



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



Subject TRAINING ROLES, REQUIREMENTS, AND RESPONSIBILITIES			Policy Number 206
Effective Date January 7, 2015	Revision Date November 4, 2025	Reevaluation Date Annually	Number of Pages 8
Reference Standards CALEA Training Academy: 1.1.2; 6.5.1; 6.5.4, 7.1.5, 7.1.7, 7.2.6 CALEA Law Enforcement: 33.1.1, 33.1.2, 33.1.4, 33.1.5, 33.1.6, 33.1.7, 33.2.1, 33.2.2, 33.2.3, 33.2.4, 33.3.1, 33.5.1, 33.5.3, 33.6.1 a-b, 33.7.1 a-c, 33.7.2, 33.8.2 IACLEA: 6.1.1, 6.1.2, 6.1.3, 6.1.4, 6.1.5, 6.3.1, 6.3.3, 6.3.4 TCOLE Rules: 215.17, 215.7, 215.9, 218.1, 218.3, 218.5, 218.7 OCCUPATIONS CODE: 1701.351, 1701.352, 1701.353		Rescinds or Amends Policy Number D-2	

I. PURPOSE

The Office of the Director of Police and U.T. System Police 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.

III. DEFINITIONS

Academic Integrity - honesty and truth are fundamental components of academic integrity

Academic Dishonesty - elements of academic dishonesty include cheating, fabrication, plagiarism, facilitating academic dishonesty, misrepresentation, and sabotage

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.**

Asynchronous Learning - self-paced; the learners are taking the course on their own, usually on a computer. Asynchronous e-learning programs may include pre-recorded lecture content and video, visuals, and/or test, knowledge quizzes, simulations, games, and other interactive elements

Blended Learning - involves face-to-face class sessions that are accompanied by online materials and activities – a blend of both live and online learning. A fundamental component of a blended course is that the online materials are not intended to replace face-to-face class time; rather, they are meant to supplement and build upon the content discussed in the classroom

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 the commission; training in excess of basic licensing course requirements; training courses consistent with assigned duties; or training not included in a basic licensing course.

eLearning - a structured course or learning experience delivered electronically, usually over the internet

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

Learning Management System (LMS) - a software used to develop, deliver, and track training

Moderator - supports the virtual classroom by increasing the capability for interactivity

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

Synchronous Learning - instructor-led and taken at the same time as other learners. Examples of synchronous learning are online chat and videoconferencing. Any learning tool that is in real-time, such as instant messaging that allows students and teachers to ask and answer questions immediately, is synchronous

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 Executive 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, 218)

- A. The Executive Director of Police is the chief administrator responsible for the TCOLE license issued to the University of Texas System Police Academy.

- B. The Executive Director shall follow the TCOLE Rules Chapter 215: Training and Educational Providers and Chapter 218: Continuing Education, as related to the UTSP Academy and related training contract.

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. UTSP will maintain an Academy Advisory Board in accordance with TCOLE Rule 215.7: Training Provider Advisory Board.

VI. TRAINING COORDINATOR (Texas Administrative Code Rule 215) (CALEA 33.1.6, 33.1.7) (IACLEA 6.1.4, 6.1.5)

- A. The Executive Director shall appoint a Training Coordinator.
- B. The Training Coordinator's requirements and duties will be in accordance with TCOLE Rules.
- C. The Training Coordinator is responsible for maintaining the training files associated with training reported under the UTSP Training Contract.
- D. The Training Coordinator may establish processes and procedures to ensure compliance with TCOLE Rules, as related to training.

VII. Academic Integrity and Dishonesty

- A. Academic Integrity (UT Health San Antonio, Academic Dishonesty Policy)
 - 1. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the training process and validates the legitimacy of all training provided by UTSP.
- B. Academic Dishonesty (UT System Model Policy, Student Conduct and Discipline)
 - 1. Any student who commits an act of academic dishonesty is subject to discipline. Academic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person without giving sufficient credit, taking an examination for another person, or any act designed to give unfair advantage to a student or the attempt to commit such acts.
 - 2. Cheating is the following or attempts to do the following:
 - a) Copying from the test paper (or other assignment) of another student, engaging in written, oral, or any other means of communication with another student during a test, or giving aid to or seeking aid from another person during a test or on another assignment where doing so is prohibited by the instructor;
 - b) Possession and/or use during a test of materials which are not authorized by the person giving the test, such as class notes, calculators, electronic devices, books, or specifically designed "crib notes";
 - c) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters, but which will be used again either in whole or in part,

without permission of the instructor; or accessing a test bank without instructor permission;

- d) Substituting for another person, or permitting another person to substitute for oneself, to take a test; or

- 3. Plagiarism is the appropriation of material that is attributable in whole or in part to another source without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one's own academic work being offered for credit or in conjunction with a program course or degree requirements.
- 4. Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.
- 5. Misrepresenting facts for academic advantage to the instructor, Training Officer, or Training Coordinator. This includes providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; and providing false or misleading information in an effort to injure another student academically.

- C. Violations of the academic dishonesty section of this policy can lead to removal from the training course and the individual(s) may be subject to discipline in accordance with UTSP policies.

- 1. All violations of the academic dishonesty section of this policy must be reported to the Training Officer and the Training Coordinator.

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

- A. Continuing education courses submitted to TCOLE will be in accordance with TCOLE Rule Chapter 218: Continuing Education.

IX. 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 license holders shall complete the legislatively required continuing education as outlined in the TCOLE Rules, the Occupations Code Chapter 1701, and the Education Code Chapter 96.

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

- A. Legislatively required continuing education courses shall be reported in accordance with TCOLE Rule 218.5: Reporting Legislatively Required Continuing Education.

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

- A. Waivers of legislatively required continuing education shall be requested in accordance with TCOLE Rule 218.7: Waiver of Legislatively Required Continuing Education.

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

- A. UTSP personnel approved as instructors shall, at a minimum, possess a TCOLE Instructor Proficiency Certification or be designated as a subject matter expert (SME) for the specific courses to be taught. To be considered a qualified SME in a particular area, instructors must provide appropriate documentation of their expertise and be approved by the UTSP Training Coordinator.
- B. Instructors and academy employees will follow appropriate copyright and licensing laws when developing lesson plans.
- C. Instructors will be provided updated Instructor Biographies every two years or when requested by the UTSP Training Coordinator.

XIII. Lesson Plan Approval

- A. The Training Officer will review the course material and lesson plan. The Training Officer will notify the Instructor if the course is approved or denied. If the course material is not approved, the Training Officer will provide information to assist the Instructor in getting the material approved.
- B. The Training Officer shall submit approved courses to the Training Coordinator for approval.
- C. The Training Coordinator will review the course material and lesson plan. The Training Coordinator will notify the Training Officer if the course is approved or denied. If the course material is not approved, the Training Coordinator will provide information to assist the Instructor in getting the material approved.
- D. The Training Coordinator shall maintain a copy of the course material in the file.
- E. 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.

XIV. 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 Instructor shall ensure the following are approved by and on file with the UTSP Training Coordinator:
 - 1. Instructor Bio Form (DP-64);
 - 2. Lesson Plan (DP-20);
 - 3. Clear Learning Objectives; and
 - 4. A Training Calendar request submitted
- B. During the in-service training, the instructor shall ensure:
 - 1. The TCOLE Rules related to training are enforced; and
 - 2. Students complete all requirements for the course, including required paperwork (i.e. sign-in sheet, assessment, and course evaluations)

- C. After the in-service training:
 - 1. The instructor will submit the required documentation to the Training Officer;
 - 2. The Training Officer will ensure the Training Coordinator receives (or has on file):
 - a) Updated Instructor Bio (DP-64);
 - b) Updated Lesson Plan (DP-20);
 - c) Clear learning objectives;
 - d) Original sign-in roster (can be electronic);
 - e) Report of Training (ROT);
 - f) Assessment of learning objectives (i.e. written test, scenario evaluations);
 - g) Course and instructor evaluations from each student; and
 - h) Training calendar entry;
 - 3. The Training Coordinator will submit the training to the commission within 30 days of the end of the training.
- D. Training Officers should include DP49 – Request for Late TCOLE Credit for any course material submitted over 25 days after the end of the course. The DP49 shall be completed for any course material submitted over 30 days after the end of the course.

XV. TRAINING SCHEDULES

- A. Training Officers will submit training calendar request to the Training Coordinator.
- B. The Training Coordinator will make a training calendar available in accordance with TCOLE Rule 215.9.

XVI. 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 license holder receives from the training agency after completion. The certificate should 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.

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

- A. The license holder attending the training shall submit the appropriate ODOP form to comply with TCOLE Rule 218.1 and submit to the Training Officer.

- B. The Training Officer will review the TCOLE Rule 218.1 form for accuracy. The Training Officer will submit the TCOLE Rule 218.1 form and all supporting documentation to the Training Coordinator.
 - 1. If more than one license holder from the agency attended the training, the Training Officer will complete a ROT.
- C. The Training Coordinator will submit the training to TCOLE within 30 days of the end of the training.
- D. Training Officers should include DP49 – Request for Late TCOLE Credit for any course material submitted over 25 days after the end of the course. The DP49 shall be completed for any course material submitted over 30 days after the end of the course.

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 Instructor, 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.



Michael Parks
Executive Director of Police

Changes/Amendments since last publication:

Revisions throughout to update references to TCOLE Rules. Updated Executive Director name.
November 4, 2025.