

CITY OF OAK POINT

DEPARTMENT OF PUBLIC SAFETY POLICE OPERATIONAL POLICIES

POLICY: 3.1 TRAINING

REVISED DATE: 06.09.14

POLICY

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. This Department is committed to providing the training necessary to meet and exceed State requirements and contribute to employee's career goals.

I. PURPOSE

To provide members of the department with details of the training required by the department and their responsibilities with regard to maintaining that training.

II. 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. Officers must possess their Peace Officer License prior to performing any law enforcement duty or function.
2. 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 Commission training cycle which ends August 31, of odd numbered years.
3. In addition to training required for licensing, all sworn 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 their first year of employment.

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B. Field Training

1. All sworn members of the Department are required to complete the department's Field Training Program within the time period specified.
2. Officers with prior experience may qualify for an expedited Field Training if they are able to demonstrate proficiency in all required areas.

C. In-service training

1. All sworn personnel of the department within each Commission training period as required by law, must obtain at least 40 hours of in-service training. This department now requires all sworn personnel to complete training at a rate of 4 hrs per month. This may be averaged but a single course cannot cover more than 2 months.(a 2 day 16 hr. course will cover 2 months) The average must be forwarded and may not to be used to cover previous months. Officers will provide the Director with a list of requested training by email within the first 7 days of each month. In-service instruction may include:
 - a. A review of changes or revisions in the State Law.
 - b. Specialized training required based on assignment.
 - c. Supervisory training.
 - d. Policies and procedures.
 - e. Hands-on arrest and defensive tactics training.
 - f. Firearms training and qualifications.
 - g. Training required by the legislature during each four year training cycle.

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2. Sworn personnel are responsible for obtaining the training necessary to maintain their license and any special or other state certifications they may hold. The department will provide officers with the training or provide the time and funding necessary to obtain the training. Much of the required training can be obtained on-line from the Commission website.

D. Supervisory Training

Sworn employees, when promoted to any supervisory rank will be provided supervisory training appropriate to their rank and position within 12 months of their promotion.

III. TRAINING EXPECTATIONS

A. Attendance

Personnel are expected to attend any assigned training programs. Attendance will be documented either by the instructor or in cases where the training is at location other than the department, documentation will be furnished by those responsible for the training. There are cases where 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. Certificates will be issued to those students who complete any training program. Employees shall provide a copy of any certificates to the department for inclusion in the employee's training file.

B. Fees and Compensation

All fees incurred by department personnel as a result of required or approved training will be paid by or reimbursed based on actual costs. Any officer required to attend training when they would normally be on duty will be compensated at their hourly rate. Any officer required to be at training on a day when they would normally be off-duty will be compensated at the appropriate hourly rate. Any officer attending a non-required training class (not told they must attend) while off-duty will not be

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compensated for their attendance at the class. This department does not pay travel time to or from training.

C. Appearance/Dress

Officers will dress in appropriate attire for training classes remembering that they are a representation of the department. No shorts, open toes shoes, t-shirts, torn or ripped jeans or tattered tennis shoes are permitted. Personnel will wear a department polo if available with khakis or non-faded or stained jeans. If not available then a solid polo will suffice. Shoes will be polished or if gym shoes clean and in good condition. Officers will be clean shaven and having showered before the beginning of class.

IV. DEPARTMENTAL TRAINING

A. Performance-based training

The Commission 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 which:

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.

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B. Lesson plans

1. Lesson plans are required for all training courses conducted or sponsored by the department. It is the responsibility of the individual instructor, whether a member of the department or not, to provide the Director or designee, with a copy of the lesson plan for approval before each class. A copy of the lesson plan will be maintained along with rosters of personnel attending the training.
2. The lesson plan should include a statement of performance objectives, the content of the training, specification of the appropriate instructional techniques, references, relationships to the job tasks, responsibilities of the participants for the material taught, and plans for evaluation of the participants. The instructional techniques that might be used include:
 - a. Conferences (debate, discussion groups, panels and seminars).
 - b. Field experiences (field trips, interviews, operational experiences and observations).
 - c. Presentations (lectures, lecture-discussion, lecture-demonstration).
 - d. Problem investigations (committee inquiry, critical incidents).
 - e. Simulations (case study, simulation, games, and role-play).

C. Instructors

1. Instructors for all department training programs shall:
 - a. Have a minimum of five years law-enforcement experience, and
 - b. Have completed a TCLEOSE instructor's course and be certified as an instructor, or

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- c. Possess a demonstrated skill in an area of instruction, or
 - d. Be knowledgeable of teaching theories, methods, and practices and have some knowledge of law-enforcement practices.
 2. Instructors enlisted from outside the department shall be approved by the Director or designee. The instructor must have demonstrated skill in his/her area of instruction and comply with requirements for lesson plans as previously stated. Any compensation will be determined by the Director of Public Safety.
 3. Before being allowed to instruct any state-mandated courses at the department, instructors shall receive, at a minimum, training in:
 - a. Lesson plan development.
 - b. Development of performance objectives.
 - c. Instructional techniques.
 - d. Learning theory.
 - e. Testing and evaluation techniques.
 - f. Resources.

V. REMEDIAL TRAINING

- A. Remedial training is directed at solving or curing 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 or counseling, or when an officer has demonstrated such a poor performance as it is necessary.

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VI. TRAINING RECORDS

A. Training records

1. The Director, or his designee, shall maintain, a training record for each employee which includes:
 - a. The date of training.
 - b. The type and hours of training received.
 - c. A copy of any certificate received.

The Commission's TCLEDDS will be used for sworn members of the department. Non-sworn members will have a separate file maintained.

Approved: *M. Shackelford*
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