

# 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 always ensure 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 Textbook 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 telecommunicator 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 Training Academy Coordinator at [sheriff.training@co.hays.tx.us](mailto:sheriff.training@co.hays.tx.us)

### **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, 2021 - August 31, 2023. The current "cycle" runs September 1, 2021- August 31, 2025.

### **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 Training Academy at (512)393-7809 or [sheriff.training@co.hays.tx.us](mailto: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 on the first day of class.
3. All tuition fees must be paid 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, or cash in the exact amount.
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](mailto: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 a Training 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 of 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.

# 2023 COURSE DESCRIPTIONS

*All classes begin at 0800 hours unless otherwise posted.*

*\*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 Training Academy Coordinator at [mindy.duckworth@co.hays.tx.us](mailto:mindy.duckworth@co.hays.tx.us)*

<b>Basic Corrections Academy Training #1007</b>	This course satisfies TCOLE requirements for the Basic County Corrections course.
Length of Course	<b>5 Weeks</b>
Location	Hays County Training Academy
Date	TBD
Tuition Fee	<ul style="list-style-type: none"> <li>✓ \$360.00 for agencies outside Hays County</li> <li>✓ Free to agencies within Hays County</li> </ul>
Dress	Uniform

<b>Basic Peace Officer Course #1000</b>	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 and 40-hour officer survival training.
Length of Course	<b>32 Weeks</b>
Location	Hays County Training Academy
Date	TBD
Tuition Fee	<ul style="list-style-type: none"> <li>✓ \$1,800 for agencies outside Hays County</li> <li>✓ Free to agencies within Hays County</li> </ul>
Dress	Uniform

<b>ICC CRISIS INTERVENTION TRAINING #1850</b>	<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.</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	Hays County Training Academy
Date	April 17-21 August 7-11
Tuition Fee	FREE
Dress	Casual

<b>FIREARMS INSTRUCTOR SCHOOL #2222</b>	<p>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.</p>
Length of Course	5 days, 40 hours
Location	ALERRT
Date	October 16-20
Tuition Fee	FREE
Dress	Field

<b>CRISIS INTERVENTION REFRESHER COURSE #3843</b>	This Crisis Intervention Refresher training provides a review of the key concepts, safety techniques, and communication skills initially taught in the crisis intervention section (Chapter 27) of the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) Basic Peace Officer Curriculum. This course will also allow time for discussion, questions, and concerns of technique utilization that participants have experienced since their initial basic training. Brainstorming with fellow attendees will assist in the discussion of "best practices" and the sharing of personal situational experiences.
Length of Course	8 Hours
Location	Hays County Training Academy
Date	TBD
Tuition Fee	FREE
Dress	Casual

<b>ICC CRIME SCENE INVESTIGATION #2106</b>	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	Public Safety Building
Date	July 10-14 October 2-6
Tuition Fee	FREE
Dress	Casual

<b>DE-ESCALATION TECHNIQUES: LIMITING USE OF FORCE IN PUBLIC INTERACTION #1849</b>	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	Hays County Training Academy
Date	May 9 May 11 September 12
Tuition Fee	FREE
Dress	Casual

<b>CANINE ENCOUNTERS #4065</b>	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	Hays County Training Academy
Date	June 6: 1300-1700 June 13: 0800-1200
Tuition Fee	FREE
Dress	Casual

<b>INTERACTING WITH DRIVERS WHO ARE DEAF OR HARD OF HEARING #7887</b>	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	Hays County Training Academy
Date	June 6: 0800-1200 June 13: 1300-1700
Tuition Fee	FREE
Dress	Casual

