

Hays County Sheriff's Office



Training Academy Course Schedule

Sheriff Gary Cutler

MISSION

The mission of the Hays County Sheriff's Academy is to provide the highest quality law enforcement instruction and to insure at all times that the standards and requirements of the Texas Commission on Law Enforcement and the Hays County Sheriff's Office are met or exceeded.

THE ACADEMY LOGO



*The **GOLD** Bar represents; setting the bar of conscience, and honor against evil.*

The Torch represents service; a leader's role is lighting the way for others.

The Text Book represents the need to continuous learning and pursuit of wisdom.

*The **BLUE** Shield represents the guardian of truth and loyalty to those we serve.*

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FREQUENTLY ASKED 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 tele communicator 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? How do I determine the course I have to take during the TCOLE training cycle?

Contact TCOLE at 936-7700, or create a User ID and Password on <http://www.tcole.texas.gov> at My TCOLE Training. Should there be a discrepancy with training received at the HCSO Academy, contact the Registrar.

What other training resources are available?

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

If I attended training at another agency or attended a seminar, is it possible for me to receive TCOLE credit?

Possibly, if the training is job related. You will need to provide a copy of the course outline, the instructors' credentials, an outside agency instructor evaluation and a certificate of completion to the Hays County Sheriff's Academy review within ten (10) days of completion. If approved, course credit will be submitted to TCOLE for their approval.

How long is the TCOLE Training Cycle?

Forty-eight (48) months. The "cycle" is comprised of two training "units". To maintain their license, Peace Officers must attend 40 hours of training during each 24-month training "unit". Correction Officers must attend Cultural Diversity during the training "cycle". Those holding an Intermediate Peace Officer license or above are exempt from Cultural Diversity and Special Investigative Topics. (Questions concerning the licensing requirements will be directed to TCOLE.) The current "unit" runs September 1, 2015 - August 31, 2017. The current "cycle" runs September 1, 2013- August 31, 2017.

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

Yes, however, it only counts toward that first 48-month training cycle.

REGISTRATION AND CANCELLATION INFORMATION

1. Registration for courses will be made via supervisors (for employees below the rank of sergeant) by contacting the registrar at (512)393-7809 or sheriff.training@co.hays.tx.us.
2. Students from agencies other than Hays County are required to pay tuition to attend classes at the Academy. Tuition fees will be paid in full at the time of registration to guarantee the slot.
3. All tuition fees must be paid in advance by one of the following methods of payment, payable to Hays County Sheriff's Office (no credit cards accepted):
 - a. Certified Cashier's Check, Money Order, Agency Issued Check, Purchase Orders
4. Should cancellation become necessary, the students' supervisor (if the student is below the rank of Sergeant) will notify a Training Academy Supervisor and/or the Registrar of the cancellation via email. Telephone cancellations are not permitted. Email cancellations should be sent to sheriff.training@co.hays.tx.us.
5. Cancellation of slots held by outside agencies, for which full tuition has been paid, must be made within five working days prior to the start date of the class, in order to receive a refund. Substitution of personnel in lieu of cancellation by outside agencies is permitted without penalty. The substitution must be made by the first day of class.
6. Reimbursements will be mailed to the agency that registers the student.
7. No reimbursement will be made for:
 - a. Student cancellations made later than five working days prior to start of class
 - b. Students who fail to successfully complete the course
 - c. Students who withdraw after the start of the course
 - d. Students who fail to attend the course
8. 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. When a course is canceled, outside agencies will be reimbursed.
9. The Training Academy will attempt to notify registered students of a course cancellation prior to the scheduled start date for the course. Email will be the preferred method in attempting to do so.
10. Hays County Sheriff's Office employees have priority over outside agency students attending any Academy Classes.

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 HCSO Policy.
3. Students will bring to class all appropriate materials necessary for note taking, and any duty equipment that is required for 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. The Training Academy is a tobacco free building. Smoking and/or dipping are not allowed in the building. A designated smoking area is provided east of the building, adjacent to the Academy parking lot. Tobacco use outside the designated smoking area is prohibited.
6. 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.
7. 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.
8. Telephones and computers in Academy Staff offices are not to be used by students.
9. All cell phones are to be placed on silent mode while attending classes. Usage of computers, i.e., laptops, iPhones, etc., is prohibited in the classroom unless approved by an Academy Instructor.

STUDENT DRESS CODE

It is the responsibility of each training attendee to comply with the grooming and dress standards while attending any Training Academy course. Attendees 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. Dress requirements are further identified in four distinct categories and may supplement the established standards for practical purposes: **Uniform; Casual; Physical Training;** and **Field.**

The Dress Code category "Uniform" is defined as:

- The student's issued Class B uniform as worn on duty.
- 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.

The Dress Code category "Casual" is defined as:

- 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.
- 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.
- 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.
- Absolutely no athletic attire, i.e., no sweats, wind suits, tank tops, muscle shirts, etc.

The Dress Code category "Physical Training" is defined as:

- Tactical Dress Uniforms, BDU's, jumpsuits, etc. which are suitable for physical activity. Clothing should be able to accommodate a duty belt, if applicable.
- T-shirts, sweatshirts or tactical shirts that portray a positive public image may be worn. No tank tops or muscle shirts.
- Footwear will be appropriate for duty and safety, which is consistent with the indicated training.
- In remote areas, a limited supply of water is provided. It is strongly recommended students supply additional water, drinks, and food when training is held in a remote, no services available location.

The Dress Code category "Field" is defined as:

- Clothing suitable for extended periods of time in a remote or outdoor location.
- Items of clothing such as T-shirts, overalls, jeans, BDU's, ball caps, cowboy hats, athletic shoes, hiking or combat boots, field jackets, sunscreen, portable shelter, etc., are authorized.
- The Texas climate dictates what will be appropriate in these settings and a variety of clothing is acceptable so long as the field dress is neat, clean and in good condition.
- In remote areas, a limited supply of water is provided. It is strongly recommended students supply additional water, drinks, and food when training is held in a remote, no services available location.

Note: No RED shirts will be worn by training attendee during training designated as Physical Training or Field. Red is reserved for instructors ONLY.

2020 COURSE DESCRIPTIONS

All classes begin at 0800 hours unless otherwise posted.

BASIC PEACE OFFICER COURSE – 1000



Post 9/11 G.I. Bill Eligible



HAYS COUNTY SHERIFF'S OFFICE TRAINING ACADEMY

BPOC Class 21 begins August 17, 2020

Testing dates are TBD

Tuition

\$1,800 for Non-Sponsored Cadets

\$900 for Hays County Agency Sponsored Cadets

ADDITIONAL CERTIFICATIONS

ALERRT Level 1 & 2
ALERRT Breaching
ALERRT ERASE
Patrol Rifle Course
TASER
OC
NAPD-Pursuit Driving
P.I.T.
Radar Certification



REQUIREMENTS

Must be 21 years of age by graduation
Possess a valid TX Driver's License
Pass Physical Assessment Test
Pass Criminal Background
Pass Medical Physical Exam
Pass Medical Psychological Exam

**Please note that all dates and times are subject to change. Verify course scheduling by contacting the Hays County Sheriff's Academy at 512 393-7809 or contacting the registrar at Mindi.duckworth@co.hays.tx.us*

COURTROOM SECURITY #10999	The purpose of this class is to give the court security officer a basic understanding of the threats associated with court settings as well as technology and techniques for court security operations in compliance with Government Sec 158.002.
Length of Course	1 day; 8hrs
Location	TBD
Dates	June 2nd July 28th
Tuition Fee	✓ \$30.00 to agencies outside Hays County ✓ Free to agencies within Hays County
Dress	Casual

ICC INMATE RIGHTS AND PRIVILEGES #3502	This 2-day course provides the Corrections Officer with an understanding of inmate rights and their responsibilities from a case law perspective.
Length of Course	2 days; 16hrs
Location	TBD
Date	August 3-4
Tuition Fee	✓ \$60.00 for agencies outside Hays County ✓ Free to agencies within Hays County
Dress	Casual

ICC INTERPERSONAL COMMUNICATIONS #3503	This 2-day course is designed to provide corrections officers 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. <i>Note: This is a requisite course for those Corrections Officers working toward their Intermediate Certificate.</i>
Length of Course	2 Days; 16hrs
Location	TBD
Date	August 17-18
Tuition Fee	✓ \$60.00 for agencies outside Hays County ✓ Free to agencies within Hays County
Dress	Casual

ICC SUICIDE PREVENTION AND DETECTION #3501	<p>This course provides the correction officer with an understanding of suicidal behaviors, signs/symptoms, assessments and proper management, and communication with suicidal persons in a jail setting.</p> <p><i>Note: This is a requisite course for those Corrections Officers working toward their Intermediate Certificate.</i></p>
Length of Course	1 day; 8hrs
Location	TBD
Date	November 2 November 3
Tuition Fee	✓ \$30.00 for agencies outside Hays County ✓ Free to agencies within Hays County
Dress	Casual

ICC SPANISH #2109	<p>This course is designed to develop speaking and listening skills and to promote a deeper understanding of the Hispanic population in the state of Texas.</p> <p>The utmost concern is to provide a foundation in the Spanish language that will not only lead to a strong repertoire for communicating with Spanish-speaking people, but also to the provision of officer safety.</p> <p><i>Note: This is a requisite course for those Corrections Officers working toward their Intermediate Certificate.</i></p>
Length of Course	2 days; 24hrs
Location	TBD
Date	November 16-17
Tuition Fee	✓ \$90.00 for agencies outside Hays County ✓ Free to agencies within Hays County
Dress	Casual

ICC CRISIS INTERVENTION TRAINING #1850	<p>With increasing frequency, law enforcement is being called upon to respond to individuals in serious mental health crises. It is necessary for law enforcement personnel to understand mental illness, and the tactics and techniques that have been proven to work most effectively when responding to individuals in these situations. These tactics and techniques are different than those routinely taught to officers to manage conflict. Utilizing the information from this course, and implementing effective strategies can help keep the officer safe, keep the public safe, and greatly reduce civil liability.</p> <p><i>*This course is a required course to be completed no later than the second anniversary of the date the officer is licensed or the date an officer applies for an intermediate proficiency certificate, whichever date is earlier, or to apply for an advanced proficiency certificate. This applies to those licensed, or applying for an intermediate or advanced proficiency certificate, on or after April 1, 2018.</i></p>
Length of Course	5 days; 40hrs
Location	TBD
Date	April 13-17 August 3-7
Tuition Fee	✓ \$150.00 for agencies outside Hays County ✓ Free to agencies within Hays County
Dress	Casual
ICC USE OF FORCE IN A JAIL SETTING #3504	<p>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.</p> <p><i>Note: This is a requisite course for those Corrections Officers working toward their Intermediate Certificate.</i></p>
Length of Course	2 days; 16hrs
Location	TBD
Date	October 27-28
Tuition Fee	✓ \$60.00 for agencies outside Hays County ✓ Free to agencies within Hays County
Dress	Casual

ICC CRIME SCENE INVESTIGATION #2106	This 5-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. <i>Note: This is a requisite course for those Peace Officers working toward their Intermediate Certificate.</i>
Length of Course	5 days; 40hrs
Location	TBD
Date	April 20-24 October 5-9
Tuition Fee	✓ 120.00 for agencies outside Hays County ✓ Free to agencies within Hays County
Dress	Casual

DE-ESCALATION TECHNIQUES: LIMITING USE OF FORCE IN PUBLIC INTERACTION #1849	This is a one day course that is legislatively mandated. <i>This course is also for Peace Officers working toward their intermediate, and advanced proficiency certificate on or after April 1, 2018.</i>
Length of Course	1 day; 8hrs
Location	TBD
Date	June 9 June 11 September 8 September 10
Tuition Fee	✓ \$30.00 for agencies outside Hays County ✓ Free to agencies within Hays County
Dress	Casual

CANINE ENCOUNTERS #4065	Canine Encounters is divided into ten component parts; Introduction, Facts/Statistics, Contributing Factors, Types of Aggressions, Body Languages, Encounters, Report Writing, Use of Force Continuum, Tools of the Trade and Self-Defense.
Length of Course	4 hours
Location	TBD
Date	February 18 February 20 June 2 June 4
Tuition Fee	✓ \$15.00 for agencies outside Hays County ✓ Free to agencies within Hays County
Dress	Casual

INTERACTING WITH DRIVERS WHO ARE DEAF OR HARD OF HEARING #7887	This is a 4 hour course to familiarize Texas Peace Officers with the laws regarding the ADA and individuals who are Deaf or Hard of Hearing. This course is also designed to give the Peace Officer skills and methods to make good decisions when it comes to dealing with the Deaf or Hard of Hearing on everyday calls.
Length of Course	4hrs
Location	TBD
Date	February 18 February 20 June 2 June 4
Tuition Fee	✓ \$15.00 for agencies outside Hays County ✓ Free to agencies within Hays County
Dress	Casual

FIREARMS INSTRUCTOR SCHOOL #2222	This course will help the officer develop the additional knowledge, skills, and techniques needed to organize and teach firearms courses. Students will learn to diagnose and correct shooter weaknesses, analyze and score targets, design and run courses of fire, and properly document police firearms training. Students will be required to qualify on handgun and shotgun at a 90% score on the morning of day 1. The qualifying course of fire can be found on TCOLE's website.
Length of Course	5 days, 40hrs
Location	ALERTT 1285 William Pettus Rd. Maxwell, TX
Date	July 20-24
Tuition Fee	✓ \$150.00 for agencies outside Hays County ✓ Free to agencies within Hays County
Dress	Field

BASIC PEACE OFFICER COURSE #1000	Students receive classroom training designed to prepare each student for the state licensing examination. In addition to the required 643 hours of TCOLE training, participants receive additional training on various force options, patrol rifle, ALERRT training, tactical driving, radar, mobile video, PIT and 40-hour officer survival training. <i>Note: This course meets the TCOLE requirements for BPOC #1000.</i>
Length of Course	32 weeks 1000 + hours
Location	Hays County Sheriff's Office 1307 Uhland Rd San Marcos, TX
Date	August 17, 2020
Tuition Fee	✓ \$1800 for non-sponsored/out of county agencies ✓ \$900 for Hays County agencies

BASIC CORRECTIONS ACADEMY TRAINING #1007	This course satisfies TCOLE requirements for the Basic County Corrections course. Topics include booking, identification, inmate rights, headcounts, emergency procedures, searches, classification, health services, wellness, etc.
Length of Course	14 days, 96hrs
Location	Hays County Sheriff's Office 1307 Uhland Rd San Marcos, TX
Date	Several Courses Offered. Contact Sheriff.Training@co.hays.tx.us for more information.
Tuition Fee	✓ \$420.00