Instructor Resource Guide

Basic Jail Certification Course for Sworn Texas Peace Officers

Course # 1107

Revised: December 2024

ABSTRACT

This course is designed to meet the legislative mandates by the Texas Legislature that amends Texas Occupations Code 1701. Of the fourteen (14) current Basic County Corrections course topics in course # 1120, these nine (9) are essential for Licensed Peace Officers in Texas to understand the Jailer role and must be covered in this course. Unless a unit topic is specified below, the modules listed must be covered in full. This course will not review shared topics also taught in the Basic Peace Officer Course. The Basic County Corrections Course curriculum can be found on the TCOLE website, www.tcole.texas.gov.

- Module 3: Facility Oversights and Concepts   2 hours
- Module 5: Mental Health   8 hours
    - Suicide Prevention
- Module 6: Intake Procedures   11 hours
- Module 7: Classification   9 hours
- Module 8: Inmate Services   3 hours
- Module 9: Inmate Healthcare   4 hours
- Module 10: Facility Security Protocols   14 hours
- Module 11: Legal Responsibilities   5 hours
    - Grievances
    - Inmate Discipline
    - Inmate Con Games
- Module 13: Documentation Procedures   3 hours
    - Inmate Release

Instructor Resource Guide:

This is an Instructor Resource Guide (IRG), not a lesson plan. The purpose of the IRG is to outline the minimum state requirements of what must be taught for a course to be considered compliant and receive TCOLE credit. The learning objectives provided in this IRG are the minimum state requirements for the training and must not be changed or altered.

- A qualified instructor **shall** develop the IRG into a lesson plan that meets their organization and student needs and must be kept in a training file for auditing purposes.

Please note: It is the responsibility of the Academy and/or Contractual Training Provider to ensure the IRG is developed into a complete lesson plan based on the requirements outlined in the IRG for a particular topic.

Lesson Plan:

Each organization is charged with creating their own lesson plan for how the organization will disseminate the information in the IRG.

- The IRG is designed to assist the instructor/subject matter expert in developing comprehensive lesson plans. The use of current statistics, best practice models, and scenario-based training should also be included in the lesson plan development. Instructors are encouraged to add additional activities.

- Any activity that is **suggested** is just that, an example or suggestion, and is not mandated for inclusion.

- Anything that is **required** must be included in the instructor's lesson plan.

Note to Trainers:

It is the responsibility of the Academy and/or Training Coordinator to ensure this curriculum and its materials are kept up to date. Refer to curriculum and legal resources for changes in subject matter or laws relating to this topic as well as the Texas Commission on Law Enforcement website at www.tcole.texas.gov for edits due to course review. Training providers must keep a complete training file on all courses reported for TCOLE credit.

Target Population: Sworn Texas Peace Officers desiring to obtain a County Corrections Jailer license.

Student Prerequisites:

- Student must be a licensed Peace Officer in the state of Texas.

Instructor Prerequisites:

- Instructor(s) must be a subject matter expert in the chapter topic. An instructor must have documented knowledge/training/education and provide an instructor's biography that documents subject matter expertise. It is the responsibility of the training academy/training coordinator to select qualified instructors to instruct these topics.

- It is highly recommended that instructors have experience teaching in a law enforcement environment.

- If a documented subject matter expert does not hold a TCOLE instructor certification, the instructor must be approved in writing by the department's training coordinator or chief administrative officer and kept in the training file for the course.

- A TCOLE instructor certification does not certify someone to teach any chapter topic.

Length of Course:

It is the training coordinator's responsibility to ensure the minimum hours are being met. Students are required to attend all classroom hours as listed in this instructor resource guide, there is no 10% attendance rule. TCOLE Rule 218.1 (C)(4) states that failure to meet the

minimum course length may be grounds for denial of training. This course shall be taught the minimum hours that are listed in this guide and the student shall attend the entire class to receive credit.

- 59 hours, minimum

Training Delivery Method(s):
- Online (requires prior approval from TCOLE for delivery online)
- Instructor-led, classroom-based
- Instructor-led, virtual classroom
- Blended (online and classroom-based)

Assessment:
- Training academies are responsible for creating assessments and documenting the mastery of all objectives in this course using various testing assessment opportunities in preparation for the state licensing exam.
  - Assessment opportunities include oral or written testing, interaction with instructor and students, case study and scenario, and other means of testing student's application of the skills taught as the instructor or department deems appropriate.
- Assessment tools must be used throughout this course to ensure the student has a thorough comprehension of all student learning objectives.
- Students shall not be passed through the course simply because they are in attendance. Students are required to master the skills to transition to the next chapter/topic in the course. It is critical to have assessments on a regular basis to test this mastery.

Reference Materials: Texas Basic County Corrections Course curriculum (1120).

Note for Training Coordinators:
- Students must complete the required content and hours as listed in the current BCC.
- Please refer to the current Texas Basic County Corrections Course curriculum for student learning objectives and course content.