



# University of Texas System Police

## DP64: Instructor Bio

### Form Instructions

In accordance with TCOLE Rule #215.10 (Appendix B), an instructor teaching a course must hold a valid instructor license or certificate or be designated by the Training Coordinator as a subject matter expert (SME) for the course being taught. Additionally, the instructor must provide an updated biography outlining their experiences, licenses, certifications, and training that make them qualified to teach the course.

The **ODOP Form DP64** is used to document this information. To ensure accuracy, the DP64 form will be reviewed and updated every two years, or more frequently if necessary.

#### Schedule of DP64 Reviews

- **January – March (every odd year):** Academic Institutions A - P
  - UT Arlington
  - UT Austin
  - UT Dallas
  - UT El Paso
  - UT Permian Basin
- **April – June (every odd year):** Academic Institutions Q - Z
  - UT Rio Grande Valley
  - UT San Antonio
  - Stephen F. Austin
  - UT Tyler
- **July – September (every odd year):** Health Institutions
  - UT Southwestern
  - UTMB Galveston
  - UTHealth Houston
  - UT Health San Antonio
  - UT MD Anderson

**ALL INSTRUCTORS MUST HAVE A DP64 ON FILE PRIOR TO INSTRUCTING ANY COURSE.**

**Non-commissioned instructors** and **non-UTSP instructors** (commissioned or non-commissioned) may complete the DP64 in its entirety. If the instructor has a biography in a different format or a resume, they can supplement the DP64 SME question with those attachments. However, the demographic, courses teaching, and signature sections of the DP64 **MUST** be completed.

**UTSP commissioned instructors** will need to complete the DP64 in its entirety.

## Instructor Proficiencies/Certifications

TCOLE Proficiency Certificates are issued to individuals who meet certain criteria related to specific topical areas. The proficiency process is outlined in TCOLE Rule 221 (Appendix C).

The following are some of the proficiency certifications available:

- Investigative Hypnosis Proficiency
- Mental Health Officer Proficiency
- Firearms Instructor Proficiency
- Civil Process Proficiency
- Instructor Proficiency
  - School-Based Law Enforcement Proficiency Certificate
  - Active Shooter Training for Public Schools and Institutions of Higher Education
- Advanced Instructor Proficiency
- SA/FVI Certificate
- SFST Instructor Proficiency
- Cybercrime Investigator Proficiency
- Crime Prevention Specialist Proficiency

According to TCOLE, to instruct a course related to the above topics, you must have both an Instructor Proficiency Certificate and the related topic proficiency or be classified as a Subject Matter Expert (SME). ODOP does not have a preference between proficiency certificates and SME status.

In addition to TCOLE Proficiency Certificates, some organizations (e.g., ALERRT, TASER) have their own requirements to instruct their courses. Professional organizations such as the International Association of Arson Investigators and CIT International also provide certifications.

TCOLE has also set minimum requirements for certain courses, such as TCOLE 1850 and TCOLE 2109.

The list of Instructor Proficiencies/Certificates on the DP64 includes the most common courses for UTSP that have additional instructor requirements. Appendix A provides a detailed list of the requirements for the listed proficiencies and certifications.

## DP64 Form Instructions

If you are updating and no information has changed, update the date and signature on the DP64 and resubmit the form.

- **Last Name:** Instructor's last name.
- **First Name:** Instructor's first name. Please include any preferred name in parentheses (e.g., John (Johnny)).
- **TCOLE PID:** If commissioned, provide TCOLE PID. If non-commissioned or commissioned in another state, leave this field blank.
- **Date:** The date the form was completed or last updated.
- **TCOLE Certificate Level:** Check the appropriate box. If non-commissioned or commissioned in another state, leave this field blank.
- **TCOLE Instructor Certified:** Check "Yes" only if you have a TCOLE-issued **Instructor Proficiency Certificate** (TCOLE Rule 221.27) or **Advanced Instructor Proficiency Certificate** (TCOLE Rule 221.28).
- **Instructor Level:** If you checked "Yes" for TCOLE Instructor Certified, indicate if you hold a **Basic** or **Advanced** Proficiency Certificate. If you checked "No," check **SME** for Subject Matter Expert.
- **Higher Education Degree:** Check all applicable boxes.
- **UT Component:** indicate what component you are employed by or the primary location where you instruct
- **Instructor Proficiencies/Certification:** Check only the proficiency certificates you have (see above)
- **Subject Matter Expertise:** Complete this section if you are requesting SME status for:
  - a course that requires a proficiency certificate (listed above) that you have not obtained, OR
  - a course that does not have a proficiency certificate (e.g., TCOLE 6045 – Campus-Based Training – Clery Act).
  - Be as detailed as possible in this section. Include:
    - How long you have been a peace officer or telecommunicator
    - Assigned duties (e.g., patrol, investigation, internal affairs, dispatch supervisor, etc.)
    - Courses or training you have completed related to the topic area
    - What qualifies you to teach the course(s) you are requesting to instruct.
  - Examples of qualifications that may qualify you for SME status:
    1. Two or more years of experience as a peace officer or telecommunicator
    2. Previous instructor experience in the subject matter
    3. A degree or formal education in the subject area
    4. Continuing education every training unit (2 years) within the subject area
    5. Performing duties regularly related to the subject area
    6. Holding Basic or Advanced Instructor Proficiency Certificates
- 7. **Courses:** List the name and/or TCOLE Course Number for each course you plan to instruct.
- 8. **Instructor Signature:** The form must be signed (digital signatures are accepted/preferred).
- 9. **Attachments:** The following attachments should be included:
  - TCOLE Personal Status Report (PSR)
  - Any instructor certificates obtained outside of TCOLE (e.g., AHA CPR Instructor, ALERRT, TASER, etc.)
  - Resume (optional)

## Frequently Asked Questions

### **I am reviewing my biography, and nothing has changed. Do I need to redo it?**

If there is no updated information from your previous version of the biography, update the date and signature.

### **A non-commissioned person is teaching a course, what do they need to complete?**

For non-commissioned persons or non-Texas commissioned persons, they need to complete the DP64. If they have a resume or biography in a different format, they can use that in lieu of completing the SME question. The demographic information (last name to UT component), the courses they wish to instruct, and the signature sections must be completed.

### **I have completed an instructor course but am not scheduled to update my biography until next year.**

#### **What do I do?**

Provide an update to the biography. If you need a copy of the biography previously submitted, it can be requested by emailing [policetraining@utsystem.edu](mailto:policetraining@utsystem.edu).

## Appendix A: Proficiency Certificate Requirements

### Firearms

#### Firearms Instructor

- Minimum 3 years of experience as licensee or a firearms instructor
- Current Instructor license or certificate
- Commission's firearms instructor course, or a firearms instructor course that meets or exceeds the minimum standards
  - o 2228 IALEFI Firearms Instructor Course
  - o NRA Handgun/Shotgun Police Instructor
  - o NRA Pistol/Shotgun Police Instructor
  - o FBI Firearms Instructor
  - o FLECTC Firearms Instructor Training Program (10 day course)
  - o US DOES Firearms Instructor Course

#### Tactical Weapons Instructor

- Must be ODOP approved Firearms Instructor
- Complete CEs in:
  - o Advance shooting skills
  - o Movement while firing
  - o Unconventional shooting positions
  - o Two-person+ patrol tactics
  - o Use of back-up and off-duty pistols
  - o Decision-making shooting
  - o Reduced light training with firearms
- Course meeting the above requirements include (but is not an inclusive list)
  - o Shoot House Instructor
  - o Reactive Shooter Instructor
  - o Solo-Officer Rapid Deployment
  - o Simunition Instructor
  - o Ballistic Shield Instructor
  - o Military Firearms/Tactics Instructor School

All Firearms Instructors must be approved by ODOP Firearms Program Manager/Ranger Master on an ongoing basis

### Less-Lethal

#### OC Spray Instructor

- Successful completion of OC Instructor course
- Basic Instructor Proficiency Certificate

#### Baton Instructor

- Successful completion of Baton Instructor course
- Basic Instructor Proficiency Certificate

#### TASER Instructor

- Current TASER Instructor Certification
- Basic Instructor Proficiency Certificate

## **Medical/First Aid**

### **SABA/IFAK Instructor**

- Successful completion of SABA/IFAK course
- Minimum 2 years of experience as a peace officer
- Basic Instructor Proficiency Certificate

### **CPR/First Aid Instructor**

- Current American Heart Association, Red Cross, or other national organization instructor certification

### **TCCC Instructor**

- Current TCCC Instructor Certification
- Basic Instructor Proficiency Certificate

## **Mental Health/Crisis Intervention**

### **Mental Health Officer Instructor**

- Mental health professional (actively in the mental health field, not just by education) with 2 years of experience working with law enforcement
  - o OR
- MHO Proficiency Certificate who is actively involved with clinical mental health, mental health advocacy, and/or mental health education (actively operating as an MHO)
- Basic Instructor Proficiency Certificate

### **Crisis Intervention Techniques Instructor**

- Currently serving as a Mental Health Officer or serving as a member of a Crisis Intervention Team for at least two years
- Basic Instructor Proficiency Certificate
  - o OR
- Mental Health Peace Officer Certificate or Crisis Intervention Training Instructor
- Basic Instructor Proficiency Certificate
  - o OR
- A licensed mental health professional (Master's degree or higher in the field of mental or behavioral health) with experience in crisis intervention
  - o OR
- CIT International Instructor

## **Telecommunications**

### **TLETS Associate Trainer**

- 2 or more years of experience with TCIC/TLETS
- Current TCIC/TLETS Full Access Course certificate (TCOLE #4802) or TCIC/NCIC Full Access Course (TCOLE #3802) AND TLETS/NLETS Basic Operator Course (TCOLE #3809)
- Letter of recommendation from Agency Administrator
- Letter of interest from DPS TCIC/TLETS
- Basic Instructor Proficiency Certificate
- Conduct a minimum of 1 course per year
- Must recertify every two years by attending TCIC/TLETS Associate Trainer Recertification Course (TCOLE #4805)

## **Investigation**

### **Arson Investigation Instructor**

- Hold a current Intermediate Arson Investigator certification (or higher) through the Texas Commission on Fire Protection
- Basic Instructor Proficiency Certificate

### **Cybercrime Investigator Instructor**

- Current Cybercrime Investigator Proficiency Certificate
  - o 2 or more years as a peace officer
  - o Successful completion of the current Cybercrimes Investigator Certificate Course
  - o Proficiency certificate is valid for two years and must be renewed
    - Complete appropriate continuing education every two years or be assigned primarily as a Cybercrime Investigator
- Basic Instructor Proficiency Certificate

### **Investigative Hypnosis Instructor**

- Have a current Investigative Hypnosis Proficiency Certificate
  - o Current Basic Investigative Hypnosis Course
  - o Passed approved examination for Investigative Hypnosis
  - o Proficiency certificate is valid for two years and must be renewed
    - Complete appropriate continuing education every two years
- Basic Instructor Proficiency Certificate

### **SAFVIC Instructor**

- Have a current SAFVIC Proficiency Certificate
  - o 2 or more years of experience as a peace officer
  - o Possess at least an Intermediate Peace Officer Certificate
  - o Successful completion of the current Family Violence and Sexual Assault Investigator Certification course(s)
  - o Proficiency certificate is valid for two years and must be renewed
    - Complete appropriate continuing education every two years or be assigned primarily as a sexual assault/family violence investigator
- Basic Instructor Proficiency Certificate

### **Traffic Investigation Instructor**

- Complete Intermediate Collision Investigations course
- 2 or more years of experience investigating traffic incidents
- Basic Instructor Proficiency Certificate
  - o OR
- Five or more years of experience conducting traffic incident investigation, including traffic collision reconstruction and criminal investigations
- Basic Instructor Proficiency Certificate

### **Other**

#### **Active Shooter Training for Public Schools and Institutions of Higher Education Instructor**

- Current Active Shooter Training Instructor Certificate
  - o Successful completion of an Active Shooter Training Instructor Course
  - o Basic Instructor Proficiency Certificate
  - o Proficiency certificate is valid for two years and must be renewed
    - Complete 8 hrs of appropriate continuing education every two years

#### **ALERRT Instructor**

- Current ALERRT Instructor Certificate for the course instructing

#### **Civil Process Instructor**

- Current Civil Process Proficiency Certificate
  - o 3 or more years as a full-time Constable or Sheriff
  - o 40 hours of Civil Process Training, 20 of which completed during the current training cycle
  - o Successfully pass the Examination for Civil Process
  - o Proficiency certificate is valid for two years and must be renewed
    - Complete 20 hrs of appropriate continuing education every two years
- Basic Instructor Proficiency Certificate

#### **Crime Prevention Instructor**

- Crime Prevention Proficiency Certificate
  - o 1 or more years of experience as a Crime Prevention Specialist
  - o Successful completion of the Crime Prevention required courses (TCOLE 2101, 2102, 2103)
  - o Successful completion of the Crime Prevention Specialist exam (TCOLE 2104)
  - o Proficiency certificate is valid for two years and must be renewed
    - Complete appropriate continuing education every two years or be assigned primarily as a Crime Prevention Specialist
- Basic Instructor Proficiency Certificate

#### **Defensive Tactics Instructor**

- Successful completion of Defensive Tactics Instructor Course (TCOLE 2140, 21013, 53204, or the similar)
- Basic Instructor Proficiency Certificate

#### **EVOC Instructor**

- Current Emergency Vehicle Operations Instructor certification (TCOLE 78021)



**K9 Instructor**

- Successful completion of K9 Instructor Course
- Basic Instructor Proficiency Certificate

**School-Based Law Enforcement Instructor**

- Current School-Based Law Enforcement Proficiency Certificate
  - o Successful completion of the Commissioned approved course (TCOLE #3954)
- 2 or more years of school-based law enforcement experience
- Basic Instructor Proficiency Certificate

**SFST Instructor**

- Current SFST Instructor Proficiency Certificate
  - o Successful completion of the NHTSA SFST Practitioner Course
  - o 3 or more years experience as an SFST Practitioner
  - o Successful completion of the Commission approved SFST Instructor Course or Drug Recognition Expert (DRE) Instructor Course
  - o Completion of an SFST Instructor Update Course or DRE Update Course within the last 2 years
  - o Demonstrated proficiency in administration of SFST before a certified SFST instructor of NHTSA representative
  - o Proficiency certificate is valid for two years and must be renewed
  - o Basic Instructor Proficiency Certificate

**Spanish Instructor**

- Demonstrate proficiency in Spanish
- Preferred experience in teaching spoken Spanish
- Basic Instructor Proficiency Certificate

## **Appendix B: TCOLE Rule 215.10 – Course Instructor Requirements**

- (a) An instructor teaching a course must:
  - (1) hold a valid instructor license;
  - (2) certificate; or
  - (3) be designated, in writing, as a subject matter expert in the course by the training coordinator.
- (b) The instructor is responsible for:
  - (1) ensuring compliance with commission rules and guidelines;
  - (2) preparing, maintaining, and submitting the reports of training within the time frame specified by the Training Coordinator;
  - (3) the administration and conduct of each course taught;
  - (4) at a minimum, providing a complete lesson plan, clear learning objectives, instructor biography, approved class roster and original sign-in sheet, and course evaluation to the training coordinator for the training file;
  - (5) enforcing all attendance and other standards set by the commission or the training advisory board;
  - (6) maintaining the discipline and demeanor of each student during class;
  - (7) distributing or presenting learning objectives to all students at the beginning of each course;
  - (8) ensuring that all learning objectives are taught; and
  - (9) ensuring examinations are proctored or supervised to have fair, honest results.
- (c) The effective date of this section is May 1, 2017.

## **Appendix C: TCOLE Rule 221.1 – Proficiency Certificate Requirements**

- (a) The commission shall issue proficiency certificates in accordance with the Texas Occupations Code §1701.402. Commission certificates issued pursuant to §1701.402 are neither required nor a prerequisite for establishing proficiency or training. The commission shall give credit toward proficiency certification for successful completion of hours or degrees at accredited colleges and universities or for military service.
- (b) To qualify for proficiency certificates, applicants must meet all the following proficiency requirements:
- (1) submit any required application currently prescribed by the commission, requested documentation, and any required fee;
  - (2) have an active license or appointment for the corresponding certificate (not a requirement for Mental Health Officer Proficiency, Retired Peace Officer and Federal Law Enforcement Officer Firearms Proficiency, Firearms Instructor Proficiency, Firearms Proficiency for Community Supervision Officers, Firearms Proficiency for Juvenile Probation Officers or Instructor Proficiency);
  - (3) must not have license(s) under suspension by the commission within the previous 5 years;
  - (4) meet the continuing education requirements for the previous training cycle;
  - (5) for firearms related certificates, not be prohibited by state or federal law or rule from attending training related to firearms or from possessing a firearm; and
  - (6) academic degree(s) must be issued by an accredited college or university.
- (c) The commission may refuse an application if:
- (1) an applicant has not been reported to the commission as meeting all minimum standards, including any training or testing requirements;
  - (2) an applicant has not affixed any required signature;
  - (3) required forms are incomplete;
  - (4) required documentation is incomplete, illegible, or is not attached; or
  - (5) an application contains a false assertion by any person.
- (d) The commission shall cancel and recall any certificate if the applicant was not qualified for its issue and it was issued:
- (1) by mistake of the commission or an agency; or
  - (2) based on false or incorrect information provided by the agency or applicant.
- (e) If an application is found to be false, any license or certificate issued to the appointee by the commission will be subject to cancellation and recall.
- (f) The issuance date of a proficiency certificate may be changed upon submission of an application along with documentation supporting the proposed date of eligibility and payment of any required fee.
- (g) The effective date of this section is February 1, 2020.

TCOLE Rules 221.7 – 221.46 provide details on the individual proficiency certificate requirements.