	<b>Abilene Police Department Operating Procedures</b>		
	Subject: <i>Training</i>	Issued: <b>07/30/2021</b>	TBP: 2.16, 3.05, 3.08

### **Training (TBP 2.16)**

The Department has an obligation to provide a professional standard of law enforcement service to the community. In fulfilling that responsibility, it is essential that Department personnel be properly trained. Entry level training is provided as a continuation of the selection process and to prepare officers for police service. Refresher training and specialized training are provided to officers to enhance their effectiveness and aid the development of specialized skills within the framework of the police generalist. Training is provided to accommodate Department needs and to actualize the interest and concern which the Department has for the self-improvement and personal development of its employees.

### **Participation of Supervisors in Formal Training (TBP 2.16)**

Supervisors will participate in the In-Service Training Program to assure policy is disseminated as accurately as possible. This participation will also allow the Department and its employees to benefit from the experience, knowledge and attitudes of its supervisory officers.

### **Encouragement to Further Education**

In fulfilling its commitment to provide professional police service, the Department encourages all employees to further their education to the highest level possible. Therefore, consistent with its basic responsibilities, the Department cooperates with employees in arranging duty schedules and assignments to facilitate and encourage such individual effort.

### **Civilian Employees**


Law enforcement professionalism is enhanced when officers perform only those tasks where there is an identified need for police knowledge and skills. The Department employs civilians in positions where there is not a demonstrated need for specific police knowledge. This releases officers for more traditional tasks. The use of civilians makes it possible to hire employees for their specialized skills, thereby resulting in greater efficiency.

### **Training Records (TBP 3.05)**

#### Sworn Personnel

Each individual sworn officer's training records will be compiled and maintained by department training staff and reported in accordance with all relevant rules of the Texas Commission on Law Enforcement.

All sworn officers' training records will be entered into the TCLEDDS system by the Training Director, or his or her designee, and shall be so entered as to be in compliance with all rules applying to the reporting of training records and courses as defined by the Texas Commission on Law Enforcement.

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## Non-sworn Personnel

Each individual non-sworn employee's training records will be compiled and maintained by their respective Division Manager and City of Abilene Human Resources and reported, if applicable, in accordance with all relevant rules of the Texas Commission on Law Enforcement.

## Department In-house Training Files

All in-house training files will be compiled, maintained and stored at the Warren Dodson Training Academy in accordance with all relevant rules of the Texas Commission on Law Enforcement.

All in-house training files will contain the following information and will be readily available to the Commission for inspection:

- A. Attendees' critiques of the course that includes:
  - 1. Written evaluation of the instructor
  - 2. An assessment of how this training was applicable to their assigned duties
- B. Number of students attending
- C. Copy of course outline, if available; and
- D. Copy of available handouts

## 6 Minute Training

Each division should participate in recurring training in order to further employee development.

## Non-Sworn Training (TBP 3.08)

The Department will identify any non-sworn positions, including volunteers, that require state or agency pre-service and/or in-service training or certifications and shall provide the necessary training.

Non-sworn positions requiring pre-service and/or in-service training are identified as follows:

The Department Records clerk is responsible for the maintenance of the police records system including the Uniform Crime Reporting system. A newly appointed Records clerk shall receive training regarding the following:

- A. NIBRS
- B. Public notary laws
- C. Texas Public Information Act



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In addition to meeting the basic TCOLE standards to receive a basic certification, a newly appointed Public Safety dispatcher shall receive the following training:

- A. Call take
- B. Fire dispatch
- C. Police service
- D. Police dispatch

A newly appointed employee of the Child Advocacy Center will receive the following:

- A. Victim advocate training
- B. CPS intake review training
- C. Crisis intervention training

A newly appointed Property and Evidence technician shall attend a Property and Evidence Inventory technician conference to receive his/her certification.