General Order

Houston Police Department

ISSUE DATE:	NO.
March 28, 2016	300-06

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 300-06, dated May 13, 2009

SUBJECT: TRAINING - CLASSIFIED

POLICY

The Houston Police Department shall provide training programs that fulfill the requirements of both the department and the Texas Commission on Law Enforcement (TCOLE).

This General Order applies to classified employees only.

1 TRAINING REQUIREMENTS

Officers shall fulfill minimum in-service training as required by TCOLE and the department.

Mandatory Training

Each year the Chief of Police shall announce department required training hours, the curriculum, and schedule guidelines per department needs and as mandated by TCOLE. All mandatory training shall be completed on duty.

Each officer shall complete all mandatory in-service training during the training quarter that contains the officer's birthday month. Training quarters are defined as:

a. Quarter 1: September 1 through November 30

b. Quarter 2: December 1 through February 28 (February 29 in a leap year)

c. Quarter 3: March 1 through May 31

d. Quarter 4: June 1 through August 31

Employees shall register for mandatory in-service course offerings available only during their individual training quarter as defined above. Officers holding the rank of captain or higher are exempt from the quarterly training restriction.

Specialized Training

Division commanders are responsible for identifying assignments under their command that require special skills. Required training for these skills must begin as soon as possible and must be pre-approved by the Training Division captain. This requirement includes newly promoted personnel. Specialized training shall be completed on duty.

All specialized training must:

a. Adhere to the department's policies, procedures, directives, and regulations specific to the specialized duty assignment.

b. Develop and enhance the knowledge, skills, and abilities of the personnel assigned to the specialized activity.

c. Make personnel aware of any administrative concerns that may be inherent in the specialized assignment.

When the Training Division sets performance standards, officers must demonstrate their abilities to perform to those standards by the end of the training period.

Division Level Training

Any division intending to conduct an internal training class is required to submit the lesson plan in writing for approval to the Training Division's captain at least 30 *calendar* days prior to the class being held. Also, any instructor or lesson plan must be approved and on file with the Training Division prior to

the class being held. (See section 5 of this General Order for further requirements.)

Internet Training

Internet classes may be taken in lieu of attending non-mandatory classes. However, any Internet classes taken to meet required in-service training must have been sanctioned and approved by TCOLE. Officers are permitted to take Internet classes while on duty to obtain intermediate or advanced peace officer proficiency certification, but only if all of the following apply:

a. The course is not available in an instructor-led format approved by the Training Division.

b. The officer has obtained prior supervisor approval to take the applicable Web-based course.

c. The officer takes the Web-based course at a designated location at his assigned division and only during his regularly scheduled shift.

All other Internet classes shall not be taken during an employee's duty hours unless authorized leave is taken.

Intermediate and Advanced Peace Officer Proficiency Certification

Officers may complete any instructor-led courses authorized by the Training Division to obtain intermediate or advanced peace officer proficiency certification while on duty. Evening and night shift officers shall be allowed to temporarily adjust their shift to attend the applicable, instructor-led courses on duty. If the course falls on the officer's regular day off, the supervisor shall adjust the officer's day off.

Additional Training

Courses taken in addition to required mandatory training, specialized training, or instructor-led courses authorized by the Training Division to obtain intermediate or advanced peace officer proficiency certification may be attended on duty, but only with the prior approval of the employee's assistant chief.

Phase Down Program (PDP)

Officers in the Phase Down Program shall refer to General Order 300-35, **Phase Down Program**, for training requirements.

Probationary Police Officers

Probationary police officers are exempt from fulfilling regular in-service training requirements in the next training cycle following their graduation date unless the course is a TCOLE requirement and will not be available the next training cycle. Roll Call Training Videos shall *not* fall within this exemption and all such videos shall be viewed as soon as distributed.

2 TRAINING FROM OUTSIDE PROVIDERS

For employees to receive credit for outside training, it must be job related. Meetings are not considered training. To obtain TCOLE credit the following items and information shall be submitted to the Training Division's Learning Management System (LMS) Unit within 10 *calendar* days following course completion:

a. Certificate of completion containing the following:

   1. Officer's name

   2. Employee number

   3. TCOLE personal identification number (PID)

   4. Start and end date of training

   5. Number of hours completed

6. Name of the provider or sponsor agency

b. Attending officer's critique of the course (Critique forms may be found at the Academy Certification Office or on the department's Intranet Portal under the *Training Academy* link)

c. Number of other HPD employees attending

d. Copy of course outline (if available)

e. Copy of available handouts

Completion of the outside training shall then be documented in the certification database.

If an outside provider presents a training course on HPD property primarily for HPD personnel, the course shall not be considered outside training for the purpose of this section. Personnel shall follow procedures listed in section 1, subsection "Division Level Training" of this General Order. The Training Division is responsible for providing documentation to TCOLE and as such is required to have a lesson plan on file.

Information Sharing

Officers attending training outside the department may be expected to make the benefits of the programs available to other officers. An officer's training coordinator and Training Division personnel shall determine the most appropriate means of sharing the information, if applicable (e.g., teaching the material, discussing the ideas presented, or sharing printed materials).

3 ATTENDANCE REQUIREMENTS

Officers scheduled for in-service training shall report on time or as ordered by Training Division personnel (starting, break, or lunch times), and complete all required course work. Any officer arriving more than 10 minutes after the scheduled starting time shall not be allowed to enter the class unless approved by a Training Division supervisor.

Officers shall follow all applicable rules, regulations, or guidelines set by the department, Training Division, and Academy supervisors and instructors.

In-Service Training Dress Code

Officers shall wear the department *official uniform* or conservative business casual attire while attending in-service training. Officers wearing the *official uniform* may forgo wearing the Sam Browne belt while inside the classroom. Any clothing with inscriptions or decorative artwork must be in good taste and reflect a professional appearance. Officers shall not wear shorts, beach or sport sandals, tank or halter tops, sweat pants or any type of gym pants, or any clothing that is distracting such as tights or leggings. Jeans shall be allowed as long as they are not dirty, torn, or ripped. Training staff supervisors shall decide whether clothing is appropriate.

Display Official Department Identification

Department issued identification shall be displayed at all times while attending training at the department or any department contracted training site. Employees visiting the Training Academy for any reason shall display their official department identification. Officers wearing the *official uniform* do not have to display their official department identification while attending training.

In-Service Training Roster

Outside of each classroom or within the classroom a preprinted roster sign-in sheet or a walk-in sheet (hereinafter referred to collectively as roster) shall be made available. These rosters are official government documents and are the only documents that verify the attendance of officers for specific

courses. Unless the roster is filled out completely and signed by the officer on the date of training, the officer shall not get credit for the course and shall have to retake the course to obtain proper credit.

Officers shall not for any reason fill out any part of the roster for another employee.

Officers who are pending approval on the roster shall get prior authorization from a supervisor in their division before attending class. Once authorization has been obtained, officers shall notify in-service personnel of the name of the supervisor granting authorization. Officers holding the rank of lieutenant or higher are exempt from obtaining commander approval.

Removal From Training Class

Training staff supervisors may remove any officer from an in-service class for any violation of a policy or rule set by the department, Training Division, or Academy instructor. If an officer is removed from class, Training Division personnel shall submit correspondence through the chain of command to the officer's assistant chief explaining the reason for removal. An officer removed from in-service class:

a. May be subject to disciplinary action.

b. Shall lose the class credit and have to reschedule the class with a training coordinator.

Additionally, supervisors attending in-service training are expected to and shall appropriately address policy infractions observed or brought to their attention, including, but not limited to, inappropriate or disruptive conduct.

Unable to Attend Classes Due to Injury or Active Military Duty

Officers shall complete all required TCOLE training each TCOLE training cycle (two years) unless an officer qualifies for a waiver under TCOLE rule 217.15. This rule requires either a catastrophic illness or injury that has kept an officer from active duty for a period of more than 12 consecutive months, or active duty in the armed forces for a period in excess of 12 consecutive months.

Officers needing a waiver for any department or TCOLE mandated training must request the waiver through their respective chain of command to the Chief of Police. The request correspondence must include documents of verification such as military orders or medical documentation. If approved, the Chief of Police shall notify the Training Division of the approval and request the Training Division to submit a request to the executive director of TCOLE for consideration of those courses mandated by TCOLE.

The Training Division shall ensure the officers' training mandates are adjusted and tracked if an exemption is received from TCOLE. The Training Division shall ensure the officers and their respective division commanders are informed of the final decision.

TCOLE training cycles are for two years and as such, an approved exemption is valid for that cycle only. A second exemption shall be needed if the extended injury or extended active duty falls into the next TCOLE training cycle.

An officer's TCOLE peace officer license shall be allowed to expire if the officer fails to qualify for a waiver and does not complete all TCOLE training requirements.

4 OVERTIME COMPENSATION AND EXEMPT TIME COMPENSATION

Officers attending in-service training classes while using any authorized leave shall not be eligible to receive overtime compensation.

Officers attending in-service training classes on duty shall abide by the department's policies regarding overtime compensation and maximum work hours. See General Orders 300-07, **Overtime Compensation** and 200-26, **Workday and Workweek**.

Classified employees holding the rank of lieutenant or higher or classified pay grade VII or higher should refer to General Order 300-36, **Exempt Time Compensation**.

5 REVIEW AND APPROVAL OF PROPOSED TRAINING PROGRAMS

Before any new training program is implemented or taught, the below listed materials must be submitted to the captain of the Training Division at least 30 *calendar* days before training is to begin.

a. A curriculum formatted in approved TCOLE lesson plan format that includes the course goals, participant learning objectives, teaching outline, and class time schedule.

b. One copy of all handout materials for participants.

c. A copy of all visual presentations (e.g., PowerPoint and transparencies).

d. A copy of any video or photograph not stored within the visual presentation.

e. Test questions (if applicable).

f. The instructors' current résumés.

After reviewing the course materials, the Training Division shall contact the concerned divisional course coordinator to approve or revise the material. Once approved, the Training Division shall assign a Training Division course coordinator who shall work with the divisional course coordinator or the instructor in initiating and scheduling the training.

The Training Division shall establish a curriculum file of all courses coordinated by the department. Future presentations of a particular course can be facilitated by referring to a curriculum already on file.

The Training Division shall not issue any training credit for any course that has not been pre-approved.

Officer Safety and Firearms Training Review and Approval Process

In addition to the above, any changes in training concerning officer safety, firearms, or related techniques shall be submitted by the Training Division's captain to the executive assistant chief of Strategic Operations. The changes shall then be sent to the Senior Executive Staff for review and revision. The Chief of Police shall make the final decision on any changes involving these issues.

6 TRAINING COORDINATOR'S RESPONSIBILITIES

All commanders of divisions or units that operate as divisions shall appoint a training coordinator. It is the commander's responsibility to inform the Training Division when there is a change in the designated training coordinator. Training coordinators are responsible for:

a. Ensuring employees are aware of training opportunities both inside and outside the department.

b. Aiding supervisors in securing approval for training and making necessary arrangements for employees to attend training.

c. Serving as liaison with the Training Division.

d. Coordinating and fulfilling requests for training.

e. Advising the Training Division of training opportunities outside the department so the Training Division may evaluate them.

Training Division personnel shall assist division training coordinators whenever requested.

7 RELATED GENERAL ORDERS

200-26, **Workday and Workweek**
300-07, **Overtime Compensation**
300-15, **Appearance and Grooming Standards – Classified**
300-35, **Phase Down Program**
300-36, **Exempt Time Compensation**
400-05, **Firearms Qualification and Control**

Martha I. Montalvo
Martha I. Montalvo
Acting Chief of Police