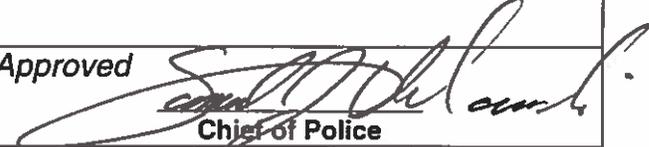


**LANCASTER POLICE DEPARTMENT
GENERAL ORDERS MANUAL**

Effective Date August 19, 2015		Amended Date July 19, 2017		Directive 3.03.1	
Subject Training and Training Records					
Reference			Approved  Chief of Police		
Distribution All Personnel City Manager City Attorney		TPCA Best Practices Recognition Program Reference 3.05; 3.06; 3.07; 3.08; 3.09		Review Date July 19, 2017	
				Pages 3	

This Operations Directive is for internal use only and does not enhance an officer's civil or criminal liability in any way. It should not be construed as a creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this Operations Directive, if proven, may only form the basis for a complaint by this Department, and only in a non-judicial administrative setting.

SECTION 1 PURPOSE

The purpose of this policy is to require appropriate in-service training for all sworn personnel.

SECTION 2 POLICY

It is the policy of the department that all sworn personnel receive the appropriate in-service training in accordance with the Texas Commission on Law Enforcement and Texas law.

SECTION 3 PROCEDURES

A. IN-SERVICE SWORN OFFICERS TRAINING (TPCA 3.06.a)

1. All sworn personnel of the department shall, within each Texas Commission on Law Enforcement training period as required by law, obtain at least forty (40) hours of in-service training. In-service instruction may include the following:
 - a. a review of changes or revision in Texas state law;
 - b. training required by the legislature during each four-year training cycle;
 - c. specialized training required at the direction of the Chief of Police or TCOLE, based on assignment;
 - d. supervisory training;
 - e. policies and procedures;
 - f. firearms training and qualifications
2. In each two (2) year cycle, sworn officers must receive the following training:
 - a. hands-on arrest and/or defensive tactics training; and (TPCA 3.06.b)

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3. The Training Coordinator will monitor the training required by Texas law and the Texas Commission on Law Enforcement rules. As the mandatory training changes each year or each training cycle the Training Coordinator will notify all department personnel of the required training. All supervisors are responsible for scheduling their subordinates to attend mandatory training courses as the Training Coordinator makes known the training opportunities.

B. RESERVE OFFICER TRAINING (TPCA 3.07)

1. Reserve officers are required to attend the same type and required amount of hours as full time sworn officers. This includes at least forty (40) hours of in-service training within each Texas Commission on Law Enforcement training period as required by law as well as the hands-on arrest and/or defensive tactics training and initial or refresher self-aid / buddy aid training.
2. The Training Coordinator will monitor the training required by Texas law and the Texas Commission on Law Enforcement rules. As the mandatory training changes each year or each training cycle the Training Coordinator will notify all department personnel of the required training. All supervisors are responsible for scheduling their subordinates to attend mandatory training courses as the Training Coordinator makes known the training opportunities.

C. SUPERVISOR TRAINING (TPCA 3.09)

1. All newly promoted sworn supervisors will attend the Texas Commission on Law Enforcement (TCOLE) required new supervisors course (3737) or an equivalent course which meets the Texas Commission on Law Enforcement requirement for new supervisor training within twelve (12) months of their promotion.
2. All newly promoted commanders with the rank of Lieutenant or above will attend training such as the Institute for Law Enforcement (ILEA) Management College, FBI-LEEDA, LEMIT-LLC or similar police management training appropriate to the rank as determined by the Chief of Police within twelve (12) months of their promotion.
3. All newly promoted non-sworn supervisors will attend training appropriate to their position within twelve (12) months of their promotion.
4. A record of all supervisors' and commanders' training will be placed in the supervisor's or commander's training file maintained by the department's Training Coordinator.

D. NON-SWORN PERSONNEL TRAINING (TPCA 3.08)

1. All newly hired and rehired non-sworn personnel will receive the following training:
 - a. orientation to the department's Mission, Vision, and Core Values;
 - b. code of Conduct and General Orders;
 - c. responsibilities and rights of employees;

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- d. any other training deemed necessary by the Assistant Chief of Police of the employee's respective division.
2. The non-sworn employee's supervisor is responsible for verifying the employee received the training and/or providing the training outline above. The non-sworn employee's supervisor will forward all training certificates or proof to the Training Coordinator.
3. Telecommunicators, Telecommunicator Supervisors and the Communications Supervisor will complete all required training as outlined in the Lancaster Police Department General Orders Manual, Directive 9.01.1 "Communication Center."
4. Records personnel and/or personnel assigned to records processing will complete a course in State Open Records and Records Retention within ninety (90) days of hire.
5. Any other non-sworn personnel who have State required or job specific training will be provided that training either prior to job assignment or within one hundred eighty (180) days of assignment. Additionally, those personnel will receive retraining or in-service training as required.

E. TRAINING RECORDS (TPCA 3.05)

1. In accordance with the Texas Commission on Law Enforcement rules, all training conducted by any member of the department must be documented by a roster, date, course outline, learning objectives, and documentation as to how the student was tested over the material. These items must be maintained by the department's Training Coordinator.
2. The Training Coordinator will submit all records of training conducted by any member of the department to TCOLE via the Texas Commission on Law Enforcement Data Distribution System (TCLEDDS) either electronically or by mail within ten (10) days after the completion of the training.
3. All training records for sworn members of the department will be maintained by the Training Coordinator using TCLEDDS.
4. Training records for non-sworn members of the department will be maintained in a file designated by the Training Coordinator. Training records for non-sworn members will be maintained separately from those of sworn personnel.

F. SCOPE OF RESPONSIBILITY

1. All members of the department shall know and comply with all aspects of this directive.
2. All Division Commanders and supervisory personnel are responsible for ensuring compliance with the provisions and intent of this directive.