



2018 Training Calendar

Travis County Sheriff's

Training Academy

Excelentia Propter Disciplinam

"Excellence Through Training"

Sally Hernandez, Sheriff

Austin, Texas

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FREQUENTLY ASKED TRAINING QUESTIONS

I am about to qualify for my Intermediate Officer Certificate, should I call TCOLE?

YES, contact TCOLE at 512-936-7700. **Effective September 1, 2011**, TCOLE is required to collect fees for all peace officer, jailer, and telecommunicator proficiency certificates. As proficiency certificate levels are met, TCLEDDs will continue to automatically **award and display** this achievement on the personal status report (PSR) but will no longer mail the certificates to appointing agencies. **Individuals who desire a hard copy of their certificate must electronically submit an application and pay a \$35 fee per certificate.** Licensees can purchase hard copy certificates to be mailed, by credit card or bank draft, through their online training account.

How do I obtain a transcript of my continuing education?

You can obtain a transcript of your TCOLE training record by logging in to your MyTCOLE account or by contacting TCOLE at 512-936-7700.

How do I determine what courses I need to take to advance my Jailer or Peace Officer License?

You can determine the courses necessary by accessing the proficiency certificate mandates for the applicable level at <http://www.tcole.texas.gov/content/proficiency-certificates>. Comparing your training record through MyTCOLE to the mandates will determine which courses are still necessary to advance. You can also contact TCOLE at 512-936-7700 for assistance. Should there be a discrepancy regarding training received through TCSO, please contact the Registrar or Training Lieutenant at 512-854-4194.

What other training resources are available?

Approved training academies and training providers are listed on the TCOLE web site at www.tcole.texas.gov in the Training Providers link.

What firearms does TCSO authorize for carry?

A comprehensive list is available at the Training Academy range and a list of approved Weapons, Ammunition and Holsters is on the Everyone drive, in the Training folder. Newer weapon models are reviewed annually by the Weapons Committee, the Training Director/Lieutenant and Administration.

If I attended training at another agency, attended a seminar, or completed an on-line course, is it possible for me to receive TCOLE credit?

Possibly, if the training is applicable to your current job assignment. You will need to provide a copy of the course outline, the instructors' credentials, a certificate of completion stating the number of hours completed, and a course evaluation to the Training Director/Lieutenant for review **within ten (10) days of completion**. If approved, course credit will be submitted to TCOLE.

I received firearms, expandable baton, revolver, semi-auto, or OC spray training at another accredited academy. Will TCSO accept it?

Yes, however, the officer must first submit proof of satisfactory completion, demonstrate proficiency if applicable and/or satisfactorily pass an oral or written exam. This process is coordinated through the Training Director/Lieutenant in conjunction with the Range Master or a Defensive Tactics Instructor.

Have any classes been added to the requirements for advancing my Peace Officer license?

Yes, January 1, 2016 TCOLE added three (3) courses required to go from Basic to Intermediate **and** Intermediate to Advanced *if* the Intermediate certificate was issued before January 1, 2016: Canine Encounters, Interacting with Drivers Deaf & Hard of Hearing, and Child Safety Check Alert List.

How long is the TCOLE Training Cycle?

Forty-eight (48) months. The *cycle* is comprised of two 24-month training *units*. To maintain their license, Peace Officers must attend 40 hours of training and attend Legislative Updates during each 24-month training *unit*. Corrections Officers must attend Cultural Diversity during the training *cycle*. The current *unit* runs September 1, 2017 – August 31, 2019. The current *cycle* runs September 1, 2017 – August 31, 2021.

Does Cultural Awareness taken in COBRA or BPOC count toward the TCOLE 48-month training requirement?

Yes, however, it only counts toward the 48-month training cycle during which the course is taken.

What classes are included in the TCOLE training mandates for this unit and cycle?

Training Mandates can also be found at <http://www.tcole.texas.gov/content/training-requirements>

For Peace Officers, the following are required:

- 2017 to 2019 training unit – Course 3185 State & Federal Law Update Course and 40 hours of training
- 2019 to 2021 training unit – Course 3186 State & Federal Law Update Course and 40 hours of training
- 2017 to 2021 training cycle:
 - Those holding a Basic Peace Officer certificate, or no certificate, will be required to have **Cultural Diversity, Special Investigative Topics, and Crisis Intervention** training.
 - Those holding an Intermediate certificate or higher do not have specific courses (except the State and Federal Law Update Course)
 - Special Note: Individuals first licensed after January 1, 2013 must complete the basic Human Trafficking course within the first year of licensure

For Corrections Officers holding any level certificate, the following are required:

- 2017 to 2021 training cycle – Cultural Diversity
- Peace Officers with an Intermediate certificate or higher who also hold a Jailer’s license are exempt from the Cultural Diversity mandate.

Can I get TCOLE credit for college courses I’ve taken?

YES! Email our TCOLE liaison at TCOLE@traviscountytexas.gov for specific directions on how to submit your college transcripts. Each college hour is worth 20 TCOLE training hours. Once you have achieved a degree and the hours have been awarded by TCOLE, your proficiency requirements for hours & years of service are now based on education & years of service. This can make a significant difference, especially for less-tenured staff.

Are there specific classes or courses for civilian employees?

A 1-day Civilian In-Service will be held in 2018. See Page --- for more details.

When does the next BPOC and CODES start?

BPOC and CODES will both be held in 2018. BPOC will begin in January. Pre-requisite testing for CODES will be held in January. Acceptance to the 80-hour course is contingent on passing the pre-requisite test.

Note: TCSO BPOC cadets who graduated in 2008 and beyond **do not** have to attend CODES. A copy of their BPOC graduation certificate should be submitted up the cadets’ Chain of Command when applying to work off duty.

When do I need to complete my PRT tests?

Sworn staff will test twice per year on the test of their choosing: Combat Fitness or Row. Staff will complete a test during the first three months of each testing cycle. Testing cycles are: January – June and July – December. Staff who do not reach the 50% threshold on their first test will be scheduled by their supervisor to test within 30 days of the initial test.

Employees will receive up to three (3) attempts to meet the 50% threshold before being documented as having failed the cycle. Employees who fail two (2) consecutive cycles will be placed on a Fitness Improvement Plan (FIP) overseen by a TCSO Fitness Specialist.

Employees on a FIP will attend, on duty-time, 4 hours of fitness and wellness training each month. Employees may only be removed from a FIP by achieving 50% or higher on the PRT test of their choosing, administered by a TCSO Fitness Specialist.

Note: Employees on a FIP are exempt from testing every 30 days, as they will be tested at regular intervals as part of the FIP Program.

What is Combat Fitness?

Combat Fitness is a Crossfit-style workout, similar to Fight Gone Bad. Combat Fitness is 3 rounds, 5 exercises per round at 1 minute per exercise, with a 1 minute rest between each round. Total test time is 17 minutes. Combat Fitness must be completed in the following order:

Wall Ball – 20lb ball for males; 14lb ball for females. Top of the ball must crest the bottom of a 10-foot line;
Kettlebell Sumo Deadlift High Pull – 75lb kettlebell for males; 55lb kettlebell for females;
Step Ups – may jump or step up on the platform, but must step down;
Push Press – 75lb for males; 55lb for females.
Row – on flywheel/damper 10

Each rep in the first four events and each calorie in the last counts as 1 point. 100% = 300 points

At least one rep or calorie must be completed in each event, each round, for a valid test.

Combat Fitness tests must be administered by a TCSO Fitness Specialist.

What are the incentives for the PRT Program?

Staff completing either test with a 75% or better are eligible for a Fitness Pin.

Staff completing the Combat Fitness test at 300 – 349 reps will receive a "300 Club" shirt; 350 – 399 reps will receive a "350 Club" shirt; and 400+ reps will receive a "400 Club" shirt.

Staff completing both tests at 90% in better in the same year will receive a "Fitness Star" shirt and be eligible for a Fitness Star Pin (awarded at the annual Awards Banquet).

Staff completing the 2000 meter Row, Combat Fitness, and Standard PRT (Modified Cooper's) within a scheduled 2-hour period will receive a "Gladiator" shirt. The Gladiator Challenge must be administered by a TCSO Fitness Specialist.

Is remedial training available through the Academy?

Yes. Upon written request from a Bureau Captain or higher, the Training Academy will provide one-on-one instruction in some topics. This remedial training is a mastery tool for the less than proficient employee. Topics include, but are not limited to: Use of Force – LE and CO; Defensive Tactics; Intermediate Weapons; Report Writing; Complaints and Probable Cause Affidavits; Police Tactical Driving; Strategic Communications; Traffic Stops; Prisoner Transport; Ethics; Arrest, Search and Seizure; Con Games; Interpersonal Communication Skills; Wellness – Physical Fitness evaluation.

Formal Remedial Firearms Training dates for pistol and rifle have been scheduled for 2018. See Page --- for available dates and times.

REGISTRATION AND CANCELLATION INFORMATION

1. **Registration for courses will be made via the County INTRANET E-Registration system by TCSO Sergeants and above.** Travis County Employees and outside agencies will continue to submit scheduling applications to the Registrar. Appropriate applications can be found on the Sheriff's website at www.tcsheriff.org Applications can be submitted to the Academy by:
 - a. Fax, 512-854-4195, attention: Registrar; or
 - b. Email, TCSOAcademy@traviscountytexas.gov
2. Students from agencies other than Travis County are required to pay tuition to attend classes at the Academy. The tuition fee for each course is listed below the course description.
3. Classes that are not open to other agencies are annotated as such below the course description.
4. All tuition fees must be paid on the first day of the applicable class, or within 10 (ten) days of class completion, by one of the following methods of payment, payable to Travis County Sheriff's Office (**no Credit Cards accepted**):
 - a. Certified Cashier's Check;
 - b. Money Order;
 - c. Check issued by the students' employing agency;
 - d. Cash; or
 - e. Personal Check.
5. Priority for space in all classes will be given to Travis County Sheriff's Office (TCSO) staff. Therefore, confirmation of space for outside agencies may be made no more than seven (7) days prior to the start of class.
6. Should cancellation become necessary, the student's Supervisor (if the student is below the rank of Sergeant) will notify a Training Academy Supervisor and/or Registrar of the cancellation via email. **Telephone cancellations are not permitted.** Email cancellations should be sent to TCSOAcademy@traviscountytexas.gov
7. Substitution of personnel in lieu of cancellation by outside agencies is permitted without penalty. The substitution may be made by the first day of class.
8. **No reimbursement will be made for:**
 - a. students who fail to successfully complete the course; or
 - b. students who withdraw after the start of the course
9. **Should registration for a course fail to meet the minimum limit of students, the course may be canceled.** If an alternate date is available for the same course, the students will be offered the opportunity to re-register with Supervisor approval.
10. The Training Academy will attempt to notify registered students of a course cancellation within three (3) working days prior to the scheduled start date for the course.

GENERAL OPERATING PROCEDURES

1. **Unless otherwise noted, all classes are scheduled on an 8:00 a.m. to 5:00 p.m. workday** with one hour for lunch.
2. Students are expected to report to class on time. Tardiness will be addressed by the Academy Supervisor in accordance with TCSO Policy 1.8.1 (Preparation for Duty).
3. Students will bring to class all appropriate materials necessary for note taking, and any duty equipment that is commensurate with the scheduled training.
4. Students are expected to attend courses in their entirety. Absences during a training class must receive **prior approval** from an Academy Supervisor and the student's immediate supervisor.
5. There are amenities provided in the break room for persons wishing to eat lunch in the building. A Keurig machine is available, **k-cups are not provided**. Soft drink machines are available, as well as a vending machine. Eating by students in the classroom is strictly prohibited.
6. **The Training Academy is a tobacco free building.** Smoking and/or dipping are not allowed in the building. All Travis County property is tobacco-free. There are no designated smoking areas on County property.
7. Cleanliness of the Training Academy is everyone's responsibility. Waste materials will be disposed of in the appropriate receptacles. Students will remove their materials from the classrooms at the end of each training day, unless directed otherwise by the course coordinator.
8. Chairs and tables are to be used in their intended manner. Students will not sit on tables or prop their feet or legs over the arms of chairs or on tables.
9. **Computers in Academy Staff offices are not to be used by students.** Telephones in Academy Staff offices may only be used with permission.
10. All cell phones and pagers are to be placed on the silent mode while attending classes. **Usage of computers, i.e., laptops, Blackberry, iPhones, etc., is prohibited in the classroom unless approved by an Academy Instructor.**
11. Books, magazines, and newspapers not pertaining to the course of instruction, will not be read during classes. These periodicals may be read during class breaks only.
12. Student parking is permitted in the Academy parking lot only. Do not park in the Visitation Center parking lot.

STUDENT DRESS CODE

It is the responsibility of each employee of this Office to comply with the grooming and dress standards (TCSO Policy 1.8.2) while attending any Training Academy course. Employees who do not meet these minimum standards will be directed by the Academy Staff to immediately conform to the policy. Those unable to conform will be directed to leave the training class and report back to their immediate supervisor as soon as practical. If the employee can make the necessary adjustments to meet the policy requirements, he/she may be allowed back into the class. The Academy Supervisors exercise discretion on issues of appropriate grooming and dress for all students. Supervisors will receive electronic documentation of their employees' inability to comply with the authorized dress code.

Regardless of the dress requirement, all clothing will be neat, clean, in good condition, and will be consistent with the presentation of a professional image. It will not bear writing or pictures that are obscene or offensive. **No hats/caps will be worn in the classrooms.** If you are in doubt about your attire, simply do not wear it. Dress requirements are further identified in four distinct categories and may supplement the established standards for practical purposes: **Uniform; Casual; Field; and PRT Attire.**

Note: Academy Staff can be readily identified by their red shirts worn on a daily basis. Should an emergency occur, please immediately notify an Academy Staff member. For this reason, we respectfully request that students refrain from wearing a red shirt to any academy class.

1. The Dress Code category **"Uniform"** is defined as:
 - a. The student's issued Class B or Class C Uniform as worn on duty.
 - b. If the student wears a firearm and duty belt while on duty, the student may, but is not required to, wear it while in the classroom. Firearms will remain secured in the holster at all times unless directed otherwise by the instructor.
2. The Dress Code category **"Casual"** is defined as:
 - a. Long sleeve or short sleeve dress shirts, blouses, mandarin collar shirts, golf, polo or sport shirts with collars. Shirts or blouses will be worn tucked into the trousers or skirt, unless designed for outer wear.
 - b. Trousers or slacks, dresses, skirts, or other female attire consistent with business attire. **No denim attire**, unless waived by Sheriff, i.e., blue jean Fridays.
 - c. Footwear will be appropriate for duty, training, safety and/or business professional complimenting the level of dress. Sandals, flip-flop or shower shoes are prohibited.
 - d. **Absolutely no athletic attire**, i.e., no sweats, wind suits, tank-tops, muscle shirts, etc.
3. The Dress Code category **"Field"** is defined as:
 - a. Tactical Dress Uniforms, BDU's, etc. which are suitable for physical activity. Clothing should be able to accommodate a duty belt, **if applicable**.
 - b. T-shirts, sweatshirts or tactical shirts that portray a positive public image may be worn. **No tank-tops or muscle shirts.**
 - c. Footwear will be appropriate for duty and safety, which is consistent with the indicated training.
4. The Dress Code category **"PRT Attire"** is defined as:
 - a. Acceptable **ONLY** when attending a PRT testing date.
 - b. Athletic attire such as sweatsuits, windsuits, shorts, pants, t-shirts, and sweatshirts appropriate for physical activity may be worn.
 - c. T-shirts, sweatshirts or tactical shirts that portray a positive public image may be worn.
 - d. **No tank-tops or muscle shirts. Any spandex-type material will be covered by shorts or pants that are appropriate for physical activity. Sports bras will be covered by t-shirts or sweatshirts appropriate for physical activity.**

TEXAS COMMISSION ON LAW ENFORCEMENT

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 Austin, Texas 78723 Phone: (512) 936-7700
WWW.TCOLE.TEXAS.GOV

Peace Officer Proficiency Certification Requirements Chart
 Commission Rules § 221.1 and 221.3

Beginning September 1, 2011, proficiency certificates will no longer be automatically generated and mailed to your appointing agency. The documentation fee for each proficiency certificate request is \$35. Questions pertaining to the Proficiency requirements, or Legislative mandates (listed on the TCOLE web site), should all be directed to TCOLE.

Basic Peace Officer Proficiency Certificate 221.1 and 221.3

Requirements:

1. An active license or appointment 221.(b)(2);
2. 1 year of service; and
3. All courses or approved equivalents listed below, **once during career:**

| Courses | | Approved Equivalent | |
|----------------|----------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------|
| 1999 | Personnel Orientation <i>(if licensed on or after 06/01/1998)</i> | | None |
| 3722 | Peace Officer Field Training <i>(if licensed on or after 06/01/2004)</i> | | None |
| 3270 | Human Trafficking <i>(if licensed on or after 01/01/2011, must complete within first year of licensure)</i> | 3271 | Advanced Human Trafficking |
| | | 3268 | SAFVIC Human Trafficking Investigator |

Intermediate Peace Officer Proficiency Certificate 221.3(b)

Requirements:

1. An active license or appointment 221.1(b)(2);
2. Basic Peace Officer Certificate;
3. Required training hours and years of service per chart; and

| Hours | Education | Service (years) |
|--------------|-----------------------------|------------------------|
| 400 | | 8 |
| 800 | | 6 |
| 1200 | | 4 |
| 2400 | | 2 |
| | Associate's | 4 |
| | Bachelor's or higher Degree | 2 |

4. All courses or approved equivalents listed below, **once during career:**

| Courses | | Approved Equivalent | |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------|
| 2105 | Child Abuse Prevention and Investigation | | None |
| 2106 | Crime Scene Investigation | 40063 | TFSA Forensic Technician |
| 2107 | Use of Force | | None |
| 2108 | Arrest, Search, and Seizure | | None |
| 2109 | Spanish for Law Enforcement | 2110 | Spanish for LE – Distance Education |
| | | 2111 | Spanish for LE – Test Out |
| | | 34001 | Spanish for LE – On Patrol |
| | | 22109 | Spanish for Telecommunicators |
| 3277 | Identity Theft | 1000643 | BPOC |
| 3255 | Asset Forfeiture | 3257 | Asset Forfeiture and Racial Profiling |
| | | 1000643 | BPOC |
| 3256 | Racial Profiling | 3257 | Asset Forfeiture and Racial Profiling |
| | | 1000643 | BPOC |
| 3270 | Human Trafficking | 3271 | Advanced Human Trafficking |
| | | 3268 | SAFVIC Human Trafficking Investigator |
| 3841 | Crisis Intervention Training | 3843 | CIT Update |
| | | 3842 | BPOC CIT |
| | | 3840 | CIT Train the Trainer |
| | | 4001 | Mental Health Peace Officer Training |
| | | 1000643 | BPOC |
| 7887 | Interacting with Drivers Deaf/Hard of Hearing <i>(if licensed on or after 3/1/2016, must be completed within 2 years of licensing)</i> | | None |
| 3275 | Missing and Exploited Children | 782096 | DPS Interdiction for Protection of Children |
| | | 53268 | Advanced Child Abuse Investigations |
| | | 53267 | ACA Module #3 Special Topics & Resources |

| | | | |
|-------------|--------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------------------|
| | | | |
| 4068 | Child Safety Check Alert List <i>(added 1/1/2016)</i> | 53268 | Advanced Child Abuse Investigations |
| | | 53269 | ACA Module 1 – Laws & Dynamics |
| | | 53270 | ACA Module 2 – Interviewing & Interrogation Techniques |
| | | | |
| 4065 | Canine Encounter <i>(if licensed on or after 1/1/2016, must be completed within 2 years of licensing)</i> | 6048 | Canine Handlers Training |
| | | 62040 | Defensive Tactics – Canine Encounters |
| | | 62041 | Texas Specific – Shoot Don’t Shoot |
| | | 62042 | Defensive Tactics – Canine Encounters (Train the Trainer) |
| | | 9988 | Canine courses prior to 1/1/16 must be reviewed for credit |
| | | | |
| 3939 | Cultural Diversity | 39393 | DPS Cultural Diversity – Online |
| | | 394 | Cultural Diversity TCOLE online |
| | | 3737 | New Supervisor’s Course (1 st time supervisors only) |
| | | 786106 | DPS Leadership Development Course |
| | | | |
| 3232 | Special Investigative Topics | 3264 | Special Investigator Certification |
| | | 3265 | Special Investigator Train the Trainer |
| | | 3737 | New Supervisor’s Course (1 st time supervisors only) |
| | | 786106 | DPS Leadership Development Course |
| | | 3261 | SAFVIC Module 1 <i>(all three modules must be completed in 2-year unit)</i> |
| | | 3262 | SAFVIC Module 2 |
| | | 3263 | SAFVIC Module 3 |

Advanced Peace Officer Proficiency Certificate 221.3(c)

Requirements:

1. An active license or appointment 221.1(b)(2);
2. Basic Peace Officer Certificate;
3. Intermediate Peace Officer Certificate;
4. Required training hours and years of service per chart; and

| Hours | Education | Service (years) |
|-------|-----------------------------|-----------------|
| 800 | | 12 |
| 1200 | | 9 |
| 2400 | | 6 |
| | Associate's | 6 |
| | Bachelor's or higher Degree | 5 |

5. All courses or approved equivalent listed below, **once during career:**

| Courses | | Approved Equivalent | |
|-------------|--------------------------------|---------------------|------------------------------------------------------------------|
| 3270 | Human Trafficking | 3271 | Advanced Human Trafficking <i>(if taken after 09/01/2009)</i> |
| | | 3268 | SAFVIC Human Trafficking Investigator |
| 3841 | Crisis Intervention Training | 3843 | CIT Update |
| | | 3842 | BPOC CIT |
| | | 3840 | CIT Train the Trainer |
| | | 4001 | Mental Health Peace Officer Training |
| | | 1000643 | BPOC |
| 3275 | Missing and Exploited Children | 782096 | DPS Interdiction for Protection of Children |
| | | 53268 | Advanced Child Abuse Investigations |
| | | 53267 | ACA Module #3 Special Topics & Resources |
| 4068 | Child Safety Check Alert List | 53268 | Advanced Child Abuse Investigations |
| | | 53269 | ACA Module 1 – Laws & Dynamics |
| | | 53270 | ACA Module 2 – Interviewing & Interrogation Techniques |
| 4065 | Canine Encounters | 6048 | Canine Handlers Training |
| | | 62040 | Defensive Tactics – Canine Encounters |
| | | 62041 | Texas Specific – Shoot Don't Shoot |
| | | 62042 | Defensive Tactics – Canine Encounters (Train the Trainer) |
| | | 9988 | Canine courses prior to 1/1/16 must be reviewed for credit |

Master Peace Officer Proficiency Certificate **221.3(d)**

Requirements:

1. An active license or appointment 221.1(b)(2);
2. Basic Peace Officer Certificate;
3. Intermediate Peace Officer Certificate;
4. Advanced Peace Officer Certificate; and
5. Required training hours and years of service per chart.

| Hours | Education | Service (years) |
|--------------|------------------|------------------------|
| 1200 | | 20 |
| 2400 | | 15 |
| 3300 | | 12 |
| 4000 | | 10 |
| | Associate's | 12 |
| | Bachelor's | 9 |
| | Master's | 7 |
| | Doctorate/JD | 5 |

TEXAS COMMISSION ON LAW ENFORCEMENT

6330 U.S. Highway 290 East, Suite 200
 Austin, Texas 78723 Phone: (512) 936-7700
WWW.TCOLE.TEXAS.GOV

Jailer Proficiency Certification Requirements Chart

Commission Rules § 221.1 and 221.5

Beginning September 1, 2011, proficiency certificates will no longer be automatically generated and mailed to your appointing agency. The documentation fee for each proficiency certificate request is \$35. Questions pertaining to the Proficiency requirements, or Legislative mandates (listed on the TCLEOSE web site), should all be directed to TCOLE.

Basic Jailer Proficiency Certificate 221.5(a)

Requirements:

1. An active license or appointment 221.(b)(2);
2. 1 year of service; and
3. All courses or approved equivalents listed below, **once in career**

| Courses | |
|---------|-----------------------------------------------------------------------------------------|
| 1999 | Personnel Orientation <i>(if licensed on or after 06/01/1998)</i> |
| 3721 | County Correction Officer Field Training <i>(if licensed on or after 06/01/2004)</i> |

Intermediate Jailer Proficiency Certificate 221.5(b)

Requirements:

1. An active license or appointment 221.1(b)(2);
2. Basic Jailer Certificate;
3. Required training hours and years of service per chart; and

| Hours | Education | Service (years) |
|-------|-----------------------------|-----------------|
| 400 | | 6 |
| 800 | | 4 |
| 1200 | | 2 |
| 2400 | | 1 |
| | Associate's | 2 |
| | Bachelor's or higher Degree | 1 |

4. All courses or approved equivalents listed below, **once in career.**

| Courses | | Approved Equivalent | |
|-------------|----------------------------------------------------------|---------------------|------|
| 3501 | Suicide Detection & Prevention in Jails | | None |
| 3502 | Inmate Rights & Privileges | | None |
| 3503 | Interpersonal Communications in the Correctional Setting | | None |
| 3504 | Use of Force in a Jail Setting | | None |

| | | | |
|-------------|-----------------------------|--------------|--------------------------------------------------|
| | | | |
| 2109 | Spanish for Law Enforcement | 2110 | Spanish for Law Enforcement – Distance Education |
| | | 2111 | Spanish for Law Enforcement – Test Out |
| | | 34001 | Spanish for Law Enforcement – On Patrol |
| | | 34002 | Spanish Corrections on Patrol |

Advanced Jailer Proficiency Certificate 221.5(c)

Requirements:

- an active license or appointment 221.1(b)(2)
- Basic Jailer Certificate
- Intermediate Jailer Certificate

| Hours | Education | Service (years) |
|-------|-----------------------------|-----------------|
| 800 | | 8 |
| 1200 | | 6 |
| 2400 | | 4 |
| | Associate's | 6 |
| | Bachelor's or higher Degree | 4 |

Master Jailer Proficiency Certificate 221.5(c)

Requirements:

- an active license or appointment 221.1(b)(2)
- Basic Jailer Certificate
- Intermediate Jailer Certificate
- Advanced Jailer Certificate

| Hours | Education | Service (years) |
|-------|--------------|-----------------|
| 1200 | | 20 |
| 2400 | | 15 |
| 3300 | | 12 |
| 4000 | | 10 |
| | Associate's | 12 |
| | Bachelor's | 9 |
| | Master's | 7 |
| | Doctorate/JD | 5 |

TEXAS COMMISSION ON LAW ENFORCEMENT

6330 U.S. Highway 290 East, Suite 200
 Austin, Texas 78723 Phone: (512) 936-7700
WWW.TCOLE.TEXAS.GOV

Telecommunicator Proficiency Certification Requirements Chart
 Commission Rules § 221.1, 221.13, 215.16, 217.2, 1701.402, 1701.405

Beginning September 1, 2011, proficiency certificates will no longer be automatically generated and mailed to your appointing agency. The documentation fee for each proficiency certificate request is \$35. Questions pertaining to the Proficiency requirements, or Legislative mandates (listed on the TCLEOSE web site), should all be directed to TCOLE.

Basic Telecommunicator Proficiency Certificate 221.13(a)

Requirements:

1. An active license or appointment 221.1(b)(2);
2. 1 year of service; and
3. All courses or approved equivalent listed below:

| Courses | | Approved Equivalent | |
|-------------|---------------------------------------------------------------------------------|---------------------|--------------------------------------------|
| 1013 | Basic Telecommunicator Certificate Course | | None |
| 1999 | Personnel Orientation <i>(if licensed after 01/01/2014)</i> | | None |
| 2120 | Crisis Communication Telecommunicator <i>(if appointed after 12/01/2011)</i> | 420 | Crisis Communications – Distance Education |
| 3720 | Telecommunications Field Training <i>(if reported after 06/01/2004)</i> | | None |
| 3812 | TDD/TTY for Telecommunicators <i>(within the last six (6) months)</i> | 412 | TDD/TTY Distance Education |

Intermediate Telecommunicator Proficiency Certificate 221.13(b)

Requirements:

1. An active license or appointment 221.(a)(2);
2. Basic Telecommunicator Certificate;
3. 2 years of service;
4. 120 hours of training;
5. **3812** TDD/TTY for Telecommunicators or **412** TDD/TTY for Telecommunicators Distance Education (within the last 6 months); and
6. One course from each group once during career:

| Courses | | Approved Equivalent | |
|-------------|--------------------|---------------------|---------------------------------------------------------|
| 3939 | Cultural Diversity | 394 | TCOLE Learning |
| | | 39393 | DPS Cultural Diversity - Onlyine |
| | | 3737 | New Supervisor’s Course (first time supervisor only) |

| <i>Intermediate Telecommunicator Proficiency Certificate Requirements, cont...</i> | | | |
|------------------------------------------------------------------------------------|-----------------------------------------|--------------|--------------------------------------------------|
| 3920 | Ethics in Law Enforcement | 3925 | Ethics for Law Enforcement – Distance Education |
| 2120 | Crisis Communications Telecommunicators | 420 | Crisis Communications – Distance Education |
| 2109 | Spanish for Law Enforcement | 2110 | Spanish for Law Enforcement – Distance Education |
| | | 2111 | Spanish for Law Enforcement – Test Out |
| | | 22109 | Spanish for Telecommunicators |
| | | 34003 | Spanish for 911/Dispatch – On Patrol |
| | | 34001 | Spanish for Law Enforcement – On Patrol |
| 3802 | TCIC/NCIC For Full Access Operators | 3809 | NLETS/TLETS |
| | | 3811 | TLETS/NLETS and TCIC/NCIC Basic Procedures |

Advanced Telecommunicator Proficiency Certificate 221.13(b)

Requirements:

1. An active license or appointment 221.(a)(2);
2. Basic Telecommunicator Certificate;
3. Intermediate Telecommunicator Certificate;
4. 4 years of service;
5. 240 hours of training;
6. **3812** TDD/TTY for Telecommunicators or **412** TDD/TTY for Telecommunicators Distance Education (within the last 6 months); and
7. One course from each group once during career

| Courses | | Approved Equivalent | |
|----------------|-----------------------------------------|----------------------------|------------------------------------------------------|
| 3939 | Cultural Diversity | 394 | TCOLE Learning |
| | | 39393 | DPS Network Online |
| | | 3737 | New Supervisor’s Course (first time supervisor only) |
| 3920 | Ethics in Law Enforcement | 3925 | Ethics for Law Enforcement – Distance Education |
| 2120 | Crisis Communications Telecommunicators | 420 | Crisis Communications – Distance Education |
| 2109 | Spanish for Law Enforcement | 2110 | Spanish for Law Enforcement – Distance Education |
| | | 2111 | Spanish for Law Enforcement – Test Out |
| | | 22109 | Spanish for Telecommunicators |
| | | 34003 | Spanish for 911/Dispatch – On Patrol |
| | | 34001 | Spanish for Law Enforcement – On Patrol |

| Advanced Telecommunicator Proficiency Certificate Requirements, cont... | | | |
|--------------------------------------------------------------------------------|-------------------------------------|-------------|--------------------------------------------|
| 3802 | TCIC/NCIC For Full Access Operators | 3809 | NLETS/TLETS |
| | | 3811 | TLETS/NLETS and TCIC/NCIC Basic Procedures |

Master Telecommunicator Proficiency Certificate **221.13(b)**

Requirements:

1. An active license or appointment 221.(a)(2);
2. Basic Telecommunicator Certificate;
3. Intermediate Telecommunicator Certificate;
4. Advanced Telecommunicator Certificate;
5. 8 years of service;
6. 500 hours of training;
7. **3812** TDD/TTY for Telecommunicators or **412** TDD/TTY for Telecommunicators Distance Education (within the last 6 months); and
8. One course from each group once during career

| Courses | | Approved Equivalent | |
|----------------|-----------------------------------------|----------------------------|------------------------------------------------------|
| 3939 | Cultural Diversity | 394 | TCOLE Learning |
| | | 39393 | DPS Network Online |
| | | 3737 | New Supervisor's Course (first time supervisor only) |
| 3920 | Ethics in Law Enforcement | 3925 | Ethics for Law Enforcement – Distance Education |
| 2120 | Crisis Communications Telecommunicators | 420 | Crisis Communications – Distance Education |
| 2109 | Spanish for Law Enforcement | 2110 | Spanish for Law Enforcement – Distance Education |
| | | 2111 | Spanish for Law Enforcement – Test Out |
| | | 22109 | Spanish for Telecommunicators |
| | | 34003 | Spanish for 911/Dispatch – On Patrol |
| | | 34001 | Spanish for Law Enforcement – On Patrol |
| 3802 | TCIC/NCIC For Full Access Operators | 3809 | NLETS/TLETS |
| | | 3811 | TLETS/NLETS and TCIC/NCIC Basic Procedures |

Previous TCOLE Training *Unit*: September 1, 2015 to August 31, 2017.

Current TCOLE Training *Unit*: September 1, 2017 to August 31, 2019.

Note that the current training unit ends August 31, 2019. All mandates must be met by August 31 to maintain compliance for your license.

Next TCOLE Training *Unit*: September 1, 2019 to August 31, 2021.

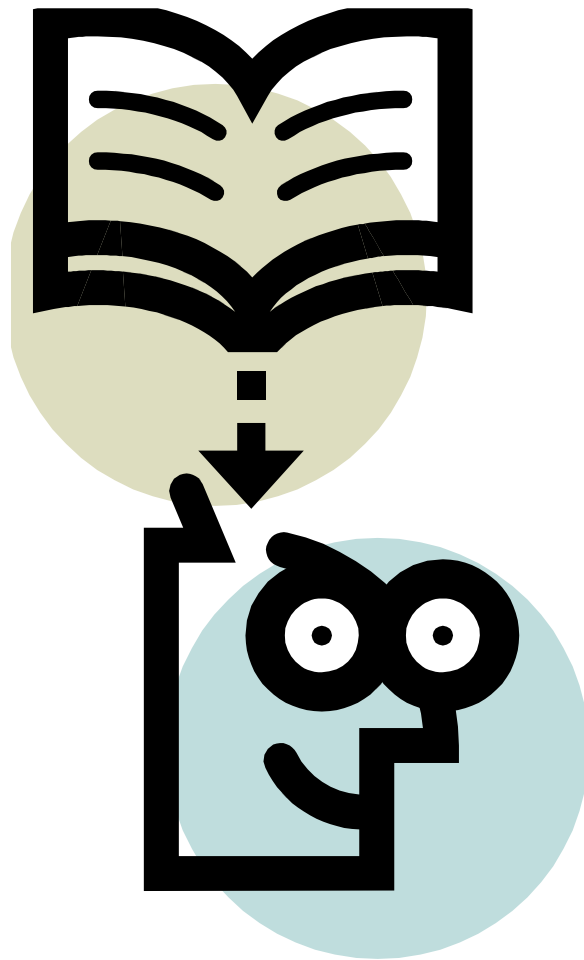
Current TCOLE Training *Cycle*: September 1, 2017 to August 31, 2021.

Note: a Training *Cycle* is comprised of two Training *Units*.

It is the responsibility of the license holder to ensure that he/she receive the mandatory 40 hours continuing education each training unit in order to maintain their license. It is the responsibility of the license holder to be knowledgeable of commission rules & mandates and successfully attend continuing education courses.

The Law Enforcement Commission will not renew your Peace Officer and/or Jailer's license should you fail to comply with continuing education standards. This means you cannot be employed as a Peace Officer or Corrections Officer and may likely be unemployed at Travis County. Your loss of license becomes effective upon written notice from the Commission. Appeals can be made to the Commission for a scheduled hearing.

2018 Course Descriptions



All classes begin at 8am unless otherwise noted.

Corrections In-Service

16 hours – Coordinator Chris Walsh & Luke Hatley

2018 courses include the following topics:

Day 1:

0800–1700 Firearms / Basic Life Support

Dress Code:

Field

Day 2:

0800–1700 Mental Health / Defensive & Survival Tactics Field

Dates (17): Jan. 22 – 23; Feb. 5 – 6; Mar. 26 – 27; Apr. 2 – 3; May 2 – 3; May 29 – 30;
Jun. 4 – 5; Jun. 11 – 12; Jun. 18 – 19; Jul. 30 – 31; Aug. 13 – 14; Aug. 20 – 21;
Aug. 27 – 28; Oct. 8 – 9; Oct. 15 – 16; Nov. 14 – 15; Dec. 3 – 4

Day 1:

0800–1700 Mental Health / Defensive & Survival Tactics

Dress Code:

Field

Day 2:

0800–1700 Firearms / Basic Life Support Field

Dates (11): Jan. 11 – 12; Jan. 16 – 17; Feb. 22 – 23; Mar. 29 – 30; May 17 – 18; May 31 – Jun. 1;
Aug. 9 – 10; Aug. 30 – 31; Oct. 18 – 19; Oct. 25 – 26; Nov. 1 – 2

Prerequisites: TCSO CO Personnel and CO Supervisors.

ATTENTION: MANDATORY PEACE OFFICER NIGHT FIRE

- All L.E. Bureau Deputies, Detectives, & Supervisors***
- All CTECC Officers & Supervisors***
- All Courthouse Security Officers & Supervisors***
- All Transportation Officers & Supervisors***
- All CTAC Officers & Supervisors***
- All Hospital/Visitation Unit Officers & Supervisors***
- All Community Outreach Uniformed Officers & Deputies***
- All Crisis Intervention Officers & Supervisors***
- All Internal Affairs Detectives & Supervisors***

***Please refer to Pistol Qualifications on page #47.
Reminder: no Revolvers allowed on the Del Valle range.***

Law Enforcement In-Service

20 hours – Coordinator Jared Strawn & Bernardo Rivera

2018 courses include the following topics:

Day 1:

0700–1700 Firearms

Dress Code:

Field

Day 2:

0700–1700 Basic Life Saving / Legislative Updates #3185 Casual / Uniform

Prerequisites: TCSO LE Personnel and LE Supervisors. TCSO Courthouse Security Personnel.

Dates (17): Jan. 8 – 9; Jan. 18 – 19; Jan. 25 – 26; Feb. 8 - 9; Feb. 20 – 21; Apr. 5 – 6; Apr. 23 – 24; Apr. 30 – May 1; May 21 – 22; Jun. 14 – 15; Jun. 21 – 22; Aug. 2 – 3; Sep. 17 – 18; Oct. 11 – 12; Oct. 22 – 23; Oct. 29 – 30; Nov. 26 – 27

Evening Law Enforcement In-Service

20 hours – Coordinator Jared Strawn & Bernardo Rivera

Same as the Law Enforcement In-Service training. 14 slots open to Reserve Deputies and 14 slots open to full-time TCSO Deputies. Class hours will be 1800 – 2300.

Dates (1): Jul. 9 – 12

ATTENTION: MANDATORY PEACE OFFICER NIGHT FIRE

All L.E. Bureau Deputies, Detectives, & Supervisors

All CTECC Officers & Supervisors

All Courthouse Security Officers & Supervisors

All Transportation Officers & Supervisors

All CTAC Officers & Supervisors

All Hospital/Visitation Unit Officers & Supervisors

All Community Outreach Uniformed Officers & Deputies

All Crisis Intervention Officers & Supervisors

All Internal Affairs Detectives & Supervisors

Please refer to Pistol Qualifications on page #47.

Reminder: no Revolvers allowed on the Del Valle range.

Civilian In-Service

8 Hours – Coordinator Leah Stubbs / Chris Walsh

Day 1:

0800–1700 Basic Life Support / Microsoft Office

Dress Code:

Field or Uniform

Dates (4): Feb 28; May 15; Jul. 17; Nov. 29

Prerequisites: TCSO Civilian Staff

Note: Students will be expected to kneel / sit on the floor while conducting CPR Training. Contact Course Coordinator if reasonable accommodations need to be made.

85th Session Legislative Updates #3185

5 hours – Coordinator Jared Strawn

This 5-hour course provided Law Enforcement officers with an update of recent statute changes as provided by the 85th Legislature. This curriculum will cover the recent changes to the Texas Commission on Law Enforcement (TCOLE), training requirements, Penal Code, Code of Criminal Procedures, Transportation Code, Health and Safety Code, amongst other Texas Statutes. Recent Supreme Court opinions that will have or have had an impact on the administration of justice in Texas are also included.

Prerequisites: Peace Officer.

Dress Code: Casual / Uniform.

Dates: Jan. 9; Jan. 19; Jan. 26; Feb. 9; Feb. 21; Apr. 6; Apr. 23; May 1; May 22; Jun. 15; Jun. 22; Aug. 3; Sep. 18; Oct. 12; Oct. 23; Oct. 30; Nov. 27

Tuition Fee: \$15 for outside agencies. Please see page 9 for registration information.

Note: All Peace Officers must complete course by August 31, 2019 to maintain licensure compliance. Class hours will be 1200 – 1700.

Advanced Hospital Duty – TCSO Staff Only

8 hours – Coordinator Luke Hatley

This course is designed to equip building officers with the confidence & skills to secure inmates in a hospital environment. Students will be able to practice restraint techniques on each other using a real hospital bed (with rails!) and wheelchairs. We will be going over the different types of inmates they may encounter & and how to safely supervise them. We will start with a tour of the new Dell Seton Hospital.

Prerequisites: TCSO Employee

Dress Code: Field

Dates: Mar. 15; Jun. 7; Aug. 16; Oct. 11

Advanced Tactical Pistol – TCSO Staff Only

10 hours – Coordinator Range Master Chris Meyer & Tony Hostetler

The purpose of this 10-hours class is to enhance the person's abilities with their pistol. This course will be a refresher of shooting basics and progress to being to place rounds on target at a rapid pace and operate the handgun in the event of a malfunction. The class will end with the student being placed under stress and being able to make target recognition quickly and accurately. At the end of this training the student will gain a new understanding of their abilities with their firearm. This course will be physically demanding. The student should be prepared for whatever elements the season presents and be prepared to be on their feet all day. This course is designed for students who consistently score above 85% on their annual qualifications.

Prerequisites: TCSO Employee

Dress Code: Field

Dates: Feb. 2; Sep. 11

Arrest, Search & Seizure #2108

16 hours – Coordinator Aaron Ramirez

This 2-day course is a review of cases that have affected the procedures of arrest, search, and seizure. Students receive instruction about current laws, requirements and procedures regarding arrests, searches, and seizures.

Prerequisites: Peace Officer.

Dress Code: Casual / Uniform.

Dates: Jan. 16 - 17

Tuition Fee: \$50 for outside agencies. Please see page 9 for registration information.

Note: This is a requisite course for those Peace Officers working toward their Intermediate Certificate.

Asset Forfeiture & Racial Profiling #3257

8 hours – Coordinator Aaron Ramirez

The Asset Forfeiture segment is designed to cover the forfeiture of seized property. Students will be able to demonstrate an understanding of this area to the level required by the Texas 77th Legislature in Senate Bill 563.

The Racial Profiling segment is designed to cover the legislative requirements placed upon peace officers and law enforcement agencies regarding racial profiling.

Prerequisites: Peace Officer.

Dress Code: Casual / Uniform.

Dates: Feb. 7

Tuition Fee: \$25 for outside agencies. Please see page 9 for registration information.

Note: This is a requisite course for those Peace Officers working toward their Intermediate Certificate.

Basic Patrol Rifle – TCSO Staff Only

40 hours – Coordinator Range Master Chris Meyer & Tony Hostetler

Students will acquire rifle marksmanship skills with emphasis on:

| | | |
|--------------------------------------|----------------------------|---------------------------|
| Use of Force Options | Weapon Maintenance | Zeroing |
| Transportation and Storage | Ammunition Characteristic | Marksmanship |
| Shooting and Moving | Magazine Changes | Two Man Tactics |
| Use of a Sling | Rifle / Pistol Transitions | Weapon Malfunction Drills |
| Proper Use of Patrol Rifle Data Book | | Weapons Nomenclature |

Prerequisites: TCSO Law Enforcement Deputies. TCSO Courthouse Officers. TCSO CTAC Officers.

Dress Code: Field.

Dates: Mar. 19 – 23; Jun. 25 – 29; Sep. 3 – 7; Nov. 26 - 30

Note: This course is required for any personnel who carry a rifle as part of their daily duties. Class must be completed successfully before student will be authorized to carry a rifle.

Class limit is 12 students.

Building Clearing

24 hours – Coordinator Aaron Ramirez

Building clearing is one of the most common, yet challenging tasks law enforcement officers conduct routinely in the performance of their duties. This 3-day training course focuses on introducing the student to tactical concepts and movement to the objective, threshold evaluation, and room entry techniques. The student will learn multi-dimensional room clearing maneuvers and techniques for overcoming all possible threats and dangers.

Students will learn two-man team or more, room entry techniques while engaging single and multiple threats. The student will participate in shoot/no-shoot decision making drills based on the push, pin and hold method of room clearing. Students will also learn Close Quarter Battle (CQB) techniques and shooting while engaging threats from contact distance up to 10 yards.

Prerequisites: TCSO Peace Officer currently assigned to the Law Enforcement Bureau; in good physical condition.

Dress Code: Field

Dates: Apr. 18 – 20; Oct. 24 – 26

Notes: Students will be emailed a complete list of required equipment prior to class.

Canine Encounters #4065

4 hours – Coordinator Matt Henson

The goal of this course is to introduce and discuss the updates to Texas law, House Bill 593, Occupations Code 1701, and familiarization of the potential encounters with canines as a law enforcement officer. The student will become familiar with identifying traits of canines and canine communications, as well as technique to use for various canine encounters.

Prerequisites: Peace Officer.

Dress Code: Casual / Uniform.

Dates: Apr. 9

Tuition Fee: \$15 for outside agencies. Please see page 9 for registration information.

Outside agency students who attend Interacting with Drivers Deaf & Hard of Hearing and Child Safety Check Alert List on the same date will be charged \$25 total for all three courses.

Note: This is a requisite course for those Peace Officers working toward their Intermediate Certificate or their Advanced Certificate if their Intermediate was issued on or after January 1, 2016.

Child Abuse #2105

24 hours – Coordinator Aaron Ramirez

This 3-day course covers topics such as physical abuse, emotional abuse, sexual assault, and neglect. Students will learn how to recognize, report, and refer child abuse cases.

Prerequisites: Peace Officer.

Dress Code: Casual / Uniform.

Dates: May 29 – 31

Tuition Fee: \$75 for outside agencies. Please see page 9 for registration information.

Note: This is a requisite course for those Peace Officers working toward their Intermediate Certificate.

Child Safety Check Alert List #4068

1 hour – Coordinator Matt Henson

The goal of this course is to introduce and discuss the Child Safety Check Alert List (CSCAL) as a method for Child Protective Services to report the names of children and their legal guardians who they are attempting to locate for the purpose of investigating allegations or providing services. This report is submitted to the Texas Crime Information Center by the Child Protective Services (CPS) division of the Texas Department of Family Protective Services. The Purpose of the CSCAL is for CPS to locate a child and the legal guardian(s) to investigate a report of child abuse or neglect or provide protective services to a family receiving family-based safety services, which can include family preservation services.

Prerequisites: Peace Officer.

Dress Code: Casual / Uniform.

Dates: Apr. 9

Tuition Fee: No charge. Outside agency students who attend Canine Encounters and Interacting with Drivers Deaf and Hard of Hearing will be charged \$25 total for all three courses.

Note: This is a requisite course for those Peace Officers working toward their Intermediate Certificate or their Advanced Certificate if their Intermediate was issued on or after January 1, 2016.

Corrections Officers Basic Recruit Academy (COBRA) #1007 – TCSO Staff Only

360 hours – Coordinator Marcus Wilkinson & Brandon Gamble

Phase 1 (Weeks 1-5) satisfies TCOLE requirements for the Basic County Corrections course. Topics include booking, identification, inmate rights, headcounts, emergency procedures, searches, classification, health services, wellness, etc.

Phase 2 (Weeks 6-9) highlights those areas that are fundamental to normal and emergency operations of the Travis County Correctional system. Topics include defensive tactics, firearms training, CPR, smoke house safety, department policies, interpersonal communications, wellness, etc.

Prerequisites: TCSO employees only.

Dress Code: Uniform.

Dates: COBRA 86: Phase I: Jan. 8 – Feb. 2 Phase II: Feb. 5 – Mar. 9
COBRA 87: Phase I: Mar. 19 – Apr. 20; Phase II: Apr. 23 – May 18
COBRA 88: Phase I: May 28 – Jun. 29; Phase II: Jul. 2 – Jul. 27
COBRA 89: Phase I: Aug. 6 – Sep. 7; Phase II: Sep. 10 – Oct. 5

Corrections Simunition Course

8 hours – Coordinator Chris Walsh

Designed to bring awareness of officer complacency and the risks of possible ambushes. By the end of this course, the officer will be able to recognize the threat and defeat ambushes from seated and standing positions. This class will include laser guns, sims guns, and conclude with training on the firing range.

Prerequisites: TCSO Corrections Officer.

Dress Code: Field

Dates: Apr. 4; Oct. 10

Crime Scene Investigation #2106

32 hours – Coordinator Jared Strawn

This 4-day course provides instruction on crime scene protocol and search techniques. Students learn about crime scene security, photography, sketching, collection of latent fingerprints, chain of custody, documentation, handling and routing of evidence.

Prerequisites: Corrections or Peace Officer.

Dress Code: Casual / Uniform.

Dates: Mar. 5 – 8; Oct. 1 – 4

Tuition Fee: \$100 for outside agencies. Please see page 9 for registration information.

Note: This is a requisite course for those Peace Officers working toward their Intermediate Certificate.

Crime Scene Photography – TCSO Staff Only

16 hours – Coordinator Leah Stubbs

Crime Scene Photography is a vital piece of the investigation puzzle. A photo of a scene can be far reaching, being used by investigators, attorneys, judges, jurors and even crime scene reconstructionist. Sometimes, you, as a first responder have the first and only chance to take a photograph that could be vital to the investigation. This 16 hour course will help you understand the basic concepts of photography, the best approach in capturing a scene and what to avoid in your documentation. Please bring your duty camera with a charged battery and at least one media card.

Prerequisites: Peace Officer.

Dress Code: Field.

Dates: May 7 – 8; Nov. 19 – 20

Tuition Fee: \$50 for outside agencies. Please see page 9 for registration information.

Crisis Intervention Refresher Course #3843

8 hours – Coordinator Aaron Ramirez

This 8-hour Crisis Intervention Refresher training provides a review of the key concepts, safety techniques, and communication skills initially taught in the crisis intervention section (Chapter 27) of the Texas Commission on Law Enforcement (TCOLE) Basic Peace Officer Curriculum. This course will also allow time for discussion, questions, and concerns of technique utilization that participants have experienced since their initial basic training. Brainstorming with fellow attendees will assist in the discussion of “best practices” and the sharing of personal situational experiences.

This course will include a combination of lecture, scenario role-play and physical modeling. Participants are expected to be actively involved both verbally and physically.

Prerequisites: Peace Officer.

Dress Code: Casual / Uniform.

Dates: Jan. 25

Tuition Fee: \$25 for outside agencies. Please see page 9 for registration information.

Note: This is a requisite course for those Peace Officers working toward their Intermediate Certificate. This is a requisite course for those Peace Officers with a Basic Certificate, or no certificate, to maintain compliance with TCOLE mandates.

Cultural Diversity #3939

8 hours – Coordinator Chris Walsh

This course covers topics dealing with cultural diversity, racial sensitivity and civil rights refresher.

Prerequisites: None. Preference given to Corrections and Law Enforcement officers.

Dress Code: Casual.

Dates: Feb. 20; Mar. 28; May 23; Jul. 19; Oct. 24; Nov. 16

Tuition Fee: \$25 for outside agencies. Please see page 9 for registration information.

Note: This is requisite course for those staff holding a Jailer’s License, and for those Peace Officers with a Basic certificate, or no certificate, to maintain compliance with TCOLE mandates. This course must be completed by August 31, 2021 to maintain compliance.

De-Escalation Techniques for Corrections

8 hours – Coordinator Chris Walsh

A Full-Day program that will teach tactics that are non-physical skills used to prevent a potentially dangerous situation from escalating into a physical confrontation or injury. You will learn to redirect behavior rather than just react to a person's attitude, diffuse difficult situations and generate voluntary compliance from people not on their best behavior. You will learn how to use effective Communication, and how to handle people who may be under severe emotional or other influences and perform professionally under conditions which could otherwise become catastrophic.

Prerequisites: Corrections Officer

Dress Code: Casual.

Dates: Mar. 12; Nov. 13

Tuition Fee: \$25 for outside agencies. Please see page 9 for registration information.

Note: This course does not meet the TCOLE requirements for credit as De-Escalation for Interactions with the Public.

Defensive Tactics for Corrections: Ground Techniques

4 hours – Coordinator Chris Walsh

Class will include the following: a high-intensity workout, instruction on weapon retention and some of the following ground techniques: ground falls, ankle sweeps, ankle picks, Kimura holds, shoulder walks, and other survival skills. Students will demonstrate skills while being placed under stressful reality-based scenarios. Students will need to be dressed in field attire, to include a vest and duty belt (vests will be provided for students without). No weapons will be allowed in class; all weapons used during training will be safe and given out during classroom instruction.

Dress Code: Field / Uniform

Dates: Jan. 29 (AM); Mar. 14 (PM); Jun. 6 (AM); Aug. 7 (PM);

Note: Course hours for AM classes will be 0800 – 1200.
Course hours for PM classes will be 1300 – 1700.

DWI Detection / S.F.S.T. Practitioner Update

8 hours – Coordinator Matt Henson

The fundamental purpose of this training course is to update the SFST Practitioner with any changes in the DWI Detection and Standardized Field Sobriety Testing information that may have occurred since their basic course. It will also confirm that the Practitioner’s SFST skills are still standardized and according to instruction. This course of instruction will also include the “Drugs That Impair Driving” module. This will also assist the Practitioner in the courtroom by providing a continuing education in the validated SFST tests and skills on a more frequent basis. The National Highway Traffic Safety Administration (NHTSA) recommends every practitioner complete an update course every two (2) years.

Prerequisites: **Licensed Peace Officer having completed the 24-hour Basic SFST Practitioner course.**

Dress Code: Casual / Uniform.

Dates: Apr. 25; Oct. 24

Tuition: \$25 for outside agencies. Please see page 9 for registration information.

Note: Student must be proficient in SFST testing prior to the start of class. At the beginning of class, each student will be tested on, and must pass, the SFST proficiency test. Failure to pass will result in the student’s removal from class.

Students from outside agencies must show proof of completion of the 24-hour Basic SFST Practitioner course at the start of class.

Financial Fitness – TCSO Staff Only

8 hours – Coordinator Leah Stubbs

During this 8-hour course, students will learn terms and definitions applicable to personal finance. Students will learn how personal finances can positively or negatively affect their personal and professional lives as well as their physical and emotional well-being. Through instruction, demonstration and practical exercises, students will learn how to practically prepare a monthly budget to account for every dollar received during the month. Students will learn the importance of planning for emergency expenditures by building an emergency fund. Students will learn the concepts of debt reduction and how to put a plan in place to reduce debt. Guest speakers from Texas County & District Retirement System (TCDRS) and Empower Retirement (formerly Great West Retirement) will explain how their services can help students meet these financial needs through their retirement years.

Prerequisites: TCSO Staff Only

Dress Code: Casual / Uniform.

Date: Apr. 17; Aug. 9; Oct. 23

Note: Students will not be asked to share personal finance information with staff before, during, or after class.

Human Trafficking #3270

4 hours – Coordinator Aaron Ramirez

The purpose of this 4-hour course is to increase the law enforcement communities awareness of the issues of human trafficking through the exposure of informational materials and research, to include: victim identification and investigation techniques, rescue and prosecution considerations, referral and service provider availability, practical case studies to assist in building a coordinated community response and to obtain an inter-connectivity of state, federal and global human trafficking concerns.

Prerequisites: Peace Officer.

Dress Code: Casual / Uniform.

Date: Feb. 22; Oct. 17

Tuition Fee: \$15 for outside agencies. Please see page 9 for registration information.

Note: **Class time is 0800 – 1200.** Individuals first licensed after January 1, 2011 must complete the basic Human Trafficking course within the first year of licensure.

Identity Theft #3277

4 hours – Coordinator Aaron Ramirez

This 4-hour course covers the identification of crimes involving the theft of a person's identity, and the specific laws related to such offenses. Investigations, offense reports, public education, and the personal protection of one's identity will also be presented.

Prerequisites: Peace Officer.

Dress Code: Casual / Uniform.

Dates: Feb. 22

Tuition Fee: \$15 for outside agencies. Please see page 9 for registration information.

Note: **Class time 1300 – 1700.** This is a requisite course for those Peace Officers working toward their Intermediate Certificate.

Inmate Rights & Privileges #3502

16 hours – Coordinator Chris Walsh

This 2-day course provides the Corrections Officer with an understanding of inmate rights and their responsibilities from a case law perspective.

Prerequisites: TCSO Corrections Officers.

Dress Code: Casual / Uniform.

Dates: Jan. 25 – 26

Tuition: \$50 for outside agencies. Please see page 9 for registration information.

Note: This is a requisite course for those Corrections Officers working toward their Intermediate Certificate.

Interacting with Drivers Deaf and Hard of Hearing #7887

4 hours – Coordinator Matt Henson

The course will cover procedures for interacting with drivers who are Deaf or Hard of Hearing. Come join us for a glimpse into the Deaf and Hard of Hearing Communities right here in Travis County. We will cover topics such as Deaf Culture, American Sign Language, and what you should know when serving these communities in the field. The Austin Mayor's Office reports that 8.8% of Austin's residents are hard of hearing. As home to the Texas School for the Deaf, Austin is one of the fastest growing deaf communities in the nation.

Prerequisites: TCSO Corrections Officers.

Dress Code: Casual / Uniform.

Dates: Apr. 9

Tuition Fee: \$15 for outside agencies. Please see page 9 for registration information.
Outside agency students who attend Interacting with Drivers Deaf & Hard of Hearing and Child Safety Check Alert List on the same date will be charged \$25 total for all three courses.

Note: This is a requisite course for those Peace Officers working toward their Intermediate Certificate or their Advanced Certificate if their Intermediate was issued on or after January 1, 2016.

Interpersonal Communications Skills #3503

16 hours – Coordinator Tracy “Parker” Westbrook

This 2-day course is designed to provide the employee with an understanding of communication skills and the ability to use them. It will cover skills that can assist officers in coping with the increasing legal, physical, and emotional demands placed on staff members.

Prerequisites: TCSO Corrections Officers.

Dress Code: Casual / Uniform.

Dates: Feb. 7 – 8

Tuition: \$50 for outside agencies. Please see page 8 for registration information

Note: This is a requisite course for those Corrections Officers working toward their Intermediate Certificate.

Introduction to Supervision #3737

40 hours – Coordinator Lt. Edward Walker

This 5-day course is a basic supervisory skill workshop. It is designed for recently promoted Supervisors and those on the current Promotional lists.

Dress Code: Casual / Uniform.

Dates: Apr. 16 – 20; Sep. 17 – 21

Tuition Fee: \$100 for outside agencies (students will attend Days 1 – 4 only). Please see page 9 for registration information.

Note: Effective September 1, 2015, HB 3211 amends Occupations Code §1701.352(d) to require a peace officer who is *appointed* or *will be appointed* to the officer's first supervisory position to receive in-service training on supervision not earlier than the 12th month before the date of that appointment or later than the first anniversary of the date of that appointment. This change permits LE agencies to train their new leaders before putting them into the supervisory position.

Mental Health Officer #4001

40 hours – Coordinator Leah Stubbs

This course provides further information and education to officers in the area of mental health and issues pertaining to serving as a mental health officer, to include advanced crisis intervention training.

Dress Code: Casual / Uniform.

Dates: Feb. 12 – 16; May 14 – 18; Jul. 9 – 13; Oct. 15 - 19

Tuition Fee: None

Note: This is a requisite course for those working to obtain their Mental Health Officer Certificate.

Missing & Exploited Children #3275

8 hours – Coordinator Aaron Ramirez

This 8-hour course is intended as an introduction to issues related to responding to and investigating missing and exploited children cases. The course includes relevant information for first responders when dealing with: Missing and Abducted Children; Children Displaced by Disaster; Runaways; Children Missing from Care; Missing Children with Special Needs; Sexual Exploitation; Child Pornography; Online Luring and Solicitation; Sexual Offenders; and Child Sex Trafficking. This course satisfies the requirements of Texas Occupations Code §1701.402(k)

Prerequisites: Peace Officer.

Dress Code: Casual / Uniform.

Dates: Apr. 4

Tuition Fee: \$25 for outside agencies. Please see page 9 for registration information.

Note: This is a requisite course for those Peace Officers working toward their Intermediate Certificate, or working toward their Advanced certificate if their Intermediate was issued prior to 1/1/2015.

Physical Readiness Testing – Combat Fitness

1 hour – Coordinator Tracy “Parker” Westbrook

All sworn and non-sworn staff are eligible to participate in the Combat Fitness Test. This may take the place of the row test. Combat Fitness is a Crossfit-style workout, similar to Fight Gone Bad. Combat Fitness is 3 rounds, 5 exercises per round at 1 minute per exercise, with a 1 minute rest between each round. Total test time is 17 minutes. Combat Fitness must be completed in the following order:

Wall Ball – 20lb ball for males; 14lb ball for females. Top of the ball must crest the bottom of a 10-foot line.

Kettlebell Sumo Deadlift High Pull – 75lb kettlebell for males; 55lb kettlebell for females.

Step Ups – may jump or step up on the platform, but must step down

Push Press – 75lb for males; 55lb for females. Arms must extend completely and head must come through the arms for a good rep.

Row – on flywheel 10

Each rep in the first four events and each calorie in the last counts as 1 point. 100% = 300 points

Dress Code: PRT Attire

Dates: Jan. 23; Jan. 25; Feb. 21; Feb. 23; Mar. 20; Mar. 22;
Jul. 24; Jul. 26; Aug. 22; Aug. 24; Sep. 25; Sep. 27

Note: Test times will be: 0730, 0800, 0830, 1330, 1400, 1430

Physical Readiness Testing – Row Test

1 hour – Coordinator Tracy “Parker” Westbrook

All sworn staff will be required to participate in the Physical Readiness Testing during each testing cycle, January – June and July – December. Staff will complete their initial test for each cycle within the first three (3) months of the cycle (January – March and July – September).

Non-sworn staff are encouraged to participate as well, but are not required to do so.

Dress Code: PRT Attire

Dates: Jan. 24; Jan. 26; Feb. 20; Feb. 22; Mar. 19; Mar. 21;
Jul. 23; Jul. 25; Aug. 21; Aug. 23; Sep. 24; Sep. 26

Note: Each date will consist of 6 testing times: 0800, 0900, 1000, 1300, 1400, 1500

Police Mountain Bike

24 hours – Coordinator Aaron Ramirez

This essential training encompasses police mountain biking operations with emphasis on patrol procedures, tactics, scenarios, and basic bike maintenance. Learn to ride utilizing technical bike handling skills, crash avoidance, and bike tactics to enhance suspect interaction and apprehension. You will learn on and off road techniques while participating in live-fire dismounting drills.

Prerequisites: Law Enforcement Officer; basic bicycle-handling skills; good physical condition

Dress Code: Field / Physical

Dates: Mar. 27 – 29; Sep. 25 – 27

Tuition Fee: \$75 for outside agencies. Please see page 9 for registration information.

Note: Complete list of required equipment will be emailed to student prior to class. It is recommended that the student have a mountain bike that is in good working order and is from a reputable manufacturer.

RADAR / LASER Certification – TCSO Staff Only

16 hours – Coordinator Leah Stubbs

The purpose of this training is to ensure Peace Officers knowledge on the RADAR and LASER units as it pertains to identifying and describing instrument components, their functions, and the procedures for setting up, testing and operating the radar unit. This class will also ensure the officer has a working knowledge of the Texas Transportation Code, case law, citation notes and court testimony.

Students with a current Traffic Code book should bring it to class, otherwise an electronic copy is available online.

Prerequisites: TCSO Law Enforcement Bureau

Dress Code: Field / Physical

Dates: Feb. 6 – 7; May 9 – 10; Aug. 7 – 8; Nov. 6 – 7

Spanish for Law Enforcement #2109

24 hours – Coordinator Aaron Ramirez

This 3-day course is designed to teach law enforcement, corrections officers, and other criminal justice professionals to use key Spanish words and phrases in circumstances involving the protection of life and property.

Prerequisites: Sworn Officers. TCSO Officers will have priority.

Dress Code: Casual / Uniform.

Dates: Jan. 3 – 5; Apr. 10 – 12; Aug. 15 – 17; Oct. 8 – 10

Tuition Fee: \$75 for outside agencies. Please see page 9 for registration information.

Note: This is a course requisite for those Peace Officers and Corrections Officers working toward their Intermediate Certificate.

Spanish for Law Enforcement #2111

Coordinator Aaron Ramirez

If a person is currently receiving Incentive Pay for being Bilingual and can successfully pass the test for Course #2109, they may do so in lieu of taking the classroom course. As a person who **tests out** spends no time in the classroom, the credit is submitted as zero hours. Contact the course coordinator to discuss documentation necessary to test out, and to schedule a test date.

Prerequisites: TCSO Sworn Officers only.

Special Investigative Topics #3232

8 hours – Coordinator Aaron Ramirez

A review of child abuse, neglect, family violence, sexual assault and characteristics of sex offenders.

Prerequisites: None. Preference given to Peace Officers with a Basic Certificate or no certificate, and Peace Officers working toward their Intermediate Certificate.

Dress Code: Casual / Uniform.

Dates: Apr. 30; Aug. 8

Tuition Fee: \$25 for outside agencies. Please see page 9 for registration information.

Note: This is a requisite course for those Peace Officers working toward their Intermediate Certificate. This is a requisite course for those Peace Officers with a Basic Certificate, or no certificate, to maintain compliance with TCOLE mandates.

Suicide Prevention & Detection in a Jail Setting #3501

8 hours – Coordinator Tracy “Parker” Westbrook

This course provides the student with an understanding of suicidal behaviors, signs/symptoms, assessments and proper management, and communication with suicidal persons in a jail setting.

Prerequisites: TCSO Corrections Officers.

Dress Code: Casual / Uniform.

Dates: Jan. 17

Tuition Fee: \$25 for outside agencies. Please see page 9 for registration information.

Note: This is a requisite course for those Corrections Officers working toward their Intermediate Certificate.

Tactical Operational Planning Course – TCSO Staff Only

8 hours – Coordinator Aaron Ramirez

This course will train Patrol Officers, Investigators, and SWAT Officers in the elements of a high-risk warrant service, concepts involving warrant planning; intelligence gathering; target site scouting; uses of diversion and breaching; multiple entry points, team link ups, dynamic entry, breach and hold, limited penetration, and contain and call out will be taught in this hands-on, challenging course. Students will also be exposed to high risk operations, narcotics buy bust/ under-cover operations, rescues, and Vehicle assaults.

Prerequisites: TCSO Law Enforcement Bureau and/or Corrections Specialized Units

Dress Code: Field

Dates: Apr. 27; Oct. 17

Taser X26P User Course – TCSO Staff Only

10 hours – Coordinator Chris Meyer

This course will cover the techniques for proper use and deployment of the TASER non-lethal electronic control device (ECD) and certification. This course will also include the X26P Conversion material. At the conclusion of training, students will be authorized to carry both the X26 and X26P.

Prerequisites: Law Enforcement Personnel, Law Enforcement Supervisor, Corrections Supervisor, Corrections Officer currently assigned as a Field Training Officer, or currently assigned to Transportation, Courthouse Security, CTAC, Hospital Visitation Unit (HVU), or CTECC.

Dress Code: Field.

Dates: Feb. 1; Jun. 20; Sep. 10; Nov. 7

TASER X26P Recertification – TCSO Staff Only

2 hours – Coordinator Chris Meyer

This course will give the student a refresher on a few basics. It will cover ECD Smart Use Guidelines: Legal Update, Tactical Consideration Update, Medical and Safety Refresher and review current warnings. The student will also fire two live cartridges. Each Taser operator is required to re-cert yearly to maintain their certification.

Prerequisites: Licensed Peace Officer, Corrections Supervisor, Corrections Officer currently assigned as a Field Training Officer, or currently assigned to Transportation, Courthouse Security, CTAC, Hospital Visitation Unit (HVU), or CTECC having completed the TASER X26 User Course.

Dress Code: Field

| | |
|--------------------------------------------------------|------------------------------------------------|
| Dates / Times: Jan. 9: 1300 – 1500, 1700 – 1900 | Jan. 16: 0800 – 1000, 1230 – 1430, 1500 – 1700 |
| Jan. 24: 0630 – 0830 | Feb. 6: 1300 – 1500, 1700 – 1900 |
| Feb. 13: 0630 – 0830 | Feb. 14: 0630 – 0830 |
| Mar. 7: 0630 – 0830 | Mar. 8: 1300 – 1500; 1700 – 1900 |
| Apr. 10: 0630 – 0830 | Apr. 11: 0630 – 0830 |
| May 1: 0800 – 1000, 1230 – 1430, 1500 – 1700 | May 22: 1230 – 1430, 1630 – 1830 |
| May 25: 0630 – 0830, 1200 – 1400 | Jun. 5: 0800 – 1000, 1230 – 1430, 1500 – 1700 |
| Jul. 9: 1530 – 1730 | Jul. 12: 1300 – 1500, 1600 – 1800 |
| Aug. 6: 0800 – 1000, 1300 – 1500 | Aug. 15: 0800 – 1000, 1300 – 1500 |
| Aug. 23: 0800 – 1000, 1300 – 1500 | Aug. 29: 0800 – 1000, 1300 – 1500 |
| Sep. 11: 0800 – 1000, 1300 – 1500 | Sep. 13: 0630 – 0830 |
| Sep. 19: 0800 – 1000, 1300 – 1500 | Sep. 20: 0630 – 0830 |
| Oct. 9: 0630 – 0830, 1230 – 1430 | Oct. 16: 0630 – 0830, 1230 – 1430 |
| Oct. 19: 0800 – 1000, 1300 – 1500 | Nov. 2: 0800 – 1000; 1300 – 1500 |
| Nov. 13: 0800 – 1000, 1300 – 1500 | Nov. 14: 1300 – 1500, 1700 – 1900 |
| Nov. 15: 1300 – 1500, 1700 - 1900 | |

Note: **Equipment is limited. Students are encouraged to provide a Taser and holster for class.**
Each class is limited to 14 students.

TCIC/NCIC for Less Than Full Access

8 hours – Coordinator Aaron Ramirez

This course broadens the student's understanding and usage of the National and Texas Crime Information Centers. Personnel who work with or receive information from TCIC/NCIC are required to attend this course. The student will learn definitions and regulations of TCIC/NCIC; agency responsibilities regarding stolen property; operator's responsibility regarding current criminal histories; use of vehicle, boat, article, weapon, wanted person and missing person files.

Prerequisites: None.

Dress Code: Casual / Uniform.

Dates: Apr. 24; Oct. 30

Tuition Fee: \$25 for outside agencies. Please see page 9 for registration information.

Use of Force for Peace Officers #2107

16 hours – Coordinator Aaron Ramirez

This 2-day course will help students obtain a thorough understanding of statutory laws relating to the use of force; the terminology and concepts of force; post shooting reactions/responses; legal liabilities and other legal issues. The student will learn about current court decisions; laws concerning the use of force; when force is necessary; and the use of force continuum.

Prerequisites: Peace Officer.

Dress Code: Casual / Uniform.

Dates: Apr. 2 – 3

Tuition Fee: \$50 for outside agencies. Please see page 9 for registration information.

Note: This is a requisite course for those Peace Officers working toward their Intermediate Certificate.

Use of Force in a Jail Setting #3504

16 hours – Coordinator Tracy “Parker” Westbrook

This 2-day course will help students obtain a basic understanding of statutory laws relating to the use of force; to provide county corrections officers with use of force models and use of force options; to increase the county corrections officer’s knowledge of the causes of disruptive behavior and disturbances; provide information which will enable the jail administrator and officer to take appropriate preventive or remedial action to protect against potential civil liability.

Prerequisites: TCSO Corrections Officers.

Dress Code: Casual / Uniform.

Dates: Jan. 17 – 18; Jul. 17 – 18

Tuition Fee: \$50 for outside agencies. Please see page 9 for registration information.

Note: This is a requisite course for those Corrections Officers working toward their Intermediate Certificate.

Mandatory Peace Officer Night Fire

All L.E. Bureau Deputies, Detectives, & Supervisors

All CTECC Officers & Supervisors

All Courthouse Security Officers & Supervisors

All Transportation Officers & Supervisors

All CTAC Officers & Supervisors

All Hospital/Visitation Unit Officers & Supervisors

All Community Outreach Uniformed Officers & Deputies

All Crisis Intervention Officers & Supervisors

All Internal Affairs Detectives & Supervisors

AM Night Fire will begin at 0500.

PM Night Fire will begin at 2000.

Dates (AM): Jan: 24; Feb: 13, 14; Mar: 7 Apr: 10, 11; May: 10 Sep: 13, 20

Dates (PM): Jan: 9; Feb: 6; Mar: 8; Nov. 14, 15

Mandatory Law Enforcement Precision Rifle Qualification

Staff certified to carry a rifle must qualify each calendar year to maintain their certification. Successful completion of the qualification course will be a score of 90 or better **and** no misses.

A Precision Rifle is defined as:

Qualifications will be held at 0830 and 1300

Dates: TBD

Mandatory Law Enforcement Patrol Rifle Qualification

Staff certified to carry a rifle must qualify each calendar year to maintain their certification. Successful completion of the qualification course will be a score of 90 or better **and** no misses.

A Patrol Rifle is defined as:

Qualifications will be held at 0830 and 1300

Dates: TBD

New Gun Qualification

Staff who purchase a new Primary or Secondary handgun, or Shotgun, must qualify with that weapon prior to carrying it on- or off-duty. Staff who purchase a new weapon after attending In Service, or who purchase a new weapon with a significant amount of time before their scheduled In Service may qualify during the monthly New Gun Qualification.

Staff who purchase a new RIFLE must qualify at a scheduled Rifle Qualification, listed above.

On the following dates, qualifications will be held at 0900.

Dates: Jan. 24; Mar. 28; May 3; Jul. 26; Sep. 18; Nov. 13

On the following dates, qualifications will be held at 1400.

Dates: Feb. 15; Apr. 12; Jun. 6; Aug. 16; Oct. 24

All range dates are included in the 2018 Monthly Planner. **Registration for firearms training and qualifications will be made via the E-registration system by Supervisors.**