



POLICE OFFICER TRAINING ADVISORY BOARD BYLAWS

The Central Texas Council of Governments' (CTCOG) Training Advisory Board was established in November 2006 in order to enhance the current training program and shall abide by mandates set forth by the Texas Commission On Law Enforcement (TCOLE) as stated in their current rules. The advisory board shall consist of representatives appointed by CTCOG. These representatives shall be law enforcement personnel with one-third of the members being public members having the same qualifications, found in the Texas Occupations Code 1701.052 as any commissioner who is required by law to be a member of the general public. The designated Training Coordinator from CTCOG shall be an ex-officio, non-voting member. CTCOG's Police Officer Training Coordinator shall serve on the board but will abstain from voting except to break a tie.

The board shall elect a Chairman to preside over meetings. The term for Chairman shall be for one year.

The board shall meet at least once each calendar year and more frequent meetings may be called by the Chairman, the Training Coordinator, or the person who appoints the board. A quorum, which is the majority of members, must be present in order to conduct business.

Written minutes shall be kept of all board meetings and will be distributed to board members. These minutes shall be retained by CTCOG for at least five years and a copy forwarded to TCOLE upon request.

The board shall be responsible for advising the development of curricula and any other related duty that may be required by CTCOG or TCOLE. As specific duties, the board shall:

1. effectively discharge its responsibilities and otherwise comply with current TCOLE rules;
2. advise on the need to study, evaluate and identify specific training needs;
3. advise on the determination of the types, frequency, and location of courses to be offered; and
4. advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance, and retention.

The board may, when discharging its responsibilities, request that a report be made or some other information provided to them by a training or course coordinator. The Training Coordinator shall provide on a quarterly basis a report that states the training classes sponsored by CTCOG during the previous quarter and the number of law enforcement and non-law enforcement students that attended. The board shall also be provided with details on training courses being planned by CTCOG.



Training Advisory Board meetings shall adhere to the Open Meetings Act and the Open Records Act. CTCOG shall notify the Texas Register of board meetings and will submit agendas to them in advance.

All policies and by-laws shall be in writing and approved by the CTCOG Executive Committee. Copies of Bylaws and Policies and Procedures shall be provided to interested parties upon request.

POLICE OFFICER TRAINING ADVISORY BOARD POLICIES

INTRODUCTION

As a contract provider for the Texas Commission on Law Enforcement (TCOLE), the Central Texas Council of Governments (CTCOG) has in place a Training Advisory Board (TAB) that will have at least three members who are appointed by CTCOG. The board may have members who are law enforcement personnel; however, one-third of the members must be public members having the same qualifications found in the Texas Occupations Code 1701.052 as any commissioner who is required by law to be a member of the general public. The chief administrator or head of CTCOG and the designated training coordinator may only be ex-officio, non-voting members. A quorum of 51% must be present in order to conduct business.

The TAB is responsible for advising on the development of curricula and any other related duty that may be required. Specific duties of the board are:

1. Effectively discharge its responsibilities and otherwise comply with TCOLE commission rules;
2. Advise on the need to study, evaluate and identify specific training needs;
3. Advise on the determination of the types, frequency and location of courses to be offered;
4. Advise on the establishment of the standards for admission, prerequisites, minimum and maximum class size, attendance and retention.



POLICIES

Training notices:

CTCOG's training schedule will be posted on the website and on CTCOG's public message board. Periodic emails and mailings regarding training events or changes to the schedule will also be provided.

Payment schedule for CTCOG instructors:

\$40/hour plus \$40 for one hour for additional Preparation Day costs.

Class fee:

Every attempt to provide free or reduced prices for classes will be made. Classes provided to trainees will be a maximum of \$40/day however, the fee may be lowered when funding opportunities are available. The exception to this rule will be when specialized contracted instructors are hired at significantly higher rates.

Training facility requirements:

A dedicated classroom must be sufficiently air-conditioned and heated, well lit, free of noise and other unreasonable distractions, and of sufficient size for the number of students to be served; have adequate instructional resources to conduct effective training; have adequate and convenient restrooms, break room and parking area; have an adequate and convenient law enforcement reference library for student and staff use; and have sufficient access to current and appropriate teaching tools and electronic equipment, including video players and projection equipment, computer hardware, software and internet access.

CTCOG has a Memorandum of Agreement with the Belton Police Department for the use of their firing range in case one is ever needed for training. When in use by CTCOG, the range will have safety rules clearly posted, adequate restrooms, secure storage and first aid equipment. CTCOG also has the use of the Harker Heights Police Departments classroom.

Admission Standards:

For law enforcement-related training classes, students must be licensed peace officers, reserve officers, security personnel, or civilians employed by a law enforcement-related agency. Periodically, CTCOG will host training that is also appropriate for adult or juvenile probation officers, school personnel, social workers, and/or other professionals. A few training classes will be restricted to law enforcement only; admission standards will be set by CTCOG and the instructors for these classes and shown on the training notice.

Limitations for the class size will be set by CTCOG Police Officer Training Coordinator and/or the instructor as necessary.



In the event that a student must miss a portion of the class, make-up time must be provided by the student and instructor within two weeks following the last day of class. Missed time may be made up following class or before class begins on a consecutive training day, if agreed by the student and instructor. If missed time is not made up, the student will not receive any TCOLE credit hours earned for the class. All students will receive a course completion certificate and TCOLE hours will be reported within 30 calendar days following the course completion date.

Conduct/Dress Code:

Students, instructors and CTCOG staff will conduct themselves in a professional manner. No incidents of violent behavior or misuse of weapons will be tolerated. If a student has a complaint about an instructor, or an instructor has a complaint about a student, they should report it to CTCOG's Police Officer Coordinator. Depending on the severity of the problem, a student or instructor may be asked to leave the premises.

Unless otherwise required by instructor, dress for training classes will be business casual. Some classes may require comfortable clothing for practical exercises. Clothing must be in good taste and not revealing or distracting to other students or the instructor.

Testing/Objectives:

Tests will be given to all law enforcement personnel requesting TCOLE credits. Course objectives and lesson plans will be provided to CTCOG Criminal Justice Training Coordinator by instructors and objectives will be provided to students in handout materials. Each objective will have a test question and instructors will insure that each objective is addressed in his/her presentation. A written or skills exam will be developed by instructors and graded in class. Test questions missed will be further discussed in class to make sure the students understand the correct answers. Exam proctoring will be provided by the Police Officer Training Coordinator, or instructor.

Evaluations:

Students will be asked to complete evaluation forms that address instructors, materials and classroom environment.

Cancellations:

Classes may be cancelled by CTCOG or an instructor if not enough people register to make the class feasible; death, injury or illness of the instructor or his/her immediate family member; dangerous weather conditions; or as necessary. Students who are pre-registered will be notified by CTCOG of any cancellations, delays, or rescheduling of classes. In the event the class is cancelled or student cancels their registration and a refund is required, credit card payments will



incur a fee of approximately 1% of the class's cost. All other forms of payment will incur no fee and will be refunded 100%.