

	Houston Independent School District Police Department Directives	DIRECTIVE: 420-023
		EFFECTIVE DATE: September 8, 2017
	SUBJECT: Training	REVISED DATE: January 21, 2022

PURPOSE

The purpose of this directive is to establish guidelines for the training of sworn and non-sworn personnel. To ensure that all members of the HISD Police Department receive the necessary training to effectively and efficiently perform their assigned functions and promote career development. This directive applies to all Houston Independent School District Police Department Personnel.

TRAINING UNIT

The Training Unit will manage training functions and coordinate all training programs for the department, including but not limited to:

- a) In-service training
- b) Remedial training
- c) Specialized training
- d) TCOLE core courses
- e) Firearm qualifications
- f) Telecommunicators training
- g) Houston ISD required training
- h) Field Training Program
- i) Supervision and management training

IN-SERVICE TRAINING

Police Officers must complete a minimum of 40-hours of training every two years. The two-year time period shall coincide with the reporting period of the Texas Commission on Law Enforcement. Telecommunicators must complete a minimum of 20-hours of training every two years.

Training shall consist of mandated courses, general law enforcement, and related topics to include legal updates. Personnel must attend all annual mandated training sessions. All training absences must be approved by the employee's immediate supervisor and reported to their captain.

REMEDIAL TRAINING

To ensure that personnel does not suffer deficiencies in the basic knowledge, skills, and abilities required to perform at their given level, remedial training may be required for new or veteran members of the department.

SPECIALIZED TRAINING

The department will provide opportunities for specialized training for those employees demonstrating interest and abilities to broaden their knowledge, skills, and abilities for their given job responsibilities.

The following positions require specialized training:

- a) Investigators
- b) Instructor Proficiency
- c) Field Training Officers
- d) Telecommunications System Operator

The Chief of Police or designee may identify other specialized training to aid in the continuing development of personnel.

FIREARM QUALIFICATION

See Directive 430-001 Firearms.

SUPERVISION AND MANAGEMENT TRAINING

Supervisor(s) and management personnel must complete required training programs and other training courses recommended by the Chief of Police or designee.

FIELD TRAINING PROGRAM

Upon appointment, new HISD Police Officers will undergo field training to provide a safe environment to our customers. The field training phase(s) identified in the Field Training Program (FTO's) Manual may be extended weekly based on individual needs. The FTO Program Manual describes the field training process and evaluation method that prepares trainees to succeed in the program.

TRAINING COURSE REQUIREMENTS

The Training Sergeant will develop, review, and submit lesson plans to the Chief of Police or Assistant Chief for approval. The Training Sergeant will ensure that the lesson plan adequately covers all instruction periods. Lesson plans shall include, when applicable, the following information:

- a) Course description
- b) Lesson objective(s)
- c) Time allotted for the class
- d) Desired Learning Outcome(s)
- e) Desired performance objectives(s)
- f) Relationship of training to job performance
- g) If required, type of performance measurement (written test, performance demonstration, etc.).

Instructors may use either of the following methods of instruction:

- a) Lecture
- b) Discussion
- c) Role-playing
- d) Demonstration

- e) A combination of any or all methods of instructions

Instructors must identify training aids on the course lesson plan to the training unit. The training unit will ensure that all identified training aids are available before the beginning of the course. The training aids may be any one or combination of the following:

- a) Flip charts
- b) Chalkboard
- c) Overhead projector/Screen
- d) Any other specialized equipment

If a course requires a pretest and post-test, participants must score a minimum of 70% to successfully pass the course curriculum unless otherwise dictated by the course lesson plan.

Instructors not employed by the district must submit a "Propriety Letter" to the Training Sergeant indicating that their curriculum is TCOLE approved and all documentation is kept on file in their perspective offices.

TRAINING RECORDS

Following employee participation in training programs, the training unit will maintain documentation of training provided, to include;

- a) Sign-In Sheets
- b) Dates of training
- c) Type of training received
- d) Number of training hours
- e) Test scores (if administered)

The Training Sergeant shall be responsible for reporting records of each training class if conducted/coordinated through the Texas Commission on Law Enforcement Data Distribution System (TCLEDDS).

ROLL CALL TRAINING

Periodic roll call training/briefing sessions are an effective and efficient method to ensure ongoing training within the department. This training technique aims to keep employees current on aspects that pertain to their respective job functions.

Field supervisors should ensure that applicable instructional methods and appropriate techniques are utilized in roll call training. Field supervisors may assign appropriate personnel to conduct roll call training.

TRAINING ATTIRE

All training courses that do not require repeated physical exertion require business casual attire, whether internal or external. Employees will not wear clothing containing symbols or verbiage that may be offensive or demeaning. Shorts, tank tops, sandals, or revealing clothing are not authorized.

Training courses requiring repeated physical exertion, such as defensive tactics, ASP baton, bicycle training, etc., have specialized exceptions to the dress code requirements.

IN-SERVICE CONDUCT

A professional demeanor is required at all times during training assignments. Sleeping or inattentiveness is prohibited. Reading material during classroom training is restricted to required course material.

Approved By 
Pedro Lopez Jr., Chief of Police