

CHAPTER 3 TRAINING



## ARGYLE POLICE DEPARTMENT

### Policy 3.1 Basic Training Requirements

Effective Date: 27Jun17

Replaces: 10May13

Approved: *William J. S.*  
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 Argyle 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 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, receive the training required by the Texas Commission on Law Enforcement. In-service instruction may include, but is not limited to:
  - a. A review of changes or revisions in the State Law.
  - b. Training required by the legislature during each four year training cycle.
  - c. Specialized training required at the direction of the Chief of Police or the Commission based on assignment.
2. In each two year cycle, sworn officers must receive:
  - a. Those classes required by TCOLE for each officer's proficiency level.
  - b. Some physical arrest and/or self-defense tactics.
  - c. Basic or refresher training in Self Aid/Buddy Aid.
  - d. Training in bias neutralization (implicit bias)
  - e. Officer safety and de-escalation tactics (force avoidance)
  - f. Crisis Intervention Training (CIT)
  - g. Mental Health Training

Argyle PD makes use of a mental health crisis response team through Denton County MHMR and the Denton County Sheriff's Office. Officers will be trained in the utilization of this system.

3. 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.
4. Reserve Officers will meet the same in-service training requirements as regular officers. (TBP: 3.07)

D. Supervisory Training (TBP: 3.09)

Sworn employees, 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 of Police and/or the Human Resources Director:
  - 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 within 365 days of hire date. This agency contracts for dispatch services and personnel through an interlocal agreement. (TBP: 3.18)
3. Any other non-sworn personnel who have state required or job specific training will be provided that training either prior to job assignment or within 180 days of assignment.

#### 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.

#### 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, or
  - b. Have completed a TCOLE instructor's course and be certified as an instructor, or
  - c. Possess a demonstrated a skill in an area of instruction, or
  - 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)**


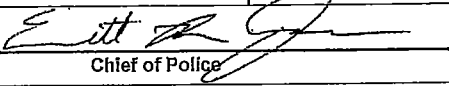
### **A. Training records**

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.

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 in-house training courses or presentations, including:

- a. Course content (lesson plans).
- b. Personnel attending.
- c. Any performance measures as ascertained through tests or demonstrations.

	<b>ARGYLE POLICE DEPARTMENT</b>	
	<b>Policy 3.2 Field Training</b>	
	<b>Effective Date: 22APR20</b>	<b>Replaces: 08OCT12</b>
	<b>Approved:</b>  <small>Chief of Police</small>	
<b>Reference: TBP 3.12, 3.13, 3.14, 3.15, and 3.16</b>		

## I. POLICY

It is the policy of the Argyle Police Department that all employees receive such training as mandated by the State and adequate additional instruction in all areas required for the proper performance of their specific job tasks.

Officers receive their basic peace officer training in an academy setting. While this training is essential to the making of a competent police officer, additional training is needed to familiarize any officer, regardless of prior experience, with the operational policies, procedures, and practices of this department and this community.

This training takes place during a Field Training Program. Experienced Officers who have been trained as Field Training Officers are used to instruct new officers to ensure that our officers are trained and capable of performing their duties.

## II. PURPOSE

The purpose of this order is to define the procedures to be used in the Field Training Program.

## III. PROCEDURES

### A. Organization and Administration

The authority and responsibility for the initial training of sworn officers shall be vested in the Field Training Coordinator. The Field Training Coordinator shall be appointed and evaluated by the Chief of Police.

### B. Field Training Program Requirements

1. Newly hired officers, after successful completion of the basic police academy are required to complete the Field Training Program prior to being released for full field duty. (TBP: 3.12)
2. The sixteen (16) week training period for new officers shall be divided into four phases in which the officer will be rotated to each of the patrol shifts,



whenever possible. New officers will be exposed to a minimum of two different field training officers. Each phase has a duration as follows:

- a. Phase I – Four (4) weeks
  - b. Phase II – Five (5) weeks
  - c. Phase III – Five (5) weeks
  - d. Phase IV – Two (2) weeks
  - e. Following the successful completion of the sixteen (16) week Field Training Program, qualified officers shall be evaluated weekly for an additional twelve (12) weeks by their immediate supervisor. (TBP: 3.12.1b, e; 3.16.1)
3. Newly hired officers who have at least two years prior service as a sworn officer may complete a more abbreviated Field Training Program as determined by the Field Training Coordinator. (TBP: 3.12.1d)
  4. During the Field Training Program, the new officer shall receive additional training and evaluations in such areas as department policy, procedures, rules, regulations, patrol procedures, and victim/witness rights, etc., as outlined in the Argyle Police Department Field Training Manual.
    - a. The Field Training Program shall identify the tasks most frequently performed by officers and evaluate the new officer's job performance in those dimensions.
    - b. Standardized evaluation techniques designed to measure the new officer's competency in the required skills, knowledge, and abilities shall be used.
    - c. New officers will be evaluated daily by their Field Training Officer and the evaluation discussed with the new officer. The new officer and FTO will sign the evaluation and it will be forwarded to the Field Training Coordinator for filing. If the new officer disagrees with any comments or ratings, the new officer may note the disagreement on the form and request review by the Field Training Coordinator. (TBP: 3.15.1)
  5. The field training period may be extended when the performance of the new officer indicates additional training is needed, as indicated in the FTO evaluations. Specific deficiencies in the trainee officer's performance, along with a plan for addressing these deficiencies, will be clearly outlined in a Remedial Training Plan. This plan will also explicitly state that failure to improve performance may result in termination from employment.
  6. New employees shall be informed of the activities and actions involved in the accreditation process as part of their orientation period with the department.

7. The Field Training Coordinator will maintain communication with the FTO's for the purpose of assisting with training problems and for conducting end of phase evaluations at the termination of each of the training phases. The Field Training Coordinator will maintain custody of the training files containing the FTO evaluations.
8. All reserve officers are required to successfully complete a structured Field Training Program before the reserve may operate as a solo unit.
9. Reserve officers are required to ride with a full-time officer during their tour of duty. Upon being appointed by the Department, the reserve officer will be evaluated for the first 124 hours that they are on duty as a form of abbreviated field training. This evaluation will be documented on the regular field training evaluation form and will be completed daily by the full-time officer with whom the reserve officer rides. These 124 hours of evaluation must be completed within the first eight (8) months following appointment as a reserve officer. If the reserve officer fails to complete the abbreviated field training within the eight month period without reasonable justification, or if the reserve officer is failing to progress through the field training program due to performance problems, a recommendation of termination will be made by the Field Training Coordinator to the Chief of Police. This recommendation must include specific performance deficiencies observed by the officer(s) with whom the reserve officer was riding or by the Field Training Coordinator.
10. Following the successful completion of the minimum 124 field training hours, reserve officers will be informally evaluated monthly for an additional six months by their immediate supervisor.
11. The field training period may be extended when the performance of the reserve officer indicates additional training is needed, as indicated in the FTO evaluations.

#### C. Field Training Officer Selection, Training and Compensation

1. The Chief of Police will solicit recommendations from departmental supervisors. The Chief will review prior performance evaluations, activity levels, any complaints and commendations as well as advanced training. The Chief will interview potential candidates and make a determination based on the best interests of the department. Selection of Field Training Officers will be based on the best officers available for the assignment and those that represent the true mission and values of the department. (TBP: 3.12.1a)
2. FTO Training. All officers assigned as FTO's will successfully complete an approved field training program that meets TCOLE standards prior to receiving assignment as an FTO. All officers assigned as FTO's will receive FTO orientation training conducted by the Field Training Supervisor. (TBP: 3.13.1)
3. FTOs' training effectiveness shall be evaluated by their immediate supervisor and Field Training Supervisor.

4. FTO's shall conduct their training and make required reports and recruit evaluations as outlined in the Field Training Officer's manual.
5. New officers and lateral sworn officers shall evaluate each FTO from which they have received training after completion of each phase in the FTO program. This shall be accomplished in writing, as outlined in the FTO Manual, utilizing the appropriate form.
6. Employees who are selected as a Field Training Officer (FTO) will be compensated with FTO pay as follows:
  - a. FTO pay will be at the rate of \$50 per pay period.
  - b. FTO pay will be given to all active Field Training Officers, but **only** during periods where the Department has an officer undergoing field training.
  - c. The Field Training Coordinator will receive FTO pay **only** during periods where the Department has an officer undergoing field training.
  - d. Officers who have attended a TCOLE certified FTO training program, but who are not being actively utilized by the Department as a Field Training Officer, shall **not** receive FTO pay.

#### D. Periodic Program Review

1. Each January, the Field Training Supervisor will meet with all Field Training Officers to review the conduct of the FTO Program and determine if any changes are required. (TBP: 3.14.1)
2. A report of the findings of this meeting shall be forwarded to the Chief of Police for any action required.