



TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY



STANDARD OPERATING PROCEDURE

SUBJECT Departmental Training / In Service Roll Call		NO. OF PAGES: 3
REFERENCE: TCLEOSE Rules & Regulations	EFFECTIVE DATE: Jan. 1, 2009	REVIEW DATE: N/A
General Order 002	SPECIAL INSTRUCTIONS/SUPERSEDES: N/A	ISSUING AUTH.: CHIEF OF POLICE

PURPOSE: To coordinate and record training provided to employees.

A. Credit with TCLEOSE (Texas Commission on Law Enforcement Officer Standards and Education) may be awarded if:

1. The topic to be presented has not been dealt with previously in training for which credit was awarded.
2. Lesson plans and training material to be used have been approved prior to presentation by the training coordinator and the Office of the Chief of Police.
3. The training presented was an approved LETN (Law Enforcement Training Network) program with a pre and post test. Submit the completed tests along with a completed roster signed by the officer to the training coordinator.
4. If the recipients of the training are to receive credit from the TCLEOSE, the training coordinator will submit the appropriate form to the Office of the Chief of Police.

B. In Service Training:

1. When a staff member of the department is to present any form of training, that person is responsible for furnishing the following to the training coordinator prior to the presentation of the lesson:
 - a. The number of training hours and the date(s) proposed.
 - b. A list of the proposed instructor(s) if some person outside the department is needed as a guest instructor.
 - c. Lesson plans and training materials

C. Roll Call Training:

1. Roll call training is a supplementary training technique. This type of training can be effective providing it is well structured and reflects the needs and interests of the department.
2. Roll call training should be flexible enough to fit into the time limitations of a roll call setting and should include enough sessions so that all shift personnel receive the information.
3. Roll call instructors should include anyone with demonstrated skill or knowledge in a particular area of instruction.
4. Roll call training normally involves topics of immediate interest to shift personnel, which can be presented in a short period of time. One example of roll call training: Staff from the criminal investigation unit presenting information on recent crimes on campus or information on person(s) involved in crimes on the campus.

D. Lesson Plans:

1. Lesson plans are required for all training conducted by the department. It is the responsibility of each individual instructor to provide the training coordinator with a copy of the lesson plan for approval prior to the class.
2. The development of lesson plans establish the purpose of instruction, set forth performance objectives, relate the training to critical job tasks, and identify the information which will be presented.
3. Lesson plans should include a statement of performance objectives, the content of the training, and specification of the appropriate instructional techniques.
4. Lesson plans should include references, instructional techniques, lecture, job task relationships, and responsibilities of the participants for information presented, testing material, and plans for evaluation of the participants.

E. Training coordinator Responsibilities:

1. Ensure that all commissioned officers comply with the in-service training requirements established by TCLEOSE.
2. Ensure that all non-commissioned personnel comply with the training specified by the Chief of Police.
3. Assist personnel in obtaining research materials for preparation of lesson plans.
4. Submit proposed lesson plans and training material to the Office of the Chief of Police for approval.
5. Notify the requesting commander when training has been approved.
6. Coordinate appropriate training schools with outside agencies.
7. Maintain current training records on all personnel. Records should include copies of lesson plans, names of attendees and performance of individual attendees as measured by tests. Copies of training certificates should be obtained from employees who attend training. One copy should be filed in the training division records and one copy should be filed in the employee's personnel file.
8. When a specific training need is defined which will be presented department-wide, the training coordinator will assist in the preparation of all necessary materials and coordinate establishing training dates and times, and provide necessary information to the commanders and other staff elements.
9. In an instance of department-wide training, commanders will be given information on the dates and times training will be presented. Commanders will be responsible for scheduling their personnel to attend.
10. All employees are required to attend training schools or classes assigned through the training coordinator. Exceptions or absences may only be approved by the employee's commander or the training coordinator. Exceptions may include vacations, illness, court attendance, personal or departmental issues.

G. Requests for Training:

1. The employee's immediate supervisor will review/consider each request based upon cost, type of training, employee and departmental needs.
2. The request will then be forwarded to the training coordinator.
3. The training coordinator will review the request and forward to the Chief of Police for final approval.
4. The training coordinator will inform the supervisor of the status of the request.

APPROVED:

Roger Byars
Chief of Police

Date

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008