward each notice to the Director of Police.*
- C. *The UTSP training coordinator will attend or have a designee attend each academy coordinator's workshop conducted by TCOLE. No person may serve as a representative for more than one provider per conference. Each representative must be affiliated with UTSP.*
- D. *The UTSP training coordinator is responsible for updating UTSP employee training records following their participation in training courses.*

VII. CONTINUING EDUCATION CREDIT FOR LICENSEES (Texas Administrative Code Rule 218.1)

- A. *Continuing education courses submitted to TCOLE under the Director of Police's approval through a departmental report of training, will not be approved unless the following is included with the report:*
- (1) lesson plans; or*
 - (2) certificate of completion with hours indicated on the certificate;*
 - (3) attendees' critique of the course that includes:*
 - (a) written evaluation of the instructor; and*
 - (b) an assessment of how this training was applicable to their assigned duties;*
 - (4) number of students attending from the agency;*
 - (5) copy of course outline (if available); and*
 - (6) copy of available handouts.*
- B. *UTSP shall keep the above on file and readily accessible to TCOLE.*
- C. *UTSP must report to the commission and keep on file in a format readily accessible to TCOLE, a copy of all continuing education course training reports.*

VIII. LEGISLATIVELY REQUIRED CONTINUING EDUCATION FOR LICENSEES (Texas Administrative Code Rule 218.3) (CALEA 33.5.1, 33.8.2) (IACLEA 6.3.1)

- A. *UTSP employees appointed as peace officers shall complete at least 40 hours of continuing education training and must complete a training and education program that covers recent changes to the laws of this state and of the United States pertaining to peace officers every 24-month unit of a training cycle.*
- B. *UTSP shall provide each peace officer whom it appoints or employs with a continuing education program at least once every 48-month training cycle.*
- C. *Part of the legislatively required peace officer training in every 48-month training cycle must include the curricula and learning objectives developed by the commission, to include:*
- (1) For an officer holding a basic proficiency certificate or less, not more than 20 hours of education and training that contain curricula incorporating the learning objectives developed by the commission regarding:*
 - (a) civil rights, racial sensitivity, and cultural diversity;*
 - (b) de-escalation and crisis intervention techniques to facilitate interaction with persons with mental impairments; and*
 - (c) unless determined by the agency head to be inconsistent with the officer's assigned duties:*
 - 1. the recognition and documentation of cases that involve child abuse or neglect, family violence, and sexual assault; and issues concerning sex offender characteristics;*
 - 2. supervision issues for each peace officer appointed to their first supervisory position, this training must be completed within 24 months following the date of appointment as a supervisor.*

(2) *An officer first licensed on or after January 1, 2011, must complete a basic training program on the trafficking of persons within one year of licensure.*

(3) *UTSP Police Chiefs shall:*

(d) *complete the initial training program provided by the Bill Blackwood Law Enforcement Management Institute for new chiefs not later than the second anniversary of their appointment as chief.*

(e) *receive at least 40 hours of continuing education provided by the Bill Blackwood Law Enforcement Management Institute each 24-month unit.*

D. *The Director of Police shall submit a report to TCOLE within 30 days of receipt of notice of non-compliance of any UTSP police officers explaining the reasons for such non-compliance.*

E. *UTSP police officers shall complete the legislatively required continuing education program required under Rule 217.11 beginning in the first complete 24-month unit immediately following the date of licensing.*

F. *UTSP police officers must meet all continuing education requirements except where exempt by law.*

IX. REPORTING LEGISLATIVELY REQUIRED CONTINUING EDUCATION (Texas Administrative Code Rule 218.5)

A. *The Office of Director of Police shall maintain proof of a licensee's completion of legislatively required continuing education training in a format currently accepted by TCOLE. The report of training shall be submitted to the TCOLE within 30 days following completion of the training. Courses not reported to TCOLE within 30 days will not be reported.*

X. WAIVER OF LEGISLATIVELY REQUIRED CONTINUING EDUCATION (Texas Administrative Code Rule 218.7)

A. *A UTSP police officer can request a waiver of legislatively required continuing education if it can be demonstrated by the officer the existence of mitigating circumstances justifying the officer's failure to obtain the legislatively required continuing education.*

B. *Mitigating circumstances are defined as:*

(1) *catastrophic illness or injury that prevents the licensee from performing active duty for longer than 12 months; or*

(2) *active duty with the armed forces of the United States, or a reserve component of the armed forces of the United States for a time period in excess of 12 months.*

C. *A request for a waiver of the legislatively required continuing education due to mitigating circumstances shall be in writing, accompanied by verifying documentation, and shall be submitted to the TCOLE executive director with a copy to the Director of Police not less than 30 days prior to the end of the training unit.*

D. *Absent mitigating circumstances, a request for a waiver shall be submitted to the executive director not less than 90 days prior to the end of the training unit.*

- E. *Within 20 days of receiving a request for a waiver the TCOLE executive director will notify the officer and the Director of Police whether the request has been granted or denied.*

XI. UTSP TRAINING INSTRUCTORS (CALEA 33.3.1 a-e) (CALEA 1.1.2) (7.1.7)

- A. UTSP personnel approved as instructors shall, at a minimum, either possess a TCOLE Instructor Certification or be a SME in the specific courses to be taught. To be considered a qualified SME in a particular area, instructors must possess those certifications specific to their area of expertise which are required by TCOLE or mandated by the organization responsible for the curriculum. Examples of mandated certifications include CIT Train the Trainer or Mental Health Officer Course for CIT Instructors, SFST Instructor Proficiency for SFST training, and American Red Cross or American Heart Association for CPR/First Aid. Furthermore, instructors must receive TCOLE or comparable POST training in:
- (1) Lesson Plan Development;
 - (2) Performance Objective Development;
 - (3) Instructional Techniques;
 - (4) Testing and Evaluation Techniques; and
 - (5) Resource Availability and Use.
- B. Instructors and academy employees will follow appropriate copyright and licensing laws when developing lesson plans.

XII. IN-SERVICE TRAINING (CALEA 33.1.4 a, b, c, d) (IACLEA 6.1.2 a-d)

- A. Before conducting any in-service training the Academy Instructor shall:
- (1) Complete Instructor Bio-sketch form DP-64 demonstrating qualifications and credentials of the instructor. The sketch should include a brief description of the instructor's professional background focusing on the relationship to the subject being taught; training received; licenses and certifications held; pertinent practical experience; teaching experience in the subject area; and any publications.
 - (2) Complete Lesson Plan form DP 20 to include:
 - (a) The detailed guide from which the instructor teaches;
 - (b) The specific content and subject matter;
 - (c) The goals of the training;
 - (d) Performance or learning objectives for students;
 - (e) The method of evaluating or testing students;
 - (f) The references and resources used;
 - (g) Learning Objectives that are specific and measurable.
 - (3) Create the examination to be given to the students.
 - (a) There must be some form of an examination given at the end of all in-service training.
 - (b) The examination may be a written test, or a skills test, or a combination of both. The Training Coordinator will approve the type of test to be used based on the nature of the class taught.

- (c) Written examinations should be based on an effective means of measuring the student's mastery of the learning objectives. True or False questions are not well suited for this evaluation and should be used sparingly.
 - (d) Skills assessments must be listed on a skills assessment checklist that has objective standards that the student must meet for successful completion.
- (4) Create PowerPoint presentations if one is to be used.
- (5) Create course handouts.
- B. The Academy Instructor will submit the above to the Training Officer for review and approval.
- C. The Training Officer will review the course material and lesson plan and will approve or disapprove the course. The Training Officer will notify the Instructor as soon as possible of the decision and in the case of a disapproval the Training Officer will identify the reasons for disapproval and will advise the Instructor on what is needed for approval.
- D. The Training Officer shall submit approved courses to the Training Coordinator for approval at a minimum of 60 days prior to the beginning of each calendar quarter. Exceptions to the 60 day requirement can be made by the Training Coordinator based on extenuating circumstances.
- E. The Training Coordinator will review the above and will approve or disapprove the course. The Coordinator will notify the Training Officer as soon as possible of the decision and in the case of a disapproval the Coordinator will identify the reasons for disapproval and will advise the Training Officer on what is needed for approval.
- F. If some or all the materials are not approved, the Training Coordinator shall return the non-approved materials to the Training Officer for revision and resubmission for approval.
- G. The Training Coordinator will post approved courses on the ODOP internet training calendar no later than 30 days before the beginning of each calendar quarter. Exception to the 30 day requirement can be made by the Training Coordinator based on extenuating circumstances.
- H. The Training Coordinator shall maintain a copy of the course on file.
- I. No in-service training shall be conducted until the Training Coordinator has approved all materials and the Training Officer has received the approval notice from the Training Coordinator. This only applies to in-service training which is reported to TCOLE and does not preclude departments from conducting departmental, roll call, or other training.

XIII. IN-SERVICE INSTRUCTION

- A. The Academy Instructor is responsible for the administration and conduct of each course to include:
 - (1) *obtaining a student sign in sheet;*
 - (2) *enforcing all admission, attendance, and retention standards*
 - (3) *securing and maintaining all classroom facilities necessary to meet standards;*

- (4) controlling the discipline and demeanor of each student during class;*
 - (5) distributing learning objectives to all students at the beginning of each course;*
 - (6) ensuring that all learning objectives are taught and evaluated;*
 - (7) proctoring or supervising all examinations to ensure fair, honest results;*
 - (8) completing an observable skill assessment test if given; and*
 - (9) obtaining an instructor evaluation on DP-51 form from every student.*
- B. After completion of the in-service training the Instructor will immediately provide the Training Officer with:
 - (1) student sign in sheet;
 - (2) instructor evaluation DP-51 forms from every student;
 - (3) exams or observable skill assessment tests.
- C. No later than 15 days after the training is complete, the Training Officer shall prepare and submit to the Training Coordinator:
 - (1) A TCOLE Report of Training Form
 - (2) A matrix of the written examination given to the students. The matrix is a reliability review of each question on the examination and how the students performed;
 - (3) If no written examination is given, but an observable skill test is given, then a matrix indicating the skills were performed properly by the students will be completed. Each skill will be listed on the matrix and a yes/no or pass/fail will be documented on the matrix;
 - (4) A matrix of the Instructor and Course evaluation forms completed by the students;
 - (5) Copies of certificates for each student receiving credit for the course. The certificates must have the TCOLE course number, dates of the course, and hours of instruction.
 - (6) A scanned copy of the student sign in sheet that is also signed by the instructor.
- D. No later than 30 days after the training is completed, the Training Coordinator shall submit the Report of Training Roster to TCOLE.
- E. After submitting the training roster to TCOLE, the Training Coordinator shall place a copy of the roster in the training file containing the learning objectives, lesson plan, examination, examination assessment or skills assessment, instructor credentials, student handouts, multimedia, and instructor evaluations for that course.
- F. If the same in-service training is taught on future dates the Training Officer shall submit the following to the Training Coordinator:
 - (1) TCOLE Report of Training Roster;
 - (2) Examination or Skills matrix (whichever is used);
 - (3) Instructor and Course evaluation matrix; and
 - (4) Copies of certificates.
 - (5) Scanned sign in sheet.
- G. The Training Officer or instructor shall not resubmit the following to the Training Coordinator unless revisions or updates were made or are specifically requested by the Training Coordinator:
 - (1) The learning objectives or lesson plan;
 - (2) The examination or skills assessment test given to students;
 - (3) Revised multimedia;
 - (4) Student handouts; and

- (5) An instructor's credentials.

XIV. TRAINING SCHEDULES

- A. Training Officers shall submit to the Training Coordinator their training schedule no later than 45 days before the beginning of each calendar quarter.
- B. If a course has not been approved prior to the Training Officer submitting the training schedule, the Training Officer may submit an amended schedule once the course is approved.
- C. The Training Coordinator shall compile the training schedules and post on the internet training calendar no later than 30 days before the beginning of each calendar quarter.

XV. IN-SERVICE TRAINING CONDUCTED BY OR SPONSORED BY ANOTHER TRAINING AGENCY

- A. Officers attending the in-service training must sign the roster to receive training credit from TCOLE.
- B. The Institution Department Training Officer shall maintain a record of the following information:
 - (1) A copy of the certificate the officer receives from the training agency after completion. The certificate must contain the name of the agency conducting or sponsoring the training; the course title; the number of training hours; and the date(s) of the training.
 - (2) A copy of the training course curriculum or agenda, if available.

XVI. IN-SERVICE TRAINING CONDUCTED BY OR SPONSORED BY ANOTHER TRAINING AGENCY THAT DOES NOT SUBMIT REPORT OF TRAINING ROSTERS TO TCOLE.

- A. No later than 15 days after the training is completed, the Institution Department Training Officer shall submit to the Training Coordinator for approval:
 - (1) The TCOLE Report of Training along with the certificate the officer receives for the training. The certificate must contain the name of the agency conducting or sponsoring the training; the course title; the number of training hours; and the date(s) of the training.
 - (2) A copy of the course curriculum or agenda.
 - (3) A 218 checklist form for each student attending the training.
- B. Only sworn officers and police telecommunications operators employed by the UTSP can have this category of training reported to TCOLE.
- C. No later than 30 days after the training is completed, the Training Coordinator shall submit the Report of Training to TCOLE.

XVII. FEMA TRAINING

- A. FEMA training conducted online: no later than 15 days after completion of the course, the Training Officer shall submit to the Training Coordinator a TCOLE Report of Training Form and a copy of the FEMA certificate.

XVIII. INSTRUCTOR DEVELOPMENT – ACADEMY INSTRUCTORS (CALEA 33.6.1 a-b)

- A. Instructors must maintain their status as a Subject Matter Expert in the areas that they teach through continuing education, instructional practicums, or both.
- B. Periodic refresher training in the instructor's area of expertise is recommended to ensure that the instructors are knowledgeable about current changes.

XIX. ATTENDANCE REQUIREMENTS (CALEA 33.1.2)

- A. Students attending a course for TCOLE credit must complete the course in its entirety. Should exigent circumstances require a brief absence from the course, then on a case by case basis, and with the approval of the Training Coordinator, the missed time may be made up on an hour for hour basis. If the student is unable to make up the missed time before the course is submitted to the Training Coordinator for reporting, the student will not receive credit for the course.
- B. Any student failing to maintain proper behavior and adequate participation in a class will be dropped from the class. Students dropped from a class will not receive any TCOLE credit hours.

XX. UNSUCCESSFUL TRAINING COURSE/EVENT COMPLETION NOTIFICATION (CALEA 7.2.6)

- A. The Training Officer will notify the Training Coordinator and a student's Chief of Police in the event that a student does not successfully complete a training course or event due to attendance, failure to master the subject matter, removal from the class, or any other reason.



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