**Training Requirements**

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| **Legislatively Required Continuing Education for Licensees**  §217.11. (a) Individuals appointed as peace officers shall complete at least 40 hours of continuing education training and must complete a training and education program that covers recent changes to the laws of this state and of the United States pertaining to peace officers every 24-month unit of a training cycle.  http://www.tcleose.state.tx.us/content/rules\_and\_statutes.cfm |

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| **Peace Officer Licensees**  ***Training Mandates***  Please pay close attention to the training mandates for the 2013-2015 training unit. The number of required hours has not changed.  Required Hours (Texas Occupations Code 1701.351(a)):   * 2013 to 2015 training unit - 40 hours * 2015 to 2017 training unit - 40 hours   Required Courses(Texas Occupations Code 1701.258 (a), 1701.351(a-1) and 1701.352)   * 2013 to 2015 training unit - Course 3183 State and Federal Law Update Course. * 2015 to 2017 training unit - Course 3184 State and Federal Law Update Course. * 4 Year Training Cycle 2013 to 2017   + Those holding a BASIC PEACE OFFICER Certificate or no certificate will be required to have Cultural Diversity, Special Investigative Topics, and Crisis Intervention Training.   + Those holding an INTERMEDIATE or higher do not have specific courses (other than the State and Federal Law Update Course)   + Individuals first licensed after January 1, 2011 must complete the basic Human Trafficking course within the first year of licensure. |

*If you have any concerns about your training needs or your current training record you can now check this on-line at the TCOLE web-site:* <http://www.tcleose.state.tx.us/index.cfm>

**TCOLE Licensing Courses**

♥ **Basic Peace Officer Course (1000)**

The Basic Peace Officer Course is designed to prepare an individual for a career in law enforcement as a police officer. This course provides students with the knowledge and skills necessary for the TCOLE Basic Peace Officer certification.This course is required for certification as a basic peace officer in the State of Texas.

**Pre-requisites:** Must meet enrollment standards (Commission Rule 215.5)

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| **FYI** - Commission records show the Collin County LEA had a three year first attempt pass rate (FY-11, FY-12, & FY-13) of **100.00** percent on the **BPOC** licensing examination. |

**∅ Basic Correctional Officer Course (1007)**

The Basic Correctional Officer Course is designed to prepare an individual for a career in law enforcement as a County Correction Officer. Many municipal law enforcement agencies also require this training. The course provides students with the knowledge and skills necessary for the TCLEOSE Basic Correctional Officer Certification. This course is required for certification as a County Correctional Officer in the State of Texas.

**Pre-requisites:** Must meet enrollment standards (Commission Rule 215.5)

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| **FYI** - Commission records show the Collin County LEA had a three year first attempt pass rate (FY-11, FY-12, & FY-13) of **93.87 p**ercent on the **BCCOC** licensing examination. |

**Basic Telecommunications Certification Course (1013)**

The Basic Telecommunications Certification Course is designed to provide the beginning telecommunicator with an understanding of situations encountered in an emergency communications environment. This course is required by the Commission for certification as a basic emergency telecommunicator.

**Supplemental Peace Officer Course (1018)**

The goal of the course is to provide out of state peace officers, federal agents or officers and those with Military Police Waivers desiring to become licensed peace officers in with an overview of those topics that are specific to Texas law as covered in the Basic Peace Officer Course (BPOC 1000). The course provides instruction on specific sections of the BPOC as required for successful completion of this course. The course also provides review of all materials of the BPOC 1000 course in order to help prepare the individual for the TCOLE Peace Officer Licensing Exam.

**Pre-requisites:** Individuals with federal or military credentials, or out-of-state license(s) may be eligible to attempt the licensing exam, if they meet all of the statutory licensing requirements of the State of Texas and the rules of the Texas Commission on Law Enforcement (TCOLE) (See Texas Occupations Code and Commission Rules, available on TCOLE website; [**www.tcleose.state.tx.us**](http://www.tcleose.state.tx.us). Rule: **219.2.**) Please click for Supplemental Peace Officer Course Syllabus

**Mandated Training**

**Civil Process Law (3131)**

The Basics of Civil Process course covers the jurisdiction of courts, which apply to civil process, officer responsibilities, criminal subpoenas, and rules of the court which apply to civil citations and subpoenas. This course meets the TCOLE Legislatively Required Continuing Education for Licensees rule 217.11.

**New Supervisor (3737)**

This course is designed to provide the student with the information to be prepared as a new supervisor. This course meets the requirements for compliance with 1701.352 Occupations Code for new supervisor training.

**Legal Update (3183)**

The goal of the course is to provide law enforcement officers with an update of the recent statute changes and additions as provided by the 82st Legislature. The topics of this course highlight changes to the Texas Penal Code, Code of Criminal Procedure, Transportation Code, Occupations Code and various Supreme Court decisions.

**The Crime of Human Trafficking (3270)**

As a requirement for an intermediate or advanced proficiency certificate issued by the commission on or after January 1, 2011, an officer must complete the basic education and training program on the trafficking of persons described by Section 1701.258(a).

**Investigative Hypnosis Update** (Coming soon)

This course is required for individuals who hole the TCOLE Investigative Hypnosis Proficiency.

**Intermediate Core Courses**

**Intermediate Child Abuse Prevention and Investigation (2105)**

This course provides an overview of the nature, causes and effects of child abuse and the investigation of these crimes. This course is one of the seven required for Intermediate certification.

**Intermediate Crime Scene Investigation (2106)**

This course provides additional training of Crime Scene Investigation topics include: Legal aspects of a crime scene, preparing for a crime scene investigation, investigating a crime scene, sketching and photographing, fingerprinting, identification, collection and preservation of evidence, DNA evidence, crime scene searches and electronic evidence. This course is one of the seven required for Intermediate certification.

**Intermediate Use of Force (2107)**

The course provides additional training of the terminology and concepts concerning the use of force by police officers. This course is one of the seven required for Intermediate certification.

**Pre-requisites:** Licensed Texas Peace Officer

**Intermediate Arrest, Search and Seizure (2108)**

The Intermediate Arrest, Search, and Seizure Course is designed to provide additional information on this subject area. Recent case law will also be presented. This course is one of the seven required for Intermediate certification.

**Intermediate Spanish (2109)**

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. This course is one of the seven required for Intermediate certification.

**Crisis Intervention Training (3841)**

The purpose of the Intermediate Crisis Intervention Training course is to educate law enforcement officers about issues pertaining to crisis intervention techniques, especially in communicating with persons with a mental illness. This course is a continuation and review of the crisis intervention section of the Basic Peace Officer Curriculum. This course is one of the seven required for Intermediate certification.

**Special Investigative Topics (3232)**

This course is designed to meet the continuing education requirements of Texas Government Code 415.034 for peace officers in the State of Texas. This course includes: Child Abuse and Neglect, Family Violence, Sexual Assault and issues concerning Sex Offenders. This course is one of the seven required for Intermediate certification.

**TCOLE Certificate Courses**

**♣TCOLE Firearms Instructor (2222)**

This course covers semi-automatic pistol and shotgun training. It is for new instructors in these weapons. Students should have a working knowledge of all weapons and must shoot a qualifying score to successfully complete the course. This is not a beginner’s course. Topics include range management, lead and hearing issues, range safety and analysis, and correction of shooter problems. Students completing this course meet part of the TCOLE requirements for approval as an in-service Re-qualification and/or Peace Officer Basic Training Firearms Instructor. **Pre-requisites:** Licensed Texas Peace Officer and TCOLE Basic Instructor Certification.

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**TCOLE Basic Instructor (1014)**

This Basic Instructor Certification course is designed to provide the basic concepts of instruction and to increase the quality of professional law enforcement training. This course introduces the student to the teaching-learning process, phases of the teaching-learning process, factors affecting learning, preparing a lesson plan, and methods of instruction. The students will be taught how to develop and use instructional media to enhance their presentations. In addition, the fundamental techniques of developing testing and evaluation procedures will be presented. Each trainee must demonstrate the basic knowledge and skills required to effectively instruct a lesson during two teaching exercises which will be evaluated by two instructors.

**TCOLE Cybercrime Certification Course**

This course will teach the basics of how computers are used to commit crimes and where digital evidence may be located. It will also expose the student - peace officer, to the terminology and technology necessary to investigate technology facilitated crimes. Legal issues will be addressed such as the liability attached to Cybercrime investigations and how that translates to the students’ agency, how to minimize liability for evidence detection and preservation, and how to ensure a successful investigation, while establishing credibility through training and acquired knowledge.

**TCOLE Advanced Instructor Proficiency**

(a) To qualify for an advanced instructor proficiency certificate, an applicant must meet all proficiency requirements including:

(1) holding a TCOLE Instructor license/certificate for at least three years; and

(2) successful completion of the commission’s advanced instructor course.

The TCOLE Advanced Instructor Certification Course is designed to advance instructor knowledge and understanding of student motivations and generational values as well as advance the development of instructor skills in preparation, presentation, and overall competency in training. This course has been developed by a committee of subject matter experts and delivered for presentation by TCOLE for certification as an Advanced Instructor as provide by TCOLE rule §221.28.

**Pre-Requisites**:  Instructors who have been certified by the Commission as a Basic Instructor for a minimum of three years.

**Mental Health Peace Officer (4001)**

The purpose of the Mental Health Officer course is to further inform and educate the officer in the area of mental health and issues pertaining to serving as a mental health officer, to include advanced crisis intervention training. This course is mandatory for TCOLE certification as a Mental Health Peace Officer.

**Crime Prevention Specialist** *(Coming Soon)*

This course will be award TCOLE law enforcement in-service credit and meets the requirement for attending an introductory crime prevention course toward certification as a Crime Prevention Specialist.

**§221.39 Crime Prevention Specialist Proficiency**

(a) To qualify, an applicant for a crime prevention specialist proficiency certificate must meet all proficiency requirements including:

(1) at least one year experience serving in a crime prevention assignment;

(2) successful completion of required courses; and

(3) pass an approved examination for crime prevention specialist proficiency.

(b) A certificate is valid for two years.

**Investigative Hypnosis (1009)** *(Coming Soon)*

Students will obtain a thorough understanding and knowledge of the objectives, procedures, and methods of hypnosis including induction technique. Information eliciting, de-hypnotizing, reporting procedures, legal aspects as it relates to the use of investigative hypnosis by a peace officer. *Instructor: Marx Howell*

**Sexual Assault / Family Violence Investigator (3264)**

The Sexual Assault Family Violence Investigators Course (SAFVIC) Program is designed to provide law enforcement officers with the tools they need to effectively investigate and prevent sexual assault and family violence. This course is mandatory for the TCLEOSE **Special Investigator Certificate, 221.29.**

**Instructor Development Programs**

*These courses provide instructors with skills and development in various areas of specific interest for law enforcement instructors, regardless of instructional specialty and are designed to provide a strong foundation of knowledge when planning and developing programs of specific instruction. It is strongly recommended that each individual possess, as a minimum a TCOLE Basic Instructor Proficiency Certificate for all general courses and TCOLE Firearms Instructor Proficiency for any course specializing in firearms training programs.*

**Instructor Development - The 10 Minute Role Class**

This course invites students to participate in a working class session. Students will work in groups in order to brainstorm using available time at roll call for active training classes. Participants will be required to create and present a ten minute roll call class during the course. All roll call class materials presented will be shared with participants so that all students leave with class material for use at their agencies. Current training trends, case law and training techniques will be discussed. The course may also prove valuable for experienced trainers who wish to share ideas about using a small amount of training time to the greatest advantage within the organization.

**Instructor Development - Stress Management for Law Enforcement**

How police officers manage stress will impact the success on the job, as well as all facets of their relationships with their families and friends. Stress affects individuals in many ways. Police management must recognize stress as part of the job, and more departments should proactively implement programs to address stress. This course will focus on the issues of stress in law enforcement and individual management techniques.

**Instructor Development - Report Writing and Courtroom Testimony (2049)**

The initial phases of any investigation are super critical, and the way you record basic factual information; your observations; statements by others; evidence collection, and any other actions you take will determine the success or failure of an investigation. This course assists report writers and reviewers in preparing accurate, concise and complete investigative reports. Topics covered include communication, parts of speech, report-writing guidelines, grammar usage and report forms and formats. The course will also focus on effective courtroom testimony as a critical component of the officer’s duties. Topics include: courtroom strategies, testimony vs. written reports, court preparation, professional conduct and evidentiary considerations.

**Instructor Development - Reality Based Training**

The training needs of law enforcement officers are unique in the demanding and stressful nature of their job. The use of deadly force is a complicated area to understand because of many factors involved in our decision-making abilities to use the appropriate force necessary. The purpose of this course is to provide training and guidance in reality-based training concepts and procedures.

**Instructor Development - Basic TABC Rules and Enforcement**

Topics discussed in this course include TABC law and *enforcement techniques.* Additional topics include structure of the liquor enforcement agencies, types of permits, police cases, improper conduct violations, evidence and evidence handling, minor (juvenile) violations, false identifications and joint investigations.

**Instructor Development - Suicide Prevention for Law Enforcement**

This course teaches participants the warning signs of suicide in police officers and ways to prevent a suicide attempt. Topics include characteristics of violence, behaviors of violence, job stresses, and means of prevention and help.

**Instructor Development – Basic Breaching**

**Door breaching** is a process used by military, police, or emergency services to force open closed and/or locked doors. A wide range of methods are available, one or more of which may be used in any given situation. This course will familiarize officers with the basics of “mechanical methods” which use force to break the lock or door, or tools which concentrate a large amount of force on the door, and addresses the “breacher’s” procedures and protocol. This course only addresses mechanical breaching techniques.

**Instructor Development - Basic Power Point**

This course is designed for officers who need to give presentations to various types of audiences. Students will learn the structure of a presentation and learn to use basic and advanced tools of Microsoft’s Power Point program. They will also learn how to tailor a presentation to a given audience. Students will create an original presentation, using the skills taught during the class.

**Instructor Development – Lesson Plan Development**

This course is designed to teach the police instructor the techniques needed to conduct training for law enforcement professionals and to develop effective lesson plans. The course presents the information necessary for the law enforcement instructor to assess training needs, prepare the appropriate lesson plans, present the instruction to the student and effectively evaluate the level of learning by the student.

**♣ Instructor Development - Firearms Proficiency Officer/Range Safety Officer (3300)**

This two-day course prepares students to function as departmental firearms officer, with focus on the semiautomatic pistol, range qualification and the documentation of annual firearms proficiency. The course covers the aspect agency qualification requirements, range safety management, course design and correction of shooter problems with a semiautomatic pistol. This course meets (part of) the TCOLE requirements for approval as a firearms proficiency officer, **217.21.**.It is recommended that individuals successfully complete all Instructor Development Programs which involve firearms training.

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**♣ Instructor Development – Revolver Instructor**

Often seen as one of the forgotten skills, this course will prepare Firearms Instructors or firearms proficiency Officers to function as revolver instructors. Topics are geared toward the instructor and include: implementation of safe procedures, moving and shooting, shooting on the move, multiple target engagement, pivot drills, managing a hot range, low level light operations, teaching the fundamentals of marksmanship, diagnosing and remedying shooter errors, as well as how to meet TCOLE requirements for approval as an in-service Re-qualification and/or Basic Peace Officer Course Firearms Instructor.

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**♣ Instructor Development – Shotgun Instructor**

This course is for officers seeking instructional skills with the shotgun. Instruction covers firearms safety, administrative procedure, operational procedure and tactical shooting skills. Students will learn to instruct techniques commonly used in urban and rural environments. They will learn to teach fundamental principles that will increase students speed, accuracy and confidence with the shotgun. Additional topics include: characteristics and accessories, line level maintenance, ready positions, deployment, shooting positions, firing techniques, shooting on the move, barricades, and transition drills.

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**♣ Instructor Development - Low Light / Flashlight Shooting Skills**

This course is directed to range safety officers and/or firearms instructors that wish to improve low light / flashlight sidearm skills. The course introduces “task focus” shooting exercises which help to improve individual components of the shooting sequence. Topics: Dim light shooting (no flashlight) with and without night sights, flashlights shooting techniques, and live-fire drills.

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**Instructor Development – The Effectiveness and Safety of Pepper Spray**

Pepper spray, or oleoresin capsicum (OC), is used by law enforcement and corrections agencies across the United States to help subdue and arrest dangerous, combative, violent, or uncooperative subjects in a wide variety of scenarios. Though generally assumed to be safe and effective, the consequences of the use of OC, as with any use of force, can never be predicted with certainty. The need for reassurance on these points remains. This course summarizes the results of two unpublished NIJ-funded studies on the safety and effectiveness of pepper spray in real-life arrests and compares them with previous studies. The course will also address training procedures and protocol. The goal: to expand the scope of knowledge on this complex subject.

**Firearms In-service**

**♣ Advanced Handgun Skills**

This course pushes the officer beyond preconceived limits about what is possible with their handgun, making the officer a faster, more accurate and more decisive pistol shot. Topics Include: advanced shooting challenges, wounded defender drills, long range drills, low light shooting and shooting exercises completed under stress.

**♣ Less Lethal Shotgun**

This course addresses effective and realistic use of less lethal bean bag, shotgun flash-bang and other specialty shotgun rounds. *(Ammunition is provided)*

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**♣ Tactical Firearms**

This course enhances shooting skills by introducing new trends in firearms training. Topics include: cover and concealment, move and shoot techniques, use of space, malfunction drills, two-officer tactics, and angled and position shooting.

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**♣ Patrol (CARBINE) Rifle (3322)**

This three-day course is designed to develop basics of patrol carbine. Students will gain a base level understanding combined and skill proficiency. Students will progress from cleaning, care and maintenance to deployment, basic handling and marksmanship skills and on to advanced shooting drills. This course will cover techniques commonly used in urban and rural environments. Training is based on fundamental principles that will increase speed, accuracy and confidence with the carbine.

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**♣ Top Skills Firearms (Female Law Enforcement Only)**

The purpose of this course is to improve the female officer shooting performance through classroom exercises and partner skill-building drills in addiction to intensive range work. At the end of this class, the female pistol operator will have a much higher level of understanding of the weapon system and an increased ability to deliver it efficiently and effectively.

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**Pre-requisites:** Female officers only

**♣Tactical Sub-Gun Operator Course**

This course will provide training in the basic marksmanship skills and operational skill training in an SMG weapon system. Instruction focuses on firearm safety, operational procedure and tactical shooting skills. Weapons operating systems and care of these systems will also be addressed. Any full automatic fire capable 9mm, 40 S&W, 45ACP or .223 caliber firearm is acceptable in this course.

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**♣ Response to the Active Shooter**

This course will prepare patrol officers to respond to active shooter incidents, a situation in which time-critical tactical functions to locate, isolate and neutralize the threat must be completed in order to save civilian lives and keep police personnel alive. Scenarios include schools, workplaces, and public arenas.

**Special Hours:** The course will start at 1:00 p.m. and conclude at 10:00 p.m. for two evenings to allow of nighttime training scenarios.

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**♣Reactive Shooting Course**

This course will focus on reactive judgment shooting skills. The courses of fire and scenario training will be intense. Critical thinking in tactical situations coupled with situational awareness will be stressed. Single and multiple officer scenarios will be covered.

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**♣ Basic Precision Rifle Skills/Basic Sniper**

Instructors for this three-day course will introduce students to the scoped rifle in a relevant and detailed manner. The course is designed for students with little to no scoped rifle experience. Instruction includes scoped rifle operation and marksmanship skills including weapon and equipment setup, care and maintenance. Proper mounting and use of optic sights including MOA *(Minute of Angel)* and personal rifle DOPE *(Data On Personal Equipment (****DOPE****) book)* will be covered in detail.

**Prerequisite:** This course or a documented equivalency is a prerequisite to attend the Advanced Scoped Rifle Operator course.

**Special Concerns:** Each student must provide a quality scoped rifle weapon system and 150 rounds of match grade ammunition. Non-bolt action rifles will need prior approval. This is a base level course and serves as a foundation for all further scoped rifle classes.

**♣ Undercover and Concealed Carry Tactics**

Another aspect of Combat Marksmanship is being able to function with your firearm when you are not on uniformed duty status. Oftentimes officers or agents are assigned to plain clothes or undercover assignments. This brings new considerations to operating in a safe, effective and economical fashion with your firearm. Instructors in this one-day course will introduce students to new ways to operate in a concealed fashion without losing the tactical edge. Topics include: dressing to conceal, concealment garments, concealment holsters and tactical considerations of concealment to include quick accessibility to your firearm versus deep concealment and the loss of reactionary speed. In addition to classroom instruction, students will also participate in dry fire and live fire drills.

**♣ Court Security / Bailiff/Court Security Officer Firearms Skills**

This course provides firearms training for close encounter firearms situations. Training involves threat identification, move and shoot, cover and instinctive shooting techniques.

**General In-Service Courses**

**Active Shooter and Communications** (TCOLE # 5309)(8-hrs)

During this class students will look at the history of active shooters, and will learn how active shooter incidents were handled in the past and what has changed over the years. Students will learn that active shooters do not only happen at schools, but can happen at any public location; where there are usually lots of victims. Students will learn how the call taker can get vital information from the callers and to not discredit any call that comes in for the incident. This class will teach telecommunicators what questions to ask of callers, how to dispatch the responding units and keep track of them. This class will provide the telecommunicator with a solid knowledge base of how to handle an active shooter incident. *Instructor: Maria Lemonds*

**Anti Terrorism Concepts for the Patrol Officer** (8-hrs)

This is a must have course for every patrol officer and field supervisor. This course begins with a brief educational background on Islamic, right wing, and environmental terrorist groups. The course then blends actual field level terrorism interdiction and shows the step by step building blocks to terrorist attacks, pre-incident indicators, and what to look for when contacting suspected terrorist during traffic stops and calls for service. *Instructor: Dan Borgeson*

**Basic Computer Skills**

Only know how to find the power button? Or can you just get your e-mail? Think Google is a foreign language? This class is as basic as it gets. Students will learn basic computer operations in this course, allowing them to be more efficient in their jobs and experience less frustration with common errors and situations with the Windows operating system. This course will concentrate on basic operation of the Windows operating system, word processing tips and tricks, e-mail basics (including replies, forwarding and attachments) and basic level Internet usage.

**Basic Honor Guard - Skills and Development** *“Our 7th year providing this training!”*

This course is designed to instruct officers in various aspects of Drill and Ceremonies, Customs and Courtesies, and military professionalism and then allow the officers to perfect the skills learned by continuous practice. Additionally, the course is designed to serve as a standardized guide to provide public safety organizations with the basics for the development of an agencies honor guard and color guard units. *Instructor: Ron Spears*

**Basic Law Enforcement Videography**

This course is for law enforcement officers with no experience in videography and who are responsible for the use of video for crime scenes or other documentary videography. Students are introduced to the use of video in law enforcement, with an emphasis on crime scene and evidentiary documentation for officers without access to a video production studio. Topics include understanding camera features and controls, safety, lighting, problem-solving in the field, and specific scenarios such as crime scenes, interviews and surveillance. Basic photography skills are helpful.

**♣** ♥  **Basic Tactical Operations “SWAT”**

The first SWAT team was established in the Los Angeles Police Department in 1968. Since then, many American and Canadian police departments, especially in major cities and at the federal and state-levels of government, have established their own elite units under various names; these units, regardless of their official name, are referred to collectively as SWAT teams in colloquial usage. This is a fundamental training course that focuses on the primary objectives of SWAT; special weapons and tactics. This course will move from the basics to the advanced covering such topics as; firearms, perimeters, various entries, tactical concepts, and team-building. Officers will leave with the basic knowledge and skills necessary to operate in a tactical environment and be contributing members of a tactical team. Students will participate in daily physical training to increase their physical performance in SWAT related mission environments.

**Clandestine Laboratory Investigations** (8-hrs)

This course covers clandestine laboratory investigations for first responders / patrol officers. Commonly manufactured controlled substances are profiled to show the production process and associated hazards that street officers may encounter. Hydro Marijuana, Hash Oil, Mushrooms, Cheese, Crack Cocaine, Methamphetamine, Strawberry Meth and Crystal Meth are all covered. Students will develop a basic understanding of the hazards associated with clandestine labs and investigative steps that can be taken by first responders. *Instructor: Greg Bowers*

**Communication Skills**

Communicating with tact, diplomacy and credibility is an important skill. In this course participants will learn: how to improve their own communication skills, identify the four basic behavioral styles and how to adapt to each, and how to capitalize on their own personal style for more effective communication. This course is excellent of any professional in the law enforcement field wish to improve their basic communication skills.

**Community Policing** (16-hrs)

What exactly is community policing? What are its roots? How can a department put it into action? This program will answer these questions and more. This course provides officers with an understanding of what community policing is, how it came about, ways to begin building partnerships with the community, and the fundamentals of problem solving. *Instructor: Greg Bowers*

**Correctional Direct Supervision**

Learners will learn and apply the Principles and Dynamics of Direct Supervision including mediation, arbitration and crisis intervention in a correctional setting.  Included in this course is TCLEOSE Course #3503, Interpersonal Communications in the Correctional Setting which focuses on positive behavior control, dispute resolution and incident debriefing.

**Courtroom Testimony for Police Officers** (8-hrs)

This course covers courtroom testimony for police officers. Everything from what officers’ need to know before they reach the courtroom to actually giving testimony will be examined. Students will develop a basic understanding of the do’s and don’ts associated with testifying and how to deliver their testimony in an effective professional manner. *Instructor: Greg Bowers*

**Crash Investigations** (8-hrs)

Students will learn the concept of investigating – rather than just reporting – crashes, and what crash scene evidence to collect as well as how to collect it.

**Criminal/Narcotics Interdiction** (8-hrs)

The objective of this course is to educate law enforcement officers in proper techniques and procedures to successfully and lawfully conduct criminal interdiction patrol stops.

**Crisis Communications** (TCOLE 2120)(24-hrs)

The Crisis Communications Course is designed to provide additional information required to become a more proficient emergency telecommunicator. This course is one of the required courses for obtaining an Intermediate Telecommunicator Certificate. Students will learn Crisis Intervention and Management, Crisis Communication Skills, how to deal with Angry and/or Difficult callers, Mental Impairments, Suicide Intervention, Family Violence, Hostage and Barricaded Incidents, Bomb Threats and Weapons of Mass Destruction. *Instructor: Maria Lemonds*

**Critical Decision Making** (8-hrs)

This course will focus on the process of making decisions; will increase students’ knowledge in critical decision making and their ability to come to an ethical conclusion. Students will discover a working definition of ethics, and rediscover their core values. Students will be exposed to ethical neutralizing mindsets, and will learn how to enhance their ethical climate. *Instructor: Jamie Matthews*

**Cultural Diversity (Street Spanish) Hispanic View**

This course will focus on the Hispanic view of cultural diversity and its relationship to law enforcement. Training is provided in various phrases and/or verbiage of Hispanic dialect(s) that can relate to the officers’ day-to-day experiences with individuals of the Hispanic culture and the officer’s safety.

**Disaster Preparedness for Patrol Officers** (8-hrs)

**Course Description:** In a large-scale emergency, first responders will be unable to respond home. The time to prepare you, your family, and your department is now. In this course, officers will learn home and family preparedness, workable evacuation plans, on-duty and off-duty equipment issues, and how to prepare your police organization for disaster. A comprehensive home and department checklist will be developed on the topics presented. *Instructor: Dan Borgeson*

**Dealing with Difficult People**

Dealing with difficult people is something most people face as a part of their everyday work life, especially for those in law enforcement profession. In this course participants will learn how to deal with various types of troublesome people and situations, and provides effective techniques for dealing with difficult people and other workplace problems. This course is excellent for any professional, who face chronic complainers, loudmouths and other difficult people.

**Dealing with Violent Suspects**

A violent subject needs to be subdued – for his own safety and that of others around him. But, is the person mentally ill, on drugs, or simply angry? How can the responding officer calm the individual down, prevent loss of life, and keep him/herself safe? This course outlines some of the alternatives.

**Defensive Tactics for Female Officers**

This course is for female officers focusing on tactics and body mechanics. It provides realistic subject control techniques specifically designed for female officers. Situations involving confrontations while standing and on the ground are also covered.

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**Detecting Deceptive in Verbal and Written Statements**

There are signs and symptoms of deceptive behavior that are basic and easily applied in the interviewing process. By learning to recognize the behavior and then applying certain techniques to uncover the truth, officer’s can stay in control of a situation and perform with more confidence. This course is designed to teach officers to recognize deception. Statement Analysis if the process of examining a person’s words to determine exactly what the person is saying.

**DWI Investigations**

This course provides an overview of the reasons and needs for DWI enforcement. Topics include:

* Statistics of fatalities and accidents in relation to DWI
* Overview of officer hesitance to proactively seek out and arrest DWI drivers
* Overview of the three phases of DWI investigations
* Form and tools to complete a sound DWI investigation
* Successful report writing, court preparation and testifying in court

**Eyewitness Evidence**

Eyewitness evidence is critical to the apprehension and prosecution of criminals. Since 1989, DNA evidence has been used to exonerate nearly 200 individuals that were wrongfully convicted and imprisoned. Of those, approximately 75% were convicted on evidence that included inaccurate and faulty eyewitness identifications. Research has proven that a number of small changes to the identification process will help improve the accuracy and reliability of eyewitness identification, ensuring that the highest quality of eyewitness evidence is collected and preserved. The goal of this course is to provide students with a knowledge and understanding of how the implementation of recommended protocols, or *Best Practices*, can improve the accuracy and reliability of eyewitness evidence.

**“EXCITED DELIRIUM”**

Excited Delirium (ED) is a medical condition requiring police intervention.  Police capture, control & restrain before relinquishing custody to EMS or Fire Rescue. In addition, you will learn the history of ED and sudden death (SD). Recognize the behaviors for identifying ED and  the importance of cooperating with other first responders. Hear about the current research into the causes of ED, develop procedures for investigating ED & know how to limit your liability exposure by developing best practices policies and procedures.

**Field Training Officer/FTO**

This course is designed to provide either newly appointed field training officers or veteran FTOs wishing to refresh their skills insights into training and evaluation principals needed while working with a probationary officer. The class emphasizes the FTOs role in assisting new offices in applying the knowledge and skills acquired during basic training. The course highlights instructional techniques, leadership, ethics and role modeling to include discussion of adult learning principals. Consistency in evaluation of trainee performance is practiced during realistic scenarios.

**First Responder Electronic Crime Scene Investigations**

This class is for officers or investigators likely to encounter computers, digital media or electronic devices during an investigation. Topics include computers or media as either tools or targets of crimes and laws related to computers, methods of searching, securing and transporting a computer system without destroying evidence, and how to submit the equipment to a computer crime specialist or unit. **NOTE:** No computer experience is necessary for this class.

**First Responders Role in a Barricade, Hostage or Suicide Situation**

This course provides guidance to officers responding to critical incidents. Topics include guidelines for the first responding officer in a critical incident situation, development of agency policies and procedures, communication techniques, setting the tone of the situation, scene management, and officer safety.

**Ground Fighting (Grappling) Techniques (Level I)**

This course focuses on to techniques, maneuvers, and counters applied to an opponent in order to gain a physical advantage, such as improving their relative position or to escaping, through the application of various techniques, and counter maneuvers. This course will be the first in a series in this subject for student development.

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**Hiring the Best: Interviewing of Integrity**

No one knows more about a candidate's past behavior than the candidate does. The Hiring the Best program offers specific, step-by-step instruction on how to elicit truthful responses from a candidate during a face to face interview. Hiring the Best is designed for any police officer who has the responsibility for hiring, promoting, selection of special assignments, or lateral transfers of personnel.

**Internal Investigations**

This course is for the law enforcement officer responsible for investigation of personnel. Topics include: types of misconduct, complaints, investigation procedures, standards, policies and procedures, case history and law, officer rights.

**Interview and Interrogation (3200)**

This course provides the law enforcement officer with an understanding of non-verbal communication, interrogation techniques, effective listening styles, and legal requirements and limitations. Topics include Miranda, Escobedo, recent court decisions and interview pros and cons.

**Introduction to Computer Forensics**

This course introduces students to computer forensics and cyber-crime scene analysis. The various laws and regulations dealing with computer forensic analysis will be discussed. Students will be introduced to the emerging international standards for computer forensic analysis, as well as a formal methodology for conducting computer forensic investigations. **NOTE:** No computer experience is necessary for this class.

**Latent Print Development**

This hands-on course provides the latest instruction in various methods of latent print development. This course is valuable for personnel assigned to processing crime scenes and collecting evidence. Topics covered include a review of basic fingerprint classification, powder and chemical selection for porous and nonporous surfaces, powder and chemical development of latent prints and use of cyanoacrylate (superglue) fuming and lifting techniques.

**Leadership at Every Level** (8-hrs)

This course will focus on leadership. Regardless of your position, there are leaders at every level. Students will learn that everyone has a role to play, to accept your position and do it to the best of your abilities. Students will be able to identify, define and discuss leaders/leadership. Students will develop and discuss leadership styles. Students will learn and understand what it means to treat people right, and how treating people right will and can accomplish many goals and strategies. Instructor: Jamie Matthews

**Lone Wolves in the United States**

In the United States, lone-wolf terrorism has been regarded as a serious threat to public safety. Despite their divergent nature, the bombing of the Alfred P. Murrah Federal Building in Oklahoma City, on 19 April 1995, and the events of 11 September 2001 have increased the perceived threat of lone wolf terrorism in the United States. Law enforcement officials and terrorism analysts emphasize that lone terrorists are particularly hard to identify before they act and therefore pose a major security threat. By their very nature, lone wolves operate by themselves in or in very small groups. This makes collecting intelligence on their operations difficult at best. Hopefully, someone who knows the lone wolf will report their activities to the authorities before someone gets hurt. Unlike an organized crime group or criminal gang, there is no hierarchical structure to target. This course provides an overview of various lone wolf incidents; address the issue of lone wolf terrorists, how to identify them, their motivation, and what first responders should do to address them. Additionally officers will obtain a better understanding of the characteristics common to lone wolf operators, common motivations and the methodology of lone wolf operators.

**Methamphetamine: Recognition, Identification and Safety Concerns of Clandestine Laboratories**

Topics include the affects of methamphetamine on the body, the manufacturing process, user identification, enforcement methods and tactics, investigative techniques, chemicals and equipment identification, drug laws, and officer safety.

**Narcotics 101** (40-hrs)

This course covers the basics of working narcotics. Topics covered include drug law basics, ethics, search and seizure, search warrants, informants, on-scene investigation, interview and interrogation, clan lab investigations and courtroom testimony. Students will develop a basic understanding of the overall knowledge needed to work narcotics. *Instructor: Greg Bowers*

**Officer Survival: Traffic Stops**

(Simunition Course - No live firearms allowed in training facility.)

Traffic Stops identifies and demonstrates effective and practical tactical techniques for increasing personal safety during traffic stops in a variety of circumstances and conditions. This program also identifies warning signs of life-threatening traffic stop situations. An emphasis on the importance of a positive mindset, focused awareness, and anticipatory tactical planning is underscored throughout the program. This program provides survival strategies that all officers can use.

**Special Hours:** The course will start at 6:00 p.m. and conclude at 11:00 p.m. for two evenings to allow of nighttime training scenarios.

**Equipment:***A list of required equipment is provided with confirmation of registration for this course.*

**Police Association Leadership** (24-hrs)

This course is designed to strengthen your organization by identifying and understanding the roles, duties and responsibilities of association board members. Participants will learn the skills necessary to deal with the day-to-day operations of running an association from parliamentary procedures to fiduciary duties. Additional topics include: leadership, relationship building with management, government, and the media, as well as critical incidents and how to respond to, and prepare for them. *Instructor: Dan Borgeson*

**Police Media Relations (**8-hrs)

The class will focus on proper interview tactics as well as how to prepare for interviews. The class will examine how media relations within the police department can and will be an essential tool. Students will learn how the Public Information Act impacts their jobs, and the necessary relationships with the media. Students will learn how working with the media can be productive to their organizations. *Instructor: Jamie Matthews*

**Police Response to Persons with Disabilities**

How do you interview a witness who is deaf?  How do you assist a person who is having a seizure?  How do you transport a suspect who uses a wheelchair?  Under the Americans with Disabilities Act (ADA), people who have disabilities are entitled to the same services law enforcement provides to anyone else. They may not be excluded or segregated from services, be denied services, or otherwise be treated differently than other people.  This course will help the law enforcement officers understand how to interact with victims, witnesses, suspects, and others who have disabilities.

**Practical Leadership for Law Enforcement**

This program develops you leadership skills by using followership as a method to determine your leadership abilities. Students will learn to identify and apply the skills of other effective leaders, work with negative emotions, deal with motivation issues, and still gain followers.

**Practical Search Warrants**

This course will prepare the student in the legal and practical aspects of search warrant preparation. Students will complete a practical exercise in which they prepare a search warrant from a hypothetical set of facts. **Equipment:***Students are strongly encouraged to bring a laptop computer and thumb drive.*

**Property and Evidence Management In Law Enforcement (Distance Learning Course)**

The IAPE Property and Evidence Management class is approximately 14 hours in length and was prepared by Law Enforcement Personnel for Law Enforcement personnel. Completion of the class meets the training requirements for becoming a [**Certified Property and Evidence Specialist (CPES)**](http://iape.org/certification.html). For additional course information and registration go to: <http://www.iapevideo.com/learnmore.php>

*This program is being offered in partnership with the International Association for Property and Evidence (IAPE) and the Collin County Law Enforcement Academy (CCLEA).*

**Radar / Lidar Certification** (16-hrs)

The goal of this course is to deliver accurate and comprehensive speed enforcement training for operators.

**RED FLAGS / Officer Survival**

(Simunition Course - No live firearms allowed in training facility.) Warning signs or "red flags" prevail long before the push, shove, grabbing, punch, or assault. This course will focus on officer survival, how to "Detect to Avoid" and trust our instincts. Officers will participate in various scenarios and will learn to articulate their actions based on the environment. The course will also review the “Fatal Four”; felonious assaults, motor vehicle & traffic related incidents, physical condition and emotional health.

**Searching and Seizing Computers and Obtaining Electronic Evidence in Criminal Investigations**

The purpose of this course is to provide law enforcement officers with systematic guidance that can help them understand the legal issues that arise when they seek electronic evidence in criminal investigations.

The law governing electronic evidence in criminal investigations has two primary sources: the Fourth Amendment to the U.S. Constitution, and the statutory privacy laws codified at 18 U.S.C. §§ 2510-22,18 U.S.C. §§ 2701-12, and 18 U.S.C. §§ 3121-27. Although constitutional and statutory issues overlap in some cases, most situations present either a constitutional issue under the Fourth Amendment or a statutory issue under these statutes. This course will address the Fourth Amendment law of search and seizure, and focus on other statutory issues, which arise mostly in cases involving computer networks and the Internet.

**Search Warrant Basics** (16-hrs)

This course covers search warrant basics as defined in the Texas Code of Criminal Procedure. Topics will include the search warrant affidavit sections, the actual search warrant and the search warrant return.

Students will develop a basic understanding of the search warrant process from drafting an affidavit to returning the warrant to the judge. *Instructor: Greg Bowers*

**SFST Practitioner (2067) and SFST Update**

This course is designed to teach participants to: recognize driving behaviors and other indicators commonly exhibited by impaired drivers; become better detectors and better describers by improving their skills impaired driver and articulating their observations; develop a better understanding of the tasks and decisions involved in the DWI detection process. Students needing only the SFST update will be required to attend only four hours of the course.

**SFST “SPANISH”**

This course is designed to familiarize law enforcement personnel with traffic stop situations when dealing with possible impaired Spanish speaking citizens. The ultimate goal~ after taking the class~ is for the officer to be capable of administering the SFST’s in Spanish by giving the required commands.

**Pre-requisites:** Successful completion of SFST Practitioner (2067) Course.

**Sovereign Citizens / Threat to Law Enforcement**

Extremists, sometimes known as "sovereign citizens," believe they can live outside any type of government authority. Routine encounters with police can turn violent "at the drop of a hat." This course provides an overview of “Sovereign Citizens” and their threat to law enforcement.

♦ **Statement Analysis & Verbal Clues of Deception**

Statement Analysis is the process of examining a person's words to determine exactly what the person is saying. This includes determining if the person is being truthful or deceptive, discovering additional information within the statement, and seeing if the person is withholding any information.

**Street Drugs: Recognition and Identification**

Topics include: current controlled substances, national and regional trends, substance identification, packaging techniques, types of paraphernalia, concealment locations (personal and vehicle), and legal issues of substance possession and trafficking.

**Survival Spanish**

Most often field officers may not have time to wait for an interpreter and must respond immediately in order to: 1) ensure safety for themselves and the safety of civilians, 2) maintain immediate control and order of a situation, 3) identify and pursue a suspect, 4) use dynamic entry during a search, and 5) provide general instructions. This two-day workshop on “Basic Survival Spanish” will provide law enforcement with basic terminology to give commands, obtain general information, and respond to immediate emergency situations while waiting for an interpreter to arrive at the scene or via telephone services. ***NOTE:*** *Students will be provided with a commercially produced course book and an audio CD to refresh and improve language skills outside the classroom.*

**Tactical Operations Planning**

The objective of this course is to review tactics for implementing a successful pre- planned Tactical Operational Mission to include: Scouting, Planning, Presenting, Execution and De-Briefing. Officer’s will scout, develop and present a Tactical Operational Plan to the class.

Equipment needed for the class:

* Digital camera / Video Camera
* Pen and paper
* Vehicle

Goal of Class: THE STUDENT WILL BE ABLE TO CORRECTLY PLAN AND BRIEF AN ARREST OR SEARCH WARRANT WITH THE EMPHASIS ON OFFICER SAFETY WHILE MAXIMIZING THE POSSIBILITY OF SUCCESS.

**Tactical Building Searches with Limited Personnel** (8-hrs)

This dynamic course that will teach officers how to safely and quickly search buildings with limited personnel (3 officers). This is a hands on practical course that will also include moving as a team, movement into rooms, encountering suspects, weapon mounted light tactics, basic communications, and most importantly; identifying when you are in over your head and what to do about it. While searching with three officers will be the main focus, scaling up the search team to 10+ officers will be covered as well. *Instructor: Dan Borgeson*

♦ **TASER Instructor Certification** - This course will certify you to instruct others on the use of the X26 TASER Electronic Control Devices. This course has an online component that MUST be completed prior to attending the practical portion of instruction with a TASER Master Instructor.  New persons certifying as an instructor will need to complete four hours of online training and attend BOTH practical days.  Re-certifying TASER Instructors will need to complete eight hours of online training and the SECOND day (Day 2) of the practical session.

**TCIC/NCIC Full Access 3802**

This course is designed for individuals who perform all TCIC/NCIC functions, including inquiry, entry, modification, clearing, canceling and III (Interstate Identification Index) functions.

**TCIC/NCIC Less Than Full Access 3807**

This course is designed for individuals who perform TCIC/NCIC functions at any level lower than Full Access.  Generally, this pertains to inquiry only, including MDT and Laptop computer users.

**Time Management**

Only 24 hours in a day? Too much to do and not enough time to get it all done? This course will teach you how to decide what to do and when to do it. The course will focus on the fundamentals of time management, conquering procrastination, and understanding time management. This course is designed for any law enforcement professional wanting to get the most out of every day.

**Writing Search Warrants for Digital Evidence**

Because the retrieval of digital evidence requires technical expertise and considerable time, the execution of a warrant for digital evidence generally involves two steps. The first is location and retrieval of the physical storage device that investigators believe contains the digital evidence, and the second is subsequent analysis of the storage device to locate the digital evidence. Normally, when a computer is going to be seized, the investigator would clearly explain in the supporting affidavit that after its seizure and removal from the scene, it is going to be searched for evidence. Often, investigators will detail what types of computer files they are going to be looking for so as not to run afoul of the Fourth Amendment which requires that every warrant must “particularly describ[e]…the…things to be seized.” This requirement restricts and prevents law enforcement from executing a general warrant to search for evidence of a crime. This course provides an overview of the warrant process of computer searches and seizures. Topics include: Language to obtain a warrant authorizing the search and seizure of computers, describe the property to be seized in the warrant, drafting an affidavit that establishes probable cause, search strategy, and statutory or constitutional concerns.

**1st Responder Response to Property and Violent Crimes**

This course provides the 1st responder with valuable knowledge and tolls related to crime scene response, protection, identification, collection and processing. The course will provide an overview of all forensic components which have a direct impact on the investigation of offenses, prosecution and customer service. Participants will conduct practical exercises, process evidence using basic powder techniques and work a mock crime scene.

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| **Topics Include:** | ***Necessary equipment: (Basic Evidence Kit to contain):*** |
| * Basic Equipment * Proper crimes scene walk through procedures * Identify, protecting and handling of forensic evidence * Note taking and rough sketch drawing * Basic collection, processing and packaging techniques * Search and Seizure issues * Documentation and reporting methods | * White latent backing cards (3”x5”) * Fiber Brush * Magnetic Brush/Magnetic Applicator * Black fingerprint powder * Magnetic Fingerprint Powder * Lifting tape 1½ Clear * Tape dispenser 1½ * Swab for bio/DNA * Gloves * Brown paper sacks * Kraft envelopes (both 2 x 3 & 9 x 12) * Sharpie Markers * Fingerprint ink pads – 1.5 diameter * Baby wipes * Pocket magnifier   Recommended source: Arrowhead Forensics (http://www.crime-scene.com/index.shtml) |

(Keep an EYE OUT! Additional courses are in development and will be scheduled soon!)

*We strive to provide an accurate description of our current courses. Additionally, we are constantly developing new courses for the law enforcement community, some course that appear in our schedule may not have a description listed, if you have any questions about any of our programs please feel free to contact us.*

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| [https://cougarweb.collin.edu/site/images/cougarweb_login_06.jpg](http://www.collin.edu/)  **See our website at:**  <http://ftp.collin.edu/lawenforcement/index.htm>  Telephone and e-mail registrations are accepted:  (972) 548-6863 / [tblevins@collin.edu](mailto:tblevins@collin.edu) | **Legend**  ♣♦ ♥ **∅**  ♣ **Ammunition Restriction**  Major brands of TMJ and/or FMJ **ONLY!**  **NO** reload or lead ball ammunition.  *Ammunition is* ***NOT*** *provided.*  ♦  **Hosted Course –** check course website.  ♥ **Physical Training and Testing**  **∅ Tuition waved** |

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| INSTRUCTORS WANTED |
| If you are interested in sharing your skills, knowledge and experience and are interested in working with the CCLEA as a adjunct instructor, we are accepting applications for “PART-TIME” instructors. We are specifically interested in recruiting those with law enforcement experience who are proficient in developing their own training programs.  If you are interested apply online at: <https://collin.hua.hrsmart.com/ats/career_center.php>  *You MUST include your resume and proof of TCLEOSE Instructor Certification or equivalent.* |