



**OFFICE OF THE DIRECTOR
THE UNIVERSITY OF TEXAS SYSTEM POLICE
POLICIES AND PROCEDURES MANUAL**



TITLE: COORDINATION OF IN-SERVICE TRAINING		
POLICY NUMBER: D-2	EFFECTIVE DATE: 09/01/09	RESCINDS / AMENDS: III-74-3 9/01/04
RELATED LAWS: Occupations Code: 1701.351, 1701.352, 1701.353	RELATED STANDARD(S)/RULE(S): TCLEOSE Rules 215.9, 217.9, 217.11, 221.1	

I. PURPOSE

The Office of the Director of Police and the U.T. System Police Academy have the responsibility to coordinate all compliance matters pertaining to training of licensed peace officers and telecommunications operators with the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) and The U.T. System Board of Regents.

II. POLICY

To ensure that all officers receive proper credit for in-service training submitted to TCLEOSE and that accurate training records and files are maintained by the U.T. System Police Academy and the Office of the Director of Police.

III. PROCEDURE

- A. The Training Coordinator is responsible for submitting quarterly training calendars to TCLEOSE. According to TCLEOSE rules, the quarterly training calendars must be available for review or posted on the Internet no later than 30 days before the beginning of each calendar quarter or academic semester.
1. Training calendars document training provided by the University of Texas Police System and each Institution Police Department.
 2. No later than 45 days before the beginning of each calendar quarter, Institution Police Departments that have training calendars for their departments or schedule in-service training shall provide this information to the Training Coordinator.
 3. No later than 45 days before the beginning of each calendar quarter, Institution Department Training Officers shall submit to the Training Coordinator their department's training schedule or future in-service training. The Training Coordinator shall compile and submit the information to TCLEOSE.

4. Calendar quarters are as follows: January-March, April-June, July-September, and October-December.
- B. Institution Police Department in-service training sponsored and approved by The U.T. System Police Academy and Training Coordinator.
1. Before conducting any in-service training, the Institution Department Training Officer shall submit the following items to the Training Coordinator for review at least 60 days before the beginning of each calendar quarter:
 - a. The summary of the credentials of the instructor conducting the in-service training, including a brief description of the instructor's professional background, focusing on the relationship to the subject being taught;
 - b. Background information describing the instructor's:
 - (1) Training received;
 - (2) Licenses and certifications held;
 - (3) Pertinent practical experience;
 - (4) Pertinent teaching experience in the subject area; and
 - (5) Publications and papers presented and/or published.
 - c. The learning objectives for the in-service training, including:
 - (1) A general statement(s) of the goal(s) for the training;
 - (2) The specific and measurable objective(s) the student will learn; and
 - (3) A general statement(s) of the subject matter and content of the subject.
 - d. The lesson plan for the in-service training, including:
 - (1) The detailed guide from which the instructor teaches;
 - (2) The specific content and subject matter;
 - (3) The goals of the training;
 - (4) Performance or learning objectives for students;
 - (5) The method of evaluating or testing students; and
 - (6) The references and resources used.
 - e. The examination to be given to the students.
 - (1) There must be some form of an examination given at the end of all in-

service training.

- (2) The examination may be a written test, a skill assessment of performance, or a combination of both.
- f. All course handouts.
2. If circumstances require one or more of an institution's officers to attend in-service training that has not received prior approval or been included on the training calendar submitted by the Training Coordinator to TCLEOSE, the Chief of Police or the Institution Department Training Officer shall submit all required course documentation to the Training Coordinator immediately, and no later than one week before the training will occur. Under these limited circumstances, the Academy Advisory Board has authorized the Training Coordinator to review the course's documentation and, if the Training Coordinator deems the documentation and training appropriate, to approve the training and place it on a revised training calendar.
3. Review of the in-service training materials by the Training Coordinator.
 - a. If all the materials are approved by the Training Coordinator, the Training Coordinator shall send an approval notice to the Institution Department Training Officer. The department may then proceed to conduct the in-service training. The Training Coordinator shall keep the training materials on file.
 - b. If some or all the materials are not approved, the Training Coordinator shall return the non-approved materials to the Institution Department Training Officer for revision and resubmission for approval.
 - c. No in-service training shall be conducted until the Training Coordinator has approved all materials and the Institution Department Training Officer has received the approval notice from the Training Coordinator.
4. After completion of the in-service training.
 - a. No later than 15 days after the training is complete, the Institution Department Training Officer shall prepare and submit to the Training Coordinator:
 - (1) A TCLEOSE Report of Training Form
 - (2) An assessment of the written examination given to the students. The assessment 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 assessment test is given, then the results of each student's performance; and
 - (4) Instructor and Course evaluation forms completed by the students.

5. No later than 30 days after the training is completed, the Training Coordinator shall submit the Report of Training Roster to TCLEOSE. After submitting the training roster to TCLEOSE, the Training Coordinator shall maintain a copy of the roster in the appropriate training file that contains the learning objectives, lesson plan, examination, examination assessment, skills assessment, instructor credentials, and student evaluations.
6. If the same in-service training is taught by a department on future dates:
 - a. The Institution Department Training Officer or instructor shall submit the following to the Training Coordinator:
 - (1) TCLEOSE Report of Training Roster;
 - (2) Written examination results, the examination assessment, and the skill assessment;
 - (3) Any updates to an instructor's credentials;
 - (4) The learning objectives and lesson plan that have been updated and approved by the Training Coordinator; and
 - (5) Any updates or different examinations or skills assessment tests given to students.
 - b. The Institution Department Training Officer or instructor shall not resubmit the following to the Training Coordinator unless revisions or updates were made:
 - (1) The learning objectives or lesson plan;
 - (2) The examination or skills assessment test given to students; and
 - (3) An instructor's credentials.
- C. In-service training conducted by or sponsored by another training agency that submit(s) Report(s) of Training Rosters to TCLEOSE.
 1. Officers attending the in-service training must sign the roster to receive training credit from TCLEOSE.
 2. No later than 15 days after training is completed, the Institution Department Training Officer shall submit to the Training Coordinator the following information:
 - a. A copy of the certificate the officer receives from the training agency after completion. The certificate must contain the following information:
 - (1) The name of the agency conducting or sponsoring the training;

- (2) The course title;
 - (3) The number of training hours; and
 - (4) The date(s) of the training.
 - b. A copy of the training course curriculum or agenda, if available; and
 - c. If the number of training hours is not printed on the certificate, a memorandum from the institution police department chief that states the number of hours of training the officer received.
- D. In-service training conducted by or sponsored by another training agency that does not submit Report of Training Rosters to TCLEOSE.
 1. No later than 15 days after the training is completed, the Institution Department Training Officer shall submit to the Training Coordinator for approval:
 - (a) The TCLEOSE Report of Training along with the certificate the officer receives for the training. The certificate must contain the following information:
 - (1) The name of the agency conducting or sponsoring the training;
 - (2) The course title;
 - (3) The number of training hours; and
 - (4) The date(s) of the training.
 - (b) A copy of the course curriculum or agenda; and
 - (c) If the number of training hours is not printed on the certificate, a memorandum from the institution police department chief that states the number of hours of training the officer received.
 2. No later than 30 days after the training is completed, the Training Coordinator shall submit the Report of Training to TCLEOSE.
- E. Internet in-service training received through the TCLEOSE website.
 1. The Institution Department Training Officer shall submit to the Training Coordinator a written memorandum documenting the training for officers who complete in-service training using the TCLEOSE Internet website documenting the training.
 2. Although this training is reported directly to TCLEOSE, the information is needed to update the officer training files of the Office of the Director of Police.
- F. Training obtained from the Law Enforcement Television Network (LETN).

1. No later than 15 days after the training is completed, the Institution Department Training Officer shall submit to the Training Coordinator a written memorandum to update the officer's training files in the Office of the Director of Police.
2. The memorandum should include following documentation:
 - (a) The course title of the in-service training;
 - (b) The results of any pre-test and the actual exam given to receive credit;
 - (c) A copy of the course curriculum, if available;
 - (d) A copy of the course agenda, if available;
 - (e) The date(s) of the in-service training; and
 - (f) The number of hours for the in-service training.

G. FEMA training conducted online: no later than 15 days after receiving the training certificate, the Institution Department Training Officer shall submit to the Training Coordinator a TCLEOSE Report of Training Form and a copy of the FEMA certificate.

John T. Slettebo

John T. Slettebo
Director of Police

APPROVED BY OFFICE OF GENERAL COUNSEL:

Omar A. Syed

Omar A. Syed
Attorney

APPROVED BY VICE CHANCELLOR FOR ADMINISTRATION:

Tonya M. Brown

Tonya Moten Brown
Vice Chancellor for Administration