
	ROSENBERG POLICE DEPARTMENT	
	General Order 3.01 Basic Training Requirements	
	Effective Date: 2-15-2013	Replaces: N/A
	Approved:  Chief of Police	
	Reference: TBP: 1.09, 3.05, 3.06, 3.07, 3.08, 3.09, 3.18, and 8.11	

I. POLICY

Today's society is both multi-faceted and complex. In order to provide effective law enforcement services it is imperative that officers as well as non-sworn employees have the training necessary to accomplish their mission. The Rosenberg Police Department is committed to providing the training necessary to meet and exceed State requirements and contribute to employee's career goals.

II. PURPOSE

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

III. REQUIRED TRAINING

A. Basic Training

1. Sworn members of the Department are required to have a Peace Officer license issued by the Texas Commission on Law Enforcement. This license currently requires officers to attend a Basic Peace Officers course and pass a Commission Licensing Examination. Officers hired by the department must obtain their Peace Officer license within one year from their date of hire if not already licensed. Officers must possess their Peace Officer License prior to performing any law enforcement duty or function. (TBP: 1.09)
2. Previously licensed officers who apply for employment must have their license in good standing, all in-service training completed or the ability to complete in-service requirements prior to the end of the Commission training cycle which ends August 31, of odd numbered years.

3. In addition to training required for licensing, all sworn officers and reserves will complete the National Incident Management System training, appropriate for their rank, prior to completion of field training, or prior to completion of promotional probation in the event of promotion to a higher rank. (TBP: 8.11)

B. Field Training

1. All sworn members of the Department are required to complete the department's Field Training Program as outlined in Policy 4-2 within the time period specified.
2. Officers with prior experience may qualify for an expedited Field Training if they are able to demonstrate proficiency in all required areas.

C. In-service training (TBP: 3.06)

1. All sworn personnel of the department shall, within each Commission training period as required by law, obtain at least 40 hours of in-service training. In-service instruction may include:
 - a. A review of changes or revisions in the State Law.
 - b. Specialized training required at the direction of the Chief of Police or the Commission based on assignment.
 - c. Supervisory training.
 - d. Policies and procedures.
 - e. Hands-on arrest and defensive tactics training.
 - f. Firearms training and qualifications.
 - g. Training required by the legislature during each four year training cycle.
2. Sworn personnel are responsible for obtaining the training necessary to maintain their license and any special certifications they may hold. The department will provide officers with the training or provide the time and funding necessary to obtain the training. Much of the required training can be obtained on-line from the Commission website.

D. Supervisory Training (TBP: 3.09)

All employees, sworn or non-sworn, when promoted to any supervisory rank will be provided supervisory training appropriate to their rank and position within 12 months of their promotion.

E. Civilian personnel (TBP: 3.08)

1. All newly-appointed civilian personnel will receive the following training from the Chief or his designee:
 - a. Orientation to the department's role, purpose, goals, policies, and procedures.
 - b. Working conditions, rules, and regulations.
 - c. Responsibilities and rights of employees.
2. Non-Sworn Communicators and Communications Supervisors will complete Commission's Basic Tele-Communicators and TCIC/NCIC Full Operators training prior to the successful completion of the field training program. (TBP: 3.18)
3. Records personnel or personnel assigned to records processing will complete a course in State Open Records and Records Retention within 90 days of hire.
4. Jailers and any other non-sworn personnel who have state required or job specific training will be provided that training prior to job assignment and before the successful completion of the designated training period.

IV. TRAINING EXPECTATIONS

A. Attendance

Personnel are expected to attend any assigned training programs. Attendance will be documented either by the instructor or in cases where the training is at location other than the department, documentation will be furnished by those responsible for the training. There are cases where attendance at a training program may be excused, such as for court appearance or sickness. Any absence must be properly excused by the administrators of the program. Any time lost must be made up before any certificate of completion is issued. Certificates will be issued to those students who complete any training program. Employees shall provide a copy of any certificates to the department for inclusion in the employee's training file.

B. Expenses

At the Police Chief's discretion, expenses incurred by department personnel as a result of required training will be reimbursed based on actual expense (receipts must

be provided) or in the case of mileage where personnel are required to use their personal vehicles, the rate will be the current city mileage rate.

V. DEPARTMENTAL TRAINING

A. Performance-based training

The Commission requires performance-based training. This method of training requires the development of performance objectives. The use of performance objectives acquaints the training participants with the information they are required to know, the skills that must be demonstrated, and the circumstances under which the skills will be used. This approach also enables the instructors to relate training directly to the job performance that will be expected by supervisors. An employee who develops an outline for instruction of a topic must develop objectives which:

1. Focus on the elements of the job-task analysis for which training is needed.
2. Provide clear statements of what is to be learned.
3. Provide the basis for evaluating the participants.
4. Provide the basis for evaluating the effectiveness of the training program.

B. Lesson plans

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

C. Instructors

1. Instructors for all department training programs shall:
 - a. Have a minimum of two years law-enforcement experience
 - b. Have completed a TCLEOSE instructor's course and be certified as an instructor
 - c. Possess a demonstrated skill in an area of instruction
 - d. Be knowledgeable of teaching theories, methods, and practices and have some knowledge of law-enforcement practices
2. Instructors enlisted from outside the department shall be approved by the Chief or designee. The instructor must have demonstrated skill in his/her area of instruction and comply with requirements for lesson plans as previously stated. Any compensation will be determined by the Chief of Police.
3. Before being allowed to instruct any state-mandated courses at the department, instructors shall receive, at a minimum, training in:
 - a. Lesson plan development.
 - b. Development of performance objectives.
 - c. Instructional techniques.
 - d. Learning theory.
 - e. Testing and evaluation techniques.
 - f. Resources.
4. Normally, officers selected and trained as instructors in a particular subject will be expected to teach it when needed for a minimum of two years.

VI. REMEDIAL TRAINING

- A. Remedial training is directed at solving or curing a particular problem or improving performance in a particular area, within a designated time and with clearly defined, expected results.
- B. Remedial training may be assigned as a result of discipline or counseling.

VII. TRAINING RECORDS (TBP: 3.05)

A. Training records

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

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

2. The Chief, or designee, shall maintain files on all training courses or presentations, including:
 - a. Course content (lesson plans).
 - b. Personnel attending.
 - c. Any performance measures as ascertained through tests or demonstrations.