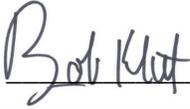


	SAN MARCOS POLICE DEPARTMENT	
	Policy 3.1 Basic Training Requirements	
	Effective Date: July 3, 2020	Replaces: GO 603
	Approved:  _____ Chief of Police	
	Reference: TBP 1.09, 3.05, 3.06, 3.07, 3.08, 3.09, 3.18, 8.11	

I. POLICY

Today's society is both multi-faceted and complex. In order to provide effective law enforcement services it is imperative that officers as well as non-sworn employees have the training necessary to accomplish their mission. The San Marcos Police Department is committed to providing the training necessary to meet and exceed Texas state requirements and contribute to every employee's career goals.

II. PURPOSE

The purpose of this policy is to provide employees of the department with details of the training required by the department and their responsibilities with regard to maintaining that training.

III. REQUIRED TRAINING

A. Basic Training

1. Sworn members of the department are required to have a peace officer license issued by the Texas Commission on Law Enforcement (TCOLE). This license currently requires officers to attend a basic peace officers' course and pass a TCOLE licensing examination. Officers must possess their peace officer license prior to performing any law enforcement duty or function. (TBP: 1.09)
2. Previously licensed officers who apply for employment must have their license in good standing, all in-service training completed, or the ability to complete in-service requirements prior to the end of the TCOLE training cycle, which ends August 31 of odd-numbered years.
3. In addition to the training required for licensing, officers and reserves will complete the National Incident Management System training, appropriate for their rank, prior to completion of field training, or prior to completion of promotional probation in the event of promotion to a higher rank. (TBP: 8.11)
 - a. All officers
 - i. IS-100.c
 - ii. IS-200.b
 - iii. IS-700.b
 - b. Commanders and above
 - i. ICS 300
 - ii. ICS 400

iii. ICS 800.c

B. Cardiopulmonary Resuscitation

Officers and field employees are required to maintain cardiopulmonary resuscitation (CPR) certification. New hire employees must obtain their certification within six months.

NOTE: The City of San Marcos and the department both offer CPR classes where employees may attend. This is a new requirement with the publication of this policy. Employees must be certified by December 31, 2021.

C. Criminal Justice Information Systems Security

Criminal Justice Information Systems (CJIS) Security Awareness training is mandatory for all employees that will have access to secure areas where criminal justice information is processed or stored. Employees who access CJIS data are required to complete Security awareness training within six months of employment and every two years after that. This requirement applies to telecommunicators, officers, records staff, department volunteers/interns, janitorial staff, IT employees as well as vendors who work with networking equipment and software which stores and transmits CJIS data.

D. Field Training

1. Officers are required to complete the department's field training program as outlined in general order 3.2 Field Training within the time period specified.
2. Officers with prior experience may qualify for expedited field training if they are able to demonstrate proficiency in all required areas.

E. In-Service Training (TBP: 3.06)

1. Officers shall, within each TCOLE training period as required by law, obtain at least 40 hours of in-service training. In-service instruction may include the following:
 - a. A review of changes or revisions in Texas state law.
 - b. Training required by the legislature during each four-year training cycle.
 - c. Specialized training required at the direction of the chief of police or the TCOLE based on assignment.
 - d. Supervisory training.
 - e. Policies and procedures.
 - f. Firearms training and qualifications.
2. In each two-year cycle, officers must receive the following training:
 - a. Hands-on arrest and/or defensive tactics training.
 - b. Initial or refresher self-aid /buddy aid training.
 - c. Initial or refresher implicit bias training.
 - d. Initial or refresher force avoidance training (de-escalation training).
 - e. Initial or refresher crisis intervention training.
 - f. Initial or refresher mental health training.
3. Officers are responsible for obtaining the training necessary to maintain their license and any special certifications they may hold. Much of the required training can be obtained on-line from the TCOLE or other training websites which have reporting relationship to TCOLE.

4. Reserve officers will meet the same in-service training requirements as regular officers. (TBP: 3.07)
- F. Supervisory Training (TBP: 3.09)
Employees, sworn or non-sworn, when promoted to any supervisory rank will be provided supervisory training appropriate to their rank and position within 12 months preceding or following their promotion.
- G. Civilian Employees (TBP: 3.08)
1. All newly appointed civilian employees will attend city orientation program provided by human resources.
 2. Telecommunicators and telecommunications supervisors who do not possess an active telecommunicators license upon being hiring, will be appointed a temporary telecommunicators license after approval has been received from TCOLE. (TBP: 3.18)
A temporary telecommunicator license expires:
 - a. 12 months from the original appointment date; or
 - b. On completion of training and passing of the telecommunicator licensing examination. On expiration of a temporary license, a person is not eligible for a new temporary telecommunicator license for one year.
 - c. All training required by TCOLE that establishes eligibility for an individual to test for the Telecommunicators license must be complete prior to the testing date and expiration of the temporary license.
 3. Records employees or employees assigned to records processing will complete a course in Texas state open records and records retention within 6 months of hire date.
 4. Parking enforcement employees must be certified TLETS less than full access within 6 months of hire date.
 5. Any non-sworn employees who have state-required or job-specific training will be provided that training either prior to job assignment or within 6 months of hire date.

IV. TRAINING EXPECTATIONS

A. Attendance

Employees are expected to attend all assigned training programs. Attendance will be documented either by the instructor or, in cases where the training is at a location other than the department, documentation will be furnished by those responsible for the training. In some cases, attendance at a training program may be excused, such as for court appearance or sickness. Any absence must be properly excused by the administrators of the program. Any time lost must be made up before any certificate of completion is issued.

B. Expenses

With the exception of paper and pencils or pens, all expenses incurred by department employees as a result of required training will be paid by p-card or reimbursed based on actual expenses (receipts must be provided). Assigned vehicles and fleet motor pool is the

preferred method of transportation. If employees are required to use their personal vehicles they will be reimbursed at the current city mileage rate, according to city policy.

C. Adherence to Academy Standards

Employees are expected to familiarize themselves with and adhere to the posted current “Academy Policies on Student Safety and Admissions” as ratified by the Training Advisory Board.

V. DEPARTMENTAL TRAINING

A. Performance-Based Training

TCOLE requires performance-based training. This method of training requires the development of performance objectives. The use of performance objectives acquaints the training participants with the information they are required to know, the skills that must be demonstrated, and the circumstances under which the skills will be used. This approach also enables the instructors to relate training directly to the job performance that will be expected by supervisors. An employee who develops an outline for instruction of a topic must develop objectives that have the following characteristics:

1. Focus on the elements of the job/task analysis for which training is needed.
2. Provide clear statements of what is to be learned.
3. Provide the basis for evaluating the participants.
4. Provide the basis for evaluating the effectiveness of the training program.

VI. REMEDIAL TRAINING

- A. Remedial training is directed at solving a particular problem or improving performance in a particular area within a designated time and with clearly defined, expected results.
- B. Remedial training may be assigned as a result of discipline, counseling or substandard performance.

VII. TRAINING DIVISION DUTIES AND RESPONSIBILITIES

- A. Department training functions are coordinated by the Training Division/Training Coordinator.
- B. The training coordinator must maintain compliance with the current TCOLE Rule 215.9 Training Coordinator.
- C. Training functions include the following activities:
 1. Planning and developing training programs.
 2. Administering the training academy.
 3. Notifying personnel of required training and of other training that is available to Department personnel.
 4. Notifying the employee’s supervisor when an employee misses assigned training.
 5. Implementing training programs.
 6. Maintenance of training facilities and equipment.
 7. Evaluating training programs

8. Coordinating training programs.
 9. Identifying Department training needs.
 10. Developing training plans and specific training programs.
 11. Identifying and coordinating with private and public training resources.
 12. Liaison with other law enforcement and detentions agencies in training matters of mutual benefit.
 13. Scheduling of training classes.
 14. Maintaining training records to include applying for and tracking certifications, updating of instructional outlines, evaluation of courses and instructors, and preparation of related reports and correspondence.
 15. Reviewing training and recommending training equipment and facilities.
- D. During any training exercise, all employees, regardless of rank or position, will adhere to the direction of the instructor, Training Coordinator or Administrative Commander.
- E. In the event any supervisor believes a training exercise is unsafe or unlawful, he will suspend the exercise or that portion believed unsafe or improper and make immediate notification to the Training Coordinator.

VIII. DEVELOPMENT AND EVALUATION OF TRAINING PROGRAMS

- A. The Training Division is responsible for developing and evaluating training programs, based on the job analysis of each position, input from employees with respect to deficiencies in performance or knowledge, and direction of the Chief of Police. Resources from outside the Department may be utilized to develop and implement training programs whenever appropriate.
- B. A Training Advisory Board must be maintained in compliance with the current TCOLE Rule 215.7 Training Provider Advisory Board.
- C. The Training Advisory Board has many responsibilities per TCOLE Rule 215.7 to include presenting requests for training programs to the Training Division for inclusion in in-service or specialized training programs.
- D. The Board serves in an advisory capacity only. Its recommendations are forwarded to the Chief of Police for his approval via the Training Coordinator.

IX. IMPLEMENTING TRAINING

- A. The Training Division is responsible for the implementation of training programs and coordinates efforts to ensure the most efficient implementation of training programs and their evaluation.
- B. The Training Division is responsible for training equipment and classroom use. The use of training equipment and reservations for classroom use can be obtained by contacting the Training Coordinator or Department Secretary.
- C. The Training Division will qualify Department employees as instructors.
 1. Qualification as an instructor may include:
 - a. A minimum of two years law-enforcement experience,

- b. Completion of a TCOLE instructor's course and/or be certified as an instructor in a specific subject,
 - c. A demonstrated skill in an area of instruction,
 - d. Knowledge of teaching theories, methods, and practices along with some knowledge of law-enforcement practices.
 - e. Requirements may be waived or modified based on the prospective instructor's subject matter expertise.
 - 2. The Training Coordinator and/or Administrative Commander may suspend or revoke an instructor's qualification if the instructor fails to meet any of the requirements for certification, or fails to demonstrate instructional or subject matter competency, as evidenced by trainee evaluations, written test scores, or practical examination results. The Assistant Chief-Administration will be notified as soon as practical.
 - 3. Instructors will be required to adhere to the requirements of the current TCOLE Rule 215.10 Course Instructor Requirements.
- D. Instructors are responsible for submitting a training file to the Training Coordinator which will contain the following essential components:
- 1. A concise, up to date, easy to follow lesson plan with clearly defined learning objectives. A "dressed-up" course outline or PowerPoint does NOT fulfill this requirement. Lesson plans will be required to meet all standards set by the training division. Minimally, these standards will align with current TCOLE requirements but may be more stringent. The learning objectives should be listed in the same order that they will be covered during instruction.
 - 2. Complete, up to date instructor bio-sketch which delineates the instructor's field of expertise as well as his or her knowledge of the subject matter being taught.
 - 3. Course assessment instruments to demonstrate what was learned – including but not limited to written or oral exams, practical test checklists, scenario evaluation checklists/observations and student critiques.
 - 4. Original copy of legibly written sign-in roster with PID numbers. Sign-in corrections should be made on a separate line with a single strike-through line through the mistake. The instructor MUST complete the highlighted sections (course #, hours, dates, title, test scores, and complete the bottom attesting to a satisfactory completion by the students).
 - 5. Course/instructor evaluation – showing student feedback on the course, instructor and any materials.
 - 6. Copies of any slide shows, multimedia, handouts used in the course
- E. The class materials (lesson plan/bio/tests/PPT) are due to the Training Coordinator at least two weeks prior to class date for approval. The Training Coordinator or Administrative Commander must approve lesson plans prior to their use, ensuring they are consistent with Department guidelines relative to lesson plan development, and that course content is based on the required knowledge, skills, and abilities of the target audience.

- F. The 'day of' class materials (roster/course evaluations) are due to the Training Coordinator no later than 10 calendar days after the class completion.
- G. Administration of an 'Evaluation of Learning' is required for any training class to receive TCOLE credit for the class. This evaluation may consist of a written exam, question/answer sessions during the course, group participation, or successful completion of practical application among other things.
 - 1. All test questions will be presented with the course lesson plan, and will be reviewed by the Administration Commander or Training Coordinator prior to the class.
 - 2. Test questions should be based on the performance objectives presented in class and are to reflect the knowledge needed to be effective in job related skills.

X. TRAINING RECORDS (TBP: 3.05)

A. Training Records

- 1. The chief of police, or his/her designee, shall maintain a training record for each employee that includes the following:
 - a. The date of training.
 - b. The type and hours of training received.
- 2. Texas Commission on Law Enforcement Data Distribution System will be used for sworn members of the department.
- 3. Training records for non-sworn members will be maintained separately from those of sworn employees.
- 4. The chief, or designee, shall maintain files on all in-house training courses or presentations, including the following:
 - a. Course content.
 - b. Employees attending.
 - c. Any performance measures as ascertained through tests or demonstrations.
- 5. Proprietary courses provided by an outside vendor may be submitted for TCOLE credit with the appropriate "TCOLE Proprietary Course Letter" signed by the provider.