

# 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 ensure 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 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 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](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 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](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.



# 2021 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 will tentatively be hosted in the Summer of 2021**

Testing dates are TBD

### Tuition

\$1,800 for Non-Sponsored Cadets

\$900 for Hays County Agency Sponsored Cadets

### ADDITIONAL CERTIFICATIONS

- ALERT Level 1 & 2
- ALERT Breaching
- ALERT ERASE
- Patrol Rifle Course
- TASER
- OC Spray
- 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](mailto:Mindi.duckworth@co.hays.tx.us)*

|                              |   |
|------------------------------|---|
| <b>ICC SPANISH<br/>#2109</b> | <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             | <b>2 days; 24hrs</b>  |
| Location                     | Hays County Training Academy  |
| Date                         | May 12-13<br>Sept 15-16   |
| Tuition Fee                  | <ul style="list-style-type: none"> <li>✓ \$90.00 for agencies outside Hays County</li> <li>✓ Free to agencies within Hays County</li> </ul>   |
| Dress                        | Casual  |

|   |   |
|---|---|
| <b>ICC CRISIS INTERVENTION TRAINING<br/>#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 12-16<br>June 7-11- <b>JUST ADDED</b><br>August 9-13  |
| Tuition Fee                                       | <ul style="list-style-type: none"> <li>✓ 120.00 for agencies outside Hays County</li> <li>✓ Free to agencies within Hays County</li> </ul>  |
| Dress   | Casual  |

|  |   |
|--|---|
| <b>ICC CRIME SCENE<br/>INVESTIGATION<br/>#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.<br><br><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   | April 19-23<br>October 4-8- <b>CLASS FULL</b>   |
| Tuition Fee  | ✓ 120.00 for agencies outside Hays County<br>✓ Free to agencies within Hays County  |
| Dress  | Casual  |

|  |  |
|--|--|
| <b>DE-ESCALATION TECHNIQUES:<br/>LIMITING USE OF FORCE<br/>IN PUBLIC INTERACTION<br/>#1849</b> | This is a one day course that is legislatively mandated.<br><br><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 4<br>May 6<br>September 14<br>September 16   |
| Tuition Fee  | ✓ \$30.00 for agencies outside Hays County<br>✓ Free to agencies within Hays County  |
| Dress  | Casual   |

|                                    |   |
|------------------------------------|---|
| <b>CANINE ENCOUNTERS<br/>#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                               | February 16<br>February 28<br>June 1<br>June 22   |
| Tuition Fee                        | ✓ \$15.00 for agencies outside Hays County<br>✓ Free to agencies within Hays County   |
| Dress                              | Casual  |

|  |   |
|--|---|
| <p><b>INTERACTING WITH DRIVERS WHO ARE DEAF OR HARD OF HEARING #7887</b></p> | <p>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.</p> |
| <p>Length of Course</p>  | <p>4hrs</p>   |
| <p>Location</p>  | <p>Hays County Training Academy</p>   |
| <p>Date</p>  | <p>February 16<br/>February 28<br/>June 1<br/>June 22</p>   |
| <p>Tuition Fee</p>   | <p>✓ \$15.00 for agencies outside Hays County<br/>✓ Free to agencies within Hays County</p>   |
| <p>Dress</p>   | <p>Casual</p>   |

## CORRECTIONS IN-SERVICE TRAINING

|                        |
|------------------------|
| <b>CONTROL TACTICS</b> |
|------------------------|

|                           |  |
|---------------------------|--|
| <b>FULL CERTIFICATION</b> | This course is required for any Corrections Officer who has not successfully completed the certification program previously. |
| Length of Course          | 3 days, 28hrs  |
| Location                  | Hays County Training Academy   |
| Date                      | March 8 - 10<br>March 15 - 17<br>Additional courses will be offered in conjunction with the Basic Corrections Academy.       |
| Dress                     | Field  |

|                         |  |
|-------------------------|--|
| <b>RE-CERTIFICATION</b> | This course is a 1-day recertification for Corrections Officers who have previously successfully completed the full CT course. Students who fail to successfully demonstrate the techniques required for the re-cert will be required to attend the full certification course. |
| Length of Course        | 1 days, 10hrs  |
| Location                | Hays County Training Academy   |
| Date                    | July 12<br>July 13<br>July 14<br>July 15<br><br>More Dates Will be Released in the Future  |
| Dress                   | Field  |

**JAIL RESPONSE COURSES:**

|                          |   |
|--------------------------|---|
| <b>JAIL MEDICAL/FIRE</b> | This is a two part course required for Corrections Officers as part of their continuing education in-service requirements. The jail medical course deals with life-saving medical care for Corrections Officers as well as inmates. The fire course is a familiarization course to ensure the Corrections Officer understands how to use and function in hazardous environments due to fires. |
| Length of Course         | Each course is 4 hours  |
| Location                 | Varies  |
| Date                     | March 17<br>March 18<br>March 19<br>March 20  |
| Dress                    | Field   |

|                         |  |
|-------------------------|--|
| <b>CRISIS IN A CELL</b> | This course is required for Corrections Officers as part of their continuing education in-service requirements. This course deals with situations where an inmate is refusing to exit a cell. This course covers use of force tactics as well as less lethal guidelines. |
| Length of Course        | 1 days, 8hrs   |
| Location                | Varies   |
| Date                    | May 3<br>May 4<br>May 5<br>May 6   |
| Dress                   | Field  |

**FIREARMS**

|   |   |
|---|---|
| <b>COUNTY CORRECTIONS FIREARMS COURSE (#3599)</b> | This course is required for any Corrections Officer who will be armed during the course of their duties. This course covers basic weapon safety and procedures for handgun and shotgun as well as Use of Force guidelines and policy.<br>*Supervisors must sign their employees up for this course. |
| Length of Course                                  | 4 days, 36 hrs  |
| Location  | ALERRT  |
| Date  | March 16-19<br><br>More Course Dates will be Released in the Future   |
| Dress   | Field   |

|                       |  |
|-----------------------|--|
| <b>QUALIFICATIONS</b> | All Corrections Officers having successfully complete the County Corrections Firearms Course (#3599) will be required to attend and re-qualify with assigned weapons. This includes handgun and shotgun. |
| Location              | ALERRT   |
| Date                  | June 22<br>June 24<br>Remedial Firearms: June 25   |
| Dress                 | Field  |



## LAW ENFORCEMENT IN-SERVICE TRAINING

### CONTROL TACTICS

|                           |   |
|---------------------------|---|
| <b>FULL CERTIFICATION</b> | <p>This course is <b>REQUIRED</b> for any Peace Officer who has not successfully completed the certification program previously.</p> <p>This course satisfies HCSO GO requirements for Control Tactics.</p> |
| Length of Course          | 3 days, 28hrs   |
| Location                  | TBD   |
| Date                      | <p>March 8-10<br/>March 15-17</p> <p>Additional courses may be offered in conjunction with the Basic Corrections Academy.</p>   |
| Dress                     | Field   |

|                         |   |
|-------------------------|---|
| <b>RE-CERTIFICATION</b> | <p>This course is a 1-day recertification for Peace Officers who have previously successfully completed the full CT course.</p> <p>Students who fail to successfully demonstrate the techniques required for the re-cert will be required to attend the full certification course.</p> <p>This course satisfies HCSO GO requirements for Control Tactics.</p> |
| Length of Course        | 1 days, 10hrs   |
| Location                | TBD   |
| Date                    | <p>July 12<br/>July 13<br/>July 14<br/>July 15</p>  |
| Dress                   | Field   |

|                    |   |
|--------------------|---|
| <b>TAC-DRIVING</b> | <p>This course is being re-written. The Training Academy will push out further guidance once training venue and dates are confirmed.</p> <p>This course satisfies HCSO GO in-service requirements for vehicle operations.</p> <p>Topics covered include precision driving, vehicle dynamics, pursuit tactics, forced stop methods, and hot stop procedures.</p> |
| Length of Course   | 2 days; 20 hours  |
| Location           | Varies  |
| Date               | TBD   |
| Dress              | Field   |

|                  |  |
|------------------|--|
| <b>PIT</b>       | <p>This course is <b>REQUIRED</b> for any Peace Officer assigned to the Patrol Division who has not received formal PIT Training.</p> <p>Non-Patrol employees may sign up on a space available status. The Training Academy will release further information when courses are scheduled and availability for non-patrol employees.</p> <p>This course satisfies HCSO GO in-service requirements for vehicle operations.</p> <p>Topics covered include pursuit tactics, forced stop methods, and hot stop procedures.</p> |
| Length of Course | 1 days, 10 hours   |
| Location         | TBD  |
| Date             | TBD  |
| Dress            | Field  |

|   |  |
|---|--|
| <b>PATROL RESPONSE TO SPECIAL THREAT SITUATIONS</b> | <p>This course is <b>REQUIRED</b> for any Peace Officer who has not successfully completed the course previously.</p> <p>Topics include use of force guidelines, tactical leadership, open air active shooter tactics, hostage situations, barricaded gunman resolution, and emergency medical care.</p> |
| Length of Course                                    | 2 days, 20 hours   |
| Location  | ALERRT   |
| Date  | June 16-17<br>June 23-24   |
| Dress   | Field  |

**FIREARMS**

|                              |  |
|------------------------------|--|
| <b>TAC-RIFLE<br/>(#3322)</b> | This 3-day course is designed to educate the shooter in the fundamental operations and maintenance of the AR-15 style rifle. The shooter will be exposed to multiple shooting positions, malfunctions, reloading and both close quarters and long distance shooting. |
| Length of Course             | 3 days, 28hrs  |
| Date                         | February 24-26<br>July 26-28   |

|                       |  |
|-----------------------|--|
| <b>QUALIFICATIONS</b> | All Peace Officers will be required to qualify on their primary weapons (handgun, shotgun, rifle). Employees will be allowed to qualify on their secondary and back-up weapons during this time. |
| Date                  | May 24-27<br>Remedial Firearms: May 28   |

|                      |  |
|----------------------|--|
| <b>TIER TRAINING</b> | All Peace Officers are required to attend assigned firearms Tier training. The 4 hour blocks may include handgun or rifle training. Students <b>MUST</b> register through the Training Academy for each training session. Students are required to bring all duty gear and protective equipment. Training is from 0800-1200 or 1300-1700 each day.   |
| Location             | ALERRT   |
| Date                 | <p>Tier 1:</p> <ul style="list-style-type: none"> <li>• March 18 &amp; 25</li> <li>• July 22 &amp; 29</li> <li>• October 21 &amp; 28</li> </ul> <p>Tier 2:</p> <ul style="list-style-type: none"> <li>• January 21 &amp; 28</li> <li>• April 22 &amp; 29</li> <li>• August 19 &amp; 26</li> <li>• November 16 &amp; 18</li> </ul> <p>Tier 3</p> <ul style="list-style-type: none"> <li>• February 18 &amp; 23</li> <li>• June 17 &amp; 24</li> <li>• September 23 &amp; 30</li> <li>• December 16</li> </ul> |