

HARRISON COUNTY SHERIFF'S TRAINING ACADEMY OPERATING PROCEDURES

Course Notices

Course notices will be distributed via e-mail, Departmental web site, and physical postings and contain the following information:

- Identification of course
- Length, dates, and times of course
- Pre-requisites / Equipment needed by student / Fitness level
- Registration requirements
- Cost of training

Procedure for formal written complainants:

Any person wishing to file a formal complainant against any member of the department's Training Staff, an Instructor or Student may do so in writing through the agency's Training Coordinator. All complaints will be addressed in a timely and appropriate manner.

Procedure for Lesson Plan Approval:

Any and all lesson plans to be taught by the Harrison County Sheriff's Office must meet/exceed TCOLE criteria for an acceptable lesson plan. The current Training Coordinator must evaluate and approve all lesson plans prior implementation.

Procedure for Lesson Plan Review or Revision:

Each lesson plan shall be reviewed, and if needed, revised prior to implementation to insure the instructional material is relevant to the subject being taught and properly updated. A post-class evaluation will also be conducted to insure quality of the material presented. All courses offered shall incorporate adult learning techniques and have allowances for different learning styles.

Procedure for Selection of Training and Education Resources:

All training and educational resources used during the course of instruction shall be obtained from a credible/professional source and properly acknowledged in the form of a "Work Cited" list contained within the lesson plan. If a TCOLE resource or guide is available, instructors must utilize the material provided in accordance with TCOLE standards.

Procedure for Exam Selection

All lesson plans shall have, in some form, a method to evaluate the retention of the subject matter provided. A minimum passing score of 70% for all written exams or a pre-determined performance expectation for physical demonstrations must be established and communicated to the student prior to instruction. All students must meet or exceed the minimum standard set to receive credit for the training.

If an exam is conducted in a practical manner, then the criteria for Pass/Fail must be submitted with the lesson plan to the Training Coordinator. In the case of a practical exam, there must also be a grading form for the exercise showing the student "Passed" or "Failed".

If a student fails an exam, the student is allowed one re-take, if the instructor approves such. If the student does not pass the exam on the second try, then they will not receive credit for the course.

Procedure for Instructor Selection process

The Harrison County Sheriff's Office Training Coordinator will be responsible for the selection of all instructors. With the exception of instructors or speakers from an outside training facility or professional organization, instructors who are selected must meet one of the following criteria:

- Posses an Instructor Proficiency Certificate issued by TCOLE and have subject matter knowledge/expertise.
- Have an excellent working knowledge/experience in the subject matter being taught
- Perform a sample block of instruction for the Training Coordinator and/or Advisory Board to insure quality of presentation.

All instructors will receive a copy of, and comply with TCOLE rule 215.10

Procedure of evaluating Instructor and Presentation

An instructor's performance, lesson presentation, course content and effectiveness will be evaluated through the following methods:

- Training Coordinators' observations
- Peer instructor's observations
- Exam results
- Student critique / assessments
- Student on the job performance
- Interviews with field training officers and supervisors attending course

Procedure for Instructor Development

All instructors employed by the Harrison County Sheriff's Office shall attend a minimum of one (1) instructor development class per year. The training selection will be made by the individual instructor and must be approved by the training coordinator. Instructors found to be inadequate in any area of instructing will be provided with remedial training assistance in the area(s) they are deficient in. Instructors who continue to perform below expectations will be removed from the training program. Inadequate instruction performed by those outside of the department will result in removal from the training program if not immediately corrected. All agency instructors are encouraged to attend advisory board meetings to assist in the selection of the agencies projected training goals.

FACILITY RULES

Purpose of Section: The purpose of this section is to outline the rules and conduct of the Harrison County Sheriff's Office Training Facility. These rules will extend to other locations used to host training under the umbrella of the Harrison County Sheriff's Office Training Academy. If a facility being utilized by the Harrison County Sheriff's Office has its own rules/regulations, they are to be adhered to as well. Any conflicts in rules/regulations will be worked out by the Harrison County Sheriff's Office Training Coordinator and relayed to the student prior to the course date.

Eligibility to Attend Courses: All individuals wishing to attend a course through the Harrison Country Training Academy must be;

- 1) Employed by a law enforcement agency
- 2) Sponsored by a law enforcement agency
- 3) Hold a valid peace officers license
- 4) Meet TCOLE requirements for attendance
- 5) Be approved by the Training Coordinator

Class Attendance: Absences and tardiness will not be permitted unless excused by the Training Coordinator, or his designee. A student may not miss more than 10% of the course and receive credit for the course. If the student misses more than 10%, the instructor may re-teach the material and make up the hours for the course. However, no more than 25% of the course can be taught during a "make-up".

Weapons: Peace Officers in Departmental Uniform or in civilian attire shall carry their weapons in compliance with their Departmental Policy. Civilian personnel with a valid Concealed Handgun License issued by the State of Texas, will not be allowed to have their weapon on their person while in the classroom, unless authorized by the Training Coordinator. Peace officers not in uniform, will display their badge and/or credentials in plain sight if carrying a firearm.

